

# Parent/Student Handbook



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**Welcome Letter from School Administrator**

What a privilege we have at Azalea Park Baptist School to serve the Lord, Jesus Christ, and be part of Christian education. What a privilege we have to be able to impact the life of your child with both a strong academic curriculum and the gospel of Jesus Christ. I want to thank you for allowing our staff to be part of your family's life.

I believe it takes a village, prayer, fasting, patience and preparation to raise Christ-centered children. Together, as partners, we can lead them in a growth process that will help them stand firm upon God's Word. We believe in registering both the student and the parent to our school. What this means is that this is not just your child's school, but your school too!

My prayer is that our children will see teachers, administrators and parents working in unity. For APBS to continue to be successful we will need committed students, parents and teachers. With all the challenges that have been thrown at us; we need you more than ever! Please consider serving as a volunteer this school year. *"Volunteers do not necessarily have the time; they just have the heart."* (Elizabeth Andrew)

Working cooperatively, as we start this Spirit-led adventure of educating your child in a Christian school setting, we covet your daily prayers for your child, teachers, administrators, support staff, and school board. With the power of prayer, we will impact the world for Jesus.

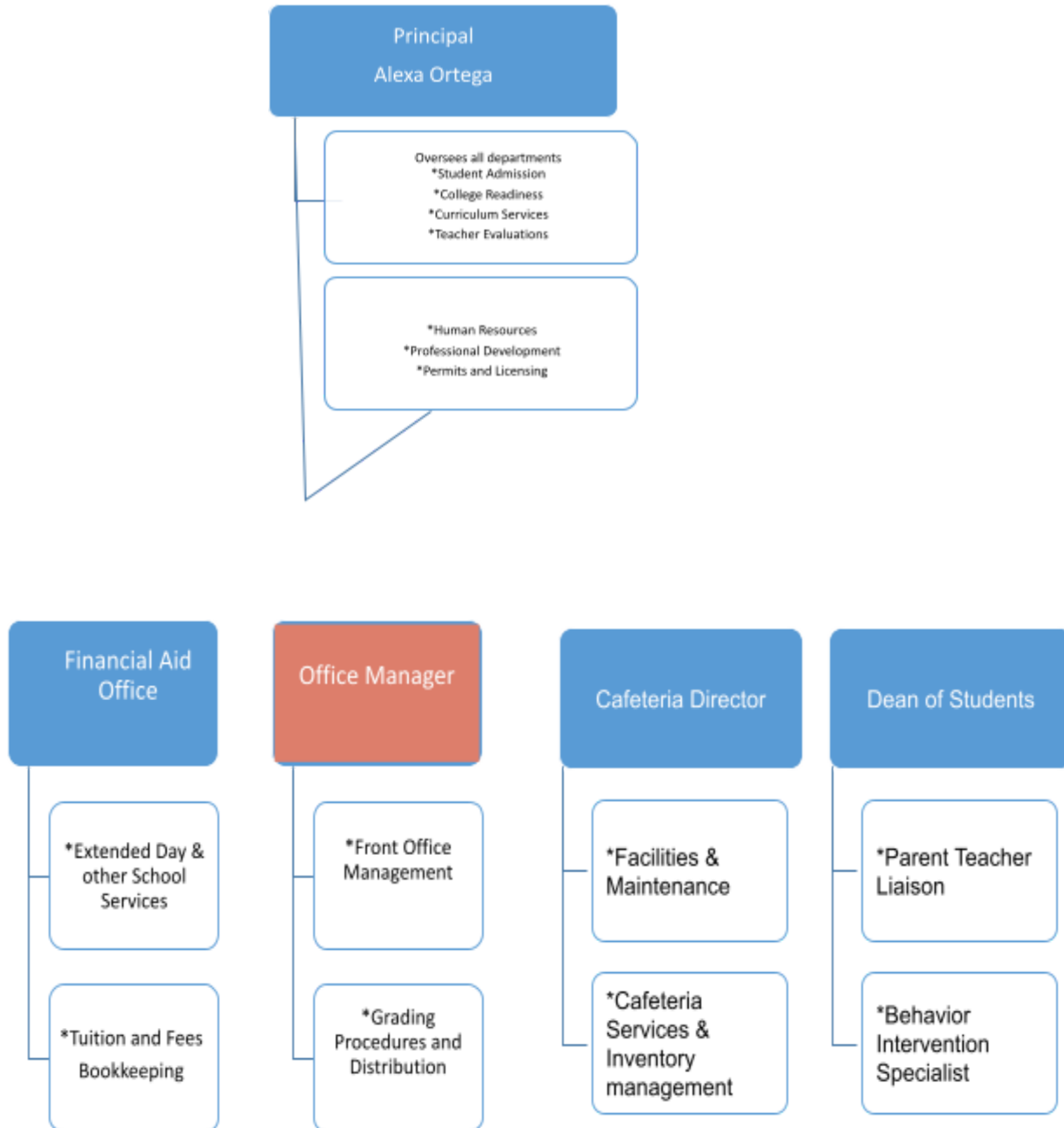
By His Grace,

Alexa Ortega, MPA  
APBS Principal

# Azalea Park Baptist School Services

## Organization Chart

### Azalea Park Church & Board of Trustees



## **School Leadership Roster**

### **Azalea Park Baptist School Board:**

President:	Thomas Witt
Vice President:	Larry Lund
Bookkeeper and Senior Pastor:	Wildre Ortega
School Principal:	Alexa Ortega

### **Administrative Team**

School Administrator:	Wildre Ortega	AzaleaFinance@gmail.com
Office Manager:	Aracelis Cedeno	Aracelis.Cedeno@apbs.community
Dean of Students:	Naomi Bonila	Naomi.Bonila@apbs.community
Dean of Students:		Yenneska.Santiago@apbs.community
Cafeteria Director	Omayra Silva	Omayra.Silva@apbs.community
Financial Aid Office	Karina Moreta	Karina.Moreta@apbs.community

### **Elementary Teachers:**

VPK:	Lizy Rolon	Lizy.Rolon@apbs.community
Kinder:	@apbs.community	
Art Teacher:	Charles Apellaniz	Charles.Apellaniz@apbs.community
First:	Wanda Meledéz	Wanda.Melendez@apbs.community
Second:	Moraima Perez	Moraima.Perez@apbs.community
Third:	Bridgette Dookie	Thirdgrade@apbs.community
Fourth:	Jennifer Claudio	Jennifer.Claudio@apbs.community
Middle School & 5th grade;	Christine Prosper	Math
Christine.Prosp@apbs.community		
Middle School & 5th grade:	Michelle Falana	History & Bible
Michelle.Falana@apbs.community		
Middle School & 5th grade		
Raymond Cordova L. A.	Raymond.Cordova@apbs.community	
Middle School & 5th grade:	Kevin Lang	Science
Kevin.Lang@apbs.community		

### **Substitute:**

Omayra Maldonado	Omayra.Maldonado@apbs.community
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### **High School Teachers:**

History & Bible	Esther Feliciano	
Esther.Feliciano@apbs.community		
Bible/Reading Coach:		
Mathematics:	Archana Singh	Math@apbs.community
Science:	Karina Bolar	Katina.Bolar@apbs.community
Language Arts:	Karen Burdette	Karen.Burdette@apbs.community

**Elective Teachers:**

Music:	Sol Ferreyra	Sol.Ferreyra@apbs.community
P.E. Coach:	Willie Ortega	CoachWillie@apbs.community

**Support Staff**

Cafeteria Cook:	Ana Figueroa	Ana.Figueroa@apbs.community
Cafeteria Staff:	Omayra Silva	Omayra.Silva@apbs.community
School Janitor:	Angeles Aguilar	

Before School Care:	Omayra Silva-cafeteria Director
After School Care:	Bridgette Dookie, Lizy Rolon & Karina Moreta

**Statement of Purpose**

The educational philosophy of Azalea Park Baptist School is based on the Bible as the sole authority and a rigorous rich- faith based curriculum. The purpose of our Christian education is to address the needs of children at the spiritual, academic and emotional levels.

