

# Peniel Baptist Academy

*Administrator:* ..... Bill Evans  
*Mailing Address:* ..... 110 Peniel Church Road  
Palatka, Florida 32177  
*Phone #:* ..... (386) 328-1707  
*Fax #:* ..... (386) 328-0950  
*E-mail address:* ..... tbeach@penielwarriors.org  
*Web address:* ..... www.peniellwarriors.org

*Hours of Operation:* 7:00 a.m.— 6:00 p.m.      Monday—Friday

Asst. Administrator ..... Rebecca Ellison  
Administrative Secretary ..... Terrie Beach  
Secretary/Records ..... Alyson Bush-Geiser  
Bookkeeper ..... Tammy Tibbs  
Athletic Director/Youth Pastor ..... Terry Goodwin  
Board of Directors ..... Greg Chapman (Chairman)  
Julie Collier, Frank Comer, Blake Fuller, Josh Palmer, Jeri Parish, and Joyce Wilson

## ~A Ministry of Peniel Baptist Church~

*Pastor:* ..... Dr. Benny Reynolds  
*Mailing Address:* ..... 5227 Silver Lake Drive  
Palatka, Florida 32177  
*Phone #:* ..... (386) 328-3548  
*Fax #:* ..... (386) 328-7522  
*E-mail address:* ..... office@penielbc.com

“Educating Students to the Glory of God!”



### **A letter from the Administrator**

**I am excited to welcome you to the 2018-2019 school year at Peniel Academy! What comes to your mind when you think of Peniel? I have heard family, excellence, and eternity!**

**One of the things that struck me when I first arrived at Peniel in January was that everyone knows each other and cares for each other. From the office staff that welcomes you each morning to the teachers that work with and challenge your children. As I have talked with students, parents, teachers, and staff members the one word that keeps coming up is “family.”**

**Excellence is a goal in everything we do. Whether in athletics, academics, or the arts we strive to do everything with excellence. The reason we strive for excellence is to glorify God in everything we do!**

**The word Peniel comes from Genesis 32 and means “face of God.” While we strive for excellence in all that we do, our first and foremost goal is that our students are able to meet God face-to-face. We find this mandate in the old testament and in the New Testament. Solomon noted that we should “train up” children in the Lord (Proverbs 22:6). Paul instructed fathers to bring up their children in the “instruction of the Lord” (Ephesians 6:4).**

**Throughout the 2018-2019 school year, my hope is that you will sense the family, see the excellence and seek eternity!**

## Disclaimer

No handbook serves to contractually bind the school in any way. All academy handbooks are subject to change without notice by the school’s governing body.

## TABLE OF CONTENTS

<b>1. Core Documents</b>	
1.1	School History ..... 7
1.2	School Incorporation and Governance ..... 7
1.3	Mission Statement ..... 7
1.4	Vision Statement..... 7
1.5	School Motto ..... 7
1.6	Statement of Faith ..... 8
1.7	Statement of Philosophy ..... 9
1.8	Statement of Nondiscriminatory Policy..... 10
1.9	Statement of Unacceptable Behavior..... 10
1.10	Accreditation and Affiliations ..... 10
1.11	Specification of Faculty..... 10
1.12	Facility Use Policy ..... 11
<b>2. ADMISSIONS</b>	
2.1	Admissions Policy..... 11
<b>3. FINANCIAL INFORMATION</b>	
3.1	Tuition/Fees
3.1.1	Tuition and Fee Schedule ..... 11
3.1.2	Daycare Program Fees ..... 11
3.1.3	Lunch Fees ..... 12
3.1.4	Kindergarten Graduation Fee ..... 12
3.1.5	Student Athletic Fee ..... 12
3.1.6	PSAT Testing Fee ..... 12
3.1.7	Home School Cooperative Program Fee ..... 12
3.2	Financial Policies
3.2.1	Payment of Tuition and Fees ..... 12
3.2.2	Late Charges ..... 13
3.2.3	Records Policy ..... 13
3.2.4	Refund Policy ..... 13
3.2.5	Textbook Policy ..... 13
3.2.6	Withdrawal Policy..... 13
<b>4. GENERAL INFORMATION</b>	
4.1	Closed Campus Policy..... 14
4.2	Change of Personal Information ..... 14
4.3	Chapel ..... 14
4.4	Daycare Program ..... 14
4.5	Dress Code for K-12th Grade..... 14
4.6	Dress Code for PK2-PK4 ..... 16
4.7	Dress Code for Formal Events (Homecoming, Joy Night, etc.) ..... 16
4.8	Electronic Devices on Campus..... 17
4.9	Field Trips..... 17

4.10	Fund-Raising .....	17
4.11	Health and Medication .....	18
	4.11.1 Illness Policy .....	18
	4.11.2 Medication at School Policy .....	19
	4.11.3 Communicable Disease Policy .....	19
4.12	Library .....	20
	4.12.1 Library Policies .....	20
	4.12.2 Library Rules .....	20
4.13	Lockers .....	21
4.14	Lost and Found .....	21
4.15	Lunch Program .....	21
4.16	Parties .....	21
4.17	School Closings .....	22
4.18	Emergency Drills .....	22
4.19	Snack and Drink Machines .....	22
4.20	School Land Line Usage .....	22
<b>5.</b>	<b>ATTENDANCE</b>	
5.1	School Hours/Bell Schedule .....	22
5.2	Arrival and Departure Procedures .....	23
	<b>THE FOLLOWING ATTENDANCE POLICIES ARE APPLICABLE FOR PK4-12TH GRADES.</b>	
5.3	Absences .....	23
	5.3.1 Absence Defined .....	23
	5.3.2 Excused Absences .....	23
	5.3.3 Unexcused Absences .....	24
	5.3.4 Maximum Days Missed Policy .....	24
	5.3.5 Make-Up Work .....	25
5.4	Tardiness to School .....	25
5.5	Tardiness to Class (6th-12th Grade) .....	26
5.6	Excessive Checkouts from School .....	26
5.7	Leaving the Campus .....	26
5.8	Sports Attendance Rules .....	26
5.9	Homebound Policy .....	26
<b>6.</b>	<b>HOME-SCHOOL COMMUNICATIONS</b>	
6.1	My School Worx .....	27
6.2	Teacher Meetings .....	27
6.3	Grievance Procedures .....	27
6.4	Parent-Teacher Organization .....	28
<b>7.</b>	<b>TRANSPORTATION</b>	
7.1	Parent-Provided Transportation .....	28
7.2	Student-Provided Transportation .....	29
7.3	Sign-In/Sign-Out Procedures .....	29
7.4	Field Trip Transportation .....	30
<b>8.</b>	<b>ACADEMICS</b>	
8.1	Curriculum .....	30
8.2	Steno Pads .....	30
8.3	Test Packets .....	30

8.4	Homework .....	31
8.5	P.E.....	31
8.6	Competitions .....	31
8.7	Standardized Testing.....	31
8.8	Home School Cooperative Program .....	31
8.9	Grading Scale .....	32
8.10	Progress Reports .....	33
8.11	Report Cards.....	33
8.12	Honor Roll .....	33
8.13	End of the Year Awards .....	33
8.14	Promotion Policies.....	33
8.15	Plagiarism/Cheating .....	35
8.16	Probation (Academic) .....	35
8.17	College Examinations .....	36
8.18	Dropping or Adding a Course .....	36
8.19	Senior Exemption for Final Examinations .....	36
8.20	Church Related Absences/Visits to Colleges .....	36
8.21	Graduation Requirements.....	37
8.22	Guidance.....	38
8.23	Honor Graduates/Valedictorian and Salutatorian.....	38
8.24	Honors Courses.....	38
8.25	Dual Enrollment Program.....	39
8.26	Joint Enrollment Program.....	39
8.27	Transcripts .....	39

**9. DISCIPLINE**

9.1	Discipline System	
9.1.1	Policy .....	40
9.1.2	Philosophy .....	40
9.1.3	Objectives .....	40
9.1.4	Responsibilities of PBA, Parents, and Students .....	40
9.1.5	Policy Limits .....	41
9.2	Student Conduct	
9.2.1	Student Code of Christian Conduct.....	41
9.2.2	Relationships.....	42
9.2.3	Conduct on Campus.....	42
9.2.4	Conduct Concerning Sexual Orientation & Gender Identity.....	42
9.2.5	Preschool Discipline (PK2-PK4) .....	42
9.2.6	Unacceptable Behavior .....	43
9.2.7	Minor Issues.....	43
9.2.8	Major Issues .....	43
9.2.9	Severe Issues .....	43
9.2.10	Expulsion Issues.....	44
9.2.11	Bullying and Harassment.....	44
9.3	Explanation of Disciplinary Action	
9.3.1	Verbal Reprimand .....	45
9.3.2	Behavior Probation .....	45
9.3.3	Suspension .....	45
9.3.4	Expulsion.....	46
9.3.5	Readmission.....	47
9.4	Searches for Suspicion of Unauthorized/ Illegal Articles or Materials.....	47

**10. EXTRACURRICULAR ACTIVITIES**

10.1	Eligibility .....	47
10.2	Athletic Programs and Purpose .....	48
10.3	Behavior at Athletic Events .....	49
10.4	Clubs .....	49
10.5	Joy Night .....	49
10.6	Senior Trip .....	50
10.7	Student Council .....	50

# 1. CORE DOCUMENTS

## 1.1 School History

- August of 1971: Peniel Baptist Academy (PBA) began operating as a Daycare and Kindergarten facility with an enrollment of 22 students, solely sponsored and funded by Peniel Baptist Church (PBC).
- July of 1973: PBC established PBA's School Board which was and is the governing body of the school. Board members were and still are elected by the church body.
- August of 1982: PBA built and moved into a new educational building separate from the PBC building that included kindergarten through sixth grade. Enrollment was 151 students.
- August of 1993: PBA expanded to include middle school and high school, grades 7 through 12. Enrollment was 280 students.
- May 23, 1997: PBA's first high school graduation occurred.
- August of 2007: PBC built and moved into a new high school building.
- Significant educational enhancements added through the years include science lab, computer lab and art education.
- 2018-2019: PBA's 48<sup>th</sup> year of "Educating Students to the Glory of God!"

## 1.2 School Incorporation and Governance

Peniel Baptist Academy (PBA) is a ministry of Peniel Baptist Church (PBC). We are incorporated as a 501(c)3 non-profit organization under Peniel Baptist Church. The said church is the sole owner of this school facility and property.

The Senior Pastor of Peniel Baptist Church is the final interpretive authority on the Bible's meaning and application, spiritual and administrative overseer of PBC and PBA. The PBA School Board has been delegated the governing authority by the Peniel Baptist Church for the spiritual and administrative supervision of PBA. The School Administrator has been delegated the responsibility and authority by the School Board for the spiritual and administrative management of PBA.

## 1.3 Mission Statement

It is our mission at Peniel Baptist Academy for students to come to know Christ and walk in His ways, be grounded in God's Word and challenged to achieve academic excellence as they prepare for college, career, life and eternity.

## 1.4 Vision Statement

It is the vision of Peniel Baptist Academy that we become the school of choice for parents and students in Putnam and surrounding counties and that we become a school other Christian schools model themselves after.

## 1.5 School Motto

"Educating Students to the Glory of God!"

## **1.6 Statement of Faith**

As a Christian academy, PBA is open to people of all Christian faiths. We are interested in fostering in our students the establishment of a living faith in God through His Son Jesus. All academic pursuits will be studied from a God-centered view of life. PBA uses the New King James, the King James, and the Holman Christian Standard versions of the Bible as the main study versions. We hold the Bible as our sole rule of faith and practice.

