

FIRST BAPTIST CHRISTIAN SCHOOL STUDENT HANDBOOK

INTRODUCTION

PURPOSE OF HANDBOOK

The purpose of this handbook is to describe to the students of FBCS and their parents our basic philosophy of discipline, and to let them know what is expected of them. In this handbook, we have tried to answer common questions so that students and parents will know what behavior is acceptable, and what the consequences are for unacceptable behavior.

STATEMENT OF COOPERATION

First Baptist Christian School believes that a positive and constructive working relationship between the school and the family is essential to the accomplishment of the school's spiritual and educational mission. The school's mission statement is as follows:

Equipping students for Christ through Kingdom Education.

The school accordingly reserves the right to terminate or not to renew a student's enrollment contract if the school reasonably concludes that the actions of the student, parents, or guardians make a positive and constructive relationship impossible.

In good faith, the FBCS faculty and staff trust that the student and parent/guardian will strive together with the school to make the mission of the school a reality.

STUDENT BEHAVIOR

STANDARD OF CONDUCT

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which harm the student's spiritual, mental, and physical well being, as found in *Romans 12: 1-2*. A good question for each student to develop in his or her heart and mind is, "What would Jesus do?" This need for spiritual growth has led FBCS to adopt standards for students while they are at school.

A student may be dismissed from school at any time he or she is discovered to be out of compliance with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration.

Students at First Baptist Christian School are expected to:

- 1. Maintain Christian standards of courtesy, kindness, morality, and honesty.**
- 2. Maintain a Christ-like spirit as they obey the rules of dress and conduct.**
- 3. Dress appropriately and modestly, adhering to the stated school standards.**
- 4. Live their lives by refraining from unacceptable behavior such as cheating, smoking, gambling, drinking alcoholic beverages, using profanity, using narcotics, etc.**
- 5. Maintain Christian standards of purity regarding their choice of music, movies, television programs, and other media.**

CONDUCT

The First Baptist rules of conduct are as follows:

A. Classroom

- 1. There may be no talking without permission.**
- 2. Writing and/or passing notes, throwing objects, and other class disturbances will not be tolerated.**
- 3. Students may not write on the desks at any time.**

B. Chapel

- 1. Students are to show respect for Christ by respecting those performing or speaking.**
- 2. Students must sit up in their seats and not slouch.**
- 3. There may be no talking once chapel has begun.**

C. Lunch

- 1. Students must sit in the area assigned to them.**
- 2. There may be no loud talking or shouting.**
- 3. Trash or food may not be thrown at any time.**
- 4. Students are expected to pick up all trash, leaving the area clean.**
- 5. Students are not allowed in the kitchen.**
- 6. Students are not allowed to use microwave ovens.**

D. Hallways

1. Before school

- a. Students may not begin entering classrooms before 8:00 a.m.**
- b. Students arriving at school prior to 8:00 a.m. must go to extended**

care.

2. After School

- a. Students are to be out of the classrooms by 2:30 p.m. unless supervised by a teacher.**
- b. Students may not re-enter the building after dismissal.**

3. General

- a. There may be no yelling or loud talking.**
- b. Students must keep hands and feet to themselves.**
- c. Running is not permitted, either in indoor or outdoor hallways.**
- d. Disruptive behavior or fighting will not be tolerated.**
- e. Students must keep their hands off of other people's property.**

E. General rules of conduct

1. **Students must respect the Word of God. Disrespect during devotions and prayer will not be tolerated.**
2. **Students are not allowed to use the office phone except for emergencies. Permission must be granted. Cell phones must be turned off during school hours, and may be only used with a teacher's permission.**
3. **Students are not to take things that do not belong to them.**
4. **Students may not throw stones, wood chips, food, or any other object not meant to be thrown. Consequences will be imposed for such behavior.**
5. **Purposeful hitting, biting, tripping, bullying or other aggressive behavior will result in immediate suspension. Intent will be determined by the headmaster.**
6. **A Christ-like attitude is expected at all athletic events. Derogatory remarks made to opposing players, coaches, or referees will not be tolerated. Please, no booing.**
7. **Students are not permitted to have radios, Game Boys, tape players, I-Pods, or other electronic devices at school or at any school activity.**
8. **Students arriving at school prior to 8:00 a.m. must go to extended care.**
9. **Students are not to bring things to school to sell to their peers or teachers.**
10. **Students are not allowed to chew gum. A \$15.00 fine will be imposed on any student caught doing so. Second offense, one day suspension.**
11. **Swearing, use of inappropriate language, or using the Lord's name in vain will not be tolerated.**

