

Faith Baptist School

Welcome~Equip~Send

SCHOOL HANDBOOK



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COPY OF FORMS FOR PARENTS

Parent-Student Handbook Acknowledgement Form (Copy to keep and copy to return)
Anti-Bullying and Anti-Abusive Behavior Pledge for Students (Copy to keep and copy to return)
Library Policy Acknowledgement Form (Copy to keep and copy to return)
Harassment Policy Form (Copy to keep and copy to return)

APPENDIX

School Calendar
Carline Map



MISSION STATEMENT

Faith Baptist School welcomes students into a Christ-centered learning environment. FBS equips them with Biblically directed, quality, academic education. FBS sends young adults as active, lifelong learners and influential Christian servant leaders into the community and the world.

VISION

A diverse family of Christ followers, unified and faithful to the Great Commission and the Great Commandment.

PHILOSOPHY OF EDUCATION

The educational philosophy of Faith Baptist School is based on the truths of the Christian faith found in the infallible, inerrant and inspired Word of God. The Bible is eternal, all-sufficient and the final authority in all matters of faith and conduct. We believe that "*in Christ are hid all the treasures of wisdom and knowledge*" (Col. 2:3). Therefore, true knowledge is from God whether in history, geography, science, math, literature, the arts, or physical education. Jesus Christ and His teachings are central to all learning and living and the guiding principle in our goals, plans, objectives, and the selection of curriculum.

It is our desire that every student will accept Jesus Christ as Savior and put their trust in Him. We will strive to make Him known in every subject we teach and every action we take. That in every science lesson the student would see Him as the faithful Creator and Sustainer of life, in every history lesson acknowledge Him as the Sovereign Ruler over the affairs of men, in every music lesson proclaim the praises of Him Who is worthy of all praise, and in every Bible lesson come to know His character and the marvelous works of His hand.

We believe that every child is a gift from God, uniquely designed by Him with particular talents. The Holy Spirit, indwelling the believing child, enables him to fulfill God's total purpose for his life both personally and vocationally. It is through Him that he can develop the mind, attitudes, and actions of Christ. Parents have the God-given responsibility to train their children in the ways of God, and FBS exists to aid the Christian family by assisting in the total education process. As parents and educators, one of the greatest gifts we can give our children is an education that is based on a God-centered philosophy of life. It is our pledge at Faith Baptist School to praise and glorify God through focusing on Jesus Christ in all we do and say.



EDUCATIONAL GOALS

Faith Baptist School provides each child with an understanding of themselves in relation to God and His Word. Our goal is to meet the academic, spiritual, physical and social needs of each student as he/she lives a life that will please and glorify God. FBS will achieve this end by declaring the following objectives as our educational goals:

1. To teach the Bible, the Word of God, as the ultimate authority to guide our students in all areas of living.
2. To nurture a deep and abiding faith in God the Father, Son and Holy Spirit, and the Bible as His Word.
3. To provide a comprehensive program of Bible instruction, emphasizing application and the discernment of truth.
4. To encourage good citizenship based on a genuine love and respect for our country and the ideals on which it was founded.
5. To cultivate a healthy self-esteem and respect for the rights and needs of others while maintaining a positive attitude.
6. To instill the desire to build strong family units.
7. To communicate to parents all aspects for the student's learning as well as their spiritual growth and development.
8. To provide a high-quality Christian based curriculum which promotes academic excellence in reading, language, mathematics, social studies, science, health and spiritual transformation.
9. To provide an appreciation for the aesthetics through the Arts
10. To provide instruction and training in how to study, how to discover, how to locate information, and how to solve problems using available resources and technology.
11. To develop habits of self-discipline and assume responsibility for their own actions.
12. To promote respect for cultural diversity as each student maintains an appreciation for his/her unique heritage.
13. To encourage the proper care and development of the body.

With God's help, these educational goals will be achieved through prayer, the example of daily Christian living by the staff, the implementation of a Christ-centered curriculum, and systematic parental involvement in the educational process. We will strive in every way possible to relate Biblical principles relevant to the students' lives now as well as in the future.



CORE VALUES

1. All truth is based on the infallible, inerrant, and inspired Word of God.
2. True knowledge only comes from God in all content taught.
3. The Bible is eternal, all sufficient, and the final authority in all matters of faith and conduct.
4. Jesus Christ and His teachings are central to all learning and living as well as the guiding principle in our goals, plans, objectives, and curriculum.
5. Every student will be taught the saving knowledge of Christ and given every opportunity to place his/her trust in Him.
6. The indwelling of the Holy Spirit in the believing students is the only way for them to fulfil God's total purpose both personally and vocationally.
7. Parents have the God-given responsibility to train their children in the ways of God, and FBS exists to aide our families by assisting in the total education process (spiritual, intellectual, physical, emotional, and social).
8. FBS pledges to praise and glorify God through focusing on Jesus Christ in all we do and say.



STATEMENT OF FAITH

- We believe that the Bible is the inspired word of God to man, the infallible, all-sufficient, final authority in all matters of faith and conduct. (II Timothy 3:16)
- We believe in one infinite, triune God: Father, Son and Holy Spirit. (John 1:1, Colossians 2:9, Acts 5:3,4)
- We believe Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the Virgin Mary. Having lived without sin, He died and was resurrected in His own body for my atonement and resurrection. (John 1:1,14, Matthew 1:23,24, Hebrews 4:15, I Corinthians 15:1-4, John 2:19-21, Acts 26:23, I Corinthians 15:20,23)
- We believe that only through Christ's death on the cross, by the shedding of His blood and His resurrection we are saved and justified. Salvation is by grace, through faith; and is the free gift of God. (Ephesians 2:8,9, Romans 5:9, Ephesians 1:7)
- We believe in the bodily resurrection of all mankind: of the believer to an everlasting dwelling with God in heaven, of the nonbeliever to an everlasting, conscious hell without God. (John 3:16,18, John 5:28,29)
- We believe that the Holy Spirit, indwelling the believer, enables him/her to live a godly life. (Romans 8:13,14, I Corinthians 3:16, Ephesians 4:30,5:18)
- We believe in the imminent return of the Lord Jesus Christ. (I Thessalonians 4:13-18)

SECTION A

**POLICIES
AND
PROCEDURES**

THIS IS NOT A CONTRACT

**-SECTION A-
SCHOOL POLICIES & PROCEDURES**

INTRODUCTION

The intent of this handbook is to give general guidelines to be adhered to by students and parents. Sometimes new situations or changing circumstances will occur that are not covered specifically by this handbook. The principal reserves the right to interpret or change any policy at any time by sole discretion in responding to the new or changing circumstances.

COMPLAINT OR PROBLEM PROCEDURE

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school, or any one of several possibilities. This is often a result of lack of communication between those involved. The school's policy for dealing with those situations is mentioned below. This policy is consistent with the teachings found in Matthew 18.

1. All questions, problems, or complaints should first be brought directly to the teacher before anyone else is involved.
2. If the situation is not cleared up at this level, through direct contact, it should be brought to the principal.
3. If the situation is not cleared up with the principal, the principal and the parents will meet with the pastor.

We want to do everything we can to encourage a cooperative and positive environment at our school so we ask that all parents agree to follow these steps and to attempt a positive resolution to problems and disagreements within our school community.

NON-DISCRIMINATION STATEMENT

Faith Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration or its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administrated programs.

ADMISSION STANDARDS, POLICIES, AND PROCEDURES

All students enrolling in the Faith Baptist School must submit a completed application. Once the completed application is processed, students are administered an entrance assessment to identify the student's skill level. Once the assessment is complete, the student's application, previous test scores, report cards, and FBS assessment are reviewed. Students are admitted to FBS on an individual basis after careful review of the above criteria.

Students performing one year below grade level in any content area or having citizenship concerns may be admitted on a probationary status and are carefully reviewed at the end of each grading period. Students working more than one year below grade level require specialized instruction that FBS is not able to provide. Therefore, an alternative Christian educational setting is recommended.

STUDENT TRANSFERS

FBS recognizes the rights of parents to choose an academic institution best meeting their student's needs. Credits will be accepted as follows:

a. From accredited schools.

Credits are accepted from a public or privately accredited school.

b. From non-accredited schools.

FBS will administer an end of year content area test that the student must pass successfully in order to receive credit. Students must test at their grade level on the standardized test such as the Terra Nova Achievement Test or tests selected by FBS.

c. From nontraditional schools.

FBS will evaluate the course syllabus. If the school is accredited, FBS will transfer credit in the most appropriate content area. If the school is not accredited, FBS will administer

an end of year content area test that the student must pass successfully in order to receive credit.

d. From home schools.