**Mission Statement**

Azalea Park Baptist School exists to "provide a strong Biblical foundation and academic excellence within a Christian environment that will prepare students to impact the world for Christ.", our school slogan: "Education for Eternity" and our mission is to cultivate a culture of learning.

**Philosophy of Education: Biblical Worldview Statement**

The educational philosophy of APBS is an extension of the Mission and Statement of Faith. We believe that the foundation of Christian education is the Bible. "All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work". (2 Timothy 3:16-17)

Every child is "a heritage...a gift from the Lord" (Psalm 127:3). We believe that the primary responsibility for education and character development lies with the parents. The school will partner with the home to impress God's commandments and values upon children's hearts. "And you shall love the Lord your God with all your heart and with all your soul and with all your might. And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up." (Deut. 6: 5-7).

Our teachers are the embodiment of our school's beliefs and values. They are spiritually mature, well-qualified people who focus on academic excellence. They seek to enhance the development of each student spiritually, intellectually, socially and physically as it says in Luke 2:52. Our teachers live their lives as full-time role models to students and their families. Our curriculum is academically excellent and honors our Christian heritage. It helps prepare students for higher learning and to impact the world for Christ.

We pledge to guide our Christian school community toward understanding and embracing its sexuality as a reflection of its relationship with God. Seeing that sin is a common struggle for

all, members of the school community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3–5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9–12). Any deviation from a biblical standard of sexual behavior is a result of separation from God and therefore is an opportunity for repentance, grace and redemption so that as a community, we might honor one another and glorify God.”

### **School Sponsorship and Affiliation**

APBS is a ministry of Azalea Park Church and was established as a separate non-profit organization. APBS is a member of the Florida League of Christian Schools, our high school is licensed by AdvancED; and our daycare is certified as Gold Standard by the Department of Children and Families.

### **Parent/Student Handbook Review and Revision**

The APBS Board of Education, teachers and/or administrator will review the parent/student handbook yearly at which time there may be revisions made. We reserve the right to change policy at any time at our discretion.

### **Admission Philosophy and Guidelines**

APBS is designed to be a primarily discipleship Christian school with the emphasis being mentoring and training students to change their world for Jesus Christ and to have a close relationship with their Creator.

Therefore, we hire Christian faculty and staff, combined with the use of Christian curriculum.

Guidelines:

1. As part of the admittance process, the student will be screened for academic strengths and weaknesses.
2. It must be understood that attendance at APBS is a privilege and not a right. This privilege may be forfeited by any student and/or parent who does not conform to the school's standard of conduct and/or who is unwilling to adjust to the learning environment.
3. APBS admits students of any race, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and non-discriminatory in its policies and practices.
4. APBS reserves the right to select students based on religious commitment, academic performance or readiness, lifestyle choices, volunteer capabilities, and a willingness to cooperate with APBS administration and policies.

To educate students in accordance with biblical truths, it is necessary, as part of the admission process, for parents to sign a **Statement of Cooperation** (Amos 3:3), which is provided at the end of this handbook but may also be signed digitally. Cooperation between the parents and school is so important that APBS reserves the right to remove a child based on the parent(s) conduct and or actions.

## Procedures Section

### Admissions

APBS accepts students entering Pre-Kindergarten/VPK through 12<sup>th</sup> upon completion of registration requirements and availability. These requirements may include readiness and/or achievement tests, a review of the student's previous records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose.

### Statement of No Discrimination

APBS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial assistance program, or athletics and other school administered programs. Azalea Park Baptist School is under Azalea Park Church, its bylaws and as such guided by the Biblical Worldview.

Azalea Park Baptist School's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, promoting such practices; or being unable to support the moral Biblical principles of the school. (See Leviticus 20:13 and Romans 1:27.).

### Homosexuality, Marriage and Gender

- All staff of Azalea Park Baptist School are expected to teach God's word as it relates to all matters pertaining to life, godliness, and personal conduct. This means that all employees shall serve as a Christian role model while on and off campus, upholding the highest standards of biblical ethics and morals. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes but is not limited to promiscuity, homosexual behavior, sexual orientation, transgender or gender identity—or any violation of the unique roles of male and female (Romans 1:21–27, 1 Corinthians 6:9–20).
- All staff must affirm the biblical stance on Homosexuality, Marriage, and Sexual Identity as adopted by Azalea Park Baptist School as it is written in the official statement by Azalea Park Baptist Church (APC bylaws and articles of corporation).
- With Regard to Same-Sex Marriage
  - The Azalea Park Church defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27–28; 2:18–24; Matthew 19:4–9; Mark 10:5–9; Ephesians 5:31–33).
- With Regard to Sexual Identity
  - The Azalea Park Church believes that God created humankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. The Fellowship supports the dignity of individual persons affirming their biological sex and discouraging any and all attempts to physically change, alter, or disagree with their predominant biological sex—including but not limited to elective sex-reassignment, transvestite, transgender, or nonbinary “genderqueer” acts or conduct. (Genesis 1:26–28; Romans 1:26–32; 1 Corinthians 6:9–11). We believe loving all of our students and ensuring their safety and self value are respected is essential. We believe it is a natural part of human



development for all persons to feel insecure about their identity, gender or sexuality at times and we are here to reaffirm our students' biological gender.

- With Regard to Sexual Orientation
  - The Azalea Park Church and school affirms the sexual complementarity of man and woman and teaches that any and all same-sex sexual attractions are to be resisted. Consequently, believers are to refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27; 2:24; Matthew 19:4–6; Mark 10:5–9; Romans 1:26–27; 1 Corinthians 6:9–11).
  - Staff are expected to uphold the teaching as written in the official statement by the Azalea Park Church through lifestyle, apologetics, and classroom instruction.
  - Any member of the staff that is in disagreement with the above policy will immediately notify the administration. Notification should be in writing expressing the area(s) of disagreement and explanation of your view.
  - If any employee cannot teach or work in an environment that exclusively supports the biblical stance of marriage,
  - morality, sin, and Christian behavior, he or she should resign immediately with no recourse to legal action against
  - Azalea Park Baptist School, or any of its staff members.
  - At Azalea Park Baptist School we believe children attend school to focus primarily on their academic progress and not on dating or sexuality.

### **Standards of Ethical Conduct**

1. Our school values the worth and dignity of every person, the pursuit of truth and faith, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires our employees:
  - a. Shall maintain honesty in all professional dealings.

- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

### **Training Requirement**

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

### **Reporting Misconduct by Instructional Personnel and Administrators**

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student.

Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the Office Manager, Dean of Students or Principal. All allegations are investigated and statements from all involved collected.

Reports of misconduct committed by administrators should be made to the Office Manager. Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in and on our website at .

### **Reporting Child Abuse, Abandonment or Neglect**

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Any person reporting any instance of child abuse or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability. (F.S. 39.203).

An employer who discloses information about a former or current employee to a prospective employer upon request is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former employer or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760 (768-095).

Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>. Signs of Physical Abuse: The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or

may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

**Signs of Sexual Abuse** The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

**Signs of Neglect** The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention. **Patterns of Abuse** Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Registration**—A child is not officially enrolled until all of the following requirements have been met:

1. The following forms must be completed and received by the school office:
  - \_\_\_ Student Application with the non-refundable enrollment fee – **if no slot is available for your child, your application fee will be refunded.**
  - \_\_\_ Signed Statement of Cooperation
  - \_\_\_ Signed Student's Health History
  - \_\_\_ Student Records from Previous School (if applicable)
  - \_\_\_ Birth Certificate
  - \_\_\_ Immunization Records
  - \_\_\_ Financial Payment Plan

2. Meet the following admission requirements:

On entering our Pre-K program, the child must be four years old by September 1<sup>st</sup> of the current school year. (3 years old will be registered as Day Care students if body trained).

