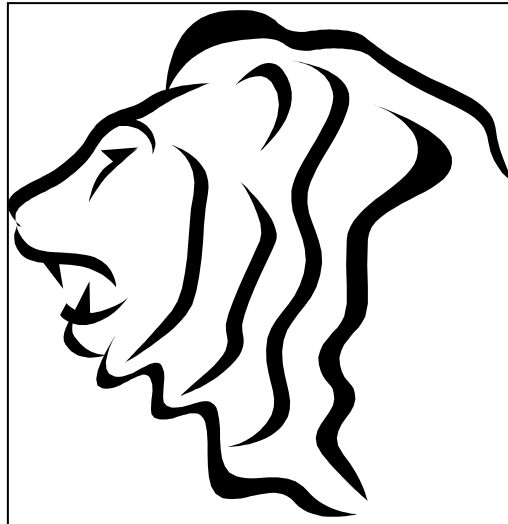


**FIRST BAPTIST**  
**CHURCH SCHOOL**



**STUDENT HANDBOOK**  
**2016-2017**

Approved by

**First Baptist Church School Board**

6-20-16

First Baptist Church School  
2016-2017

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# FIRST BAPTIST CHURCH SCHOOL INFORMATION

## **ABOUT OUR SCHOOL:**

First Baptist Church School is a Christian educational organization with Christian concepts taught in an atmosphere of love. The children are taught Christian principles based on truths of the Bible through Bible stories, Scripture memory and the weekly Chapel Service. First Baptist Church School is a member of the Texas Association of Baptist Schools (TABS). It is primarily supported by tuition fees, donations, and two major fund raisers

The administration and faculty strive to provide each child the highest advantages in academic excellence with emphasis on basic Christian philosophy, patriotism, discipline, and morals; and to ensure an outstanding academic, physical, mental, social and spiritual education. Some of the learning experiences include: phonics, reading, spelling, math, science, social studies, stories, poetry, physical fitness and outdoor play, art, Spanish, music, drama, field trips and life skills.

### **Our Purpose**

First Baptist Church School is a Christ-centered school established to assist parents in the education of their children, built on a biblical worldview, integrating faith with academic excellence, and challenging students to reach their highest potential for the glory of the LORD.

### **Our Mission**

The mission of First Baptist Church School is to equip students to become Christ-centered citizens and servants in our community and around the world.

### **Admission Policy**

First Baptist Church School practices a biblical philosophy of admissions and admits students of any race, color, gender, nationality, or ethnic origin to all rights, privileges, programs, and activities available to all students. The academic ability and the child's physical and emotional condition must not have limitations that would prohibit the school's program from meeting the child's needs, as well as the needs of the other children. Transfer students who meet this criteria are accepted. Students must have paid the previous school year's balance in full before they are allowed to enroll in the current school year.

### **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit. (Gen. 1:1; Matt. 28:19; John 10:33).

We believe in the deity of Christ. (John 10:33)

His virgin birth. (Isaiah 7:14; Matthew 1:23; Luke 1:35).

His sinless life. (Hebrews 4:15; 7:26).

His miracles. (John 2:11).

His vicarious and atoning death. (1 Cor. 15:3; Eph. 1:7; Hebrews 2:9).

His resurrection. (John 11:25; 1 Corinthians 15:3)

His ascension to the right hand of the Father. (Mark 16:19)

His personal return in power and glory. (Acts 1:11; Revelation 19:11).

3. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).

4. We believe in the resurrection of both the saved and lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29).

5. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

### **Affiliation**

First Baptist Church School is affiliated with the First Baptist Church of Beeville, Texas. It ministers to families in the Beeville community and surrounding areas. It is a member of the TABS, Texas Association of Baptist Schools.

## **TUITION AND FEES PAYMENTS:**

The enrollment fee is due at registration and is **non-refundable**. The materials/book fees are **non-refundable and** due no later than the last day of June. Fees paid after July 1 are subject to a late fee. **Tuition is due by the 15th of each month** and is the same regardless of holidays since it is pro-rated over ten months. No refunds are given for absences or illness. **Students are not officially registered until registration forms are completed and the enrollment fee is paid.**

A tuition envelope for your check will be sent home at the beginning of each month as a reminder. Extended care will be billed on a monthly basis. Hot lunch tickets may be purchased in the school office as needed. Please make your checks payable to First Baptist Church School. Payments should be made by the 15th of each month unless an emergency arises.