FBS will evaluate the course syllabus and administer an end of year content area test that the student must pass successfully in order to receive credit.

ASSIGNMENT TO CLASSES

Students are assigned to a classroom by the principal. Teachers assign instructional groups within each classroom as needed.

REGISTRATION OF NEW STUDENTS

To register a student in school the following items are needed:

1. A completed FBS application and €150.00 application fee.
2. Student's up-to-date immunization record.
3. Copy of Passport or Birth Certificate.
4. Copy of Military orders or letter from contracting company.
5. Copy of previous school's official records.
6. Copies of any standardized testing (Terra Nova).

Upon acceptance of the student, parents are required to complete all forms and return them to the school office prior to the finalization of enrollment.

WITHDRAWING FROM SCHOOL

If it is necessary to withdraw a student from school, parents must notify the school at least 24 hours in advance by contacting the school office. Your student will have a withdrawal form, report card, and personal belongings when leaving. A copy of official PCS orders or letter from contracting company ending contract will be required for early withdrawal. **Students with an outstanding balance at the time of withdrawal will not receive their report card or other information needed to enroll at another school until all outstanding fees are paid in full.**

FIELD TRIPS

Any student who is a participant or spectator at a school-sponsored event for which the school provides transportation will be expected to follow the guidelines listed below:

1. Conduct, language, and attitude on the bus or vehicle and at the site of the event will reflect the courtesy and proper conduct in keeping with the type of event.
2. School songs are welcomed when the occasion is appropriate.
3. Students will be assigned to buses or vehicles. A student who rides to an event on a school bus will ride the same bus back to school.

Students who are absent from school the day of the event will not be allowed to participate. Teachers will provide students and parents with a written agenda of the trip including: 1) place, date, and time of departure and return; 2) method of transportation; and 3) list of items that will be needed by the student while on the trip. Teachers shall verify that each student has submitted a FBS field trip permission form signed by the parent or guardian prior to leaving on the trip. If the parent refuses to give permission, the student does not participate. Teachers shall support and enforce the rules and regulations as outlined in the student handbook.

Any student who is a participant or spectator in any trip or who performs a program as a representative of Faith Baptist School and displays conduct which is disruptive or detrimental to the program will be subject to discipline, including immediate withdrawal from that program for the remainder of the school year or expulsion from school.

Students must return to FBS with their teacher on the provided transportation from a field trip and are not allowed to leave the field trip location with anyone. Students returning to FBS from the field trip must complete their instructional day and are not allowed to be dismissed early without absence penalty.

Due to special field trip rates and securing field trip locations based on number of students attending, no refunds are allowed for field trips for students unable to attend a field trip.

LOST BOOKS/RESOURCES

Lost books (to include textbooks, workbooks, computers, library books, or any other instructional support items) will incur a charge for the cost of the lost item. In addition, lost library books will incur a charge for the cost of the book as well as a non-refundable \$5.00 processing fee. Any textbooks and/or library books found and returned after paying the charges will not generate a refund for the cost of the book because it has already been purchased by the school.

TEXTBOOKS

All textbooks are the property of the Faith Baptist School. The use of the school-owned textbooks is the right of every student in our school, but this right carries with it the basic responsibilities of proper use and good care.

Students will be issued a textbook for each subject they are taking if a textbook is needed. The book will have a number, and it is the responsibility of the student to take excellent care of the textbooks. **Any damage to the book will result in a fine. If a student is unable to locate or return any textbook, he/she will be required to pay for it before a second textbook is issued. Report cards and transcripts may be held until the student's textbook accounts are settled.** Students should know where their books are at all times. It is poor practice to permit other students to "borrow" textbooks, especially since students are responsible for the condition of their own books and any damages that may occur.

ARRIVAL TIME

School doors open at 8:15 a.m. STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:15 a.m. Consistent early arrivals will result in before care fees being assessed. All students must enter through the main lobby doors. A car-line will be in effect from 8:15a.m. – 8:30a.m.

SCHOOL ATTENDANCE

Students who are at least four years of age, and who have not yet reached their 18th birthday shall attend school for the entire period the program is offered.

Absences/Tardies

When a student is absent or tardy from school, the parent or guardian should send a hand-written note to the school explaining the reason for the absence **upon the student's return to school.** All notes must include the date, the name of the student, the date of the absence(s) or tardy, the specific reason for the absence(s) or tardy, and the parent's signature.

Students are expected to attend school every day; however, parents should not send students to school when they are ill. When a student's absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, administration may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Students who have excessive absences or tardies (exceeding nine and are on Administrative Attendance Monitoring) may be withdrawn from FBS or retained in the previous grade level.

Absences and tardies affect the quality of a student's work, interfere with normal instructional procedures in the classroom, and place additional demands on the teacher to provide remedial assistance. Therefore, regular attendance and punctuality are required of every student for each class. It is the student's responsibility to ask the teacher for any missed assignments which must be turned in according to the FBS policy for make-up work.

In case of an extended illness, injury, or family vacation, the school will work with the family to minimize curriculum loss. Parents should contact the student's teacher immediately in order that

arrangements may be made for continuance of academic work. Upon administrative approval, a student who is absent for an extended period of time will request missed assignments prior to the absence in order to minimize lost instructional time and assignment overload upon return to school.

Tardy Policy

School begins at 8:30 a.m. Parents are required to take their student to the lobby when they arrive late and sign them in. Should the parent be unable to take the student to the lobby, the student must go to the lobby with a note from the parent explaining the reason for his/her late arrival. Students who are late without a parent or an acceptable written excuse from the parent, shall receive an unexcused tardy. Parents of students who are tardy to school assume the responsibility for the student.

Administrative Attendance Monitoring

Administrative Attendance Monitoring Absences and tardies are monitored by administration. **Upon accumulating ten absences or ten tardies, students are considered to be in violation of the Attendance Law and will be placed on Administrative Attendance Monitoring.**

Once a student is on Administrative Attendance Monitoring, all absences and/or tardies must be cleared with administration.

ATTENDANCE INFORMATION ON REPORT CARDS

Absences and tardies are documented on the report card, progress report, and reviewed during parent conferences.

WITHDRAWAL FOR NON-ATTENDANCE

The school may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has ten absences.
2. Repeated efforts by the principal to locate the student have been unsuccessful.

DEFENSE

The fact that a parent did not receive the notice described above is not a defense for the parent's failure to require a student to attend school or for the student's failure to attend school.

MAKE-UP WORK

Make-up assignments or tests shall be made available to students after an excused absence. Students will be allowed one day to make-up work for each day of an excused absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. An unexcused absence forfeits a student's right to make up assignments or to take missed examinations. Students returning to school without a written note from the parent explaining the absence will receive an unexcused absence for the days missed. Making up assignments will be at the teachers discretion.

Parental requests for student make-up work will be forwarded to the student's teacher(s) and will be available for pick-up in the lobby within a 24 hour time period.

WARNING NOTICE

On the third absence or tardy, parents will be notified in writing as per the school's attendance policy.

BAD WEATHER DAYS

In the event schools are closed due to severe weather, FBS will follow the Kaiserslautern DoDDS schools closing information made on the Ramstein Airbase website at www.ramstein.af.mil/weather-info.com. Ramstein releases this information to the website early enough in the morning to alert parents of the school closing prior to students leaving home

for school. The school has established procedures to follow during severe weather if it occurs during the day.

CALENDAR INFORMATION

See the school webpage at www.fbseagles.com for updated calendar information.

REPORT CARD DATES

Students will have four grading periods. Report cards will be sent home at the end of each quarter. Parent conferences are **required** in November and April to receive your student's report card. The parent's failure to attend the required conference within a week of the scheduled date may result in the withdrawal of the student at the parent's financial responsibility. Conference times will be scheduled with your student's teacher.

SCHOOL EVENTS

The principal shall approve all events scheduled at Faith Baptist School. A designated FBS staff member is in charge of each event. Students who fail to conduct themselves properly at any event will be asked to leave, will have a disciplinary report written by the administrator in charge or his/her designee detailing the inappropriate conduct, and will be subject to disciplinary action by the principal. All extracurricular activities are considered to be learning experiences and are controlled by school personnel.

CHANGE OF ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACT INFORMATION

Any change of residence, mailing address, telephone number, or emergency contact(s) after enrollment requires you to update your information with the administrative office so that the records may be corrected in case of an emergency at the school or at home. Business phone numbers of parents should also be recorded in the administrative office. It is imperative that this information be kept up to date with the school office.

