



# **First Baptist School**

## **Parent-Student Handbook**

2018 - 2019



## **DEDICATED TO:**

*Well-rounded Spiritual, Mental,  
Physical and Emotional Development  
Sound Christian Character  
High Academic Achievement  
Loving, Firm Discipline*

**Pre-School**  
(K4)



**Elementary School**  
(K-5 – 5<sup>th</sup>)



**Secondary School**  
(6<sup>th</sup> – 12<sup>th</sup>)

**First Baptist School was established in 1955 as a ministry of First Baptist Church. It is fully accredited by the Association of Christian Schools International (ACSI) and AdvancEd. ACSI & AdvancEd are recognized by the state of Texas as approved accrediting bodies for private schools in Texas. First Baptist School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship programs, athletic opportunities, or other school-administered programs.**

## **FIRST BAPTIST SCHOOL**



1600 Boca Chica Blvd.  
Brownsville, Texas  
Tel. (956) 542-4854  
Fax (956) 542-6188



*[www.fbscrusaders.net](http://www.fbscrusaders.net)*



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**Disclaimer: FBS reserves the right to make changes to this parent/student handbook at any given time as deemed necessary by the school’s administration and/or by the FBS Committee/School Board.**



## MISSION STATEMENT

**First Baptist School** exists as a ministry of First Baptist Church to students in Brownsville, Matamoros, and the surrounding areas. First Baptist School is committed to glorifying God by providing a biblically-based education so that students are equipped to meet the challenges of post-secondary education and career advancement, while serving and impacting the world for the Kingdom of Christ.



## STATEMENT OF PHILOSOPHY

First Baptist School bases its philosophy of education on the Bible, the infallible, inerrant Word of God and develops its curriculum not contrary to the faith and practice of First Baptist Church.

Each child is created in the image of God and yet has a fallen nature. Therefore, children are treated with love and respect and given appropriate instruction for proper Christ-like behavior.

The home is the primary instructional environment for children and so a quality, cooperative relationship between home and school is sought.

The highest level of academic instruction, appropriate to the variety of learning styles and developmental needs of the students is provided.

Teachers model in lifestyle and daily practice their living and vital relationship with Jesus Christ as they provide a positive, godly learning environment for their students.

## GOALS AND OBJECTIVES

**First Baptist School has as its primary goal to glorify God through making disciples of the Lord Jesus Christ. This goal leads to the following objectives:**

- To present clearly and positively the claims of Christ to the student, the parents, and every other person associated with First Baptist School.
- To help develop the student's practice of regular devotional Bible study and to apply the Bible's truth to his everyday life.
- To involve the student in consistent Bible memorization.
- To teach the student how to share his faith and provide opportunities to do so.
- To challenge the student's spiritual growth through meaningful and relevant chapel services.
- To strongly encourage the student's involvement in an evangelical church.
- To warn the student of the dangers of an impure lifestyle and encourage a separation from all that could harm his spiritual growth.
- To equip the student to overcome sin.
- To teach to student how to gain a clear conscience.
- To teach the student the importance of respect and submission to God-given authorities.
- To challenge the student to embrace the goal of making disciples throughout the world.



**First Baptist School endeavors to prepare students academically for a lifetime of learning. This goal leads to the following objectives:**

- To provide experiences in which each student can develop fundamental skills in listening, reading, writing, speaking, and mathematics.
- To promote high academic standards and to encourage the student to maximize his God-given potential (II Timothy 2:15).
- To develop critical, creative, and logical reasoning within the guidelines set out in the Word of God.
- To foster an understanding of, as well as love and respect for, our Christian and American heritages.
- To put current issues and trends in the perspective of the Word of God and His eternal plan for mankind.
- To encourage an appreciation for art, music, literary and dramatic forms as expressions of the God-given creativity that each student possesses.
- To teach methods of independent research in addition to good study habits.

**First Baptist School recognizes the value that God places on the individual and desires to see students develop emotionally and socially. This goal leads to the following objectives:**

- To teach the student that his greatest potential in life can be achieved as he learns to place daily confidence on God's leadership.
- To help develop a personality that reflects God-given values of life, morality, and self-esteem.
- To install the value of time in both work and leisure activities and that there must be a healthy balance between the two to enjoy life.
- To promote a healthy view of society, not only local but worldwide and to participate in creating a society that is based on God's principle: to love our neighbors as ourselves.
- To teach the student to value the opinion of others, to accept the majority rule as it follows God's principles and to stand alone when those principles are challenged.
- To encourage the development of open communication within families. The family is God's umbrella of protection with authority and responsibility given to parents for the safety, nurture, and guidance of children. The seeds of God-honoring families must be nurtured in our children today.
- To develop an understanding for God's economic system: All that we have belongs to God and is intended be used for His glory.

## STATEMENT OF FAITH

### We believe and unqualifiedly affirm:

- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act;
- The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
- The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

## SCHOOL COMMITTEE

First Baptist School is operated under a nine-member School Committee very interested in the operation and growth of the School. They are appointed to this position by the Pastor and approved by the First Baptist Church. They serve a three-year term, at which time they are given the option of serving another year.

## FACULTY AND STAFF



First Baptist School follows the high standards set forth by ACSI for the requirements for teacher certifications. As well, our teachers and staff serve as role models of Christian service and discipleship in their daily lives. A variety of evangelical backgrounds are reflected in our school staff.

## ADMISSION REQUIREMENTS

To be considered for admission to the grades below, a student should have his birthday by September 1st.

First Grade . . . . .	6 yrs. by Sept. 1
Kinder 5 . . . . .	5 yrs. by Sept. 1
Kinder 4 . . . . .	4 yrs. by Sept. 1
Kinder 3 . . . . .	3 yrs. By Sept. 1

A completed application with a copy of the child's birth certificate and immunization record must be submitted to the school office. Students entering Kinder-4 and Kinder-5 will be given a developmental readiness test to determine areas of strength and weakness to be addressed in the preschool program.

