



**PARENT/STUDENT HANDBOOK**

**2019-2020**

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## **MISSION STATEMENT:**

The mission of First Baptist Christian Schools is to glorify God by educating, training, and nurturing students in their spiritual, academic, physical, emotional, and social development, which leads to the formation of God's character within and equips them for a life of service to their Savior, homes, churches, vocations, and communities (Prov. 22:6). This is achieved through a Christ-centered education based on the authoritative and infallible Word of God.

## **STATEMENT OF FAITH:**

- **In essential beliefs - we have unity.**  
*"There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all..." (Ephesians 4:4-6)*
- **In non-essential beliefs - we have liberty.**  
*"Accept him whose faith is weak, without passing judgment on disputable matters...Who are you to judge someone else's servant? To his own master he stands or falls...So then each of us will give an account of himself to God... So whatever you believe about these things keep between yourself and God." (Romans 14:1, 4, 12, 22)*
- **In all our beliefs - we show charity.**  
*"...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains - but have **no love**, I amount to nothing at all." (1 Corinthians 13:2)*

## **THE ESSENTIALS WE BELIEVE:**

**WE BELIEVE** the Bible to be the inspired, infallible and authoritative Word of God without error in the original writings. (2 Timothy 3:15-17)

**WE BELIEVE** in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit. (Acts 2:32-33; Matthew 28:19)

**WE BELIEVE** that all people have sinned and come short of the glory of God; regeneration by the Holy Spirit through faith in the Lord Jesus Christ is absolutely essential for the salvation of the lost and sinful people. (Romans 3:22-24; 6:23; John 16:5-11)

**WE BELIEVE** in the Deity and the virgin birth of our Lord Jesus Christ, that He died upon the cross as a substitutionary sacrifice for the sin of the world, that He rose from the dead and ascended into heaven from where He will return with power and glory, and that He provides the only means of salvation for us through his grace. (Matthew 1:20-25; Acts 2:22-36)

**WE BELIEVE** in the doctrine of justification by faith, realizing that it is impossible for a person, through works, to save oneself. "Therefore, being justified by faith, we are at peace with God through our Lord Jesus Christ." (Ephesians 2:8-9; Romans 5:1)

**WE BELIEVE** in the eternal security of the true believer. (Romans 8:31-39; 1 John 5:18; 2 Timothy 1:12; John 14:16; Ephesians 1:13, 14)

**WE BELIEVE** in life after death, "that there shall be resurrection of the dead, both of the just and unjust." (Acts 24:15)

**WE BELIEVE** in the resurrection of the saved into everlasting life in heaven, and the resurrection of the lost or unsaved into eternal punishment. (Matthew 25:36; John 5:24-29)

**WE BELIEVE** it is important to clearly communicate the message of the cross, our personal relationship with Jesus Christ and to make disciples of all people. (Matthew 28:18-20)

**WE BELIEVE** that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its distinctions, including preborn 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 (Ps. 139).

**WE BELIEVE** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image of nature and of God. We believe that rejection of one's biological gender is to reject the work of the Creator (Gen. 1:26-27).

**WE BELIEVE** that the term "marriage" has only one meaning: the unity of one man and one woman in a single, exclusive union, as delineated in Scripture (Ge. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

**WE BELIEVE** that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

**WE BELIEVE** that in order to preserve the function and integrity of First Baptist Christian Schools as the local body of Christ, and to provide a biblical role model to the FBCS members and the community, it is imperative that all persons employed by FBCS in any capacity, or who serve as volunteers, agree to and abide by this Statement of Faith (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

**WE BELIEVE** that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

**WE BELIEVE** that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of FBCS.

#### **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT:**

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God which 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 FBCS' faith, doctrine, practice, policy, and discipline, the Diaconate Board of First Baptist Church is FBCS' final interpretive authority on the Bible's meaning and application.

## **PHILOSOPHY OF EDUCATION:**

The philosophy of First Baptist Christian Schools is based on a God-centered view that the only truth is God's, and that the Bible is the inspired, infallible, and authoritative Word of God that contains this truth. The aims of our program are as follows:

- To clearly communicate the message of salvation through faith in Christ and power through the Holy Spirit to live a redeemed life.
- To provide an educational experience based on God's Word that will result in clear, critical thinking and the development of a biblical world view and Christ-like character in each student.
- To provide a high standard of Christ-centered education.

## **EDUCATIONAL GOALS**

The educational goals of First Baptist Christian Schools are designed to foster and complement the student's development in four areas. These areas parallel the growth of Jesus Christ as expressed in Luke 2:52, "...and kept increasing wisdom and stature and in favor with God and man." FBCS seeks to develop students in the following areas of development:

### **PHYSICAL**

- Provide a safe and healthy environment where children may develop physically.
- Promote the continual development of gross and fine motor skills.
- Teach children that their bodies are a gift from God.
- Encourage and develop health and hygiene practices.

### **MENTAL**

- Develop competence and satisfaction in the mastery of new skills.
- Build a positive attitude towards education and life long learning.
- Help the student learn to interpret man's wisdom in light of God's Word.
- Stimulate academic curiosity, creativity, and imagination.
- Promote an understanding of God's universe and the people of His world.
- Teach a core educational program appropriate to a child's readiness.
- Challenge the student through high academic standards.
- Teach and encourage the student to utilize good study habits.

### **SPIRITUAL**

- Show a student his or her need to acknowledge and accept Jesus Christ as his or her Savior and personal Lord.
- Help develop a love for God's creation and man's stewardship.
- Help develop a sense of self-worth as beings created in God's image.
- Help the student mature as a Christian through Bible study, prayer, and service to others.
- Model Christ-like behavior and promote godly character, honor and respect.
- Encourage the student to attend and be committed to a local church.

### **SOCIAL**

- Guide the student in making Christ-like choices in daily situations.
- Teach love and forgiveness of others as Jesus modeled on earth.
- Develop the ability to resolve interpersonal problems in a God honoring way.
- Develop the social skills of cooperation and interaction with other students.

## **PHILOSOPHY OF DISCIPLINE:**

It is the intent of FBCS to develop Christ-like character in each student and family with whom we partner, as evidenced in the life of Jesus Christ, through the application of God's Word. FBCS staff uses positive reinforcement, appropriate consequences, and redemptive discipline to correct sinful behavior. A Disciplinary Action Plan will be utilized in an effort to restore an individual to full fellowship within the FBCS community. Failure to comply with expected standards of conduct may result in disciplinary action up to and including suspension or expulsion. Under no circumstance will FBCS staff use corporal punishment, even at the request of a parent or guardian.

## **ADMISSIONS POLICIES:**

It is the desire of FBCS to provide the best education that can be given through classroom instruction. In keeping with the overall philosophy and mission of FBCS, an admissions policy has been established. The school recognizes however, that it cannot meet the need of every child who wishes to enroll at FBCS. It is the School Board's intention that every child has a successful educational experience. Therefore, the following guidelines have been adopted:

- All students and parents/guardians must be in agreement with the FBCS Statement of Faith.
- Any student, parent, or guardian who exhibits contempt for the Christian way of life, or fails to adhere to the Christian Code of Conduct outlined in the FBCS Parent/Student Handbook, will not be admitted or continue enrollment at FBCS.
- First Baptist Christian School's biblical role is to teach, train, and mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual behavior, or inability to support the biblical principles of the school as expressed in the Statement of Faith. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.
- Emotionally challenged children, those who are physically handicapped, or students with a current IEP are admitted only if it is determined that FBCS is able to accommodate their needs appropriately.