INDIVIDUALS WHO HAVE ACCESS TO RECORDS

Principals, teachers, and other school employees who have a legitimate educational interest in the records of a student may review and receive copies of the records. In addition to the employees of the school who have legitimate educational interest in the student's records, parents, guardians, and the students are the only persons who have general access to the records maintained. Under restricted conditions, which require the completion of a request form and the placement of the form permanently with the records, certain other individuals can review a student's record. Those individuals may include (1) state and federal officials for audit purposes; (2) accrediting representatives for accrediting purposes; (3) research representatives for limited research where the results of the research will not identify the students; (4) courts and other bodies issuing orders or subpoenas, provided the parent and student receives notice before compliance. When a student transfers to a school outside Faith Baptist School, a copy of the record is sent to the receiving school upon written request signed by the parent/guardian. No other persons are allowed to review a student's records without either the parent's or guardian's permission or that of the student if over 18 years of age.

Both parents, married, separated, or divorced, have access to a student's records until the student becomes 18 years of age and is no longer a dependent student under Section 152 of the Internal Revenue Code. After the student becomes 18 and he/she is no longer a dependent student, only the student has access to his/her records except that the student may consent to others having access. If a parent's rights of access are restricted by court order, this access is not available. Legal guardians have the same rights as parents. Parents and students may review records during regular school hours. The school administrator is the custodian of the records and should be contacted when a review of a student's records is desired.

STUDENT'S PERMANENT RECORD - TYPE OF RECORDS DIRECTLY RELATED TO THE STUDENTS WHICH ARE MAINTAINED BY THE SCHOOL

The school maintains student records. A "student record" generally includes: applications for enrollment; standardized achievement test scores; grades; attendance dates; scores on

standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; reports on behavior patterns or disciplinary actions; and graduation dates.

The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Both parents, either married, separated, or divorced (unless evidenced by court order, state statute, or legally binding document related to separation, divorce or custody revoking these rights), have access to a student's education records until the student becomes 18 years of age and is no longer a dependent student as defined in section 152 of the Internal Revenue Code of 1964. After the student becomes 18 years and he or she is no longer a dependent student, the student retains sole access to his or her education records. A person having the right to review education records should submit to the school principal (if student is currently enrolled) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the person making the request of the time and place where the records may be inspected. If the student is no longer enrolled in the school, the request must be made to the school principal.
2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Faith Baptist School to amend a record that they believe is inaccurate, misleading, or in violation of the student's right of privacy. They should write the school principal, clearly identify the part of the record they want challenged, and specify why it is inaccurate, misleading, or a violation of the student's right of privacy. If Faith Baptist School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Although improperly recorded grades may be challenged, parents and eligible students are not allowed to request amendment of a grade given for a student's performance in a course.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the Weekday Education (WE) Committee; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Faith Baptist School will disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

ACCESS TO STUDENT RECORDS

Parents are entitled to access to all written records from the school concerning their student only. These include: (1) attendance records; (2) test scores; (3) grades; (4) disciplinary records; (5) counseling records; (6) psychological records; (7) applications for admission; (8) health and immunization information; (9) teacher and counselor evaluations; and (10) reports of behavioral patterns.

ACCESS TO TEACHING MATERIALS

The school shall make teaching materials and tests readily available for review by parents. The school may specify reasonable hours for review. A parent is entitled to: (1) review all teaching material, textbooks, and other teaching aids used in the classroom of the parent's student; and (2) review each test administered to the parent's student after the test is administered.

INSTRUCTIONAL CURRICULUM

(See Appendix)

DRESS AND GROOMING

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

School staff recognizes that parents bear the primary responsibility for setting standards for their students' dress and grooming. However, because of health and safety factors, the influence of dress and grooming on students' attitude and behavior, and the need to prevent disruptive influences and preserve the academic environment of the school, student dress and grooming are proper concerns of teachers and administrators.

DRESS/GROOMING INFRACTION

Students in violation of the student dress code will be issued a dress/grooming infraction violation. Upon receiving the fourth dress/grooming infraction, the student will be sent home for the remainder of the school day. The student must return with proper attire in order to remain in school. (See Appendix: Dress Code)

Dress Code



All students are required to follow the dress code below. Polos, t-shirts and hoodies are available from Faithful Parent Team (FPT) for Spirit Wear. Sneakers are required for PE. Final determination of acceptable dress and grooming rests with the principal and cannot be appealed. Students in violation of the student uniform dress code will be issued a dress/grooming infraction violation. Any questions regarding the dress and grooming policy should be discussed with the school principal to avoid any misunderstandings. To aid students and their parents in making decisions about appropriate dress and grooming for school, the following guidelines are established:

- Girls' skirts must be no shorter than one inch below fingertips AND they must wear shorts or legging underneath.
- Indecent/inappropriate patches, writing, or drawings on clothing or skin are prohibited.
- All pants are to be worn at the waist (no "sagging" or "bagging"). Tight fitting pants (bicycle pants & leggings) are also prohibited.
- Body piercing jewelry is prohibited.
- Tattoos are not approved for any student at FBS
- Tongue rings and tongue studs are prohibited.
- Students may not wear excessive jewelry. Any wording/advertisement must be appropriate for a private, Christian school and subject to administrative removal.
- Hair must be neat and clean and not a distraction to other students and the learning environment in the classroom.
- Headwear must not be worn in buildings.

DRESS/GROOMING INFRACTION

Students in violation of the student dress code will be issued a dress/grooming infraction violation. Upon receiving the fourth dress/grooming infraction, the student will be sent home for the remainder of the school day. The student must return with regulation uniform in order to remain in school.

P.E.

5th grade and up must dress out for P.E. all students must have tennis shoes and socks on P.E. days.

FIRE DRILLS

Fire drills are conducted for two purposes: 1) to train students to leave the building in an orderly manner and quickly in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life. These aims can be accomplished with student cooperation. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line.

In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to an alternate exit. In doing so, care should be taken to stay in line.

DISASTER DRILLS

1. Strict discipline will be enforced.
2. During drills, students are to go to designated areas away from windows and doors. Students who are outside should go to designated areas.

COST OF PROVIDING COPIES OF RECORDS

A person who requests copies of school records for a purpose other than the transaction of the official business of the school shall pay the actual cost of reproducing the records. Reproduction cost for the first page shall be \$0.55, exclusive of mailing costs. Each additional copy shall be \$0.15 per page.

CONTINUED ENROLLMENT FEE

A non-refundable pre-registration fee will be charged each spring for each student wishing to continue enrollment at Faith Baptist School. A large number of students are applying to Faith Baptist School. The pre-registration period is given to currently enrolled families (prior to the open enrollment period) who wish to continue their student's education at FBS for the following school year. The pre-registration fee is necessary to hold a student's space for the following school year. All student accounts must be clear of any fees owed to the school in order to complete pre-registration and guarantee your student's enrollment for the following school year. Parents who pay the pre-registration fee yet have an outstanding balance with the school will be notified of their balance and incomplete pre-registration. Outstanding financial obligations following the pre-registration deadline during the spring semester may result in the student losing their enrollment space to a newly enrolling student during open enrollment.

Failure to meet the FBS pre-registration deadline will result in a non-refundable late fee of €150 per child and requires administrative approval for re-enrollment. Late pre-registration will only be extended for two weeks after the deadline.

SCHOOL TUITION

A Tuition Contract must be signed at the time of the first tuition payment. Tuition is due on the first of every month. Tuition collected after the 5th of every month will incur a late fee charge of €15. Repeated late tuition payments may result in the student's withdrawal from Faith Baptist School.

STUDENT FINES AND CHARGES

Faith Baptist School must be reimbursed for the loss or damage to textbooks or school property; therefore, these fees cannot be waived at the school's expense. Report cards and fundraiser merchandise will not be released, nor will pre-registration be allowed until all accounts have been paid.

School fines/fees and charges must be paid within the 15 day grace period. If not paid in full by the fifteenth day, the student will be withdrawn from FBS. Families with outstanding balances at the end of the school year will not be allowed to re-enroll for the following year.

LUNCH

FBS has a very limited HEAT/PREPARE LUNCH POLICY –We do not have enough people to prepare, heat, warm-up or cook any student's lunch, therefore, each student must be able to do it on his/her own. Each child must bring his/her own lunch. Children in grades 3 and up may use the microwave if the item can be heated in less than 1 ½ minutes. If you send in items that require more time, you may hinder other children from having time to eat. To provide good nutrition, please include food from the five basic food groups. Please do not include sodas or lots of sweets.

The school is trying to eliminate excessive garbage, so try to use reusable plastic containers and a thermos as much as possible.

If your child forgets their lunch, we will provide your child with a healthy lunch. The cost of this lunch is 5 € due at the end of each month.