DISCIPLINE

BASIC PHILOSOPHY OF DISCIPLINE

Discipline is a learning process whereby the individual progressively is trained to develop habits of self-control and to recognize his own responsibility to God. The main objective of discipline in a Christian school is to develop Christian character in each student. The Word of God teaches that each student should face the problem, realize his or her wrong, accept the consequences of his or her unacceptable behavior, and refrain from doing the same thing again. Whenever a teacher or the school administration must spend an inordinate amount of time disciplining an individual student, that student will be asked to leave.

We believe that each person is born with a sin nature (*Romans 5:12*) and is, therefore, incapable within himself of doing any good thing (*Romans 7:18*). It is for this reason that we do not allow our students to “do their own thing”. We believe they need to be instructed and guided in what to do and what not to do (*Proverbs 22:6*).

The Bible repeatedly teaches the principle of obedience. “Children, obey your parents in all things; for this is well pleasing unto the Lord.” (*Col. 3:20*) “Let every soul be subject unto higher powers.” (*Rom. 13:1a*) “Obey them that have the rule over you, and submit yourselves.” (*Hebrews 13:17a*)

Discipline is important in helping the individual develop to his fullest potential. This is accomplished by having clearly set goals, maintaining order, and letting the student know exactly what is expected of him/her.

We also believe that unacceptable behavior must be corrected. To accomplish this, we use different types of discipline so that the young person will be made conscious of his wrong behavior and will attempt to correct it in order to avoid future discipline.

We trust that this handbook will let you know what we expect of each student and, as a result, FBCS students will be able to accomplish greater things this school year.

DISCIPLINE PROCEDURES: KINDERGARTEN through 5th GRADE

It is our purpose at FBCS that discipline procedures have a positive effect on our students. We want to deal with students in such a way that they understand their mistakes and attempt to correct the problem. We use Biblical principles when working with students, knowing that God's Word gives the true and only basis of good discipline.

A. Teachers will handle problems as they arise in the classroom or on the playground.

B. If a problem persists, a conference will be held with a parent.

C. Thereafter, if a student's behavior demands it, a conference will be held between the teacher, the parent, and the headmaster.

The administration reserves the right to suspend or expel any student at any time upon violation of the standards of FBCS. If a student is suspended a second time in a calendar year, the suspension will be two days, a third time three days.

If a student purposely hits, bites, trips, bullies, etc. another student, he/she will be suspended automatically, beginning the next school day. The headmaster will determine intent. If the offended student retaliates, that student also will be suspended. If a student is hit, tripped, bit, bullied, etc., they are to tell the teacher immediately and allow the teacher to handle the problem.

DISCIPLINE PROCEDURES: 6 - 8TH GRADES

Students at FBCS are expected to maintain the highest standards of behavior at all times, whether at home or in school. Various consequences are utilized in an effort to match the consequence with the infraction.

Our 6th through 8th grade students are graded in two separate areas of discipline: conduct and responsibility. Every student begins each quarter with an A in both areas. When infractions occur, the student will be given a slip to sign so that there will be no question in the student's mind as to what he has done wrong. A parent signature also will be required on the slip, which is to be returned to the teacher the following day. Failure to return the signed slip will result in additional consequences.

Each conduct infraction will lower the student's "conduct" grade, as follows:

0 conducts – A

1 conduct – B

2 conducts – C

- 3 conducts – D**
- 4 conducts – F**
- 5 conducts - Suspension**

Marks for irresponsibility will result in the same grade scale as shown above. However, irresponsibility infractions may be worked off at school, resulting with the student's grade being built back up.

Low grades in "conduct" or "responsibility" may keep a student off of our honor rolls, regardless of other academic grades.

At the end of the nine-week grading period, each student starts over again with an A in both "conduct" and "responsibility".

Additionally, any 7th or 8th grader earning five conducts in one nine-week period will be ineligible to take part in the Washington trip.

As in the younger grades, any form of physical abuse (fighting, hitting, biting, tripping, bullying, etc.) will result in immediate suspension.