In such a case, the Director or Financial Secretary should be notified and arrangements for late payment made. **If payment or satisfactory arrangements for payment has not been made by the last calendar day of the month, the child will not be allowed to attend classes the following month.**

**The tuition envelope containing payment must be returned to the office each month. Teachers will not accept any type of payment in their classrooms.** First Baptist Church School's cash flow is such that we cannot successfully operate if tuition is late. F. B. C. School policy states that should tuition become in arrears, no test scores, report cards, or records will be released to parents or other schools until tuition, fees, and late fees are paid and current.

## **RETURNED CHECK FEE:**

There will be a returned check fee equivalent to the bank's charge to reimburse the school for each time that a check is returned to us by the bank. **After three returned checks, payment will be accepted only on a cash basis.**

## **END-OF-THE-YEAR PAYMENT:**

All fees must be taken care of before the last day of school. Report cards and school records will be withheld until payments are received.

## **DONATIONS:**

First Baptist Church School operates on a very conservative budget. Donations are essential to meet financial needs. We ask God to bless us through those who love and support the school. All donations are tax deductible and are greatly appreciated. We encourage friends not to donate their tithe; it belongs to their church. Gifts above the tithe are wisely invested in the lives of our students. Significant benefits can be made to this ministry through regular monthly donations by those who are able to donate.

## **FUND RAISING:**

Fund raising is essential to First Baptist Church School. Tuition alone does not cover the expenses needed to operate our school. Parental help is needed to successfully provide for the financial needs of the school.

## **SCHOOL HOURS:**

8:20 a.m. — 3:00 p.m. for Pre-K and Kinder    8:20 a.m. — 3:15 p.m. for Grades 1-6

**DROP OFF AND PICKUP:** No students will be picked up or dropped off on St. Mary's Street for any reason! Please do not park in the Circle Drive for any reason.

## **Drop Off:**

**Pre-K and Kindergarten students MUST be walked to class by an adult. 1st-6th Graders may walk to class alone and may come in through the courtyard gate.**

## **PICK UP:**

**Pick up** of Pre—K and Kindergarten students will be at 3:00 p.m. **through the car line at the court yard gate.** Pick up 1st—6th grades at 3:15 p.m. **through the car line at the court yard gate.** In the event of bad weather, the Circle Drive will be utilized.

### **EARLY CHECK OUT PROCEDURES:**

For the safety of the students and to maintain proper authorization, if a student needs to leave school during the day for any reason, (doctor's appointment, early release, etc.) the parent, guardian or approved pick up person **MUST** come to the office and sign the student out. A release form will be issued for the student's teacher. Upon returning to school the student **MUST** be signed back in, and an entrance form will be issued to give to the Teacher for re-entry.

### **LATE PICK UP:**

**At 3:30 p.m., all students will be placed in the extended care pro-gram and billed accordingly.** On days when we release early, parents must make appropriate arrangements to pick up their child (ren) before noon. After care is not available on early release days. If possible, please call the office to let us know that you will be late.

### **AUTHORIZED PICK UP OF A STUDENT:**

Please send a note if someone other than the parent is planning to pick up your child or if your child is to go home with another student. Otherwise: Only persons whose names are on the information sheet as having permission from the parent or legal guardian will be able to pick up your child.

A photo ID is required by anyone other than parents who pick a student. Members of car pools should be noted on your child's information sheet. A copy of the valid driver's license is needed the first time members of car pool pick up the child(ren). Special arrangements can be made to allow others to pick up children by sending a note written by the parent. A child **WILL NOT** be released into another adult's care without written authorization from parent/guardian. In the event of an emergency, parents may call the office to make pick up arrangements.

### **TEMPORARY GUARDIAN:**

When parents are out-of-town and children are left in the care of another adult, the school should be notified in writing. Information should include name and phone number of guardian authorized to pick up the child, if they are not already on the authorized pick up list.

