

Faith

BAPTIST SCHOOL

Student/Parent Handbook

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MISSION

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 fulfill 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 8:13,13, 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)

INTRODUCTION & PARENT INFORMATION

Introduction

This handbook provides Faith Baptist School's expectations of students and parents. FBS administration reserves the right to interpret or change any policy at any time by sole discretion in response to new or changing circumstances.

The Parent's Role

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. Parents are strongly encouraged to take an active part in their student's education.

Opportunities for parents to volunteer or assist with other FBS activities may be communicated via newsletter, Class Dojo message, Sycamore, or email. Parents are welcomed to inquire about volunteer needs and opportunities with their child's teacher or FBS administration.

Parent/School Communication and Conferences

Close communication between parents and teachers is essential for student success. Parents are responsible for reading school communications. Parents are encouraged to provide their valuable input and support as teachers and parents work together to help students learn.

In addition to **required parent-teacher conferences after the first and third grading periods**, parents are encouraged to maintain regular communication with their student's teachers and to conference with their student's teachers during the school year as desired, both to hear about their student's successes and to work to resolve any problems or concerns. Parents should communicate with their student's teacher if they would like to make an appointment for a conference.

Sycamore: FBS uses Sycamore School for online school management. Families will receive information to register with Sycamore at enrollment. All critical student information is available on Sycamore, along with attendance, calendar, event, and hot lunch information. Assignments and grades for students in grades 3 and above can be accessed through this program.

Class Dojo: Teachers will communicate with parents regularly via Class Dojo. Parents will receive information to register with Class Dojo from their student's teacher at the beginning of the school year.

Problem Resolution

FBS encourages a cooperative and positive environment, and we ask that all parents follow the subsequent steps to attempt a positive resolution to problems and disagreements within our school community. Any concerns regarding the FBS school program and/or a student's success at FBS should be addressed in a biblically-consistent manner using the teachings found in Matthew 18 as a guideline.

1. Any questions, concerns, problems, or complaints should be communicated directly with the student's teacher for resolution.
2. If the matter is not resolved through communication with the teacher, then it should be communicated with FBS administration.
3. If the matter is not resolved through communication with FBS administration, then FBS administration and the parents will meet with the pastor.

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.

ENROLLMENT

All students enrolling in Faith Baptist School must submit a completed registration packet annually. All new students are administered an entrance assessment to identify the student's academic placement.

Students who are performing more than one year below grade level in any content area or who have behavioral or emotional challenges may be admitted on a probationary status and are carefully reviewed at the end of each grading period. These students may require specialized instruction that FBS is not able to provide. In such cases, an alternative Christian educational setting may be recommended.

Registration

The following items are required for registration:

1. A completed FBS registration packet and annual non-refundable registration fee of 200€.
2. Student's up-to-date immunization records (to be copied).
3. Student's passport or birth certificate (to be copied).
4. If applicable, parent or guardian's military orders or letter from contracting company (to be copied). This verifies a student's SOFA status for non-residency.
5. Student's official records from previous education and standardized testing results, if applicable (to be copied).
6. All student accounts must be clear of any fees owed to the school in order to complete pre-registration and guarantee enrollment for the upcoming school year.

Registration Fee

A non-refundable registration fee of 200€ is charged annually for each student wishing to enroll or re-enroll at Faith Baptist School. This registration fee includes student supplies.

Tuition

An **Education Expense Contract** must be signed annually at the time of registration. Tuition is due on the first of every month. A late fee of 15€ will be charged to unpaid accounts after the 10th of the month. Repeated late tuition payments may result in the student's dismissal from FBS. Specific tuition information can be found on the **Education Expense Contract**.

Student Transfers

FBS recognizes the rights of parents to choose an academic institution best meeting their student's needs. FBS accepts students from accredited and non-accredited schools, nontraditional schools, and home schools. Students new to FBS will be placed in appropriate classes using information collected from previous school records, standardized testing, and/or their entrance assessment. A **Records Request Form** may be required to request the student's school records from his/her last school.

Change of Address, Phone Number(s), or Emergency Contact Information

To keep our records current, any changes in student or parent contact information, a student's medical information, or emergency contact information should be given to the office as soon as possible.

