

FIRST BAPTIST CHRISTIAN SCHOOL

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Parent/Student Handbook

Dually accredited by ACSI and AdvancedEd

"But they that wait upon the Lord shall renew their strength:
they shall mount up with wings as eagles;
they shall run, and not be weary; and they shall walk, and not faint."

Isaiah 40:31

Foundational Documents

- FBCS MISSION STATEMENT

The mission of First Baptist Christian School is to provide a co-educational, Christian education that is committed to educational excellence for students from first grade through the twelfth grade.

- FBCS VISION

Believing each student can reach his/her full potential with hard work, discipline, and encouragement, the school seeks to develop the total child, with an emphasis on each child's personal relationship with Jesus Christ, high character standards, and exceptional moral values which will enable its students to fulfill God's plan for service in this world.

- FBCS PHILOSOPHY

First Baptist Christian School strongly adheres to the belief that its purpose is to direct the educational experiences of its students while developing their personal relationship with Jesus Christ. The school's desire is to move its students into active discipleship in a Christian congregation and to equip them to be effective witnesses in the community. We believe it is our responsibility to nurture the growth of students in the areas of academics, personal relationships, physical growth, and spiritual understanding.

- CORE VALUES

Core values provide a compass to guide First Baptist Christian School students to the future. We can rely on these values to help us fulfill our destiny as an outstanding institution.

These core values comprise the philosophical and behavioral foundation for all that happens at the school.

FBCS CORE VALUES are as follows:

Honor-Jesus Christ Above All and IN ALL

Responsibility-accountability, commitment, perseverance

Respect-authority, community, others, self

Integrity-courage, fairness, honesty, trustworthiness

Excellence-academics, athletics, personal conduct, arts

FBCS Statement of Faith

We believe...

1. There is one God eternally existent in the persons of :
 - God the Father, who so loved the world that He gave His only begotten Son for our redemption (John 3:16);
 - God the Son, born of a virgin (Matthew 1:18-25), sinless in life (2 Corinthians 5:21), whose death, burial, and resurrection is the good news for humankind's redemption (1 Corinthians 12:1-4), who is coming again (1 Thessalonians 4:13-18); and
 - God the Holy Spirit, whose present ministry in the life of the believer gives us the grace to live our redemption (John 16:7-11, 13).
2. The Bible is inspired in its original form and the authoritative Word of God (2 Timothy 3:16-17).
3. Humanity is lost and in need of salvation by grace (Ephesians 2:8-10), only through faith in the Lord Jesus Christ (John 14:6).
4. All believers have spiritual unity in Christ (John 17:21).
5. God wonderfully creates each person as male or female. These 2 distinct, complimentary genders together reflect the image and nature of God (Genesis 1:26-27).
6. The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).
7. Any form of sexual immorality (including homosexual behavior and bisexual conduct) is sinful and offensive to God (Matthew 15:18-20).
8. God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21).
9. Every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31)

GENERAL INFORMATION

First Baptist Christian School, dually accredited by ACSI (Association of Christian Schools, International) and AdvancED, is operated and governed by First Baptist Church of Slidell, Louisiana. First Baptist Christian School's ministry is dedicated to providing an academically excellent Christian education which emphasizes the importance of personal faith in God and His revealed Word. First Baptist Christian School seeks to serve the broad Christian family through its educational system.

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

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ABSENCES

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

· Upon returning from an **excused** absence it is the student's responsibility to get makeup work from their teachers, and students must complete the work within 1 school day per each day missed in order to receive full credit. Late work is eligible for up to a 60/F. Students may not take tests early or turn in assignments early.

· Any work turned in after an **unexcused** absence will be eligible for at least a 60/F.

· Work not turned in within the five days following **any absence** will be given a 0/F.

Long term assignments (work assigned more than seven days earlier) are required to be turned in on the due date even if a student is out of school on the due date; the consequence for not turning the assignment in on the due date is a zero for the assignment.

Students who check in late or check out early are still responsible for assignments due that day.

