

# FIRST BAPTIST CHRISTIAN SCHOOL

2015-2016



# STUDENT HANDBOOK

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# Table of Contents

## **General Information:**

Absences .....	Page 3
Authority Structure.....	Page 4
Bad Weather Closing .....	Page 4
Birthdays.....	Page 4
Carpool.....	Page 4
Cellphones and Electronic Devices .....	Page 5
Checkout Procedures.....	Page 5
Communication .....	Page 5
Discipline.....	Page 6-9
Donations.....	Page 9
Dress for School Events.....	Page 9
Early Dismissal.....	Page 9
Extended Care.....	Page 10
Exams.....	Page 10
Extracurricular Activities.....	Page 10
Family Vacation.....	Page 10
Field Trips.....	Page 10
Financial.....	Page 11
Food/Lunch.....	Page 11
Grading Procedures.....	Page 12
Half Days.....	Page 13
Honor Roll.....	Page 13
Holiday Parties.....	Page 13
Internet.....	Page 13
Library.....	Page 13
Medication .....	Page 13
Messages/Phone Use .....	Page 13
Parent Involvement.....	Page 14
Printer/Internet Use for Students.....	Page 14
School Hours.....	Page 14
School Pictures.....	Page 14
Service Hours.....	Page 14
Tardies.....	Page 14
Uniform Policy.....	Page 15
Visitors/Closed Campus.....	Page 16

## **Secondary Students:**

Automobiles.....	Page 16
Dropping Classes.....	Page 16
High School Requirements.....	Page 17
iPads.....	Page 17
Lockers.....	Page 17
PE Clothes.....	Page 18
Taking Classes Outside of FBCS.....	Page 18
Seniors.....	Page 18

## GENERAL INFORMATION

First Baptist Christian School is operated and governed by First Baptist Church of Slidell, Louisiana. First Baptist Church's school ministry is dedicated to providing an academically excellent Christian education which emphasizes the importance of personal faith in God and His revealed Word.

First Baptist Christian School seeks to serve the broad Christian family through its educational system. We realize that with varying views we cannot serve all Christian families due to doctrinal and philosophical differences. If conflicts cannot be resolved we ask that you, the parent, withdraw your child/ren voluntarily rather than seek to change the philosophy, purpose and government of our school system.

### **ABSENCES**

Students in grades 1-8 may not miss more than **10 DAYS** of school (**excused or unexcused**) during the school year and high school students may not miss more than **5 DAYS (excused or unexcused)** per semester. If that number is exceeded, the child may be retained in the same grade the following school year or lose course credit for students in the upper grades. If the student is absent for an extended period of time for sickness or emergency, parents should notify the school office and make arrangements with the student's teachers for makeup work.

It is the student's responsibility to get makeup work from their teachers, and students must complete the work within 1 school day per each day missed if the absence is excused. Any assignments made up within the allotted time after an excused absence will be given full credit. Any work turned in late after an excused absence or any work turned in after an unexcused absence will still be eligible for at least a 60/F during the five school days following the absence. **Long term assignments (work assigned more than seven days earlier) are required to be turned in on the day due even if a student is out of school on the due day; the consequence for not turning the assignment in on the due date is a zero for the assignment.** Students who check in late or check out early are still responsible for assignments due that day.

The following are considered excusable absences:

- illness of a student
- death in immediate family
- medical appointment—must bring note from doctor's office (All appointments should be scheduled before or after school hours whenever possible)
- approved mission trips and church related trips (must be pre-approved at least two weeks in advance)
- FBCS sports (away games/meets)
- CDC kindergarten graduation ceremony—only siblings of the student are excused

Students must not have had fever, diarrhea, or vomiting for 24 hours without the aid of medication before they can return to school after being ill. All medications must be turned in to the office before homeroom with student name and instructions. See "Medication" below.

**A written excuse must be presented to student services upon his/her return to school before the morning tardy bell within two days of the absence.** The excuse must contain the following information: student's full name, date(s) the student was absent, reason for the absence(s), the parent or guardian's signature, and date. If the student is absent 3 or more days, the student must have a doctor's notice which will be verified by the school. **A doctor's excuse is valid only if the student was assessed medically by the doctor's office through a**

**physical exam.** A doctor's note must include the date and also must have the time of appointment. Any proof of false excuses will result in unexcused absences and possible discipline. Student Services will issue a Return to School Report that must be initiated by each period teacher. Students absent due to FBCS sports do not need a note from parents.

**Excuses are considered invalid if not received within two school days after the student returns to school.**

## **AUTHORITY STRUCTURE**

At FBCS the appeal to the higher authority should be made in the following order:

- Teacher
- School Administrator – Mona Nelson
- School Committee

FBC pastor, Ricky Cummings, will serve as an arbitrator should the occasion arise.

## **BAD WEATHER CLOSING**

If the St. Tammany Parish School System is closed due to inclement weather, FBCS will also be closed. Listen to local radio and T.V. stations for this information.