Withdrawal

If it becomes necessary to withdraw a student from school during the school year, a parent or guardian should contact the office at least one week prior to the student's final day of school. An **Early Withdrawal Form** is required for any student withdrawing prior to the end of the school year. Tuition will be prorated upon receipt of official PCS orders or a letter from the parent's contracting company indicating a change or end to the parent's contract. A copy of the student's grades and/or official school records will be provided to the parent or guardian only after all financial obligations to FBS have been paid in full.

THE SCHOOL DAY

School-Year Calendar

The **School-Year Calendar** is available at www.fbseagles.com or from the office. Additional information about school events is also provided via email, newsletters, Class Dojo messages, Sycamore, and our website. Parents can subscribe to the school calendar directly from our website.

Regular School-Day Schedule

- 6:30 AM – 8:15 AM – Early Arrival. Students are charged 5€ per day for Before-Care. (Maximum Before-Care fees are 80€ per month.)
- 8:15 AM – 8:30 AM – Doors open for student arrival.
- 8:30 AM – 3:00 PM – School in session.
- 3:00 PM – 3:15 PM – Doors open for student dismissal.
- 3:15 PM – 5:30 PM – After-Care. Students are charged 10€ per day for After-Care. (Maximum After-Care fees are 150€ per month.)

Car-Line or Park & Walk

Parents have two options for drop-off and pick-up of students during arrival and dismissal times:

Car-Line: Parents follow a pre-determined route through the parking lot to maintain a safe traffic flow and line up at the door on the west side of the building. Students are assisted to/from the building by FBS staff. To expedite student delivery and maintain student safety, drivers must display a provided **Car Tag** with student information in order to pick up student(s) via car-line. *Parking is not allowed on the west side of the building.*

Park & Walk: Parents can park on the east side (playground side) of the building and walk into or out of the building with their student(s) through the courtyard.

A map of the school campus and traffic flow pattern will be provided at the beginning of the school year and can also be found on our website at www.fbseagles.com.

Before- and After-Care

FBS provides Before- and After-Care to students in attendance on regular school days. Before- and after-care fees are billed at the end of each month in accordance with the **Education Expense Contract**.

Before-Care is available from 6:30 AM – 8:15 AM for students whose parents need to drop them off before normal student arrival time. Students are charged 5€ per use with a maximum billable amount of 80€ per month. Students are allowed supervised quiet time or free play during before-care.

After-Care is available from 3:15 PM – 5:30 PM for students whose parents need to pick them up after normal student dismissal time. Students are charged 10€ per use, with a maximum billable amount of 150€ per month. A small snack is provided. Students have time to work on homework, planned activity time, free play, and/or quiet time during after-care. Parents should still check their student's homework every evening as homework completion is not checked during after-care.

A late fee of \$2.50 per minute will be charged to any student picked up after 5:30 PM.

Early Release Days

Students are dismissed at 11:30 AM on early release days unless otherwise announced. After-Care is not in session on early release days.

Late Arrival / Early Pick-Up

In order to keep classroom disruption to a minimum, late arrival and early pick-up should be kept to a minimum. Should the need arise for either, parents are asked to notify the student's teacher in advance. A parent or guardian must sign in/out the student in the office.

Water Bottles

Students should bring a *reusable* canteen or water bottle to school every day.

Trashless Lunches

Beginning with the 2019-2020 school year, FBS is implementing a **TRASHLESS lunch policy**. **NO TRASH CONTAINERS** will be available during the lunch period. Students should bring their lunches in reusable containers whenever possible and are encouraged to bring their own utensil(s). Colorful plastic utensils are convenient, and the student's name can be written on them. **Leftover food/drink containers AND ANY REMAINING FOOD/DRINKS will be sent back home in the student's lunch box.** Not only will this reduce our waste significantly, but it will help parents to see what their children are and are *not* eating from their lunches.

Students are allotted up to 1 ½ minutes each to heat their lunches. Food should be sent in a microwave-safe container. The lunch monitor will supervise microwave use.

Hot Lunch Fridays

FBS offers an optional hot lunch program for a donation of \$5 or 5€ on most Fridays. A menu is provided in advance.

Student Celebrations (Holidays, Birthdays, etc.)