ACADEMICS AND CURRICULUM

ACADEMIC PROBATION

At the end of each grading period, any student with an overall "F" average will be placed on academic probation. The student can get off academic probation when the interim reports come out. If the student has not improved his grades to at least a "C" overall average by the end of the next grading period, the student may be asked to withdraw from FBCS.

Not all students applying to First Baptist Christian School can handle our academic curriculum. If a student is accepted to FBCS, but placed on academic probation, the school will evaluate that student's progress at the end of nine weeks. If the administration feels that there is little chance of the child finding success, the student will be asked to withdraw. Parents of an incoming student who is placed on academic probation must sign a school form showing their understanding of this situation.

ATHLETIC PHILOSOPHY

FBCS is a member of the Treasure Coast Athletic Conference. This conference is made up of 10 private schools from Stuart to Vero Beach. We participate in the following team sports: girls' volleyball, x-country, boys' basketball, and girls' basketball, and boys' flag football. We strive to do the very best that we can. We feel that it is equally important to have Christ-like attitudes on the courts and playing fields. Sports may be added or dropped at the discretion of the athletic director.

ATHLETIC REGULATIONS

A. Dress (PE)

- 1. All students must wear appropriate sneakers during PE class.**
- 2. Students in grades 5-8 must wear the required PE uniform.**
- 3. Students without the proper PE uniform must stay in the office.**

4. **Five times without proper PE dress – 1 day suspension.**

B. Team Sports

1. **FBCS is a member of the Treasure Coast Athletic Conference.**
2. **FBCS participates in the following team sports: cross country, girls' volleyball, basketball, boys flag football.**
3. **Students must be covered with school accident insurance in order to participate in TCAC activities.**
4. **Any student who has turned fifteen years old before a season has begun will not be allowed to participate in the TCAC.**

C. Grades (Sports Program)

1. **One F on a nine-week report card will cause an athlete to be dropped from the team until mid-quarter when a re-evaluation will take place.**
2. **Two grades of D or lower on the report card also will cause a student to be taken off the team and re-evaluated mid-quarter.**

D. Varsity Teams

1. **There will be a limited number of players on each team, as follows:**

Volleyball - 12, Basketball - 10, Flag football - 12.

The coaches are not required to fill all positions.

2. **Because of the interest in our sports' program, it might be necessary to have pre-season tryouts. Varsity teams are limited to 6th through 8th grades unless a team cannot be filled. Tryouts then will be held for fifth graders to fill remaining spots.**
3. **Seventh and eighth graders who are cut from a varsity team will not play on the associated JV team.**
4. **There is no mandatory playing time on varsity teams. Team members will play at the coach's discretion.**

E. JV Teams

1. **There are a limited number of positions on JV teams.**
2. **JV teams are composed primarily of sixth graders**
3. **Fifth graders will be added if necessary.**
4. **Every player will receive playing time during games.**

F. Conduct

1. **Students are to adhere to the school's code of conduct during and after sporting events.**
2. **Failure to do so will result in suspension from events or dismissal from the team.**

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To be eligible for extracurricular activities such as chorus, puppets, drama, or ensemble, a student must meet the following criteria:

- A. **Must maintain at least a 2.0 GPA**

- B. Must have no “incompletes” on his or her report card**
- C. Must maintain a good attitude and proper behavior**
- D. If a player is absent the day of an event, he is not eligible to participate.**

GRADE REPORTS

To help keep parents informed of their child’s progress, the following reports will be sent home during each marking period:

A. Interim Report

- 1. Interim reports are given to all students by the homeroom teacher halfway through the nine-week grading period.**
- 2. These reports must be returned within one week with a parent signature.**
- 3. The interim report is not part of a student’s permanent records.**

B. Nine-Week Report Card

- 1. Report cards are distributed by the homeroom teacher.**
- 2. Report cards must be returned within one week with a parent signature.**
- 3. For the first quarter, and only the first quarter, kindergarteners will not receive a progress report.**
- 4. There is a \$2.00 fee for replacing lost report cards.**