## **BIRTHDAYS**

Birthdays may be shared at school in the elementary grades. Parents must obtain permission for the event, including food and drink, with their child's teacher first. No party prizes or favors are allowed; only cake, cupcakes, etc. that may be eaten during snack time. If parents choose to send party invitations to school for an out of school event, they must send enough for each child in the class. Otherwise, please mail privately. A birthday table will be set up at the end of every month in the cafeteria at lunch to celebrate students and staff who have had a birthday that month.

## **CARPOOL**

For the safety of all FBCS students, parents must drive through the car pool line to drop off their children. For afternoon carpool, parents are to park and pick their child up from the classroom. This is not a time to have a conference with your child's teacher. Please make a scheduled appointment for conferences. **Students are to be in their homeroom classroom by the 8:00 bell. Carpool will end at 8:00. Students will not be given a late pass to class if they were in the carpool line. If the student is not in class when the bell rings, the student must report to Student Services for a Tardy Slip before entering the classroom. Please see "Truancy" for more information.**

The procedure for drop-off in the morning is as follows:

- Enter the South driveway (WITHOUT the red light)
- All cars must go through the car pool line
- Drive slowly (10 mph) and be alert
- Follow the instructions of the duty teachers
- Students may only exit cars with assistance by staff.
- Students may not be dropped off or picked up at any other area on campus
- Notify the school by phone or letter if your child is riding with someone other than the designated persons
- Any secondary students driving to school: see "Secondary Students: Automobiles"

- Any student walking or riding a bicycle to school must have a Permission to Walk or Bike to School form signed by parents. Students are not to walk off campus to be picked up at another site. **Any student walking off campus without signed form is subject to suspension. Walkers are dismissed after carpool.**

## **CELL PHONES AND ELECTRONIC DEVICES**

**Any student bringing a cell phone to school must have the phone turned off and put away in backpack. The phone cannot be on the student or in the student's pocket. Any student having the phone not put away, powered on, and/or using the phone at school will be subject to discipline. Students staying after school hours for sports or extracurricular activities may use their phones after 3:10.**

**Elementary students may bring laptops and electronic readers to school for educational purposes if approved by the teacher. They may not be on the internet or using programs not for school purposes at any time with these devices. No elementary student may use the internet during school hours on campus.** For students not adhering to these rules, see Discipline: Class II Violation: 2:12. The school is not responsible for lost or stolen phones or other electronic devices.

Students are not allowed to contact parents during the school day by email or cell phone. All students needing to contact parents must go through Student Services.

## **CHECK OUT PROCEDURES**

Any parent or guardian who needs to check out a child must report to Student Services. Students will not be allowed to be checked out after 2:45 unless there is an emergency or permission is gained from administration. Students are not allowed to contact parents during the school day by email or cell phone. All students needing to contact parents must go through Student Services.

## **COMMUNICATION**

Most communication from the school is sent electronically. It is the parent's responsibility to check grades on Headmaster and notices on email. Parents should notify the school immediately if the family's email account changes.

## **DISCIPLINE**

### **DISCIPLINE PROCEDURE FOR CLASS I VIOLATIONS**

Disciplinary actions for violations of Class I behaviors may include the following: student/teacher conference; parent/teacher conference; administrative conference; lower conduct grade (in elementary); lower student participation grade (if applicable); written assignment; community service or teacher detention (see page 4).

#### **Class I Violations**

- |  |   |
|--|---|
| 1.0 Failure to bring materials to class  | 1.13 "Horseplay"  |
| 1.1 Failure to return forms/tests  | 1.14 Gum chewing  |
| 1.2 Violation of dress code  | 1.15 Using lockers at wrong time  |
| 1.3 Not participating in class, sleeping   | 1.16 Possession of toys, games,<br>permanent markers, white-out                                     |
| 1.4 Cheating (includes talking during test)<br>(receives zero on test or assignment) | 1.17 Littering  |
| 1.5 Disturbing class or other students   | 1.18 Bringing medication (including<br>cough drops)   |
| 1.6 Grooming in class  | 1.19 Abusive language or behavior   |
| 1.7 Eating/drinking in unauthorized place  | 1.20 Lying  |
| 1.8 Tardiness  | 1.21 Violation of classroom rules   |
| 1.9 Being in unauthorized area of campus   | 1.22 Any other offense which the<br>Administration may reasonably<br>judge to fall in this category |
| 1.10 Sitting in parked cars  |   |
| 1.11 Inappropriate public display of affection                                       |   |
| 1.12 Running in building or hallways   |   |

## **DISCIPLINE PROCEDURE FOR CLASS II VIOLATIONS**

Disciplinary actions for violations of Class II behaviors may include the following: in school parent conference with administrator, corporal punishment (see below), Saturday detention (see below), and/or short or long term suspension. During a suspension, the student will not be allowed to participate in any extra curricular activities including sports and club events. After the third suspension, the student's record will be brought before the School Committee for possible expulsion. For misuse of cell phones or electronic devices, the student will receive a Saturday detention beginning with the first infraction.