RELEASE OF INFORMATION

Faith Baptist School sees the academic, social, and spiritual development of a student as a partnership between the home and school. The communication between the home and school is critical to making academic and social decisions to benefit the student. Therefore, information acquired outside the school such as: (1) medical, academic, or psychological evaluations or (2) extenuating home situations that relate to the student's academic and social development should be shared with administration. Failure to share information with the school may result in FBS's inability to provide the academic and social goals set forth by the school.

STUDENT HEALTH

FBS does not have a school nurse; therefore we give first aid only. We do not diagnose illnesses, but we take notes of symptoms and notify the parents of the observations. If a student becomes ill or is injured at school, he/she will be given first aid, and the parents will be notified if the severity of the injury of illness warrants such action. It is asked that students be kept at home when ill and that they have a normal temperature for 24 hours after any illness before returning to school. Students recovering from communicable diseases must report to the principal prior to being readmitted to class.

FBS administration reserves the right to require student drug testing when deemed necessary or when there is reason to believe that it is necessary to maintain the safe environment of the school.

Special Health/Medical Problems

It is especially important that parents and students inform school officials of any special health or medical conditions. School health records must be kept current and accurate at all times. The following procedures apply:

1. **Permanent or Extended Health/Medical Problems.**
Parents should complete the Medical Release and Emergency Information Form at the beginning of each school year or when registering during the year. This information will be kept on file. Be sure to provide all information requested and sign the card. The nurse will provide information, as appropriate, to other school personnel.
2. **Special Health/Medical Problems Occurring During the School Year.**
Students with medical problems for which the family physician feels it is necessary to restrict the student's activity at school should promptly provide a note from the doctor specifying any restrictions and limitations and the time period for which they are expected to apply. The school nurse will notify the appropriate school personnel and will return a copy of the note to the student/parent to be retained as a record.
3. **Temporary/Minor Medical Conditions** (e.g. cold, sore throat).
Students may be excused from strenuous activities for 1-3 days upon written request from a parent/guardian. A doctor's note is not generally required for such temporary restrictions.

Immunization Requirements

These requirements represent the minimum requirements and do not necessarily reflect the optimal immunization status for students. Official proof of immunization must be provided to school officials at the time of initial registration and upon request of school officials to verify immunization compliance i.e., copy of child's immunization/shot record.

+ Diphtheria, Tetanus, Pertussis
DTaP, DT
Tdap

* DTaP, DT series completed or on schedule for completion.

If the fourth dose of DTaP, DT was administered before the fourth birthday, a booster (fifth) dose is required for initial school entry.

* Tdap required at age 11 years old.

* Series completed prior to initial entry into school or on schedule for completion.

+ **Hepatitis A**

* Series completed prior to initial entry into school or on schedule for completion.

+ **Hepatitis B**

* Series completed prior to initial entry into school or on schedule for completion.

+ Measles, Mumps, Rubella

* Series initiated at age 11 years. Booster at age 16 years.

Meningococcal

* Series completed or on schedule for completion.

+ **Polio**

If the fourth dose of Polio was administered before the fourth birthday, an additional dose is required for initial school entry.

+ **Varicella**

* Series completed prior to initial entry into school or on schedule for completion.

Tuberculosis

Routine testing is no longer necessary unless risk factors are identified as determined by local medical command.

Influenza

Requirement determined by local medical command.

Exemptions: The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to FBS

Provisional Enrollment: All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to FBS. The principal shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and FBS shall exclude the student from school attendance until the required dose is administered.

Documentation: Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Medications

Parents are encouraged to schedule the administration of student medication so that medication is given at home whenever possible. In cases where medication must be administered at school the following procedures apply:

1. All medications should be taken directly to the school office by the parent. **Students are not allowed to carry any medications.** No medication may be kept in the classroom nor may students administer their own medication. (Parents are reminded that they are responsible for the medication until it is delivered to a school employee.)
2. Prescription medication must be taken to school in a properly labeled prescription container. Medication may be administered only if the physician completes the school's **Authorization for the Administration of Medication** form.

The administration of non-prescription medication is not permitted in the classroom, but may be administered by the principal if ordered by the student's physician accompanied by a written request from the parent and brought in the original manufacturer's package.

3. Parents must pick up leftover medications. Students may take home only empty medication containers. If medicine remains, parents will be informed and medicine will be disposed of two weeks after notification.
4. Prescription medications may well fall under the definition of "controlled substance" or "dangerous drugs". Students will be subject to disciplinary action if they do not adhere to the rules regarding prescription medications.

FOOD ALLERGIES

Parents are required to notify all teachers and administration by the first day of school, or as soon as enrollment begins, regarding any food allergies of their students. Parents are requested to provide replacements for lunch/snack items that meet the health needs of the child. Parents must provide required medication (i.e. Epi-pen) along with doctor's orders to the principal upon identification of the food allergy.

PARENT/COMMUNITY INVOLVEMENT

Faith Baptist School believes in the power of education and its positive influence on our community. We constantly strive to offer our students the best education possible. Research has proven that parental involvement in school is a necessary prerequisite to student success; therefore, a partnership between school and home must exist. Parents are encouraged to take an active part in their student's education. There are many ways in which families can become involved in their student's school. "Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free." Ephesians 6:7-8

PARENT CONCERNS

When parents have concerns regarding the school program and/or their student's success at school, they should follow the biblical principles outlined in Matthew 18 to resolve the issues. This will involve making an appointment to meet with the appropriate staff member on the school campus to discuss the concern. This person is usually the student's teacher. All teachers have a conference period during the day. If parents are not able to come at this time, a time before or after school can usually be arranged. If the concern cannot be resolved in this manner, the parent should make an appointment to meet with the principal. Most problems can be resolved when the parents and staff meet to listen and problem-solve together.

Parents are not permitted to question or survey other parents or students regarding any concerns they might have with regards to academic, discipline, or any other school issues. All concerns must be addressed to school personnel.

Parents are asked to conduct themselves in a Christ-like manner when interacting with faculty members. Parents conducting themselves otherwise will be asked to leave and/or their student will be withdrawn from Faith Baptist School.

Any parent/guardian who deliberately circulates falsehoods that are detrimental to the school including, but not limited to, students, parents, school staff or any information related to the school community will result in having their student withdrawn from Faith Baptist School.

PARENTAL RIGHTS AND RESPONSIBILITIES

1. Parents are partners with educators and administrators in their students' education and should actively participate in the educational process as per the School-Parent Covenant.
2. Unless otherwise provided by law, an administrator, educator, or other person may not limit parental rights.
3. An Activities Director will be employed at school to promote parental involvement in school activities.
4. Parents are responsible for checking student backpacks regarding information that is sent home.
5. Parents who are registered sex offenders are required to notify administration of their status at the beginning of each school year. If a parent becomes a registered sex offender during the school year, the parent is required to notify administration immediately. Failure to do so could result in the withdrawal of their student(s) from Faith Baptist School.

A parent is entitled to reasonable access to the school principal or a designated administrator.

PARENT/SCHOOL COMMUNICATION CONFERENCES

Close communication between parents and teachers is essential for student success. Parents are encouraged to provide their valuable input and support as teachers and parents work together to help the students learn. Parents should plan to conference with their student's teacher during the school year, both to hear about his/her successes and to work to resolve problems or concerns. Parents may make an appointment for a conference with a teacher by note, voicemail, or e-mail. A time will be arranged for the parent to meet with the teacher during the teacher's conference period. In addition, Faith Baptist School **requires** for parents to meet twice a year with teachers for a conference to discuss student's progress. Required conferences will be scheduled after the first and third grading period. The parent's failure to attend the required conference within a week of the scheduled date may result in the withdrawal of the student.

Parents are strongly encouraged to utilize the Sycamore communication system. Both assignments and grades can be accessed through this program. School communication through Sycamore will impart valuable school information.

STUDENT CELEBRATIONS (Birthday, Christmas, Valentine's Day, Easter, etc.)

The delivery of balloons and flowers to students is not permitted since it disrupts the educational environment. Students are allowed birthday treats (cupcakes, pizza, etc.) only during the student's lunchtime. Party invitations are only allowed to be passed out at school if the entire class is invited and the student passes out an invitation to every student in the class. Teachers are not to pass out party invitations. Parents must cut and serve the food using their own knives and utensils. The kitchen cannot supply any utensils, plates, cups, or napkins.

CAMPUS EVACUATIONS

In the event of a crisis that necessitates the entire campus evacuation, the following procedures will be followed:

- An updated message will be available on the FBS Facebook page and FBS school website to direct parents and all others to the evacuation location where the students have been transported.
- Students will be safely transported to the identified safe location.
- Teachers will contact parents regarding the location of their student.
- If media communication needs to be established, the principal will make contact.

