

# ARCADIA FIRST BAPTIST CHRISTIAN SCHOOL HOME OF THE MIGHTY LIONS

*A Ministry of Arcadia First Baptist Church*



## **Student / Parent Handbook**

***Amended: January 2026***

*“Instilling Christian Values and Academic Excellence”*

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# WELCOME TO AFBCS!

## SCHOOL EMAIL

[office@afbcs.org](mailto:office@afbcs.org)

## SCHOOL PHONE #

409-925-2825 Ext. 2

## SCHOOL HOURS

K - 5th Grades:

8:00 am - 3:15 pm

6th - 12th Grades:

7:45 am - 3:15 pm

## FOLLOW US



@ArcadiaFirstBaptistChristianSchool



@afbchristianschool

WE ARE GLAD YOU CAME TO VISIT!

[afbcs.org](http://afbcs.org)





# ARCADIA ADMIN TEAM

## 2026 - 2027



**KATY WHEELER**  
Administrator

It is with great pleasure that I welcome you to our school. I have been a part of the AFBCS family since its inception in 2012 and as the Administrator for the past three years. I am honored to have the opportunity to lead this phenomenal school and work closely with all members of our school community.

Education is a transformative journey, and I firmly believe in creating an environment that fosters excellence, growth, and a love for learning. At Arcadia we focus on "Instilling Christian Values & Academic Excellence" in all that we do. We also emphasize character development through our Character Education program. Our goal for our students when they leave AFBCS is to become compassionate leaders and Christ followers in their next chapter.

As Administrator, my door is always open, and I encourage open communication between students, parents, and staff. I firmly believe that collaboration and partnership are key to the success of our school. Together, we can create an environment that nurtures the potential of each and every student. I give all glory to the Lord, as He continues to bless us immensely at AFBCS. Again, welcome and I look forward to getting to know you and your family. *"Seek the Lord and His strength; seek His presence continually!" ~1 Chronicles 16:11*

Welcome to Arcadia First Baptist Christian School! We are excited that you have entrusted AFBCS to further your student's education. Our goal is to exceed your expectations, as our certified teachers instill academic excellence in a Christian environment. Your student will receive individual attention, and our teachers will encourage and support all students as they develop skills necessary for success. It is our hope to inspire each one to reach his/her greatest potential in all areas of life.

What an opportunity God has given us, as we continue this ministry! We are excited about the freedom of ministering to students in the Name of Jesus Christ, and we are eager to watch these children as they grow in their relationship with our Lord. We look forward to working alongside you!

*"Teach me your way, O Lord, and I will walk in your truth; give me an undivided heart, that I may fear your name."  
~Psalm 86:11*



**JULIE BEANLAND**  
Assistant to Administrator

I would like to first welcome you and your family to Arcadia First Baptist Christian School! My name is Alegra Blackford and I am the Student Life Advisor here at Arcadia. My goal is to empower the students of Arcadia to develop and grow their love for Christ by establishing positive relationships, character education, mentorship, discipleship, community outreach, acts of kindness and prayer. My role for this school year will consist of helping students with school-related challenges they may be experiencing. Students will be encouraged to learn the importance of worshipping God and living in ways that please him. With your prayers and support we can partner together to instill the importance of having a personal relationship with Jesus Christ. I pray that the students of Arcadia will listen as God speaks to their hearts through his holy Word and that they will understand how much God loves them.

**ALEGRA BLACKFORD**  
Student Life Advisor



I'm so excited to see what God has in store for your children as they live out their purpose and serve the kingdom of God. Thank you in advance for making this a great school year!

**Encouragement:** *"Trust in the Lord with all your heart, and do not lean to your own understanding. In all your ways acknowledge him, and he will make straight your paths. Be not wise in your own eyes; fear the Lord, and turn away from evil."  
~Proverbs 3:5-7*



# INSTILLING CHRISTIAN VALUES & ACADEMIC EXCELLENCE AT ARCADIA!



Est. 2012

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SANTA FE, TX 77517  
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WWW.AFBCS.ORG

## **MISSION STATEMENT**

### **CHRISTIAN PHILOSOPHY OF EDUCATION AND GOALS**

Education is the instruction of truth. We believe that the Bible is the true revelation of God to mankind. These Biblical truths of God and His Son Jesus Christ must be the foundation for the education of children.

The Bible tells us that all the treasures of wisdom and knowledge are hidden in Christ (Col. 2:3), and that wisdom comes from God (James 1:5). Therefore, each child needs to know Christ, and Christ must be the primary consideration in every area of educational study.

Parents are given the ultimate responsibility for teaching their children in the way of God (Deut. 6:6-7). Our school seeks to be partners with the parents to provide quality Christian education that will encourage each child to grow academically, socially, physically, spiritually, and to reach his/her greatest potential.

The ultimate goal of Arcadia First Baptist Christian School is to assist parents in developing young people to know and love Jesus Christ, follow Him in life, and become positive, productive members of the coming generation. This is accomplished by instruction in right thinking, good conduct, and making life decisions in light of the principles of God's Word.

Education and training of the students are based upon a God-centered, traditional Christian approach to education, rather than a man-centered humanistic approach. We believe the Christian traditional system educates the mind and builds character. It encourages competition, hard work, humility, and the value of living under a free enterprise system of government. Our central goals are to:

- Train up students to hide the Word of God in their hearts through Bible study, memorization, and application (Psalm 119:11);
- Prepare students mentally by promoting high academic standards, good study skills and the ability to think critically and view their world from a Christian perspective (1 Timothy 4:12);
- Build character by training students to obey, do right, love God and country, and always measure their attitudes against principles in the Bible "that no one may spoil you through philosophy and deception" (Colossians 2:8);
- Realize that all students are "fearfully and wonderfully made" and that God has a unique plan and destiny for their lives (Psalm 139).

All these goals work in harmony to train students to become obedient to authority and the voice of God. Thus, when He places a calling upon their lives, they will be both spiritually and academically prepared to answer that call and to ultimately become a useful instrument of the Lord.

### **GOALS / KINGDOM EDUCATION**

- Teach Kingdom Education Christian Principles for daily living through the curriculum, Bible classes, chapel programs, scripture memory, extracurricular activities, and mentoring.
- Uphold and integrate Christian values in all aspects of the school, including the curriculum, all classes, sports programs, trips, and extracurricular activities.
- Lead students to trust Jesus Christ as Savior and to teach them to share Christ with others.
- Provide leadership training opportunities to the students in various ways.
- Maintain an atmosphere of Christian love. Students will be encouraged to have love and compassion for one another and for others. They will be given opportunities to express love by serving others.

- Provide activities and programs to promote healthy social and emotional development.
- Provide quality academic instructions that equip students to achieve their best potential.
- Provide opportunities for students to have a well-rounded education including programs for physical education and fine arts.
- Teach students in loving ways how to be orderly and well-disciplined.
- Provide a role model for students by employing born-again teachers.
- Provide for proper care of equipment and facilities to exemplify good stewardship and also to promote health safety.
- Develop a plan for regular evaluation and review of all program components of the school.

## **STATEMENT OF FAITH**

### **Our Beliefs:**

#### **GOD**

We believe in one Triune God who has eternally existed in three persons; the Father, the Son Jesus Christ, and the Holy Spirit. Each member of the Godhead is co-equal in essence, power, and glory; and yet, is nevertheless distinct in person.

*Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14*

#### **THE FATHER**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

#### **THE SON, JESUS CHRIST**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to Earth to reign as King of kings and Lord of lords.

*Matthew 1:22, 23; Isaiah 9:6, John 1:1-4, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14, 15; Titus 2:13*

#### **THE HOLY SPIRIT**

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts for the edification of the body. As Christians we seek to live under His control daily.

*2 Corinthians 3:17; John 16:7-13, 14:16, 17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13, 5:18; Galatians 5:25.*

#### **THE BIBLE**

We believe the Bible, consisting of the 66 books of the Old and New Testament, is the infallible Word of God, verbally inspired by God, and without error in the original manuscripts.

*2 Timothy 3:16; 2 Peter 1:20-21; Psalm 119:105, 160, 12:6; Proverbs 30:5.*

## **HUMANS**

Humans were created good and in the image of God, to be like Him in character and represent Him on Earth. Therefore, humans are the apex of God's creation. Tragically, through Adam's sin, the entire race fell from this purpose, inherited a sinful nature, and became alienated from God. In this state, humans are totally unable to remedy their lost condition and destined for eternal punishment in Hell. This condition and destination can only be remedied through the atoning sacrifice of Jesus on the cross and personal faith in Him.

*Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a, 59:1, 2; Romans 3:23, 8:19-21.*

## **SALVATION**

We believe that salvation is the free gift of God brought to man by grace and received through personal faith in Christ Jesus as Lord and Savior. This free gift is in no way the result of personal effort or of good works but, instead, displays the grace, love, and mercy of God. Once an individual expresses true personal faith in Jesus, they are adopted by God and are forever held by His persevering grace. Further, there is no salvation apart from personal faith in Jesus Christ as Lord. Biblically, salvation includes regeneration, justification, sanctification, and glorification.

Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart brought about by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. Justification is the point at which God declares believers righteous based on the completed work of Christ on the cross.

Sanctification is the lifelong process, beginning with regeneration, by which God, through the work of the Spirit, moves believers toward moral and spiritual maturity.

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

## **BAPTISM**

Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in the newness of life in Christ Jesus.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5.*

## **THE LORD'S SUPPER**

The Lord's Supper, one of the two ordinances of the Church, is a symbolic act of obedience through partaking of the bread and the fruit of the vine, memorializing the death of the Redeemer and anticipating His second coming.

*1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

## **THE CHURCH**

The Church is both local and universal. The universal Church includes all of those in the world who confess Christ both past and present. The local Church is a local expression of the universal church and is comprised of regenerated believers who, in obedience to scripture,

organize under biblically qualified leadership, come together regularly for preaching and worship, observe the ordinances of baptism and the Lord's Supper, are held accountable through discipleship, and go out into the world to fulfill the Great Commandment and the Great Commission as missionaries for the glory of God and the salvation of humanity.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 5:1-4; Revelation 20:3, 21:2-3.*

## **ETERNITY**

People were created to exist forever. We will either exist eternally separated from God by sin in Hell, or eternally with God through the forgiveness and salvation found in Jesus Christ alone. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

*John 3:16, 14:17; Romans 6:23, 8:17, 18; Revelation 29:15; 1 Corinthians 2:7-9.*

## **THE RETURN OF JESUS CHRIST**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the Earth, will gather His people from throughout the world, and will judge all men in righteousness. The unrighteous will be consigned to hell, the place of everlasting punishment.

The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

*(The above information is adopted from the Southern Baptist Convention Baptist Faith and Message 2000. The Arcadia First Baptist Church and Arcadia First Baptist Christian School have adopted the Southern Baptist Convention Baptist Faith and Message 2000.)*

***We encourage all families of our students to attend a Bible-believing church regularly as evidence that the parents are also actively working toward Christian training of the child.***

## **ARCADIA FIRST BAPTIST CHURCH**

Arcadia First Baptist is a church with a great history, but an even brighter future as we seek to reach our world through making disciples of Jesus, and equipping leaders. We believe that the church is not just a place to go, but for people to join as a body of believers.

Arcadia First Baptist Church started in the Morgan Barbershop in 1945 and has built and grown to date. The campus is on ten acres that currently occupies not only the church, but also child care, school, and numerous other ministries. Arcadia First Baptist Christian School ministers to students and families as a ministry of the church. It is a great blessing to have the church support the school and its efforts to further God's kingdom.

## **AFBCS LIFESTYLE STANCE**

As a ministry of Arcadia First Baptist Church, our core values, vision, and mission are aligned with the church and, ultimately, God's Word. AFBCS seeks to partner with families in the discipleship of children through Christian education. Through this process, we desire to cultivate a biblical worldview within the lives of our students and families. It is our hope that because of biblical understanding, our students and families will pursue a life that is governed by the moral code evidenced in Scriptures and upheld by the ministry of the school. Thus, the need to mutually agree on God's authority and His Word is necessary by both school and home and in word and lifestyle.

*In light of our biblical foundation as a ministry of Arcadia First Baptist Church, the school reserves the right to refuse enrollment or discontinue partnership when the atmosphere or conduct within a family or the actions or stances of a student oppose the scriptural posture of Arcadia First Baptist Christian School. This may include, but is not limited to, participating in, supporting, or affirming sexual immorality: immoral heterosexual activity, homosexual activity; bisexual activity, transgender activity, or sexual deviancy; promoting such practices; or countering the moral principles of the school.*

While the family atmosphere and conduct or student actions and stances may vary in degree, AFBCS desires to approach each scenario with reciprocal measures of correction. Of course, in each scenario within all disciplinary situations, we love those involved and minister to them however possible.

## **SCHOOL COMMITTEE**

The School Committee, as elected and approved by the church, is the governing body of the school. This committee shall consist of five persons and serve for three years, one or two of which will rotate off each year after their service is complete.

The school administrator and the administrator's assistant will be ex-officio members of this committee. The school committee is responsible for the general oversight and the accountability over all aspects of the school ministry in a supervisory capacity and is accountable to the church concerning the school ministry in general. The day-to-day hands-on supervisory oversight and direct control of the school ministry is the responsibility of the school administrator and as delegated to the administrator's assistant and/or other school leaders. The school committee can be reached via email [committee@afbcs.org](mailto:committee@afbcs.org).

## **ACCREDITATION & AFFILIATIONS**

Arcadia First Baptist Christian School is proudly accredited by the Accreditation Commission of the Texas Association of Baptist Schools (ACTABS). Through ACTABS, AFBCS is required to meet and/or exceed the Texas Education Agency's (TEA) Texas Essential Knowledge and Skills (TEKs). AFBCS is also a member of the Association of Christian Schools International (ACSI).