### **MEDICAL:**

#### **IMMUNIZATION:**

A copy of your child's current immunization record must be returned with the registration forms for registration to be complete. State law and F.B.C.S. policy require validated records of immunization to be on file for all students.

**ANY STUDENT WHOSE IMMUNIZATION RECORDS ARE NOT COMPLETE WILL NOT BE ALLOWED TO BEGIN SCHOOL UNTIL SUCH RECORDS ARE UPDATED. If you choose not to immunize your child for religious or any other reason, a current document must be on file in the office .**

#### **SPECIAL HEALTH NEEDS:**

If a child has a special health need, such as asthma, seizures, allergies, or diabetes, a physician should provide a statement of needs with regard to the required medication, P.E. limitations, and/or emergency care and actions necessary at school.

#### **MEDICATION:**

**Short-Term** prescription medication will be administered only in accordance with the instructions on the original container and must be accompanied by a written request from the parent. Requests should include the student's name, amount of medication to be given, and the time the medication should be administered.

**Long-Term** medications to be given all year or for emergency situations must have written authorization from both the physician and the parent. The authorization is provided through completion of a Medication Administration Form which must be completed annually. Over the counter medications such as cough drops, Tylenol, and Caladryl lotion will not be administered without the written consent of the parent. A student may not carry medication in their lunch box or on their person.

**A student may have an Epi-pen and /or a rescue inhaler in their possession. Please make sure the office and the teacher is informed and that your child knows how to use what they need.**

## ILLNESS/COMMUNICABLE DISEASES:

Children are required to be free of fever for 24 hours without fever reducing medication, and 24 hours without vomiting or diarrhea or any communicable diseases in order to attend school. Parents are requested to pick up their children as soon as possible should the child develop a fever or vomit at school or exhibit symptoms of illness or conditions of a communicable disease. In some cases, a physician's statement may be necessary for the child to be readmitted to the school.

**Head Lice– Children with head lice will be sent home to be treated and are not allowed to return to school until they are nit free. A designated person will check them for compliance before they are admitted back in class.**

## **MEDICATION:**

Please note the list of the medications we keep on hand for bee and/or wasp stings and scrapes.

List of Medications kept in the classroom first aid kits for emergency treatment:

- A. Sting-Kill disposable swabs to relieve pain and itching from bee stings, insect bites (contains Benzocaine)
- B. Neosporin ointment (contains Neomycin & Polymyxin B Sulfates and Bacitracin Zinc)
- C. Cortaid 12 hour anti-itch cream (contains 1% Hydrocortisone cream)
- D. J & J cleansing Wipe (contains SD Alcohol 40, Benzalkonium Chloride and Propylene Glycol)
- E. Band-aids containing Neosporin Ointment (See above).
- F. Non-medicated Band-aids

**Appointments:** Doctor, dental, and other appointments are to be scheduled after school, when possible.

## **STUDENT RECORDS:**

Student records are maintained on all students and contain the following forms.

1. Required at registration/enrollment for first time students:
  - A. Registration Information Sheet
  - B. Medication Administration & Emergency Treatment Authorization form
  - C. Medical History Form
  - D. Birth Certificate
  - E. Current Immunization Records.
  - F. Previous school/Day Care Records
    1. Academics
    2. Attendance
    3. Discipline
2. Returning students are required to have:
  - A Registration Information sheet
  - B. Medication Administration & Emergency Treatment Authorization Form
  - C Medical History Form.
  - D. Current Immunization
3. Before classes start, the following forms must be completed and returned to school office:
  - A. Acknowledgment of Receipt of Handbook and Review of Same
  - B. Teachers Information Form
  - C. Extended Care Registration Form ( If applicable)
  - D. Volunteer Opportunities Form (PTF)
  - E. Tuition Assistance Application (If applicable)
4. Progress Reports and test scores will be kept in file as they occur
5. Other records include, student transfer forms, and request for records from other schools, etc.
6. All items must be received before enrollment is considered complete for students to be allowed to attend classes.

### **ELECTRONIC COMMUNICATIONS SYSTEM:**

School computer use is not private and the school will monitor student activity on the computer system. Computer use is not intended for entertainment.