Students applying for admission to **grades 1-5** must submit copies of the most recent report card and results of the most recent standardized achievement test, if available. If these results are not available, or the principal determines the scores to be inadequate, an entrance exam will be administered. The principal reserves the right to place a child in the class or grade best suited for his needs and abilities.

In addition to the requirements stated above, students applying for admission to the **Secondary School** will need to provide letters of recommendation from their Pastor as well as previous school counselor/teacher. All secondary students may be required to sign a code of conduct. (See Appendix)



Students with known behavioral problems, emotional disturbances or who are limited in academic ability may not be accepted because the school does not have the staff or facilities to meet the needs of such children.

Students do not have to be affiliated with the First Baptist Church to be considered for admission. However, students from First Baptist Church member families will be given priority admission consideration.

## FINANCIAL INFORMATION

**APPLICATION FEES:** Upon submitting an application for admission of a student to FBS, the application fee is due to cover the cost of processing the application and the subsequent family interview with the principal. In order to have a student placed on the waiting list for a class the application fee must be paid unless specifically waived by the school office personnel. This fee is a one-time, non-refundable fee.

**TESTING:** A one-time, non-refundable testing fee is due when a prospective student is tested.



**REGISTRATION:** Pre-registration for the following year begins February 1<sup>st</sup>. After February 14<sup>th</sup>, new students from the membership of First Baptist Church will be given priority for pre-registration. On March 1<sup>st</sup>, new students will be accepted to the capacity of each class. An annual registration fee must be paid before any student can be considered enrolled in a class. There will be no refund of the registration fee, unless the child is subsequently not accepted for admission. Students with outstanding balances will not be permitted to register at the discretion of the administration.

**FEES:** The annual fees (books, insurance, supplies, computer lab, science lab, etc.) for each student are due by **July 1<sup>st</sup>**. Late payment may result in a 10% late charge. Student accident insurance covering all students is included in the fee

**PAYMENTS:** Payments are made in 10 monthly installments beginning **August 1** and ending **May 1**. Upon payment of the registration fee, the student's name will be added to the class list.

Because the school budget is funded almost exclusively by tuition and fees, it is very important that payments be made on time. Payments are due on the 1<sup>st</sup> of each month and are considered delinquent after the **10<sup>th</sup>**, even if the 10<sup>th</sup> falls on a weekend or during a holiday period. A 10% late fee will be assessed on the balance of all accounts after the 10<sup>th</sup> unless arrangements have been made with the superintendent. Students whose tuition is more than 2 months in arrears will not be allowed to remain in school unless satisfactory arrangements are made for payment. The final payment must be in the office



before final report cards are issued at the end of the school year. **Academic records will not be released until the account balance is cleared.**

Payments can be made in cash, with a credit card or check in the school office or electronically through RenWeb. The school is not responsible for tuition sent with students. Please make checks payable to First Baptist School. At \$25 fee will be assessed for any returned checks.

**REFUNDS:** There is no refund for absences due to illness or other causes. If a student is withdrawn from school for any reason, a refund may be made subject to the status of the family's account and the amount of time remaining in the school year. *At least one week's notice must be given to the school office prior to withdrawal of any student.* Failure to provide sufficient notice will result in the forfeiture of any refunds and a delay in receiving transfer records.

**EARLY ARRIVAL FEE:** Any elementary or preschool student who arrives at school before 8:00 A.M. should report to the gym. A fee of \$30.00 per month per child will be assessed for early arrival unless the child is already enrolled in the extended-care program. No child should arrive before 7:15 A.M. as there is no supervision before that time.

**EXTENDED-CARE:** Students enrolled in the extended-care program are charged \$40 per month. There is a discount price of \$60 per month for students enrolled in both morning and after school care. Students not enrolled in extended care and arriving before 8:00a.m. or remaining 15 min. after dismissal will be charged a drop-in rate of \$6 per hour. These fees should be paid on a monthly basis under the same guidelines as the tuition. Special arrangements must be made on an individual basis with the administration. Students not enrolled in extended care and arriving before 8:00 a.m. or remaining 15 min. after dismissal will be charged at the drop-in rate of \$6 per hour. There is a \$1 per minute charge for students remaining after 5:15 p.m.

**DISCOUNTS:** (Apply to tuition only)

*Discounts apply only to:*

3 <sup>rd</sup> child enrolled at First Baptist School	10%
First Baptist Church Members	10%
Pastor from other Evangelical churches or in paid full time evangelical ministry	25%



## **MEDICAL INFORMATION**

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered by a member of the school staff. No care, beyond first aid - defined as immediate, temporary care - will be given by school personnel. If an emergency occurs, every effort will be made to contact the parents. Please make certain that the school is aware of changes in your telephone numbers at home and work. If parents cannot be reached, appropriate medical attention will be secured by the principal or his designee.

An immunization card must be filled out by your physician and submitted to the school office with the application. Students must be vaccinated with the proper vaccinations before school begins. Current health department policy requires TB tests for new students or students who have traveled abroad. All students are required to have a valid physical on file with the school office.

*No staff member will be permitted to administer any medications, aspirin, etc., to any student for headaches, fever, or other reasons without parent authorization.* An authorization in the admission application permits office personnel to administer antacids/Tylenol without specific parent authorization.



**All medication, prescription and over-the-counter, must be kept and administered at the school office.** For safety reasons, students will not be allowed to keep medications with them in the classroom without permission from the administration. Prescription medication to be taken at school requires a written authorization from the doctor.

**Children with colds (coughing, sneezing, and fever) or any other communicable illness or disease will not be permitted in the classroom.** If there is any indication of such, the child will be isolated from other children while the parents are notified and until some authorized person comes to pick up the child.