## **NON-DISCRIMINATION STATEMENT**

First Baptist Christian Schools, FBCS, admit students of all races, colors, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at FBCS. FBCS does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. However, FBCS reserves the right to refuse admission or to discontinue enrollment of any student unwilling to comply with the school's policies or unable to meet and or achieve the school's levels of academic or behavioral standards.

## **FBCS EARLY EDUCATION PROGRAM**

- To enroll in the **FBCS Infant and Toddler Program**, children must be at least 6 weeks of age.
- To enroll in the **FBCS Pre-Kindergarten Program**, children must be 3 years of age and fully potty trained.

## **FBCS ELEMENTARY PROGRAM**

- To enroll in the **FBCS Elementary Program**, students and at least one parent, guardian, or family member in the household must be regular attendees at a local evangelical church and agree to the FBCS Statement of Faith.
- Elementary students are required to have a conduct record that meets school standards. Students who have been expelled from a school or have a juvenile record will not be accepted for enroll-

ment at FBCS. This also applies to a student with a pattern of suspensions from previous schools. Students above the fourth grade should desire to attend by their own volition.

- **Transitional** Kindergarten placement is for children who will be five years old between September 2<sup>nd</sup> and December 31<sup>st</sup> and for children who do not meet the requirements for kindergarten readiness assessed through the FBCS Kindergarten Readiness Exam.
- **Traditional** Kindergarten placement requires children to be five years old by September 1<sup>st</sup> and meet the requirements for kindergarten readiness assessed through the FBCS Kindergarten Readiness Exam.

### **ENROLLMENT PROCESS:**

After review and acceptance of the FBCS Statement of Faith, prospective families will be given a tour of the program and facilities along with an enrollment packet. Acceptance to the program is in accordance with the FBCS Admissions Policies and procedures and is based upon classroom availability.

### **EARLY EDUCATION PROGRAM**

- At the time of the enrollment appointment, parents/guardians must submit the following pages of the enrollment packet along with the current, non-refundable registration fee: Tour Form/Start Contract, Enrollment Form, Statement of Faith, Application for Admission, and Basic Guidelines.
- The remaining pages of the student enrollment application are due at least one week prior to the approved start date.

### **ELEMENTARY PROGRAM**

- A completed student enrollment packet must be submitted with the current, non-refundable registration fee.
- After review of the student enrollment application packet, a letter will be sent to the prospective family indicating whether or not the child has been accepted for the current school year.

### **FINANCIAL POLICIES:**

#### **TUITION AND FEES**

The registration fee and the first month's tuition must be paid in full by the first day of school. Both amounts are non-refundable. Tuition payments are due on the first day of each month and incur a late fee of \$25.00 if not paid in full by the tenth of the month. Unless otherwise noted, all other fees are due in advance. Accounts not paid by the 11th of the month may result in an immediate withdrawal until the account returns to good standing. Accounts that become 30-days past due will result in the withdrawal of the student until the account returns to good standing. Students will not be allowed to participate in graduation/promotion activities or special events if their account is past due.

A service fee of \$25.00 will be charged for all returned checks. A late pick-up fee of \$20.00 per 15-minute increment will be charged when a child is picked up late, half day or full day. A 4-minute grace period is given. There will be no credit for missed days, absent days, school closures or holidays. All rates are subject to change at any time. A 30-day written notice will be given prior to changes.

#### **PAYMENT REMITTANCE**

Payments can be made in person or placed in the white drop box located directly outside of the school office. We accept cash, money order, debit, or checks. We do not accept credit card payments.

#### **EARLY WITHDRAWAL**

If it becomes necessary to withdraw a student from First Baptist Christian Schools, the parent/guardian must complete a withdrawal form, which is available in the school office. A 30-day notice is required for withdrawal of a student. The parent/guardian will be financially responsible for the full month's tuition.

## **EARLY EDUCATION TUITION POLICIES**

- Preschool is a year round educational institution. Vacation credit is limited to one (1) calendar week per school year. The school year runs from August 1st to July 31st of the following year.
- All vacation requests must be submitted in writing one month prior. Forms are available in the school office. Vacations must be taken as a one (1) week interval. A vacation week is based on the child's contracted attendance schedule. Unused vacation cannot be carried over to the following school year. Upon receipt of the written notification monthly tuition will be pro-rated accordingly.
- Students are only allowed to attend school on the days contracted for at the time of enrollment. Additional days are allowed for an additional fee indicated on the rate sheet. All extra days must have prior approval from the administrator. A minimum of 24 hours notice is required.
- Any permanent modifications to the contracted days of enrollment will need to be approved by the administrator. Thirty (30) day written notice must be given prior to changes in schedule. Schedule changes must be pre-approved by the director and are based upon availability.
- Parents and/or their authorized representatives must sign their child in at the time of drop off and out at the time of pickup on the days that their child is in attendance in the early education program. Failure to do so may result in a \$3.00 charge to the client for each missed signature. Not signing in or out is a Type A violation by the State of California. Should a fine occur for your failure to sign in or out, this fee will be your financial responsibility.

## **ELEMENTARY TUITION POLICIES**

- Elementary tuition is an annual fee based on a 10-month billing cycle beginning August 1<sup>st</sup> and concluding May 1<sup>st</sup>. After school daycare is based on a 10 month billing cycle beginning August 1<sup>st</sup>. Daycare registration applications are not accepted without full payment of the daycare registration fee. Tuition and daycare payments are due on the 1<sup>st</sup> of each month and are considered late after the 10<sup>th</sup>.

## **CODE OF CHRISTIAN CONDUCT:**

The standards of parent/guardian and student conduct are at the heart of a Christian education. Standards of conduct form an integral part of our educational objectives as well as promote the development of Christ-likeness in our students and families at FBCS. The pattern of behavior for students and families at FBCS is to "Be imitators of God therefore, as dearly loved children. . ." Ephesians 5:1.

The following biblical principles of Christian conduct should guide the behavior of all students and families of FBCS:

### Truthfulness

"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body" Ephesians 4:25.

### Self-Control

"For man's anger does not bring about the righteous life that God desires" James 1:20. "Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice" Ephesians 4:31.

### Integrity

"Finally, brothers whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things" Philippians 4:8.

### Wholesome Speech

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen" Ephesians 4:29.

### Love for Another

". . . and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God" Ephesians 5:2.

### Purity

“Flee from sexual immorality. All other sins a man commits are outside his body, but he who sins sexually sins against his own body. Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body” 1 Corinthians 6:18-20.

## **HARASSMENT POLICY**

The definition of harassment is “the severe or repeated use by one or more students of a written, verbal, or physical act or gesture, or any combination thereof, directed at another student, designed to intentionally hurt that person physically or mentally.”

First Baptist Christian School is committed to maintaining a school environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The administration will take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion. Students who feel they have been subjected to conduct of a harassing nature should promptly report the matter to the immediate staff member in charge. Students who observe conduct of a harassing nature should also report the matter to the immediate staff member in charge. All complaints will be promptly investigated and submitted to administration for review.

## **CONTACTING SCHOOL STAFF**

While teachers are supervising and instructing students, they should not be interrupted. To schedule a meeting with an early education teacher, please stop by the school office to arrange a mutually agreeable time. To schedule a meeting with an elementary teacher, please email them directly.