## **SCHOOL WEBSITE**

Our website [afbcs.org](http://afbcs.org) has up-to-date information about events, calendars, closings, and more. Additionally, the school often communicates by email, social media, and FACTS (our parent portal). If you are not receiving periodic emails with announcements, please review your contact information in FACTS and update as necessary. Also, please be sure to sign up for "Parent Text Alerts" in FACTS so that you can receive messages from teachers, as well as emergency and weather related information. If you are having difficulty, please contact the school office at [office@afbcs.org](mailto:office@afbcs.org).

## **FACTS**

At AFBCS we use FACTS which is an online school management system that allows parents to view grades, absences, tardies, financial accounts, documents, events and so much more. Please be sure to access FACTS on a daily or weekly basis. If you need any assistance or have any technical questions, please contact the office [office@afbcs.org](mailto:office@afbcs.org).

- Login: [www.factsmgt.com](http://www.factsmgt.com)

- *Select FACTS SIS Family Portal or Payment/Financial.*
- *For SIS Family Portal:*
  - *Enter the District Code: AFB-TX*
  - *Enter your username and password.*
- *For Payment/Financial:*
  - *This is a separate login from SIS Family Portal.*
  - *Enter your financial username and password.*
- *FACTS Family Customer Service:*
  - *866-441-4637*

Secondary students do receive a FACTS student login at the beginning of each school year. This allows the student to view their own grades and assignments. All other questions pertaining to your student, please contact his/her teacher directly.

## **ADMISSION / FINANCIAL INFORMATION**

### **ADMISSIONS POLICY**

AFBCS does not discriminate on the basis of race, color, ethnic background or national origin. AFBCS attempts to serve a large cross-section of students, accepting those with average and above-average abilities. Every student is considered on a case-by-case basis, and acceptance is determined after all records have been received and the student screening is complete. AFBCS does not accept students who are failing core subjects. Behavioral references also factor into acceptance or non-acceptance. **To enter kindergarten, the student must be 5 years of age before September 1 of the school year.**

AFBCS, as a private Christian school, does not receive direct federal funding. Therefore, it is not required by law to adhere to Section 504 of the Rehabilitation Act. AFBCS does not provide 504 plans to students or accept students who have a 504 plan or IEP. Additionally, those who have demonstrated serious conduct violations are not accepted.

### **STEPS FOR ENROLLMENT IN ARCADIA FIRST BAPTIST CHRISTIAN SCHOOL**

Welcome to Arcadia First Baptist Christian School! To help you understand the process for enrolling a new student, the following steps have been provided.

Parents, along with prospective students, please schedule a campus-wide tour with the school office so that we can show you around our campus, share about our faculty and curricula, as well as go over policies and procedures and answer any questions you may have about our school.

To begin the online enrollment process, please go to our website [afbc.org](http://afbc.org) and click on “Inquire Now” and complete the form. This will put your family in the system. Once you receive more information and a school tour then we would send you a link to apply. At the time of your application, you will be required to pay the application fee (*non-refundable*) upon submission.

After the application is submitted, you will be contacted by administration to set up a screening for your student. Once the screening is complete and enrollment is offered you will receive an email with the directions to complete the enrollment process. Upon submission of the enrollment packet, you will be required to pay the enrollment fee (*non-refundable*).

Please contact the office if you need assistance with online enrollment at [office@afbc.org](mailto:office@afbc.org).

### **SCHOOL SUPPLIES:**

*New lists are available by July 1st of each school year for elementary and a basic list for secondary students.*

See the FACTS documents section to view.

**Mandatory All Student Orientation**

*In mid to late July, AFBCS hosts a Mandatory All Student Orientation.*

*All families are required to attend and visit all stations.*

*All secondary students are required to have a school ID picture taken.*

*(See the school calendar for the new school year dates.)*

**RE-ENROLLMENT PROCESS & FEE**

For current students, the re-enrollment period opens January 1st when the re-enrollment emails are sent out. Families have until January 31st at 11:59pm to submit the re-enrollment packet and pay the re-enrollment fee (non-refundable) through FACTS to reserve a spot for the following year. During the January re-enrollment period, families do receive a discounted re-enrollment rate. **The re-enrollment fee is not refundable or transferable.** On February 1st we do open enrollment to the community and at this time the re-enrollment fee would be the same as the enrollment fee

For families that are undecided in January about re-enrolling, you may decide to not complete re-enrollment until a later date. If you have not completed re-enrollment or withdrawal by May 1st, then your student would be withdrawn for the upcoming school year.

**FINANCIAL INFORMATION/DONATIONS**

The teachers' and staff salaries are primarily covered by tuition and fees. However, financial contributions are greatly appreciated. The school hosts several fundraisers throughout the year that are necessary to provide technology, materials, additional supplies, etc. We encourage all to participate in our fundraisers and are always looking for volunteers to assist.

Arcadia First Baptist Christian School operates on a very conservative budget. Donations are essential to meet all financial needs. We expect God to bless through the generous gifts of His children who love and support the school. All donations are tax-deductible and are greatly appreciated. We encourage our families not to donate their tithe, as that belongs to their church. Gifts above the tithe are wisely invested here at AFBCS in the lives of these young Christian students.

**BOOK USE FEE**

The book use fee covers consumable and non-consumable books and also helps with the cost of technology, equipment, resources, computer upkeep, upgrades, and other student materials. The book use fee is automatically withdrawn on May 1<sup>st</sup> of each year for all students enrolled in the new school year. **A late fee of \$10 will be assessed if paid after May 10<sup>th</sup>.** All reusable books remain the property of the school. **Whether the student attends or not, once the book use fee is paid, it is not refundable or transferable. *Students who lose or damage a textbook, classroom book, or other school-issued materials must pay the current replacement cost, including shipping if applicable.***

**TUITION**

The current tuition and fee schedule can be found on the school website. It is understood that when you re-enroll, you are committing that your student will be attending for the entire school year. **Also, understand that your student's tuition amount is added to the budget and goes toward the faculty and staff salaries for the entire school year.** Tuition payments will be withdrawn automatically in FACTS. A FACTS Financial Account is required and must be maintained during your time at AFBCS. I understand that failure to make timely payments could result in my student's dismissal and all accounts must be current to start the new school year.

## LATE PAYMENTS

There is a \$10 late fee assessed in FACTS if any payment is not made within 10 days of the due date. It is important that all payments are made on time. Should the tuition become more than one-month delinquent, the student may be withheld from classes. If an account is not made current after 10 days, a hold is automatically put on the families FACTS account limiting the ability to view their account until the account is current. **If an account is still delinquent at the time of progress report and/or report cards, then the family would not be able to view the progress report and/or report cards. Once the account is brought current then the hold would be removed from the account.**

Please reach out to administration if you need further assistance with your FACTS Financial account or payments. We are here to partner with you, so please let us know how we can help.

## WITHDRAWAL INFORMATION

We understand that situations may change once your child is enrolled/re-enrolled. Once the re-enrollment period is over (Jan. 1st - March 31st) we do begin purchasing materials and securing faculty and staff positions for the new school year. The tuition and fees are made a part of the AFBCS budget for the new year to pay our teachers and staff.

- **Please Note:** Withdraw fees will be charged to any re-enrolled/enrolled student that is withdrawn after April 1st for the upcoming school year.
  - **The fee is \$500 per student and must be paid in cash with the withdrawal form.**

By enrolling your student in AFBCS, you are *agreeing and signing a contract to pay the tuition (as well as fees) for the entire school year.* The tuition and fees are made a part of the AFBCS budget for the year to pay our teachers and staff. Withdrawing your student before the full tuition and fees are paid takes away needed funds that were included in the budget for our faculty and staff. If you do need to withdraw your student before the end of the school year, a withdrawal fee will be assessed and **must be paid in cash.** Further, all accounts must be current, including the withdrawal fee, for records to be released.

**Student withdrawals take 48 hours to process once we receive the completed withdrawal form and cash payment.** Records, grades, finances, equipment, books, uniforms, etc., are all listed on the withdrawal form. Therefore, it takes time to gather information in an orderly manner.

## ELEMENTARY ATTENDANCE POLICIES

### ATTENDANCE REQUIREMENTS

Regular attendance is required. Consistency in school attendance is vital to any student's progress and success in his/her studies. Excessive and/or unnecessary absenteeism can have a detrimental effect on a student's academic performance. Satisfactory attendance must be maintained at AFBCS in order to be considered for promotion.

The law assigns penalties to those who are enrolled and do not attend regularly. School authorities are given the responsibility to investigate absences. State attendance laws require students to be in attendance for at least 90% of each semester in order to receive credit. Students who have been absent more than 10% of the school year will be required to make up excessive absences through Saturday school in order to receive credit for their classes.

### EXCUSED ABSENCES

Excused absences may be granted for the following reasons:

- Personal illness;
- Serious illness or death in the student's immediate family;

- If a student is absent more than 3 consecutive days, a written doctor's excuse is required **or the absences will be marked unexcused.**

If a student has a doctor/dentist appointment, a note should be sent to school notifying the office of the time the student will need to be released. The following day a note from the medical provider brought by the student to school will excuse the early dismissal or partial absence. Notes may also be emailed to the office email: [office@afbc.org](mailto:office@afbc.org). The front office does call home when a student is absent. Parents are welcome to email letting the office know that the student will be out: [office@afbc.org](mailto:office@afbc.org).

Parents of students with chronic and/or recurring medical problems that do not require medical attention each time they are absent should meet with administration at the beginning of the school year regarding the medical problem. Examples of chronic conditions might include severe allergies, seizures, or asthma.

***Students who are absent from school for the full day are not allowed to participate in any school activities, competitions, or practices, during or after school, without approval from administration.***

### **TRUANCY/UNEXCUSED ABSENCES**

Absences for any reason other than those outlined above are unexcused. Final authority for determining the status of an absence rests with the school administrators. Truancy, the purposeful avoidance of school attendance without appropriate reason, is unexcused. Students who are out of the class during the school day for any length of time without the teacher's permission or without following proper check-out procedures will be subject to disciplinary action. Excessive unexcused absences may result in that student's dismissal from school.

### **ELEMENTARY PRE-PLANNED ABSENCES**

If a student has a pre-planned absence, the parent will need to communicate with the teacher about dates and deadlines of all assignments.

### **RETURN PROCEDURES**

On the day of his/her return, the student is required to bring a note to the teacher. If a note has not been received within five days, the absence will be considered unexcused. If a student is absent due to a doctor or dentist appointment, a note should be supplied by the doctor's office with the doctor's signature. The note should contain:

- Name of student (including last name) and homeroom teacher;
- Date of absence;
- Reason for absence (i.e., personal illness, family illness, doctor's appointment, attendance at a funeral).
- Signature of parent or guardian;
- Date note is being written.

Students are not to sign their parent's signature on excuse notes under any circumstances. Students found doing so will be subject to disciplinary action. **Should the student develop a questionable pattern of absences (3 or more parent notes in a grading period) parents will be contacted. The principal may determine whether the absence or absences will be excused or unexcused and if Saturday school will be required to make up the missed time.**

A student returning after an excused absence will have one day for each day absent to complete any work the student missed. It is the student's responsibility to find out from the teacher what has been missed and to arrange to do the work. A student returning from an extended absence will be allowed reasonable extra time to catch up, upon which would be determined by the teacher(s) and administration on a case by case basis.

**Parents and/or students may request missed work (before the student returns) only after the student has been absent three or more days.**

### **ELEMENTARY TARDIES**

Being tardy to school results in added stress on both students and teachers, as important information is given at the opening of school, attendance is taken, and assignments for the day and week are often provided, upon many other things discussed. It is a huge distraction to the class and tends to make the student feel uncomfortable as they enter late. Arrival prior to 8:00 a.m. is one crucial element to a successful day.

A student is considered tardy if he/she is not in the gym **before 8:00 a.m.** It is recommended that elementary students arrive at the gym no later than **7:50 a.m.** so they will be ready when school **begins at 8:00 a.m.**

Students arriving at school after 8:00 a.m. should report to the office to get a tardy slip. **Elementary students are tardy if they arrive after 8:00 a.m. The only excused tardy is with a doctor's note. If the student is late, the student is tardy. Upon the fourth unexcused tardy, the student will be assigned after-school detention, which requires the customary \$10 fee for all detentions.** The tardy count begins anew each quarter, but the total will be cumulative on the report card. **In lieu of detention along with a fine of \$10, parents are given the option of paying a \$20.00 fine without detention for tardies.**

Exceptions will only be made when inclement weather and other such situations affect significant numbers of students.

### **JUNIOR HIGH AND HIGH SCHOOL ATTENDANCE POLICIES**

#### **ATTENDANCE REQUIREMENTS**

Regular attendance is required. Consistency in school attendance is vital to any student's progress and success in his/her studies. Excessive and/or unnecessary absenteeism can have a detrimental effect on a student's academic performance. Satisfactory attendance must be maintained at AFBCS in order to be considered for promotion.

The law assigns penalties to those who are enrolled and do not attend regularly. School authorities are given the responsibility to investigate absences. The administration holds the responsibility for the efficient implementation of state attendance requirements. State attendance laws require students to be in attendance for at least 90% per semester in order to receive credit for a class. **A student absent more than 10% of a class per semester, whether those absences are excused or unexcused, may be denied credit for the course or grade.** More than six absences at the intermediate level are considered excessive. Students who have been absent in excess of 10% of the semester will be required to make up excessive absences through Saturday school in order to receive credit for their classes. Credit shall be awarded or denied on a class-by-class basis each semester for grades six through twelve.

#### **ABSENCES**

For purposes of attendance awards, exemptions, and state minimum attendance requirements, attendance for secondary students is counted on a per-period basis. On early dismissal days, students must stay until school is dismissed to be counted as present all day.