We believe:

1. The Bible is the inspired, infallible, and inerrant authoritative Word of God.
2. The deity of our Savior, the Lord Jesus Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death through His shed blood; His resurrection; His bodily return to earth.
3. That Jesus is the One and Only Begotten Son of God.
4. There is one God, existing eternally in three persons: the Father, the Son, and the Holy Spirit.
5. Every person is a sinner by nature and is in need of a Savior.
6. Salvation is the gift of God offered to all by His grace and received by personal faith in the Lord Jesus Christ.
7. In the ministry of the Holy Spirit.
8. The bodily resurrection of the saved unto life and the unsaved unto judgment.

### **1.6.1 Statement on Marriage, Gender and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

### **1.6.2 Statement of Final Authority for Matters of Faith and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Peniel Baptist Academy's faith, doctrine, practice, policy, and discipline, our Pastor is PBA's final interpretive authority on the Bible's meaning and application.

### **1.6.3 Statement of the Sanctity of Human Life**

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



## **1.7 Statement of Philosophy**

At Peniel Baptist Academy, the Christian philosophy of education has been developed from the Word of God as the sole rule of faith and practice.

- We believe that the parents, church, school and staff play critical roles in meeting the total needs of each individual student.
- We believe it is a parent's responsibility to train up a child in the way he/she should go; equipping them for life and eternity.
- We believe that each student is responsible to their parents and other authorities in their lives; to respect and obey these authorities.
- We believe that each student is also responsible to God for the direction in their lives and should come to a saving knowledge of Jesus Christ.
- We believe PBA acts as an extension of the Christian home; reinforcing the Christian principles already taught by the parents and the church.
- We believe each student at PBA should reach their full potential in four specific areas: Spiritual, academic, physical and social.
  - Spiritual: We believe that PBA is responsible for preparing students to be sensitive to God's calling on their lives and to equip them to have a Biblical worldview and equip them to share and defend their faith.
  - Academic: We believe that PBA should teach and graduate students who are richly grounded, firmly planted and well prepared in academics based on the word of God while at the same time challenging each student to become more critical thinkers.
  - Physical: We believe PBA should help all students develop a positive self-image regarding the way God created them and develop respect for others in that same manner.
  - Social: We believe that our purpose is to help develop each student's God-given talents and abilities and help conform their character toward the image of God. By teaching Biblical standards PBA enables students to prosper in their lives and excel in their chosen vocation.
- We believe all PBA staff must be a born again believer in the Lord Jesus Christ.
- We believe each staff member should excel in their academic field of study by holding and maintaining appropriate educational certifications and/or degrees. and educate their students according to PBA standards, which exceed academic norms.
- We believe each staff member should treat their fellow employees and students with respect and worth.

## **1.8 Statement of Nondiscriminatory Policy**

Peniel Baptist Academy admits students regardless of race, color, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Peniel Baptist Academy does not discriminate on the basis of race, color, or ethnic origin, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## **1.9 Legal Statement of Unacceptable Behavior**

### **1.9.1 Deviant Behavior**

Because, Peniel Baptist Academy believes that the Bible is the Inspired, Infallible, Inerrant, Authoritative Word of God, deviant behavior will not be tolerated. Genesis 1:26-28 tells us that God made man and woman and gave them the power of procreating within the marriage relationship and consistently condemns deviation from this relationship. In the spirit of God's Word, any sexual behavior such as homosexuality, incest, bisexuality, bestiality, lesbianism, LGBT, fornication and adultery on or off campus are considered deviant behaviors. Such activity may result in immediate expulsion (Rom. 1:24-28). Improper behavior, talk, or gestures among students may result in suspension or expulsion. Acts of sexual impurity or promiscuity will not be tolerated on or off campus, including verbal or electronic discussion of such acts.

### **1.9.2 Immoral Behavior**

Students who engage in any sexual activity will be expelled when the accusation has been proven true. The administration has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. In the event the administration has a reasonable suspicion that a student is pregnant, steps may be taken to verify it. If information cannot be obtained from either the students or their parents or guardians, the administration shall suspend the students until such time as medical proof is presented. A student who is pregnant will not be allowed to attend PBA nor visit with other students during school hours.

## **1.10 Accreditation and Affiliations**

Peniel Baptist Academy, having satisfied the accreditation standards of the Florida Association of Christian Colleges and Schools (FACCS), has been awarded the status of Full Accreditation. FACCS is affiliated at the national level with the National Council for Private School Accreditation (NCPSA).

PBA is also an affiliate member of the Florida High School Athletic Association (FHSAA), a founding member of the Florida Christian Athletic League, and Florida Christian Association of Private and Parochial Schools (FCAPPS). Our teams play and participate in events with both public and private schools.

## **1.11 Specification of Faculty**

Teachers at Peniel Baptist Academy have the proper spiritual, academic and character qualifications. All administration, faculty and staff are required to be born-again Christians and regularly attend a Bible-believing church. Also, all employees are required to pass a Level 2 background screening (local, state and federal) and must attest to good moral character. At the preschool level, PBA strives to employ teachers that have a minimum of a state CDA and/or a two-year college degree. In Kindergarten through the 12th grade, PBA strives to employ teachers that are college graduates and are certified by the Florida Association of Christian Colleges and Schools (FACCS). Each teacher embraces a Christian philosophy of education. These teachers carry out, under direction of the school administration, the purpose of the institution in the classroom and on the campus which is to "Educate Students to the Glory of God!"

### **1.12 Facility Use Policy**

The church/school's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. In no event shall persons or groups who hold, advance, or advocate beliefs, or engage in practices that contradict the church's faith use any church/school facility. Nor may church/school facilities be used in any way that contradicts the church's faith. This policy applies to all church/school facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Col. 3:17). The pastor or official designee must approve all uses of church/school facilities.

## **2. ADMISSIONS**

Peniel Baptist Academy has a preschool (2 – 4 years of age), an elementary (Kindergarten – Grade 5), and a secondary (Middle School and High School) program. We believe that a partnership between parents and the school is essential for the success of each student. The PBA administration reserves the right to terminate a student's enrollment at PBA if they believe that the actions of a student, parent or guardian jeopardizes that relationship or interferes with accomplishing the mission of the school.

### **RETURNING STUDENT ADMISSIONS**

Each year a priority is given to returning students by opening the reenrollment to them first. Church members and siblings of current students will have the next opportunity and then the enrollment will open to the public. The admissions committee will consider each student that re-applies or applies in the order that their application is accepted.

## **3. FINANCIAL INFORMATION**

### **3.1 Tuition/Fees**

#### **3.1.1 Tuition and Fee Schedule**

Peniel Baptist Academy publishes a new Tuition and Fee schedule each school year. The Fees listed include the basic fees, but does not include fees for field trips and extracurricular activities. This schedule can be found in the front office or at [www.penieltwarriors.org](http://www.penieltwarriors.org).

#### **3.1.2 Daycare Program Fees**

Peniel Baptist Academy publishes new daycare rates each school year. These rates can be found on the Tuition and Fee Schedule which is available in the front office or at [www.penieltwarriors.org](http://www.penieltwarriors.org). **Monthly daycare fees are due at the beginning of each month to receive the discounted rate regardless of the number of school days in a month. Parents who utilize Daycare on an as needed basis shall pay fees by the last day of the month in which the charges were incurred, or daycare will not be provided for the following month.**

PK2-12th grade students must go to daycare and charges will be applied if students are not picked up at the following times:

- Half-Day PK2-PK4: Daycare charges are applied beginning at 12:15 pm.
- K-12th: Daycare charges are applied beginning at 3:00 pm. Students who attend extra-curricular activities after school will be charged for daycare if they are not picked up at the completion of the activity.

The following charges will be assessed for all students not picked up by 6:00 p.m.:

For every 15 additional minutes after 6:00 pm = \$25.00 per 1/4 hour.

### **3.1.3 Lunch Fees**

K-12th grade students may purchase lunch by the day or students may purchase lunch for the full year at a discounted rate.

PK2-PK4 students' hot lunch fees are included in the monthly tuition.

### **3.1.4 Kindergarten Graduation Fee**

The Kindergarten class cap and gown for graduation is \$20.00. This will be added to the student's account in the month of April.

### **3.1.5 Student Athletics Fee**

Fees must be paid for a student to be eligible to play in a game or a scrimmage. Students may participate in practice prior to paying the fees. The athletic fee sheet will be available at the front office in July. The fees may be adjusted if other sports are added.

### **3.1.6 PSAT Testing Fee**

PBA requires all Juniors to take the PSAT (Preliminary Scholastic Aptitude Test). This fee is set by the testing agency. The fee is at least \$15.00. Students will be responsible for paying the testing fee to PBA either before or on the day of the test. All unpaid fees will be added to your account.

### **3.1.7 Home School Cooperative Program Fee**

Classes are offered to home school students at a rate of \$95.00 per month per class. There are no refunds if the course is dropped after the second week. Home school students are responsible to buy their own books (see "8.9 Home School Cooperative Program" for more information).

## **3.2 Financial Policies**

### **3.2.1 Payment of Tuition and Fees**

Tuition may be paid in one payment or 10 monthly payments. **Monthly charges or one-time fees must be paid by the dates published on the tuition and fee schedule.**

Payments may be made by cash, credit card, debit card, check, money order or by ACH payment from a checking account.

Monthly statements are available in MySchoolWorx, <https://portal.myschoolworx.com/>

### **3.2.3 Late Charges**

If tuition is not paid by the date on the fee sheet a late fee will be charged. Failure to pay by the 15th of the month may result in the student being dismissed from PBA.

A \$20.00 service charge will be assessed for each returned check.

### **3.2.4 Records Policy**

Any family accounts not paid current will result in:

- final report cards and graduation diplomas denied issuance
- transcripts will not be transferred to other institutions or given to any students
- re-enrollment for the coming school year will not be allowed

A current account implies that ALL and ANY fees incurred by the student at PBA for any reason is paid. These fees include, but are NOT limited to, the following: tuition, lunch charges, athletic fees/equipment, daycare fees, late fees, library fees, graduation fees, outstanding fundraising monies, etc.

### **3.2.5 Refund Policy**

**THE REGISTRATION AND BOOK AND SUPPLY FEES ARE NON-REFUNDABLE SHOULD THE STUDENT CANCEL OR WITHDRAW.**

(Exception: PBA will refund the registration fee if the student's application is not accepted by the admissions committee.) if there are not enough students to form an anticipated class or the student is on a waiting list.)

If a student withdraws by the 15th of the month, one-half month's tuition will be refunded. There will be no refund on withdrawals after the 15th. It is helpful if parents give the school a two-week notice when withdrawing a student.

There are no refunds due to absences, holidays, or emergency situations.

### **3.2.6 Textbook Policy**

For any books that are lost, stolen, or damaged beyond usability, it is the responsibility of the student to purchase a replacement textbook in a timely manner. A textbook is considered lost if it is missing for more than three consecutive class days.

PBA reserves the right to require students to use certain books in the classroom only. This is good stewardship for all parties.

### **3.2.7 Withdrawal Policy**

Withdrawals from the academy must be made through the school office. Parents must

complete a Withdrawal Form through the front office so that we may institute the appropriate withdrawal procedures. Official records are not given to parents or students but are only transferred by request from school to school. No records will be transferred on the same day a student withdraws. **No records are transferred when there is still an outstanding balance on the family's account.**

## 4. GENERAL INFORMATION

### 4.1 Closed Campus Policy

PBA operates as a "closed campus" which means that only students, administration, faculty and staff are permitted on campus during school hours. For our school's security, all visitors and/or PBA parents must first report to the front office, sign in, and wear a campus visitor's pass before they may enter the campus. Visitors not following this protocol will be asked to return to the office or exit the campus.

### 4.2 Change of Personal Information

Parents are responsible for notifying the school office immediately of any change of address or telephone numbers (home, work and cell). It is imperative that we have this information to contact parents in case of an emergency.

### 4.3 Chapel

Chapel services are held once a week for Kindergarten - 12th grade. Chapel is a vital part of our curriculum. Attendance is required by all K-12th grade students. Parents are invited to attend chapel services with their child.