Here are some tips for effective communication with staff:

- Keep it short and simple. Questions need to be specific and concise.
- Avoid complex or highly emotional discussions in the presence of students and other families and staff members. Approach the conversation prayerfully following the Matthew 18 principles below.
- Should a meeting or conversation become overly emotional, the meeting will be rescheduled for another date/time.

## **Dealing with Parent/Teacher Concerns According to Matthew 18:15-20**

A parent who has a concern about a teacher or classroom situation should follow these steps: Make an appointment to meet with the teacher involved. If no resolution is achieved after meeting with the teacher, then-

1. The parent should request a meeting with an administrator. A meeting will be set up between parent, teacher, and administrator. If no resolution is achieved after a meeting, then-
2. The parent should request a meeting with the teacher, administrator, and senior pastor of FBC. At this level, the decision of administration is binding.

NOTE: The aforementioned conflict resolution policy demands that concerns be directed to the individuals specifically involved at each meeting stage before sharing information with participants at the next stage of communication.

## **HEALTH AND SAFETY:**

The physical health and welfare of each student is important. Please do not send your student to school at any time with a fever. A student needs to be fever-free for 24 hours before returning to school after an illness. There are some communicable diseases which require a child to have written clearance before readmission to school. A physician’s note may be necessary for readmission to the school or if the student’s recovery is in question. If your student is ill with a specified communicable disease, please call the school office before returning to school.

## **MEDICATION**

### Administration of Medication and Incidental Medical Services

FBCS recognizes that a child may require the administration of medication or need incidental medical services while in the care of the non-medical staff of FBCS. FBCS retains the right to make admission and retention decisions for individual children based on whether it can meet the needs of the individual child.

FBCS has developed the following 3 categories of medication and incidental medical services and the various requirements for each type of medication or medical service to be administered by the non-medical staff of FBCS.

1. **OVER THE COUNTER MEDICATIONS** – including but not limited to homeopathic remedies, pain relievers, antihistamines, cough drops, etc.
  - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (ELEM109 or LIC9221).
  - Medication will only be administered according to the instructions on the product’s label.
  - Pain relief medications left on file for the year will require parental consent via personal contact each time they will be administered.
  - Product expiration dates will be strictly adhered to.
  - Any medication not picked up within 7 days of the administration termination date will be properly disposed of by FBCS.
  - Only adults will be allowed to drop off or pick up medication.
2. **PRESCRIPTION MEDICATION** – including but not limited to antibiotics, inhalers, or other daily prescriptions, etc. which contain specific dosing instructions per the physician’s orders on the label.
  - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (ELEM110 or LIC9221).
  - Medication will only be administered according to the physician’s orders indicated on the original pharmacy label.
  - Any physician order which indicates administration of medication “as needed” will require an Incidental Medical Service Plan.
  - Product expiration dates will be strictly adhered to.
  - Any medication not picked up within 7 days of the administration termination date will be properly disposed of by FBCS.
  - Only adults will be allowed to drop off or pick up medication.
3. **INCIDENTAL MEDICAL SERVICES AND MEDICATIONS** – insulin, nebulizers, Epi Pens, inhalers labeled use as needed, etc.
  - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser or other medical supplies if needed, AND the required consent forms (FBCS232 AND LIC9221, LIC9166 for nebulizers).

- As stated in the required parental consent form, FBCS232, the following documentation must be provided by the child’s physician:
  - Written medical orders which includes the following:
    - a. A statement that a non-medical person may provide the incidental medical service and
    - b. A description of the incidental medical service needed and
    - c. If medication is prescribed, the name of the medication, method of administration, amount, and time schedules by which the medication is to be taken and
    - d. Description of the required training for the non-medical licensee or staff.
- As stated in the required parental consent form, FBCS232, the parent/guardian is required to provide training for all non-medical staff of FBCS who have been designated to administer the medication or medical service.
- As stated in the required parental consent form, FBCS232, the child’s medication will be transported with him/her during any campus evacuation and/or field trip.
- As stated in the required parental consent form, FBCS232, at least one of the persons who has been designated and trained to administer the child’s medication or incidental medical service will be onsite or present at all times when the child is in the care of FBCS.
- As stated in the required parental consent form, FBCS232, it is the responsibility of the parent/guardian to communicate any new physician’s orders and to track the expiration dates and replace medicine and/or equipment/supplies as needed.
- Medication will only be administered according to the physician’s orders attached to form FBCS232.
- Product expiration dates will be strictly adhered to.
- Any medication not picked up within 7 days of the administration termination date will be properly disposed of by FBCS.
- Only adults will be allowed to drop off or pick up medication.

NO MEDICATIONS, INCLUDING ASPIRIN, COUGH DROPS, SPRAYS, TOPICAL AGENTS, PRESCRIPTION DRUGS, ETC. ARE TO BE CARRIED BY A STUDENT OR STORED WITHIN THEIR PERSONAL ITEMS (i.e. backpack, cubby box, locker) WHILE ON THE CAMPUS OR AT A SCHOOL ACTIVITY. Students with asthmatic conditions requiring the use of a rescue inhaler must have a prescription on file with the office specifying the conditions for use. A physician may prescribe a rescue inhaler to be carried by the student. This must be indicated on the “Consent for Medication” form.

FBCS DOES NOT provide any medications including cough drops for use by a student. Special health problems should be discussed with the Administrator.

## **HEALTH DOCUMENTS**

Every student is required by the California State Dept. of Health to have his or her immunization record on file in the school office. New students must provide an up-to-date immunization record with their registration packet. Parents/Guardians are responsible for providing proof of updated immunizations as required by law. Parents are asked to inform the school office of any medical condition or restriction that may impact their student while they are at school.

## **PERSONAL INSURANCE LIABILITY**

Should your student become injured at school or at a school function and require medical attention, the parent's health insurance carrier is responsible as the primary insurer for the child. A student must have medical insurance coverage or purchase supplemental insurance through the school (when available). Proof of insurance shall be kept on file in the school office.

## **CAMPUS SAFETY:**

### **EMERGENCY CONTACTS, PERSONAL INFORMATION, COURT ORDERS**

It is the responsibility of the parent to notify the school office of any updates to personal information including address, phone number, email, or changes emergency contacts or adults authorized to pick up (Lic 700). Parents are also responsible for providing the most current court documents in regards to custody and visitation.

NOTE: Students will only be released to an adult over the age of 18 years. This adult must be designated on the student's authorized pick up form (Lic 700). Photo identification must be provided upon request.

### **EMERGENCY PREPAREDNESS**

FBCS has developed an emergency preparedness plan in the event of a disaster. This would include disasters such as fire, earthquake, lock down, campus evacuation, or power outage. The entire school staff is apprised of the steps to be taken in the event of a disaster and will provide for an orderly and systematic evacuation or departure from the campus. In the event students are removed from the school campus due to an emergency evacuation, parents will be notified. Earthquake and fire drills are practiced on a regular basis.

### **VOLUNTEER PARA EDUCATOR**

All Para Educator Volunteers must be pre-approved by school administration and must meet the following criteria as required by law. Volunteers must complete and abide by the Statement of Faith and Confidentiality Agreement for Classroom Volunteers. All volunteers must pass the Criminal Background Clearance and show proof of current immunizations. All background clearances are at the expense of the volunteer. Volunteers must sign in at the school office and wear a visitor's badge.

### **VISITORS**

All visitors to the school must check into the office upon arriving and wear a visitor's badge while on campus. Parents visiting their child's classroom for special teacher-directed events should make arrangements with the classroom teacher and limit their time to three times per trimester per child. Siblings will not be permitted in the classrooms.