***Students who are absent from school for the full day are not allowed to participate in any school activities, competitions, or practices, during or after school, without approval from administration.***

Parents will be contacted about repeated absences in order to develop a plan to improve attendance. If students are kept out of school, important instruction will be missed, making it difficult to catch up. Students are responsible for making up all missed work. Please see the make-up policy for details concerning missed assignments.

**Parents and/or students may request missed work (before the student returns) only after the student has been absent for three or more days.**

## **JR HIGH AND HIGH SCHOOL PRE-PLANNED ABSENCES**

If a student has a pre-planned absence, the student will need to communicate with each of their teachers about dates and deadlines of all assignments beforehand and be sure that they get all assignments completed and turned in in the allotted time period.

## **EXCUSED ABSENCES**

Excused absences may be granted for the following reasons:

- Personal illness;
- Serious illness or death in the student's family;
- If a student is absent more than 3 consecutive days, a written doctor's excuse is required **or the absences will be marked unexcused.**

College Visitations for junior and senior students only - prior approval required.

- **Seniors** are allowed four college visits: two visits that do not count against their exam exemption status but are excused absences and two which will count against their exam exemption status and are also excused absences.
- **Juniors** are allowed two visits which do not count against their exam exemption status. Additional visits are unexcused.
- Appointments for taking the driver's license test, please notify the office - office@afbcs.org and your student's teachers.

If a student has a doctor/dentist appointment, a note should be sent to school notifying the office of the time the student will need to be released. The following day a note from the medical provider brought by the student to school will excuse the early dismissal or partial absence. Notes may also be emailed to the office email: office@afbcs.org. The front office does call home when a student is absent. Parents are welcome to email letting the office know that the student will be out: office@afbcs.org.

Parents of students with chronic and/or recurring medical problems that do not require medical attention each time they are absent should meet with administration at the beginning of the school year regarding the medical problem. Examples of chronic conditions might include severe allergies, seizures, or asthma.

## **TRUANCY/UNEXCUSED ABSENCES**

Absences for any reasons other than those outlined above are considered to be unexcused. Final authority for determining the status of an absence rests with the school administration. Truancy, the purposeful avoidance of school attendance without appropriate reason, is unexcused. Students who are out of the class during the school day for any length of time without the teacher's permission or without following proper check-out procedures will be subject to disciplinary action. Excessive unexcused absences will result in a Saturday school.

**MAKE-UP WORK-** See policy in Academics Section

## **RETURN PROCEDURES**

On the day of his/her return, the student is required to bring a note to the teacher. If a note has not been received within five days, the absence will be considered unexcused. If a student is absent due to a doctor or dentist appointment, a note should be supplied by the doctor's office with the doctor's signature. The note should contain:

- Name of student (including last name) and homeroom teacher;
- Date of absence;
- Reason for absence (i.e., personal illness, family illness, doctor's appointment, attendance at a funeral).

- Signature of parent or guardian;
- Date note is being written.

Students are not to sign their parent's signature on excuse notes under any circumstances. Students found doing so will be subject to disciplinary action. ***Should the student develop a pattern of absences (3 or more parent notes in a grading period) parents will be contacted. The principal may determine whether the absence or absences will be excused or unexcused and if Saturday school will be required to make up the missed time.***

A student returning after an excused absence will have one day for each day absent to complete any work the student missed. It is the student's responsibility to find out from the teacher what has been missed and to arrange to do the work. A student is not required to complete work while out sick. A student returning from an extended absence will be allowed reasonable extra time to catch up, upon which would be determined by the teachers and administration.

**Parents and/or students may request missed work (before the student returns) only after the student has been absent for three or more days.**

### **JUNIOR HIGH AND HIGH SCHOOL TARDIES**

Being tardy to school results in added stress on both students and teachers, as important information is given, attendance is taken, and assignments for the class and week are often provided, upon many other things discussed. It is a huge distraction to the class and tends to make the student feel uncomfortable as they enter late. Arrival prior to 7:45 a.m. is one crucial element to a successful day.

A student is considered tardy if he/she is not in his/her first period class by 7:45 a.m. It is recommended that students arrive in the gym **no later than 7:35 a.m.** so they will have plenty of time to get to class when school **begins at 7:45 a.m.** Students must account for enough time to turn in their cell phone, turn off their phone completely, and pick up their school ID each morning.

Secondary students can accumulate tardies between class periods. They have a five minute break between classes in which they can go to their locker, restroom, etc. Students are required to be in their next period class seated and ready to learn when the bell rings or they will be marked tardy for that class period.

**There is no differentiation between excused or unexcused tardies. If the student is late, the student is tardy.** *Upon the fourth tardy, the student will be assigned after-school detention, which requires the customary \$10 fee for all detentions.* The tardy count begins anew each quarter, but the total will be cumulative on the report card.

Exceptions will be made when inclement weather and other such situations affect significant numbers of students.

### **SIGN-OUT OF STUDENTS**

Students complaining of illness will be sent to the office. The school office will determine whether a student returns to class or goes home. Students who need to go home due to illness may do so only after a parent has been notified by the school office. Students should not call their parents and ask to be picked up. If a student is ill or has a doctor's appointment, the parent must sign the student out. Any student leaving campus prior to the end of the school day **MUST** have parental permission and sign out at the front desk before leaving.

Secondary students who drive their own cars should bring a note from their parents/guardian to the office if they have a doctor's appointment. The student must sign out at the front desk prior to leaving campus.

## CHECKING IN - CHECKING OUT

When taking students out of school before the school day is over, parents should notify the school office. This will ensure the safety and security of the student. If the student returns before the end of the school day, he/she needs to be signed back in. This allows the school personnel to know when a student is brought to school and when a student is picked up. Students will not be dismissed early without a note from a parent.

- **Students K-12 cannot be released between 2:20 p.m. and 3:15 p.m. due to dismissal preparation and end-of-the-day routines.**
- **If your student needs to be released for a doctor's appointment or any other reason, they will need to be picked up prior to 2:20 p.m.**
- **We cannot make exceptions to this rule.**

## EMERGENCY SCHOOL CLOSINGS

In the event of an emergency closing due to weather or other event, we will be utilizing the *text feature within FACTS*. You can also check the school website afbcs.org, FACTS, and social media for periodic updates. **If there is no notification posted, the school will be open. As soon as any decision is made, it will be posted.**

## SCHOOL CALENDAR

The school calendar is posted year-round on our website. Amendments will be emailed, sent home, and posted should changes occur.

## ACADEMICS

### AFBCS GRADUATION REQUIREMENTS / QUALIFICATIONS

AFBCS complies with the TEA requirements for graduation which require 26 credits, except in the case of the Foundations Program, which we do not offer at AFBCS. All courses previously taken through the Ignitia Virtual Academy *will be* counted toward the student's GPA. Further, high school credit classes taken in the 8th grade will count toward high school credit only, but *will not* be averaged into the student's high school GPA. **Students are required to be enrolled in a Bible class each year 6th-12th grade.**

### CLASS RANK

Many universities make admissions or scholarship decisions based on class rank. Students in a small class are often at a disadvantage because there are many who are strong academically even though they are not ranked in the top percentage of the class. It is becoming more common for small private schools not to rank; for these reasons **AFBCS does not publish rank**. This will encourage college admissions counselors to look at GPA, types of courses taken, standardized test scores, student achievement and involvement, and recommendations.

### HONOR GRADUATES

Students earning a minimum high school numerical average of 90 and having good conduct will be recognized as an honor graduate. Conduct will be based on behavior reports and administration recommendations. If a student receives an out-of-school suspension or is put on behavioral probation during his junior or senior year, it will disqualify the student from being an honor graduate.

### DUAL CREDIT

Dual credit is an option that provides qualifying students with the ability to earn college credit and high school credit for approved courses. Dual credit classes will count toward high school credit but *will not* be averaged into the student's GPA. Please review the Arcadia list of accepted dual credit courses and be sure to schedule a meeting with Mrs. Wheeler to plan out your high school and dual credit courses to be best prepared for graduation.

## **VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY**

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest GPAs, respectively. To be eligible for such recognition, a student must:

Have been continuously enrolled in AFBCS for the four regular semesters immediately preceding graduation (their entire junior and senior years). Students graduating through the collegiate high school program or other alternative programs are not eligible for recognition as valedictorian or salutatorian. **Further, students who graduate early will not be eligible for valedictorian or salutatorian.**

- Remain full-time students and take the required amount of AFBCS classes during their junior and senior years as listed below:
  - If AFBCS offers 8 classes, the student must take at least 6 here at AFBCS.
  - If AFBCS offers 7 classes, the student must take at least 5 here at AFBCS.
  - If AFBCS offers 6 classes, the student must take at least 4 here at AFBCS.
  - If AFBCS offers 5 classes, the student must take at least 3 here at AFBCS.
  - If AFBCS offers 4 classes, the student must take at least 3 here at AFBCS.
  - If AFBCS offers 3 classes, the student must take at least 3 here at AFBCS.
- Have at least 26 required credits for graduation;
- Be graduating after exactly eight semesters of enrollment in high school.
- Have a minimum high school numerical average of 95 to qualify as a valedictorian.
- Have a minimum high school numerical average of 93 to qualify as a salutatorian.
- Determination of valedictorian and salutatorian will be made in May when the final grades are turned in and the calculation is complete.
- If a student receives an out-of-school suspension or behavioral probation during his/her junior or senior year, it will disqualify the student from being an honor graduate, valedictorian, or salutatorian.

## **CURRICULUM**

ABeka, BJU, Purposeful Design, and Apologia curricula are used for many subjects and are our base curricula for K-12th grades. These are excellent academic curricula with Christian principles and values taught throughout all subjects. Other curricula are also incorporated for enrichment. At AFBCS our talented and passionate teachers take pride in their work and incorporate all types of projects, assignments, activities, etc. so that our students have a well-rounded classroom learning experience.

## **BIBLE**

God's Word is incorporated into all that we do at AFBCS. Along with English, math, science, and history, Bible is a core class as well and required for every grade level. A chapel service is held once a week to give students and teachers an opportunity to worship and fellowship together. Attentive, courteous conduct that is honoring the Lord should always be observed. Elementary chapel is every Wednesday and Secondary Chapel is every Thursday. Students are required to bring their Bible to Chapel each week. All students are required to attend Bible class and Chapel K-12.

## **SCRIPTURE MEMORY**

At the beginning of each school year, the new blue star scripture packet is given to all students. Students K-12th have approximately a month to learn the scripture and say it from memory to their Bible teacher. The New International Version is normally used for all scripture memory in order to maintain uniformity. Monthly blue star memorization is mandatory and

counts as a test grade in Bible class. Starting in the 2026 - 2027 school year, blue star will now be due on a Thursday instead of Friday, which would make red star due on Friday. (Red star is earned when a student says blue star the day after it is due.)

To view the Blue Star Scripture Memory Verses and how the Blue and Red Stars are assessed, see the FACTS document section. There you will also find the guidelines, which include information on honor roll eligibility.

### **CLASSROOM RATIOS**

AFBCS strives to keep the teacher/student ratio cap at 1 teacher to 18 students. (*From time to time exceptions are made to this rule.*) In elementary, some classes may be combined for specials classes (Fine Arts & PE) as they prepare for programs or activities. In secondary (6th-12th), students may be combined in some core classes, as well as Fine Arts & PE.

### **CONFERENCES**

Confidentiality about students is important. Teachers have been asked not to discuss a student's individual needs or progress while they are supervising the car rider line, in the hallway, or while other students or adults are present. We ask that our teachers' time and boundaries are respected in regards to communication. Our school policy is for communication between parent and the teacher through email, conferences, or over the school phone.

Communication between parents and teachers is vital to a student's progress. A student's progress will be communicated as follows: progress reports, report cards, phone calls, email, FACTS, and conferences upon parent or teacher request and not via social media, cell phone, etc.

At any point during the school year, please feel free to contact your child's teacher to set up a conference during their conference period. Parents/guardians are expected to allow at least a 24-hour prior notice to pre-arrange with the teacher. After the 1st 9 weeks' report card is generated, a notification will be sent out for all parents to schedule a mandatory conference with their child's teacher to go over their academics. After the 3rd 9 weeks, parents will be contacted by the teacher to schedule a conference for students who are failing one or more subjects or by parent request.

### **STANDARDIZED ACHIEVEMENT TESTING**

The Iowa Assessment is administered each spring to all students (except kindergarteners). It is graded by the testing center through ACSI. Make-ups are provided for those students who are absent at the time of testing. Testing scores are received each summer and passed out at All Student Orientation each summer or emailed to parents.

### **GRADING SYSTEM/EXEMPTIONS**

**A 90-100    B 80-89    C 70-79    F 0-69**

#### **1<sup>ST</sup> SEMESTER GRADE**

The semester average is determined using the nine-week averages.

- 1<sup>st</sup> Quarter Average    50%
- 2<sup>nd</sup> Quarter Average    50%

Semester exams are averaged in the 2<sup>nd</sup> quarter. The semester grade will appear on the report card after the 2<sup>nd</sup> quarter average.

#### **2<sup>ND</sup> SEMESTER GRADE**

This semester's average is determined using the nine-week averages.

- 3<sup>rd</sup> Quarter Average    50%
- 4<sup>th</sup> Quarter Average    50%

Semester exams are averaged in the 4<sup>th</sup> quarter. The semester grade will appear on the report card after the 4<sup>th</sup> quarter average.

**In order to be exempt from a 2nd-semester final exam, students must have an A average** for the semester and not have more than 5 absences (excused or unexcused) in that specific class for the year. Also, students will not be exempt if they've received an in-school or an out-of-school suspension or have a U in conduct during the semester.

### **AFTER SCHOOL TUTORING**

Your student's teacher will schedule a tutoring class one day a week after school. Students who are failing a subject or who need extra help in a particular subject are encouraged to attend. Please contact your student's teacher for more information or to discuss your student's progress.