SAFETY-TRAFFIC PATTERNS Carline

The school has its own unique plan for parking, automobile and pedestrian traffic control. Be sure to adhere to the specific policies of the school, as they are designed for the safety of your students.

1. Students cannot be left in an unsupervised vehicle on property.
2. Talking on a cellular phone in a school zone is prohibited. The law also states that texting while driving is illegal. Please be sure to discontinue all cellular phone usage in the school zone areas as well as while driving in the FBS parking lot.
3. Please pay careful attention while you are in the parking lot and be on a constant watch for children and other vehicles.
4. Be patient while in the parking lot and take your time.
5. **For your student's safety, the speed limit on school grounds is 8 KPH.**

Please see the diagram provided to you in this Parent-Student Handbook for the proper carline procedures on campus. (See Appendix: Car Line Map)

VISITORS

In order to provide a secure environment for your student, all visitors must first report to the office to sign in and receive a visitor's pass. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval. The duration or frequency should not interfere with the delivery of instruction or disrupt the normal school environment. Parents waiting to pick up their students at the end of the school day are asked to keep the halls clear and wait at the exits.

Faith Baptist School is a drug-free, smoke-free, and gun-free school. Visitors must refrain from smoking anywhere on school grounds.

EARLY PICK-UP

Student's instructional day ends at 3:30 p.m. In order to meet the academic goals of every student, **early pick-up will not be permitted.** In the event of an emergency, administrative approval may be granted.

Parents may not go directly to the classroom. For the welfare of our students, teachers cannot release students to anyone without office authorization. **Office authorization will be given only to parents and other adults listed on the current emergency card.** It is the parent's responsibility to update the emergency card information as change occurs.

EARLY RELEASE DAYS

Students are released at 11:30 a.m.

LATE PICK-UP

Dismissal for students not enrolled in the after school program is 3:30 p.m. It is the parent's responsibility to assure proper arrangements have been made to pick up their student on time. Students not picked up at dismissal time will be taken to the after-care program and be assessed the after-care fees.

GUM CHEWING

In order to maintain the beautiful facility God has provided for us, students will not be allowed to chew gum in the school buildings.

VALUABLES/PERSONAL PROPERTY

Students are responsible for the care and custody of personal items. Therefore, the school cannot assume responsibility for lost or stolen items. The school recommends that valuable items such as jewelry, money, expensive clothing, etc., be left at home.

SECTION B

ACADEMIC POLICIES AND PROCEDURES

**-SECTION B-
ACADEMIC POLICIES & PROCEDURES**

ACADEMIC INTEGRITY

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to dishonestly present work as his/her own will be regarded as a serious offense which may result in a grading penalty and/or disciplinary action. School staff will contact the parent or guardian of any student who is found to be in violation of this policy.

Cheating or dishonesty of any kind on a test, written assignment or project, assisting others to cheat, or altering a grade record is considered a serious offense. Offering the work of another as one's own work without proper acknowledgement is plagiarism. Any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, other reference works, or from the writing of a fellow student is guilty of plagiarism. This is a serious academic and behavior offense.

ASSIGNMENTS/MAKE-UP WORK

Students shall be permitted to make up assignments and tests without penalty after an excused absence. If a student has been truant or has been suspended as a disciplinary action, the student shall be expected to make up missed work. It is the student's responsibility to ask the teacher for any assignments missed due to his/her absence. Students will be allowed one day to make up work for each day of an excused absence. **Students shall receive a zero for any assignments or tests not made up within the allotted time.**

Teachers may assign additional work to ensure that students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

HOMEWORK

Phil 4:13 "I can do all things through Christ who strengthens me".

Students may receive homework assignments every day. Parents are asked to help their student by providing the time, place, cooperation, and encouragement needed to complete assignments. Students should be reminded to take their books, work, and supplies to school each day. To promote responsibility, students are generally not allowed to call home for forgotten work supplies.

Homework will count as 10% of the student's average for each subject area.

COMPUTER ACCEPTABLE USE POLICY

Part 1

Faith Baptist School NET/Internet Activities

- a. All use of FBS networks and access to the Internet must be in support of education research and work-related activities, and be consistent with the policies and goals of Faith Baptist School.
- b. Any use of FBS Net for commercial and/or for-profit purposes is expressly prohibited.
- c. Extensive use of FBS Net for personal business is expressly prohibited.
- d. The use of FBS Net for product advertisement/endorsement or politically lobbying/campaigning is prohibited.
- e. Internet accounts accessed through the FBS Net are to be used only by the authorized owner of the account for an authorized purpose.
- f. Users shall not seek information on, obtain copies of, and modify files, other data, or passwords belonging to other users on the network.
- g. All communications and information accessible via FBS Net shall not be assumed to be private property.

- h. No use of FBS Net shall serve to disrupt the use of the network by others; hardware and/or software shall not be used in any way, destroyed, modified, or abused in any way.
- i. Malicious use of FBS Net to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- j. Hate mail, chain letters, harassment, discriminatory remarks, inappropriate references or graphics, and other antisocial behaviors are prohibited on FBS Net. No contracts may be made on FBS Net, which violates any Faith Baptist School policy.
- k. The illegal installation of copyrighted software for use on school computers is prohibited.
- l. No software may be installed which compromises network operational systems, which is inappropriate, or which is of questionable instructional value. No private or personal software may be installed on a school computer without the authorization of a school technology director/or the principal.
- m. Students may not share passwords, log in as another student, or use software disguised as another student for any use.
- n. Any violation of the use of the Internet/FBS Net should be reported to the teacher, technology facilitator, or supervisor assigned to the user.
- o. It is the user's responsibility to maintain the integrity of the computer use, work completed on the computer, private electronic communications, and Internet systems. . Users must report all violations of privacy.
- p. Social networking of any kind on FBS computers is prohibited.
- q. Students are only allowed to use websites that are specifically designated by their teachers.

Part 2

Disciplinary Actions for Misuse of Access Privileges

The violations listed in Part 1 are not all-inclusive, but are only representative and illustrative. A user who commits an act of misconduct, which is not specifically listed, may also be subject to disciplinary action. Students found in violation of any of the above stated activities will be subject to one or more of the following disciplinary actions based upon the severity of the infraction:

- Teacher/administrator conference with student.
- Counseling provided on proper procedures to be followed before access to computers is permitted.
- Teacher/administrator conference with parent/guardian.
- Behavioral contracts.
- One or more days suspension from using all FBS computer equipment.
- Confiscation of inappropriate item(s).
- Restitution/restoration.
- Denial of participation in class and /or school activities.
- Banned from access to FBS/Internet for up to three days or more.
- Suspension or expulsion.

Part 3

Monitored Use-Transmissions are not confidential

Electronic mail transmissions, Internet access, and other uses of the FBS electronic communications system by students and employees shall not be considered confidential and **may be monitored at any time** by designated school staff to ensure appropriate use.

ACCOMMODATION/ACCELERATION INSTRUCTION

Students placed in advanced classes must maintain an 80% average in the advanced class in order to remain in the class.

For students whose skills are considered to be below level and who are receiving accommodations, a note will be placed in the comment area for each subject area that the student is receiving accommodations.

PROGRESS REPORTS

The purpose of progress reports is to inform parents of the student's work in progress at the time of the report. A notice of this kind is to be returned to the teacher signed by a parent or guardian the day after it is received. Progress reports will be issued after the fifth week of each quarter. Progress reports may also be issued any time a student's progress becomes unsatisfactory.

Even though a progress report has not been issued, a student may still receive a failing grade. Usually failing notices do precede a failing grade, but occasionally a poor exam grade or incomplete work can fail a student at the end of a grading period.

PROMOTION AND RETENTION GUIDELINES

Students are promoted to the next grade based on demonstrated proficiency on FBS established academic grade level standards as reflected in the report card. Students are promoted to the next grade level based on a 70% or higher average in each course taken.

Students who do not attain an overall average of 70% or above for the year in each course taken are subject to retention or placement.

All promotion and retention decisions have been carefully considered with parents, content area teachers, and administrative input. Final decision for promotion or retention is reserved to the principal.

Students who do not meet FBS's promotion requirements for two consecutive years may not re-enroll at FBS for the following school year.

HONOR ROLL

The school will acknowledge honor roll students during an awards assembly/banquet at the end of the year using the following guidelines:

1. The honor roll will consist of two categories:
 - a) Students having all A's
 - b) Students having all A's and B's with at least one A
2. Students listed in either honor roll may not have any N's, I's or U's on the report card.
3. Students working below grade level will not be placed on the honor roll. Their efforts and progress should be recognized in alternative ways developed by the teachers.