The following are considered excusable absences:

-illness of a student (see below)

-death in immediate family

-medical appointment—must bring note from doctor's office (All appointments should be scheduled before or after school hours whenever possible)

-approved mission trips and church related trips (must be pre-approved at least two weeks in advance)

-FBCS sports (away games/meets)

-CDC kindergarten graduation ceremony—only siblings of the student are excused

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

A written excuse must be presented to student services upon his/her return to school before the morning tardy bell within two days of the absence. The excuse must contain the following information: student's full name, date(s) the student was absent, reason for the absence(s), the parent or guardian's signature, and date. If the student is absent 3 or more days, the student must have a doctor's notice which will be verified by the school. **A doctor's excuse is valid only if the student was assessed medically by the doctor's office through a physical exam.** A doctor's note must include the date and also must have the time of appointment. Any proof of false excuses will result in unexcused absences and possible discipline. Student Services will issue a Return to School Report that must be initialed by each period teacher. Students absent due to FBCS sports do not need a note from parents.

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

AUTHORITY STRUCTURE

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

Teacher

Principal – Mona Nelson

School Committee (Letters may be put in the Committee's box in Student Services)

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

BAD WEATHER CLOSING

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

BIRTHDAYS

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

CARPOOL

For the safety of all FBCS students, parents must drive through the carpool line to drop off their children. For afternoon carpool, parents are to park and pick-up their child from the classroom and are not to come on campus until 3:10. This is **not** a time to have a conference with your child's teacher. Please make a scheduled appointment for conferences. CDC parents should wait outside the back gym doors until 3:10.

Students are to be in their homeroom classroom by the 8:00 bell. Carpool will end at 8:00.

Students will not be given a late pass to class if they were in the carpool line. If the student is not in class when the bell rings, the student must report to Student Services for a Tardy Slip before entering the classroom. Please see "Truancy" for more information.

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

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

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

CELL PHONES AND ELECTRONIC DEVICES

No smart watches or Bluetooth devices (except cell phones) allowed on campus.

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

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

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

CHECK OUT PROCEDURES

Any parent or guardian who needs to check out a child must report to Student Services. Students will not be allowed to be checked out after 2:45 unless there is an emergency or permission is gained from administration. Students are not allowed to contact parents during the school day by email or cell phone. **All students needing to contact parents must go through Student Services** (Violation: Class 2.12).

CODE OF CONDUCT

All FBCS students agree to abide by the following Student Code of Conduct:

- I. The student will endeavor to follow the will of God for his/her life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, and through faithful group worship both at school and at church.
- II. The student will practice good health habits and regularly participate in wholesome physical activities.
- III. The student will refrain from participating in sexual immorality and the use of illegal substances.
- IV. The student will yield his/her personality to the healing and molding power of the holy Spirit.
- V. The student will endeavor to faithfully follow the call of God on his/her life and develop the gifts and abilities God has given me.
- VI. The student will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service.
- VII. The student will acknowledge the need to preserve his/her language for words that uplift and encourage the peers and the adults in his/her life.
- VIII. The student will not lie, cheat, or steal nor tolerate those among them who do. The student is not only expected to adhere to this policy but also to promote and encourage his/her peers in following it.
- IX. The student will submit himself/herself to the leadership of FBCS.

COMMUNICATION

Most communication from the school is sent electronically. It is the parent's responsibility to check grades on Headmaster and notices on email. Parents should notify the school **immediately** if the family's email account changes or if any phone numbers change. FBCS will be incorporating REMIND text messaging system for some school notifications

DISCIPLINE

DISCIPLINE PROCEDURE FOR CLASS I VIOLATIONS

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

Class I Violations includes but is not limited to the following:

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

DISCIPLINE PROCEDURE FOR CLASS II VIOLATIONS

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

Class II Violations includes but is not limited to the following:

<p>2.0 Habitual violation of Class I behaviors (4 times)</p> <p>2.1 Truancy from school</p> <p>2.2 Cutting class</p> <p>2.3 Leaving FBCS campus (portables, gym, library)Library</p> <p>2.4 Leaving a classroom without permission</p> <p>2.5 Action perceived as sexually harassing</p> <p>2.6 Willful disobedience or defiance</p> <p>2.7 Disrespect for authority</p> <p>2.8 Vandalism (restitution required)</p> <p>2.9 Fighting</p> <p>2.10 Threatening other students</p> <p>2.11 Causing bodily injury to another student</p> <p>2.12 Cell Phone or electronic device misuse including having or sending inappropriate pictures or correspondence</p> <p>2.13* Bullying, harassing, or cyber-bullying</p> <p>2.14 ** Possessing or use of products and/or paraphernalia used for smoking, vaping, or any other such item including CBD or THC in ANY form</p>	<p>2.15 Willfully pulling the fire alarm</p> <p>2.16 Smoking /Vaping/Juuling, etc.</p> <p>2.17 Stealing money or property less than \$50</p> <p>2.18 Racist remarks, slurs, jokes, etc.</p> <p>2.19 Use of profane, obscene, or inappropriate language, material or gestures</p> <p>2.20 Signature forgery</p> <p>2.21 Throwing potentially harmful objects</p> <p>2.22 Cutting teacher detentions or failing to turn in disciplinary written assignments</p> <p>2.23 Going through a teacher's desk or personal belongings</p> <p>2.24 Failing to attend Saturday detention (suspension)</p> <p>2.25 Repeated cheating or lying</p> <p>2.26 Reckless driving of a motorized vehicle on campus</p> <p>2.27 Inappropriate use of private social media, i.e. misconduct involving sexual behavior, alcohol, drugs, etc.</p> <p>2.28 Any other offense which the Administrator may reasonably judge to fall within this category</p>
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***Bullying:** spreading rumors, posting mean-spirited or unflattering images with intent to embarrass or humiliate, making derogatory comments, and/or making threats by means of speech, email, instant message, text message, any social media or with any other use of technology or electronic means which make the victim feel intimidated or unsafe while on campus.

**** Excessive use of perfumes and other scents to mask the use of such items is strictly prohibited**

DISCIPLINE PROCEDURE FOR CLASS III VIOLATIONS

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

Class III Violations includes but is not limited to the following:

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

CORPORAL PUNISHMENT

The school administrator may use corporal punishment after written and oral permission are obtained from the student's parent. Written permission will be kept on file in the office. The school administrator will administer a paddle to the buttocks in the presence of a staff witness. The number of swats is determined by the severity of the infraction and may not exceed four. If the parent chooses to administer corporal punishment, the administrator will act as a witness.

Corporal punishment will not be used if the parents choose not to sign the permission slip or if the student has a physical injury which may be further aggravated by the use of corporal punishment.

CYBER-BULLYING/INAPPROPRIATE SOCIAL MEDIA

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

SATURDAY DETENTION

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

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

STUDENT REMOVAL POLICY: If any student is under criminal investigation and/or charged, that student may be asked not to attend school until the issue is resolved. If the student is found guilty of a crime, that student may be suspended and/or expelled.

SUSPENSIONS

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

TEACHER DETENTION AND COMMUNITY SERVICE

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

DONATIONS

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

DRESS FOR SCHOOL EVENTS

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

Rules for parents and students on our campus and fieldtrips:

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

EARLY DISMISSAL

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

EXTENDED CARE

BeforeCare is available in the morning from 6:00am – 7:45am. The registration fee is \$30.00 for the school year. If registered, the fee is \$3.00 per hour for each child. If not registered, the fee is \$4.00 per hour. AfterCare is also offered, operating from 3:30 to 6:00 p.m. at \$3.00 per hour. Parents will be billed once a month for these services. A penalty fee of \$25.00 per thirty minute period is assessed for students that remain in AfterCare past 6:00 p.m. in the evening. Parents are expected to have a backup plan to cover emergencies that may arise. All extended care charges are based on 15 minute increments. A monthly bill will be sent to parents using this service. These bills must be paid by the 15th of the following month in order to continue using Extended Care.

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

EXAMS

End of nine week exams will be given to all middle school/high school students the last week of each grading period and will count 200 points towards the final nine-weeks' grade. All accounts must be paid by the end of exam week for each nine-weeks. Any families who owe money will not have access to Headmaster until the account is cleared. Exams at the end of the 2nd and 4th nine-weeks will be held during half-days of school. Students will not be excused if checking out after exams except for exemptions under "Absences."

EXTRACURRICULAR ACTIVITIES

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

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

FAMILY VACATIONS

Family Vacations are not excused absences.

FIELD TRIPS

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

Field trips are paid for in registration money; therefore, no additional money should be required except for souvenir money if appropriate. **All adults attending field trip must be dressed appropriately and must behave in a manner consistent with good role models. Students not attending the field trip will remain at school and complete assignments. In addition, each class will also participate in a community service field trip.**

FINANCIAL

All checks should be made out to FBCS or First Baptist Christian School **in blue or black ink only**. Please mark in Memo sections: Tuition, Lunch, Extended Care, Sports fee, etc. Always include payment stub when paying tuition whenever possible.