### **ELEMENTARY ASSIGNMENTS / HOMEWORK / LATE WORK**

For assignments and homework not turned in on time:

- Elementary students will have one grace day to complete the work with a ten percent reduction.
- Any work turned in more than one day late will result in a zero.
- Students who repeatedly turn in work late or not at all may be denied the grace day at the teacher's discretion.
- For elementary students, please refer to the teachers' welcome letter passed out at Meet the Teacher for specific classroom details on late work/homework.
- To calculate a student's late work grade, take the earned grade and multiply it by 0.9.

### **JR HIGH / HIGH SCHOOL ASSIGNMENTS / HOMEWORK / LATE WORK**

For assignments and homework not turned in on time:

- Secondary students will have one grace day to complete the work with a twenty percent reduction.
- Any work turned in more than one day late will result in a zero.
- Students who repeatedly turn in work late or not at all may be denied the grace day at the teacher's discretion.
- Please refer to the teachers' syllabi passed out at Meet the Teacher for specific classroom details on late work/homework.
- To calculate a student's late work grade, take the earned grade and multiply it by 0.8.

### **SECONDARY WRITING FORMAT**

AFBCS utilizes the MLA writing format for grades 6th through 12th. Students learn this format in their English classes and are required to utilize this format in all of their classes when essays and papers are required. Students must all cite their sources on the Works Cited page whether they are writing a paper, creating a slideshow, or working on a project. Students are taught to cite their sources no matter what type of assignment they are working on. Anytime a student uses another person's work (resource, article, book, image, art, etc.) they must cite the source. If this is not done, then this would be considered plagiarism. Please contact your student's English Teacher to inquire about this format.

### **CORRECTIONS/FAILING AN ASSIGNMENT/EXTRA CREDIT**

If a student fails an assignment (and only if a student *fails* the assignment), the teacher (**at his/her discretion**) may allow the student to make up the assignment. However, the highest grade that can be given for the make-up work is a 70. No exceptions. Further, the student will not be allowed to make up the assignment more than once or re-do more than two assignments per subject per quarter. A teacher *may choose* to offer extra credit if a student wishes to improve

their grade, but no more than two extra credit assignments may be done per subject per quarter. Make-up tests may be offered under extreme circumstances at teacher discretion.

For clarification, at the teacher's discretion, at the most, she/he may allow two re-dos and no extra credits or one re-do and one extra credit or no re-dos and two extra credit assignments per subject, per quarter. Students can only earn up to a 100 on an assignment or extra credit assignment. No grades over 100 will be entered in the gradebook.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are posted on FACTS following each nine-week period. Progress reports are issued online during the fifth week of each nine-week period. **All financial accounts must be current in order to view academic records, report cards, or grades. We cannot send or release records to other schools if an account is not current.**

## **STUDENTS WITH UNSATISFACTORY ACADEMIC PERFORMANCE**

A student who fails two or more core subjects on the final average for the year will not pass to the next grade. If this is the second retention for a student, he/she must pass the following year or leave the school. Two retentions are the maximum for any student remaining in AFBCS. The school may decline re-enrollment of a failing student. A student's achievement test scores may also be used to help determine placement.

For a student that is failing any subject, parents are highly encouraged to meet with the teacher and keep in communication regarding their student's progress. **The student must be willing to put forth the needed effort to become successful; and the parents/guardians are expected to provide supervised study time, keep track of the homework due, and hold the student accountable.**

If a student is failing the fall semester, he/she will be on academic probation during the spring semester. The hope is that he/she will respond in a positive way, build good work habits, and find pride in achievement. Students are promoted or retained based upon student's grades and performance and teacher/administration recommendations.

## **STUDENT RECOGNITION**

Students are encouraged to do their best at all times. At the end of the year, all students who reach the following standards will be recognized as being on the A or A/B Honor Roll:

- All blue and/or red star scripture passages memorized for the quarter.
- All A's for that nine weeks for A Honor Roll.
- All A's and/or B's for that nine weeks for the A/B Honor Roll.
- Good conduct (No N's or U's).
- No in-school or out-of-school suspensions.

## **AWARDS**

Awards are given at the end of the year awards ceremony to recognize and honor students in different areas of achievement. Kindergarten students will receive their awards at Kindergarten Graduation. Students in 1st - 5th grade will receive their awards at the end of the year award ceremony on the last day of school. Secondary students will receive their awards at the secondary talent show and end of the year award ceremony held prior to the last day of school. (See the school calendar for dates and times.)

**Elementary students are eligible to receive the following awards:**

- *Blue Star Award (Recited all scripture on time.)*
- *Gold Star Award (Recited all scripture in one sitting.)*
- *Principal's Honor Roll (Straight A's on all report cards & have recited Blue Star/Red Star.)*

- *Outstanding Achiever (Student that not necessarily make straight A's, but gives full effort, great attitude, tries their best, helps others, etc.)*
- *Outstanding Student (Generally a straight A student, excels in school work, good attitude, etc.)*
- *Other in classroom awards are given the morning before the awards ceremony (Fruit of the Spirit, etc.).*

**Secondary students are eligible to receive the following awards:**

- *Blue Star Award (Recited all scripture on time.)*
- *Gold Star Award (Recited all scripture in one sitting.)*
- *Principal's Honor Roll (Straight A's on all report cards & have recited Blue Star/Red Star.)*
- *Outstanding Achiever (Student that does not necessarily make straight A's, but gives full effort, great attitude, tries their best, helps others, etc.)*
- *Outstanding Student (Generally a straight A student, excels in school work, good attitude, etc.)*
- *Highest & 2nd Highest GPA for each class and grade level.*
- *Other in classroom awards are given the morning of the last day of school (Fruit of the Spirit, etc.).*

## **KINDERGARTEN GRADUATION**

Kindergarten students participate in a graduation ceremony, which will be held at the end of the year. (See the school calendar for dates and times.) The students wear caps and gowns and receive a diploma. (Parents are required to pay for the cap, gown, and sash to help cover those costs.) Family members are invited to attend the ceremony!

## **CLUBS & AFFILIATIONS**

### **NATIONAL JUNIOR HONOR SOCIETY**

Students in grades seventh, eighth, and ninth, who are considered for membership into the National Junior Honor Society must earn a minimum cumulative GPA of 85 percent, B, 3.0 (on a 4.0 scale). Eligible students must also maintain good conduct throughout the entire school year. If a student receives an out-of-school suspension or is put on behavioral probation it will disqualify them from participating in the NJHS program.

The National Honor Society Faculty Committee reviews applications of students who successfully complete and submit an application. Students who have demonstrated excellence in these areas will receive an invitation to be inducted at the annual induction ceremony. The committee may determine that the student can join based on a probationary period if necessary. This is a high honor and great opportunity for AFBCS students. All inductees and returning members are required to dress up for the induction ceremony. This ceremony is held during Chapel in November. The National Honor Society does service projects to meet the needs of the school and the community.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is offered to academically eligible students in grades 10-12. A 90 cumulative average is a prerequisite from the prior year at Arcadia one of the qualifications, as well as service, leadership, and character.

The National Honor Society Faculty Committee reviews applications of students who successfully complete and submit an application. Students who have demonstrated excellence in these areas will receive an invitation to be inducted at the annual induction ceremony that is held during Chapel in November. The committee may determine that the student can join based on a probationary period if necessary. This is a high honor and great opportunity for AFBCS students.

All inductees and returning members are required to dress up for the induction ceremony. The National Honor Society does service projects to meet the needs of the school and the community.

## **STUDENT COUNCIL**

The Student Council is composed of students in the 7<sup>th</sup>-12<sup>th</sup> grades. President, Vice-president, Secretary, and Representatives are chosen by student vote. Each grade (7th-12th) elects two representatives.

The Student Council represents the best that AFBCS has to offer and as such, members are held to high standards. AFBCS student council acts as a voice for the student body, and members must be good listeners. Students' suggestions are discussed at council meetings; ideas deemed appropriate and helpful may be recommended to AFBCS administration.

Members of the council are instrumental in helping to organize homecoming, spirit weeks along with the cheer team, school fundraisers, and other special events. Members may also serve or lead in other school projects/events.

### **Qualifications for Student Council Membership**

- Student council members **must maintain a C or above** on their report card. (This will be checked at each progress report and if a member is failing one or more subjects, they will be removed from Student Council **until their grades improve**).
- Students who have received an **ISS or OSS** during the school year **will not be accepted** into Student Council.
- Discipline record must be approved by administration for you to participate

### **Student Council Rules and Expectations**

- Members must commit to attending every meeting possible each month.
- Members must participate, as much as possible, in all Student Council activities.
- Members are expected to arrive at meetings and events on time and be ready to participate.
- Excessive tardiness to SC meetings/events, disruptions, misbehavior, and disrespect will result in an infraction.
- Two or more infractions will result in Membership removal.
- Members must speak in turn, and respect the opinions of others.

### **Student Council Officer Expectations**

#### **President: (High School)**

- Lead all meetings (when needed).
- Give assistance, guidance, and praise to younger members and peers.
- Act as a facilitator during the discussion.
- Maintain frequent contact with faculty and administration.
- Work with Student Council Advisors on all planning.
- Participate in student council-sponsored activities/events.
- Set an example and be a role model for other students.
- Lead: Help with a pep rally and other school-wide events.

#### **Vice President: (High School/Middle School)**

- Work closely with the President.
- Assume the President's duties when needed or the President is absent.
- Assist the President in preparing meeting agendas.
- Participate in student council-sponsored activities/events.
- Set an example and be a role model for other students.

#### **Secretary: (High School/Middle School)**

- Keep an account of the minutes at every meeting.

- Keep an accurate account of attendance at every meeting and turn in meeting attendance to the school office.
- Help maintain student council files.
- Report to Announcements Team events and meeting information.
- Responsible for “Thank You” cards.
- Participate in student council-sponsored activities/events.

## **MENTORSHIP**

### **REQUIREMENTS TO BE A MENTOR**

For a junior high or high school student to be a mentor, they must submit an application form to the school’s Student Life Advisor, Mrs. Blackford, and have a brief interview to determine if they meet the requirements to be a mentor. The Student Life Advisor then selects a mentee, with the assistance of teacher recommendations, to match the mentee with a mentor. The mentor may commit to taking *up to 2 mentees*, but this must require a great commitment to each mentee, as a mentor must meet with each mentee a minimum of three times a month. The mentor is then referred by the Student Life Advisor to formally meet the teacher of the mentee(s) selected. It is then the mentor’s responsibility to receive the necessary information and materials from the teacher to conduct his/her sessions. The mentor is responsible for notifying Mrs. Blackford, their mentee, and the mentee’s teacher, as soon as possible if they are unable to keep their scheduled appointment.

## **TECHNOLOGY**

### **TECHNOLOGY USE AGREEMENT**

AFBCS offers students access to computers, the internet, and our network. Students in 7th-12th grade are allowed to bring their own computer, but the same rules must be adhered to while on campus and/or anytime the student is logged in with their AFBCS school login. Using the provided computers is a privilege, not a right. Having technology available to our students is a valuable tool in the learning process. Therefore, students using the school computers, school network, and school internet must sign a Technology Use Agreement before being allowed to use them. Misuse will result in disciplinary action immediately.

Students should only use their laptops when they are instructed by the teacher. Teachers will utilize technology as a tool in their classes, but not as the only tool for the learning environment. Our goal is to create a healthy mix of technology and curriculum for our students. Students will not use AI. The school is authorized to limit student access to the network due to inappropriate use or abuse. *All students are required to have a completed Technology Use Agreement within FACTS to be granted authorization to use the school’s computer, network, school-issued email, and internet.*

Students who physically damage the computers or alter the hardware, software, or network in any way or inappropriately use them, are in violation of the guidelines listed in the technology use agreement and are subject to disciplinary consequences including, but not limited to: loss of computer privileges, detention, and suspension. This also applies to disabling classroom monitoring software, sending or receiving any inappropriate communications, spreading malware and viruses, abusing and misusing the email system as well as chat and commenting features, or any illegal activity. Users should never assign a “static” IP address or change the IP address on any school device. *Students will be held responsible financially for any damaged equipment* that may need to be repaired or replaced. All secondary students are held to the same standards on their personal equipment while on the school campus and off campus

while logged in under their school email through Google. AFBCS is not responsible for personal equipment that is damaged.

## **GENERAL INFORMATION**

### **OPEN HOUSE/MEET THE TEACHER**

At the beginning of each school year, there will be an open house/meet the teacher. Parents and students will visit each teacher's class and receive either an elementary welcome letter or a junior high/high school syllabus giving a class overview and contact information. We encourage all of our families to attend this informative event to learn more about classroom expectations, policies, procedures, and how to partner best with the teacher. Students should bring their school supplies to the event.

Your child's teacher should be your primary contact with the school. Please discuss concerns with the teacher first. Parents are asked to respect a teacher's personal time by calling during school hours or emailing to request a conference. If further consultation is needed, a conference with the appropriate administration may be requested.

### **ANNUAL ALL STUDENT ORIENTATION**

In mid to late July, AFBCS hosts a Mandatory All Student Orientation to prepare for the upcoming school year. All families are required to attend and visit all stations obtaining lots of pertinent information and turn in any required documentation. All secondary students are required to have a school ID picture taken at this time. (See the school calendar for the exact date.)

### **DAYS AND TIMES OF OPERATION**

Elementary classes are held from 8:00 a.m. to 3:15 p.m. Monday through Friday. Junior high and high school classes (6<sup>th</sup> grade and up) are held from 7:45 a.m. to 3:15 p.m. Monday through Friday. Elementary students may be dropped off between 7:30 and 8:00 a.m. for no additional charge. Junior high and high school students may be dropped off at 7:15 a.m. for no additional charge. Should a family have an elementary student and a student in junior high or high school, all students in their family may be dropped off any time after 7:15 a.m. for no additional charge.