On entering kindergarten, the child must be five years old by September 1<sup>st</sup>. All students entering kindergarten must be able to satisfactorily pass the developmental readiness screening to confirm their readiness for the kindergarten program. This is a test provided by the Pre-school teacher.

Students entering all other grades must provide recent standardized test scores, previous records and/or take an achievement test. All final grade placements will be made by the administrator.

3. For privately funded students their 1<sup>st</sup> payment must be paid before the first day of school. **Children whose monthly fees aren't paid by the first day of school, will not be allowed to start school.**
4. For students with a scholarship any balances need to be discussed with the Bookkeeper to develop a financial arrangement or payment plan.
5. **Tuition and Fees for current school year Per Child can be obtained at the front office**
  - Day Care- 3 years old- \$145/week
  - Pre-School/VPK – we accept VPK certificates (this certificate ensures the child's tuition is covered daily from 8 am to 12 pm. If you need to have your child stay after 12pm additional

fees apply. Additional fees apply for late pick up, \$15 for the first 5 minutes and \$1 per minute for each additional minute. A 5% discount applies to families with multiple children enrolled. A 10% discount applies to families that attend and are active members of the Azalea Park Church. One discount per family.

### **Scholarship Check's Cashing Policy**

If your child receives scholarship benefits it is mandatory that you endorse the checks once they become available. The school receptionist will inform you when the checks are available for signing. Parents/guardians must print the name and sign the back of all checks before they deposit it. Some scholarships do not send actual checks, instead they deposit funds directly into the school account after the parents approve the payment electronically.

## **Academics**

### **Curriculum**

APBS uses several curriculums and resources: *A Beka* curriculum, published by Pensacola Christian College, which is strong in Language Arts (phonics-based program), math, science, history, geography, and health. This curriculum integrates academic development and character development features (to obey, to do right, and to love God and their country). LifePac and the Bob Jones University curriculum Worldview are used for Bible classes and multiple digital sources. Academic issues will be regulated as indicated in each area below:

#### **Academic Probation and Dismissal**

A student may be placed on academic probation for the following reasons:

- Two D's or an F in any grading period

Students on academic probation and their parents will be required to meet with the principal to discuss the student performance and to devise a plan for improving performance. Faculty members may be invited to this meeting to help in devising the plan. During this conference the following areas will be discussed:

- factors that are negatively impacting the student's academic performance e.g. extra-curricular activities, learning problems
- steps will be outlined for dealing with each of the factors identified
- goals will be established to measure the student's progress

As a result of this discussion, an academic contract will be written, which the student/parent/guardian will sign. If a student does not receive two D's or an F in the following grade period, he or she will be removed from academic probation.

If they do receive two D's or an F, another conference will be held to evaluate the academic progress and possible retention. If a student remains on academic probation for more than two consecutive semesters, he or she may be dismissed from APBS or held back.

#### **Student Retention**

The administrator and teacher may consider retention when a student does not meet the stated academic requirements for grade promotion. Requirements include student level of reading, regular attendance, satisfactory social, emotional, spiritual, and physical development.

## **Report Cards and Progress Reports**

Report cards will be issued quarterly approximately one week after the end of each quarter. Progress Reports are issued 3 weeks' prior report cards and serve as an informational document that should be used to prevent low Report Card grades.

### **Day Care (3 years old):**

Day Care services for 3 years old is available at a low weekly fee. Children need to be body trained to participate in this program. Our day care students learn directly from the VPK approved curriculum Wee Learn. Extended Day services are also available for students from 3 pm to 6 pm for a weekly fee. Daycare students must be body trained (if a student is registered and later found they are not able to use the bathroom independently the child will be removed from the class.

### **VPK (4 years old):**

Services are offered at no cost to qualifying students with the VPK certificate from 8am-12pm.

### **Elementary Students-K - 5th Grade:**

Participate in the following classes: Language Arts, Social Studies, Mathematics, Science, Grammar, Spelling, Bible, Reading, Physical Education, Visual Arts, and Music Lessons (Introduction to harmony and tone).

### **Middle School Students 6th - 8th Grade:**

Participate in the following classes: Language Arts, Social Studies, Mathematics, Science, Grammar, Spelling, Reading and Physical Education. Geography, Government, Jesus' Disciples, Life Skills and Critical Thinking. Visual Arts, and, Music Lessons (Percussion, Guitar, Ukulele, Bass, Piano, Violin, Viola, Flute, Recorder and other string instruments).

### **Clubs and Other Programs:**

Our school is well known for its competitive sports, such as: Sports Program (Basketball, Kickball, Volleyball, cheerleading) Visual Arts Club, Music: Band. Extra curricular activities are canceled until further notice.

### **Homework**

Teachers may assign homework to aid students' progress. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunities for parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework and monitoring.

The APBS Homework Policy ensures students have additional practice daily. Parents should make a point to find time each day to discuss what their child has learned at school.

### **High School Students 9th - 12th Grade:**

Participate in the following classes: Language Arts, Social Studies, Mathematics, Science, Grammar, Spelling, Reading, Literature and Physical Education. Visual Arts,

Music Lessons (Percussion, Guitar, Piano, Bass and other string instruments). Geography, Government, Christian Doctrines, foreign language and other elective courses.

**Grade Scale and Rubric:**

Grade	POINTS	What does my grade mean?
A	90-100	I understand! The work is neat and completed correctly.
B	80-89	I mostly understand! Mostly neat and complete
C	70-79	I understand some, not all complete or neat, I need to ask more questions
D	60-69	I understand very little, May not be complete or neat, I need more instruction
F	0-59	I do not understand, the work is not complete or neat, I need to ask for help

**High School Graduation Requirements: Total of at least 24 credits**

Required Coursework:

Graduation requires successful completion of approximately 26 academic credits in grades 9 - 12.

The credits will be distributed as follows:

- o Four credits in English, with major concentration in composition and literature.
- o Four credits in mathematics. Must include Algebra I and higher-level mathematics courses, such as Algebra I, Geometry and Economics)
- o Four credits in science. Must include Biology and higher-level science courses
- o Three credits in Social Studies. Must include World History, Geography and American Government courses
- o One credits in Performing Art.
- o One credit in Visual Art.
- o Two credits in physical education to include assessment, improvement, and maintenance of personal fitness.
- o Elective credits (maximum 4)
- o Two credits in Biblical Studies.
- o One credits in Foreign Language.

**Attendance: 20 unexcused absences can lead to retention**

Regular attendance is a critical component for success in school. A student is expected to be in attendance except when ill or due to emergency circumstances. Absences in the following categories will be handled as indicated:

## **Excused Absences**

In order for an absence to be excused for any reason, the parent must notify the school in writing.

- Student illness – in an event of an extended illness or frequent absences due to illness, a doctor's note may be required.
- Doctor or dentist appointments – occasional, unavoidable medical appointments.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. **PLEASE KNOW THAT A STUDENT WITH 20 UNEXCUSED ABSENCES WILL BE RETAINED.** Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

## **Unexcused Absences**

Any absence for which the school does not receive appropriate notification will be unexcused. No student is allowed to leave the school premises without the APBS office approval. It is essential that the school be aware of a student's location at all times.