The following actions are forbidden and will result in sanctions if they occur:

1. Sending, receiving or printing offensive messages or images.
2. Using obscene, insulting or threatening language when corresponding with another user
3. Consciously damaging computers, computer systems or computer networks, either through physical abuse of use of software.
4. Violating copyright laws.
5. Using the password or identity of another.
6. Unauthorized reading or reviewing the files of another user.
7. Employing the Internet for commercial purposes.

Teachers and administrators have the right and obligation to monitor student behavior while accessing the Internet. Accessing or downloading inappropriate material from the Internet will not be tolerated and will result in the student's loss of privilege of using the network, and may result in academic penalty and/or disciplinary action.

### **FIELD TRIPS:**

First Baptist Church School participates in field trips each year from August through May. Teachers are responsible for planning and scheduling their class field trips. Students are transported in private vehicles driven by parent volunteers and/or in the church van driven by authorized drivers. Only students of the grade taking field trip are allowed to attend the event. Parents are invited to attend, but NO siblings of any age are allowed to attend the event. **Parents must make other arrangements for any student for whom permission to go on the field trip is not given.**

### **MEDIA PARTICIPATION:**

The school takes pictures (photographs and/or video) for the purpose of school advertisements on bulletin boards, television, newspaper, FBCS's Facebook page and web site. As well as memorabilia record of activities and events. Permission or denial of permission shall be obtained from each parent at the beginning of the school year.

### **CARDIOPULMONARY RESUSCITATION AND FIRST AID:**

All faculty members are trained in Cardiopulmonary Resuscitation and Emergency First Aid and are certified to assist in case of an emergency until professional medical assistance is available.

### **SCHOOL/PARENT COMMUNICATION:**

All and any communication between school organizations and parents must be cleared through School Office and/or School Director. This includes PTF and any special occasions planned.

### **PARENT TEACHER FELLOWSHIP (PTF):**

All parents and/or guardians of children enrolled in FBCS are encouraged to participate in the PTF. We cannot operate effectively without parent volunteers.

## **ACHIEVEMENT REPORTS/PARENT CONFERENCES:**

Pre-K and Kindergarten students will have a parent teacher conference the first six weeks. **Report cards will be sent out thereafter.**

**Students in grades 1st– 6<sup>th</sup>** will receive a three-week progress report, which must be signed and returned to the classroom teacher.

All students in grades 1<sup>st</sup> – 6<sup>th</sup> will receive report cards each six weeks. This is contingent upon their account remaining current.

Evaluation conferences are held as needed and may be requested at any time during the school year.

During orientation, the most pertinent Handbook information will be highlighted in the general session and in the classroom sessions.

### **Parent / Teacher Conferences :**

**PARENTS MAY REQUEST CONFERENCES WITH THEIR CHILD'S TEACHER. CONFERENCES MUST BE SCHEDULED BY APPOINTMENT ONLY!**

## **SPECIAL STUDENT RECOGNITION:**

In order for a student to be recognized on the honor roll ,he or she must have all A's (90 % or better) or A/B grades (80 % or better) in the core subject areas. These students will be rewarded with Fun Friday coupons. At the end of the year we will recognize students who have the highest overall average. **All awards are based on six weeks averages, not semester.**

**Exception: The only award determined by using the final year grades is the Top GPA in each grade.**

**6th Grade Graduation: Gold honor cords will be given to the student with the top GPA for the year. Purple/gold honor cords will be given to any student with a 90 or above average for the year. Any graduate who has perfect attendance for the entire year will receive a perfect attendance trophy.**

**Breakfast: FBCS does not serve breakfast. Students must finish their breakfast before they enter the classroom. They will not be allowed to bring it to class.**

## **SNACKS AND LUNCHES:**

Parents will provide a healthy snack and water for your child. (See teacher for specifics).

A Hot Lunch Program is offered Monday thru Thursday .Prices are subject to change yearly. The cost will be set by the first week of school. A Lunch ticket may be purchased in the school office.