**Vision and hearing screenings are required as part of the annual physical will be required for K-4, first, third, fifth and seventh and ninth-grade students, as well as new students. Students in grades 5 – 9 will be required to be screened annually for scoliosis as part of the annual physical.**

As the need arises, students will be screened for head lice. Any students found to have lice must be picked up immediately and instructions will be given to the parent as to how to secure immediate treatment. Students may not return to school while live lice or nits are still present.

## **SCHOOL PICTURES**

School pictures are taken in September. Retakes of individual pictures are taken for students who were absent or whose photo did not turn out. A \$1 fee will be charged for all retakes. Parents may purchase these pictures if they so desire. In the spring, class pictures will be taken. Also in the spring, pictures will be taken of the groups for extra-curricular activities.



## **LUNCHES**

FBS provides a lunch program for all students who choose to participate. Families will receive a menu showing the choices for each day. Students should order their lunches for each week at the kitchen window in the gym on **Monday mornings**. Orders will be taken in the school office for students who miss the regular order time, but will be charged the late order price. Students are not allowed to order a plate lunch after 9am. Students ordering lunch after 9am may order a sandwich. Students who choose not to purchase lunch must bring a lunch from home. Parents will be contacted if a student does not buy or bring a lunch to school. If attempts to contact parents are unsuccessful, the student will be given a lunch and the parents will be charged. Parents should contact the school office about special arrangements.

## **PARENT VISITS AND CONFERENCES**

All parents visiting the school grounds must report to the office as soon as they arrive in campus. Parents visiting classes are warmly invited and appreciated *after* the first four weeks and *before* the last two weeks of school. The visit should be arranged through the school office twenty-four hours in advance. A telephone call in advance will prevent possible disappointment for the parent as well as over-stimulation of the class which results from visitors.

Parents **should not** interrupt any class to confer with a teacher. Any parent desiring a conference with a teacher or the principal is asked to contact the office to arrange the conference at a mutually convenient time.



**ORIENTATION and OPEN HOUSE:** An orientation is held for Secondary families in the evening the week before school starts. Elementary **Meet-The-Teacher** Open House, usually in the afternoon before the first day of classes, allows parents and students to visit the school, see the child's classroom and meet the child's teacher(s). In September, an evening Open House is scheduled where all parents and friends are invited and encouraged to visit and see some of the work the children have done.

**PROGRAMS:** First Baptist School presents several performance programs each school year as part of our curriculum. These offer students the opportunity to celebrate and share their abilities with others. If a student's class is involved, they are required to attend and participate. We also invite and encourage parents and other family members to attend if at all possible.

**FIELD DAY:** In the spring, a field day sponsored by the PE and Secondary departments is held for all Elementary and Pre-school students. This includes a combination of fun and athletic competitions. Parents are encouraged to attend and assist in this enjoyable day.

## ATTENDANCE

**SCHOOL HOURS:** Regular School Day      Noon Dismissal      Secondary Test Schedule

Pre-School - 5<sup>th</sup> Gr.      8:30 am – 3:45 pm      8:30 am – 12:00 pm

Grades 6<sup>th</sup> – 12<sup>th</sup>      8:30 am – 3:45 pm      8:30 am – 12:00 pm      8:30 am – 12:15 pm

**ABSENCES:** While students should not be in school when they are ill, being absent places the student at a disadvantage because of the difficulty of making up work missed during the absence.



Whenever a student is absent, please notify the school office in person or by phone. Homework and classwork assignments can be accessed through RenWeb.

If the absence is foreseeable, the parent should inform the teacher and secure as much work as possible to be completed during the absence to minimize the amount of make-up work upon the student's return. **Doctor, dental, and other appointments are to be made after school hours, except in the case of an emergency.**

Upon the student's return to school, a note signed by the parent/guardian must be presented in the school office stating the dates absent and the reason for the absence. Without proper notification a student will be given an unexcused absence. If the student brings a parent excuse the following day, an excused absence will be issued.

### **EXCUSED ABSENCES:**

Students will be given a day for each day of absence to make up the work that was missed. Any work which is not made up will be recorded as a zero (0). **The total number of absences allowed for any semester is 9 at all levels regardless of reason**, unless prior permission is obtained by the administration. Upon reaching the 10th absence, the grade in the class(es) will be lowered ten full grade points. Any exceptions to this must be made by the board with written request from the parents within 30 days of receipt of the report card.

**UNEXCUSED ABSENCES:** Students will receive a grade of zero (0) on all work missed during an unexcused absence.

**PERMITTED ABSENCES:** Students missing class for official school sanctioned events (Science Fair, participation in athletic events, field trips, etc.) will be granted a permitted absence. These absences are not considered as part of the count for loss of credit/grade or perfect attendance.

**COLLEGE DAYS:** Secondary students in grades 9 – 12 are allowed (2) college days per year. These days will be considered as permitted absences. **The student must turn in a written request 1 week prior to the visit, indicating the college/university they intend to visit.**

**TARDINESS:** All students must arrive at school on time. Entering the class late interrupts the teacher and the entire class. A student is considered tardy if he is not in the classroom seated when the tardy bell rings. Continued tardiness will necessitate a conference with parents and principal. ***Any student arriving after 8:30 A.M. must go to the school office for a tardy slip.*** No student will be received into the classroom without the proper form from the school office. The student arriving late must bring a handwritten excuse, signed by the parent, to the school office. He will then be issued the tardy slip which will be marked "excused". **Without an excuse signed by the parent the student will automatically receive an unexcused tardy slip.** If a parent excuse is brought the following day, the student will be reissued an excused tardy slip.



- Three (3) unexcused tardies will constitute one (1) unexcused absence.
- Three (3) excused tardies will constitute one (1) excused absence for all grades.
- Students who through tardiness have exceeded the absence limit will be subject to the academic penalties prescribed by school policy.
- Students having perfect attendance but have had TARDIES during the school year **will not** be receiving a Perfect Attendance Award.
- Secondary students arriving 15 minutes late for any class will be marked as absent due to tardiness.