### **Class II Violations**

- |  |   |
|--|---|
| 2.0 Habitual violation of Class I behaviors (4 times)                | 2.19 Use of profane, obscene, or inappropriate language, materials, or gestures                                 |
| 2.1 Truancy from school  | 2.20 Signature forgery  |
| 2.2 Cutting class  | 2.21 Throwing potentially harmful object(s)   |
| 2.3 Leaving FBCS campus (portables, gym, library) without permission | 2.22 Cutting teacher detentions or failing to turn in disciplinary written assignments                          |
| 2.4 Leaving a classroom without permission                           | 2.23 Going through a teacher's desk or personal belongings  |
| 2.5 Action perceived as sexually harassing                           | 2.24 Failing to attend Saturday detention (suspension)  |
| 2.6 Willful disobedience or defiance                                 | 2.25 Repeated cheating or lying   |
| 2.7 Disrespect for authority   | 2.26 Reckless driving of a motorized vehicle on campus  |
| 2.8 Vandalism (restitution required)                                 | 2.27 Inappropriate use of private social media, i.e. misconduct involving sexual behavior, alcohol, drugs, etc. |
| 2.9 Fighting   | 2.28 Any other offense which the Administrator may reasonably judge to fall within this Category                |
| 2.10 Threatening other students                                      |   |
| 2.11 Causing bodily injury to another student                        |   |
| 2.12 Cell Phone or electronic device misuse                          |   |
| 2.13* Bullying, harassing, or cyber-bullying                         |   |
| 2.14 Possessing tobacco products, lighter or matches                 |   |
| 2.15 Willfully pulling the fire alarm                                |   |
| 2.16 Smoking   |   |
| 2.17 Stealing money or property less than \$50                       |   |
| 2.18 Racist remarks, slurs, jokes, etc.                              |   |

\*Bullying: spreading rumors, posting mean-spirited or unflattering images with intent to embarrass or humiliate, making derogatory comments, and/or making threats by means of speech, email, instant message, text message, any social media or with any other use of technology or electronic means which make the victim feel intimidated or unsafe while on campus

## **DISCIPLINE PROCEDURE FOR CLASS III VIOLATIONS**

Disciplinary actions for violations of Class III behaviors may include the following: drug testing requirement, suspension with student's record being reviewed by School Committee for possible expulsion and/or arrest by local law enforcement. Possession of an illegal drug, prescription narcotic, or drug paraphernalia results in immediate expulsion. Testing positive for an illegal drug or prescription narcotic results in immediate expulsion.

### **Class III Violations**

- |   |   |
|---|---|
| 3.0 Fourth suspension   | 3.9 Being affected by or being under the influence of drugs/alcohol as can be reasonably perceived by an educator   |
| 3.1 Multiple Class II offenses in a single incident   | 3.10 Possessing any weapon or potential weapon on campus  |
| 3.2 Threatening or assaulting a staff member  | 3.11 Deviating from the permitted usage and sites on any FBCS computer as per the FBCS Computer Policy Release form |
| 3.3 Committing arson  | 3.12 Any other offense which the Administrator may reasonably judge to fall within this category                    |
| 3.4 Making bomb threats   |   |
| 3.5 Igniting fireworks or firecrackers on campus  |   |
| 3.6 Stealing money or property valued more than \$50  |   |
| 3.7 In possession of illegal drugs, alcohol, drug paraphernalia, pornography, or other items deemed inappropriate by Administration |   |
| 3.8 Cheating by using teacher editions of workbooks or textbooks  |   |

### **CORPORAL PUNISHMENT**

The school administrator may use corporal punishment after written and oral permission are obtained from the student's parent. Written permission will be kept on file in the office. The school administrator will administer a paddle to the buttocks in the presence of a staff witness. The number of swats is determined by the severity of the infraction and may not exceed four. If the parent chooses to administer corporal punishment, the administrator will act as a witness. Corporal punishment will not be used if the parents choose not to sign the permission slip or if the student has a physical injury which may be further aggravated by the use of corporal punishment.

### **CYBER-BULLYING/INAPPROPRIATE SOCIAL MEDIA**

Students are expected to treat others as the Bible directs Christians to do. Any bullying done over the internet on email or social media will be cause for discipline measures at school even if the action was not done at school. Also, inappropriate language, pictures, etc. on social media will also be cause for disciplinary action at school. If your child encounters a cyberbullying situation, please take a screenshot of the incident and print out for administration.

### **SATURDAY DETENTION**

Saturday Detentions will be held from 7:30am-9:30am. All students who have a detention will meet the detention teacher at the head of the carpool line. After all students attending are checked in, the teacher will hold the detention in his/her classroom. Students must wear their regular school uniforms. Students may not bring any food or beverages except for a bottle of water.



Students must bring cash or check made out to FBCS in the amount of \$25.00 and must turn this in to the detention teacher at the time of check-in. The detention teacher will have all materials for the designated work. Students must be picked up at 9:30am or may incur additional charges. Students who do not show for Saturday detentions will be charged the \$25 and rescheduled for the next Saturday resulting in an additional \$25. If a student misses Saturday detention for the second time, the student will automatically incur at least one day of suspension.