Classroom celebrations are welcome at the teacher's discretion. Your student's teacher has information about any food allergies in the classroom and will determine the best time for and implementation of any celebrations.

Inclement Weather

In the event of inclement weather, FBS will generally follow Kaiserslautern DoDEA schools' closing or delayed reporting. This information is available on the Ramstein Airbase website at <https://www.ramstein.af.mil/Weather-Info/>, and FBS will confirm the information via email and Class Dojo messages by 6:00 AM.

Should the need arise for school to be cancelled *early* due to inclement weather, FBS will send both email and Class Dojo messages.

Because weather can vary greatly among communities in the Kaiserslautern area, parents should always use their own judgement when determining if road conditions are safe for them to travel to school. Parents who feel road conditions are unsafe in for travel should contact their student's teacher for an excused absence request.

ATTENDANCE & MAKE-UP WORK

Students enrolled at FBS are required to attend for the entire period the program is offered.

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. Regular attendance and punctuality are required of every student.

Absences and tardies are documented daily, reported on progress reports and report cards, and reviewed during parent conferences.

Absences

When a student is absent from school, the parent or guardian should communicate with the student's teacher on the morning(s) of the absence and explain the reason for the student's absence. Students returning to school without communication from the parent explaining the absence will receive an unexcused absence for the day(s) missed.

Students are expected to attend school every day; however, parents should not send students to school when they are ill. Students should be kept at home when they are ill and until they have a normal temperature for 24 hours before returning to school.

When a student's absence for personal illness exceeds three consecutive days, the student will present a statement from a physician or health clinic verifying the illness or other condition that has required 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.

In case of an extended illness, injury, or family vacation, the school will work with the family to minimize the effect on the student's learning. Parents should contact the student's teacher immediately in order to make arrangements for continuance of academic work. Upon administrative approval, a student who plans to be absent for an extended period of time may request missed assignments prior to the absence in order to minimize lost instructional time and assignment overload upon his or her return to school.

Tardies

School begins promptly at 8:30 AM. Students arriving after 8:30 AM are required to be signed in with the administrator by a parent or guardian. Should the parent be unable to sign in the student, the student must go to the administrator with a note from the parent explaining the reason for his/her late arrival. Students who are late without a parent or guardian's explanation will receive an unexcused tardy. Parents of students who are tardy to school assume the responsibility for the student.

Three tardies are equivalent to one absence.

Excessive Absences

Students who accumulate five non-consecutive excused absences, five unexcused absences, or the equivalent of five absences using a combination of tardies and absences within one grading period will receive a written notice from FBS administration. A parent or guardian must sign and return the notice acknowledging the excessive number of absences.

Students who accumulate ten or more non-consecutive absences or tardies during the school year may be placed on Administrative Attendance Monitoring and may be dismissed from FBS by school administration or retained in the current grade level at the end of the school year.

Dismissal for Non-Attendance

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

1. The student has ten non-consecutive excused absences, ten unexcused absences, or the equivalent of ten absences using a combination of tardies and absences.
2. Repeated efforts by the principal to locate the student have been unsuccessful.

Make-Up Work

Make-up assignments or tests will be made available to students. Make-up assignments for pre-authorized or extended absences may not be available until the actual date(s) missed. Teachers will communicate with parents and/or forward make-up assignment work as it is able to be assigned.

Students will be allowed one school day to make-up work for each day of an excused absence. It is the parent's responsibility obtain any make-up assignments or verify that the student has obtained any make-up assignments from his or her teacher. All make-up assignments will be emailed or available for pick-up within 24 hours of the request. All make-up tests must be taken within the allotted make-up period, or they will be considered late.

An unexcused absence forfeits a student's right to make up assignments or to take missed examinations.

SCHOOL RECORDS

Student Records

FBS maintains student records in the school administration office. A “student record” generally includes but is not limited to personal information consisting of: 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.

FBS uses Sycamore School for online school management. Student records are uploaded to and/or maintained in Sycamore School. By signing acknowledgement of the receipt and understanding of the FBS Student Handbook, parent(s)/guardian(s) give their permission for student information to be stored on Sycamore School.