**SECONDARY GRADING WEIGHTS**

**Grades 9 – 12:** Each semester will be divided into two (2) terms and reporting periods. In computing the final grade for the course, all grades will be determined in the following manner:

- 1<sup>st</sup> Term – 40%**
- 2<sup>nd</sup> Term – 40%**
- Final Exam – 20%**

**Grades 6 – 8:** Each semester will be divided into two (2) terms and reporting periods. In computing the final grade for the course, all grades will be determined in the following manner:

- 1<sup>st</sup> Term – 45%**
- 2<sup>nd</sup> Term – 45%**
- Final Exam – 10%**

**SECONDARY SEMESTER EXAMS:** Semester and end-of-year exams are designed to test the main concepts taught during the semester or the entire year. All exams for grades 9 – 12 will be given during a period of time not less than 90 minutes. All high school classes will be allowed the same amount of time to administer the end of semester exam, which will account for 20% of the semester grade.

Students who have 1 excused absence or less in any class for the semester will have 10% added to the score of their final exam. Students who have two or three absences will have 5% added to the score of their final exam.

**ARRIVAL:** Normal arrival time is between 8:00 and 8:20 am. Students arriving before that time will be assessed the Early Arrival Daycare Fee. Persons delivering children to school should make sure that responsible school personnel are aware of the child's arrival. Weather permitting, children arriving after 8:00 should report immediately to their assigned waiting areas and remain there until the bell rings and their teacher picks them up. .



**WAITING AREAS**

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| Pre-school                         | in the classrooms (Pre-school wing) |
| 1 <sup>st</sup> – 5 <sup>th</sup>  | west blacktop                       |
| 6 <sup>th</sup> – 12 <sup>th</sup> | in assigned classrooms              |

On rainy days or when the temperature is below *60 degrees*, all elementary students arriving after 8:00 will report directly to the gym. Students are not allowed to go to their classrooms or leave their assigned

waiting areas unless they have permission. All students should buy their lunches before reporting to their waiting areas.

**DAILY DEPARTURE:** All students should be picked up PROMPTLY. *Students who are not picked up by 4:00 (Pre-school & Elementary), and are not registered for extended care will be placed in the extended-care rooms and the parent will be charged \$6 per hour.* Elementary students will be the



may not wait unsupervised anywhere on the campus. If a parent knows they are late picking up their child, please call so that the student can wait for them in extended care rooms. Secondary students are assigned to the West Parking lot after being dismissed from class. Students remaining on campus after 4:00 must report to extended care. No students will be allowed to be on the playground after school. All school policies remain in effect while a student remains on campus.

Students in grades 1 - 5 should be picked up on the east parking lot. Parents should not come into the hallways or stand outside the rooms waiting for the students to be dismissed to avoid distracting the students.

**EARLY DEPARTURE:** If a student needs to be picked up early or taken out of class for any reason, parents must report to the office before going to the classroom. Parents will need to sign them out and be given a release form to give to the teacher. The teachers have been instructed not to release any student without authorization from the office.

**TRAFFIC FLOW AND PARKING:** Because of the number of vehicles that flow through the parking lots each day, it is very important that drivers observe the following guidelines:

- Drive very slowly while entering, crossing and exiting the parking lots. Adults and children are walking through the lots and with many cars it is sometimes difficult to see.
- **If the driver is going to get out of the car for any reason, please park in the parking spaces.** Do not block or impede traffic flow by parking or standing in traffic lanes.
- Respect the no-parking zones and restricted-parking spaces, such as fire lanes, handicapped parking, and church-staff parking. Unauthorized vehicles parked in these areas will be asked to move.
- Respect the authority of any school or church staff that is patrolling the parking lots. They are there to protect your child from danger. If you are asked to move your car or follow a different traffic pattern, please follow their instructions. Repeated disregard in this area may result in the removal of your child from the school.
- Secondary students, holding a valid drivers license, may drive themselves to school and park on the concrete parking area in the space assigned. They may not access their vehicles during the school day. Should a student prove by their conduct unable to abide by the parking policies, they will lose the privilege of parking on school property.

## **RULES AND POLICIES FOR STUDENT DRIVING AND PARKING ON CAMPUS**

1. The safety of all students, faculty and staff is of primary importance.
2. All traffic control signs on campus must be observed.
3. The school is not responsible for damage to vehicles while on the campus.
4. Students must obey instructions given in the form of verbal commands or hand signals by faculty or security personnel.
5. The maximum speed limit on campus is 10 mph.
6. Students may not loiter in the parking lot before or after school.
7. Students are not permitted to return to their cars/parking lots during the school day for any reason without permission.
8. Loud music is not permitted.
9. Cars incorrectly parked are subject to a \$20.00 fine and may be towed at the owner's expense.
10. Cars with bumper stickers displaying inappropriate language or gestures will not be permitted on campus. These stickers will be removed immediately.
11. Cars may not be left on campus over-night without permission.

12. The school reserves the right to search any vehicle if reasonable cause exists. Students have full responsibility for the security of their vehicles. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, drug paraphernalia, and weapons that are found in their vehicles, and will be subject to serious disciplinary consequences. Search may be conducted at any time there is reason to do so, with or without the student present.
13. Students are strongly advised to keep valuables, left in a car, locked and out of sight.

**VIOLATIONS:** Failure to comply with School policies may result in restriction and or revocation of parking privileges. Violators can be ticketed and cars will be subject to towing at owner's expense.

**CHANGE OF ADDRESS:** It is very important to notify the school office immediately as to any change of address or telephone number.

**TRANSPORTATION:** While the school does not furnish transportation, it assists parents in arranging carpools.

## **GRADING AND HOMEWORK**

Students in our school work hard during the school day with the primary emphasis being upon the academic and spiritual needs of the child with adequate weight upon their emotional, social, and physical needs. In order to prepare the student for future work, homework will be required for all Elementary and Secondary students.