### **SUSPENSIONS**

The days of school missed from disciplinary suspensions **do count** towards the student's days absent and are reported as unexcused. A zero will be given for all work missed during the suspension.

### **TEACHER DETENTION AND COMMUNITY SERVICE**

Teacher detentions will require that the student stay after school in the teacher's classroom. The detention will be punish-work or make-up work. Community Service will require the student to stay after school and work in either the teacher's classroom or another area on campus to help keep our classrooms and campus neat and clean. This service may be cleaning windows, sweeping sidewalks, wiping classroom boards, dusting, vacuuming, taking out trash, etc.

### **DONATIONS**

Donations are accepted and appreciated! All donations received by First Baptist Christian School become wholly its property and will be used as deemed appropriate by the school. Your donation may be undesignated or to one of the following funds: Benevolence Fund, Building Fund, School, or Sports.

### **DRESS FOR SCHOOL EVENTS**

All school events fall under the authority of FBCS administration. Administration reserves the right to exclude from the event any parent, student or guest not appropriately dressed. This rule applies to events on campus and/or events that are held away from our school campus. "Appropriate" refers to length of skirts/shorts, revealing necklines, language and images on clothing, and the tightness of the garment. The appropriateness of student dress as it relates to the goals of our dress code is always up to the discretion and judgment of school administration.

#### **Rules for parents and students on our campus and fieldtrips:**

- All dress should emphasize modesty.
- No clothes may be worn that show any reference to sex, drugs, foul language, alcohol, violence or gang related activity, disrespect for authority or others, or any inappropriate bands/music.
- No form fitting or excessively tight clothing such as yoga style pants without shorts.
- No short shorts.
- No clothing that shows cleavage.
- No men without shirts.

### **EARLY DISMISSAL**

If your child must be taken out of class during the day, please notify the teacher so assignments may be given/collected prior to the student's dismissal. Sign your child out through Student Services prior to leaving.

## **EXTENDED CARE**

BeforeCare is available in the morning from 6:00am – 7:45am. The registration fee is \$30.00 for the school year. If registered, the fee is \$3.25 per hour for each child. If not registered, the fee is \$4.25 per hour. AfterCare is also offered, operating from 3:30 to 6:00 p.m. at \$3.25 per hour. Parents will be billed once a month for these services. A penalty fee of \$25.00 per thirty minute period is assessed for students that remain in AfterCare past 6:00 p.m. in the evening. Parents are expected to have a backup plan to cover emergencies that may arise.

A monthly bill will be sent to parents using this service. These bills must be paid by the 15<sup>th</sup> of the following month in order to continue using Extended Care.

**Parents must sign in the student in the morning and sign out the student in the afternoon. Please do not call your child in AfterCare to meet you outside.**

## **EXAMS**

End of nine week exams will be given to all junior high/high school students the last week of each grading period and will count 200 points towards the final nine-weeks' grade. No student will be allowed to take 2<sup>nd</sup> and/or 4<sup>th</sup> nine-weeks exams until all financial accounts are clear with the office. Exams at the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine-weeks will be held during half-days of school. Students will not be excused if checking out after exams except for exemptions under "Absences."

## **EXTRACURRICULAR ACTIVITIES**

FBCS requires students to maintain a GPA of 2.0 each nine-week period for participation in extracurricular activities. Students will be put on probation if grades are not maintained by interims. A student will be ineligible to participate if:

1. His/her GPA falls below a 2.0 in a nine-week period, and /or
2. His/her conduct grade is lower than a C during the nine-week period for elementary students or he/she receives an unsatisfactory rating for conduct on recommendation form for junior high and high school students.

Activity coordinators will provide additional guidelines for each extracurricular activity.

## **FAMILY VACATIONS**

**Family Vacations are not excused absences.**

## **FIELD TRIPS**

Field trips are used to reinforce concepts taught in the classroom or as a social event. In either case, a permission slip must be signed and on file in the school office before the child may participate in a field trip. Parents may be asked to act as chaperons or to assist in transportation for local trips. **SIBLINGS ARE NOT TO ACCOMPANY PARENTS ON A FIELD TRIP.**

Field trips are paid for in registration money; therefore, no additional money should be required except for souvenir money if appropriate. **All adults attending field trip must be dressed appropriately and must behave in a manner consistent with good role models.**

## FINANCIAL

All checks should be made out to First Baptist Christian School. Please mark in Memo section on check the payment category: Tuition, Lunch, Extended Care, Sports fee, etc. **Always include payment stub when paying tuition.**