FBS uses Dropbox to store digital images/files of student records. By signing acknowledgement of the receipt and understanding of the FBS Student Handbook, parent(s)/guardian(s) give their permission for student information to be stored on Dropbox.

Student records are maintained for 10 years.

Financial Records

Faith Baptist Church maintains records of banking information and payments made via electronic fund transfer in the Financial Secretary’s office.

Financial records are maintained for 10 years.

Access to Records

Students who have reached the age of 18 and the parent(s)/guardian(s) listed on their registration paperwork have access to all written school records concerning that student only.

Express, written permission must be given by a student who has reached the age of 18 or the parent/guardian of a student under the age of 18 for the student’s records to be forwarded.

GDPR Compliance

Faith Baptist Church and Faith Baptist School adhere to the GDPR Compliance standards set forth by the EU Data Protection rules that went into effect on 25 May 2018.

Faith Baptist Church and Faith Baptist School will not share your data.

Access to Teaching Materials

FBS will 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.

STUDENT APPEARANCE & GROOMING

Dress Code

To aid students and their parents in making decisions about dress and grooming appropriate for FBS, the following guidelines are established:

- Skin must be covered from below the armpit to where the student's fingertips reach the student's thigh when standing. Any clothing that is designed to expose skin with manufactured rips or holes must meet this rule or be worn with additional clothing underneath.
- Skirts and dresses must reach below where the student's fingertips reach the student's thigh when standing, and shorts or leggings must be worn underneath.
- Tight fitting pants (bicycle pants & leggings) must be worn with a shirt or dress that reaches below where the student's fingertips reach the student's thigh when standing.
- All pants are to be worn at the waist (no "sagging" or "bagging").
- Straps on shirts and dresses should be at least two fingertips wide.
- Skin-tight shirts and dresses are not permitted.
- Indecent, inappropriate, or excessive patches, writing, or drawings on clothing, accessories, jewelry or skin are not permitted.
- Body piercing jewelry, tongue studs, and tongue rings and tattoos are not permitted.
- Hair must be neat and clean and not a distraction the student, to other students, or to the learning environment in the classroom.
- Hoods and hats are not permitted in the building.

Final determination of acceptable dress and grooming rests with FBS administration. Any questions regarding the dress code should be addressed to FBS administration to avoid any misunderstandings.

PE Dress Code

Students should wear sneakers and clothing appropriate for physical education on PE days.

Personal Hygiene

Students are expected to bathe regularly and come to school wearing neat and clean clothes and having brushed their hair.

Older students should be acutely aware of body changes and odors and are asked to use deodorant.

FBS also recommends that students get plenty of sleep, and pack healthy, balanced meals and snacks.

Appearance & Grooming Code Violations

Any student not adhering to the appearance or hygiene guidelines may be removed from the classroom. If necessary, FBS administration will call the student's parents to bring appropriate clothing or grooming necessities for the student. The student will not be permitted to return to the classroom until his or her attire or appearance meets the guidelines within this handbook.

STUDENT HEALTH

FBS is an alcohol-free, drug-free, smoke-free, and weapon-free school. Parents are asked to refrain from smoking while on campus.

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 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.

Allergies and Special Health/Medical Conditions

Parents will complete the **Medical Information and Authorization Form** for each student annually at registration. Any allergies and/or special health and medical conditions should be noted on the form. FBS requests that parents provide replacements for lunch/snack items that meet the health needs of the child.

Parents must provide any medication the student may require to the office (i.e. Epi-pen) along with a signed **Medication Administration Form**.

Vaccinations/Immunizations

Students are expected to provide proof of vaccinations/immunizations consistent with the recommended guidelines from the student's home country.

For children needing exemptions, a written statement by the child's physician should be submitted to FBS.

Temporary Health/Medical Concerns Occurring During the School Year

Students with medical problems for which the student's physician feels it is necessary to restrict the student's activity at school should promptly provide written notice from their doctor specifying any restrictions or limitations and the time period for which they are expected to apply. FBS administration will notify the appropriate school personnel and will return a copy of the note to the student/parent to be retained as a record.

Students may be excused from strenuous activities for 1-3 days after an illness or other medical event upon written request from a parent/guardian. A doctor's note is not generally required for such temporary restrictions.