Please help us teach and re-enforce healthy food choices. **No red colored drinks are allowed due to us trying to keep our new carpets clean.**

**Happy Meal type toys are not allowed and should be taken out of the lunch before the lunch is delivered to your child.**

All food and drinks brought for lunch MUST be consumed during the lunch period and MAY NOT be taken to the class

**Students who do not have a lunch on days that we do not serve lunch, will be provided a peanut butter and jelly Uncrustable or a Lunchable ( in the event a child has an allergy to peanuts) and a lunch surcharge will be charged to their lunch account.**



## **HOLIDAYS:**

**The school calendar will show any holidays/events and will be available at the beginning of the school year. Please let your child's teacher know if you plan to be out of town during any stated school days so that make-up work can be given in advance.**

## **HOLIDAY STATEMENT:**

Our purpose in observing holidays at school throughout the year is to celebrate our Lord Jesus Christ. Classroom parties, refreshments, and decorations will have a theme that corresponds with the Christian emphasis of the school.

## **APPROVED CLASSROOM PARTIES:**

Thanksgiving      Christmas      Valentine's Day      Easter (Resurrection)      End of School Year

## **BIRTHDAYS:**

Parents may send or bring refreshments such as **clear non-carbonated drinks** and cookies, cupcakes or cake for birthday celebrations. **All birthday celebrations are to be held during the regularly scheduled lunch time for the specific class.** Be sure to arrange the date with your child's teacher. Party invitations may be distributed at school only if the entire class (or group, all girls or all boys) is invited. PLEASE! NO GIFTS may be sent for birthday parties at school. The goal is to keep these parties as simple as possible. No red colored drinks will be allowed due to our new carpets.

## **PERSONAL BELONGINGS:**

All items brought to school must be clearly marked with the student's name. Toys should be left at home, with the exception of show and tell items which may only be brought on show and tell days.

Happy Meal type toys should be removed from the child's lunch bag before it is delivered to school.

Student cell phones must be turned off during school hours. **Any phone or non allowed item will be confiscated by the teacher if it is out of the backpack or ringing.** Items confiscated can be picked up by the parent at the end of the school day.

Tablets, electronic games, MP3 players, etc. are NOT allowed at school or at before and after care.

## **CANCELLATION OF CLASSES:**

In case of hazardous weather, tune to the local radio station (105.7 FM). If Beeville I.S.D. cancels school, F.B.C.S. will also cancel classes. Any announcement will be aired before 7:45 A.M. A text message will also be sent out to those families who have registered and are signed up with Remind 101.

## **Fire /Severe Weather/Safety Drills:**

Drills will be scheduled monthly throughout the school year to train and practice in the event of a major incident such as fire, severe weather, tornado or intruder alert, etc.

## **ATTENDANCE:**

Students are required to attend school at least 90% of each academic year. If the student misses more than 10% of the school year, the parent will be asked to write a letter to the School Board explaining the reasons for the absences. The School Board will review the reasons presented for the absences and make decisions which may include promotion or retention. Upon returning to school after being absent, a note from the student's parent or guardian giving the reason for absence is required. Failure to provide appropriate documentation upon returning to school will result in an unexcused absence and the student will not be allowed to make up their work. The student is required to make up work for excused absences.

The student is required to make up work for excused or unexcused absences, as well as class work missed for any other reason. If the student misses more than (10 days), the Attendance Committee will review the case and make appropriate recommendations. Upon returning to school after being absent, a note from the student's parent or guardian giving the reason for absence is required. Students failing to submit such a note upon returning to school will be considered as absent without excuse. State law describes the following reasons as legal reasons for student absences (work missed in class can be made up): illness, serious illness or death in immediate family, medical emergency and absences approved in advance by the Principal/Director.

## **Make Up Work:**

FBCS adheres to the following reasons for excused student absences: illness, serious illness or death in the immediate family, medical emergency and any absences approved in advance by the Principal/Director. Failure to provide appropriate documentation within three days after returning to school will result in an unexcused absence and the student will not be allowed to make up their work.

Students who have excused absences are required to make up the work they missed within three days of returning to school. Failure to make up work may result in academic penalties. It is the student's responsibility to ask the teacher for assignments missed when he/she is absent.

Students who have been absent for any reason are encouraged to make up the work they missed within the time given by the teacher. Failure to make up work may result in academic penalties. It is the student's responsibility to ask the teacher for assignments missed when he/she is absent. Please let the teacher know if you plan to be out of town during any school days so that make-up work can be given in advance.