Reminders: 1) **Tuition must be paid by the 5<sup>th</sup> of the month**; if not, you must pay a late fee of \$25.00. If your child withdraws from FBCS, you will be responsible for payment of that month if he/she has attended any day of the month. If tuition is not paid by the 15<sup>th</sup> of the month, your child will not be allowed to return to school until payment is rendered or arrangements have been made with administrator. (2) **Registration monies must be paid at the time of registration. These fees are non-refundable. If not paid by the first of May, registration fees increase by \$100. If not paid by the first of June, registration fees increase by \$200.** (3) Building fees and Application fees are non-refundable. (4) Please do not include payment for sports and club fees in the same check as other school fees. (5) Lunches are to be prepaid for the month. (6) ***All accounts must be current at the end of each semester in order for students to take exams or major tests to end that nine-weeks period.***

### FEES FOR 2015-2016 SCHOOL YEAR

**Application fee:** New student \$50.00 (nonrefundable)

**Registration:** \$450.00

**Building Fee:** \$50.00/per student (nonrefundable)

**Tuition:** \$3,390.00 1<sup>st</sup> – 6<sup>th</sup> Grade  
\$3,690.00 7<sup>th</sup> & 8<sup>th</sup> Grade  
\$3,890.00 9<sup>th</sup> – 12<sup>th</sup> Grade

**Technology Fee:** \$ 300.00 7<sup>th</sup> – 12<sup>th</sup> Grade

**Registration, Building Fee, and Technology Fee are nonrefundable. If any fees are outstanding from the previous school year, registration monies will be applied towards the outstanding balance. Your student will lose his/her spot on the classroom roster and the student will need to be registered after accounts are cleared.**

**Options:** Full payment or Finance

**Deadline dates will be given yearly for all fees.**

**Financing:** A flat interest rate of 10% will apply to all loans.

**FBCS offers a multi child discount of 5% for siblings enrolled in grades 1-12.**

**Tuition refunds:** If you should withdraw your student, you are responsible for the month they attend even if it is only (1) day. If you paid in full, you will receive a refund check in the mail after all accounts cleared and books returned.

## FOOD/LUNCH

Children in grades 1-6 may bring snacks (no gum or candy) to eat during the afternoon recess. Junior High and High School students may bring a small snack to eat at the beginning of 3<sup>rd</sup> period. Snacks should be as sugar-free as possible.

Hot lunches will be served Monday through Thursday and may be purchased for \$3.25 per meal including milk or water. Fridays are Pizza Day and each student may buy a fourth of a pizza

for \$3.25. Children bringing their lunches may purchase milk or water for 50 cents. For the safety of your child, drinks may not be brought in glass containers from home. No students may use the microwave. **STUDENTS MAY EAT LUNCH IN THE CAFETERIA ONLY. NO STUDENT MAY BE IN THE KITCHEN DURING LUNCH TIMES.** Lunch menus are listed on Headmaster.

**Parents must prepay lunch at the beginning of every month.** Parents may send in a check with the student or mail it in. The most convenient way to pay if parents are paying tuition by the month is to send one check with the payment stub and include lunch payment for the following month. At the end of the year, parents will be repaid for overpayment. No money will be collected through the classroom for lunch. Each homeroom teacher will take a lunch count every morning for hot lunch and milk. If a student orders lunch, the parents will be billed for the lunch unless the student checks out sick. If the student does not order lunch and then decides he/she wants to eat, he/she will have to go to the back of the line and may be served if there are extras. Please stress to your children the importance of ordering lunch if they need one so that our lunch count will be correct.

FBCS students may participate in bake sales on a weekly basis. Bake sales are held during lunch recess. **Only students in grades 7-12 may use the vending machines and they may use them only during the lunch period or after carpool.**

## **GRADING PROCEDURES**

The following grading scale is used at FBCS:

A = 100 – 93 = 4 Quality Points

B = 92 – 85 = 3 Quality Points

C = 84 – 75 = 2 Quality Points

D = 74 – 67 = 1 Quality Point

F = 66 & below = No Quality Points

If a student is absent more than 10 days during a school year, five (5) during a semester, his record will be evaluated to determine whether he will be retained or promoted to the next grade. The loss of semester credit may occur in grades nine through twelve.

Classification of High School Students:

0-5.5 Credits=Freshman

12.5-18 Credits=Junior

6-12 Credits= Sophomore

18.5 plus Credits=Senior

## **Pupil Progression:**

First Grade shall not be promoted if the student does not show at least 80% proficiency in Math, Phonics, and Reading by the end of the fourth nine-weeks.

Second & Third Grades shall not be promoted if the student fails Reading or Math or two of these subjects: Language, Science, Social Studies, and Spelling.

Fourth, Fifth & Sixth Grades shall not be promoted if the student fails Reading or Math or two of these subjects: Language, Science, Social Studies, and Spelling or a combination of any one major subject and the two minor subjects, Bible and Elective.

Seventh and Eighth Grades shall not be promoted if the student fails any two major subjects (Math, Reading, English, Social Studies, Science) or any three minor subjects (all other subjects) or any combination of one major and two minor subjects.

Grades nine through twelve: Promotion is based on the number of Carnegie units earned during the year. Refer to the Grade Level Classification Requirements listed above.