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 in the original manufacturer's package. **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.
3. Medication may be administered by FBS administration only if a parent/guardian or physician completes and returns the **Medication Administration Form**.
4. 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.
5. 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.

STUDENT & SCHOOL SAFETY

Building Security / Visitors

In order to provide a secure environment for our students, all exterior doors will remain locked throughout the school day. Anyone wishing to visit during the day must ring the school bell or call to be granted entry by authorized school personnel. Unaccompanied visitors are not allowed. Visits to individual classrooms during instructional time will be permitted only with the approval of FBS administration. Parents are welcomed to visit their students' classrooms, but the duration or frequency of visits should not interfere with the delivery of instruction or disrupt the normal school environment. All visitors will register with the school office when they arrive and notify the office before their departure.

Vehicular Safety

1. Students cannot be left in an unsupervised vehicle on campus.
2. Talking on a cellular phone in a school zone is prohibited. Texting while driving is illegal. Please be sure to discontinue all cellular phone usage in 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. **The speed limit on school grounds is 8 KPH.**

Safety Traffic Pattern (Car-Line)

FBS has its own unique plan for safe traffic flow and parking.

Please see the diagram provided at the end of this handbook for the proper car-line procedures on campus. (See Appendix: Car-Line Map)

Safety Drills

Various safety drills are conducted multiple times throughout the year (1) to train students how to exit the building quickly and in an orderly manner in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life.

FBS practices safety drills in case of fire, bomb threat, high winds, and lock-down/intruders.

Campus Evacuation

In the event that a crisis necessitates the evacuation of the entire campus, FBS administration will send an email and teachers will send a Class Dojo message to all parents detailing the reason for the evacuation and directing parents to the evacuation location. Students will be safely transported to a pre-identified safe location.

Valuables and Personal Property

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

Substance Abuse

Faith Baptist School is committed to providing a safe environment for all of its students and staff members. Alcohol and illegal drugs are strictly forbidden on the campus of Faith Baptist School. Possession of either will constitute immediate expulsion. Reporting to school while in possession of or under the influence of alcohol, illegal drugs, or prescription drugs obtained or being used in an illegal manner will result in disciplinary action or expulsion. Additionally, the use, possession, sale, trade, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off of the FBS campus will result in disciplinary action or termination.

ADDITIONAL FEES & FINES

Field Trips / Extracurricular Activity Fees

Some events and activities at FBS may require modest fees not included in tuition. When applicable, fees for special events such as field trips, extracurricular clubs, and activities will be posted accordingly.

Replacement (Forgotten) Lunches

If a student forgets his or her lunch, FBS will provide the student with a healthy lunch. The cost of a replacement lunch is 5€ and will be billed to the student's account.

Lost Textbooks

All textbooks are the property of Faith Baptist School. Students are issued textbooks as needed. Teachers maintain a record of all textbooks issued to students. Students are responsible for any textbooks that have been assigned to them and are expected to return their textbooks in excellent condition. Students should know where their books are at all times. **Any damage to textbooks will result in a fine. If a student is unable to locate or return any textbook, the replacement cost will be billed to the student's account and must be paid before a second textbook is issued. Report cards and transcripts may be held until the student's textbook accounts are settled.**

Lost Library Books

Students are permitted to check out books from the school library at the discretion of the school librarian. Students are responsible for any books they check out and are required to return the books by a given due-date. The librarian will notify the student and his/her parent(s) if the student has any overdue book(s) on his/her account. The student will not be permitted to check out additional book(s) until the original(s) have been returned. If the student is unable to locate the lost book(s) after two weeks or if a book is returned in damaged condition, the student's account will be billed for the replacement cost of the missing book(s). When the missing book fees have been paid, the student will be permitted to check out additional books.

ACADEMIC POLICIES & PROCEDURES

Faith Baptist School strives to implement innovative educational programs for its students. Our students are instructed daily in math, English language arts, social studies, science, and the Bible. Our program also provides weekly or bi-weekly instruction in physical education, art, German, and library services. Other special class offerings and after-school/extracurricular activities may vary.

Assignment to Classes

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

Grading

Students will have four grading periods. Students in grades Pre-K through 2 will receive attribute-based grading (see Attribute Grading System below), and students in grades 3 and above will receive numerical grades. Work samples will be sent home for each student regularly throughout the school year to keep parents informed about the student's progress.