Students attending the awards assembly/banquet are expected to be dressed appropriately.

GRADE REPORTING

Students will have four grading periods. Report cards must be signed by the parent or guardian and returned to the school, except for the final report card of the year. Work samples will be sent home for each student regularly throughout the school year to keep parents informed about the student's progress.

The school will report quarterly grades to parents using numerical scores.

Grades can also be accessed through www.sycamoreeducation.com via the Internet. Contact Administration for your username and password.

NUMERICAL GRADING SYSTEM

97-100=A+
93-96=A
92-90=A-
87-89=B+
83-86=B
80-82=B-
77-79=C+

73-76=C
70-72=C-
67-69=D+
63-66=D
60-62=D-
0-59=F

CITIZENSHIP AND WORK HABITS GRADING SYSTEM

E= Excellent citizenship or work habits displayed in class/Above grade level
S= Satisfactory citizenship or work habits displayed in class/On grade level
N= Citizenship or work habits need to be improved (Parent Contact Requested)/Below grade level
NG= Not Graded

PROGRAM INFORMATION

Faith Baptist School will implement innovative programs for its students. Our students participate in physical education classes, art classes, music, computer classes, and library services. Other special class offerings may vary.

AFTER-SCHOOL PROGRAM

An after-school program is available for PK – 8th grade students from 3:00 p.m. to 5:30 p.m. as per the yearly calendar. The purpose of this program is to provide a safe environment for students while encouraging them to complete their school work. However, it remains the parent's responsibility to check homework nightly and make corrections as necessary. These programs do not serve as one on one tutoring.

This program schedule includes an after-school snack.

The cost of the program is:

- Full Time: (€230/Month) - Before and After school care (6:45-8:15 AM & 3:00-5:30 PM)
- Part Time: (€80/Month) - Before school care only (6:45 – 8:15 AM)
- Part Time: (€150/Month) - After school care only (3:00 – 5:30 PM)
- Drop In: (€5/Day for Before school care & €10 for After school care) - When space is available

A late fee of \$2.50 per minute will be charged for students picked up after 5:30 p.m. **The late fee must be paid within 15 days. Failure to submit payment by the due date may result in the student's dismissal from the after-school program.**

The after-school program will not be held on early release days.

Students signed out from school for the day may not return to stay in the after-school program.

Parents requesting to speak with the after-school program provider may leave a message to schedule an appointment. Conferences during the after-school program- with the after-school provider are not allowed since this distracts the provider from supervising the students in her care.

EXTRA-CURRICULAR ACTIVITIES

Students must maintain academic grades of 70% or higher and maintain satisfactory conduct to participate in extra-curricular events (including, but not limited to, winter musical, spring musical and others that may be determined by administration).

Students will have their semester grades reported on a weekly basis via www.sycamoreeducation.com. Grades will be pulled at 5:00 p.m. on Sunday evening for the following week. Parents will be notified by administration if their student is failing any course (grade below 70%). Students failing more than one course are automatically ineligible for that week and may not attend any extra-curricular practices or events.

If a student is failing only one course, eligibility will be determined by the following:

1. The failing grade must be at least 60% or higher.
2. The student must attend tutoring during the week for the course in which the failing grade was earned. (tutors are not provided by FBS)
3. The student must show improvement in the failed course to maintain eligibility for the following week.
4. Breaking team guidelines will cause the student to be ineligible for the week.

Students that are failing only one course and meet the criteria listed above will be considered eligible for the week. They may attend practices and games during non-tutoring times.

A student may not participate or be in attendance at an extra-curricular event on the day of an absence from school.

EXPECTATIONS FOR EXTRA-CURRICULAR PARTICIPATION

Goals of the FBS athletic program include:

1. To develop Christ-like character in students
 2. To enhance the God-given talents of students
 3. To provide opportunities for healthy competition
 4. To instill the value of academic responsibility in partnership with extra-curricular activities
- **Gossip and casual talk about concerns gives Satan an opportunity to damage the reputation of an individual or the school.** It is damaging to the school environment, it is a bad example for our children, and it does not glorify the kingdom of God. The Parent-Student Handbook is clear on voicing parent concerns. Ephesians 4:29 states: *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."*

LIBRARY BOOK FEES FOR LOST BOOKS

The library will be available to all students when school is in session. The library supports the curriculum and provides a wide variety of carefully selected materials suitable to the interests and abilities of the students in their pursuit of knowledge. Information retrieval skills necessary for life-long learning are taught and applied. In order for the school to maintain a high quality collection, students must learn responsibility in caring for library materials. If any library materials are lost or damaged, the student is expected to pay for them.

The student's school account will be charged for a library book not returned within two weeks of the due date. All lost book fees will include a \$5.00 non-refundable processing fee.

PHYSICAL EDUCATION

All students are required to take physical education. The essential knowledge and skills in physical education emphasize a balanced program of instruction including physical fitness, motor skill development, rhythmic activities, games and sport skill development, and gymnastics/tumbling skills. Due to the nature of activities in physical education, students are required to wear tennis shoes or rubber soled shoes while participating. Students in grades 5-8 must change clothes for P.E.

Any student not able to participate because of extended illness or injury must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity. Non-participation for three days or less will be excused by a parent's note explaining the circumstances.

SPIRITUAL GUIDANCE

Faith Baptist School provides spiritual guidance to meet the students' needs. The administrators and the campus pastors are qualified to assist students in their educational, career, personal, and spiritual values, as well as social development, with the goal being success in school. The campus pastor is also available to provide godly counsel.

The school strives to meet the needs of the community it serves. The spiritual guidance program systematically provides Bible lessons to students addressing such topics as developing and maintaining their self-esteem and their motivation to achieve, making decisions, solving problems, behaving responsibly, and relating effectively with individuals and groups, including those of cultures different from their own.

Parents are encouraged to be active participants in the school-based spiritual guidance program. As with other curriculum areas, they are informed of and invited to reinforce at home the skills learned through the Bible lessons. Conferences with administrators/counselors are encouraged for students, their parents, and teachers when assistance or guidance is needed.

SECTION C

CODE OF STUDENT CONDUCT

**-SECTION C-
CODE OF STUDENT CONDUCT**

PHILOSOPHY OF STUDENT BEHAVIOR AND DISCIPLINE

"Train up a student in the way he should go; and when he is old, he will not depart from it."

Proverb 22:6 "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control..." Galatians 5:22-23

"...until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things grow up into Him Who is the Head, that is, Christ." Ephesians 4:13-15

Discipline is God's tool to mature us into Christ-likeness. Godly character is the evidence that we are being guided, internally, by the Holy Spirit. It is our desire to instill biblical truth in the lives of our students as our primary means of teaching discipline and encouraging students to act as Jesus did. We believe that each student must submit to the authority of parents and teachers to properly develop his/her relationship with God.

As we consider the future of our nation, we cannot ignore the need for the development of godly men and women who can live in a democratic society by first being obedient to God. School administration has the responsibility of discipline in place of the parents while the student is in school. In support of a positive Christian school climate, the administration develops and enforces effective discipline procedures that are biblically based. The administration also coordinates the efforts of other staff members in communicating and counseling with students and parents regarding appropriate student behavior.

CODE OF CONDUCT

Faith Baptist School has adopted a Code of Student Conduct. Its purpose is to:

1. Provide a positive Christian environment for learning.
2. Use Jesus as the example for all expected student behavior.
3. Teach students that all choices have consequences.
4. Provide for school-wide uniformity and fairness in dealing with student discipline.
5. Define the rights and responsibilities of each member of the school community (student, parents, teachers, and administrators) in establishing and maintaining good discipline at school.

The Code of Student Conduct is enforced from the time the student enters the school grounds including the times the student attends school-sponsored activities.

Continued infractions that occur at school such as improper classroom behavior, disrespect, being unprepared for class, running, or excessive talking will result in a referral to the administrator's office.

Students who destroy or deface school property or facilities are subject to disciplinary action, and the parents will be required to pay for the damages.

A student experiencing difficulties with other students may be referred to the administrators.

Faith Baptist School does not use corporal punishment.

When a student is enrolled in Faith Baptist School, both the student and his/her parents agree to abide by the school's standards of conduct, discipline, and dress and grooming.