### 4.4 Daycare Program

For the benefit of parents, PBA offers an after-school program on a monthly fee basis **for students attending our school**. For a student to be in daycare, he/she must attend school that day. Enrollment in this program should be done at registration since this is available on a first-come, first-served basis due to enrollment capacities. Daycare is a set program in which students have time for snack, homework and outside play/inside activities. Students are expected to follow all school rules in daycare including the dress code. This program is available until 6:00 in the evening. Daycare is available on teacher planning days and half-days; however, daycare is **not** available during holidays and other school closings.

### 4.5. Dress Code for K-12th Grade

The dress code standards have been written in such a way as to give parents latitude in where they can purchase clothing to help with cost and availability. Uniform dress may not have inappropriate symbols or inappropriate references. (I Timothy 2:9)

#### **Tops: School Approved Shirts**

Short or long-sleeved polo shirts in any plain, solid colors or striped.

#### **Modesty is the standard**

- Students may only unbutton the top two buttons.

- Shirts may not be too tight or extremely large
- Shirts should never expose the midriff (when hands are raised or not raised).
- Shirts should never expose lower back (while sitting or bending over).
- Cleavage may never be shown
- 9th - 12th Graders may wear a Polo shirt, Peniel Shirt or a Christian t-shirt.

### **Bottoms: School Approved Shorts/Capris/Pants**

Bottoms in the following **plain, solid colors: khaki/tan, gray, navy and black.**

#### **These rules apply to all school approved bottoms:**

- All bottoms must be worn no lower than the hip
- No low-rise shorts, Capri's or pants allowed
- Bottoms may not be too tight
- 9th - 12th graders may wear jeans without holes or frayed edges.
- Shorts – Length must be no shorter than three inches from the knee (when measured from the bottom of the hem to the crease in the back of the knee). Shorts may not be overly baggy.
- Capri's – Capri's may not be overly baggy.
- Slacks – may not be overly baggy or too tight.
- Skirts – Skirt length may not be any shorter than the crease in the back of the knee. Slits in skirts may not be any higher than the crease in the back of the knee.
- Romper/Jumper – Skirt length of the romper/jumper may not be any shorter than the crease in the back of the knee. Slits in the skirt may not be any higher than the crease in the back of the knee. A school approved polo shirt must be worn under the romper/jumper.

### **Accessories (Belts, Shoes, Socks, Jewelry)**

- Shoes must be safe and appropriate. All shoes must have a back strap holding the heel down.
- No shoes with wheels in the soles.
- No body piercings are allowed except for normal ear wear fashion for girls.

### **Outerwear**

Students may wear hoodies, jackets and coats in any color, without any inappropriate symbols or inappropriate references.

### **Dress-Down Fridays**

A PBA T-shirt or Christian T-shirt with appropriate jeans or jean shorts, or a school approved uniform bottom. A Christian T-shirt is one that provides a positive image of Christ or the Christian life. Jeans may not have holes or frayed edges.

### **PE Clothing**

- A school appropriate dri-fit/t-shirt and coordinating athletic shorts/pants, (no yoga or form fitting pants). Shorts must be no shorter than three inches from the knee (when measured from the bottom of the hem to the crease in the back of the knee), or
- A school appropriate dri-fit/T-shirt and school approved uniform bottoms (except skirts and jumper/rompers), or
- School uniform (except skirts and jumper/rompers).

#### **These rules apply to all PE clothing:**

- All students must wear athletic shoes and socks to PE. Students may not wear sandals, crocs or other non-athletic shoes to PE.
- K-5<sup>th</sup> grade: Homeroom teachers will set the time for changing into PE clothes.

### **Other Dress Code Rules**

- Clothes must stay in good repair and may not be torn, frayed or stained.
- Hats may not be worn inside any school building.
- Students may not have any visible tattoos.
- Sunglasses are not to be worn in the building.

### **Hair**

Unnaturally colored hair is not appropriate for any PBA student.  
Hair must be clean, combed neatly and out of the eyes at all times.

#### **4.6 Dress Code for PK2-PK4**

Preschooler students (PK2-PK4) may wear any color shirt and any color bottom as long as it follows the following guidelines:

- clean and neat with no tears or frays
- shorts worn underneath skirts or dresses

### **Shoes**

Students will be *playing outside daily*. We do ask parents to keep this in mind when choosing shoes and socks for their child to wear.

### **Hair**

Unnaturally colored hair is not appropriate for any PBA student.  
Hair must be clean, combed neatly and out of the eyes at all times.

#### **4.7 Dress Code for Formal Events (Homecoming, Joy Night, etc):**

Modest dress will reflect our desire to be acceptable and pleasing to our Lord Jesus Christ. Anyone who does not meet the listed standard will be asked to leave the event. Please be careful to observe the following guidelines.



### Ladies

Dresses should be at least knee length.

No slits of the dress may be above the knee.

Bodices may not be low-cut or revealing.

No backless dresses will be allowed. The back of the dress may not come any lower than the middle of the back

Dresses may not be overly tight or clinging to the body.

All dresses must be pre-approved by the administration before the occasion.

### Gentlemen

Tuxedos or 2 or 3-piece suits with necktie/bowtie

## **4.8 Electronic Devices on Campus**

Students may bring a cellular phone to school in their pocket, purse, or book bag. It must be turned off and out of sight when on school property, during and after school hours, including daycare. Any student who takes photos at school and electronically shares it through any type of social media will have his/her privilege revoked. This could result in suspension and expulsion from school.

**Cell Phone Exceptions:** Cell phones may be used at the discretion of a PBA teacher or staff member, including field trips and athletic events.

Students shall use phones in an appropriate manner, or they will be confiscated by the staff member and turned into the Administrator. The phone will require parent pick up and phone privileges will be revoked for the remainder of the school year.

## **4.9 Field Trips**

Field trips are scheduled throughout the year. Each trip is scheduled weeks in advance and is reviewed for safety and affordability. **Parents may not bring any younger/older siblings on fields trips at any time. All PBA rules and guidelines are in effect while on a field trip. Students must wear a PBA T-shirt for all field trips.** Shirts may be ordered on-line or at the front office. Please see front office for more details.

**Student attendance is required on all field trips.** Students who are on probation or who cannot attend the field trip due to extenuating circumstances must attend school on campus for the entire school day and complete all school work left for them by their teacher. These situations will be worked out by the teacher and the administration on a case-by-case basis.

No prepaid field trip money that has been sent in advance to the field trip location or that has already been deposited in the class's field trip account will be refunded.

## **4.10 Fund-Raising**

Projects may be planned to help make improvements within the school. Since PBA plans very few major fundraisers during the school year, we ask that as many students and parents as possible be involved. For safety reasons, PBA **prohibits** students from

participating in door-to-door sales.

#### **4.11 Health and Medication**

Parents are to inform the front office of all health problems that their child has at the beginning of the school year or when such a problem arises. Special problems include vision and hearing problems, diabetes, seizures, recent surgery, medication, or anything that might limit the student's performance at school.

##### **4.11.1 Illness Policy**

Peniel Baptist Academy strives to maintain a healthy learning environment for all students. If a student is ill, he/she should remain home. A student must be fever free (below 100°F) for twenty-four hours before returning to school. A student who is ill cannot concentrate on his/her school work and needlessly exposes other students to the same illness. If a student has stayed home for three or more days due to illness, a doctor's note must be turned in to the office when the student returns to school for it to be excused. (See Excused Absence Policy).

Students who become ill at school should tell their teacher and report to the office. If a student is running a temperature above 100°F, has diarrhea, or is experiencing other signs of apparent illness, the front office will contact the parent for student pick-up. **Parents are required to pick up their child within 1 hour of notification.**

The following are guidelines for many common illnesses:

- **Viral Sore Throats, Colds:** Child must be able to participate in all school activities and should not be tired or listless. Severe coughs must be under control. *Temperature must be normal for 24 hours, without fever reducing medication.*
- **Diarrhea, Vomiting:** Child should be symptom free and have kept food down for at least 24 hours before returning to school. *Temperature must be normal for 24 hours.*
- **Streptococcal Sore Throats/Scarlet Fever:** Child must be on antibiotics for at least 24 hours. *Temperature must be normal for 24 hours.*
- **Infectious Rashes, Impetigo, and Scabies:** Child must be under effective treatment (medication) for 24 hours and no longer contagious.
- **Conjunctivitis (Pink Eye):** Child must be under treatment for at least 24 hours and no longer contagious. Eye must not be draining.
- **Chickenpox (Shingles):** Notify the school if you suspect your child has chickenpox or shingles. Child may return to school when every pustule is dry and scabbed over.

- **Head Lice:** Head lice can become a problem if not dealt with immediately. We reserve the right to conduct periodic head checks. If a student is found to be infested, the parent will be notified **and the student will need to be picked up immediately.** The student’s hair must be treated and all lice and nits removed, live or dead, before a child will be permitted to return to school. **Parents must accompany their child into school the day of their return and wait until a PBA employee checks the child’s hair before the child may return to school.**

#### **4.11.2 Medications at School Policy**

If a student is to take **any medication** while at school, the following must be completed:

1. The Medication Administration Form (available in the front office) must be signed by the parent stating the name of medicine, dosage, start and stop dates and a description of the medication to be dispensed.
2. All medicine must have the original prescription label including the name of the doctor, the name of the child, and dispensation directions. Over-the-counter medication cannot be administered by PBA without a written prescription from the doctor on file. This includes Tylenol, cough syrup, stomach medicine, etc.
3. A new Medication Administration Form must be filled out for each new medicine.
4. During school hours, students are not allowed to carry on their person prescription or over-the-counter medicines except for inhalers and Epi- pens. Students with asthma will be allowed to have their inhaler with them at all times. Teachers will be responsible for any student's Epi-pen.
5. Medication left in the school clinic at the end of the school year will be discarded if not picked up.

#### **4.11.3 Communicable Disease Policy**

PBA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises because of a specific infectious agent which may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease will be required. This school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator.

## 4.12 Library

### 4.12.1 Library Policies

- Every student is issued a Library Card. It is the responsibility of the student to bring their card to the Library each time they would like to check out a library book. Lost Library Cards will be replaced at a fee of \$4.00 and must be paid before a new card is issued.
- Students are allowed to check out:  
1st-5th Grade: one book for one week  
6th-12th Grade: two books for two weeks  
\*\*A due date is noted on each book when checked out.
- A fine of \$.10 a day will be charged for overdue books. Fines will not be charged to students who are absent all day with an excused absence if the book is returned the same day the student returns to school.
- Books overdue for more than two weeks will be considered lost and the cost of the book will be added to the student's library account. Damaged or lost books must be replaced.
- New books will be available for checkout by every student whose library account is up-to-date. Students will be unable to check out any book(s) until their library account has been paid current.
- All library fines must be paid by the end of the school year. Monies owed to the Library will be transferred the student's school account and must be paid prior to receiving his/her end-of-the-year report card.
- Parents must sign the agreement indicating they understand and accept the Library Policies.

### 4.12.2 Library Rules

- No eating or drinking in the library.
- No excessive noise or talking while in the library.
- Students must have a pass from their teacher to be in the library.
- No more than three students from one class may be in the library without their teacher.
- Library computers may only be used for class assignments.
- No changing ANY computer settings.
- The printer and the copier are for school assignments only.
- No accessing any social network websites.
- No accessing personal email accounts.
- No accessing another student's account.

**First Offense:** Suspension from the library for one week.

**Second Offense:** Suspension from the library for two weeks.

**Third Offense:** Referral to the office.

\*Please note that you will not be allowed to take an AR quiz if you are on suspension from the library, even if this means you are missing the assignment for your class. Please be careful to follow the library rules.