## **Digital Platforms:**

All students should have a tablet as part of their school supplies list. APBS encourages teachers to use workbooks along multiple digital platforms

## **Tardiness**

Breakfast will take place in the classroom at 8am. Students arriving after 8:15 a.m. will be considered tardy. When a student arrives after 8:15 a.m. the parent must come into the office to sign the child in. **If a student is habitually tardy, additional disciplinary measures may be taken, 5 tardies turn into one absence.**

## **Student Activities**

### **Opportunities for Student Involvement**

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administration and teachers, using recommendations from students and their parents, will offer various extra activities during each school year. Listed below are some suggestions.

#### **Service**

Classes may sponsor a needy family at Christmas, run a recycle program to benefit Habitat for Humanity, or make collections for local food banks. Students will be encouraged to look for ways to help others.

#### **Leadership**

Older students could be paired with younger students for reading time or serve as safety patrol for drop off and pick up of students.

## **Music**

Music programs might be presented at special school events or for chapel time.

## **Drama**

Students could present a school play utilizing a broad range of talents for drama, music, artistic backdrops, lighting, sound, and direction.

## **Athletics**

The school Coach provides opportunities during P.E. for student participation in multiple types of sports such as: basketball, volleyball, kickball and football.

APBS encourages students to be part of local sport teams and to participate in competitive championships with other private schools in the area.

**Eligibility and Tryouts:** For now no tryouts will be taking place

In order for students to participate in extra activities they must be academically eligible and, in some cases, go through a tryout process and an additional sports physical exam. Details of each area are outlined below:

### **Eligibility**

All students participating in school sponsored activities who have below average grades in two or more subjects will be placed on probation.

### **Tryouts**

Tryout qualifications and schedules will be determined for each activity by the school Coach.

## ***Lifestyle Expectations***

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring God, themselves, their parents, and the school. This expectation applies to all students. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct which occurs in the school. Expectations for general conduct that have been adopted are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will show respect for their own bodies, the temple of the Holy Spirit, by neither possessing nor using tobacco, alcohol, other controlled substances, visible tattoos, or engaging in biblically impure conduct.
5. Students will respect the authority of the faculty and staff of APBS.

## **Student Discipline & Expulsion Policy**



The disciplinary goal is for each student to achieve the ability to govern themselves from within, based on the example and model of Christ. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance with the discipline policy. The administrator will be available to assist as needed.

***Discipline actions that may be used includes, but not limited to:***

1. Warning: Teacher will talk to pupil and explain his/her offense
2. Missing part or all of recess or after School Sports Program, Field Trip privileges
3. Work details
4. Call Parents
5. After school detention
6. Student conference with the administrator
7. Conference with the administrator and parents
8. Probation/ suspension – out of school
9. Expulsion

NOTE: By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

**\*POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL. Smoking is prohibited in all in and outdoor areas. This includes all staff,parents and visitors.**

Responsibilities – We believe God has given parents the responsibility for the discipline of their children. The staff at APBS feels that our role is to assist parents. We do believe in corporal punishment as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner. Thus, no APBS employee will use corporal punishment.

**STUDENT RIGHTS AND RESPONSIBILITIES**

While it is important that students understand that they have rights and responsibilities, it is equally important that they understand that their individual rights are balanced against the rights of other students, teachers and administrators within the school. The Code outlines the student's rights and responsibilities. In support of this effort, the School District promotes the following Universal Guidelines and Behavioral Expectations:

– Be Safe – Be Respectful – Be Responsible – Be Ready to Learn

**Make-Up Work and Late Work Policy**

Azalea Park Baptist School has established a make-up work and late work procedure with regards to the acceptance and credit awarded for work that is turned in by students beyond a set deadline. The expectation is that all students will turn in all assignments on time; however, when this does not occur, we need to encourage students to show responsibility for their learning by completing the assignments. The philosophy of awarding partial credit for late work takes into account the following: the teacher had

a valid reason for assigning the work, the assignment is aligned to the curriculum, and the assignment is designed to help inform the student and teacher of the student's level of mastery of the course standards.

**Late Work** is defined as any work completed and turned in after the designated due date (this procedure applies to all assignments given). Azalea Park Baptist School will follow the following procedures for late work: **Students will have FIVE days** from the designated due date to turn in work and points will be deducted. **After 5 days** = No late work will be accepted. Please know the following.

Late work Day One: -10 points

Late work Day Two: -10 points

Late work Day Three: -10 points

Late work Day Four: -10 points

Late work Day Five: - 10 points

\*Note: Teachers can use their discretion when unavoidable circumstances arise. **No late work will be accepted the last week of the grading period for each nine weeks.**

### **EXPECTATIONS, STUDENT CONDUCT AND BEHAVIOR CODE**

1. Every student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This will be achieved through the adoption and implementation of this Code.
2. Teachers will review school rules, and will reinforce appropriate student behavior, using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.
3. The School will take all necessary and reasonable steps to implement the Code and the administrative policies necessary to maintain appropriate student behavior.
4. The Code governs student conduct and discipline and is applicable to all students. The School Board adopted the Code in accordance with Florida law.
5. Students with disabilities will be disciplined consistent with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504).
6. APBS shall ensure ELL students and their parents are provided the opportunity to understand behavior expectations and consequences in a language that they understand. Furthermore, in applying the Code, teachers and administrators must be sensitive to cultural differences.
7. In addition, Section 1006.07, Florida Statutes, provides that:
  - a. Possession of a firearm or weapon as defined in Chapter 790, Florida Statutes, by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal prosecution.
  - b. Any student who is determined to have brought a firearm or weapon, as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, and may be referred to the criminal justice or juvenile justice system.
  - c. Illegal use, possession, or sale of controlled substances, as defined in Chapter 893, Florida Statutes, by any student, while the student is on school property or in attendance at a school function, is grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

- d. Violence against any School District personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.
- e. Violation of the School District's sexual harassment policy by a student is grounds for in-school suspension, out- of-school suspension, expulsion, or imposition of other disciplinary action by the school, and may also result in criminal penalties being imposed.
- f. Any student who is determined to have made a threat or false report, as defined by Sections 790.162 and 790.163, Florida Statutes, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled.

## **TEACHER AUTHORITY**

In accordance with Section 1003.32, Florida Statutes, and within the framework of this Code, teachers and other instructional personnel shall have the authority to undertake a variety of actions in managing student behavior and ensuring the safety of all students in their classes. This includes a teacher's authority, pursuant to Section 1003.32, Florida Statutes, and to request removal of any student from class whose behavior interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

## **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

Positive Behavioral Interventions & Supports (PBIS) includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

**Tier I** is a classroom referral form that serves as written warning and gives an opportunity to students to desist and teachers to address and document behaviors

**Tier II** is also documented on the classroom referral form and gives an opportunity for students to cease and teachers to address repeated behaviors.

**Tier III** at this level student has a clear understanding that his or her repeated behavior is unacceptable. Teachers at this level have contacted the parent and requested a Parent Teacher Conference to discuss a detailed action plan. (At this point a student may have been suspended due to repeated behavior or referral may be in process).

C.H.A.M.P.S. Rules of Student Conduct as set forth by the Florida Department of Education. The key points of the CHAMPS code are:

1. I will accept responsibility for my actions.
2. I will practice restraint in my behavior.
3. I will respect myself and others.

4. I will set goals for myself and strive each day to reach them.

### **Student Dress Code and Grooming**

The purpose of APBS dress and appearance expectation is to enable the student to demonstrate appropriate dress and appearance choices that reflect key values. Cooperation between the home and school regarding the matter of dress guidelines will strengthen the school.

**Shoes:** Shoes must have a wide, **low heel** so as not to impair movement during recess or P.E. activities. Athletic shoes are permissible. No flip-flops, backless sandals, or boots. *Boys must tuck in their shirts and wear a belt.* Students **MUST** have closed shoes **WITH** socks at all times. Sneakers or black shoes are acceptable.