Parents have a responsibility to assist the child with his homework by providing a time and place with an atmosphere that encourages concentration upon the work to be done. All distractions should be eliminated as much as possible. The parents should not do the homework for the pupil, but should give proper supervision to the required study.

The high-achieving student who learns quickly and applies himself during the school day may have comparatively little homework except for special projects such as book reports, compositions, special research and inquiry designed to develop initiative and basic skills to a higher degree. Our goal for the gifted student is greater development of effective thinking, including critical, reflective and creative thinking. The low-achieving student, the transfer, or careless student may find it necessary to spend more time on homework to keep up to grade level. Homework will be necessary when a student is behind in his work due to illness. As a rule no homework is given on Wednesdays, with the exception of math in the secondary grades. Homework will not be used as a punishment for misbehavior unless, as a result of the student's misbehavior, work assigned during the school day was not completed.



At First Baptist School, the responsibility for scholastic achievement is placed on the *student*. Should the student not meet his obligations for the day, he will be required to complete the work at home. If he fails to hand in his homework the following day, the matter will be handled at the discretion of the teacher. In order to assure that the student will be given reasonable time to complete unfinished homework assignments, the parents should send a signed note explaining the reason why the assignment was not completed. The teacher and/or administration will decide on the validity of the excuse.

## **REPORT CARDS**

Our grading system is designed to give parents a true indication of the student's progress or lack thereof. Report cards are given to students the Wednesday following end of each grading period. The report is to be signed by the parent and returned to school promptly. Signing the report card is not an indication that the parent is in agreement with the contents, but that he has seen the report. Parents will receive a progress reports through email every three weeks. **Final secondary report cards** are issued on the Wednesday following the end of the school year.

## RENWEB

As part of our mission to support parents as they teach and train their children, our school has implemented the RenWeb program. RenWeb is an internet based school administration program. Daily assignments, grades, conduct and teacher contacts are all available through this program. Each family must provide a valid email address to the office to have access. Grade books are disabled during the week of report cards and in the case of excessive balances.

## HONOR ROLL



At the end of each grade-reporting period, honor roll students for grades K5 -12 will be announced. Students who receive grades of 95 or higher in all subjects, who are performing to their potential in handwriting and whose citizenship grade is 90 or above will be placed on the Principal's Honor Roll. Students who receive grades of 90 or above in all subjects, who are performing to their potential in handwriting and whose citizenship grade is 90 or above will be placed on the "A" Honor Roll. Students who receive grades of 80 or above in all subjects, who are performing to their potential in handwriting and whose citizenship grade is 90 or above will be placed on the "B" Honor Roll.

**Semester and End-of-Year Honor Rolls:** The honor rolls for each grading period are based on the subject averages for that grading period. The honor rolls for the semester are based on the semester averages in each subject. The end-of-year honor rolls are based on the projected year-end average.

## STANDARDIZED TEST SCORES

First Baptist School students verify the levels of academic excellence taking place in the classroom through annual results on a standardized test, **Terra Nova**. These are normally administered during the month of April. Parents should insure that students are in school all the days of testing and are well rested. The average First Baptist student scores almost two years above public school national averages. Although standardized test scores only measure one aspect of a student's progress, these results help the school evaluate school-wide academic programs. **Students testing below the 40<sup>th</sup> percentile may be required to attend summer classes.**

Secondary students in grades 9 – 11 also take the **PSAT** in October. This is a practice test in anticipation of the **Scholastic Achievement Test (SAT)**, which is taken for college admissions. Secondary students will also be required to take the **TSI** test through the university to qualify for dual enrollment status. The **ASVAB** vocational test is given to junior and senior students in alternating years.

## PROMOTION CRITERIA

Students who work hard and show acceptable progress during the school year in the core subject areas will be promoted to the next grade. A student in Grades 1-8 who fails one subject for the year will be promoted to the next grade on the condition that he will attend summer school during the summer. A student who fails two or more core subjects for the year will not be promoted to the next grade. It will also be recommended that he receive summer help in the subjects failed. The Principal must approve any summer school program to ensure that the student will be helped in the areas needed.

Students in grades 9 – 12 may attend an FBS approved summer school to make up credits lost during the regular school year. The grade earned in summer school will be averaged with the highest semester grade in that subject to determine whether credit will be granted. Transfer students missing requirements or students failing classes may be required to take courses through the university or other FBS approved sources to complete their course of study prior to graduation. Seniors missing no more than two semesters of credit (total of 1 credit) will be allowed to participate in the graduation ceremony but will not be given their diploma or have their transcripts indicate graduation until verification of course completion is furnished to the principal for evaluation.

Students may be placed on Academic probation for failure to achieve passing (70) grades in multiple classes for any term. The terms of that probation will be established at the time it is imposed. Failure to meet the terms of academic probation will result in a student being asked to leave FBS for a minimum of two semesters.

# First Baptist High School Graduation Plan

**Four credits:**

- Bible I
- Bible II
- Bible III
- Bible IV

**Four credits:**

- English I or Honors English I
- English II or Honors English II
- English III or DE Comp or Honors English III
- English IV or DE Comp or Lit or Honors English IV

**Four credits:**

- Algebra I
- Geometry
- Algebra II or DE Col Alg
- Math Elect/DE CA/DE PC

**Four credits:**

- Biology or DE Biology or Honors Biology
- IPC or Honors IPC
- Chemistry or Honors Chemistry
- Science Elect/Anatomy/DE Bio/DE A&P or Honors A&P

**Four credits:**

- U.S. History or Honors U.S. History
- U.S. Government (one-half credit) or Honor U.S. Government
- Economics (one-half credit) or Honors Economics
- World History or Honors World History
- World Geography or Honors World Geography

**One and one-half credit Physical Education  
(Athletic Team membership – ½ credit)**

**Two Credits of the same language other than English:**

**One-half credit of Health**

**One-half credit of Technology/One-half credit Speech**

**[Two Credits of Electives within the selected endorsement (required for standard and**

Total Credits Required: 26 (28)

## **High School Program**

First Baptist School offers a fully accredited high school program. Students have the opportunity to earn a high school diploma with both endorsements and levels of distinction as well as college credits for high school course work. There are three levels of diploma offered: Basic (26 credits); Standard (28 credits); Distinguished (28 credits).