Teachers will determine the weight of homework, quizzes, and tests for each of their classes.

Sycamore

All assignments and grading for students in grades 3 and above are recorded in Sycamore, the school's online management system. Parents receive an email invitation to join Sycamore at the time of enrollment and are strongly encouraged to regularly review their student's grades.

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. School staff will contact the parent or guardian of any student who is found to be neglecting his or her responsibilities 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 and may result in a grading penalty and/or disciplinary action.

Offering the work of another as one's own work without proper acknowledgement is plagiarism. The attempt of any student to dishonestly present work as his/her own will be regarded as 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. Plagiarism is a serious offense which may result in a grading penalty and/or disciplinary action.

Homework

Students may receive homework assignments every day. Parents are asked to help their student(s) 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 or supplies.

Progress Reports

Progress reports are issued after the fifth week of each quarter to students in grades 3 and above. Progress reports are to be signed by a parent or guardian and returned to the teacher the day after they are sent home. Progress reports may also be issued any time a student's progress becomes unsatisfactory.

Report Cards

Report cards will be sent home at the end of each quarter / grading period. Parent conferences are *required at the end of the first and third quarters* in order to receive the student's report card. Conference times will be scheduled by the student's teacher.

Failing Grades

While FBS teachers will do their best to communicate any missing or poor student grades as they occur, parents are strongly encouraged to review their student's grades on Sycamore regularly. Although progress reports are issued mid-quarter and failing notices usually precede a failing grade, occasionally a poor exam grade or incomplete work can fail a student at the end of a grading period. Students and parents should be vigilant.

Promotions and Retentions

Students are promoted to the next grade based by demonstrating proficiency of FBS-established academic grade-level standards as reflected on the report card, and through reading and math assessments. 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 or who do not demonstrate proficiency in at least 70% of the academic standards for their grade-level are subject to retention or placement.

All promotion and retention decisions are carefully considered with parents, content-area teachers, and administrative input. Final decision for promotion or retention is reserved for FBS administration.

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

Grading Scale

NUMERICAL GRADING SYSTEM	ATTRIBUTES GRADING SYSTEM
98-100=A+ 93-97=A 90-92=A- 88-89=B+ 83-87=B 80-82=B- 78-79=C+ 73-77=C 70-72=C- 68-69=D+ 63-67=D 60-62=D- 0-59=F	E= Exceeds grade-level expectations M=Meets grade-level expectations S=Steady progress toward grade-level expectations L=Limited progress toward grade-level expectations N=Not yet introduced

Make-Up Work

Students will be permitted to make up assignments and tests without penalty after an excused absence. Students will be allowed one school day to make up work for each day of an excused absence.

Make-up assignments for pre-authorized or extended absences may not be available until the actual date(s) missed. It is the parent's responsibility obtain any make-up assignments or verify that the student has obtained any make-up assignments from his or her teacher. All make-up assignments will be emailed or available for pick-up (upon request), within 24 hours of the date(s) missed. All

make-up tests must be scheduled with the assigning teacher within the allotted make-up period. Make-up tests that are postponed beyond the original agreed-upon time will be considered late.

If a student has been truant or has been suspended as a disciplinary action, the student will be expected to make up missed work but will receive "late" grades.

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 will be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

SCHOOL ACTIVITIES & EVENTS

All FBS events are approved by school administration. 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 detailing the inappropriate conduct written by the staff member in charge or his/her designee, and will be subject to disciplinary action by FBS administration. All FBS-led activities are considered to be learning experiences and are managed by school personnel.

Any student who is a participant or spectator at a school-sponsored event (including field trips) for which the school provides leadership will be expected to adhere to the FBS Code of Conduct and will behave with the appropriate conduct, language, and attitude during travel and at the site of the event.

Students who are absent from school the day of an event or activity will not be allowed to participate.

Teachers will provide students and parents with a written agenda of the event 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 will 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 will 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.

Due to FBS securing special event rates and events based upon the number of students attending, no refunds are allowed for field trips or events non-attendance.