If you wish to observe your child's class, contact the office to receive permission from the teacher and administration. Requests to visit and/or observe classroom instruction must be submitted a minimum of 24 hours in advance and be approved by the administration. Observations cannot exceed 45 minutes in duration. Visitors in the early education department may be asked to leave the classroom during times of diaper changing and student restroom use.

## **GENERAL SCHOOL INFORMATION:**

**CAMPUS HOURS** 7:00 AM- 5:00 PM

Office Hours: 7:30 AM – 4:00 PM

School phone: 209-466-1577

Website: [www.fbcschools.com](http://www.fbcschools.com)

## **PARENT STUDENT HANDBOOK CHANGES**

The handbook does not contractually bind FBCS in any way. Handbooks are subject to change without notice by the FBCS Board and the FBC Diaconate Board.

## **PLEDGES**

The following pledges will be recited daily:

### Pledge to the American Flag

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

### Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior crucified, risen, and coming again, with life and liberty for all who believe.

### Pledge to the Bible

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

## **CHAPEL**

Chapels are held weekly. Chapels are scheduled for every Wednesday with grades K–5 at 8:15 AM, grades 6–8 at 9:00 AM, and pre-kindergarten at 10:00 AM. Chapels are an important part of the program at FBCS. Chapels are a time of spiritual teaching, fellowship, and worship. Parents are welcome to attend chapels; however, students are required to sit with their class. There is a parent section provided. There will be an offering taken for missions during the elementary chapels for missions. No food or beverages are allowed in chapel.

## **BIRTHDAY CELEBRATIONS**

Advance arrangements must be made with the teacher for celebrating a student's birthday at school. Only pre-packaged, store bought items may be brought to the school for parties. Candles and soda are not permitted at school. Birthdays are celebrated as arranged with the teacher. Party favors/gift bags are not to be distributed at school.

If you are going to have a party outside of school time and every child in the class is not invited, invitations **may not** be passed out at school. Balloon and floral arrangements are not appropriate for the classroom and if sent, will be kept in the office until after school.

## **SCHOOL PROPERTY**

Students and their parents/guardians are responsible for damaged property (personal, school or church) whether the damage was accidental or willful.

## **PERSONAL POSSESSIONS**

Students are not to bring personal possessions other than those specified by their classroom teacher to school. Electronic Tablets (i.e. Kindles, Nooks) can be used in grades 6, 7, and 8 only. They must be used exclusively for reading. Parents and students must sign a Use Policy in order for Electronic Tablets to be used on campus. The school is not responsible for monitoring these devices. Personal possessions

that are brought to school are brought at the responsibility and risk of the owner. The school is not responsible for loss of or damage to an individual's possessions. First Baptist Christian School will not replace and/or reimburse students for lost/stolen articles. The school's insurance covers school property only.

Lost and found items will be cleaned out periodically, and unclaimed items will be donated to charitable organization. Uniform items will be given to the PTN clothes closet. The Lost and Found for the elementary department is located upstairs in the lunchroom.

### **PARENT TEACHER NETWORK (PTN)**

FBCS has a PTN to support students, teachers, and parents as they pursue academic and spiritual excellence. Parents/guardians of FBCS students and FBCS faculty are members of the PTN. No dues are associated with membership to the PTN. Both parents and teachers are encouraged to be involved in activities sponsored by the PTN

# **EARLY EDUCATION DEPARTMENT POLICIES AND PROCEDURES**

## **ATTENDANCE POLICY**

Preschool is open Monday through Friday from 7:00 AM to 5:00 PM. The school year runs from August 1st - July 31st of the following year. Preschool will be closed on major federal holidays, teacher in-service, and staff development dates. Please see the FBCS website for a listing of closure dates for the current school year.

Upon arrival to school, each child must be signed in by an adult to their assigned classroom. After signing the child in, the adult must ensure that they make contact with an FBCS early education staff member and place the child in the care of that staff member prior to exiting the classroom/building. **PARENTS AND THEIR AUTHORIZED REPRESENTATIVES SHOULD NEVER LEAVE A CHILD UNATTENDED OR ALLOW THEM TO ROAM FREELY THROUGHOUT THE FACILITY.**

A full signature is required on the sign-in/ sign-out sheet. It is imperative that your child is signed in and out of the FBCS Early Education Program correctly everyday.

A teacher will greet you and your child daily and ensure that he/she is in good health to attend school.

We ask that all children arrive no later than 9:00 am.

All half-day children must be picked up by 12:00 pm so that nap time is not interrupted.

A child will not be released to anyone other than the parent or legal guardian unless named on the Identification and Emergency Information Child Care Centers/ Family Child Care Homes (LIC 700).

All adults picking up children must be at least 18 years of age and be prepared to show picture identification upon request of First Baptist Christian Schools staff prior to any child being released.

## **TERMINATION OF CARE**

We reserve the right to terminate care of any child for the following reasons:

- Failure to meet discipline guidelines
- Failure to respond within one hour when called to pick up a sick or disobedient child
- Continual biting for which three or more "Incident Reports" have been issued.
- Biting that breaks the skin
- Delinquent accounts
- Continual late pick up of child
- Parent and or student behaviors that conflict with Christian values and biblical principles as outlined in the FBCS Christian Code of Conduct and Statement of Faith.

All attempts will be made to give a two week written notice of termination of care. We reserve the right to immediately withdraw students.

## **BITING POLICY**

Any time a child bites and breaks the skin of another child or adult, they will need to be taken home. The child may be allowed to return the following day. Continual biting may result in termination of care.

## **DAILY SCHEDULES**

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child. Individual classroom schedules are available from your teacher for review. Adjustments to the schedule are made as your child gets older and his/her needs change.

## **WHAT TO WEAR TO SCHOOL**

Think of your child's comfort and provide simple clothing that is free of complicated fasteners. Clothing that is easy to manage encourages independence and self-help. Many restroom accidents are preventable if children can unbutton or unbuckle pants and belts without a struggle. We will be using messy materials and playing on our playground; so roomy, washable play clothes are best for school. Please make sure that all clothing is weather appropriate.

All shoes must have a hard sole. Open toe sandals or open back shoes are not acceptable. In order to prevent injury, parents may be contacted to bring appropriate shoes for their child.

Think of positive role models for our children. We know how children like to emulate those they admire, so please do not allow them to wear clothing which depicts undesirable or violent role models. All clothing items should uphold Christian values. FBCS reserves the right to send a child home if he/she is not appropriately dressed.

Please label all outer garments, hats, backpacks, and extra clothing with your child's first and last name or initials. This will ensure that items are returned to the correct child.

Children are not allowed to wear jewelry to preschool with the exception of stud earrings. Necklaces, bracelets, rings, and dangling earrings can be dangerous for children. **NO EXCEPTIONS.**

## **SUPPLY LIST FOR STUDENTS**

Parents/guardians are responsible for providing additional changes of clothing, including socks and shoes, well marked with their child's first and last name or initials. These items will be kept at school in a cubby or zipped backpack with the child's name clearly labeled on it until needed and must be replaced each time they are worn home by the student. Infants/toddlers should have four complete sets of clothing in their cubby at all times. Three to five-year-olds should have one complete set of clothing in their cubby at all times.

Diapers, pull-ups and wipes are to be provided by the individual families. FBCS does not provide these items.

All attempts will be made to notify parents when items need to be replaced.

## **FOOD SERVICE**

Two nutritious snacks per day are included in the price of tuition. A menu will be posted at all times. Parents must send their child to school with a complete lunch daily. No warm-ups of food are allowed. FBCS is a tree-nut/peanut sensitive facility.