## **FBS Honors Program**

In combination with the Dual Enrollment Program (DE), the program is designed for students who have demonstrated above average academic ability, motivation and interest for further advanced secondary study. To be considered for these courses, students must have standardized test scores in 85%, an academic record of high achievement and the recommendation of the faculty. Students must maintain a grade of C or better in HP courses, maintain good conduct and enroll in at least one HP/DE per year. HP and DE courses are graded on a 5 point scale for GPA purposes. This will affect class ranking, honors/awards, valedictorian and salutatorian standing.

## **Endorsement Electives**

High school students, beginning with the class of 2019, must choose and specify in writing which endorsement they intend to pursue to earn an endorsement for their high school diploma.

## **Dual Enrollment Program**

Students in the 11<sup>th</sup> and 12<sup>th</sup> grades have the opportunity to qualify for Dual Enrollment classes and earn up to 30 college credits. These classes are offered in conjunction with the Honors Program to provide the opportunity for advanced students to excel and earn college credit while still in high school. Students must pass the Texas Success Initiative Assessment (TSI) and complete the Dual Enrollment requirements of TSC/UTRGV to qualify for these classes. Students successfully completing DE classes receive a 10 point bonus on grades for the high school course.

## **DRESS AND PERSONAL GROOMING**

Proper grooming must be taught along with other rules of manner and morals. Self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming.



A dress code is conducive to good study habits. All students must submit to it in order that the proper emphasis may be placed upon the matter of dress. First Baptist School, without reservation, seeks to use every means at its disposal, including dress, to encourage its students to think and act like ladies and gentlemen.

Because we always want to present a good example before the students, *proper dress for those calling for children is required*. Anyone dressed immodestly or offensively will be asked to leave the campus and not return until they are properly attired.

Please label all uniform components with at least the child's last name so that any items that are misplaced or lost can be returned to the child.

1. The pre-school and elementary uniforms shall consist of: red short/long sleeve polo type shirts bearing our school crest embroidered on the left chest; navy twill pants, shorts, skorts



- (pre-school) or box-pleated skirts (elementary). A school jacket may be worn over the uniform if desired.
2. Middle school uniforms shall consist of: white short/long sleeve oxford shirts bearing our school crest embroidered on the left chest pocket area; navy twill pants, shorts or box-pleated skirts. A school jacket may be worn over the uniform if desired.
  3. High school uniforms shall consist of: white short/long sleeve oxford shirts bearing our school crest embroidered on the left chest pocket area; khaki twill pants, shorts or box-pleated skirts. A school jacket may be worn over the uniform if desired.
  4. The school jacket shall consist of a navy blue nylon or fleece full-zip jacket with the school crest embroidered on the left chest .

### **UNIFORM POLICY FOR BOYS**

1. Uniform shirts and trousers designated for the grade level of the boy should be worn every school day. Pants may not have zippers or flaps on pockets nor pockets on the pants leg.
2. Shirts must be worn tucked in to the pants and a belt must be worn with the trousers.
3. Socks and shoes must be worn at all times. Athletic shoes are preferred as they will be required for all P.E. classes; otherwise, he will have to change his shoes for P.E.
4. P.E. uniforms will be required for all students beginning in grade 1. Younger students may wear shorts under their uniforms to use in P.E.
5. Hair must be kept clean and neat, off the collar, out of the eyes, and not longer than the middle of the ear. No unusual or bizarre hairstyles will be permitted. At the high school level, facial hair must be kept neat and trim.
6. Hats or caps are not permitted during school hours.



### **UNIFORM POLICY FOR GIRLS**

1. Girls must wear the designated uniform components for their grade level each school day.
2. Shirts or blouses with tails shall be tucked in. They may not be too tight or short. Undergarments may not be visible or of a color which draws attention to them.
3. Socks and shoes must be worn at all times. Athletic shoes and socks are preferred as they will be required for all P.E. classes; otherwise, she will have to change her shoes for P.E. Sandals or backless shoes of any kind are not to be worn.
4. P.E. uniforms will be required for all students beginning in grade 1. Younger students may wear shorts under their uniforms to use in P.E.
5. Hair must be kept clean, neat and out of the eyes. No unusual or bizarre hairstyles will be permitted.
6. Hats or caps are not permitted during school hours.
7. Skirts are to be worn at an appropriate length. Appropriate is defined as no more than 2" above the top of the knee. Shorts also are to be worn at an appropriate length. Appropriate is defined as no more than 3" above the top of the knee. Students who come to school with

an inappropriate length skirt or short will be issued a uniform violation. Repeated offense will result in a student being sent home.

## **GENERAL POLICY**

1. Students who come to school dressed improperly will be required to change clothes, even if it necessitates parents bringing proper clothing from home.
2. If questions concerning personal grooming arise, the staff and administration will be happy to assist the family.
3. The final decision on all questions relating to dress, hair and conduct shall be made by the administration.

## **PARTIES**

Parents who wish to assist with Christmas, Valentine, and Easter parties as well as any other class parties throughout the year should inform your child's teacher at the beginning of the school year. **All parties must be approved by and planned in conjunction with the classroom teacher to avoid any conflicts in scheduling.**



Birthdays should be celebrated by the class singing "Happy Birthday" to the child. If a parent wishes to send cookies or cupcakes to be served during lunch or snack time, make sure the teacher is notified in advance. **NO PIÑATAS, PLEASE.** Only students in the class of the birthday child will be allowed to participate in the party.