Extra-Curricular Activities

Students must maintain academic grades of 70% or higher; display satisfactory conduct and attendance; and consistently turn in schoolwork in order to participate in extra-curricular events (including, but not limited to, clubs, dramatic or musical performances). Eligibility is ultimately at the classroom teacher's discretion.

COVENANT OF CONDUCT

Faith Baptist School has adopted a Covenant of Conduct which acknowledges the responsibilities of all of the members of the school community in establishing and maintaining good discipline. Its purpose is to:

1. Provide a positive Christian environment for learning.
2. Use Jesus as the example for all expected 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 (students, parents, teachers, and administrators) in establishing and maintaining good discipline at school.

The Covenant of Conduct in force on the school campus and during all school-sponsored activities, regardless of location.

Student Responsibilities

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 attire.
 - Walking quietly in the school hallways.
 - Staying in the classroom seat as required.
3. Maintaining a Christian attitude by
 - Being proud of personal accomplishments.
 - Being trustworthy.
 - Having academic integrity.
4. Respecting 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 Behavior Policy.
5. Treating 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 directions.
 - Seeking changes in school rules and policies in an appropriate and responsible manner through approved channels.
 7. Obeying 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. Participating 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
 - Keeping it clean.
 - Keeping it free from destruction.
 - Cooperating with school staff on vandalism cases.
 - Helping to keep the school be a safe place.

Parent and /or Guardian Responsibilities

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 appropriate school attire.
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 special events.

Teacher Responsibilities

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 to be responsible for their actions by enforcing the rules of conduct and discipline fairly and appropriately.
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.

Administrator Responsibilities

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.

Computer Acceptable Use Policy

FBS provides various information technology resources including laptops, iPods, the FBS network, and internet access to its students to enhance their educational/learning experience. Students are expected to adhere to the following guidelines:

- Use IT resources when and how the teacher has given direction and permission to do so. Do not play games or use other software unless directed to do so.
- Login using your own ID. Do not login using someone else's ID or share your ID with anyone else.
- Keep your password secure. Do not ask for or use someone else's password, and do not share your password with anyone.
- Refrain from modifying any IT equipment or the FBS network. Unauthorized changes or attempts to damage FBS IT resources will result in withdrawal of IT privileges.
- Report any equipment malfunctions or damage to the teacher immediately.
- Use FBS IT resources for school purposes only. Any use of FBS IT resources for purposes other than those permitted by FBS may result in withdrawal of IT privileges.
- Avoid social networking sites. Social networking is not permitted on FBS IT resources.
- Remember that the Student Covenant of Conduct applies to IT usage. Disciplinary action will be taken against any student who does not adhere to the Student Covenant of Conduct when using IT resources.

Harrassment 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.

FBS 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.

Anti-Bullying and Anti-Abusive Behavior Policy

FBS recognizes 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 all 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.

Reporting

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

Any staff member who receives notice that an individual has or may have experienced bullying will immediately notify FBS administration and provide written documentation of the alleged act(s) or any additional information he or she has of the incident.

FBS administration will conduct an appropriate inquiry based on the allegations in the report. FBS administration will promptly remove the person who has been accused of bullying from any environment that could facilitate bullying behavior 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
- Placement on contract with probationary enrollment and mandatory parent meeting
- Withdrawal or expulsion

Confidentiality

To the greatest extent possible, FBS administration will 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.

Infractions

Infractions committed during school or at school-sponsored activities such as (but not limited to) cheating, bullying, profanity, repeated dress code violations, public display of affection, horse-playing, disrespect, insubordinate classroom behavior, persistent misconduct, and unreported knowledge of wrongdoing by others before, during, or after the offense will 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
5. Immediate parent contact
6. In-school or out-of-school suspension

7. Placement on contract with probationary enrollment with mandatory parent meeting
8. Administrative referral
9. Dismissal or expulsion

Any violation of a contract will warrant withdrawal or expulsion.

Repeated infractions will result in a referral to FBS administration and will justify longer suspension or expulsion. Three suspensions during the school year warrant expulsion.

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

Faith Baptist School does not use corporal punishment.

Committing serious infractions and/or having knowledge of serious moral, behavior, or illegal infractions on or off campus (before, during, or after they are committed) may result in expulsion.

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

No Appeal

Any decision made by FBS administration is final and may not be appealed.