#### **4.13 Lockers**

Lockers are assigned through the front office. All High School and Middle School students will be assigned a locker. Students must provide their own lock. The office requires a duplicate key or the combination upon locker issuance. Students may not put stickers on the inside or outside of lockers. Students may use magnets. Students may not trade or move lockers without prior approval from the administration. Each student is required to clean up trash found in the area of their locker and to keep their locker clean. Students use their lockers at their own risk. The school is not responsible for any missing contents. **All lockers are subject to inspection by the Administration at any time.**

#### **4.14 Lost and Found**

The lost and found department is in the cafeteria. If items are not claimed within one month, they will be used for benevolent needs. Parents, please put your child's name inside his/her belongings.

#### **4.15 Lunch Program**

All PK2-12th grade students must eat a full lunch **that is nutritional and healthy (not just snacks)**. Lunch may be brought from home or may be purchased at school. Milk is provided with lunch (juice or water will be provided for students who cannot drink milk). **PK2-3rd grade may not drink carbonated drinks during lunch even if they are brought from home.**

Only 6th-12th grade students may purchase items from the vending machines during lunch. **Items from the vending machine are NOT considered to be a full, nutritious and healthy lunch.**

Microwaves are provided for 4th-12th grade use only.

If parents are planning on having lunch with their child, we ask that parents send in a note to their child's teacher that morning.

We expect our students to have good table manners and treat all cafeteria staff with respect. All students must clean up after themselves as they would at home.

#### **4.16 Parties**

Parties may be scheduled throughout the school year at the discretion of the teacher and Administration. **PBA will not give out any list of names or telephone numbers for parties off campus. Invitations to parties off campus may not be given out at school unless every child in the class is invited.** When bringing favors and decorations, keep in mind that PBA emphasizes the spiritual meaning of holidays such as Christmas and Easter. We ask that parents not bring party items that portray: Santa Claus, the Easter Bunny, or any Halloween icons.

**4.17 School Closings**

Typically, Peniel Baptist Academy follows the lead of the Putnam County school system in all weather-related school closings. We are **normally** closed when public schools are closed. Peniel Baptist Academy may, on occasion, have an unscheduled closing due to providential or safety-related issues. The administration will attempt to inform parents in advance, when possible, via a phone call, email, text message, or our school website at [www.penieltwarriors.org](http://www.penieltwarriors.org) or through the local radio stations. The following radio stations will be asked to broadcast school closing information: WHIF 91.3 FM and WIYD 1260 AM.

Students who are absent once PBA reopens will be counted unexcused unless the student is ill, has a death in the family, or has a doctor/dentist appointment (see “Excused Absences Policy”).

**4.18 Emergency Drills**

The safety and well-being of all students is of the utmost importance to the school. Fire drills, Tornado drills and Lock-down procedures are all practiced on a regular basis.

**4.19 Snack and Drink Machines**

Gum chewing is not allowed on campus. In class students may drink water, but it must be brought in a resealable water bottle. No other drinks or snacks should be taken out in the classrooms. Occasionally teachers may allow snacks in their classrooms for a special event. Gatorade may be brought for PE class, but it may not be consumed in class.

During after school daycare, students can visit the snack and drink machines at the daycare teacher’s discretion.

**4.21 School Land-Line Usage**

If a situation is deemed an emergency by the teacher, students may be given permission from the teacher to use the phone. Students may **NOT** use the phone without permission. Student phone calls must be about school-related issues.

**5. ATTENDANCE**

**5.1 School Hours/Bell Schedule**

PK2-PK3 Half Day.....	8:00 a.m. – 12:00p.m.
PK4 Half Day.....	8:00 a.m. - 12:00 p.m.
Full Day Preschool (PK2-PK4).....	8:00 a.m. - 6:00 p.m.
K-5th Grade.....	8:00 a.m. - 2:35 p.m.
6th-12th Grade.....	7:45 a.m. - 2:45 p.m.

## 5.2 Arrival and Departure Procedures

### PK2-12th Grade Arrival Procedures:

- No student should arrive before 7:00 am (except when specified for a field trip)
- PK2-PK4 students are to go directly to their rooms in the mornings.
- K-5th grade students are to sit quietly in the cafeteria until the 7:50 a.m. bell rings.
- 6th-12th grade students are to go directly to the cafeteria to wait to be released at 7:35 a.m. for 1st period.

### PK2-12th Grade Departure Procedures:

- K-12th grade students must be picked up by 3:00 p.m. Students not picked up by 3 p.m. and are not involved in a school sanctioned extra-curricular activity will go to daycare and appropriate charges will be applied (see "Daycare Program Fees").
- Students are not allowed to loiter about the school grounds after school hours.
- **All K-12th grade classrooms will be locked after 3:00 p.m. after which students will not be allowed to enter.**

## ATTENDANCE POLICIES

## 5.3 Absences

No refunds on tuition are made because of absences. Any appeals must be submitted in writing to the Administration.

### 5.3.1 Absence Defined

Pre-School: A student will be counted absent from school for the entire day if he or she misses more than one-half of their school day. That means that if a student checks out before 10:00 am they will be marked absent for the entire day.

K-5th Grades: A student will be counted absent from school for the entire day if he or she misses more than one-half of their school day. For K-5th grades, that means that if a student checks out before 11:15 am they will be marked absent for the entire day.

6th-12th Grades: Students' absences are marked by periods. A student will be counted absent from class if he or she misses more than 50% of a class period. This includes visits to the school office which are not initiated by the staff or administration. Within a nine-week period, 6th-12th grade students who miss 5 or more cumulative periods, not in one particular class, but in any classes combined, will be counted as one full day's absence. Seniors who observe a half day schedule who miss 3 or more cumulative periods, not in one particular class, but in any classes combined, will be counted as one full day's absence.

### 5.3.2 Excused Absences

In order for your child to gain the most in school, he or she must be regular in attendance.

**ALL STUDENTS RETURNING FROM AN ABSENCE FOR ANY REASON MUST PRESENT THE OFFICE A DATED NOTE SIGNED BY THE PARENT/GUARDIAN EXPLAINING THE REASON FOR THE ABSENCE**

Excused absences are limited to student illness, death in the immediate family, or doctor/dentist appointments; however, doctors/dentist appointments are to be scheduled before or after school hours.

- **Notes from parents that are not received by the school office within 3 days of the absence will not be accepted and the absence will remain unexcused (see "Unexcused Absences" policy).**
- *If a student has missed three or more consecutive days of school due to illness, a doctor's note must be turned in to the office within 2 weeks of the student's return to school in order for it to be excused. A parent note will not suffice.*
- Pre-approved absences must be cleared through the school at least **one week prior** to the trip in order to be excused, and allow ample time to gather the student's work, which must be completed and turned in the day after they return to school. Approval for family trips is based upon the number of days the student has missed, the student's academic progress, and discipline review.

**5.3.3 Unexcused Absences**

UNEXCUSED ABSENCES WILL RESULT IN A ZERO FOR ALL MISSED WORK. AN UNEXCUSED ABSENCE(S) DURING MID-TERM OR FINAL EXAMS WILL LOWER THE SEMESTER GRADE ONE FULL LETTER.

Please note that three unexcused tardies within a nine-week period equal one unexcused absence AND three unexcused afternoon checkouts within a nine-week period equal one unexcused absence (see "Tardiness to School", "Tardiness to Class" and "Excessive Checkouts from School").

**PLEASE NOTE: The Administration holds the right to inform the proper local/state authorities in the instance that the student's absences are excessive and/or not due to known extenuating circumstances.**

**5.3.4 Maximum Days Missed Policy**

**K-8th Grades:** In order for K-8th grade students to meet their required instructional clock hours per year, **students may not miss more than 10 days in a semester and 20 days for the year.** This includes excused and unexcused absences.



**9th-12th Grades:** In order for 9th-12th grade students to meet their required instructional clocks hours per year, **students may not miss more than 9 days within a semester and 18 days for the year.** This includes excused and unexcused absences. Please note that the Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

A conference with the administrator will be required if a student is in danger of exceeding their maximum days.

Appeal Process: A written appeal must be presented to the administrator for consideration and a meeting scheduled to continue at Peniel Academy.

### 5.3.5 Make-Up Work

**IT IS THE REponsibility OF THE STUDENT TO CHECK WITH THEIR CLASSROOM TEACHER IMMEDIATELY UPON RETURNING TO SCHOOL TO GET ALL ASSIGNMENTS MISSED.** Make-up work must be done to the satisfaction of the teacher. Work not made up will go on record as a zero. If a student was absent due to illness, at least one day for each day absent will be allowed to complete make-up work. Long-term assignments will be due on time. Students who have been absent due to approved family trips must have assignments completed by the day after they return.

### 5.4 Tardiness to School

Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress. Please make sure that your child arrives on time. **ANY STUDENT ARRIVING AFTER 8:00 A.M. (7:45 A.M. FOR 6TH-12TH GRADES) MUST COME THROUGH THE OFFICE WITH A NOTE SIGNED BY THE PARENT/GUARDIAN STATING THE REASON FOR TARDINESS.** The office will issue the student an admit slip marked excused or unexcused according to the following criteria:

- Excused tardies are limited to student illness, doctor/dentist appointments and traffic.
- A traffic tardy is for construction and/or wrecks only. Students may only receive three excused traffic tardies per nine-weeks.

**THREE UNEXCUSED TARDIES IN A NINE-WEEK PERIOD WILL RESULT IN ONE UNEXCUSED ABSENCE** and a referral for noncompliance to the attendance policy. Students will be given appropriate discipline at the discretion of administration which may include, but is not limited to, work detail, lunch isolation, or removal from team practice or game.

### **5.5 Tardiness to Class (6th-12th Grade)**

Middle School and High School students are expected to be on time to all periods during the day. Students will be counted tardy unless they are in their seats ready for class.

#### **THREE UNEXCUSED TARDIES TO CLASS IN A NINE-WEEK PERIOD RESULTS IN AN UNEXCUSED ABSENCE FOR THAT PERIOD.**

Classwork missed due to being late may not be made up and a zero grade will be given. More than 3 tardies to class in a 9-week period will result in a referral and appropriate discipline at the discretion of administration which may include, but is not limited to work detail, lunch isolation, or removal from sports team practice or game.

Students may not earn the nine-week “Perfect Attendance” award if they have 5 or more cumulative unexcused tardies, not in one particular class, but in any classes combined during the nine-weeks.

### **5.6 Excessive Checkouts from School**

Afternoon/early checkouts from school are disruptive to the classroom and have an adverse effect on your child's educational progress. Please guard your child's school time from excessive afternoon checkouts. All afternoon checkouts will be considered unexcused except for student illness, doctor/dentist appointments or extreme family emergencies.

### **5.7 Leaving the Campus**

This school operates under the “closed campus” policy. Once a student arrives on school property in the morning, he/she is not to leave until he/she is dismissed from PBA in the afternoon.

### **5.8 Sports Attendance Rules**

6th-12th grade students must be in school at least half a day the day of the sports event in order to participate in that day's game (cannot checkout before 11:30 am or must check in by 12:00 pm). Seniors who observe a half day schedule must be in school for two full periods the day of the sports event to participate in that day's game.

### **5.9 Homebound Policy**

There is a homebound program in place for students with severe medical needs. Students must be placed on homebound studies by a physician. The placement must be for a minimum of three weeks and a maximum of six weeks. Since homebound studies cannot be extended for more than six weeks, if more time is necessary, it is advised that the student be withdrawn and placed in a home school program. All work must be picked up, returned and coordinated through the front office. Students are not allowed to participate in extracurricular activities (i.e. athletics, field trips, etc.) while on the homebound program.

## 6. COMMUNICATION BETWEEN HOME & SCHOOL

### 6.1 MySchoolWorx

**MSW is the first line of communications between Teachers, students and parents. Parents are encouraged to check this resource often and regularly. You can setup “Alerts” that will send a message to another email address when you receive information on MSW.**

### 6.2 Teacher Meetings

Parents who need to talk to a teacher during school hours or before/after school should make an appointment by contacting the teacher via email, voicemail, or a note. Parents should contact the teacher first through the methods mentioned above. If after meeting with the teacher the parent feels that the Administration needs to be involved, he/she may schedule an appointment through the front office.