Some teachers have found it more convenient to have a birthday party once a month for the students who have birthdays that month. Room mothers and parents of students having birthdays that month should plan the party. Invitations to parties away from the school can be given out if all children in the class receive an invitation. Please do not send presents to school for the child.

Because of safety considerations and the liability involved, classes are **not allowed** to have swimming parties at private homes as school sanctioned events. Class parties held away from school must have approval from the Principal.

## **FIELD TRIPS**

In connection with their studies, classes will take some scheduled field trips during the year. These off-campus experiences are sources of enjoyment for the students, but are designed primarily to enrich learning. Teachers may ask students to take notes and/or tests upon returning to school.

All planning and preparation for field trips are the responsibility of the classroom teachers and must be approved by administration. Parents are strongly encouraged to suggest locations for profitable and appropriate field trips for the class.

Teachers will contact parents to transport students in the class to the field trip destination. Sufficient transportation will be secured so that each person has a place to sit safely and comfortably. Children must be buckled into a seat belt. Adequate adult supervision must also be secured.

## **CHAPEL**

*Each week* chapel will be held for all students and faculty. The 40-minute period will include singing, Scripture recitation, and Bible teaching or inspirational messages. Parents are invited and encouraged to attend the chapel times.

The schedule for chapel will be set based on the nature and time constraints of each particular chapel program. Three chapel periods will generally be held to ensure age appropriate ministry.

## PHYSICAL EDUCATION AND SPORTS



A program of physical education is provided for all levels Pre-K through 12<sup>th</sup> grade. Through a physical fitness program and the development of athletic skills, the school seeks to help the students to develop healthy, well-coordinated bodies. No student will be exempt from P.E. without a written excuse from the doctor and/or parent. The note must state the amount of time the student is to be excused from P.E. and in what type of activities the student can participate. **A current physical must be on file in the office for students each year.**

Extra-curricular athletics of are available for both boys and girls. **Volunteer coaches are always needed.** All practices, games and meets will be scheduled before and after school hours. Parents, faculty and the student body are encouraged to support the teams.

## CHRISTIAN PATRIOTISM

**First Baptist School** believes that patriotism (love of and loyalty to one's country) is a biblical concept (1 Timothy 2:1-4). It places emphasis upon the greatness of America's heritage and sacrifice of its heroes. America is a nation which guarantees liberties to educate to preserve freedom. This school unashamedly teaches the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, attitudes which promote respect for the flag and love of country.

### DISCIPLINE



#### Levels of Discipline

1. Each teacher should have and enforce an approved discipline plan which is communicated to the parents and students. This plan shall include a graduated system of positive rewards and negative consequences.
2. If a student is referred to the principal, the principal will administer punishment that is appropriate to the offense. Corporal punishment may be administered at the discretion of the principal.
3. If the student's behavior does not improve, the parents will be advised that the student faces a possible suspension of up to ten (10) days.
4. The principal has the authority to suspend a student for up to ten (10) days at any time if the severity of the student's actions warrants such. Students will receive a grade of zero "0" on all daily work for the duration of the suspension. Tests and quizzes given during this time will be made up under the same conditions as an excused absence.
5. The principal has the authority to expel any student at any time indicating the student's incompatibility with the purposes and standards of First Baptist School.
6. The First Baptist School Committee may expel any student for incompatibility with the purposes and standards of First Baptist School.

**Detention** may be assigned to the student at the teacher's discretion as one option for disciplinary action.

## Upper Elementary and Secondary Merit System

The merit system is a guide for discipline for grades 5 through 12. It is our desire to have an effective and assist in the development of a is our desire that the behavior school, home, and elsewhere.



through 12. It is our desire to have an effective and assist in the development of a is our desire that the behavior school, home, and elsewhere.

Students begin each semester with 100 merit points. Inappropriate behavior will cause the student to lose merit points in accordance with their offense. After dropping below 100 points, students in 10<sup>th</sup> through 12<sup>th</sup> grade will be awarded 2 merit points for every 5 **consecutive** days that merit points are not deducted for misbehavior. Students in 5<sup>th</sup> through 9<sup>th</sup> grade will be awarded 5 merit points for every 5 consecutive days that merit points are not deducted for misbehavior.

Below is a list of those offenses covered by the merit system. This is list not meant to be all inclusive. The administration reserves the right to make the final decision concerning the assignment of any loss of merits for a student's behavior.

<b>Offense:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Tardiness*	1	1	1	2	2	2	3
Unprepared	1	1	1	2	2	2	3
Inappropriate conduct	1	1	1	3	3	3	5
Hall violation	1	1	1	3	3	3	5
Dress code violation	3	3	3	4	4	4	5
Horseplay	5	5	5	10	10	10	10
Disrespect (of peers)	5	5	10	10	10	10	15
Inappropriate language	10	10	20	20	20	20	20
Disobedience (willful)	10	15	20	20	20	20	20
Disrespect (of adults)	10	15	20	20	20	20	20
Lying (10-50)							
Cheating (10-50)							
Other serious offense (10-50)							
Inappropriate acceptance of merit loss	5	5	10	15	20		

### **CONSEQUENCES/PARENT NOTIFICATION:**

When a student reaches the following levels of merits, these procedures are followed:

**90 merits** & each loss of 10: the parents will be called/e-mailed and the student will have a 45 minute AFTER SCHOOL detention.

**75 merits:** the parents will be notified by letter/e-mail; one-day in-school suspension

**50 merits:** a student is placed on **conduct probation** and parents are informed by telephone; parental conference with a member of the administration; two-day in-school suspension

#### **Conduct Probation:**

- removal from all extra-curricular activities
- removal from class office or student council

**25 merits:** parents are contacted by administration; 3 day out of school suspension

**0 merits:** dismissal from FBS for a minimum of 2 semesters

**At the Secondary level,** when detention is assigned:

1. Students will serve 45 minutes per day in detention, beginning at 3:45 on regular school days except Wednesday.
2. Students will report to the teacher assigned detention monitoring.
3. Students may be given classroom work or work assignments associated with campus maintenance.