### **SUPERVISION BEFORE AND AFTER SCHOOL**

**When students are dropped off before school, they *may not* bring breakfast, as there is not enough supervision. Please be sure that your student eats a good breakfast at home.**

School ends at 3:15 p.m. There is a late pick-up fee of \$10 per student after 3:25 pm. If your student needs care after 3:15 p.m., you may enroll your student in our after-school program, provided there are openings. The after-school program closes promptly at 6:00 p.m. Faculty and staff will question any unsupervised student and accompany the student to a supervised area when necessary and will immediately contact a parent/guardian.

Please do not engage teachers in conversation while they are on duty in the gym before school, at lunch, or during dismissal duty. They are responsible for the safety and security of the students under their supervision. They could be distracted by talking to individual parents. It is better to make an appointment for a conference to discuss matters with them..

### **AFBC COFFEE SHOP**

AFBCS students are not allowed in the coffee shop during school hours or after hours without administration approval or the student's parent/guardian present. We do have some high school students that take dual credit in the coffee shop, do make-up tests, etc. throughout the day. This is with teacher and administration approval.

## **BEFORE AND/OR AFTER SCHOOL CARE**

Students of AFBCS who need before and/or after school care may enroll in our child care program. This is an additional fee. Parents may arrange for before-school care beginning at 6:30 a.m. Parents may also arrange for after-school care from 3:15 - 6:00 p.m. Payments made for before and/or after-school care must be paid separately from your student's school tuition by check/cash, made payable to AFBC Child Care. The school and the child care are two separate ministries of our church and have two separate financial accounts.

## **UNEXPECTED SITUATIONS**

Parents are encouraged to inform the staff of any daily situations that might affect your student's classroom behavior (death in the family, death of a pet, divorce, trouble with siblings, etc.) please reach out to the student's teacher, administration and student life advisor so that we may be sensitive to the situation and better meet the needs of your student.

## **I.D. BADGES**

Junior High and High School students are issued I.D. badges for security and safety. ***Students are required to provide their own lanyard.*** The badges are to be worn around the student's neck on a lanyard and remain visible while on the school campus. If the student does not wear or refuses to wear their I.D. while on campus, they will be issued a demerit by a faculty or staff member. If your student has lost their school I.D., the student needs to let the school office know immediately. They will be issued a temporary badge until the replacement comes in. The replacement fee of \$5 will then be due. Student badges will be checked out in the morning and turned back in at the end of the day in their assigned phone box at the front desk.

Please note that the I.D. badges are school property and if a student loses, destroys, alters, damages, or defaces their I.D. or another student's I.D., (this includes putting stickers on them, scratching them, bending them, marking on them, or any other infraction, etc.), upon the first occurrence, they will be required to pay a \$5 replacement fee for a new I.D. For any further occurrences, a detention will be assigned along with the \$5 replacement fee. If this continues to be an ongoing issue, further consequences would be assigned.

## **CELL PHONE / SMARTWATCH POLICIES**

### **KINDERGARTEN THROUGH 2ND GRADE STUDENTS**

It is highly encouraged that our elementary students leave their cell phones and smart watches at home. If they are brought to school, K-2nd grade students are required to keep them in their backpacks during school hours. If a student is caught with his/her cell phone or smartwatch during the school day, it will be taken up and turned in to the school office. The student's parent/guardian must pick up the cell phone and/or smartwatch and pay a fee of \$20 at the time of pickup. Students may use the office phone to contact parents during the school day when necessary.

### **3RD THROUGH 12TH GRADE STUDENTS**

Students' 3<sup>rd</sup> grade and up must check in their cell phones and smartwatches (i-watches, Apple watches, Fitbit, etc.) at the front desk by the gym upon arrival to school before they go into the gym or to class. Teachers and staff are not able to differentiate between the different types of smart watches, so this is why we have no smart watches listed. A personal box labeled with your student's name is provided. Students will turn off their devices and place them in their designated boxes to remain until the school day is over. If your student does not have a cell phone or smartwatch, a letter is required from the parent/guardian. **Students' phones/smartwatches must be checked in each morning in order for your student to be counted present for the day.** (If your student typically arrives at school right before start time,

make arrangements to arrive a little earlier to get items checked in. Students will still be counted tardy if they are late due to checking in their phone or smartwatch.)

At 3:10 students will pick up their phones/smartwatches at the front desk and turn in their school IDs. If a student needs to leave school early for a game or other reason, of course, they may pick up their items early. **Students that utilize the coffee shop (for dual credit, online high school courses, study hall, office aide, or students making up work) are not able to have their phones while in the coffee shop during the school day. Field trips, any off campus events, including sports games, tournaments, etc., students should not have their phones unless prior permission has been given by administration.**

#### ***Cell Phone/Smartwatch Consequences***

- **First Offense:** If your student is found with a phone or smartwatch that has not been checked in, it will be taken up and the parent or guardian must pick it up and pay a \$20 fee upon pickup.
- **Second Offense:** Should your student be found with a phone or smartwatch that has not been checked in for a second time, your student will receive an automatic I.S.S., which brings with it a \$75 fee.

#### **LOCKERS**

In order for students to use the lockers, guidelines must be followed. Any guidelines not followed by the student will result in the locker privilege being taken away from the student. Please discuss these guidelines with your student.

- Lockers are school property. All rules associated with school property in the school handbook will be followed in relation to the lockers.
- Lockers may be searched by the school administration, teachers, and/or security officers at any time without warning.
- If you choose to put a lock on the locker, you must provide the teacher and administration with the combination/extra key.
- Quarterly cleanouts will be mandatory and scheduled.
- Nothing may be attached to the outside of the locker.
- Pictures, etc., may only be attached to the inside of the locker with magnets - no stickers/sticky materials.
- Nothing may be in or attached to the inside of the lockers that is distracting, disruptive, or inappropriate. Anything that becomes a problem will be removed.
- No food items may be stored in the lockers (except in the lunch kit for that day's lunch).

#### **TEXTBOOKS**

The students pay a book use fee for the consumable books and are permitted to write in the consumable materials only. Students may not write in any textbook. Students will pay for any books other than consumable books that they mishandle, damage, or misplace.

Students are encouraged to keep all books in good condition. Each student should use their own textbook. If a textbook is lost, the student should check lost and found. If the book is not found within a week, the student should pay for the book plus applicable shipping and another one will be supplied.

#### **SCHOOL SUPPLIES**

A supply list will be available on July 1st and will be posted in FACTS under the documents section. Make sure your student has an adequate supply of paper, pens, pencils, etc., throughout the year. Teachers will communicate with parents as needs arise throughout the year.

#### **PROM**

AFBCS Prom is for high school students only (9<sup>th</sup> – 12<sup>th</sup> grade). A student's date must be at least in 9<sup>th</sup> grade, and dates over the age of 20 are not allowed. Any additional guest must be in the 9<sup>th</sup> – 12<sup>th</sup> grades. Arcadia students are responsible for getting the necessary paperwork filled out by their guest and turned in by the deadline along with photo ID.

Each student attending must purchase a ticket, as well as their guests. School rules do apply to all school social events and all guests attending are expected to observe the same rules. AFBCS administration and staff are chaperones to monitor the evening. Faculty and staff who have high school students attending prom will not be allowed to attend. Prom information can be found in FACTS under the document section closer to prom each year.

## **LETTER JACKETS**

Letterman jackets are earned by students who meet the following requirements as a **high school student**:

- Member of a varsity sports team the entire season and played in at least five games;
- A member of the Arcadia Cheer team the entire season/school year;
- A member (and in good standing) of the National Honor Society for a year;
- A member (and in good standing) of Student Council for one year;
- A member (and in good standing) of Mentorship for one year;
- A member (and in good standing) of Math Club or 4H for one year;

The student will be responsible for the cost of the jacket/patches/pins and will be allowed to order and be fitted for a jacket the fall of their sophomore year. The student would be responsible for any other patches earned during their high school years.

## **CLASS RINGS**

Class rings will be available for order during the fall of the student's junior year. Order information will be available at that time. Any student in good standing would be able to purchase a class ring or class jewelry.

## **YEARBOOK**

The full color school yearbook is designed by Mrs. Lynda Grady and published each year. The yearbook showcases all students K-12, classes, activities, events, sports, and so much more. It arrives in the summer and is distributed the following year. We take orders for the yearbook in May. Senior families will need to get with Mrs. Lynda to create their Senior page.

## **PARENTS AND GUESTS ON CAMPUS**

For special events parents and guests should sign in and receive a sticker before going to their designation. The sticker will let the faculty and staff know that approval has been given to be on campus. **Parents and guests should also dress and act in a manner consistent with school policy. Please dress modestly.**

Parents and guests are not allowed to visit classrooms or the lunchroom. This interrupts the daily routine of your student and many times causes disruption to your child's learning environment. We strive to keep our campus secure, so limiting guest traffic not only ensures the safety and security of all students, but the health and well being of our students.

Parents are able to eat lunch with their student on Fridays. We also encourage our families to attend chapel with their student. Elementary chapel is every Wednesday at 12:45pm, and Secondary Chapel is every Thursday at 12:45pm.

## **VOLUNTEERS**

Volunteers make a valuable contribution to the total school program. Anyone wishing to volunteer should contact the school office. Those wishing to volunteer must agree to a background check. To have us run a background check, please provide a current copy of

your driver's license. Help is always needed with events, activities, teacher appreciation, fundraising, teacher treats, and much more. Email the office to learn more [office@afbc.org](mailto:office@afbc.org).

## **SECURITY**

Family contact information is stored in FACTS. Parents should update information in FACTS as needed throughout the school year and notify the school office when changes are made by emailing [office@afbc.org](mailto:office@afbc.org). The family contacts in FACTS list who is allowed to pick up your student. Your student will be released ONLY to persons known by the staff to be authorized to pick up your student. If there is a last minute change as to who will be picking up your student, please call and notify the school office. The newly added person must show proper I.D., such as a driver's license.

Parents will be given two visor signs at the beginning of the school year to use for pick up. If a parent does not have the visor sign out and they are not recognized by faculty as a person designated to pick up the student, they will be asked to show their I.D. before the student will be allowed to be picked up. If you need extra visor signs, please let the school office know.

Access Control front door entrance was added January, 2023 to increase the security on campus. The far left hand door under the covered drive through area has an intercom button. Please push this button and speak with the receptionist to gain access to the building. You will then need to sign in and receive a guest sticker. This is meant for AFBCS to have one secure entrance and have knowledge of who is on campus at all times in order to ensure everyone's safety, as well as in case of an emergency.

### **Arcadia First Baptist Church Security Access Policy**

- Purpose
  - This policy establishes guidelines for the management, operation, and access restrictions of security surveillance systems on our \*property with specific attention to parental requests for footage access. (\*Property is described as Arcadia First Baptist Church, (or AFBC), located at 14828 Highway 6, Santa Fe, Texas 77517, as well as school/church vehicles, if any.) Property includes all church ministries, including school and childcare.
- Scope
  - This policy applies to all security camera systems installed on our property, including but not limited to hallways, classrooms, common areas, exterior grounds and vehicles.
- Access Restrictions
  - When security camera footage contains images of multiple students, AFBC will not provide access to parents of one student without potentially violating the privacy rights of other students captured in the recording. General classroom surveillance footage is not considered “directly related” to any particular student, and therefore parents do not have an automatic right to view recordings. Video obtained from cameras installed for general student welfare and safety purposes is maintained as confidential.
- Policy Statement
  - Security camera footage is maintained exclusively for safety, security, and when necessary, disciplinary purposes.
  - Access to security footage is restricted to authorized personnel only, including:

- School administrators
  - Childcare directors
  - Designated security personnel
  - AFBC safety team
  - Law enforcement officials with proper legal documentation
  - Other personnel as authorized by AFBC Senior Pastor or his designee
- Communication with Parents
    - While respecting these necessary privacy restrictions, AFBC remains committed to:
      - Promptly investigating any security incidents reported by parents;
      - Providing appropriate information about incidents involving their children;
      - Addressing parental concerns through established communication channels.

## PHONE USE

The school office phone should be used for emergency calls only, such as calls to clear up problems with transportation, forgotten lunch or schedule changes. **Leaving materials, homework, projects, etc., is not considered an emergency.**

## STUDENT PASS

Students are not permitted to roam campus freely without permission during the school day or after school. Students must have an office or hall pass to go to the office or to be out of class. If they do not have a hall pass they will be sent back to class to obtain one. If students are on campus after school and are not part of tutoring, practices, meetings, activities, etc., parents will be contacted to come pick up their student. We do not have extra staff to monitor students that are not in after school care or after school activities.

## PARTIES

Parents are welcome to send cookies or cupcakes for a student's birthday, and they may be passed out at lunch. Invitations to birthday parties may not be passed out during the school day unless the entire class is invited. There are four school-sponsored parties each year per teacher discretion. Teachers will communicate the details for the following parties: Christmas, Valentine's Day, Easter, and end-of-the-year parties.

## MEALS/SNACKS/DRINKS

AFBCS does require every student to have a lunch every day. If a student forgets their lunch they will call home as soon as they realize or if at lunchtime the office will call letting you know that a lunch needs to be brought up. Your student may bring their own healthy lunch or purchase a school lunch. **Please be sure that if you place a lunch order that you include a drink. Students that bring their lunch must bring a drink each day. The school is unable to furnish drinks.**

School lunches can be purchased by a local catering company, Pomodoros.

- All meals must be ordered in advance and paid for online.
- Visit <https://pomodoros.schoollunchchoice.com/> to register your student and purchase school lunches.
- Lunch orders must be placed by 7:00p.m. the evening before.
- If you have any questions or issues with your student's order, please contact Pomodoro's directly 832-549-5129 or pomodoroscatering@yahoo.com.