### 6.3 Grievance Procedures

The common goals of Christian teachers and parents can be more readily achieved when a respectful, open relationship exists between the home and the school. Therefore, special mention is made of the best method for communicating with the school concerning problems and complaints. Please use the following guidelines for ways to handle any problem that may arise during the school year:

1. When a problem/situation occurs, the parent must first contact the teacher.
2. If a conference is needed, please contact the teacher to arrange the appointment.
3. Should the problem still not be solved, a conference with parent, teacher, and administration may be necessary. Please contact the Administrator to schedule an appointment. All grievances are to be submitted in writing and given to the Administrator. If, after an Administrative conference, the grievance issue has not been satisfactorily resolved, the Senior Pastor may be included in the resolution process. The Pastor and Administrator may then recommend the issue to the School Board, at which time their decision will be considered final.
4. Legal Arbitration: **(Citation: I Corinthians 6:1-8)** Believing that lawsuits between believers are prohibited by Scripture, all parents, guardians and students at PBA agree to submit to binding arbitration any matters which cannot be otherwise resolved and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

In the event of any dispute, claim, question, or disagreement arising out of or relating to the policies or procedures in this handbook or any other school matter,

the parties shall use their best efforts to settle such disputes, claims, question, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, question, or differences shall be finally settled by arbitration as described above.

Should any dispute involve matters of school discipline, the arbitrators shall be limited to determining whether procedures for school discipline as outlined in this handbook were followed.

#### **6.4 Parent-Teacher Organization**

The PTO is an integral part of our total school program. The PTO sponsors regularly scheduled meetings designed to inform parents of what is going on in the school, inspire parents through students' presentations, and give parents a voice at PBA. PTO parent members are largely responsible for the many special activities and events at PBA. The PTO operates **only** in an advisory capacity.

## **7. TRANSPORTATION**

Failure to follow these guidelines may result in a student's dismissal from PBA. We take student safety very seriously. PBA will not be responsible for any accidents, including those resulting from a parent's or student's failure to follow these guidelines.

#### **7.1 Parent-Provided Transportation**

1. A.M. Procedures:

- All students PK2-5th grade must be dropped off UNDER THE COVERED DRIVE THROUGH OR WALKED IN THROUGH THE MAIN ENTRANCE BY PARENTS. **Parents may not drop a PK2-5th grade student at any of the side or back entrances.** We do not make exceptions for PK2-5th grade students who have older siblings that are dropped off in the back.

*When dropping off students under the covered drive through, parents are asked to wait in their vehicle until their child is unloaded by a school employee.*

***PARENTS ARE ASKED NOT TO LEAVE THEIR VEHICLES UNATTENDED IN THE DROP-OFF AREA AT ANY TIME.***

6th-12th grade students may be dropped off at the back entrance at the times listed below. For safety reasons, students arriving before 7:30 a.m. must be dropped off under the covered drive at the main entrance and go to the cafeteria.

2. P.M. Procedures:

- All parents picking up PK2-5th grade students must pick up students

**UNDER THE COVERED DRIVE THROUGH. Due to safety issues associated with overcrowding in the front office, parents of K-12th grade students are asked NOT to wait in the front office between 2:30 pm-2:45 pm.** In addition, PK2-5th grade students who have older siblings must still be picked up at the main drive. (For parent's convenience, the older child may be picked up in the main drive.) PBA does not make any exceptions to this rule.

*When picking up students under the covered drive through, parents are asked to put the child's name in the lower right corner of their windshield (on the dashboard) to expedite the loading process. Parents are also asked to wait in their vehicle until their child is ready to be loaded into the vehicle by a school employee. **PARENTS WHO LEAVE THEIR VEHICLE UNATTENDED CAUSE OTHER PARENTS TO BE BLOCKED IN AND INCONVENIENCED.***

- 6th-12th grade students may be picked up at the back entrance between the times listed below. Students not picked up by these times below will be required to go to daycare and parents must pick them up through the covered drive at the main entrance.

K-5th grade:	2:35 p.m. - 3:00 p.m.
6th-12th grade:	2:45 p.m. - 3:00 p.m.

## **7.2 Student-Provided Transportation**

Students who drive to/from school must meet and follow this criteria. Any violations of the following may result in the temporary or permanent loss of driving privileges:

- Student drivers must park their vehicles in an orderly manner in the school parking lot. High school seniors may choose a parking spot on the east side of the retention pond to use for the school year
- Students may not go to any vehicle during school hours.
- Reckless driving or driving above 15 mph is prohibited.
- Students may not drive across the P.E. field and must drive only on the designated roads.
- Upon arrival at school, students are to leave their cars and the parking area and go immediately to first period. **There is to be no loitering in the parking area before or after school.**
- Seniors who leave early for work release or joint enrollment purposes must sign out through the front office.

Bicycles may be ridden to school provided the office is notified, helmets are worn, and bikes are kept in designated areas (see "School Parking Map"). Bike riders/walkers should leave campus promptly after school is dismissed.

## **7.3 Sign-In and Sign-Out Procedures**

**Sign-In Procedures:** Parents of PK2-PK3 students *must sign in their child* through the front office if they arrive after 8:00 a.m. Parents of PK4-12th grade students *must send in a note* as to the reason for their child's tardiness (see "Tardiness to School"). All parents and visitors must sign in through the front office.

**Sign-Out Procedures:** If a student is being picked up before the end of the school day or after 3p.m., parents *must sign their child out through the front office*. All early checkouts for PK4-12th grade students will be considered unexcused except for student illness, doctor/dentist appointments or extreme family emergencies.

*Parents who would like to have other parents, friends and /or relatives pick-up their child* who was NOT listed **MUST send a dated and signed note assigning permission for their child to go home with that person.** WE WILL NOT RELEASE STUDENTS UNLESS THIS NOTE IS RECEIVED. THE OFFICE WILL REQUIRE PHOTO ID OF ALL PERSONS WHO ARE NOT KNOWN TO OFFICE PERSONNEL.

#### **7.4 Field Trip Transportation**

Parents who have volunteered to drive for field trips must complete the Field Trip Driver's Form and provide required documentation. All students are required to wear a safety restraint when being transported. Respectfully, PBA requests that parents who chaperone other students besides their own child(ren) only play Christian music or refrain from using the vehicle's sound system.

**STUDENTS MAY NOT PROVIDE TRANSPORTATION FOR OTHER STUDENTS DURING FIELD TRIPS OR ANY SCHOOL FUNCTION.**

## **8. ACADEMICS**

### **8.1 Curriculum**

PBA uses Bob Jones University (BJU) Curriculum for grades PK2-12<sup>th</sup>. A combination of other Christian curricula may be used for courses such as Computer, Music, Art and other electives. In areas where there is not a Christian curriculum available, we have taken the utmost concern in choosing a curriculum that can be adapted to meet our philosophy of **Christian** education. We reserve the right to adjust curriculum to meet the needs of our students.

### **8.2 Steno Pads**

2nd-5th grade students are required to keep a homework steno. Parents need to review the steno daily to be aware of academic requirements for their child. **Parents are asked to not sign the steno pad unless they are positive that the assignments have been completed.** Students are to use the same steno all year and no pages should be torn out.

### **8.3 Test Packets**

Teachers of K-5th grade students send home weekly test packets either on Monday or Tuesday. Parents should sign the packet and return it promptly to the teacher within the determined time frame. Parents of 6th-12th grade students may make an appointment

with your child's teacher to review tests.

#### **8.4 Homework**

Homework is designed to help students retain the day's teaching. It is not assigned just for homework's sake and we take homework completion very seriously. Students are expected to complete ALL of the homework assignments each day and return them on time.

Late homework and assignments will have 10 points deducted for each day late up to two days. After two days, the grade is a zero and may not be made up. Teachers will contact parents/guardians of students who show a pattern of turning in late work.

No new homework will be assigned on Wednesday nights allowing families to attend church services.

#### **8.5 P.E.**

Physical Education is a requirement for all students in grades PK4-5th grade; 6th-8th grade students must complete one semester of P.E each year and Sr. High students are required to complete 1 credit of P.E during their high school years. **STUDENTS MAY ONLY BE EXEMPT FROM P.E. WITH A DOCTOR'S NOTE.**

K-12th grade students must "dress out" for PE. Students will be provided an alternative activity if they are not appropriately dressed for PE. See "P.E. Clothing" section of the handbook.

#### **8.6 Competitions**

PBA emphasizes the development of our students in all areas of study. We like to challenge our students by involving our school in FACCS competitions. We currently are involved in the following annual competitions:

1. FACCS Creative Writing Competition
2. FACCS and County Spelling Bee Competition
3. FACCS Junior High (3rd-9th) and Sr. High (9th-12th) Fine Arts Festival

#### **8.7 Standardized Testing**

All K-12th grade students are given achievement tests in the spring of each year to measure their achievement in the areas of English, math, science, and social studies. Parents are provided with copies of the testing results.

#### **8.8 Home School Cooperative Program**

Peniel Baptist Academy offers our home school cooperative to those home school families who have needs in certain subject areas that they are unable to complete within their home setting (Chemistry, Foreign Language, etc.) Home school students will be accepted into this program based upon their incoming transcript and their performance during the first grading period. Further credit validation procedures are detailed in the "Transfer Credit Policy". For class costs, please see "3.1.7 Home School Cooperative Program Fee"

Home school students enrolled in PBA classes will be required to follow ALL school policies including dress code, attendance, class procedures and discipline procedures. Students will be graded according to Peniel Baptist Academy's set grading scale which is aligned with the State Uniform Grading Scale.

Home school students may participate with Peniel Baptist Academy in our extracurricular activities programs. These students are required to follow all guidelines for extracurricular activities as set by Peniel Baptist Academy.

### 8.9 Grading Scale

GPA is arrived by totaling all value points and dividing total by number of courses. All Joint/Dual Enrollment (college courses) and honors courses follow the weighted GPA chart.

<u>Numerical</u>	<u>Letter Grade</u>	<u>GPA Value</u>	<u>Weighted GPA</u>	<u>College Course GPA</u>
97-100	A+	4 points	4.5 points	5 points
93-96	A	4 points	4.5 points	5 points
90-92	A-	4 points	4.5 points	5 points
87-89	B+	3 points	3.5 points	4 points
83-86	B	3 points	3.5 points	4 points
80-82	B-	3 points	3.5 points	4 points
77-79	C+	2 points	2.5 points	3 points
73-76	C	2 points	2.5 points	3 points
70-72	C-	2 points	2.5 points	3 points
67-69	D+	1 point	1.5 points	2 points
63-66	D	1 point	1.5 points	2 points
60-62	D-	1 point	1.5 points	2 points
0-59	F	0 points	0 points	0 points
	I (incomplete)	0 points	0 points	0 points

#### **Lower Elementary Grading Scale**

The following scale will be used for K-2<sup>nd</sup> grade Handwriting and K-3<sup>rd</sup> grade Reading.

- 4- Exceeds Standard
- 3-Meets Standard
- 2-Approaching Standard
- 1-Developing



### **8.10 Progress Reports**

Progress reports are issued in the middle of every nine weeks in order to inform parents of their child's current progress. (See school calendar for exact dates.) Current grades are also available on My School Worx for you to review.

### **8.11 Report Cards**

Report cards are made available through My School Works the Friday following the end of a nine-week grading period. (See school calendar for exact dates). Current grades are also available on My School Worx for you to review.

### **8.12 Honor Roll**

Honor roll is compiled after each nine-week's grading period and is made up of the following:

1. A Honor Roll— students who have made all A's, all S's and/or level 3 or 4.
2. A/B Honor Roll—students who have made all A's and B's all S's and/or level 3 or 4.