GRADING SYSTEM

GRADES K – 3

- S Satisfactory**
- I Improving**
- N Needs Improvement**
- U Unsatisfactory**

GRADES 4 – 8

- A 90-100**
- B 80-89**
- C 70-79**
- D 60-69**
- F 59-below**

HOMEWORK

- A. Homework may be given on any night except Wednesday unless the student failed to complete his daily class work.**
- B. Students are given three days for each day of an excused absence to make up work. Any other arrangements are at the teacher's discretion.**
- C. Failure to complete homework will result in a lower grade.**

STANDARDIZED TESTING

- A. It is important that every student be present and attempt his best on every test. Sickness is obviously a legitimate excuse.**
- B. The Stanford Achievement Test will be given in grades 2– 8 each spring.**

- C. The Otis-Lennon Intelligence Test will be given in grades five and seven.**
- D. All tests and test results are confidential and are not made available to anyone without proper release forms. If parents or students have specific questions, please see the teacher or headmaster.**
- E. There will be a few make-up days for those who are absent during test week.**

TEXTBOOKS

- A. All hardback textbooks must have covers on them.**
- B. No writing or marking is allowed in texts unless the text is meant to be written in or the teacher has given the student permission to do so.**
- C. Students will pay for any damage done to a textbook because of abuse or misuse. Students also must pay for any textbooks that they lose.**

MISCELLANEOUS

ABSENCES

The importance of being present in school cannot be said strongly enough. While there are circumstances, which necessitate absence from school, it is important that children learn early in life that being present in school is a high priority. Very little must interfere with this responsibility. Even though provisions are made for making up missed work, it is understood that doing missed work is a small part of the learning that takes place. Nothing can recapture the interaction between teachers and students in the classroom.

If a student were to miss more than 20 days in a school year, that would be grounds for retention. Only a medical excuse from a doctor and a teacher recommendation would allow the student to pass on to the next grade.

Students who are not in school by 11:00 a.m. are considered absent. Students who come to school, but leave before 11:00 a.m., are considered absent.

AFTERNOON DISMISSAL PROCEDURES

At the beginning of each school year, a copy of our afternoon dismissal procedures will be given to each family. This document needs to be read, signed by the parents, and returned to the child's teacher.

ANIMALS

Pets are not to be brought on campus, unless the school office gives permission. Teachers are not allowed to have any animals or fish in their rooms. Some students suffer from allergies.

COMMUNICABLE DISEASES

First Baptist Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean any illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly to other persons by a susceptible host, infected person, or animal.

Any student or employee with a communicable disease for which immunization is required by law shall be temporarily excused from school during the recognized period of communicability. Students and employees with a communicable disease for which immunization is not available shall be excused from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of a communicable disease. This school reserves the right to take all necessary actions to control the spread of communicable diseases within our school.

Information on the most common communicable diseases can be obtained at the school office. Any further questions can be answered by contacting the Martin County Health Department at 221-4037 ext. 2129.

DRESS STANDARDS

First Baptist Christian School is committed to training young people in such a way that Christ will be exalted in every area of life. Therefore, our students are expected to abide by our standards of dress.

A copy of the school’s dress code will be given to all parents upon registering their child at FBCS, and additional copies may be obtained from the school office. A Lands’ End catalogue, from which the FBCS uniforms must be purchased, also will be given to each family. The school uniform may be purchased from Lands’ End either by telephone, mail, or the Internet.

If a student is found in violation of the uniform dress code, he or she will be sent to the office. For the first offense, the parent will be called and given ten days to comply with the published uniform code. If the student is not in compliance with the code at the end of that ten-day period, he or she will be sent home immediately and will not be allowed back into school until in total compliance with the standard.

Students in kindergarten through fourth grades may wear FBCS t-shirts to school on PE days only. Students in fifth through eighth grades may wear FBCS t-shirts and shorts only during PE class. All students must have sneakers for PE class. Heely or light up sneakers are not allowed.

Shirts are to be tucked in by all students (with the exception of the kindergarten class) except during recess and PE times. Teachers will remind a student to tuck in their shirt once per day. If a student must be reminded a second time, that student will be sent to the office for counseling. If the student is sent to the office a second time for failure to tuck in the shirt, the student will be suspended the following day. Our teachers have more valuable things to do with their time than to continually remind the same students over and over to tuck in their shirts. Students in 1st - 8th grade must wear plain leather belts.

Boys' hair must be neat and not over the eyes. If the headmaster or a teacher asks a boy to get his hair cut, it must be done within a reasonable amount of time. As parents, please support us in this.