Reminders:

1. Tuition must be paid by the **5th of the month**; if not, a late fee of \$25.00 is applied. If your child withdraws from FBCS, you will be responsible for payment of that month if he/she has attended any day of the month. If tuition is not paid by the 15th of the month, your child will not be allowed to return to school (which will be an unexcused absence) until payment is rendered or arrangements have been made with administrator.
2. Registration fees (**non-refundable**) for re-enrollment must be paid at the time of re-registration. If not paid by the first of March, registration fees increase by \$100. If not paid by the first of May, registration fees increase by \$200.
3. Technology, Building, and Application fees are **non-refundable**.
4. Please **do not** include payment for sports and club fees in the same check as other school fees.
5. Lunches are to be **prepaid** for the month.
6. The school also accepts Zelle payments and hopes to offer credit/debit card options soon.
7. If any fees are outstanding from the previous school year, registration monies will be applied towards the outstanding balance. Your student will lose his/her spot on the classroom roster. After accounts are cleared the student can then be registered.

Tuition Options: Full payment or Finance

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

Deadlines for Fees/signatures: Dates will be given yearly for all fees.

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

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

FOOD/LUNCH

Students may not bring coffee and/ or breakfast items with them when exiting vehicles.

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

Hot lunches will be served Monday through Thursday and may be purchased for \$3.25 per meal including milk or water. Fridays are Pizza Day and each student may buy a fourth of a pizza for \$3.25. Children bringing their lunches may purchase milk or water for 50 cents. For the safety of your child, drinks may not be brought in glass containers from home. No students may use the microwave. Students eat lunch in the cafeteria unless attending a class or club meeting. Seniors are allowed to eat in the courtyard area. **NO STUDENT MAY BE IN THE KITCHEN DURING LUNCH TIMES.** Lunch menus are listed on the school website.

Parents must **prepay lunch** at the beginning of every month. Parents may send in a check with the student or mail it in. The most convenient way to pay if parents are paying tuition by the month is to send one check with the payment stub and include lunch payment for the following month. Lunch credits roll over for the next year. Refunds will be mailed at the end of the year for any **non-returning students**. Each homeroom teacher will take a lunch count every morning for hot lunch and/or beverage. If a student orders lunch, the parents will be billed for the lunch unless the student checks out sick. If the student does not order lunch and then decides he/she wants to eat, he/she will have to go to the back of the line and may be served if there are extras. Please stress to your children the importance of ordering lunch if they need one so that our lunch count will be correct.

FBCS students may participate in fundraiser sales periodically during lunch. **Only students in grades 7-12 may use the vending machines at lunch.**

GRADING PROCEDURES

High school grades, for GPA calculation: courses listed on the report card as Advanced Placement (AP) are weighted by one point more than the basic 4 point scale with grades not falling below a **B**. And in courses listed as Gifted/Talented or Honors, weighted by a half a point with grades not falling below a **C**. If a high school student is participating in a Dual Enrollment course through a local college or university, those college courses are weighted by one more point. These weighted grades are meant to help us accurately calculate GPA taking into account the difficulty of the curriculum.

The following grading scale is used at FBCS:

Grading Scale	Value/Weight	Honors/Gift/Tal	AP	DE
A = 100 - 93	4	4.5	5	5
B = 92 - 85	3	3.5	4	4
C = 84 - 75	2	2.5		3
D = 74 - 67	1			2
F = 66 & below	0			

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

Classification of High School Students:

0-5.5 Credits=Freshman

12.5-18 Credits=Junior

6-12 Credits= Sophomore

18.5 plus Credits=Senior

Pupil Progression:

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

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

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

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

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

HALF DAYS

All students will have several half day classes during the exam period of the 2nd and 4th nine-weeks. Please check the school schedule for those dates.

HONOR ROLL

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

In the elementary grades, Handwriting will not be counted for Honor Roll. Conduct grades may not be below a "B" for Honor Roll consideration.

HOLIDAY PARTIES

All parties must be conducted on campus unless special permission is given by the administrator. The holidays celebrated are Thanksgiving (all grades), Christmas (all grades), Valentine's Day (1-5), Easter (all grades) and End of the Year (all grades). Parties will be held from 2:30-3:10 unless otherwise notified.

BECAUSE PARENTS ARE CHAPERONES, OTHER SIBLINGS ARE NOT INVITED TO THE PARTIES.