Please do not send anything that needs to be warmed up or refrigerated. If your student is enrolled in our after-school program, an afternoon snack will be provided.

### **WATER BOTTLES**

*AFBCS students are not allowed to bring their drinks in the classroom.*

- *If a student does bring a plastic water bottle to school, it needs to be clear & spill proof. (No metal/stainless jugs/bottles.)*
- *It must remain in their backpack for elementary students and in their locker for secondary students at all times.*
- *Students will have access to their water, and teachers will have water and restroom breaks.*
- *This has continued to be a huge distraction and has stained a lot of carpet throughout the campus. Also, the metal containers get dropped down the stairs and on the gym floor and are so loud and they spill.*
- *Students have access to water fountains and then their drinks at lunch time as well. There are water fountains in the gym and hallways.*

*Please be sure that your student has a drink with their lunch, whether they are ordering a lunch or bringing their lunch each day. Students, including secondary students, are not allowed to have coffee, energy drinks, soft drinks, Sonic drinks, etc. while in the classroom during the school day. Energy drinks are prohibited on campus. If your child's teacher allows a daily snack, please be sure to send a healthy snack. Gum is prohibited in all classrooms and throughout campus.*

*Students are not allowed to order lunch for themselves during the school day from food delivery services (ex. GrubHub, Uber Eats, DoorDash, etc.).*

*If a parent would like to send lunch through a delivery service they may.*

### **AFBC COFFEE SHOP**

AFBCS students are not allowed in the coffee shop during school hours or after hours without administration approval or the student's parent/guardian present. With permission, secondary students will take their dual credit courses, have study hall or office aide, and complete make-up tests.

### **FIELD TRIPS**

Field trips may be educational or recreational. Notice of field trips will be sent to the parents, and parents are welcome to attend most field trips, provided they drive their own vehicle. Students must travel with their own parents if the parent is attending the field trip, otherwise they will need to ride the church van. **Siblings are not allowed to attend field trips. No Exceptions.**

A background check must be run on all parents attending field trips. (See school office). All students must attend. It is highly encouraged that all students attend field trips for educational purposes and experiences with their class. Any student that does not attend a field trip would be marked absent for the day. Transportation will be provided by AFBCS staff and vehicles. Students riding the church vans must wear a seatbelt at all times, carseat for ages required by law, follow all adult instructions, and act in a safe manner. Students unable to abide by the rules will lose van privileges.

### **SENIOR TRIP**

The senior trip serves as a special opportunity for graduating students to celebrate their academic achievements together. This experience is designed specifically for the senior class to bond and create lasting memories before graduation. All senior students are required to travel in

the church van for transportation during this trip. Personal vehicles are not permitted for student transportation during the trip.

A minimum of two school faculty or staff chaperones must accompany students on the senior trip. Additional school faculty and staff chaperones will be required based on the total number of students participating. All chaperones must complete appropriate background checks.

Administration and senior students will meet at the end of their junior year or the beginning of their senior year to select the destination. The selection will consider appropriate Christian environments, education value, and financial constraints. Once a destination has been selected, the administration will approve the final selection. After the destination has been selected, a plan will be developed for accommodations, transportation, activities, deadlines, and fundraising.

The senior trip is exclusively for graduating seniors and approved chaperones. Siblings, regardless of age, are not permitted to attend. This policy maintains the purpose of the trip as a senior class celebration. If parents are wanting to attend the senior trip, they would need to make their own plans and accommodations. The school would not be able to take on the added impact to the budget. All decisions regarding accommodations, fundraising, activities, and other trip-related matters must be communicated to administration before sharing with students or parents and approved by administration prior to finalization.

Students are expected to maintain Christ-like throughout the trip, including modest dress and all school rules and policies remain in effect during the entire trip. Fundraising opportunities will be provided to help offset costs. Payment schedules will be established to ensure all financial obligations are met before departure.

If families of seniors would like to create their own guidelines for a senior trip, they are welcome to do so; however, it would not be under the guidelines of a school sponsored trip.

## **SAFETY DRILLS**

It is necessary to maintain a practice of fire, storm, and lock down procedures through drills. We do not publish our procedures; however, you may review these procedures by making an appointment with our office and providing adequate identification. AFBCS takes utmost priority in keeping all faculty, staff, and students safe on campus.

## **LOST AND FOUND**

The school is not responsible for items lost. The lost and found container is located on the stage in the gym. Please label all items sent to school, including lunch kits, coats, jackets, backpacks, etc. If a name is found on the item, it will be returned to the student. Each nine-week period, the items are spread out on the stage for students to go through and then the items remaining in lost and found are donated to charity.

## **ANIMALS**

For the protection of all concerned, no animals, other than service animals, should be brought onto the campus. If a teacher chooses to have a classroom pet, such as a hamster or guinea pig, etc., you will be notified.

## **REQUEST FOR SCHOOL DOCUMENTS**

Any request for a school document (academic, disciplinary, or records/forms) must be presented in writing to the school office 48 hours (2 business days) in advance. The parent will be notified when the document is available for pick up.

## **VERIFICATION OF ENROLLMENT**

A verification of enrollment (V.O.E.) form may be obtained and completed by the school office upon request by a parent.

## **STUDENT PARKING**

Students wishing to drive a vehicle to school are required to submit a Vehicle Registration Form in FACTS, along with a copy of their valid driver's license and proof of auto liability insurance uploaded within FACTS. The online form must be signed by the student and parent. Student parking is in the North parking lot (in the rock area) of the school closer to Highway 6.

### **High School Student Parking Regulation**

The following regulations are put in place for not only student safety, but for all that are on campus. These regulations must be adhered to in order for a student to maintain the privilege of driving on campus.

1. The parking lot speed is SLOW - 5 MPH. Practice the rules of CAUTION and COURTESY, even when you are in a hurry.
2. Students must park PROPERLY in the designated student parking ONLY which is located near Highway 6 in the rock area.
3. Student vehicles parked anywhere on campus other than lawful, designated student parking spaces, unless authorized by administration, may be towed at the owner's expense.
4. Students must not participate in any type of activity resulting in racing or dangerous maneuvers. Spinning of tires or "burning rubber" is not allowed.
5. Students must not make excessive noise. Loud mufflers, music, or "glass packs" are not allowed.
6. Do not litter in the parking lot or anywhere on the school campus.
7. Students must understand that if their driving or the presence of another vehicle causes a discipline problem, they will automatically forfeit the privilege to drive their vehicle on school grounds.
8. Students may not be in their vehicle during school hours unless they have permission from administration.
9. If administration has a reason to believe that a student has anything in their vehicle that is a violation of the law or AFBCS policy, they may be requested to open their vehicle for a search by administration and school security.
10. Vehicles may not take up more than one parking space.
11. Any violation of these rules or state law may result in one or all of the following consequences:
  - *Oral/written warning from AFBCS Administration*
  - *Phone call to parent/guardian*
  - *Temporary loss of parking privileges*
  - *The revocation of parking privileges*
  - *Disciplinary consequences*
  - *Vehicle being towed at owner's expense.*

### **ATHLETICS**

#### **AFBCS SPORTS**

Competitive sports are for any students interested who are in the appropriate grades. All sports are centered around Christian attitudes and principles. A student is taught to practice his faith as a part of the sport. Coaches are instructed to bench any student not showing a

Christian-like attitude. Any further infractions could result in probation or removal from the team.

AFBCS will uphold the Biblical view of gender and aim to model the example of Jesus Christ by remaining steadfast in our beliefs while treating others with respect, loving kindness, and free of judgment. As culture continues to change, AFBCS will continue to monitor all competitors to ensure safe and fair opportunities for all sporting events. There may be times that games may be forfeited or withdrawn from as deemed necessary by AFBCS Administration and AFBCS Athletic Director. Each decision would be made on a case by case basis.

The school will have try-outs for the following competitive teams:

- Elementary Sports 3rd through 5th - Co-Ed Volleyball, Co-Ed Basketball and Girls Pom Squad
- Boys, Grades 6<sup>th</sup> and up – Basketball, Golf, Track/Cross Country, Baseball
- Girls Grades 6<sup>th</sup> and up - Volleyball, Basketball, Softball, Track/Cross Country, Cheer, Golf

**Sports offered may vary from year to year. Students participating in sports must have a completed physical turned in by August 1st.**

During all extra-curricular activities, students, parents, and guests are to conduct themselves in a manner that honors God. Verbal abuse of opponents, officials, students, and misuse or abuse of property or facilities will not be tolerated. At all activities, Christian sportsmanship will be our first priority for all students and fans.

## **JR. HIGH AND HIGH SCHOOL BOYS/GIRLS ATHLETIC PRACTICES**

Because we only have one gym, we have to schedule our games and practices accordingly. Most practices are held after school, but practices may also be held before school. The coaches will determine practice times, as well as the start and end dates of practice for the season and will notify athletes and parents.

## **TRANSPORTATION**

Transportation will be provided to all secondary games. Students are to remain in their seatbelts and maintain good behavior at all times while being transported. Students must ride to and from all games on the school vans unless the student is signed out by the parent. Any other arrangements must be made in advance with the coach and must be submitted in writing. **High school students (even though some may be able to drive) must ride the school vans to and from all games/tournaments.**

## **DRESS CODE**

### **ALL GRADES:**

Standards of dress are important to our school. Clothing for students in school must be characterized by modesty, safety, appropriateness, and good taste. Extremes are to be avoided. When choices of clothing are in question, the student should consult his or her teacher or other school personnel **BEFORE** wearing questionable attire.

There is no way to **eliminate ALL** dress code problems. Even if uniforms were issued, clothing could still be worn inappropriately. How one deals with problems is most important. To minimize problems, the dress code is as clearly defined as possible to promote consistency and enforceability. Students and parents are asked to “*work with*” the teacher in meeting the dress code rather than “*pushing*” the limit on questionable and unacceptable dress. The school administration will decide on the acceptability of “fads” or new styles that are not specifically addressed. Any accessory or clothing item deemed unsuitable for school by administration will be prohibited.

If a student arrives at school dressed in a manner not keeping with the dress code and best interests of the school, he or she will be required to call home for additional or different clothing or he/she may be sent home. **AFBCS looks to parents as being responsible for the dress of their student.** Secondary students (6th-12th) will call home for a change of clothes and receive a demerit for being out of dress code after the first week of school when the grace period ends. Elementary teachers will notify the front office if an elementary student is out of dress code and the office will call home for parents to bring a change of clothes. **Repeated elementary dress code infractions would require a parent meeting with administration to discuss a plan for the student to stay in dress code.**

- Clothing should be conservative and should be modest in all respects.
- Clothing should be conducive to good health, comfort, and safety.
- A dress code check will be done during homeroom by teachers each day.

#### **EXPECTATIONS FOR STUDENT DRESS:**

- Clothing items and accessories should not depict or promote death, suicide, violence, dark, demonic, or skull or crossbones. Additionally, witches, ghosts, skeletons, and other Halloween apparel will not be permitted.
- Clothing items and accessories should not contain “racially divisive” materials, flags, or insignia.
- Clothing with inappropriate advertising, pictures, slogans, or statements, including gang memberships or affiliations will not be allowed.
- Clothing should be washed and clean.
- **ANY Clothing with tears and holes will not be accepted.**
- Clothing should not be “*sheer or see-through.*”
- Any clothing that brings undue attention is considered disruptive and unacceptable (including tops that reveal cleavage, which must be covered at all times). Clothing that does not cover underwear is not permitted.

#### **GROOMING:**

- Facial hair is not permitted.
- Sideburns are not to be lower than the middle of the ear.
- Students should come to school bathed and free of body odor.
- Hair should be neat and clean, natural in color, and should not be an extreme color (such as pink, blue, orange, green, etc.).
- Eyebrows cannot be extremely colored, carved, notched, etc.
- Unnatural-looking contact lenses are prohibited.
- Extreme hairstyles will not be allowed (carvings, spikes, designs, mohawks, etc.).
- Hair should clear the eyebrow and be kept out of the line of vision.

#### **MAKE-UP/BODY ART:**

- Face-painting, washable or permanent visible tattoos, body art, or personal body drawings are not appropriate.
- Boys will not wear make-up in any grade.
- Extreme make-up will not be allowed in any grade (such as black, white, or fluorescent lipstick).
  - Extreme eye shadow that is disruptive is also prohibited.

#### **THE FOLLOWING ACCESSORIES ARE NOT ALLOWED:**

- **Sunglasses, hats, caps, bandannas, scarves over the head and/or face, hoods, or other headwear (on campus).**
- Earrings of any kind for boys

- Piercings other than girls' ears, including gauged earrings and "plugs"
- Nose Piercings
- Chains other than jewelry or spiked jewelry
- "Dog collars" or similar accessories
- Gang-related clothing or articles, including towels, beads, etc.

#### SHOES:

- Shoes must be worn at all times at school.
- Laces on shoes must be tied appropriately.
- "House slippers" or "house shoes" are not allowed.
- Shoes with rollers are not permitted unless the rollers have been removed.
- ***Crocs, flip flops, and slides are not allowed.***
- All shoes must have a back or back strap for safety purposes and must be secured to the foot.

#### SHIRTS/BLOUSES/SWEATERS/SWEATSHIRTS:

- Shirts **MUST** have sleeves. No shirts or tank tops with open underarms allowed.
- Backless shirts, halter tops, and tube tops are not acceptable.
- No scoop necks or see-through or sheer tops.
- "Spaghetti" straps, thin straps, or strapless shirts are not allowed.
- ***Short blouses or shirts are not acceptable at school.***
  - *The mid-section or stomach area must be covered.*
  - *If the mid-section is exposed when hands are raised over the head, the blouse/shirt is too short.*
  - *Tank tops, cut-off shirts, or shirts/blouses that expose the midsection are unacceptable.*

#### PANTS AND JEANS:

- ***K-2nd Grade ONLY: Leggings may be worn.***
  - ***Shirts must modestly cover the student.***
- **6th-12th Grade:** Must have a button or snap and zipper.
- Must fit and be worn at the natural waist line (no sagging).
- Are to fit modestly
- Not extremely tight or extra baggy
- Should be hemmed so as not to excessively drag the floor
- Can be any colored denim, khakis, navy, or black Docker style.
- Capri pants are acceptable.