## **NAP TIME**

Nap time is approximately two hours. A child does not have to sleep but state licensing requirements are that we offer a two hour rest period. Requests to keep a child awake cannot be honored. Cots and sheets are provided by the preschool. Pillows are not allowed due to health and safety reasons. Only children enrolled in the pre-kindergarten department are allowed to have a blanket during nap time.

## **FIELD TRIPS**

Periodic field trips may be planned for the children. Parents will be notified in advance of any planned trip. Fees for field trips are the financial responsibility of the parent. Each child must have a completed and signed permission slip with payment before their child may attend.

If vehicle transportation is required for a field trip, current safety seat laws are in effect and must be observed.

Only students from the participating class may attend the field trips. Students or parents are not to bring siblings or friends on field trips.

The number of chaperones for a field trip is at the discretion of the administrator and based on a first-come, first serve basis.

### **ADDITIONAL INFANT AND TODDLER INFORMATION:**

Individual Needs and Services plans are filled out by the parent or guardian and remain on file for each infant and toddler in the care of FBCS. These plans serve as a guide to ensure that each child's personal needs are met consistently. Parents are to update the Needs and Services plans every three months or when there is a change in their child's care plan.

If your infant or toddler should have a food allergy or food intolerance, please notify your child's teacher immediately. When a child has an allergy or an intolerance it is the parent's responsibility to provide an appropriate food substitute. FBCS is a tree-nut/peanut sensitive facility.

### **FOOD AND BOTTLES**

All food, bottles, sippy cups, and snack food provided by the parent or guardian must be labeled with the child's full name and the current date on it. All bottles must be prepared at home, and each bottle must be labeled. Staff may not prepare bottles for any children. Mothers are welcome to come and breastfeed their infants at any time. Bottles are not heated in the microwave, as this will produce "hot spots" in the formula or breast milk. Instead, they are warmed in a small crock pot of water. Contents remaining in any bottle must be discarded within two hours. Only breast milk, formula, or water will be served in a child's bottle. No bottles will be served with cereal or any other food product in them. Juice can only be served from a sippy cup. Any unused bottles or unsealed food items not taken home at the end of the day will be discarded.

Once infants/toddlers are eating solid foods, parents must send their child to school with a complete lunch daily. Sippy cups will be provided until children are ready for a regular cup.

### **OLDER INFANTS AND TODDLERS**

Children who are 12 months and older will be given the morning and afternoon snack provided by FBCS and drink 1 percent milk. A doctor's note is required if formula is served past age 13 months. Breast milk is considered the equivalent to cow's milk and does not require the note from your child's doctor to continue.

The older infants will be sitting in chairs with trays or a small table with chairs and toddlers will be at tables to eat their meals. Children in the toddler room will be using sippy cups or regular cups and using utensils. Depending on the age grouping of children in the Toddler room, bottle drinking may or may not be a practice. It is our goal to work cooperatively with the families and their child's routine; however, bottles are not the common practice as the toddlers get older.

### **SAFE SLEEPING PRACTICES AND PACIFIERS**

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. Toddlers from the age of 12 months up will nap on cots. Sheets, cribs, and cots for infants and toddlers are provided by FBCS who will wash and disinfect regularly.

Infants will be placed on their backs to sleep in a crib. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Sleep sacks are permissible if a family wishes to provide one for use at school. Loose clothing such as hoodies or long dresses that can become lodged over a child's face during sleep will be removed and the child placed in weather-appropriate, safe attire for napping. Children never share a crib at the same time. If your child uses a pacifier, parents are asked to provide a labeled one. Children in the Infant room who use pacifiers will have them on an as-needed basis throughout their day. Children in the Toddler room who use them will have a pacifier only at nap time. Pacifiers will not be attached to a child's clothing or have any attachments on the pacifier itself

when used at nap time. Toddlers will not be allowed to walk around the classroom with a pacifier during the day.

### **“SHOE-FREE” ENVIRONMENT**

With infants commonly on the floor, FBCS wants to provide a clean, safe, and healthy environment in the Infant Room. We practice a "shoe-free" policy in this room. We ask that adults entering the carpeted area of the infant room please slip a pair of shoe covers over their shoes and/or remove their shoes.

### **TOILET TRAINING**

When children begin to show an interest in toilet training, it is important that the staff and parents are in cooperation in order to help the child to be successful.

We require that all students be potty-trained by the age of three (3) years. Any child who is not potty-trained by the age of three (3) years will be dropped from enrollment until potty-training is complete. We consider fully potty-trained children to be accident free for at least three weeks and not wearing pull-ups during awake time.

# ELEMENTARY DEPARTMENT POLICIES AND PROCEDURES

## **ATTENDANCE POLICY:**

Regular school attendance is required by California State Law and is necessary for academic achievement. Failure of a student to attend school will be considered an absence. Parents should avoid taking a student out of school for family vacations which disturb academic progress. When a student misses more than twenty school days during the year, the student's promotion will be in jeopardy.

### **Excused Absence**

An absence is excused only for the following reasons:

1. Personal illness.
2. Medical or dental appointments (doctor verification required).
3. Death of immediate family (up to 3 days unless placed on Independent Study).
4. Court appearances, with court verification.

The following absences may be excused upon administrative approval prior to the absence. Requests for excused absences must be submitted in writing one week prior to the absence.

5. Family event (up to 3 days) at the discretion and approval of Administration. Family vacations are **NOT** excusable absences.
6. Ministry event (up to 3 days)
7. Mandatory business travel

### **School Related, Excused Absence**

When a student is absent from class for athletics or other school related events and activities, etc. the student is still responsible to complete all tests, quizzes, and assignments. Each student is responsible for finding out from the teacher what assignments are to be completed. Ninth grade preview days are considered school related absences for 8<sup>th</sup> grade students.

### **School Work for Excused Absences**

A student with an excused absence will be given an opportunity to make up missed schoolwork. A student will receive one day for each day of the excused absence (excluding students on "Independent Study") to make up schoolwork with full credit.

**Tests and major assignments assigned before the absence do not follow this rule and are due immediately upon return to school.** Students who miss classes that are graded on participation will be exempt from receiving a participation grade for the date of the excused absence.

Please call or email the school office and your child's teacher(s) before 9:00 AM when requesting a student's schoolwork on a day when he/she is absent because of illness. Every attempt will be made to have homework in the school office after 3:30 p.m. on that day and should be picked up by the parent or someone designated by the parent. **Make-up work will only be given for excused absences.**

### **Independent Study**

A student may be placed on Independent Study for the following reasons:

1. Mandatory Work Related Travel.
2. Mission Trips.
3. Bereavement.
4. Extended Personal Illness with doctor's verification.

**For students to receive Independent Study credit, the minimum amount of time determined by the Board of Education is 5 days.**

**Independent Study Procedure is as follows:**

1. Parents/Guardians must pick up and complete the “Independent Study” request form in the school office and submit it to administration and your child’s teacher(s) for approval at least 7 days in advance of the approved travel or absence.
2. All assigned work is due on the day of the student’s return to school as indicated on the Independent Study agreement.

Administration reserves the right to review individual circumstances pending Board approval.

**Unexcused Absence**

Unexcused absences are any absences not expressly noted in the criteria above, even if accompanied by a parental note. Students may receive up to 50% credit for any work, test, or quizzes made up after an unexcused absence. Student are responsible for learning any of the missed instruction.