### **Substance Abuse Deterrence**

As a deterrent to the sale, distribution, possession and use of alcohol, drugs, drug paraphernalia, and tobacco by First Baptist Students, the following measures can and will be employed by the administration:

- **Unannounced inspections of students, lockers, automobiles, schoolbags and school facilities with and without the use of trained drug-detection dogs.**
- **Drug testing of any student selected by the Administration (with or without probable cause) which, at the discretion of the Administration, performed at the student's expense, including on-site testing.**

*By enrolling at First Baptist School, parents and students agree to submit to these deterrence measures. Positive drug test results will be reported to parents and may or may not result in disciplinary measures.*

### **Campus Wide Discipline Policies:**

1. Disrespect toward any First Baptist School staff member will not be tolerated.
2. Students will address all adults with "Yes, ma'am"; "No, ma'am"; "Yes, sir"; "No, Sir". The use of inappropriate language will result in disciplinary action.
3. We maintain a closed campus. No child shall leave the school grounds after arrival in the morning except by special permission from the parents and principal or a faculty member.
4. All students must strive to keep school grounds, playground, classrooms, hallways, restrooms, and lunchroom clean. Trash must be placed in receptacles provided.
5. Eating and drinking are permitted only in designated areas. Students may not eat or drink during classes or on the playground. Bottled water in clear bottles or containers may be permitted in the classroom *with teacher permission*
6. Chewing gum is never permitted on the school grounds.
7. Students must help keep property in good repair by never defacing it, and reporting anything that is damaged or lost. Students who deface or damage church/school property will be required to place the repair/replacement costs as well as complete work assignments on the grounds.
8. Students are NOT to be in the building before or after the designated time without permission from the office. Students should never enter a building, including the gym for P.E. where an adult is not present. All students must remain in assigned areas only.
9. Shouting, loud talking, running, shoving, or horseplay in the building is not permitted.
10. Electronic devices, smart devices (watches, etc.) and music players as well as video entertainment devices are not allowed without teacher's permission and then only on special



occasions. These devices will be confiscated and kept in the school office. Parents will be required to pick the item up in the office.

11. Students are not allowed to openly possess cell phones during school hours. A fine of \$10 per incident will be charged for violation of this policy.
12. Weapons, matches, lighters, knives or any articles pertaining to the use of drugs are not permitted on campus.
13. First Baptist School is a smoke-free and drug-free institution. Therefore, tobacco products, cigarettes and alcohol products are not permitted on campus.
14. Students are not allowed to sell anything to other students unless it is a **school-sponsored sale**.
15. Students must respect the rights and property of others.

QUESTIONS REGARDING ANY INFORMATION IN THE *PARENT-STUDENT HANDBOOK* SHOULD BE REFERRED TO THE ADMINISTRATION OR OFFICE STAFF.



First Baptist School  
**Code of Conduct**

1. I understand that by enrolling as a student at First Baptist School, I am accepting all school policies-those outlined in the student handbook and those established by the school administration.
2. I shall adhere to the FBS Dress Code Policy as administered by the school to promote excellence in character development.
3. I realize that I am expected to put forth my best effort in homework, in preparation for quizzes and tests, and in special academic projects since one of the primary reasons for enrolling as a student in FBS is academic training.
4. I understand that communication and interaction between parents, students, faculty, and administration is encouraged. Communication should be carried on in a constructive and Biblical manner.
5. I shall refrain from the following destructive behaviors regarding the use of my words:
  - a. Gossiping (repeating information about others that is not my concern or not edifying, whether true or untrue)
  - b. Slander (repeating information about others that is untrue)
  - c. Mockery (disdainful or disrespectful talk about those in authority, the church, or scriptural principles)
  - d. Profanity, Obscenity, Vulgarity, and/or Offensive Slang
6. I shall not lie, cheat, or steal. I am not only expected to adhere to this policy, but also to promote and encourage my peers to do the same.
7. I understand that FBS has standards of sexual conduct and social behavior that are based on Biblical guidelines rather than those of the culture, the popular media, or peer groups. I shall govern my behavior to hold to these standards.
8. I shall use any and all electronic media (cell phones; cameras; mp3 players; e-mail, internet, and websites, such as instagram and facebook.com; etc.) in a manner that is constructive and Biblical. I shall make my websites immediately accessible to FBS Administration at any time upon their request.
9. I shall not at any time use or possess drugs, tobacco, alcohol, and pornography since these are certain destroyers of self-discipline, self-control, and definitely against God's plan for Christian people.
10. I shall not at any time participate in occult practices or teaching and I will not promote their practice among other students.

11. I shall maintain Christian standards of courtesy and kindness in the way I treat others. I shall show respect for my fellow students and the staff in my speech, attitudes, and actions.

12. I understand that attendance is an essential element of learning and I shall put forth my best effort in regular and timely attendance.

**First Baptist School's Student Code of Conduct** is established as a means of communicating and understanding the lifestyle standards agreed upon for our students and by our students. Each standard addresses choices that students are capable of making and acting upon as individuals. The expectations apply to FBS students whether the student is on or off campus. An unwillingness to make one's best effort to meet these standards also implies a choice to not continue as a student at First Baptist School.

**My Locker # is** \_\_\_\_\_

**My RenWeb email is** \_\_\_\_\_

**The School Website is** [fbscrusaders.net](http://fbscrusaders.net)

**My homeroom teacher's email address is:** \_\_\_\_\_

**My other teacher's email addresses are:** \_\_\_\_\_

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**My address is:** \_\_\_\_\_

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**My parent's number is:** \_\_\_\_\_