#### The following **WILL NOT** be permitted:

- **Holes, rips or tears in pants**
- **Baggy, oversized, or wide-legged pants**
- Extremely tight fitting pants
- **3rd-12th Grade:** No Leggings/Jeggings (Exception: Leggings may be worn under a dress or skirt to the knee.)
- Pajama pants
- Spandex, Lycra, or other tight "body fitting" pants, yoga, stretch pants, or workout pants
- **6th-12th Grade:** Athletic pants, sweatpants, wind pants, UNLESS part of the athletic uniform and prior coach/administration approval has been given.
- Pants that are *so low* as to expose the back or stomach when bending or stretching

#### SHORTS:

- May be any color denim, khaki, navy, or black Docker style and **must be to the knee**

- **6th-12th Grade: Must have a button or snap and zipper.**
- Must fit and be worn at the natural waist (no sagging)
- Must not be baggy or oversized
- Must not be Spandex, Lycra, tight, or “body fitting”
- Must not be surf or board shorts, or swimsuit shorts.
- **6th-12th Grade:** Basketball shorts and athletic shorts are not allowed.

#### **SKIRTS AND/OR DRESSES:**

- **Must be to the knee**
- Must not be Spandex, Lycra, tight, or “body fitting”
- Must be modest and not form fitting
- Must have sleeves
- Must not have plunging necklines, exposed cleavage, or bare backs

#### **OUTERWEAR:**

- Outerwear is defined as clothing designed to protect from the elements, such as coats and jackets.
- Coats and jackets should be of an appropriate size and may be worn over dress code attire in inclement weather to and from school.
- Trench coats are not acceptable as a form of outerwear and will not be accepted at school.
- Any item of outerwear deemed unsuitable for school by the administration will be prohibited, including, but not limited to, those that depict or promote the occult, gang memberships, death, suicide, violence, drugs, alcohol, tobacco, or sex.
- Any clothing worn under outerwear must comply with dress requirements.

*AFBCS prohibits any other clothing or grooming that, in administration’s judgment, may reasonably be expected to cause disruption of or interference with normal school operations.*

#### **MEDICAL INFORMATION**

To be excused from participation due to illness or injury, the student must bring a note from home. A note from a doctor is necessary if participation is restricted for more than two days. If a student has a serious medical condition, parents are required to bring a doctor's note to school describing the medical condition and what to do in an emergency. This information would also need to be updated in the medical section of FACTS by the parent.

#### **IMMUNIZATIONS**

Texas State Law requires that all students must have current immunization information on file in the office. Parents are required to keep immunizations current or affidavits current. Valid shot records are in ImTrac or a signed copy from your doctor (we do not accept MyChart or printed copies from a portal) per the Health Department.

#### **HEAD LICE**

In case of head lice, your child must be picked up immediately. Upon return, the child will be inspected by school personnel along with the parent before being admitted to class. The child must not only have a clean scalp, but no nits may be present. The nits must be carefully and completely combed out or picked out by hand before your child will be allowed back to class. This procedure must be done at home.

#### **COMMUNICABLE DISEASES**

If a student is absent from school due to a communicable disease or absent for five or more consecutive days due to illness, he should present a doctor’s note upon returning before being admitted to class.

Students will not be allowed to attend school if they are showing definite signs of illness, such as fever, nausea (vomiting), diarrhea, excessive head congestion, rash, etc. Students should be free of fever for at least 24 hours before returning to school. Students having such symptoms will immediately be sent home.

## **HEALTH & WELLNESS**

In order to maintain a healthy learning environment at AFBCS, we request that parents do their part in monitoring their student before sending them to school. From time to time students do get sick at school and parents are required to pick up their student from school. If a student has a temperature greater than or equal to 100.0 degrees Fahrenheit the student would need to stay home and if a student runs a fever while at school parents would be notified to pick up their student. Students must be fever free for 24 hours before returning to school. If a student is vomiting or has diarrhea at school, parents would be called to pick them up. Students would not be able to return to school until they are symptom free for 24 hours.

## **MEDICATIONS**

If your student needs medication during the day, a parent's authorization is required. This form is located within FACTS. All prescribed and over the counter medications must be in the original container with the child's name, not expired, include prescription information, and the dosage will be administered as stated on the prescription. All medication must be kept and administered in the school office and ***not*** kept in the student's backpack or locker, this includes over the counter medications, for example, Vitamins, Tylenol, Aleve, etc. Prescribed inhalers may be kept with the student and must be logged in FACTS under the medical section. Please notify the office as well, [office@afbc.org](mailto:office@afbc.org).

To add or update in FACTS prescription AND over the counter medications that students will need to take while on campus, please follow these instructions:

- Login to FACTS SIS
- Left Side Menu Click School
- Click Webform
- Click Family Demographic Form
- Click Student
- Click Medical Form
- Enter Medications and Dosage
- Save button is at the bottom

## **INJURIES**

Minor injuries occurring during school hours will be treated by the office personnel with the use of first-aid materials. In the case of serious injury or illness, emergency procedures to obtain medical or hospital care will be followed and parents will be notified.

## **REQUIRED SCREENINGS**

AFBCS will schedule hearing and vision screenings. Acanthosis nigrican (Type 2 Diabetes) and spinal screenings are mandatory for certain grades as well. If you would like to have your student screened somewhere else, that is fine. We ask that you bring us a copy of the screening result(s) for your student's file.

## **SCHOOL MEDIA RELEASE - PHOTOGRAPHY & VIDEO**

Upon enrollment, all families will complete the school media release regarding photography and their child. Any questions or concerns that you may have with the release of photography and video, please contact the school office [office@afbc.org](mailto:office@afbc.org).

AFBCS would like to obtain permission to take photos or videos of your student and place them in the classrooms, bulletin boards, newsletters, website, social media, and/or other

outreach tools. We create numerous video presentations throughout the school year as well as utilize Facebook Live and other live stream means. Our website can be accessed by anyone with a computer and internet connection, and we have no control over who views our website or how they use its content. Please agree or disagree within FACTS. Regardless of the agreement, any photos of your student that you wish to be removed from our website and/or social media will be removed immediately.

## **DISCIPLINE/CONDUCT**

### **STANDARD OF CONDUCT**

Arcadia First Baptist Christian School expects students to conduct themselves properly as Christians and as good citizens at all times. It is important for each student to be continually aware that he/she represents AFBCS, as well as his/her parents, his/her church, and most importantly, representing Jesus Christ, wherever he/she happens to be. Each student should take pride in service to the school, church, community, and family. This means being respectful of others' rights and property and being helpful and courteous.

Arcadia First Baptist Christian School expects each student to strive to obey all rules and to practice in daily life outside the classroom all that is being taught inside the classroom. It is impossible to list all rules necessary to cover every situation. Students are developing good citizenship and Christ-likeness when they accept counseling and disciplinary action with a sense of determination not to let the unfortunate experience occur again.

Honesty is essential for Christian character development. Therefore, dishonesty and cheating will not be tolerated.

*The school also expects parents to support the school in administering its disciplinary program.* The consistent, vigorous enforcement of a fair disciplinary program not only ensures a better academic climate, but it also helps to develop a sense of responsibility in students. This partnership works together to produce graduates who become successful adults. Real love for children is demonstrated by firm yet loving discipline.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, purity, morality, and honesty. Students should demonstrate respect for teachers, staff members, other students, parents, guests on campus, and others at or away from school. Students must agree to strive toward Christian character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this school should immediately discuss the matter with a teacher or with administration. Arcadia First Baptist Christian School reserves the right to expel students whose conduct is detrimental to the welfare of the other students. If a student's behavior is unsatisfactory, the parent will be notified. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of AFBCS, whether or not there is any definite breach of conduct, the student may be expelled.

### **DISCIPLINE**

Each student will be disciplined as needed in firm Christian love, according to individual needs. Students must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he/she will learn to submit to God's authority in his/her own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The administration will be available to assist as needed. Students will be treated fairly. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include the seriousness of the offense, the student's age, the frequency of misconduct, and the student's attitude. Corporal punishment is not practiced at AFBCS.

## **POSSIBLE CONSEQUENCES FOR MISBEHAVIOR(S):**

- Color change or other elementary discipline
- Demerits
- Teacher/Student conference
- Sent to Office
- Lunch Detention
- After School Detention
- Teacher/Student/Parent Conference
- Lowering conduct grade
- Behavioral Probation
- In School Suspension
- Out of School Suspension

## **DEMERITS**

Demerits are given for minor infractions such as not being prepared for class, minor dress code violations, and intentional distractions, etc. A teacher must inform the student that they have received a demerit, and then the teacher will record it in FACTS. Upon receiving the fourth demerit, students in K-2nd will receive a lunch detention, and students in 3rd-12th will receive an after-school detention that will be generated in FACTS. An automatic detention/lunch detention equals 4 demerits.

## **DEMERIT SCALE PER NINE WEEKS FOR ALL STUDENTS PER CLASS**

<b>1-3 demerits</b>	-	<b>E</b>	<b>(Excellent)</b>
<b>4-7 demerits</b>	-	<b>S</b>	<b>(Satisfactory)</b>
<b>8-11 demerits</b>	-	<b>N</b>	<b>(Needs Improvement)</b>
<b>12 or more demerits</b>	-	<b>U</b>	<b>(Unsatisfactory)</b>

## **LUNCH DETENTION**

A lunch detention can be assigned as a form of discipline and would equal 4 demerits. Students are required to eat their lunch at a table by themselves for the lunch period. Information will be logged in FACTS.

## **AFTER-SCHOOL DETENTION**

A detention is given after the student receives four demerits and/or four tardies, or when behavior rises to a certain level. Automatic detention may be given for deliberate disobedience or other inappropriate conduct deemed excessive. Detention is held after school from 3:15 to 4:00. **After-school detentions are \$10 per detention in order to pay the detention supervisor.** Detention is part of the school day, and students will be in dress code. Parents will be notified with a written detention slip to sign and return the next day or by email and details are available in FACTS. Detention must be served on the day that it is scheduled unless special permission is requested in writing or by phone by the parent. In case of excessive detentions, the parents will be notified by administration to discuss possible solutions and any corrective action needed, including behavioral probation, suspension, etc.

Should a student earn **three after school detentions in a nine-week period**, the student would automatically be assigned an I.S.S. in lieu of the 3rd detention and be required to meet with administration and the parents.

## **IN-SCHOOL SUSPENSION (I.S.S.)**

Students may receive an in-school suspension. In this case, the student will be kept in isolation and counted present for the day. Teachers will provide the student's work. If the student

completes all work assigned by the teachers, the administration will determine extra work to be assigned. **Parents will be required to pay \$75 per day for each day of in-school suspension that their student receives, which will cover the cost of extra staff required to oversee and supervise the student. A half-day I.S.S. costs \$40.**

Students who receive an I.S.S. would receive an automatic U in conduct in their homeroom class for the 9 weeks. Students who serve an I.S.S. would be ineligible for any extra-curricular activity on the day(s) I.S.S. is served. Students could be placed on behavioral probation and/or athletic probation to be determined by their coach. *Some I.S.S. offenses could be, but are not limited to:*

- Skipping class
- Disrespect
- Dishonesty
- Cheating /Plagiarism - 1st Offense
- Profanity or inappropriate language and gestures
- Excessive tardies
- Excessive detentions (After 3 detentions are served.)
- Forgery
- Having a phone or smartwatch

### **OUT-OF-SCHOOL SUSPENSION**

Parents will be notified to take the student home the day of the occurrence. The student will receive an automatic U in conduct in their homeroom class for the 9 weeks and will be removed from any office or leadership position and counted as an unexcused absence. The student would be ineligible for the next three games and cannot participate or attend any on or off-campus extracurricular activities on suspension days. Depending on the severity of the offense, the student could be removed from the current team sport. The student cannot be exempt from final exams, nor be recognized as an honor graduate. *Some O.S.S. offenses could be, but are not limited to:*

- Cheating/plagiarism - 2nd offense = zero and one day of O.S.S. The third offense = a zero and a two-day O.S.S. and possible expulsion.
- Stealing
- Gross disrespect/conduct, anger, abusive language, obscene gestures
- Gross insubordination or defiance
- Possession or distribution of media that is immoral, vulgar, pornographic, or indecent - written or electronic (phones, laptops, iPads, cameras, etc.)
- Fighting or acts of violence
- Burglary or attempted burglary of the school
- Tobacco/alcohol/illegal drugs on or off campus
- Hazing or intimidation or threatening, including social media
- Vandalism/defacement of property
- Possession of a weapon, matches, lighter
- Hacking school computers
- Bullying and or hazing
- Threatening harm

### **BEHAVIORAL PROBATION**

Should your student's behavior become intemperate, imprudent and/or excessive (to be determined by administration through observation, teacher conferences, and/or documentation), your student may be placed on disciplinary probation.

## **EXPULSION**

Any behaviors listed above, as well as any other behavior that is deemed worthy by the administrator, could result in immediate expulsion.

Terroristic threats, activities, verbalized threats, posts online, handwritten and the like, that seriously threaten the safety of students, faculty or staff at AFBCS would be terms for immediate expulsion, upon which the local law enforcement authorities are required to be contacted for further and complete investigation.