Student must have made at least one A to be on the A/B honor roll.

Penmanship grades, activity class grades, dual and joint enrollment classes and the total conduct grade are also included when determining honor roll eligibility.

Incompletes on a report card not made up by the time the honor roll list is due automatically disqualifies that student from the honor roll.

Kindergarten students will not receive a formal report card the first nine-weeks to give them time to adjust to the new curriculum and environment. They will not qualify for the honor roll during the first nine-weeks. Kindergarten students will receive scores of 1-4 for the second, third and fourth nine-weeks and will be able to qualify for the honor roll.

Students in K-3<sup>rd</sup> must receive a 3 or a 4 in Handwriting (K-2<sup>nd</sup>) and Reading (K-3<sup>rd</sup>) to be on the Honor Roll.

### **8.13 End of the Year Awards**

Awards will be given to students who:

- earned A Honor Roll for all grading periods
- earned A/B Honor Roll for all grading periods
- earned perfect attendance for all grading periods

A student must have earned A/B Honor Roll for each of the four nine-weeks in order to earn the A/B Honor Roll for the year.

A student must have earned Perfect Attendance for each of the four nine-weeks in order to earn the Perfect Attendance Award for the year.

### **8.14 Promotion Policies**

#### **1. Elementary (K-5th)**

- a. A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.

- b. Reading, Phonics, Language and Math are considered CORE subjects for K-5th grade.
- c. Students who earn a “F” in only one of the CORE subjects will be required to complete at least twenty-five (25) hours of intensive tutoring during the summer and pass a subject area test before being promoted.
- d. If a student fails two or more CORE subjects, the student will NOT be promoted.
- e. If three subjects are failed (example: Math, Spelling and Language), the student will NOT be promoted.
- f. Any exceptions to the above regulations must be approved by the Administrator.

## 2. Middle School (6th-8th)

- a. A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.
- b. *Reading, Language, English, Math, Social Studies and Science* are considered CORE subjects for 6th-8th grade.
- c. Students who earn a “F” in only one of the CORE subjects will be required to complete at least twenty-five (25) hours of intensive tutoring during the summer and pass an entrance test before being promoted.
- d. If a student fails two or more CORE subjects, the student will NOT be promoted.
- e. If three subjects are failed (example: Math, Spelling and Language), the student will NOT be promoted.
- f. Any exceptions to the above regulations must be approved by the Administrator.

## 3. High School (9th-12th)

- a. Promotion for high school is determined by the total number of credits earned by the end of each school year. (See classifications below)
  - A *freshman* must have completed a total of six credits (five must be academic) in order to be recognized as a sophomore.
  - A *sophomore* must have completed a total of twelve credits (ten must be academic) in order to be recognized as a junior.
  - A *junior* must have completed a total of eighteen credits (fifteen must be academic) in order to be recognized as a senior.
  - A *senior* must have completed the courses required to graduate with a total of twenty-four credits, GPA of 2.00 and pass one of the following college entrance exams with the following scores: ***ACT—18 Reading and 15 Math, SAT— 420 Reading and 340 Math,***
  - Seniors in the class of 2022** will need an ACT reading score of 18 and SAT score of 480, and they will need ACT Math score of 16 or SAT score of 420.
- b. Any failure of a semester (earning a 59 or below) by a student will cause him/her to receive no credit for that semester. The student will be required to take online remediation courses through FLVS or Bob Jones University during summer vacation, or repeat the course in the upcoming school year. Administration will make the final decision regarding which option is utilized. If

remediation is unsuccessful, enrollment for the upcoming school year will be jeopardized. Administration will decide whether the student will be accepted for the upcoming school year based on the best interests of the school.

c. Any exceptions to the above regulations must be approved by the Administrator.

### **8.15 Plagiarism/Cheating**

Plagiarism/cheating is the act of using or passing off as one's own the ideas or writings of another. Common types of plagiarism/cheating are: turning in another student's work as your own, copying answers or writings from another person's paper, source text or internet site, and/or not providing proper documentation or citation for materials (including internet sites) used when writing a paper.

K-5th Grade:

First Offense - Verbal reprimand with explanation of plagiarism.

Second Offense - Parent notified and points deducted off quiz (teacher discretion), test, project or assignment.

Third Offense - Parent/teacher conference to discuss plans to correct behavior  
Administration notified of situation.

6th - 12th Grade:

First Offense – Parent notified, and student assigned a zero on their assignment, quiz, test or project and Administration notified of situation

Second Offense - Student will receive a suspension from school.

Third Offense – Expulsion from school

### **8.16 Probation (Academic)**

A student who is having academic difficulty will be placed on Academic Probation. This action informs the student that teachers and administration are focusing on their academic difficulties with a view to bring them back to the desired academic level. Students will be placed on Academic Probation for the following reasons. These ARE NOT all-inclusive reasons. The administration may place a student on academic probation for other reasons than those stated below:

- Any student who enters PBA or begins a new school year at PBA with a GPA below a cumulative 2.0 ("C" average).
- Any student whose cumulative GPA falls under a 2.0 ("C" average) at the semester grading period.

Probation gives the student an opportunity to correct a serious academic problem. Students will be removed from all athletic or extracurricular activities (clubs, committees, field trips, etc.) until the probation period is over. Students may not practice with teams, travel with teams or attend meetings while on probation. The Administration will set the terms of the probation (including the items that must be improved and the time limit of the probation period) and parents will be notified. **Students can expect that a probation period will most likely cover a nine-week period.**

**\*New students will be on a 45 day (calendar) probation period.**

### **8.17 College Examinations**

**PSAT:** All Juniors are required to take the PSAT. Students are responsible for the cost of the test. It is a practice SAT test and gives them the opportunity to qualify for the National Merit Scholarship.

**ASVAB:** All Sophomores, Juniors and non-military bound Seniors take the ASVAB during the spring of each year. This is a free test that PBA uses as a career and skill exploration tool. This test is also used by the military as an entrance test. Taking the test does not obligate the students for the military.

**ACT/SAT:** *Before graduating, all seniors are required to meet the following score requirements: ACT—18 Reading and 15 Math, SAT— 420 Reading and 340 Math. Students entering 9<sup>th</sup> grade in 2018 and afterwards will need to meet the following score requirements: ACT-18 Reading and 16 Math, SAT-480 Reading and 420 Math.* STUDENTS SHOULD PLAN TO TAKE AT LEAST ONE OF THESE TESTS BY THE END OF THE 1ST SEMESTER OF THEIR JUNIOR YEAR. Students may opt to take the test sooner if they plan on Dual/Joint Enrollment at the college level. Students can take these tests as many times as desired. PBA is not responsible for the ACT/SAT test fees or for the scheduling of ACT/SAT tests.

### **8.18 Dropping or Adding a Course**

Permission from the Administrator is required for a student to drop or add a course after enrollment. No course may be dropped or added after the second week of each semester. After this date, a student dropping of a course will receive a grade of “F” in the course.

### **8.19 Senior Exemption for Final Examinations**

**ALL 9TH-11TH GRADE STUDENTS ARE REQUIRED TO TAKE THEIR MID-TERM (FIRST SEMESTER) AND FINAL (SECOND SEMESTER) EXAMS.**

Seniors may be exempt from their final exams by following the exemption policy described below:

1. Obtained a B average or better in the first semester with no “C” and not less than a “B” in the third and fourth nine-week period
2. Have no referrals to the office
3. Have no unexcused absences

Any unexcused absences will prevent a high school student from being exempt even if their grades fall within the above criteria. This includes unexcused absences obtained from unexcused tardies.

### **8.20 Church Related Absences/Visits to Colleges**

Students may have a total of 5 days of excused absences for the year *for church*

*related trips or visits to colleges.* All trips must be pre-approved a week in advance with a written note to the Administrator from the parents and a request from the student's pastor/youth pastor regarding the church related absence or documentation from a college admissions counselor regarding the college visit. The requests from the pastor/youth pastor or college admissions counselor should include the names of any PBA students attending, the nature of the trip and the dates of absences.

## 8.21 Graduation Requirements

In order to graduate, a student must have:

A cumulative high school GPA of 2.0

Meet these score requirements: ***\*ACT—18 Reading and 15 Math, SAT— 420 Reading and 340 Math. Students entering 9<sup>th</sup> grade in 2018 and afterwards will need to meet the following score requirements: ACT-18 Reading and 16 Math, SAT-480 Reading and 420 Math. For more information contact the Guidance Office.***

***\*Digital Learning Act: All students must complete one virtual course at the high school level***

***\*Community Service Hours-students are expected to perform and maintain a log of service hours (minimum of 75 hours). These hours may be earned beginning in 8th grade.***

Earn twenty-four (24) credits in the subject areas listed below

English	4 credits
Math	4 credits ( <i>Algebra I is required</i> )
Science	3 credits ( <i>Two must have a lab component</i> )
World History	1 credit
American History	1 credit
Economics	1/2 credit
American Government	1/2 credit
Practical or Performing Art	1 credit ( <i>Fine Arts, Music, Art, Speech, Yearbook</i> )
Online Course	1/2 credit
Physical Education	1 credit ( <i>with integration of Health</i> )
*Electives	8 credits ( <i>Must include 1 Bible credit per year at PBA</i> )

***\*For College Admission and Bright Futures Scholarship: Electives should include 2 years of the same Foreign Language.***

The academic requirements for graduation from PBA are developed to meet or exceed the course of study prescribed by the Florida Department of Education.

A student earns no credit for a course unless the course is completed (see “Promotion Policies”) and all required work finished and submitted to the teacher by the due dates. Any special arrangements must be made with the approval of the teacher and the Administration.

Graduating seniors who have successfully completed all courses are required to march in the graduation exercises. Seniors who do not meet all the graduation requirements listed above (GPA, college test scores, virtual course, 24 credits, attendance) may be excluded from participating in the graduation exercise at the discretion of the Administrator.

## **8.22 Guidance**

Guidance is available for personal, academic, and vocational needs through the school. Students are urged to seek out the Administration or faculty members for help in any of these areas. God has promised to give wisdom to those who seek it (Proverbs 3:5-6).

## **8.23 Honor Graduates/Valedictorian and Salutatorian**

Based upon the following GPA's, PBA seniors are eligible for honor graduate status:

- a. Summa Cum Laude... 3.7-4.0
- b. Magna Cum Laude... 3.4-3.69
- c. Cum Laude... 3.0-3.39

Valedictorians and Salutatorians must have at least an overall 3.0 in order to be considered for these positions. The candidate with the highest GPA over 3.0 will be awarded the position.

## **8.24 Honors Courses**

The requirements for acceptance into an honors course are as follows:

1. Students must currently have and continue to maintain a 3.0 cumulative GPA each nine-weeks. A cumulative GPA includes all classes taken (standard classes, honors courses, electives, joint enrollment, etc.). Receiving an "F" in a nine-week period in any class will result in automatic ineligibility from the honors program until the next school year.
2. Students must have earned an "A" or "B" as the final grade in the course most recently completed. For example: If a student wanted to take English II they must have earned a final grade of "B" or higher in English I.
3. If a student earned an "A", only parents must sign the honors course form giving permission for their child to take the honors course.
4. If a student earned a "B", parents, the student's teacher, and Administration must sign the honors course form stating that they believe the student can successfully complete honors coursework.
5. Once completed, students must sign the bottom of the honors course form and turn it in to the front office.
6. The Administration makes the final decision on ALL honors placement.
7. If a student wishes to drop out of an honors course once it is in progress, the parent (s), student and the teacher must sign a drop form. No course may be dropped or added after the second week of each semester. Students will not be dropped from the course until this is completed. Students will not receive honors credit for a course unless they have completed a full semester's work (first /second nine weeks or third/fourth nine weeks).