**Uniform:** *Students must wear the logo shirt Mondays, Wednesdays and Fridays with khaki pants or skirts. Tuesdays and Thursdays, students will wear their Physical Education uniform; gray logo t-shirt and mesh navy blue logo shorts. These items are available for sale at the office. The pants must be uniform pants, cargo pants, caprice etc. are not acceptable. Skirts must be of appropriate length. Uniform pants and skirts could be purchased at any department store but again must not be tight or too short.* Hats or visors may be worn only on the playground. Sunglasses are not needed at school unless prescribed for medical reasons.

*Please mark articles of clothing with your child's name.* APBS does reserve the right to advise and discipline any student about personal appearance that may be considered distracting or deemed inappropriate by the school administrator. **PLEASE KNOW THAT STUDENTS WITHOUT THE UNIFORM WILL NOT BE ALLOWED TO STAY IN CLASS.**

### **Complaint Procedure:**

All complaints/misconducts are investigated. A formal complaint procedure form is provided at the end of this handbook. Reports of misconduct committed by administrators should be made to Thomas Witt, our School Board President at [thomaswitt42@gmail.com](mailto:thomaswitt42@gmail.com). Posters with this information are available at the front office and school entrance. You may report misconduct of teachers to Alexa Ortega Principal@apbs.community DCF 1-800-962-2873 Report Online <https://reportabuse.dcf.state.fl.us/>

### **Opportunities for Parent Involvement**

Parent involvement is critical to APBS overall effectiveness. Parents can get involved by:

#### **Fund-Raising**

Each year APBS will have several fund-raisers. These are some examples of our fundraisers: bake sales, book fair, No uniform passes, or pizza sale. an annual walk-a-thon and banquet. Parent participation will help keep our tuition to a minimum.

#### **Parent Teacher Association (PTA):**

To encourage and organize participation of parents/guardians in the life of APBS, the PTF will be formed to help with a variety of activities. There will be regular meetings scheduled for planning and coordinating of many different projects and events. Leaders will be chosen each year from among the active parent supporters.

PTA President: Melissa Roman you may reach out to her by email: AzaleaParkPTA@gmail.com

## **Volunteering**

Please prayerfully consider where God would have you serve. Since we are not always aware of the gifts and talents of our families, below you will find a suggested list of opportunities. In addition, we will notify you of opportunities throughout the year through the weekly email notification. Please sign in at the office when you arrive at school to volunteer. Thank you so much for your willingness to serve the Lord through your time and talent!

## ***Cell phone policy***

At APBS cell phones or accessories are not allowed to be visible during school operating hours. Upon students' arrival to homeroom they will turn off phones and turn them into the homeroom teacher. The students will receive their phones at the end of the school day, when the announcement is made for teachers to get ready for dismissal. The teachers will inform students if their cell phone or device is needed for the lesson. If a student disregards the direction the following occurs:

- teacher will warn the student and remind them of the policy
- document the incident on gradelink informing the parent
- inform the Dean and the Dean will confiscate the device

1st offense returned at the end of the day

2nd offense confiscate device, and a parent has to come to pick up the device after school

3rd offense student will not be allowed to have the device in school and all work will be handwritten

Should other measures need to be taken, the Administration will meet the parent and the situation will be discussed (including suspension, detention, etc).

## ***Health and Safety Issues***

It is of utmost importance that APBS provides a safe environment for our students. Because of this commitment, the following rules will apply:

### **Distribution and Consumption of Medication:**

Parents are requested to schedule medication to be given at home. If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of the drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

**Administering of Medication:**

A **signed permission slip** must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. APBS will not administer the first dose of any medication.

**Student Illness:** (procedures designed to preserve the health of each child and each class.) If a child has been ill during the night or became ill upon awakening, please do not send them to school for 24 hours. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If a child is found to have lice, the parent will be contacted to remove the student. Students must be medicated and treated for 24 hours before being admitted to class again.

**Responsibilities of APBS staff:**

The teacher will be the initial judge of the health condition of a child. No school staff will be held responsible or liable for medications of any kind. APBS reserves the right to refuse the attendance of any ill child. A note should be sent from the parent or physician if the playground or any other activities should be restricted.

**Immunizations/Medical Examination**

Current immunization records must be on file for every student by the first 30 days of the school year. If not, the child will not be allowed to attend.

**Emergency Drills**

**Fire** – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

**Tornado** – When a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teachers will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

**Lockdown** – May be implemented in situations involving intruders.

**School Wellness Policy**

**1. Wellness Policy Team**

Area Represented	Wellness Policy Team Member
Parents: Parents participate by collaborating and coaching some of our Sports Programs. They also allow students to sign up to stay on the afterschool Wellness Sport Program.	“PTA” Parent Teacher Fellowship Association: <ul style="list-style-type: none"> <li>● Secretary</li> <li>● Fundraiser coordinator Director</li> <li>● Sport Coach</li> <li>● PE Coach</li> <li>● Parent</li> </ul>

Student: Students are active participants of the Wellness Sport Program and collaborate with suggestions and sports that will be played each season.	President, Vice President and Treasurer of the Student Association
School Food Service Personnel	Wildre Ortega: School Bookkeeper
School Board	Thomas Witt-President
School Administrator	Alexa Ortega: Principal Wildre Ortega: Bookkeeper Office Manager Dean of Students
Teachers of Physical Education: Coach Willie Ortega is our Physical Education teacher with an experience in Sports Science he is a central component in the creation and implementation of this program.	Coaches: Volleyball, Basketball, Flag Football, and track. Our school competes with many private schools.
Local Health Professional	
Health Education Staff	

- During Pre-planning (open house) parents will be invited to participate on the LSWP team.
- At the final public school board meeting of each year, the LSWP will be discussed and all stakeholders will be asked to provide feedback on the policy. All comments and recommendations will be reviewed and considered.
- Students will be given the opportunity to provide input on local, cultural and favorite ethnic foods.

**2. Designate one or more LEA/school official to ensure that each school complies with the LSWP**

Alexa Ortega - Principal  
Coach Willie Ortega: Wellness Coordinator

**3. Goals for Nutrition Promotion**

The school environment, including the cafeteria and classroom, shall provide clear and consistent messages that promote and reinforce healthy eating.

Students will have access to useful nutrition information. Posters, worksheets and brochures will be available in classrooms and throughout the school campus.

Support for the health of all students and staff will be demonstrated by hosting health fairs and health screenings and assisting families with enrollment of eligible children in Medical, Healthy Kids and other states children's health insurance programs and clubs such as Pulse, a club designed for middle and high school students that are interested in health professions.

APBS hired a chef to cook all meals to improve quality of food and decrease food waste.

#### **4. Goals for Nutrition Education**

**Education:** The School Newsletter will have a nutrition corner that will feature nutrition facts and healthy recipes.

**Harvest of the Month FDACS Initiative:** Teachers will utilize the Florida Department of Agriculture's Harvest of the month materials on a monthly basis.

Staff shall integrate hands-on nutrition education experiences such as working in the garden, cooking activities and enrichment activities such as farmer's market tours and visit to community gardens with comprehension and will enjoy edible laboratories to support our LWP goals.

#### **5. Goals for Physical Activity**

Our goal will include evaluation and referral of students at high risk to the Wellness Sports Program. All at risk students will be evaluated, and with parent support, will participate in the afterschool Wellness Program. The program will be monitored by having both entering and exiting students complete a survey using Survey Monkey.

All students in grades K-5 receive 150 minutes per week of instructionally relevant physical education. For middle school physical education in grades 6-8, all students are required to receive a minimum of one semester of physical education in each of the three years. In grades 9-12, minimum of one credit of physical education in senior high school as required. One semester must be personal fitness while the second semester may be any physical course offered by the district with the approved state course codes.