## **ACADEMIC DISHONESTY**

Academic dishonesty (cheating/plagiarism) involves taking or providing information from a source other than the student's own mind and presenting it as if it was his or hers including AI (Artificial Intelligence). It involves components of both stealing and lying and is a serious offense. Examples of academic dishonesty include:

- Submitting AI (Artificial Intelligence) generated work as their own, whether it be in the form of art, answers to homework questions or assignments, paper or essays, images or graphics and the like.
- Copying, loaning homework or other school work that is required to show individual student knowledge.
- Plagiarism, presenting information as coming from the student that was taken from another source. Included in the definition of plagiarism is the downloading, copying, and pasting, of information from the Internet without citing the source.
- Discussion of the specific content of a test or quiz with another student.
- Transmitting by electronic devices specific test or quiz information.
- Possession or perusal of teacher keys, manuals, or tests themselves. This includes these items produced by commercial publishers, such as ABeka, Bob Jones University Press, etc.
- Looking at another student's paper for answers
- Altering a grade.

The following consequences accompany academic dishonesty incidents and are **cumulative per school year**:

- 1<sup>st</sup> Offense = A zero on the assignment or test, an In-School Suspension, and loss of semester exam exemptions in all classes. A parent conference will be held with the teacher.
- 2<sup>nd</sup> Offense = A zero on the assignment or test, an Out-of-School Suspension, and placement on disciplinary probation for the remainder of the semester. A conference will be held with the parents, students, and administration.
- 3<sup>rd</sup> Offense = A zero on the assignment or test and a 3-Day Out-of-School Suspension. A conference will be held with the parents, students, and administration.
- 4<sup>th</sup> Offense = Expulsion from AFBCS for the remainder of the school year.

## **GENERAL CONDUCT, DISCIPLINE & EXPECTATIONS**

- **Books** - A student who misplaces or damages a textbook or any school issued material must pay the current replacement cost plus applicable shipping.
- **Toys** - Toys are not permitted at school, as this poses a distraction and possibility of misplacement or could get broken. *Skateboards are not allowed on campus.*
- **Stealing is prohibited.** - If you find an item that is valuable or important, turn it into lost and found or give it to a teacher.

- **Forgery** - Students are not to sign their parents', guardians', or any other person's name on school-related documents.
- **School Property** - School and church property are to be respected. Marked on, defaced, or broken property is to be replaced at the parent's expense, or the student may be required to make repairs. Further discipline may be given. Vandalism would result in suspension or expulsion.
- **Off-Limits** - Students are not to wander around the campus. Students are to be with their class at all times unless the student receives specific permission from a teacher and must have a hall pass when out of the classroom.
- **Running and Horseplay** - For the safety of others and to maintain decorum, students should not run or horseplay in the hallways or classrooms.
- **Prohibited items** –Prohibited materials include but are not limited to matches, lighters, music and game devices, airpods, tablets, cameras, video cameras, pets, gum, alcohol, drugs, stolen property, weapons or items that may be used as weapons, hate literature or inappropriate literature such as pornography, or any other item deemed inappropriate by our administration. Violators will receive appropriate punishments.
- **Substance Abuse** - Use, abuse, being under the influence of, or being in possession of unauthorized drugs, narcotics, tobacco, e-cigarettes, vapes, e-juices, alcohol, or other dangerous substances of any kind while on campus or at school-sponsored functions is a serious violation of school rules. Students who violate this regulation will be suspended from school. A required conference between parents and the principal will determine whether or not the student will be permitted to return to school or be expelled.
- **Pranks** - Actions that impede or cause hardship to teachers, staff, and students, or that alter the school facilities or disrupt the learning environment are prohibited.
- **Trespassing** - Trespassing on school property and in buildings after hours without administrative approval will result in disciplinary action.
- **Video/Photo of Others** - Students are not allowed to video or photograph a teacher or another student without permission. Photos, videos, etc., are not to be put on the internet without permission of the persons involved. (No cameras.)
- **Social Networking** - AFBCS recommends to all families that they monitor the internet use of their children. Social networking sites are commonly used by many in our society; and although they can be accessed in private, they are anything but anonymous. What is placed on these sites is seen by many people. AFBCS cannot police social networking sites, but when inappropriate behavior is brought to our attention, AFBCS may take appropriate disciplinary action up to and including expulsion.
- **Social Media** - Students are expected to represent AFBCS in a positive Christ-like manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device, social media, internet site, etc. The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions which cause notoriety could result in disciplinary action up to expulsion. Slander, gossip, and rumors -- either in person or on internet sites -- is not edifying. Please directly ask a teacher or administration about a rumor instead of passing it along to others. If you disagree with a decision or a discipline, do not use social media in an attempt to sway others to your opinion.

- **PDA** - Students are not allowed to show public displays of affection at school, school events, or school related activities. This includes, at a minimum, holding hands or having arms around each other. *Students are not allowed to bring blankets to school for any reason.* A PDA offense will result in in-school suspension or possible expulsion depending on the offense.
  - -On the first offense student would meet with Student Life Advisor to discuss the incident further.
- **Profanity** - Vulgar or profane speech, gestures, or writing is prohibited. Disciplinary action including possible suspension and/or expulsion will be taken.
- **Racial Statements** - Degrading racial statements are inconsistent with Christian values and will not be tolerated. Such offenses will be given appropriate disciplinary action.
- **Cheating** - Honesty is essential for Christian character development. Cheating involves receiving credit dishonestly. Some examples are giving and copying answers, copying homework using cheat sheets, and plagiarism. Dishonesty will not be tolerated. Discipline is listed under Academic Dishonesty.
- **Weapons** - Possession or use of a knife or any other weapon is prohibited and will lead to expulsion or other severe disciplinary action.
- **Fighting** - Fighting and other acts of violence are prohibited. Students who engage in this type of activity may be suspended or expelled.
- **Bullying and/or Hazing** - A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons. Bullying can take many forms and will not be tolerated. Incidents where bullying is suspected should be reported to a teacher or administrator immediately. AFBCS has zero tolerance for bullying.
  - Hazing is defined as activities or rituals on or off campus involving harassment, abuse, or humiliation used as a way of initiating a person into a group, team, or organization.
  - Hazing is prohibited by law and may be either physical, mental, or verbal.
  - Hazing should not be confused with qualifications for making teams, clubs, or groups represented by AFBCS.
  - Hazing will not be tolerated and should be reported to a teacher, coach, or administrator if suspected.
  - Each school year all AFBCS students sign a no bullying contract with the Student Life Advisor. This contract is used to educate students, as well as used as a tool when students have conflicts with one another.
- **Physical Restraint** - Any AFBCS employee may, within the scope of the employee's duties, use and apply physical restraint to a student when the employee believes it is necessary in order to:
  - Protect the student from injuring himself;
  - Protect another person, including the person applying physical restraint, from physical injury;
  - Obtain possession of a weapon or other dangerous item;
  - Protect property from serious damage;
  - Remove the student from a location when the student is refusing a reasonable command -- including from a classroom or other school property -- in order to restore or to impose disciplinary measures;

- To gain control and subdue an irrational or violent student.
- **Health-Altering Behavior** - Participating in self-directed activities which do not honor God -- (i.e., but not limited to, self-injury, eating disorders, steroid use) and may immediately or eventually endanger the health of the student -- will be brought to the attention of the student's parents with the expectation that the parent gets professional counseling for their student.
- **Drug, Substance, and Search Policy** - AFBCS reserves the right to search, with cause, any student, automobile, backpack, purse, locker, desk, etc. on campus, for suspicion of illegal or unauthorized materials. If a student refuses to be searched by school personnel, parents and/or police will be called.
  - AFBCS prohibits the possession -- on school property or at authorized school functions -- of substances that may threaten good order, discipline, decorum, and public safety.
  - Such materials or other inappropriate items may include, but are not restricted to the following items: alcohol, drugs, stolen property, weapons or items that may be used as a weapon, hate literature, or inappropriate literature such as pornography.
  - Students shall have no reasonable expectation of privacy in areas designated to them for storage of personal belongings on school property, nor shall students have any reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person. (i.e., backpacks, purses, book bags, wallets, personal computers, tablets, cell phone, cameras, etc.).
- **Inappropriate Sexual Behavior** - Inappropriate sexual behavior is a serious violation of the behavioral and moral expectations of AFBCS and will not be allowed. Additionally, the promoting of the LGBTQ (lesbian/gay/bi-sexual/transgender/questioning, etc.) agenda or obstinately objecting to the biblical basis for relationships will not be tolerated.
  - Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
  - The victim should notify a teacher or school administrator as soon as possible.

## **PARENT / GUARDIAN EXPECTATIONS**

Because our school desires to partner with the home, parents are encouraged to play an important role in the school. As a parent/guardian of a student at AFBCS, you agree not to possess or peruse the AFBCS teacher curricula which includes but is not limited to teacher keys, manuals, or tests themselves. This includes items produced by commercial publishers, such as ABeka, Bob Jones University Press, etc. Further, parents/guardians are encouraged to remain involved in their students' lives at AFBCS and to volunteer as available under the following provisions:

- Any parent/guardian volunteer who is functioning in an authorized role of any kind by AFBCS and has direct interaction with an AFBCS student other than their own child is required to undergo a background check prior to volunteering.
- Any parent/guardian volunteer who observes a student who needs correction is expected to notify the nearest school staff to address the situation and refrain from correcting another parent's child directly.
- For all school-sponsored activities, events, or functions, parents/guardians are expected to work with the guidelines of AFBCS administration and in cooperation with staff.

## **PARENT / GUARDIAN COMPLAINT PROCEDURE**

Every attempt should be made to resolve difficulty in a spirit of reconciliation, humility, and professionalism. To avoid unnecessary escalation of problems, we encourage parents to first

address problems with the appropriate faculty or staff member most directly involved with the situation of concern. For clarity's sake at this level, we encourage parents and staff to avoid communication through texts or emails if possible.

We encourage parents to use the following line of communication:

- First, discuss the concerns with the teacher or staff member involved.
- Second, if not resolved at that time, go to administration.
- Third, if the conflict is not resolved with administration, then the parties can take the issue to the Administrator/Principal, moving only to the next level if satisfactory progress is not being made.

**Although we encourage parent/guardian participation in the school, it is necessary that we maintain harmonious relationships to foster sound academic progress. In situations where parent/guardian involvement becomes disruptive and resolution is deemed unattainable by the administration, the school reserves the right to take all appropriate measures, including, but not limited to, the dismissal of students, in order to restore and secure a harmonious academic environment. (See Matthew 18.)**

*We ask that faculty, students, and parents commit to obeying Matthew 18:15-17 and Galatians 6:1 with the practice of giving a good report. When giving a good report is not possible, we ask all to go privately to the person and explain the offense that would hinder them from giving a good report (or remain silent, if you choose). The offender is to be approached in a spirit of genuine love, having first examined and corrected our own attitudes and actions.*

September 1, 2023

Laura Colangelo, Executive Director  
Texas Private School Accreditation Commission  
P.O. Box 13285  
Austin, TX 78711

Dear Ms. Colangelo:

This letter of understanding is written to verify the continuing recognition of the Texas Private School Accreditation Commission (TEPSAC) and its affiliated associations for the purpose of determining the accreditation of nonpublic schools.

Since 1986 the Texas Education Agency (TEA), through the Commissioner of Education, has recognized the accreditation responsibilities of TEPSAC and its affiliated associations. Subsequent to the establishment of TEPSAC, direct accreditation of nonpublic schools by the agency was phased out and was discontinued in 1989.


The following activities related to the accreditation of nonpublic schools will continue:

- Transferability of student credits earned in accredited nonpublic schools to Texas public schools, as permitted by Texas Administrative Code, Title 19, Part II, section 74.26(a)(2);
- Recognition of teacher service in accredited nonpublic schools for salary increment purposes in Texas public schools, as authorized by Texas Administrative Code, Title 19, Part II, section 153.1021(h)(8);
- Acknowledgement of all accredited elementary and secondary nonpublic schools in the *Texas Public School Directory*; and
- The Texas Education Agency website will link to the TEPSAC website.

Agency liaisons attend the biannual TEPSAC meetings to review the nonpublic school accreditation process and criteria to ensure the ongoing integrity and quality of the process. If further information is needed, please contact Cory Green, Associate Commissioner for Grant Compliance and Administration, at (512) 463-8992 or via email at [cory.green@tea.texas.gov](mailto:cory.green@tea.texas.gov).

The Texas Education Agency recognizes and acknowledges that a private school accredited by any accrediting agency approved by the Commissioner of Education and the Texas Private School Accreditation Commission is an accredited private school in Texas. A current list of approved accrediting agencies can be access at <http://www.tepsac.org/app/index.html#/agencies>; recognized accredited private schools can be accessed at <http://www.tepsac.org/app/index.html#/search/schools>.

Sincerely,



Mike Morath  
Commissioner of Education

MM/cg



*Instilling Christian Values & Academic Excellence*  
Established 2012

Arcadia Family,

At AFBCS, we understand that the relationship between parents and educators is a vital part of student success. We feel that this partnership is essential in creating a positive learning environment, as well as a Christ-centered atmosphere. We recognize the significant role that parents play in their child's education, and appreciate the trust that each family places in our faculty and staff at Arcadia.

By working together, we can provide a well-rounded education that prepares our students for future success. Communication and collaboration is encouraged from our parents to help our teachers and staff know how we can serve our families best. Please know that we truly value your involvement in your child's education and we are committed to working with your family to provide the best possible learning experience.

We appreciate you taking the time to read the student handbook so that you have a better understanding of the culture on campus, as well as the necessary rules and expectations that AFBCS has in place. We thank you for your sacrifice that you have made for your child to be able to attend Arcadia and receive a Christian education. We greatly appreciate your continued trust, dedication, and support in being part of the Arcadia Family. GO LIONS!

For His Glory,

*AFBCS Administration*