The authority for determining the legitimacy of an absence rests with the school administration.

**Credit for Late Assignments**

It is the responsibility of the student to turn in assignments on the date they are due. This includes homework, projects, research papers, essays and class work not completed in class, etc. Students in grades 4 – 8 can turn in assignments one day late and will receive 50% credit. No late assignments will be accepted after one day and a 0 will be recorded in the teacher’s grade book. Students in grades 2 and 3 will be allowed a two day late period before a 0 is recorded in the grade book.

**Partial Day Absence**

For students who are leaving school early for any reason, a parent must come to the office and sign the student out. Students will be called to the office at that time. Students will not be called out of class until the parent arrives to check them out. No student is allowed to leave campus without following the partial day absence procedure. Students must be in school a minimum of 3 ½ hours a day to be marked present and considered eligible to participate in extra-curricular school activities including but not limited to athletics. Students who are in school for less than 3 ½ hours a day will be marked absent for the entire day.

**TARDY POLICY**

Tardiness is embarrassing to the student, disruptive to the class, and can have an adverse effect on a student’s academic progress. When students are prompt they learn self-discipline and responsibility. Students are considered tardy if they are not present at the start of flag salutes. Students arriving late (tardy) are to stop at the office and sign in. After a student has received 3 tardies per trimester, the parent will receive a notification from the school. A parent conference will be required following the fifth tardy per trimester. The State Board of Education mandates that chronic tardiness to school will result in loss of academic credit for part or all of the school day. Therefore, a student who shows a pattern of tardiness to school faces academic penalties as well as the possibility of withdrawal from the school.

**SCHEDULE OF SCHOOL DAY:**

Campus Open with Care .....	7:00 AM
School Begins .....	8:00 AM
School Dismissal .....	3:00 PM
After School Day Care Begins .....	3:15 PM
Campus Closes .....	5:00 PM

## **STUDENT DROP OFF AND PICK UP PROCEDURES**

Students have access to free, supervised care from 7:00-8:00 AM. From 7:00-7:30 AM, students should be dropped off at the west entrance of the building and should proceed to the XF Room for care. Students arriving after 7:30 AM may be dropped off at the west entrance or either end of the mall way and proceed to either the playground or gym depending upon the weather.

Students in kindergarten and 1st grade are to be picked up at their outside classroom door when school is dismissed at 3:00 PM. Students in grades 2-5 are to be picked up in the mall way near the east entrance of the building. Students in grades 6-8 are to be picked up in the north parking lot. Teachers will supervise students in class lines until students are picked up. You may drive through or walk up to the car line to pick-up your child.

All students must be picked up **no later** than 3:15 p.m. Any student on campus after 3:15 p.m. (except those involved in after school programs or school sponsored activities) will be automatically signed into Extended Day Care for their safety and protection. The minimum childcare charge is \$10.00 per hour.

**The sidewalk area in front of the building is a no parking/no stopping area. For the safety of our students do not stop your vehicle or park here for any reason.**

## **AFTER SCHOOL DAY CARE**

A person authorized by a parent or guardian must sign out all students. No child will be released to anyone whose name is not listed on the Extended Day Care registration form. The only exception to this would be a written note or a phone call by the parent or guardian authorizing someone else to pick up their child.

**STUDENT DISCIPLINE:**

**DISCIPLINARY ACTION PLAN**

**LEVEL I First Violation: Citation Only**

- Gum/Candy
- Unsafe play
- Disrupting learning
- Disrespect toward others
- Disobeying classroom/playground rules
- Dress Code
- Other

**Level I Second Violation: Citation to Office, 1 Day Detention, and Student Conference**

**Level I Third Violation: Citation to Office, 1 Week Detention, and Parent, Student, Principal Conference**

**Level I Fourth Violation: 1 Day Suspension**

**LEVEL II First Violation: Citation to Office, 1 Week Detention, and Parent, Student, Principal Conference**

- Profanity
- Spontaneous cheating
- Lying
- Forgery
- Other
- Habitual violation of Level I Offenses

**Level II Second Violation: 2 Day Suspension**

**Level II Third Violation: 5 Day Suspension**

**Level II Fourth Violation: Board Review for Possible Expulsion**

**Level III First Violation: 2 Day Suspension**

- Deliberate or habitual disobedience/defiance
- Willful Cheating/Plagiarism
- Vulgarity/Obscene Acts/Habitual Profanity
- Willful use of force on another person
- Bullying
- Fighting/Causing injury
- Vandalism
- Threatening staff or students
- Instigation/Agitation/Interference
- Weapons
- Sexual harassment
- Theft
- Possession of tobacco or controlled substance
- Other
- Habitual violation of Level II Offenses

**Level III Second Violation: 5 Day Suspension**

**Level III Third Violation: Board Review for Possible Expulsion**

**Any of the following behaviors or actions may result in suspension or expulsion:**

**FBCS DISCIPLINE POLICY SUSPENDABLE OFFENSES (California Education Code 48900):**

- **Willful Force on Another Person**

Hitting, biting, or pushing an innocent person.

- **Fighting or Threatening to Cause Physical Injury to Another Person**

Fighting in which both parties have contributed by verbal, written, and/or physical action.

Threatening to cause physical injury to another student.

- **Agitation**

Instigating or causing fights, encouraging others to fight.

- **Possession of Any Type of Knife, Weapon, or Dangerous Objects at School**

This includes knives, explosive devices or dangerous objects such as fireworks, pepper spray, laser light pointers, razor blades or any objects that have potential to cause bodily injury.

- **Possession of Tobacco, Alcohol, or Any Controlled Substance**

- **Robbery or Theft**

Attempting to take or taking another's property

- **Willful Damage to School or Personal Property**

Intentionally damaging or destroying: graffiti, arson, vandalism, etc. school or personal property such as books, materials, furniture, buildings or grounds. Use of spray paint or marker pens without permission of school authority.

- **Profanity or Vulgarity/Obscene Acts**

Habitual profanity, vulgar language, lewd gestures, pornography, or obscene act.

- **Disobedience**

Disrupting school activities and defying the authority of school personnel. Failure to comply with disciplinary consequences, defiance, disrespect, and classroom disruption.

- **Cheating/Plagiarism**

Copying work of others and submitting it as one's own work, allowing someone to copy your work and submit it as their own, securing examinations or answers, copying assignments from the internet and submitting it as one's own work

- **Sexual Harassment**

Making any sexual advances, requests, or verbal, visual or physical conduct of a sexual nature.

- **Harassment/Intimidation/Bullying**

Participating in harassment, threats, or intimidation by means of expressed, physical, or electronic act which results in a hostile environment.

### **Cheating/Plagiarism**

Cheating includes whispering, talking or any behavior that leads the teacher to believe that cheating is taking place. Plagiarism is copying work from the internet or other sources. When cheating/plagiarism occurs, the student will receive a 0 on the work involved, and a citation will be issued. The student's parents will be notified. Additional incidents of cheating/plagiarism will result in further disciplinary action that could include suspension and/or expulsion.

### **Stealing**

When a student is caught stealing, the parents will be notified and immediate correction will take place that could include suspension or expulsion.

## **Detention**

Students may receive an assigned detention for failing to meet school guidelines of behavior and conduct. Detention is not scheduled at the convenience of the student. A detention is served after school from 3:05 until 3:30 p.m. Parents will receive a notice of the time and date that the student is to serve detention. The school faculty will monitor all detentions. Students must be picked up promptly at the end of detention, 3:30 p.m., or the student will be sent to Extended Day Care. A change in the detention date can be made only with administrative approval.