INTERNET

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

LIBRARY

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

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

MEDICATION

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

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

1. A parent or guardian may obtain a medical form from the school office **to be completed by the physician giving FBCS permission to dispense prescription medication to the child.**
2. Any prescription drugs must be labeled from the pharmacy, in the original container, with the child's name, doctor's name, medication name and the schedule for administration of the medicine.
3. All medications, even OTC, must be in the original container with labels intact.
4. FBCS must have a signed statement on record permitting the dispensation of non-prescription drugs to a child. Parents are responsible for providing such medication which must be kept in the Administrator's office.
5. Students must have a copy, in their student file, of a prescription to use medical CBD at school in any form and the medication must be kept in student services and never held by the student. A meeting with Administration should take place if your student will be using this type of medication.

MESSAGES/PHONE USE

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

Students may call home only from Student Services.

PARENT INVOLVEMENT

If you are not a member of our PTF, please join! Our parents are super involved and do an outstanding job helping us. We have many ways to help so see Judi Roberts in the office for details. We do ask you to always come to the office and sign in when you have been invited to a classroom or event to help. We also encourage

you to come have lunch with your student on his/her birthday. We do ask, however, that you do not visit the classroom or cafeteria without permission from the administrator on other days. Also, when on school campus or on a school fieldtrip, we ask you to refrain from smoking. To our Moms: Please also remember to dress appropriately with no short shorts or low cut blouses. Thanks for your help!

All parents are expected to monitor their comments on social media in regards to our school. Please be supportive and positive in your comments. "Let the words of my mouth...be acceptable in your sight, O Lord..." Ps. 19:14.

PRINTER/INTERNET USE FOR STUDENTS

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

SCHOOL HOURS

School hours are 8:00 a.m. until 3:10 p.m. Students are tardy for school if not in homeroom by 8:00am. No child should be on campus before 7:40 (unless using Before Care or has an appointment with a staff member), and all children not picked up by 3:25 p.m. will be sent to After Care and parents will be charged. All extended care charges will be billed in 15 minute increments.

SCHOOL PICTURES

Individual and class pictures will be taken in the fall; individual and organization (sports & clubs) pictures will be during each sports time frame. The individual picture in the fall is in school uniform. The spring individual picture may be taken in appropriate non-uniform clothes. Announcement of the days when pictures are to be taken will be made well ahead of time. The ordering of pictures by parents is strictly on a voluntary basis. Checks are to be made payable to the photographer **NOT** the school.

SOCIAL STUDIES FAIR (SSF)

All elementary students (Grades 1-6) will participate in the FBCS Social Studies Fair each year. The students' projects will be displayed in the gym, judged and graded. The SSF information packet will be sent home to all the school families, explaining the requirements and dates for the projects. **Unless specific arrangements are made ahead of time, all SSF projects are expected to be set up in the gym by 8:00 am the day they are due.**

SUBSTANCE ABUSE POLICY

Prior to enrollment, each student's parents are required to provide written authorization and consent for substance abuse testing. Failure of the parents to consent to testing is grounds for refusing admission to FBCS. The police will be contacted by FBCS if any illegal substances are found at school or in possession of a student. Parents agree to the Drug Testing by signing the FBCS Policy Release that is part of the Student Registration Packet.

TARDIES

Students are tardy if not in homeroom by 8:00 a.m. After every three unexcused tardies, a student will automatically be given one unexcused absence. If you have an excused tardy, please send a note with your child to Student Services. The Student Services personnel will mark if the tardy is excused or unexcused. Excused tardies are for **unforeseen circumstances** such as a flat tire on the way to school, a sick sibling, etc. If no staff member is still on the carpool line, you must park and escort your 1st – 3rd grader to Student Services for their safety.

UNIFORM POLICY: *The appropriateness of student dress as it relates to the goals of the dress code is always up to the discretion and judgment of school personnel.*

- All FBCS students should be dressed modestly at all times. Inappropriate-sized clothing, low-cut necklines, and short hems will not be tolerated at any school function. Students are not to change clothes after school except for FBCS sports teams.
- A uniform check will be held daily by classroom teachers. Violations of the uniform policy will result in disciplinary action. For every third uniform violation, the student will receive a Disciplinary Write-up. (See Discipline Procedure for Minor Infractions.)
- Any student wearing a uniform that is inappropriate (such as too short or tight) will result in parents being called to bring appropriate articles of clothing. Student will remain in the office until proper uniform is delivered and will receive an unexcused absence from class.