### **8.25 Dual Enrollment Program**

The Dual Enrollment program at Peniel Baptist Academy provides eligible juniors and seniors with the opportunity to earn college credits while in high school. Classes will be taken from Florida Baptist College to insure continuity with PBA's Christ-centered, Bible-based curriculum. The Dual Enrollment classes approved by Administration may be taken "in place" of PBA coursework.

Starting the summer after completion of their sophomore year, eligible students may take Florida Baptist College courses. Courses are taken online during school hours in the computer lab. PBA provides a facilitator for this lab who assists students with the pacing of their coursework and helps keep parents informed of their child's progress in the course.

PBA will pay the tuition for the authorized courses, up to two courses per semester. Students are responsible for purchasing all books for their college courses. Students will be responsible for paying for the course if they make a "D" or lower, or if they withdraw from the course. This charge will be placed on the student's school account.

Requirements for participation in the Florida Baptist College Dual Enrollment:

- Be a PBA Junior or Senior
- Have a 2.7 or greater GPA
- Have taken or be registered to take the ACT or SAT
- Demonstrate Christ-like **maturity, motivation, dependability and academic ability** to perform satisfactorily in these college courses.
- 

### **8.26 Joint Enrollment Program with St Johns River State College**

Contact PBA's Guidance office regarding the availability of joint enrollment.

### **8.27 Transcripts**

PBA does not release official transcripts or records directly to students or parents unless they provide the office with an official homeschool letter from the local county school board. When transferring to a new school, PBA requires that the new school provide the office with a written request (fax or email) for the student's cumulative records.

Seniors or graduates who need their high school transcripts sent to a college and/or university must contact the front office and provide the name and address of the college. Seniors or graduates requesting large numbers of transcripts may be asked to provide stamped, self-addressed envelopes to help defray the cost of mailing and postage. Transcripts will not be transferred to other institutions or given to any student whose account is not paid current.

## 9. DISCIPLINE

*"My son, despise not the chastening of the Lord; neither be weary of his correction; For whom the Lord loveth, he correcteth; even as a father the son in whom he delighteth."  
(Proverbs 3:11-12)*

### 9.1 Discipline System

#### 9.1.1 Policy

PBA is dedicated to teaching and training its students in a program that is God-centered. We believe our students should be taught to sense a God-given responsibility and to behave honorably in all things. Thus, discipline is maintained with firmness and consistency, tempered with love. Our discipline motto is: Unconditional love.....uncompromising truth.

#### 9.1.2 Philosophy

PBA believes that the full intent of discipline should be not only to correct behavior but also to encourage and train an individual in methods and behavior pleasing to God. Discipline for correction must be done so in love, measured with grace and compassion. Discipline must never be vindictive or administered in anger.

#### 9.1.3 Objectives

To create an optimum environment for learning.

To correct behavior that is disruptive or detrimental to the learning environment.

To train children in behavior that will help both the individual and the school in upholding goals of spiritual, academic, physical and social growth.

#### 9.1.4 Responsibilities of Students, Teachers and Parents

*Students* are responsible under God to obey and show respect for parents, teachers and Administrators 24 hours a day, 7 days a week, 365 days a year, on and off campus. They are also responsible for helping to maintain a positive learning environment.

*Teachers are expected to* maintain standards of conduct in the classroom through kindness, love and a genuine regard for their students. However, when disciplinary action is needed it will be carried out with firmness based on good judgment, understanding and love. It will be the *teacher's* responsibility first, through personal observations, and whatever other means deemed practical, to uphold the School's Discipline Policy in their classroom. It shall be the *Administrator's* responsibility to be available for teacher, parent and student conferences to discuss discipline problems, give helpful counsel and determine disciplinary action as needed.

Parents are responsible for training their children to respect and obey the authorities in their lives. Concisely, we believe that parents have the God-



given responsibility of educating, equipping, and training their children and **that Peniel Baptist Academy acts as an extension of the Christian home.** Parents must understand that it is a privilege, and not a right, for their child to attend Peniel Baptist Academy ("PBA"). Further, parents must understand that all students are accepted on a **probationary status, and that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process,** (curricular or otherwise). Additionally, if the student's attitudes and actions are not in harmony with the aims and ideals of PBA, he may be dismissed. Parents are to give PBA's administration full discretion in the discipline of their child, including the issuing of referrals, suspension (in-school or out), and expulsion from the school for conduct deemed by PBA to be improper, regardless of where the incident(s) giving rise to such discipline occurs. Parents also must understand that in order to preserve the spiritual atmosphere nurtured at PBA, discipline will be more swiftly and rigorously enforced than in a public environment or in some other private schools. If parents have a question or disagreement regarding any disciplinary action, it is the parent's responsibility to discuss the situation with the individual teacher and not to share that situation with other parents, faculty, or students. If a situation is not resolved with the teacher in question, the parent may contact the administration. (See the "Grievance Procedures Policy")

#### **9.1.5 Policy Limits**

The Discipline Policy applies to students while they are on campus, in PBA authorized vehicles, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility, behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses which occur outside the limits of this policy will be considered as to their severity and impact on the school's reputation and may result in disciplinary actions up to and including dismissal from the school.

### **9.2 Student Code of Christian Conduct**

PBA is not a **remedial school** for children with below normal academic abilities nor is it a disciplinary school for the unruly. Such students need special attention in a specialized situation. Conduct deemed by PBA Administration to be destructive to Christian growth and fellowship is not to be tolerated. To safeguard PBA, its students and supporters, the following standards have been enacted. Any student who fails to consistently strive to follow these standards will be dismissed from PBA.

Because PBA students represent the school at all times, (both on and off campus), it should be understood that conduct which brings discredit to the student, his/her family, the reputation and stature of the school and its community, or the Lord Jesus Christ may result in disciplinary action, including expulsion from the school.

Disclaimer: Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal. In fact, the

school has the right to discipline or ask a student to withdraw for any reason.

### **9.2.1 Relationships**

The Bible is very explicit as to the proper relationships of the two sexes before marriage. Wholesome boy-girl relationships are natural. However, it is the position of the administration that young people are not ready for intimate relationships. On campus and at any school function, students may not sit closer than 6 inches from each other or show any kind of physical contact, which includes holding hands, kissing, or unnecessary touching of any type. If the administration becomes aware of any such activity, the students involved may be expelled.

### **9.2.2 Conduct on Campus**

Students are expected to maintain a high level of proper conduct for an educational environment. PBA expects students to be:

**Willing to Work**  
**Active Learners**  
**Respectful**  
**Responsible**  
**Innovative**  
**On Time**  
**Result in**  
**Success**

### **9.2.4 Conduct Concerning Sexual Orientation and Gender Identity**

1. Students will dress in conformance with their biological sex.
2. Students will use the restrooms, locker rooms, and changing facilities conforming with their biological sex.
3. Students will abstain from any and all intimate sexual conduct, as God's Word specifies that any such activity outside the marital union of one man and one woman is sinful, and, therefore, not acceptable behavior for academy students. (Gen. 2:24, Exod. 20:14). (See also Statement on Marriage, Gender and Sexuality section)

### **9.2.5 Preschool Discipline Procedures (PK2-PK4)**

It is our belief that our PK 2-PK4 year students are still in early stages of development and that discipline will be handled in a timely manner with each infraction used as a teachable moment.

Teachers are not to report every childish behavior to the front office nor to the parent.

1. Each child will be taught acceptable behavior.
2. Good behavior will be praised and rewarded openly.
3. Each behavior episode will be handled in love and by making an attempt to correct inappropriate behavior.
4. A "refocus" moment may be used to calm your child.
5. The teacher will notify parent of any continual discipline moments, seeking

parents input dealing with their child.

6. If inappropriate behavior issues cannot be resolved with parent/teacher communication, parent/teacher/administration conference may be needed.

7. In a child's inappropriate behavior becomes severe, the parent will be called to pick up your child. Dismissal from our Preschool program may occur.

### **9.2.6 Unacceptable Behavior (K-12th)**

Unacceptable behavior differs in its severity, and thus, will receive different discipline action according to its severity. The following are examples of behavior that would receive a discipline action. **This is not an exhaustive list.** Examples not listed will be dealt with at the discretion of the teacher or Administration.

Discipline actions may include: Reprimand, Work detail, Lunch isolation, Probation, Suspension, Expulsion

### **9.2.7 Minor Issues**

Behavior infractions may be handled as teachable moments and documented in the teacher's incident log. Any unacceptable behavior that is persistent, the teacher will begin the process of filling out a Classroom Infraction report which may lead to a referral.

### **9.2.7 Major Issues**

These behaviors will result in the teacher filling out a Classroom Infraction report and parent notification.

- Cheating
- Disrupting the school/classroom environment
- Forgery of parent's signature
- Harassment
- Inappropriate books, magazines, or music
- Lying
- Self-medication
- Skipping class
- Disrespectful language
- Speeding or reckless driving

### **9.2.8 Severe Issues**

These behaviors warrant an immediate referral and parent notification:

- Pulling the fire alarm
- Leaving campus without authorization
- Tampering with or damaging school or teacher's property
- Bullying
- Arguing with faculty or staff
- Cheating-multiple acts or conspiring to cheat

Extortion  
Fighting on campus (first offense)  
Fondling (inappropriate touching, sexual acts, etc.)  
Open Defiance  
Possession of firecrackers, smoke bombs, etc.  
Rebellion - acts of or inciting others  
Stealing  
Alcohol/Tobacco products-carrying or using on or off campus  
Threats of physical abuse to any person or to property  
Profanity

Teachers will enter the behavior into the system as a referral and call the front office for assistance.

### **9.2.9 Expulsion Issues**

Teachers will immediately report this to the Administration, send the student to the front office, and enter the behavior into the referral system. If warranted, the Administration will contact law enforcement.

Acts of immorality - on or off campus  
Alcoholic beverages - brining or using alcohol on or off campus  
Arrest - referral to juvenile justice system, misdemeanor, or felony  
Arson  
Bomb threats  
Drugs (OTC or illicit) possessing, selling, or using on or off campus  
Explosive/incendiary materials - possessing or using  
Fighting - second offense  
Gambling  
Inappropriate conduct concerning sexual orientation and gender identity  
Pornography - possession on campus, including internet access  
Vandalism - breaking in/damaging campus property  
Weapons:  
A. Possessing any personal item intended to harm, including pocket knives.  
B. Possessing any weapon of violence, (guns, knives, etc.)

**Note: In all areas of discipline, Administration is the final authority in determining the appropriate disciplinary action for any offense listed or not listed, depending on the severity of the offense. In the case of expulsion, School Board approval is required.**

### **9.2.11 Bullying and Harassment**

Bullying and harassment is unacceptable behavior for students at PBA and will be dealt with very seriously. Students are encouraged to tell their teachers if they are being bullied or harassed by others.

- Bullying means "systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation or destruction of property.
- Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places the student or school employee in fear of harm to his or her person or damage to their property, that substantially interferes with the student's school performance, or has the effect of disrupting the orderly operation of the school

### 9.3 Explanation of Disciplinary Actions

#### 9.3.1 Verbal Reprimand

Is to be given by the teacher and used as a teachable moment.

#### 9.3.2 Behavioral Probation

Probation gives the student an opportunity to correct a serious discipline problem.

While on behavioral probation, students cannot participate in athletic or extracurricular activities (including field trips). If the behavior pattern does not improve to a satisfactory level of the Administration, the consequence may be expulsion.

The Administration will set the terms of the probation (including the items that must be improved and the time limit of the probation period). Probation is put into place at the discretion of the Administration. **Parents will be notified in writing when probation is given.** Faculty may recommend probation, however the final decision lies with the Administration.

New students will be on a 45-day (calendar) probation. If there are any disciplinary referrals in that period, the Administration will reserve the right to dismiss the student for the remainder of the school year.