#### **6. Goals for Other School-Based Activities**

APBS provides at no cost a Wellness Sport Program to all students Thursday afternoon. Students participate in friendly games such as staff vs. students and other physical activities that promote weight loss and wellness.

Students will have access to free, quality drinking water in all areas of the school.

#### **7. Nutrition Guideline for All Food Available on the School Campus**

All menu products purchased from vendors (Gordon Foods, Walmart) will meet the nutrition standards established by Federal and state regulations.

All competitive food items sold to students must meet all general nutrition requirements and nutrient standards. To be allowable, a competitive food item must:



- Be a grain product that contains 50 % or more whole grain by weight or have as the first ingredient a whole grain; or
- Have as the first ingredient one of the non-grain major food groups: fruits, vegetables, dairy or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, ect.); or
- Be a combination food that contains ¼ cup of fruit and/or vegetable.

**Nutrient standards for all food sold in school:**

Nutrient standards	Snack Item	Entre Item
Calories	200 calories or less	350 calories or less
Sodium Limits	230 mg or less	480mg or less
Total Fat Limits	35% or less of total calories	35% or less of total calories
Saturated Fat	10% or less of total calories	10% or less of total calories
Sugar Limits	35% or less of weight from total sugar	35% or less of weight from total sugar

**Exemptions: (Refer to 7 CFR 210.11 Competitive food service standards for additional exemptions)**

- Entries served in the NSLP/SBP on the day of service and the following school day.
- Frsh, frozen, or canned fruits and vegetables with no added ingredients, except water, which are packed in 100% juice, extra light syrup, or light syrup.

**Nutrition standards for beverages.** Portion sizes listed are the maximum that can be offered.

Beverages	Elementary	Middle	High
Plain Water	unlimited	unlimited	unlimited
Unflavored low-fat milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
Unflavored or flavored low-fat milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice diluted with water but no added sweeteners	8 fl. oz.	12 fl. oz.	12 fl. oz.
Calorie-free, flavored water and other flavored drinks.	Not allowed	Not allowed	20 fl. oz.
Low-calories (5 calories or less per 8fl. oz.)	Not allowed	Not allowed	20 fl. oz.

Low-calories (40 calories or less per 8fl. oz.)	Not allowed	Not allowed	12 fl. oz.
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## General and Miscellaneous Information

### **Awards/Recognition**

Principal's Wow Board - when students demonstrate outstanding behavior, academic progress or make great improvement in an area; a teacher may refer them to the Principal's Wow Board. The student's name will be placed on the Principal's Proud Board for one week.

Citizenship Award – this award is presented to a student who has been extremely cooperative in class and school and is outstanding in helping others.

Attendance Award – this award is presented to anyone who has maintained perfect attendance for the semester or throughout the entire year. This means no absences or tardiness in the record book.

Achievement Award – this award is presented to a student who has excelled academically. One student per classroom will receive this award. Other – teachers are permitted and encouraged to present additional awards throughout the year.

### **School Hours**

School begins at 8:15 a.m. and dismisses at 2:45 p.m. Unless your child is in the Morning School Care, they should not be in the school before 8:00 a.m. Students should be picked up no later than 2:55 p.m. If students are not picked up, they will be taken to the Extended Day room and the parent will be charged accordingly. The Extended Day Tel.# 407-277-4086.

### **Extended Care**

As a service to the families of our school with working parents, the school will offer extended care for the children. Designated staff will be available to care for children from 7:00 a.m. until the beginning of school, then from the end of school until 6:00 p.m. Children will only be released to parents/guardians or those specifically designated on the Registration Information Card. Fees for this service are separate from school tuition. A late pick-up fee will be charged after 6:00 p.m. Students remaining after 6:05 p.m. will be charged \$15.00, and an additional \$1.00 per minute after 6:06 p.m.

### **School Business Office Hours**

All school business should be conducted during the regular business hours of 8:00 a.m. and 3:00 p.m.

### **Campus Visitors-Please call for an appointment to come on campus**

### **Classroom Events:**

If you would like to celebrate your child's birthday in the classroom, you may contact their teacher to make arrangements; to bring things such as cupcakes and juice.

### **Conference Scheduling**

The staff is always happy to discuss a student's progress or address any questions during plan time or during a scheduled before or after school conference time. Conferences can be arranged by contacting the school secretary.

### **Delivery and Pickup of Students**

In order for the dropping off and picking up of students to run as smoothly and efficiently, it is imperative that every driver follow the guidelines that govern the parking lot.

### **Field Trips**

During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in advance. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone.

### **Lost and Found Items**

Items that are lost or found can be turned in at the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items immediately

**Meal Program** APBS is now a Community Eligibility Provision school. This means that any student registered will be eligible to participate in the National School Lunch Program at no cost. A menu will be available at the front office for all parents to review. Please make sure that you review it. If your child is allergic to any foods; it is your responsibility to ensure they bring a lunch box and do not consume the scheduled food. Please send items that do not need refrigeration or need to be heated.

**School Closure Information:** In case of weather emergency and/or other situations which might necessitate students being dismissed early, every attempt will be made to alert parents through the media. Please note that if Orange County Public Schools are not in session for inclement weather, APBS will not be in session either.

*Please return to the front office*

## **Technology Use Policies and Procedures**

APBS provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school and the community. All users must, however, exercise appropriate and responsible use of school technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools. APBS shall maintain a system of internet content filtering devices and software controls that meet the Federal standards established in the Children's Internet Protection Act. (CIPA).

**Digital Citizen:** APBS uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- A. Respects one's self;  
Users will select online names that are appropriate and will consider the information and images that are posted online.
- B. Respects others;  
Users will refrain from using network systems and social media to bully, tease, or harass other people.
- C. Protects one's self and others;  
Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. APBS wifi limits students' access to an approved list of sites.
- D. Respects authorship;  
Users will properly reference or cite to work, websites, books, media, etc., used in any student work.
- E. Protects intellectual property.  
Users will not use software and media produced by others without prior authorization from the owner. Users will also not upload, download, or transfer any intellectual property belonging to a third party without specific permission including images, texts, video files, and digital music files.

**Procedures for Use: Students will be taught**

- 1. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
- 2. the dangers inherent in online disclosure of personally identifiable information; and
- 3. the consequences of unauthorized access (e.g., hacking, cyber-bullying, and other unlawful or inappropriate activities online).

**Violations and Sanctions:** Accessing the Internet or APBS network is a privilege, not a right. Inappropriate use and violation of this policy may result in cancellation of the privilege. Inappropriate material and use is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of APBS. Students may also be disciplined pursuant to the applicable *Code of Student Conduct*, Policy. Students may also be subject to other legal action.

I hereby acknowledge and certify that I have read, understand and agree to be bound by the Technology Use Policy document.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

***VPK-Attendance Policy***

APBS will be operating a Voluntary Pre-Kindergarten (VPK) for 3 hours a day, 5 days a week for 180 days. All enrolled families received a calendar showing the scheduled days off during the operational period of 2017-2018. Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is APBS funding linked to attendance, but also the child's success upon entrance into Kindergarten.

You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program. Tardiness: Arrival for the VPK program is between 8:45 and 9:00 a.m. VPK arrivals should be signed in at the Pre-K Classroom. Students can arrive at 8 am to have breakfast in the school cafeteria. The earliest time arrivals will be accepted inside the classroom is 8:45 a.m. The instructional day starts at 9:00 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 9:00 a.m. are disruptive to the group in progress and difficult for the arriving child as well.