ALL UNIFORMS MUST BE IN GOOD CONDITION WITH PROPER FIT OR BE REPLACED

Uniform Requirements for Students:

FBCS has changed its Logo (under exclusive contract); changed color and outerwear for the 7th - 12th grades. 2019-20 will be the last year to use items with the old logo, old colors and outerwear.

- **All Students Uniform Bottoms:**

Any uniform store; All appropriately sized: Khaki –shorts, skirts, skorts (no more than 3 inches above the knee) or pants, All uniform style pants and/or shorts with **slit back pockets**—no patch pockets

Belt (all students): Plain black belt with no cutouts or decorations

Socks (all students): Solid black or white, no-show, crew, or knee high OR the new style sold on the uniform order form. Winter-wear: Girls may wear black tights or leggings.

PE/All Spirit Wear/Misc: See School Uniform Order

- **Elementary Students Grades 1-6**

Tops: (From FBCS only) Royal Blue Polo with NEW School Logo; Winter-wear: Students may wear a royal blue, black or white long-sleeved undershirt under uniform shirts for cold weather; **Hooded Zip-up Jacket:** (from FBCS only) Royal Blue with New School Logo.

Shoes: Solid black OR white athletic shoes. Soles, laces, and eyelets must match the color of the shoes. First grade may have Velcro

Makeup: No makeup allowed for grades 1-6

- **7th-12th Grade Students**

Tops: (From FBCS only) Gray Polo with NEW School Logo; Winter-wear: Students may wear white or black long-sleeved undershirt under the uniform shirt for cold weather. **Quarter Zip Sweatshirt:** (from FBCS only) Royal Blue with New School Logo

Shoes: Guys: Sperry Billfish 3-Eye Boat Shoe in Tan Beige; Girls: Koi Fish in Linen Oat

Makeup: Light makeup for girls in grades 7-12 All beauty products (ie: lip balms, chapstick, lotions, perfumes, etc..) must be in the manufacturers original container with all labels intact and should not be applied or shared at school. Items may be confiscated at the discretion of the Administrator.

Sperry shoes are available at Joe's Family Shoes in Mandeville
(mention FBCS for a discount) or
online at www.sperrytopsider.com. Also may be available at local stores.

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

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

- **Policy for Dress Down Days**

Christian T-shirt Days: any t-shirt that has a Christian message, logo, Bible verse, etc. with appropriate jeans or uniform bottoms (no tears, cuts, shreds, holes and appropriate fit) REGULAR school shoes unless otherwise stated.

Spirit T-shirt Days: any t-shirt from our Fan Wear order form or any older spirit shirt with appropriate jeans or uniform bottoms (no tears, cuts, shreds, holes and appropriate fit) REGULAR school shoes unless otherwise stated.

Free Dress Days: **Everyone--**an appropriate shirt with choice of shorts or slacks/jeans with choice of shoes (no flip flops/slides or slippers) No tuck-ins or belts required. **Girls: NO shorts/skort/dress, etc. may be more than 3" above the knees**

Additional Dress Code Guidelines: ALL GRADES

1. With the exception of required logos, all clothing is to be free of extraneous markings or logos.
2. Shirts are to be worn tucked in at all times.
3. Clothing must be appropriately sized for the body of the student wearing it and in good repair.
4. Hairstyles are to be neat and moderate and in good taste. Extreme hairstyles are prohibited (scalping, shaved, Mohawks, unnatural dyeing, etc.). Hair length for boys may not fall below the top of the collar or below half of the ear and must not be longer than the eyebrows. Boys may NOT wear their hair in buns nor have extreme styles as determined by the Administrator. Facial hair and sideburns are not allowed.
5. Jewelry must be in good taste and not excessive. Expensive jewelry should not be brought to school by students. *FBCS is not responsible for the loss of such items.* Earrings may not be larger than a quarter. Boys are **not** allowed to wear earrings. Multiple ear piercings must be approved by the administrator. NO OTHER PIERCINGS ARE ALLOWED.
6. No student may wear black nail polish or have stiletto shaped nails. Nail length for girls must be an appropriate length as determined by the Administrator.
7. **Label all clothing with your child's name or initials. The chance of loss for uniform items can be greatly reduced if items are marked.**
8. Uniforms may not be altered with coloring, writing, making "thumb holes", etc.
9. Students may not have tattoos or pen markings on any visible parts of their bodies.
10. No student may wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbol, or sign with skulls, sorcery, etc...or evidence of affiliation in any gang.