Infractions while at school such as cheating, bullying, profanity, repeated dress code violations, public display of affection, horse-playing, disrespect for teachers, insubordinate classroom

behavior, persistent misconduct, and knowledge of wrongdoing by others before, during, or after the offense shall justify appropriate and timely consequences to include but not limited to:

1. Isolation from classmates
2. Removal from classroom
3. Retribution for damages
4. After school detention on day of infraction
5. Immediate parent contact by student, teacher, and/or administrator
6. In-school or out-of-school suspension
7. Placed on contract with probationary enrollment and mandatory parent meeting
8. Withdrawal or expulsion

Any violation of a contract will warrant withdrawal or expulsion.

Repeated episodes of the infractions shall justify longer suspension or expulsion. In addition, three separate suspensions during school year warrant expulsion.

Committing serious infractions and/or having knowledge of serious infractions on or off campus (before, during, or after they are committed) may result in expulsion. Serious infractions include, but are not limited to, the following: fighting; obscenity; petty or major theft, gambling, willful defacement or destruction of property; bullying; the illicit use, possession or transporting of controlled substances, drugs, tobacco or alcohol; sexual misconduct; sex outside of marriage by either gender; harassment; and possessing, transporting and/or using a weapon of any kind. Any police intervention, on or off campus, could be grounds for expulsion. Failure to report any police intervention before or during a student's enrollment at FBS is grounds for non-acceptance or dismissal.

Students withdrawn under administrative directive or expelled are not allowed back on the school campus for any reason.

ANTI-BULLYING AND ANTI-ABUSIVE BEHAVIOR POLICY

We recognize that bullying and abusive behaviors are serious forms of aggression that violate God's standards for how we are to treat one another. God has created us in His image and put each of us here on earth for a specific purpose. Every human being has intrinsic value, meaning, and dignity, because we matter to almighty God. It is wrong to devalue, belittle, abuse, or bully any person created in God's image, because these behaviors directly wound the spirit. (Ephesians 4:32, Galatians 5:22-23, Micah 6:8)

Definition

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of harming a student, damaging a student's property, or causing reasonable fear;
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples

Bullying of a student may include, but is not limited to, pushing, shoving, hitting, spitting, picking on, making fun of, laughing at, harassing (including cyber and cellular methods), excluding someone, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft, name-calling, and spreading rumors.

Timely Reporting

Reports of bullying shall be made immediately after the alleged act or knowledge of the alleged act. A failure to promptly report will impair the administration's ability to investigate and address the conduct. Failure to immediately report an alleged act of bullying is considered a serious offense and will be subject to strict disciplinary action.

Reporting Procedures

Anyone who believes that he or she has experienced bullying or believes that another person has experienced bullying should immediately report the alleged acts to a FBS staff member. A bullying report may be made orally or in writing.

Any campus personnel who receives notice that an individual has or may have experienced bullying shall immediately notify the campus administration or designee. Designee will make a written report if the individual gave an oral account of the bullying incident to be submitted to the campus administration. Administration will also prepare a written report if the individual gave an oral account of the bullying incident.

The principal or designee shall conduct an appropriate inquiry based on the allegations in the report. The principal or designee shall promptly remove the person who has been accused of bullying another student or students from the environment that could allow the bullying to continue until all information has been reviewed.

Consequences of Violations of the School Rules and Agreements

Depending on the severity and nature of the incident, the Faith Baptist School will take one or more of the following actions, not limited to:

- Apology to all who have been offended by the behavior by using the five languages of apology (expressing regret, accepting responsibility, making restitution, genuinely repenting, and requesting forgiveness from God)
- Removal of privileges
- Isolation from classmates
- Removal from classroom
- Retribution for damages
- After school detention
- Immediate parent contact by student, teacher, and/or administrator
- In-school or out-of-school suspension

- Placed on contract with probationary enrollment and mandatory parent meeting
- Withdrawal or expulsion

Confidentiality

To the greatest extent possible, the administration shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

HARASSMENT POLICY

FBS is committed to providing a school environment that is free from any form of harassment. All students are treated with dignity and respect. Sexual, verbal, and physical harassment are prohibited. This policy applies to any and all acts of harassment for all people engaged in any school related activity.

RESPONSIBILITIES OF SCHOOL COMMUNITY MEMBERS

"Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus." Phil 2:4-5

Each member of the Christian school staff has rights and responsibilities for establishing and maintaining good discipline in our school.

Parent and /or Guardian Responsibility

Parents must be living examples of the disciplined lives that we wish to see in our students.

Parents have the responsibility to:

1. Ensure that their student complies with school policies, rules, and regulations.
2. Assist their student to attend school well-groomed and dressed with the appropriate school uniform.
3. Communicate regularly with the school concerning their student's academic progress and conduct.
4. Provide for the physical needs of the student.
5. Participate in parent-teacher conferences and other activities in which their student is involved.
6. Be examples to the students by cooperating with the dress code efforts to teach good grooming practices while on campus and at school functions.
7. Cooperate with and support the teachers and the school administrators in their efforts to achieve and maintain a quality school system.
8. Discuss report cards and classroom assignments with their student.
9. Inform the school of any problems or conditions in the home which affect their student.
10. Provide a work area free of interruption where their student may study and do homework.
11. Prepare the student emotionally and socially to be receptive to learning and discipline.
12. Encourage the student to develop proper study habits at home.
13. Teach their student to respect authority by not making negative comments about the school and its staff in the presence of their students.
14. Send their student to school regularly and on time.
15. Insist that the student study each day as recommended by the teacher.
16. Assist the student to assume responsibility for appropriate behavior and to accept the consequences of inappropriate behavior.
17. Cooperate with the school in assisting their student to grow into a self-disciplined, mature, and responsible individual.
18. Supervise their student after school hours, including all sports events.

Student Responsibility and School Expectations

Students are to conduct themselves properly, in a manner prescribed by the teacher, and they must comply with the applicable rules and policies of the school.

Students are expected to honor Jesus by:

1. Developing good habits such as

- Attending school daily.
 - Arriving to classes punctually.
 - Working well independently.
 - Using appropriate language.
 - Maintaining good health habits.
2. Assuming responsibility for their actions by
 - Keeping their parents informed of school activities, of credits earned and required, of supplies needed, and of communications sent home.
 - Being self-disciplined.
 - Making their own decisions despite peer pressure.
 - Accepting the consequences for their behavior including penalties for inappropriate behavior.
 - Using time wisely.
 - Doing and completing assigned work on time.
 - Practicing neatness.
 - Coming to school well groomed and dressed with the appropriate school uniform.
 - Walking quietly in the school hallways.
 - Staying in the classroom seat as required.
 3. Maintain a Christian attitude by
 - Being proud of personal accomplishments.
 - Being trustworthy.
 - Having academic integrity.
 4. Respect the rights of others by
 - Allowing others to concentrate on their work.
 - Allowing others to assume responsibility for their own actions.
 - Learning to resolve differences in appropriate ways.
 - Realizing that their behavior will directly affect others.
 - Respecting others' property.
 - Abiding by the FBS Anti-Bullying and Anti-Abusive Pledge for Students.
 5. Treat others as Jesus did by
 - Working and interacting well with others.
 - Being courteous.
 - Caring for others.
 - Displaying affection appropriately.
 - Appreciating others' accomplishments.
 - Expressing opinions and ideas in a respectful manner so as not to slander others.
 6. Respecting the position of teachers and school staff by
 - Being cooperative.
 - Being attentive.
 - Listening to teachers.
 - Being polite.
 - Following their directions.
 - Seeking changes in school rules and policies in an appropriate and responsible manner through approved channels.
 7. Obey all school and classroom rules and procedures such as
 - Being in the appropriate seat and ready when the bell rings.
 - Being prepared for class with appropriate materials and assignments.
 8. Participate in assigned academic activities such as
 - Attending all classes.
 - Bringing supplies as required for classroom work.
 - Talking when it is appropriate.
 9. Take care of the school such as
 - Helping keep it clean.
 - Keeping it free from destruction.
 - Cooperating with school staff on vandalism cases.
 - Helping keep the school a safe place to be.

SUPERVISORS OF STUDENT CONDUCT

Students are under the direct supervision of the school administrators, classroom teachers, and instructional assistants at all times. They are expected to conform to school policies and to class regulations. In order to create an atmosphere for learning, order must be maintained at all times. Students are to conduct themselves properly and in a manner prescribed by the administration, teachers, and staff members. Failure to comply with the regulations that are set forth by the school policy and enforced by teachers and administrators will result in disciplinary action. Students on school-sponsored activities are representatives of the school. Their conduct is expected to conform to the regulations set forth by the school and the sponsor.