**HALF DAYS:** All students will have several half day classes during the exam period of the 2<sup>nd</sup> and 4<sup>th</sup> nine-weeks. Please check the school schedule for those dates.

**HONOR ROLL:** A student is eligible for "A" Honor Roll when he/she has all A's on the report card. A student is eligible for "A/B" Honor if he/she has all A's and B's on the report card.

In the elementary grades, Handwriting will not be counted for Honor Roll. All Special Subject classes **will count** towards the Honor Roll including: Music/Art, PE, Spanish, and Computer. Conduct grades may not be below a "B" for Honor Roll consideration.

## **HOLIDAY PARTIES**

All parties must be conducted on campus unless special permission is given by the administrator. The holidays celebrated are Thanksgiving (all grades), Christmas (all grades), Valentine's Day (1-6) and Easter (1-6). Parties will be held from 2:30-3:10 unless otherwise notified. **BECAUSE PARENTS ARE CHAPERONES, OTHER SIBLINGS ARE NOT INVITED TO THE PARTIES.**

## **INTERNET**

**Parents and students need to be aware that putting pictures of minors from field trips or school events on any public website without the permission of their parents is against the law. Please be very careful about how you use the pictures that you take on special events.**

## **LIBRARY**

Students in grades one through six will go to the library every week. Elementary students are allowed to go to the library at recess if the library is open or during class with permission from their teacher. Library books are the property of the school. If destroyed, damaged, or lost, the replacement cost must be paid by the student who checked out the book.

Students in grades seven through twelve will go to the library with their class or with a pass from their teachers on approved days.

## **MEDICATION**

All medication **must** be turned in at the office in the morning and will be dispensed under the direct supervision of either an administrator or office staff. **Do not** put medicine in your child's bag to be taken without adult supervision. **THE STUDENT IS RESPONSIBLE FOR REMEMBERING TO COME TO THE OFFICE TO TAKE HIS/HER MEDICATION.**

FBCS **WILL** administer medication only under the following guidelines:

1. A parent or guardian may obtain a medical form from the school office **to be completed by the physician giving FBCS permission to dispense medication to the child.**
2. Any prescription drugs must be labeled from the pharmacy with the child's name, doctor's name, medication name and the schedule for administration of the medicine.
3. FBCS must have a signed statement on record permitting the dispensation of non-prescription drugs to a child. Parents are responsible for providing such medication which must be kept in the Administrator's office.

## **MESSAGES/PHONE USE**

The telephone is for administrative and staff use only. Messages will be given to students at the end of the school day unless an emergency arises. Messages are delivered at the end of the day to prevent disruption of instructional time in class. Students are not allowed to call home to make after school arrangements.

**Students may call home only from Student Services.**

## **PARENT INVOLVEMENT**

If you are not a member of our PTF, please join! Our parents are super involved and do an outstanding job helping us. We have many ways to help so see Judi Roberts in the office for details. We do ask you to always come to the office and sign in when you have been invited to a classroom or event to help. We also encourage you to come have lunch with your student on his/her birthday. We do ask, however, that you do not visit the classroom or cafeteria without permission from the administrator on other days. Also, when on school campus or on a school fieldtrip, we ask you to refrain from smoking. To our Moms: Please also remember to dress appropriately with no short shorts or low cut blouses. Thanks for your help!

## **PRINTER/INTERNET USE FOR STUDENTS**

All students need internet access and a printer for home use. If your home computer is not working properly, please send a note with your student to that effect with 25 cents per page and the student may print in the computer lab with permission from the office. The school is not responsible for printing your child's papers.

## **SCHOOL HOURS**

School hours are 8:00 a.m. until 3:10 p.m. Students are tardy for school if not in homeroom by 8:00am. No child should be on campus before 7:40 (unless using Before Care or has an appointment with a staff member), and all children not picked up by 3:20 p.m. will be sent to After Care.

## **SCHOOL PICTURES**

Individual and class pictures will be taken in the fall; individual and organization (sports & clubs) pictures will be taken in the spring. The individual picture in the fall is in school uniform. The spring individual picture may be taken in appropriate non-uniform clothes. Announcement of the days when pictures are to be taken will be made well ahead of time. The ordering of pictures by parents is strictly on a voluntary basis. Checks are to be made payable to the photographer.

## **SERVICE HOURS**

All students must have service hours. Elementary students must have 5 hours and Secondary students must have 10 hours. All hours this school year will be met through the school on Service Hours Field trips into the community to serve others.

## **TARDIES**

Students are tardy if not in homeroom by the 8:00 a.m. After every three unexcused tardies, a student will automatically be given one unexcused absence. If you have an excused tardy, please send a note with your child to Student Services. The Student Services personnel will mark if the

tardy is excused or unexcused. Excused tardies are for **unforeseen circumstances** such as a flat tire on the way to school, a sick sibling, etc. If no staff member is still on the carpool line, you must park and escort your 1<sup>st</sup> – 3<sup>rd</sup> grader to Student Services for their safety. After three unexcused absences, parents will be sent a reminder letter from the office.