## **PERFECT ATTENDANCE:**

**Students will be awarded a perfect attendance certificate for attending all classes without being absent the entire school year. A student is considered tardy if he/she is not in the classroom at 8:20 A.M. If a student has a medical appointment, he/she will not be counted absent if a signed note from the doctor/dentist office is brought to the teacher and if the student is present for at least 3.5 hours of that day. A student may still qualify for perfect attendance recognition if he/she has 3 or less tardy per 6-week periods. Also, after 3 of these occurrences, the student may not receive a perfect attendance certificate.**

## **TARDY POLICY:**

Students will be considered tardy after 8:20 A.M. A student may still qualify for perfect attendance recognition if he/she has 3 or less tardies per 6-week periods. **After the 4th tardy, the student may not receive a perfect attendance certificate. Thereafter, every 4 tardies will be equal to one absence and marked as such on the report card. If an assignment is given before a child arrives at school, he/ she will not be able to make up the assignment and will receive a zero, if the tardy is unexcused**

## **DISCIPLINE AND EXPECTED BEHAVIOR:**

Good behavior shall be encouraged by special recognition and taught by example through fair and consistent rules with relevant corrections for misbehavior. All F.B.C.S. students are to be kind to others and demonstrate respect for others by showing the utmost regard for the property of the church, the school, the teachers, and the other students. Students are to use morally good conduct in their use of language and in relationships with others at all times. Students are to obey classroom and school rules, follow directions, keep hands and feet to themselves, and obtain "walking and talking" permission from teachers.

Students shall exercise proper manners by: showing courtesy to others, always addressing adults properly, being quiet in class, not interrupting, walking (not running) in the buildings and on the sidewalks, and using proper etiquette while eating. Good behavior will be rewarded in a manner determined by the teachers.

### **Part I: Rules**

Classroom Rules are posted in each classroom. They vary based on age appropriateness. To encourage students to follow the classroom rules, appropriate behavior will be reinforced by various ways.

### **Part II: Consequences**

Students will be taught to be responsible for themselves. The choice is theirs to follow the rules of the classroom and enjoy the rewards or disregard the classroom rules and accept the consequences. There are three levels of offenses and consequences.

Level I offenses include; disrespect, disruptive behavior, failure to comply, exhibiting inappropriate familiarity, horseplay, running when not appropriate, throwing objects, disobeying a classroom rule, or any other minor offenses as deemed by the administrator.

#### **Level I Disciplinary Consequences:**

Warning  
Color Change  
Loss of Recess  
Detention (lunch, in class or after school)  
Send to another classroom  
Letter to Parent  
Phone call to Parent  
Tally  
Send to Principal

Level II offenses include; persistent level I infractions, cheating, lying, damage to property, gross disruptive behavior, forgery, theft, profanity, obscene gestures, punching, slapping, fighting, kicking and pushing others, touching another student inappropriately, spitting on another student, looking under the restroom stall while another person is using the restroom, any action that results in injury to another child, or any other offenses as deemed by the administrator.

#### **Level II Disciplinary Consequences:**

Send to Directors' Office, Letter to Parent, Phone call to parent, Conference with parent, Tally Sheet, Suspension one– three days.

Level III offenses include; persistent level II infractions, any Level II infraction done to a staff member, a substitute, or volunteer, tobacco possessions, weapon possession, false fire alarm, fireworks or explosives, or any other major offenses as deemed by the administrator.

#### **Level III Disciplinary Consequences:**

Suspension One—Three Days, Expulsion. Note: Any suspension will include not being allowed to make up work and receiving a zero for that work. Any suspension results in an excused absence, but the student will no longer be eligible for perfect attendance awards.

All offenses will be documented and filed. A copy of the tally or Principal's Note will go home with the child on the day of the offense.

### **Part III: Rewards**

Negative consequences will stop unwanted behavior, but only positive consequences will change behavior.

#### **Examples of Rewards:**

Caught being good coupons -Rewards from Teacher and /or Director, verbal praise (frequent), positive notes to parents, Class rewards, Director's Awards

### **DISCIPLINARY PROBATION:**

A student may be placed on disciplinary probation. After a period of time, the student's behavior will be evaluated and appropriate recommendations made by school officials in consultation with parents.