Behavioral probation procedures:

- Warning that student is subject to suspension or expulsion if improvement is not made.
- Specific items to be improved within a specified time line will be established in writing.
- Students will be removed from all athletic or extracurricular activities (clubs, committees, field trips, etc.) until the probation period is over. Students may not practice with teams, travel with teams, attend school events (athletic or otherwise) or attend meetings while on probation.
- Removal from probation will be set by the Administration.

### 9.3.3 Suspensions (OSS)

The Administration may suspend students for a period of one to five school days. Suspensions are given at the Administration's discretion and are not open for appeal.

Students who are suspended cannot participate in athletic or extracurricular activities (clubs, committees, field trips, special events such as Homecoming, Joy Night, Fall Festival, etc.). Students may not practice with teams, travel with teams, attend school events (athletic or otherwise) or attend meetings while on probation. **A suspended student may not return to campus or attend any school sponsored events (athletic events, PTO, etc.) during the suspension unless accompanied by the parent for a specified conference or to attend a church function.**

The student will receive an unexcused absence and a zero for all missed work during the suspension. Students may not make up work or tests that are missed. **Any student who is suspended twice in one year may be expelled for the remainder of the school year.**

### 9.3.4 Expulsion

Expulsion may be the result of, but not inclusive of:

Repeated misconduct

Failure to follow probation guidelines in the time allotted.

A serious breach of the school's accepted pattern of behavior

An action that seriously harms the name of Christ and/or the school's reputation in the community, especially of an immoral nature.

A habitual attitude not in harmony with the goals and spirit of the school.

The purpose of the action taken by this school is thought of as disciplinary rather than punitive action. We want the students to grow and lead a life that is Biblically moral and acceptable. Our past experience has shown that when incidents of the aforementioned occur, no one, including the School Board, administration, teachers, students, or parents come out the winner. It is the desire of the administration that parents control their children and cooperate fully with us in these manners so that these difficult situations can be avoided.

The following information, relative to expulsion, should be noted:

- The decision to expel a student is made by the Peniel Baptist Academy School Board. The decision is by majority rule; the final decision is accepted and carried out with the support of the entire Board.
- The student and his/her parent shall be notified verbally and in writing as to the reasons for expulsion.
- An expelled student may not return to campus or attend any school sponsored events (athletic events, PTO, etc.) during the expulsion unless accompanied by the parent for a specified conference or to attend a church

function. Exceptions to this policy require a written request by the parents of the expelled student AND specific approval by the School Board to attend a sibling's graduation.

### **9.3.5 Readmission**

A student who is expelled will not be allowed to re-enroll at PBA for the remainder of the school year from which he/she was expelled.

Parents who wish to re-enroll a child who has been expelled during the previous school year must present a request to the Administration in writing stating the steps that have been taken to ensure that the behavior will not reappear and that parents are in full cooperation with the school and its Administration.

## **9.4 Searches for Suspicion of Unauthorized or Illegal Articles or Materials**

PBA reserves the right to search a student's belongings if the school suspects that the student may possess any prohibited items such as, but not limited to: cigarettes, alcoholic beverages, narcotics or drugs of any kind, fireworks, guns, or anything that even resembles a weapon, anything which poses or may pose any danger of damage or injury to the students or facilities of the school. The search may be conducted without the student's or parent's permission, and registration of the child constitutes parental consent to such searches.

The following may be searched: automobiles, backpacks, purses, pockets, lockers, desks, etc. If any unauthorized articles or materials are found, the parents will be notified and the student may be dismissed from the school without refund of fees paid and may be turned over to the appropriate law-enforcement personnel (see Unacceptable Behavior).

**Personal Internet Pages:** *Students who have a page on Social Media (Facebook, Twitter, Instagram, Snapchat, etc.) or any such public internet site will be held accountable for its content and may be asked to open and allow the Administration to view the page if a question has arisen concerning its contents. Material that is deemed inappropriate will be subject to disciplinary action, including removing the materials in question from their site.*

**Electronic Devices:** *The content of any electronic device (i.e. cell phones, Ipads, Ipods, Tablets, etc.) may be reviewed by the school administration if a question has arisen concerning its content. Students will follow the school rules concerning "Electronic Devices on Campus". Material that is deemed inappropriate will be subject to disciplinary action, including removing the materials in question from the device.*

# **10. EXTRACURRICULAR ACTIVITIES**

## **10.1 Eligibility**

Academic eligibility rules for all sports, offices, and other extracurricular activities are: students must maintain an overall GPA of 2.0, and a "C" average at the conclusion of

each semester. Earning more than one “F” in a semester will result in automatic ineligibility from any sport, office, club or other extracurricular activity. Ineligible students may not practice with teams, travel with teams, attend school events (athletic or otherwise) or attend meetings while on probation. Eligibility will be determined the day the report cards are issued.

Students may regain their eligibility if they meet the aforementioned requirements on the following report card. Students lose any and all positions when they become ineligible (team captain, starting players, club officer, etc.) and do not automatically gain the position back if they become eligible again.

Students who are on probation for a disciplinary incident or on academic probation may not participate in any sport, office, club or other extracurricular activity. Athletes will be required to turn in all athletic equipment and uniforms as soon as they are determined to be ineligible.

Transfer students will receive a grace period of 9 weeks and must have a “C” average for the last semester at their former school.

## **10.2 Athletic Programs and Purpose**

PBA is an affiliate member of the Florida High School Athletic Association and a founding member of the Florida Christian Athletic League. This league provides our students the opportunity to compete in co-ed soccer, boys’ and girls’ basketball, girls’ volleyball, girls’ fast-pitch softball, boys’ baseball, boy’s football and girl’s cheerleading against small Christian schools in the northeast and north central Florida regions. This league also gives our school the opportunity to compete in end of the season tournaments and championships. We also compete with local public schools and other FHSAA schools.

Below are student guidelines for PBA activities:

1. Students in the 6th-12th grade are eligible to participate
2. Students must meet the academic eligibility stated above
3. Students are selected on a try-out basis
4. Students must follow the school dress code
5. **An activity fee, per student, per sport, is due BEFORE a student may participate.**
6. Uniforms - Uniforms are school owned and will be checked out for use and return at season’s end. Students will be required to purchase some uniform items.
7. All athletes are responsible for returning any school owned uniforms at the end of the season. If uniforms are not returned, a charge for the cost of the uniform will be applied to the student’s school account. Report cards will not be given until the account is paid.
8. All athletes are required to have an annual sport physical on file in the school’s office. All physicals must have been done within the last 12 months.
9. Behavior and attitude should be Christ-like. This includes traveling and the attendance at the game. **Any student**, on probation, or suspended from school is



- ineligible to play until the terms of the probation period are over or it may be extended until the coach deems it necessary.
10. All team players must be present in school at least half a day the day of the sports event in order to participate in that day's game (see "Sports Attendance Rule"). Coaches need to be advised of your absence as soon as possible. This will be closely monitored for compliance.
  11. All team players must ride with the team to the game sites unless otherwise approved by the coach. Players may ride home with their parents. If a player is riding home with someone other than their parent, they must have written parental permission. Verbal permission is not acceptable.
  12. All athletes will participate in fundraisers for their sport. Our athletic program is self-supporting and requires the athlete's participation. Athletes who do not participate in the fundraising will be responsible for the money that would have been raised had the athlete met his goal.
  13. A gate fee may be charged at home or away games according to IAW FHSA rules.
  14. Athletes must be a sophomore, junior, or senior to receive a letter in a sport. How an athlete letters depends upon the sport and is completely up to the discretion of the head coach.

### **10.3 Behavior at Athletic Events**

Although the tempo of athletic competition often lends itself to becoming emotionally involved, we do not tolerate un-sportsmanlike conduct from players, cheerleaders, or spectators at either home or away games. **Respect is to be shown at all times to game officials, opponents, and persons from schools against whom we compete.** Please do not "boo" or ridicule the opposing team or the officials because of a call they make or do not make. We do allow and encourage spectators to cheer and shout encouragement to the teams. Students and parents should also be appropriately and modestly dressed.

### **10.4 Clubs**

Clubs may meet through the school year. These clubs are available to all Jr./Sr. high school students who are interested and meet the eligibility requirements for all extracurricular activities. Meeting may be held during school hours, before school, during lunchtime or after school. All meeting dates and times must be approved by the Administration. All clubs must have a staff sponsor. Officers in all clubs must follow the guidelines set forth in the Student Council Policy.

### **10.5 Joy Night**

PBA holds an annual "Joy Night" in the latter part of each school year. 9th-12th grade students are eligible to attend with the purchase of a "Joy Night" ticket(s). Students are permitted to bring a guest to the event. **All guests must be in the 9th grade or above and must adhere to the dress code (see "Dress Code for Formal Events").**

"Joy Night" is a formal event filled with fun, food, and Christian fellowship giving

students time to reflect on the friendships they have made throughout the year. The tone of the evening is a reminder to stay on the right path (God's path) and to find that there is "joy" in serving the Lord. Psalms 34:9, "And my soul shall be joyful in the Lord: it shall rejoice in his salvation."

At Joy Night, students must follow the "Dress Code for Formal Events" found in this handbook.

## **10.6 Senior Trip**

Senior classes who have demonstrated a daily walk with Christ before their parents, peers and the faculty and staff of PBA may be allowed the privilege to go on a senior class trip. Senior class members who have a negative and critical attitude towards the school and who are not encouraging to other students will not be allowed to attend. Senior class members who are on probation or who have committed serious breaches of behavior will not be allowed to attend.

The Administrator and the senior class sponsor will take student suggestions for locations for the trip. **However, the ultimate decision for the senior class trip lies with the Administrator. The Administrator also approves all chaperones which will consist of PBA staff.** Parents are not asked to be chaperones on this trip.

School attendance will still be required of those students who are not allowed to attend the trip or who choose not to attend.

## **10.7 Student Council**

High School students are able to participate in student council. The purpose and goals of the student council is to give students experience in correct parliamentary and democratic procedures. Class and club officers at PBA are held to a higher standard than the student body in general. Because of their position of leadership as class or club officers, they are expected to set the moral and ethical example for the student body to follow.

### **Election of Officers:**

1. Student must have been a student at PBA for at least one semester.
2. Student must have met the eligibility criteria for extracurricular activities.
3. Student must not be on academic or disciplinary probation.
4. Student must be approved by the administration.
5. Classes will elect one representatives class to serve on the council as outlined in paragraph titled "responsibilities".
6. Students who want to be elected for student council will campaign, submit and present a campaign speech, and present a personal testimony.
7. The position of Chaplain requires a testimony of salvation.

### **General Policies:**

1. Officers may hold office each succeeding year.
2. Officers are expected to hold the role as officer for the entire year unless they become ineligible.
3. Officers are expected to be in harmony with the objectives of the school at all

- times.
4. Officers are expected to attend all class or club related functions.

**Responsibilities of Officers:**

1. The President shall conduct meetings and guide and direct the council/club to reach its goals and objectives. (Senior Class)
2. The Vice-President shall assist the President in his/her duties as directed by the President and assume the duties of the President in his/her absence. (Junior Class)
3. The Secretary shall take detailed minutes of each meeting and present them in typed format to the Student Council Sponsor, President, Vice President and at least one representative from each class within 3 days of the meeting. (Sophomore Class)
4. The Treasurer shall assist the Student Council Sponsor in keeping accurate records of class funds. (Freshman Class)
5. The Chaplain shall start and close each meeting and activity with prayer, provide a short devotional, and assist in the spiritual growth of each member. When possible, the Chaplain should be a young man and have a personal testimony of salvation.

**Guidelines for the Removal of Officers:**

1. Accumulation of referrals
2. Receipt of a suspension
3. Conviction of any criminal offense.
4. Ineligibility due to grades, academic and/or disciplinary probation
5. Determination by the administration that an officer is not in harmony with the objectives of the school.

*“Let the little children come unto me, and do not hinder them, for the kingdom of God belongs to such as these.” Luke 18:16*