## **SUSPENSION**

A suspension is mandated time away from school for disciplinary reasons. During the period of suspension, the student will:

1. Remain off-campus during the entire period of suspension.
2. Be ineligible for all co-curricular and extra-curricular activities of the school during the period of suspension. (This includes all drama, music, after school enrichment programs, and athletic functions. The period of suspension may extend over a vacation, a weekend, or overnight.)
3. Receive no credit for any work completed or assigned in class during the period of suspension. This includes all assignments, quizzes, or tests given.
4. Miss any scheduled field trip during the suspension period.

A student shall not be suspended or expelled for any of the acts enumerated in the “Suspendable Offenses” section, unless that act is related to school activity or school attendance. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following:

1. While on school grounds.
2. During after school daycare or school sponsored events and activities both on and off campus.
3. Through the use of a school issued email account or school device.
4. Through the use of any personal electronic device during or after school hours.

## **EXPULSION**

Students who display contempt for the Christian way of life and the FBCS Discipline Policy will be recommended to the Board for expulsion. The decision of the Board is final.

## **STUDENT MANAGEMENT:**

### **New Student Probation**

All new students are placed on Behavior Probation for the first 90 days of their school year and are subject to the FBCS Disciplinary Action Plan as outlined in the Parent/Student Handbook. If there are no behavior issues during that time, the student will be removed from Behavior Probation at the end of the 90 days.

Students are guided by all staff to make good choices when it comes to behavior at school. Students are taught that they are responsible for the choices they make and consequences of these choices. They are allowed to practice working out their problems at school with their peers.

### **Academic Probation Policy**

This policy is designed to help students succeed in grades 6, 7, and 8 and to graduate with their class. Students not passing one or more core classes at the end of a trimester will be placed on academic probation. Academic probation means that a student must improve his or her academic performance in order to continue enrollment at FBCS.

## **REPORTING ACADEMIC PROGRESS**

First Baptist Christian School uses an educational management system known as **Gradelink**, which allows parents/guardians to check their child’s academic progress. Gradelink is a useful tool in keeping

parents and students informed. However, information can be misused or misinterpreted. Passwords are distributed in the Back to School packet.

Parent-Teacher conferences are held during the first trimester. The purpose of these conferences is for the teacher to discuss the student's current progress with the parent. Throughout the school year, a teacher or parent may request a special conference to discuss academic difficulties. Report cards are issued three times (trimesters) during the school year.

## **HONOR ROLL**

There are three levels of honor roll, which are awarded to 4<sup>th</sup> - 8<sup>th</sup> grade students. These honor roll awards are given at the end of each trimester. Students who fail a core subject are not eligible for Honor Roll for that trimester.

**Bronze Honor Roll** recognizes a student who maintains a 3.0-3.49 GPA in graded subjects.

**Silver Honor Roll** recognizes a student who maintains a 3.5-3.99 GPA in graded subjects.

**Gold Honor Roll** recognizes a student who maintains a 4.0 GPA in graded subjects.

## **END OF THE YEAR AWARDS**

At the end of each school year, a special awards assembly will be held to honor and recognize individual students for outstanding achievement. These awards may include:

Language Arts

Mathematics

Science

Christian Character

Social Studies

Bible

Principal's Honor Roll (4.0 GPA all 3 trimesters)

## **STANDARDIZED TESTING**

Students in grades 3 - 8 will be given a standardized test during the third trimester of the school year.

Parents will be given the results of the standardized test.

## **CURRICULUM**

The academic program at FBCS is designed to give the student the strongest possible background in the basic learning skills. The curriculum used at FBCS meets the California Standards in all subject areas except those which are in conflict with our Statement of Faith.

Each student, (3<sup>rd</sup>-8<sup>th</sup> grade), will need to provide their own Bible. As a school, in order to have the same study and Bible memory reference, the school has chosen the ESV (English Standard Version), to use in the classroom. As meanings of verses and words are discussed as well as memorization, it makes understanding easier if all students can refer to the same translation.

## **HOMEWORK**

Homework is an essential part of a student's educational experience. Homework assignments will be given that are appropriate to the student's grade level. Wednesday evening assignments will be kept to a minimum to encourage students to participate in church activities.

Purpose of Homework

- To establish the habit of independent study and teach responsibility for assignments.
- To complete unfinished class assignments.
- To practice and apply skills taught in the classroom.
- To involve the parents/guardians in their child's education.

- To participate in activities that challenge the abilities of the student.
- To make up assignments that were missed due to absences.

#### Responsibilities of Parents/Guardians

- Set a definite time and place for study.
- Take an active interest in what your child is doing.
- Give encouragement and supervision, but **do not do the work for your child.**
- Follow teaching methods used in the classroom if possible.
- Communicate with the teacher for specific help when needed regarding homework.

## TEXTBOOKS

A program/curriculum fee is charged to all students enrolled at FBCS. This fee helps to cover the cost of the curriculum and classroom technology. Students may keep all consumable curriculums. Non-consumable textbooks must be returned to the school in good condition.

Each teacher will issue student textbooks. It is the responsibility of the student to see that these books are properly cared for since they are school property. Students will also be allowed to check out books from the school library during the school year. Every precaution must be taken so that books are not lost or damaged. Beyond the normal wear and usage of the textbook or library book, students will be held responsible for payment of lost or damaged books.

## CLASSROOM SUPPLIES

During the summer break, each teacher will send out a letter to their class describing what types of materials and supplies will be needed for the school year. In addition to this supply letter, each teacher may require the periodic purchase of school materials and supplies during the school year.

## FIELD TRIPS

The educational program may include special excursions and trips for students. These trips will be educational in scope and are designed to be grade appropriate. Students who are on probation for academics or behavior will be allowed to attend off-campus field trips at the discretion of the administration. Only students from the participating class may attend the field trips. **Students and parents are not to bring siblings, friends, or preschool children on field trips.**

Students must have a signed field trip permission form on file before they can attend a field trip. Field trip fees must be paid before a student may attend a field trip. All chaperones attending the field trip must pay the designated field trip fee. Fees for field trips are non-refundable. The number of chaperones for a field trip is at the discretion of the classroom teacher.

FBCS uses the school vans for transportation to and from the field trip destinations. It is the responsibility of the parent/guardian to provide a car/booster seat for their child in accordance with current state and national laws. In the event private vehicles are used, the drivers for field trips must have seat belts in their vehicle for each occupant, understand that the school's insurance is secondary to that of the owner of the vehicle, have liability coverage of at least \$100,000.00/\$300,000.00, and refrain from doing anything that is out of the guidelines of the field trip or school policies.

Science Camp is a part of the curriculum for junior high. Students are expected to attend Science Camp when it is part of the school calendar year.

## ATHLETICS

There are opportunities for students, grades 5-8, to be involved in competitive sports. Sports teams are selected after a try-out period. Participation in sports is a privilege that is earned by students maintaining academic eligibility of a minimum 2.0 GPA, no F's in core subjects, and acceptable conduct during school and on the playing field. Periodic grade checks and behavioral reports will be utilized to ensure eligibility. Students who become ineligible during the course of a season may be allowed to attend practices at

the discretion of the Administrator. Participation requirements include parental approval and payment of the appropriate fees.

### **CAFETERIA RULES**

- Do not leave your seat without permission
- Raise your hand to ask for help or to use the restroom
- Use inside voices
- No playing
- No trading/sharing food

### **BACKPACKS AND LUNCH BOXES**

Backpacks and lunch boxes may contain only characters and slogans that are non-violent or do not imply a negative connotation.