### **EXPULSION:**

A student will be expelled from First Baptist Church School for the remainder of the school year because of incorrigible behavior, which the administration deems unacceptable for F.B.C.S. students. If a student needs to be suspended three times, he/she would be considered for expulsion rather than suspension for that third offense.

First Baptist Church School expects full cooperation from both students and parents. If, at any time, the school believes that this cooperation is lacking or if the student's behavior or attitude is one that is out of harmony with the spirit and standards of F.B.C.S., he/she may be required to withdraw.

### **PARENT/STUDENT GRIEVANCE PROCEDURE:**

The following procedure will be followed:

- Step 1: Teacher/School staff
- Step 2: School Director
- Step 3: School Committee
- Step 4: FBC Pastor

The parent or student with a complaint or concern will *first* take his or her complaint or concern directly to the teacher or staff member. If the complaint or concern is not addressed and met with satisfaction by the teacher or staff member, then the parent or student shall bring it to the school director. At that time, if it is not addressed and met with satisfaction by the school director, the parent or student shall then take it before the school committee. If the school committee can not resolve the issue, then it will be brought before the FBC Pastor. (The complaints can be presented verbally or in writing. The School Committee strongly recommends the complaint be in writing.)

### **Grading Guidelines:**

- **Achievement or progress in pre-kindergarten shall be reported as (1) Beginning, (2) Developing, (3) Proficient, and (X) Not Taught, yet.**
- Achievement or progress in kindergarten shall be reported as (S) Satisfactory, (N) Needs Improvement, and (U) Unsatisfactory. Teachers will hold parent conferences the first six weeks in lieu of a report card.
- In grade 1-6, achievement shall be reported to parents as number grades for reading, language arts, math, science, social studies, spelling, and **MUSIC**. An E (Excellent), S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory) for Bible, Health, Physical Education Computer, and Introduction to Spanish.
- The teacher has the discretion to allow reteach and retest. The grade will not exceed a maximum grade of 70 as an additional grade.
- Missing assignments are recorded as a zero in calculating the six weeks' grade.
- All grades will be reported each six-weeks. Report Cards are to be issued on Wednesday following the close of the six-weeks. Progress reports will be issued on Wednesday following the mid-point of the six weeks. All reports to parents are expected to be returned signed by the parents /guardians.
- Semester grades are based upon an average of the three six week's grades in the semester. There are two semesters: Fall and Spring. The two semester grades are averaged at the end of the year to determine the final grade.
- **Music class grades will not affect honor roll or grade point averages.**

### **CITIZENSHIP GRADES:**

A citizenship record will be kept for each student. Behaviors that are considered in determining the citizenship grades are those stated above.

**Students enrolled in Pre- K -1st must have a S in citizenship to receive a citizenship award.**

**Students enrolled in 2nd-6th grade must have an E in citizenship to receive a citizenship award.**

## Promotions and Retention:

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion— references, and any other necessary academic information as determined by First Baptist church School.

### Pre-Kinder and Kinder

A probation period of three weeks will be granted to students whose parents are in disagreement with the teacher recommendation of student retention. If the student is unsuccessful during this allotted time, the student will be placed back in the prior grade after meeting with the parents. Parents who enroll their child with this stipulation will be required to sign a waiver agreeing to this placement. Parents who choose not to sign the waiver will not be allowed to enroll their child in the requested grade level.

### Grades 1-6

In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 in all core subjects ( Reading, Math, Science, History, Language, and Spelling ) for the year. In addition, a student shall attain an average of 70 or above in math and reading and shall be in attendance compliance.

A student who does not meet the criterion for promotion stated above will be retained in the current grade level.

## APPEARANCE AND APPAREL:

First Baptist Church School does not require a uniform to be worn by the students, but all students are expected to dress neatly, modestly and following appropriate standards of dress and personal appearance.

Students will adhere to the following requirements, which include, but may not be limited to, these criteria:

Personal appearance, including hairstyles for boys and girls, nails, etc. will be neat and not distracting. Students hair must not cover brows or hinder the student's vision in any way. Students hair must be properly restrained and kept out of their face at all times.