VISITORS/CLOSED CAMPUS

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

SECONDARY STUDENTS

AUTOMOBILES/ DMV FORM

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

1. Park on the south side of the parking lot between the dumpster and the youth building.
2. Leave the parking lot immediately after parking your car.
3. No student is to sit in any automobile at any time during school hours.
4. No student is to be in the parking lot during school hours without permission.
5. The posted speed limit is 10 mph. No reckless driving, driving fast, squealing tires, loud music, etc. is allowed.
6. A valid driver's license and proof of automobile insurance are required to drive a car on campus. A copy of these should be turned in to Student Services the first week of school or the first week of driving to school.
7. Students taking Drivers Ed, getting permits or a license must request the required DMV form, via email at student.services@fbcseagles.com three days prior from when it is needed.

COLLEGE VISITS

The number of excused college visits will be determined on an individual basis by FBCS.

College visits apply to seniors and only to juniors that have FBCS Administration approval. In order for a College Visit to be an excused absence, the following 2 steps must occur:

- 1st, before the visit, the FBCS student must provide FBCS with a university/college flyer advertising a "college visit day" or the FBCS student must have an email or letter of a scheduled appointment.
- 2nd, after returning from the trip, the student must submit a form or note from the college/university verifying their attendance. Athletes: remember that it will be your responsibility to comply with the official and/or unofficial college visit guidelines for the NCAA.

DROPPING CLASSES

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

HIGH SCHOOL REQUIREMENTS - Grades 9 - 12:

FBCS Curriculum for Graduation and State Requirements for TOPS are as follows:

FBCS College Prep Curriculum	Units Required
Bible	4
English I, English II, English III or English III (H) English IV or English IV (AP)	4
Alg I; Alg II or Alg II (H), Geometry, Adv Math or Adv Math (H) , Fin. Math(online)	4
Biology I & II, Physical Science, Chemistry, Env. Science, Physics	4
Civics/Free Enterprise, World. History, World. Geography, US History	4
Health and Physical Education	2
Foreign Language Spanish I & Spanish II	2
Arts Media and Graphic Design	1
Electives Robotics, Teacher Aide, Dual Enrollment or Internships	3
Total	28 Carnegie Units

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

iPads:

See separate handbook.

OPT OUT:

Any student deciding to opt out of the College Prep Program must have a parent signature and administrative approval. These students will not be eligible for TOPS nor will they qualify to attend a four year university immediately out of high school. These students must have 4 units of Bible, 4 units of English, 4 units of Math, 3 units of Science, 3 units of Social Studies, Health/PE (one semester of Health and 3 semesters of PE), and 4 Electives.

TAKING CLASSES OUTSIDE OF FBCS

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

P.E. CLOTHES

Students are **required** to change into a gym uniform for Physical Education. At the end of the P.E. class, students are required to remove their P.E. clothing and change into their school uniform. Gym uniforms are required for 6th-8th grades and high school students taking PE. Spandex shorts may be worn under P.E. shorts.

SENIORS: **GRADUATION**

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

SENIOR TRIP

Each senior must be passing all necessary classes for graduation by the end of the third nine-week period in order to participate in the senior trip. Because this is such a special event, all seniors are required to participate, unless there is an extenuating circumstance.

VALEDICTORIAN AND SALUTATORIAN

The selection will be made based upon a cumulative eight-semester grade point average. The valedictorian of the senior class will be that student with the highest overall grade point average **taking the college preparatory curriculum**. The salutatorian of the senior class will be the student with the second highest grade point average **taking the college preparatory curriculum**. Students with grade point averages that are tied at the second decimal point will share honors at each level. Grades from subjects taken during the ninth, tenth, eleventh, and twelfth grades will be averaged. Letter grades will be given numerical value. **See page 15 for Grading Scale**. In considering selection of valedictorian and salutatorian, only those students who have been enrolled in First Baptist Christian School from the beginning of their senior year or longer will be considered.

TRANSCRIPTS

All transcripts must be requested in writing, via email, to student.services@fbcseagles.com with a minimum of 2 days notice. Please provide the following information for transcripts to be mailed: Name and full address of University/College, email for admissions for receiving school, student name, any ID #'s the facility has issued to the student and for former students include the year of graduation from FBCS.



First Baptist Christian School is an accredited school open to all students regardless of race, color, background or national origin.



Association of Christian Schools International