Girls may not wear ornate or gothic type jewelry. Stud style earrings for girls are permitted. Appropriate make-up can be worn. 7/8th grade girls may wear capris (called crops in the Lands End catalog, pg. 17 #D). Girls may wear pale, light pink, or red nail polish.

During cold weather days, sweatshirts, jackets or coats may be worn. These articles of clothing may not be school related. We do ask that the clothing not have something inappropriate for a Christian school. If the weather warms up during the day, the teacher may ask the student to remove the article of clothing.

EXTENDED CARE

Extended care is for the convenience of those students attending regular classes at FBCS. Since our buildings are not opened for students until 8:00 a.m., any student arriving between 7:00 a.m. and 8:00 a.m. must report to the pre-school area where they will be supervised by child-care workers. Students may not arrive before 6:45 a.m. **THERE WILL BE NO EXCEPTIONS TO THESE POLICIES!**

Any student remaining on school property after 2:45 p.m., unless involved in a supervised activity, will be sent to extended care and the parents will be charged accordingly. Students staying for extended care are to behave according to FBCS standards and are expected to participate in any activity scheduled. They are also to stay in their designated areas. When a parent picks up their child in the afternoon, they must sign them out.

Extended care will be closed on all major holidays, and also on the day after Thanksgiving and Good Friday. On Christmas Eve and New Years Eve, extended care is open for a half-day.

Extended care rates from 2:45– 5:30 p.m. are as follows:

1 child	\$6.00 per day
Each additional child	\$3.00 per day per child
Early morning	\$2.50 per day
Holidays	\$30.00 per day

Aftercare fees are due monthly as they are incurred.

If a parent is late picking up their child more than three times in a calendar year, they will not be allowed to continue to use our aftercare.

FIRE DRILLS

- A. The fire drill signal is a constant ringing of the fire bell.
- B. Students are to walk quickly, with no running or pushing.
- C. There is to be **NO TALKING** – either in or out of the building.
- D. Students are to stay in single file and listen for teachers' instructions.

HEAD LICE

Head lice have absolutely nothing to do with the kind of parent you are. It has nothing to do with cleanliness. In fact, lice prefer a clean, healthy head to a dirty one. FBCS follows the health department's guidelines for head lice. If a child is found at school with lice or nits, they must go home immediately. The student must be treated that day with an effective head lice treatment. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, barrettes, headphones, etc.), so every member of the family should be checked.

Upon returning to school the following day, the student's hair must be checked at the school office before the student may return to class. Also, all dead nits (tiny white eggs) must be combed out of the hair by the parents before the student may return to class.

The school has literature available for you if the problem arises. Don't panic! Please, simply follow the instructions given.

MEDICATIONS

Medications at school will only be handed out at the school office by office personnel. Prescription medications must be accompanied by medical orders from your physician. Over the counter medications will be dispensed in the office only when a parent is contacted by phone for permission. A log is kept in the school office for all medications.

PARTY INVITATIONS

Party invitations may not be passed out at school. If you wish to have a list of class addresses, one will be made available to you at the office.

SCHOOL OFFICE ACTIVITY

A. School phones are not to be used by parents or students except in cases of emergency.

B. Sick students will not be allowed to sit in the school office indefinitely.

After one hour, they will have to lie on the cot in the designated sick room until their parents arrive.

C. Parents, please be careful not to loiter in the school office. The school office is a place of business, and the secretary has many responsibilities from which she must not be distracted.

VISITORS

All school parents and visitors must check with the school office before entering classrooms. The school secretary will issue a visitor's security sticker. Between the school and pre-school we have three exterior doors that are monitored. Visitors are to push the buzzer, state their business, and the offices will only then grant access. Students are not allowed to let adults into the buildings. Parents are asked to use the school crosswalks.

VOLUNTEER PROGRAM

FBCS needs parents to volunteer for school activities if possible. Particularly on field trips we need your help. It is important for your children to see that you are a part of the education process and that you will sacrifice time for them.

WITHDRAWALS

A. The school office is to be notified of all withdrawals so that the proper papers can be prepared.

B. No records will be released until all books are turned in and financial matters are settled.

C. Copies of anything in a student's cumulative folder are available to parents.

The actual cumulative folder is not to be released to parents, but only to other schools.