Make-up will not be worn at school by any student. Earrings are prohibited for boys. Girls' earrings should not dangle, they should be safe and not distracting in size. No costume jewelry.

Slacks and jeans for both boys and girls will be neat in appearance and modest in fit. Shorts and pants, including jeans should not have any writing on them, or be torn or have any holes. No hip hugger jeans.

Shirts and blouses that have shirttail hems will be tucked in slacks, jeans, skirts, or shorts. Tank tops, spaghetti straps, transparent or see through, muscle shirts, and tops that expose the back or midriff shall not be worn to school by any student. Tops should be long enough not to expose the midriff when the arms are lifted.

Girls will not be allowed to wear mini-dresses and dresses (with spaghetti straps) exposing the back, shoulders, or midriff. **Girls' wearing dresses or skirts to physical education classes are required to wear shorts underneath.**

Students may wear walking shorts, Capri pants or any shorts up to two inches above the knees to class. NO short shorts, biking shorts, or jogging shorts shall not be worn to school by any student at any time. Shorts should be modest and appropriate for school. Please monitor your child's growth throughout the year. They will outgrow lengths of shorts.

Any clothing or jewelry with inappropriate slogans, advertisements, or symbolism shall not be worn at school.

Athletic shoes, tennis shoes should be safe, non-marring, and properly laced at all times. Properly fitting athletic shoes with socks are REQUIRED for physical education classes. No cleats. No high-heeled shoes, flip flops , or shoes without a heel strap will be worn to school. Students not wearing athletic shoes to school are asked to bring an extra pair of athletic shoes and leave them in the classroom to be used for physical education classes. Failure to comply with these requirements will reflect negatively on the students' P.E. grade.

No caps, hats or hoodies should be worn in class or in the buildings, unless approved during a special event or school activity.

Since different fads come and go, the school has the authority to determine if any of the above requirements need to be changed.

To encourage school spirit, students are encouraged to wear the purple school t-shirt on Wednesday for Chapel. Any purple shirt you already own may also be worn to Chapel. Classes that have full participation will be recognized with a reward. Purple School t-shirts will be worn for field trips as well. Only students wearing their purple school t-shirt will be chosen to be leaders in Chapel on Wednesday.

Students must wear athletic shoes for physical education classes to prevent injury. Failure to comply with these requirements will cause the student not to participate in class which will reflect negatively on the student's PE Grade.

### **EXTENDED CARE:**

#### **Morning Program:**

Morning drop-off will be held in the Christian Activity Center. (CAC) All students from PK-4 through 6th grade are eligible for this program. Students will remain in the CAC room until they are walked across the street to the school. **For your child's safety, children left at school before 8:10 a.m. will be placed in the supervised program.**

Students will be allowed to eat breakfast at this time if breakfast is sent with them. They also may work on homework, read a book, or visit quietly with friends. Students will be responsible for their own belongings and are to follow all school rules.

**Students must finish their breakfast before leaving morning care.**

#### **Afternoon Program :**

**At 3:30 p.m., all students remaining on campus will be taken to the CAC and parents will be charged an after care fee.** Students who stay for the after school program will utilize the CAC building and should be picked up accordingly by parents or an authorized adult at or before 5:30 p.m. LATE pick-up will be subject to an additional charge of \$1.00 for every minute late.

A snack will be provided and is included in the cost of the program.

Students will engage in a variety of activities during this time. They may work on their homework, play games, and have a recreation time. When weather permits they will go out to the playground. In bad weather or if a church function prohibits the use of the CAC/playground the children will be housed in the Education Building. A text 101 will be sent out when the children are not in the CAC.

### **PLEASE NOTE:**

**The extended care program is unable to provide care for any children other than F.B.C.S. students.** The program hours are from 7:30 a.m. to 8:10 a.m. for the morning program and 3:30 p.m. to 5:30 p.m. for the afterschool program.

**Tuition for this program will be billed in the same envelope as school tuition and may be paid along with tuition using the same check, paid with a separate check, or paid in cash. There is no registration fee, and no refunds will be given for absences for extended care.**

***For program costs and to enroll in this program, please contact the school office.***