We understand that it is occasionally unavoidable to be “running late”, but more than twice a month will not be acceptable and will be cause for termination from the VPK program. Late Pick Up: The VPK program ends at 12:00 daily. A late fee of \$10 will be assessed if your child is not picked up by 12:10. An additional fee of \$1 will be assessed for every additional 15 minutes the child is still in attendance. Absence: Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (3) absences per month. Any absences beyond those require a written note from the parent for one of the following reasons: Illness or injury of the child or the child’s family member which requires hospitalization or bed rest; Physician or dentist appointment; Infectious disease or parasitic infestation; Funeral service, memorial service, or bereavement upon the death of the child’s family member; Compliance with a court order (e.g. visitation, subpoena); Special education or related services for the child’s disability; Observance of a religious holiday or service; Family vacation, not to exceed 5 excused absences per program year.

Please note: Absences of 5 consecutive instructional days will be considered a withdrawal from the VPK program at APBS. Withdrawals from the VPK program will not be eligible for re-enrollment. APBS will allow one documented 5-day absence during the 180-day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child’s legal custodial adult. Verifying your child’s attendance and absences: The APBS office staff will ask you to stop by the office at the end of each month. You will be given a form to review and confirm your child’s recorded attendance for the month. To participate in the VPK Program at (school), I agree to comply with the terms of this Absence and Tardiness Policy.

My signature below is acknowledgement of my review and acceptance of the terms of this policy.

\_\_\_\_\_  
Child’s Name  
\_\_\_\_\_  
Printed name of legal custodial adult

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of legal custodial adult

*Please return to the front office*

## APBS Complaint Form

Please use the following form if you would like to formally make a complaint about a student or staff of Azalea Park Baptist School. The information below will be reviewed by the school principal and investigated. You will be contacted about the results of the investigation and of any consequences as part of this process. Return to Alexa Ortega or email [principal@apbs.community](mailto:principal@apbs.community) or call 407-277-4056 or directly to DCF online or by phone 1-800-962-2873

Report Online

<https://reportabuse.dcf.state.fl.us/>

**I. Contact Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

**II. Complainant**

You are filing this complaint on behalf of: \_\_\_\_\_  
 yourself     your child or a (student)     another student     a group

**III. School Information**

School Name: \_\_\_\_\_  
Principal's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

**IV. Basis of Discrimination or Harassment:**

Please check the following box(s), based on the type(s) of harassment you experienced, (Education Code §§ 200 and 220, Government Code §11135) including *actual or perceived*:

Complaints related to:

- Sexual orientation
- Gender \*
- Ethnicity
- Race
- National origin
- Religion
- Color
- Ancestry
- Mental or physical disability
- Age
- Association with any of these categories
- Sexual Harassment

Notes:

**V. Details of Complaint**

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of harassment or discrimination that you experienced, including the events or actions, in as much detail as possible:

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List the **people** involved in harassing or discriminating against you:

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List any **witnesses** of the incident:

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Describe the **location where** the harassment/discrimination occurred:

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Please list **all the date(s) and times** when the harassment/discrimination occurred or when the alleged harassment/discrimination first came to your attention:

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**What steps**, if any, have you taken to resolve this issue before filing a complaint?

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\_\_\_\_\_  
Signature of person filing complaint

\_\_\_\_\_  
Date

Received by:  
Title:

Date Filed:

**Please provide a duplicate copy to the complainant.**

# School Opening Plan

*Prevention, Containment and Continuity*

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We have designed the following plan to provide a safe environment for campus learning. The first day of School will be August 9th. Meet the Teacher will be virtual to maintain social distance. During Meet the Teacher, students will meet their teachers and will see pictures or videos of their classrooms and school.

APBS will be utilizing a traditional teaching approach. Students will meet daily on campus but will complete a lot of their work via Google Classroom. Students will spend most of their day in one classroom with one teacher to avoid the spread of diseases. They will eat breakfast in their classrooms and will have lunch separate from other groups. We encourage students to wear a mask, face covering or face shields during all transitions (when moving from class to class) specially if they are not vaccinated yet. Temperatures of all people coming into the building will not be taken. If a person becomes sick during the day they will have to be removed from the premises.

I. **Prevention** will include:

A. Morning Routine: Temperature checks of students appearing to be sick will be done in the office, no one will be allowed on the premises with a fever of 100 F or higher. Please wait for your child to be allowed on campus before driving off. Masks/ face shields are recommended for all students and required for all staff.

B. Classroom Safety: Teachers and students will participate in wiping classrooms daily. Maintenance staff will sanitize all areas after school, utilizing professional equipment.

C. Social Distancing: Sending your child to school comes with unavoidable risks. At APBS we are working on minimizing those risks by providing protocols and trained staff that will promote and implement such protocols. Please know that leaving your child at home has also a set of risks, including lack of academic, social and mental growth.

The amount of classroom furniture has been minimized and materials will not be shared. Supplies list will be a little different this year, please read them carefully and help us labeling all of your child's items. Classes will continue to be small and students will have a limited number of elective classes. This will ensure they spend most of their time separate from other grades. Please encourage your child to practice social distancing.

D. Supplies List: Please consider obtaining a tablet for your child. Make sure the tablet has a strong cover that will prevent breakage if accidentally dropped.

E. Morning Announcements: and Devotion will happen virtually during the first period of the day. Students attending classes on campus will watch devotions at 8:15 am in their respective classrooms. This will prevent large gatherings on campus.

F. Sports: For the moment we do not have a clear plan for our Cheerleading, Basketball and Volleyball programs; we hope as the year starts we can start competing with local schools in the area.

G. Dismissal Procedures: Students will be dismissed using the front door. Staff will monitor and guide dismissal procedures.

II. **Containment** will include:

A. Active identification of sick students and staff will happen daily. In the case of a sick staff member a substitute will be placed in the classroom. No staff or students will be welcome back on campus without a doctor's note.

B. Fevers are a serious matter: If a child develops a fever, the parent will be contacted for pick up.

III. **Continuity** will include:

Even after taking the necessary measures we may have to deal with an outbreak. We must be ready to continue providing services.

All teachers will have Google Classroom for all their students All teachers will be prepared to teach virtually in the event students are send home due to symptoms or if the entire class is put under quarantine

A. **Cafeteria** Changes: To facilitate social distancing, mealtimes have been arranged differently. We are working on preparing an outdoor picnic area to be used during lunch times. A limited number of students will be allowed per table. Floor and table decals will remind students to follow protocols. Additional staff has been assigned to monitor compliance.

B. **Transitions** in the hallways: Decals on the floor will serve as a reminder to keep a distance. Please remind your students to follow directions and avoid kissing or hugging friends, (this is indeed difficult). We are hoping students will start using a fist bump or other 'touchless' ways to greet their friends.

C. **Extended Day Services**: Both Morning Care (7am-8 am) and Extended Day day (3pm-6pm) have a limited capacity. Please secure your space by contacting the office.

We encourage you to send your child with protective equipment but it is not mandatory.