### **LUNCH AND SNACKS**

Lunches are to be brought to school in the morning by the students. **Parents may bring lunches as “special treats” occasionally; however, parents are not to do this on a regular basis. Parents are encouraged to join their child for lunch on occasion but must first check in at the office for a visitor’s badge and always defer any disciplinary concerns to the lunchtime staff.** Lunches should be nutritionally balanced with a minimal amount of processed sugar. All students eat in the lunchroom or outside table area. **NO SODAS ARE PERMITTED.** Snacks are allowed at the morning recess and for extended day care. Snacks should have good nutritional value. **Seeds and nuts with shells are not permitted.**

### **COMMUNICATION HOME**

Classroom information will be emailed through Gradelink. In addition, each teacher at FBCS has a webpage on Gradelink where homework and academic information is posted for parents. Additional school information can be found on the school website: [www.fbcschools.com](http://www.fbcschools.com).

Students may request to use the telephone in the school office while on campus. Staff will determine if a phone call to a parent is needed and make the call. Cell phones must remain off while students are on campus or during off-campus, school-sponsored events/activities and cannot be used to record video or take pictures without the permission of school staff. Violations of this rule will result in having the phone taken away, and parents will be required to pick it up.

### **SCHOOL PICTURES**

Pictures will be taken in the fall. Please watch for the notices to be sent home.

### **UNIFORM DRESS CODE:**

First Baptist Christian School has a uniform dress code for kindergarten through eighth grade students. The standards of dress for the school are based on modesty, cleanliness, comfort, safety and practicality. They are intended to encourage reverence for God, modesty in dress, school unity and spirit, and to give priority to the inward character over outward appearance.

In accordance with Genesis 1:26-27 and the Statement of Faith, it is required that all FBCS students adhere to the following policies regarding dress and use of restroom and locker facilities:

- Must dress in conformance with one’s biological gender according to school dress code outlined in the Parent/Student Handbook.
- Must use the restrooms and locker facilities in conformance with one’s biological gender.
- All students are expected to comply with the dress code unless otherwise stated by the Administration.

Uniforms are to be worn while students are on school grounds unless they are involved in an activity that requires different clothing. The judgment of the administration is final in interpreting and clarifying the dress code. FBCS reserves the right to make changes to the dress code when necessary. Parents and students agree to comply with the Dress Code when signing the application to attend FBCS. Uniform clothing other than the FBCS plaid can be purchased at any local retailer.

## **DRESS CODE**

### **Shirts and Blouses (Boys and Girls)**

Polo shirts, short or long sleeves and turtlenecks in the following solid colors may be worn: navy blue, light blue, heather gray, hunter green, white, or yellow. School logo t-shirts are also acceptable. Any shirt worn as an undershirt must be a uniform color. All shirts must be tucked in.

### **Pants and Shorts (Boys and Girls)**

Pants and shorts must be navy or khaki in color. They may be pleated or flat front in style and must be worn appropriately and be the correct size. No tight fitting or cargo style pants or shorts. Shorts may not be rolled up. The hem for shorts must be no shorter than 4 inches above the knee when kneeling. They may be purchased in the uniform section of any retail store as long as they meet the length requirement. Students in the 4<sup>th</sup> grade and above must wear a belt if clothing has belt loops. Belts must be solid navy, black, or brown.

### **Jumpers, Skirts and Dresses (Girls Only)**

**The FBCS plaid is only available through Lodi Uniform. No other uniform plaid is acceptable.**

Navy blue and khaki are also an option for jumpers and skirts. A school polo must be worn under all jumpers. The hem for all jumpers and skirts must be no shorter than four inches above the knee when kneeling. Skirts cannot be rolled up at the waist. Spandex or other shorts may be worn under jumpers and skirts, but must not be visible.

### **Jackets/Sweatshirts/Sweaters/Vests (Boys and Girls)**

Jackets may only be worn outside the classroom and may not have any print or graphics that are not consistent with Christian beliefs and values. **ONLY school logo sweatshirts or solid, uniform colored sweatshirts or sweaters may be worn over uniform shirts.** Hoods on jackets and sweatshirts can be put up while outside for warmth in cold weather only—they cannot be put up inside the building. Knit hats used for warmth or baseball style hats with the FBCS school logo used for shade are the only hats permitted and can be worn outside in cold weather only.

### **Shoes and Socks (Boys and Girls)**

Athletic style shoes are recommended for school—no musical, or light up shoes. All shoes must have closed toes and heels and must either lace-up, buckle, or Velcro. Boots are not allowed. Leggings and tights (in solid, uniform colors) are permitted under skirts and jumpers. Leggings with lace or trim on the legs are not to be worn. Socks are required and must be in a solid, uniform color. Socks are not to be below the top of the shoes. Students are strongly encouraged to wear appropriate athletic shoes on P.E. days.

### **Jewelry (Boys and Girls)**

Jewelry should be kept to a minimum. Earrings (no more than 2 per ear) are allowed for girls and should be less than ½ inch long. Body piercing other than the ears is not acceptable. No pocket, neck, or wrist chains, that are not standard jewelry, are acceptable. No tattoos of any kind are allowed.

### **Hair/Make-up (Boys and Girls)**

Hair should be cut and styled in such a way that it will not interfere with normal school activities. Hair must be out of a student's eyes. The length of the back of the hair for boys is not to exceed the middle of a standard dress shirt collar and may not be longer than the top of the eyebrows in front. **Mohawks, braids, pony tails, duck tails, or pattern cuts are not permitted for boys.** A tasteful moderate weave of NATURAL highlight colors (no chunks or darker colors) is allowed for girls. Makeup is allowed for girls in grades 6-8 only, if applied discretely. Administration reserves the right to require any changes deemed necessary.

### **FRIDAY JEAN AND SCHOOL T-SHIRT DAY**

Every Friday, students may wear jeans, denim shorts (knee length), or denim capris (girls). The jeans must be appropriate for school; **no jeggings, holes, baggy, or tight-fitting (skinny) jeans. No denim skirts.** Uniform shirts and school logo t-shirts and polos are acceptable. No other tops will be allowed. Students may wear non-uniform socks on Fridays so long as they reflect the biblical standards to which we hold.

### **FREE DRESS**

Periodically throughout the year, students are allowed to wear free dress on specified days. The guidelines for free dress are as follows:

1. Clothing must be appropriate and in good repair – no pajamas or inappropriate slogans.
2. Clothing must be modest with appropriate lengths of skirts and shorts (4 inches above the knee when kneeling).
3. Tank top shoulder straps must be at least 3 inches wide.
4. Shoes must have closed toes – no flip flops or slippers.

### **DRESS CODE VIOLATION**

#### **First Notice**

Kindergarten – 8th Grade

Written notification sent home for parents to sign. Student may be required to change.

#### **Second Notice**

Kindergarten – Third Grade

Phone call to parents and student will be required to change.

Fourth – Eighth Grade

Phone call, written notification and student will be required to change clothes, detention may be assigned.

A repeated, extreme, or specific violation of the Dress and Grooming Code conveys a lack of willingness to cooperate. Therefore, corrective action will be taken in the form of a parent conference, detention or suspension from school. A continual violation may indicate a lack of willingness to comply with the dress code and may result in a student being asked to withdraw from the school. FBCS reserves the right to send a child home if he/she is not appropriately dressed.