Administrator Responsibility

Administrators have the responsibility to:

1. Set a Christ-like example in speech and conduct.
2. Establish a climate of learning that is conducive to good teacher performance and maximum student growth.
3. Provide appropriate support for teachers in working with students who are sent to the office.
4. Provide a relevant Christian curriculum within the school to meet the needs of all students.
5. Promote effective training and discipline based upon fair and impartial treatment of all students using biblical principles as a reference point.
6. Encourage parents to keep in regular communication with the school and encourage parental participation in required parent-teacher conferences.
7. Develop a cooperative working relationship among staff and students.
8. Assist students by providing appropriate assistance in learning self-discipline.
9. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
10. Ensure student safety through maintenance of the school grounds.
11. Work to assure that the physical surroundings are conducive to a learning environment.
12. Manage human and physical resources that support the overall goals of the educational program.
13. Appear at school in a well-groomed and appropriately dressed manner.

Teacher Responsibility

Teachers have the responsibility to be living examples of Jesus by:

1. Providing an effective Christian instructional program.
2. Maintaining an orderly classroom, conducive to learning.
3. Serving as a Christian model for students by showing respect for themselves, students, parents, and other school personnel.
4. Being in regular attendance.
5. Being punctual.
6. Communicating regularly with parents regarding their student's progress.
7. Maintaining a well-groomed appearance and dress appropriately to serve as a role model for students.
8. Indicating a genuine interest and concern for the welfare of students by demonstrating active listening skills.
9. Assisting students to follow the rules of expected behavior.
10. Teaching students responsibility for their actions by enforcing the rules of conduct and discipline fairly and appropriately for those students who violate these rules.
11. Recognizing the spiritual growth, success, and achievement of students.
12. Obeying school policies and regulations regarding school discipline.
13. Teaching to the standards of performance required by the school.
14. Establishing rapport and an effective working relationship with parents, students, and other staff members.
15. Encouraging work habits that will lead to the accomplishment of both short-term and long-term goals.

16. Providing an environment that will be consistent and not show favoritism towards certain students.

NO APPEAL

Any decision made by the principal is final and may not be appealed.

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Faith Baptist School officially adopted a Parent-Student Handbook Policy Manual that promotes a positive Christian environment for learning. It defines rights and responsibilities of each member of the school community that establishes and maintains a safe environment that fosters a high standard of academic and spiritual growth. Failure to uphold the policies stated in this Parent-Student Handbook may result in the student being removed from campus, withdrawn, or expelled. Any adult who consistently fails to adhere to the policies in this Parent-Student Handbook may lose his/her campus privileges.

Faith Baptist School reserves the right to change policies at any time at the discretion of the board and administration.

WE UNDERSTAND AND CONSENT TO THE POLICIES OUTLINED IN THE PARENT-STUDENT HANDBOOK.

We are responsible for reading, understanding, and abiding by the **Parent-Student Handbook**.

Student's Name (*Please Print*)

Grade

Student's Signature

Date

Parent/Guardian Signature

Date

If you have any questions about any item in the PARENT-STUDENT HANDBOOK, please request an explanation from your teacher or school administrator.

THIS PAGE IS PARENT'S COPY. PLEASE LEAVE IN BOOK.

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Date

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PLEASE SIGN, DATE AND RETURN THIS PAGE.

Faith Baptist School Anti-Bullying and Anti-Abusive Behavior Pledge for Students

At Faith Baptist School, we believe that everybody should enjoy the school environment equally, feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, or nationality. This expectation and school culture is shared with all students and parents throughout the school year through our Anti-Bullying and Anti-Abusive Behavior Policy. The policy emphasizes accepting responsibility, problem solving, and resolving conflicts using biblical principles (Matthew 18) and positive strategies.

I recognize that bullying is a serious form of aggressive behavior (verbal, non-verbal, or physical) that violates God's standards for how we treat one another. (Ephesians 4:32, Galatians 5:22-23) God has created us in His image and put each of us here on earth for a specific purpose. Every human being has intrinsic value, meaning, and dignity, because we matter to almighty God. It is wrong to devalue, belittle, abuse, or bully any person created in God's image, because these behaviors directly wound the spirit. Bullying of a student may include, but is not limited to, pushing, shoving, hitting, spitting, picking on, making fun of, laughing at, harassing (including cyber and cellular methods), excluding someone, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft, name-calling, and spreading rumors. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," "everybody does it," or any other rationalization. When we indulge in such behaviors, we are being disobedient to our Lord Jesus Christ. The victim is never responsible for being a target of bullying.

As a FBS student, I have the right to:

1. Learn, work, and play in a safe, secure, bully-free environment.
2. Be treated with respect and kindness by all individuals.
3. Be accepted and included in the FBS community.
4. Know that all measures will be taken to protect school and personal property.
5. Safely report incidents of bullying or abusive behaviors to school staff.

By signing this pledge, I agree to:

1. Value student differences, support all students, and treat others and their belongings with respect. (Luke 6:31)
2. Not become involved in bullying incidents or abusive behaviors.
3. Know the school's policies and reporting system with regard to bullying and abusive behaviors.
4. Report honestly and immediately all information and incidents of bullying or abusive behaviors to a staff member including: knowledge of a plan to bully, an actual incident that has already occurred, an event that I witnessed, or an incident where I was a participant.
5. Be alert in all places around the school and at school sponsored activities (including classrooms, hallways, bathrooms, playgrounds, gyms, including on and off campus school sponsored events) and immediately report concerns.
6. Talk to staff members and parents about concerns and issues regarding bullying or abusive behaviors.
7. Work with the school community (students, teachers, parents, and staff) to promote anti-bullying and anti-abusive behaviors.
8. Be a good role model and promote a Christian school environment that fulfills the FBS motto (dedicating my heart to love, my mind to obey, and my hands to serve God) with honor and glory to God.

I understand and agree that as a student at Faith Baptist School, I am responsible for fulfilling this anti-bullying and anti-abusive behavior pledge. I also understand that failure to uphold all standards of conduct outlined in this pledge is considered a serious offense and shall be subject to strict disciplinary action.

Student Name (Please Print): _____

Grade: _____

Student Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

THIS IS THE PARENT'S COPY. PLEASE LEAVE IN THE BOOK.

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9. Report honestly and immediately all information and incidents of bullying or abusive behaviors to a staff member including: knowledge of a plan to bully, an actual incident that has already occurred, an event that I witnessed, or an incident where I was a participant.
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11. Talk to staff members and parents about concerns and issues regarding bullying or abusive behaviors.
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Grade: _____

Student Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

PLEASE SIGN, DATE AND RETURN THIS PAGE.

FAITH BAPTIST SCHOOL LIBRARY POLICY

God has richly blessed FBS by providing one of the finest school libraries. In order to keep the books available and in good condition for everyone to enjoy, it has become necessary to establish some policies and procedures.

OVERDUE BOOKS

- Attempts to remind students and parents of the due date of books will be made by the librarian.
- If the book is overdue, the computer will automatically block the individual from checking out another book, until the first one is returned.
- A two week grace period will be given to the student in order to return the book without a penalty.
- After the two week grace period, a letter stating the replacement cost plus a \$5.00 processing fee will be sent.
- Any books found and returned after paying the charges will generate a refund for the cost of the book only if the book is in good condition as determined by the school librarian.

BOOK DAMAGE

- Individuals checking out books are responsible for the book checked out in their name.
- Replacement of book plus \$5.00 replacement cost will be charged if a book is lost or damaged (water damaged, writing or marks in a book, torn or in any way considered unusable by others).

BOOK CLEARANCE

At the end of the semester, or when a student withdraws from FBS, all books checked out by students and/or parents must be returned to the library and any replacement fees must be paid in full in order to have student records (transcripts and grade reports) cleared.

Before you may check out a library book, it will be necessary for both you to sign and return the **LIBRARY POLICY FORM** below.

LIBRARY POLICY ACKNOWLEDGEMENT FORM

I understand the Library Policies outlined and will be responsible for abiding by them.

Student's Name _____

Address _____ Telephone _____

Parent/Guardian Signature _____ Date _____

Student's Teacher _____ Grade _____

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Student's Name _____

Address _____ Telephone _____

Parent/Guardian Signature _____ Date _____

Student's Teacher _____ Grade _____

PLEASE SIGN, DATE AND RETURN THIS PAGE.

Faith Baptist School Harassment Policy

Faith Baptist School believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of gender, including harassment or sexual harassment. The administration considers harassment or sexual harassment of students to be serious and will consider the full range of disciplinary options, up to including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

All students are prohibited from engaging in offensive verbal or physical conduct including that of a sexual nature. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct.

Faith Baptist School expects full cooperation from both students and parents. If, at any time, the school feels that this cooperation is lacking or if the student's behavior or attitude is one that is out of harmony with the spirit and standards of Faith Baptist School, he/she may be withdrawn.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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