## **UNIFORM POLICY**

**All FBCS students should be dressed modestly at all times.**

**Inappropriate-sized clothing, low-cut necklines, and short hems will not be tolerated at any school function. Students are not to change clothes after school except for sports teams.**

**A uniform check will be held daily by classroom teachers. Violations of the uniform policy will result in disciplinary action. For every third uniform violation, the student will receive a Disciplinary Write-up. (See Discipline Procedure for Minor Infractions.)**

**Makeup:** No makeup allowed for grades 1-6; light makeup for grades 7-12.

**Shirts: Must be appropriate size.** Grades 1-6: Royal Blue Polo Shirt (long or short sleeve) **with embroidered school logo**; Grades 7-12: White Polo Shirt (long or short sleeve) **with embroidered school logo**; 7<sup>th</sup>-12<sup>th</sup> Grade Girls must wear white undergarments including a white cami or t-shirt; Boys: Optional plain white undershirt or turtleneck under polo

**Slacks/Pants/Capris: Must be uniform style and appropriate size worn at waist.** Khaki, docker-style, preferable brands: Dickies or Dockers. These slacks are the slit pockets in the back.

**Shorts/Skirts/Skort: Must be uniform style and appropriate size worn at waist.**

Khaki, knee length docker-style, preferable brands: Dickies or Dockers, (no shorter than 3 inches above knee). Shorts must be worn under all skirts.

**Belts:** Black for elementary; brown for 7<sup>th</sup>-12<sup>th</sup>; no designs or other decorations. No belt is required for uniform jumpers/skirts without belt loops. Belt loops may not be cut off of any clothing.

**Socks:** White only. No-show or crew for boys; no-show, crew, knee-high, or leggings/tights.

**Shoes:** Elementary: Solid black or solid white athletic shoes. First grade may use the Velcro option. 7<sup>th</sup>-12<sup>th</sup> graders: Girls: Sperry Bluefish 2-Eye Boat Shoe in Linen Oat; Boys: Sperry Billfish 3-Eye Boat Shoe in Tan Beige.

**Cold Weather Clothing:** Boys: Royal blue v-neck sweater; Girls: Royal blue cardigan; Elementary may also wear the zippered royal blue sweatshirt jacket (with embroidered logo); 7<sup>th</sup>-12<sup>th</sup> Grades may also wear Letterman Jackets.

**For temperatures below 50°:** Heavier coats may be worn OUTSIDE the classroom. Heavier jackets or coats are to be plain – neon, camo or other bright colors and shiny or metallic fabrics are prohibited and must be heavier than regulation school jacket. Wind breakers, flannel shirts and non-uniform shirts are prohibited. Gloves and hats may be worn outside on cold days. No hoodies or jackets may be worn under the regular school uniform.

**Elementary students without school approved jacket/sweater will remain indoors on cold weather days. High school students who wear an unapproved jacket/hoodie must turn in jacket/hoodie to Student Services until the end of the day and will not be allowed to participate in any outdoor activity (including PE) on cold weather days. PE students will be given a 0/F for that day's participation.**

**Additional Guidelines: ALL GRADES**

1. With the exception of required logos, all clothing is to be free of extraneous markings or logos.
2. Shirts are to be worn tucked in at all times. Any shirt worn under the uniform shirt must be white. This includes undershirts and turtlenecks.
3. Clothing must be appropriately sized for the body of the student wearing it.
4. Girls may wear white tights or leggings.
5. Hairstyles are to be neat and moderate and in good taste. Extreme hairstyles are prohibited (scalping, shaved, Mohawks, unnatural dyeing, etc.). Hair length for boys may not fall below the top of the collar or below half of the ear and must not be longer than the eyebrows. **FACIAL HAIR and SIDEBURNS ARE NOT ALLOWED.**
6. Jewelry must be in good taste and not excessive. Earrings must not be larger than a quarter. Boys are not allowed to wear earrings. Girls are not allowed to wear more than one pair of earrings at one time. **NO OTHER PIERCINGS ARE ALLOWED. NO CARTILAGE PIERCINGS ALLOWED. EXPENSIVE PIECES OF JEWELRY SHOULD NOT BE BROUGHT TO SCHOOL BY STUDENTS. FBCS IS NOT RESPONSIBLE FOR THE LOSS OF SUCH ITEMS.**
7. No student may wear black nail polish.
- 8. Label all clothing with your child's name or initials. The chance of loss for uniform items can be greatly reduced if items are marked.**
9. **Christian T-Shirt and Spirit Shirt Days:** Once a month, we will have dress down days where students may wear Christian t-shirts. On other special sports days, students will be allowed to wear a spirit shirt that may be purchased at the Eagle Store. Both Christian T-shirt Day and Spirit Day will be announced. Jeans may be worn on both Christian t-shirt and Spirit days. Students may not wear jean shorts or capris. Jeans may not be too large or too tight; they must be hemmed and have no slits or tears. Jeans may not have designs or writing. Shirts must be tucked in and students must wear belts.
10. Uniforms may not be altered with coloring, writing, making "thumb holes", etc.
11. Students may not have tattoos or pen markings on any visible parts of their bodies.
12. Book bags should be plain.