Thank you for your efforts in keeping our community safe,

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Alexa Ortega, Principal

Azalea Park Baptist School

## Parent Handbook Summary

Page 1 of 2

1. I have read and understand the school's philosophy of Christian education and its Statement of Faith and I am in agreement with both as written in the APBS Christian School Handbook.
2. I will support the school by my involvement in parent/teacher conferences, parent meetings and other school-sponsored activities. I will take my child's education seriously by supporting school activities and policies.
3. I understand the standards of APBS in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school.
4. I herewith agree to authorize this school to employ discipline as it deems wise and expedient for my child; I both understand and agree with their policies in this area. APBS does not believe in corporal or emotional punishment.
5. Realizing that my attitude toward the teachers and policies of APBS affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration. (1 Thessalonians 5:13)
6. I understand that APBS has a strict uniform policy. Students must wear their logo polo shirts Mondays, Wednesdays, and Fridays, the P.E. uniforms are used Tuesdays and Thursdays. Shirts must be tucked in and shoes must be closed with socks preferably back. Clothing should not be tight or provocative. Students that do not abide by the uniform policy will be sent home. Uniforms are sold at the front office of our school for details on prices you may contact the receptionist at 407-277-4056.
7. I understand that my child may receive a disciplinary referral or suspension for repeatedly disobeying any of the school policies and regulations. Students involved in physical abuse or substance abuse are automatically suspended. APBS reserves the right to deny student re-admission based on their previous discipline performance.
8. **Tuition and Fees:** All tuition and fees should be paid in a timely manner. A child may be dismissed when an account is delinquent. Students with scholarships may have a tuition balance that is to be covered by the parent/guardian. A recurring credit card payment form is used to make payment deductions for tuition or Extended Day services. A financial plan must be in place before the first day of the attendance. I understand that if our child is dismissed or withdrawn during or at the end of the school year, student records **will not** be released to anyone until the school account is **paid in full**. Most families choose to apply for scholarships to cover tuition expenses but might have a balance. A payment plan is required before starting at APBS for all balances. **Early withdrawal fees of \$300 per student (k-12th) apply with no exceptions.**
9. I understand that if my child is involved in the destruction of APBS property I will be responsible for replacing the item or compensating the school monetarily for the cost of the damage.

I have read and understand the policies of the Parent Student Handbook including but not limited to Health, Discipline and acknowledge receiving a copy of the handbook.

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

## Parent Handbook Summary

### Page 2 of 2

This is a brief summary of the Azalea Park Baptist School Parent-Student Handbook.

**Discipline:** It is essential for all children to learn. Students must be held responsible for their choices. All situations are handled by the teacher first. Students are monitored constantly to ensure they are safe and compliant.

- 1- The first incident is addressed verbally by the teacher.
- 2- If the student continues to make the wrong choices, the parent will be notified by **email or phone**. This is documented in the students record.
- 3- If behavior persists a parent-teacher conference is scheduled, to determine the future of the student at APBS. Any student with multiple referrals faces the possibility of expulsion.

#### **Distribution and Consumption of Medication:**

Parents are requested to schedule medication to be given at home. If medication must be given during school hours, parents must provide the time of dosage and it must be in a container labeled by the pharmacy or physician.

**Student Illness:** If a child has been ill during the night or became ill upon awakening, please do not send them to school for 24 hours. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If a child is found to have lice, parents will be contacted to remove the student immediately. If a child needs a vaccine or a physical the school will contact the parent to address the matter.

**Tuition and Fees:** All tuition and fees should be paid in a timely manner. A child may be dismissed when an account is delinquent. Students with scholarships may have a tuition balance that is to be covered by the parent/guardian. A recurring credit card payment form is used to make payment deductions for tuition or Extended Day services. A financial plan must be in place before the first day of the attendance. Most families choose to apply for scholarships to cover tuition expenses but might have a balance. A payment plan is required before starting at APBS for all balances. **Early withdrawal fees of \$300 per student apply with no exceptions.** All tuition and incidental payments are paid with auto pay setup only, using the APBS recurring credit card payment form.

**Parking Rules:** Please be mindful of others when you come to pick up your child. If you need to go inside the office; park in an available parking spot before leaving your car. **Smoking is prohibited in all in and outdoor areas. This includes all staff, parents and visitors.**

**Sport Programs:** APBS offers multiple sports. Students are introduced to each of the sports during physical education. If the child wants to participate in a team, they will have weekly practices after school and games. All students who participate in sports must complete a registration form that includes an entrance fee and sports physical.

**Technology Use:** We encourage the use of technology on campus but require teachers to monitor students closely. If you need to contact your child, call the front office. All students are expected to follow our technology rules and stay on the assigned websites at all times.

**Late Work** is defined as any work completed and turned in after the designated due date. Students will have FIVE days from the designated due date to turn in work and points will be deducted. **After 5 days** = a grade of "0" in the grade book. No late work will be accepted after day five.

**Uniform Policy:** Students MUST wear the uniform daily. A child without the proper uniform will be removed from the classroom and a parent must bring the correct uniform or pick up the child.

**APBS  
CHAPEL SCHEDULE  
2021-2022**

DATE	MUSICIANS	SERMON	BIBLE	NOTES
8/25/2021	Khadiel-guitar Gustavo-piano Matthew-Bass <b>Vocalist</b> Caroline Yair Sara Rebecca	Natanael Santiago	Alondra	Yendi Lead the service
9/29/2021	Khadiel-guitar Sara-piano Matthew-Bass <b>Vocalist</b> Vicky Yair Marisela Janiyah	Edwin Sanchez		Matthew will lead Teacher of the year will be announced
10/28/21	Khadiel-guitar Yendry-piano Matthew-Bass <b>Vocalist</b> Yair Marisela Janiyah	Noemi Palomino		
11/18/21	Khadiel-guitar Yendry-piano Matthew-Bass <b>Vocalist</b> Yair Marisela Janiyah	Pastor Odriscoll		6th grade has a skit about King David
12/2021	Cancelled			
1/27/2022	11th Grade class Rebecca-Piano Christian-Drums <b>Vocalist</b> Natanael, Caroline, Karoline	Caroline Gomez		

2/23/2022	Khadiel-guitar Yendry-piano Matthew-Bass <b>Vocalist</b> Yair Marisela Natanael Jenealise	Matthew Ortega		6th grade has a skit about King David
3/30/2022	VPK-Yes Jesus Loves Me	Yair Ortega		
4/27/2022	2nd graders	Alexander Diaz		
5/25	Sports Award's Ceremony/Worship Time!	Coach Willie		

**APBS  
CHAPEL SCHEDULE  
2022-2023**

<b>DATE</b>	<b>MUSICIANS</b>	<b>SERMON</b>	<b>BIBLE</b>	<b>NOTES</b>
Elementary Chapel 8/24/2022	Khadiel-guitar Julian-piano Matthew-Bass Christian-Percussion	Matthew Ortega		Matthew Lead the service
8/31/2022 High School Chapel	<b>Vocalist</b> Karoline Paula Natanael	Guess Speaker Roman Tilus		
Elementary Chapel 9/21/2022	Khadiel-guitar Julian-piano Matthew-Bass Christian-Percussion	Guess Speaker Roman Tilus		
9/28/2022 High School Chapel	<b>Vocalist</b> Karoline Paula Natanael			
Elementary Chapel 10/19/2022	Khadiel-guitar Julian-piano Matthew-Bass Christian-Percussion	Guess Speaker		
10/26/2022 High School Chapel	<b>Vocalist</b> Karoline Paula Natanael			
November	Cancelled			
Elementary Chapel 12/21/2022	Khadiel-guitar Julian-piano Matthew-Bass	Peter ODriscoll		
12/28/2022 MS/High School Chapel- cancelled	<b>Vocalist</b> Karoline Natanael			
Elementary Chapel 1/18/2023	Khadiel-guitar Julian-piano Matthew-Bass Christian-Percussion	Sandra Deplet		
1/25/2023	<b>Vocalist</b>			

MS/High School Chapel	Karoline Natanael			
Elementary Chapel 2/15/2023  2/22/2023 MS/High School Chapel	Khadiel-guitar Julian-piano Matthew-Bass Christian-Percussion <b>Vocalist</b> Karoline Natanael	Aracelis Cedeno		
Elementary Chapel 3/22/2023  3/29/2023 MS/High School Chapel	Khadiel-guitar Julian-piano Matthew-Bass Christian-Percussion <b>Vocalist</b> Karoline Natanael	Peter Odriscol		
Elementary Chapel 4/19/2023 cancelled due to SAT  4/26/2023 MS/High School Chapel				
5/25				