## **VISITORS/CLOSED CAMPUS**

FBCS is a closed campus. No visitors are allowed on campus for any reason unless invited by administration or faculty to participate in school events. In the interest of safety, **ALL PARENTS AND OTHER VISITORS INVITED BY ADMINISTRATION OR FACULTY MUST CHECK-IN AT THE SCHOOL OFFICE. No parents should attempt to talk to the teacher at her door or in the classroom before, during, or after school. Parents, please call the office for a conference or email the teacher.**



## **SECONDARY STUDENTS**

### **AUTOMOBILES**

Any FBCS high school student who drives to school must follow these rules:

1. Park in front of the FBC Youth Building in the back of the campus facing the youth building.
2. Leave the parking lot immediately after parking your car.
3. No student is to sit in any automobile at any time during school hours.
4. No student is to be in the parking lot during school hours without permission.
5. The posted speed limit is 10 mph. No reckless driving, driving fast, squealing tires, loud music, etc. is allowed.
6. A valid driver's license and proof of automobile insurance are required to drive a car on campus. A copy of these should be turned in to Student Services the first week of school or the first week of driving to school.

### **DROPPING CLASSES**

**No high school student may drop a class after five (5) days into the semester**

### **HIGH SCHOOL REQUIREMENTS**

**Grades 9 - 12:** FBCS Core 4 Curriculum for Graduation and State Requirements for TOPS are as follows:

<b>Subject</b>	<b>Core 4/TOPS*/FBCS</b>
Bible	4
English	4
Mathematics	4 (Algebra I & II, Geometry, Advanced Math or Financial Math)
Science	4 (Biology I, Physical Science, Chemistry, Biology II or Environmental Science)
Social Studies	4 (Civics/Free Enterprise, World History, World Geography, US History)
Health and Physical Education	2
Foreign Language	2
Computer	1
Career	1
Fine Arts	1
ACT/Dual Enrollment	1
<b>Total</b>	<b>28 Carnegie Units</b>

**+TOPS also requires at least a 2.5 GPA on the TOPS courses and a 20 or higher on the ACT for the base award.**

**Any student completing 10<sup>th</sup> grade and deciding to opt out of the Core 4 Program must have a parent signature. These students must have 4 units of Bible, 4 units of English, 4 units of Math, 3 units of Science, 3 units of Social Studies, Health/PE (one semester of Health and 3 semesters of PE), Career, and 7 Electives.**

## **iPADS**

See separate handbook.

## **LOCKERS**

Junior High and Senior High students will be assigned a locker. Each student is responsible for any items in his/her locker and must have a combination lock on the locker. Students may go to their lockers before 8:00am, before lunch, and at 3:05pm. Before school, students should get all morning books and notebooks, and, before lunch, all afternoon books and notebooks. If a student forgets something in his/her locker, s/he will not be allowed to go to the locker until the next locker time. If a student is tardy to school, s/he may go to the locker after the next bell to change classes if

17

the student has an excused tardy pass. Students leaving early for away games or checking out of school early may go to lockers at that time.

## **P.E. CLOTHES**

Students are required to change into a gym uniform for Physical Education. At the end of the P.E. class, students are required to remove their P.E. clothing and change into their school uniform. Gym uniforms are required for 7th-8th grades and high school students taking PE. Spandex shorts may be worn under P.E. shorts.

## **TAKING CLASSES OUTSIDE OF FBCS**

Only students with high academic abilities will be considered to take new classes for Carnegie units during the school year or summer school outside of FBCS and only with the approval of the subject teacher and administration. Students needing credit recovery due to failing a course may only make up the class in an academically accredited or state approved school or, if classes are not available, the student may make up the class in an alternative situation with the approval of the administrator.

## **SENIORS:**

### **GRADUATION**

All seniors must have fulfilled all graduation requirements in order to participate in the commencement exercises.

### **SENIOR TRIP**

Each senior must be passing all necessary classes for graduation by the end of the third nine-week period in order to participate in the senior trip.

### **VALEDICTORIAN AND SALUTATORIAN**

The selection will be made based upon a cumulative eight-semester grade point average. The valedictorian of the senior class will be that student with the highest overall grade point average. The salutatorian of the senior class will be the student with the second highest grade point average. Students with grade point averages that are tied at the second decimal point will share honors at each level. Only students in the Core 4/TOPS curriculum will be considered. Grades from subjects taken during the ninth, tenth, eleventh, and twelfth grades will be averaged. Letter grades will be given numerical value as follows: A - 4, B - 3, C - 2, D - 1, F - 0.

In considering selection of valedictorian and salutatorian, only those students who have been enrolled in First Baptist Christian School from the beginning of their senior year or longer will be considered.

***First Baptist Christian School is a state-approved school open  
to all students regardless  
of race, color, background or national origin.***

***FBCS Eagles***

