

2016-17 PARENT/STUDENT HANDBOOK



Fourth Baptist Christian School

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Welcome to Fourth Baptist Christian School

Dear Parents and Students,

We extend to you a hearty welcome to Fourth Baptist Christian School (FBCS). As we look forward to a new school year, we do so with both gratitude and expectancy. We are grateful to the Lord for all that He has done for us. As we look to the future, we are expecting even greater things and trusting the Lord for His continued guidance and leadership in the days ahead.

Please remember, however, that the Christian school is but an extension of the Christian home and that the primary responsibility for spiritual and other training is yours. "You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up." (Deuteronomy 6:7)

The purpose of the Parent/Student Handbook is to help you better understand the working of the school, its philosophy, and its requirements. Please read and study the handbook carefully. If there is any question about any statement in the handbook, please come to the administration for clarification.

We hope this will be a wonderful school year for you.

Sincerely yours,

Mr. Alan J. Hodak

Administrator

ABOUT FBCS

I. HISTORY OF FBCS

Fourth Baptist Christian School was the vision of Dr. Richard V. Clearwaters, Pastor of Fourth Baptist Church from 1940—1981. Fourth Baptist Christian School opened in the fall of 1966 with 45 kindergarten through 4th grade students. Over the years, the school grew to add a complete K4 through 12th grade program. Fourth Baptist Church decided to move the ministry to the Plymouth area in 1998. Our facility houses Fourth Baptist Church, Fourth Baptist Christian School, Central Baptist Theological Seminary and WCTS radio.

II. MISSION STATEMENT

Fourth Baptist Christian School, as a ministry of Fourth Baptist Church, is committed to the development of a student's spiritual life in Jesus Christ, while pursuing academic excellence in a manner which honors and glorifies God, based on the only infallible Word, the Bible.

III. PURPOSE OF FBCS

The ultimate goal and purpose of Fourth Baptist Christian School is to lead boys and girls to a personal relationship with Jesus Christ and then train them in the knowledge of God, the Christian way of life, and offer them an excellent education. It is our desire to work with parents in bringing the child up in the nurture and admonition of the Lord, thus equipping him/her to identify, evaluate, and relate properly to life's problems. We exist to provide a Christ-based education for students in our church, as well as those in our community who see the need for Christian education.

IV. PHILOSOPHY OF FBCS

The mission of FBCS is to reproduce the image of Christ in the saved student, resulting in the student's godliness of character and action. This is accomplished in two stages. The first step is conversion. The second step is Christian character development. Our mission is reflected in our admissions policy, staff placement, choice of curriculum, music, sports, library, standard of conduct and discipline. It is involved in every area of school life.

The mission of FBCS is to glorify God. This includes aid and assistance to parents in fulfilling their obligation to teach and train their children according to God's Word. The example of Jesus is set forth in Luke 2:52: "Jesus grew in wisdom [intellectually], stature [physically], and in favor with God [spiritually], and man [socially]."

God's purpose and plan for each child is also the desire and design of FBCS for the fullest development of the student. We believe that academic excellence must be a priority in the lives of our students.

God has promised the believer that He will "teach us all things," (John 14:26). Therefore, we must learn these things and do them, for this is true education.

Fourth Baptist Christian School places great emphasis upon the greatness of America's heritage and the sacrifice of its heroes. America is a republic which guarantees liberty to educate our children and freedom to worship God as we choose. We teach the Biblical truths of self-discipline, respect for those in authority, and obedience to the law.

We strive for a school climate that is friendly, relaxed, and conducive to good education. The school has an emphasis on academics, spiritual values, patriotism, family life, and respect for authority.

V. STATEMENT OF FAITH

We believe and teach these basic principles:

The Bible is the Word of God, inspired by the Holy Spirit, and our rule of faith and life.

There is one living and true God, eternally existing in three persons, Father, Son and Holy Spirit.

Jesus was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died for our sins, rose bodily from the grave, ascended to heaven, and will be personally and visibly returning to this earth at the end of this age.

All men are sinful by nature and practice. Thus they must receive Jesus Christ by faith to be delivered from sin and its penalty, to have eternal life, and to become a child of God.

Every child of God should be growing in grace and knowledge of the Lord Jesus Christ, living a life of righteous works, and being a witness of His saving grace to others.

Everything was created by God, through direct creation in six solar days, without the process of evolution, and the early chapters of Genesis are to be taken as literal and accurate history.

The Holy Spirit convicts, regenerates, baptizes, indwells, seals, and fills the believer at the point of his/her salvation. The filling of the Spirit is manifested by the fruit of the Spirit rather than by any specific spiritual gift.

As a vital ministry of Fourth Baptist Church (FBC), FBCS functions as an arm of the church. FBC is a non-ecumenical non-charismatic ministry that seeks to honor all Truth God has revealed for this age. Our convictions are enumerated in greater detail on our doctrinal statement, found in the back of this handbook.

VI. OUR POSITION ON HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, transvestism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex.¹ We believe that God disapproves of and forbids any attempt to alter one's gender.² We believe that the only legitimate marriage is the joining of one man and one woman.³

¹ Gen 2:24; 19:5, 13; 26:8-9; Lev 18:1-30; Rom 1:26-29; 1Cor 5:1; 6:9; 1Thes 4:1-8; Heb 13:4

² Gen 1:26-28; Deut 22:5

³ Gen 2:24; Mt 19:4-6; Rom 7:2; 1Cor 7:10; Eph 5:22-23

Lifestyle choices of our students and students' parents must be consistent with the above position communicated in our faith statement. (*Expanded Statement of Faith can be found at the end of the handbook.*)

GENERAL INFORMATION

Fourth Baptist Christian 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. FBCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. However, we are not able to provide for mentally or severely handicapped students.

Fourth Baptist Christian School reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. FBCS reserves the privilege of refusing admittance to anyone it so chooses without defining reason, and to suspend or expel anyone who violates the standards or spirit of the school, or anyone uncooperative with the overall purpose and program of the school. The Administrator shall determine when and how to discipline offenders of both written rules and the general spirit and/or direction of the institution.

School Office Hours: School Year (8:15 a.m. - 5 p.m.); Summer (9 a.m.- 4 p.m.);
Closed Fridays in June and July.

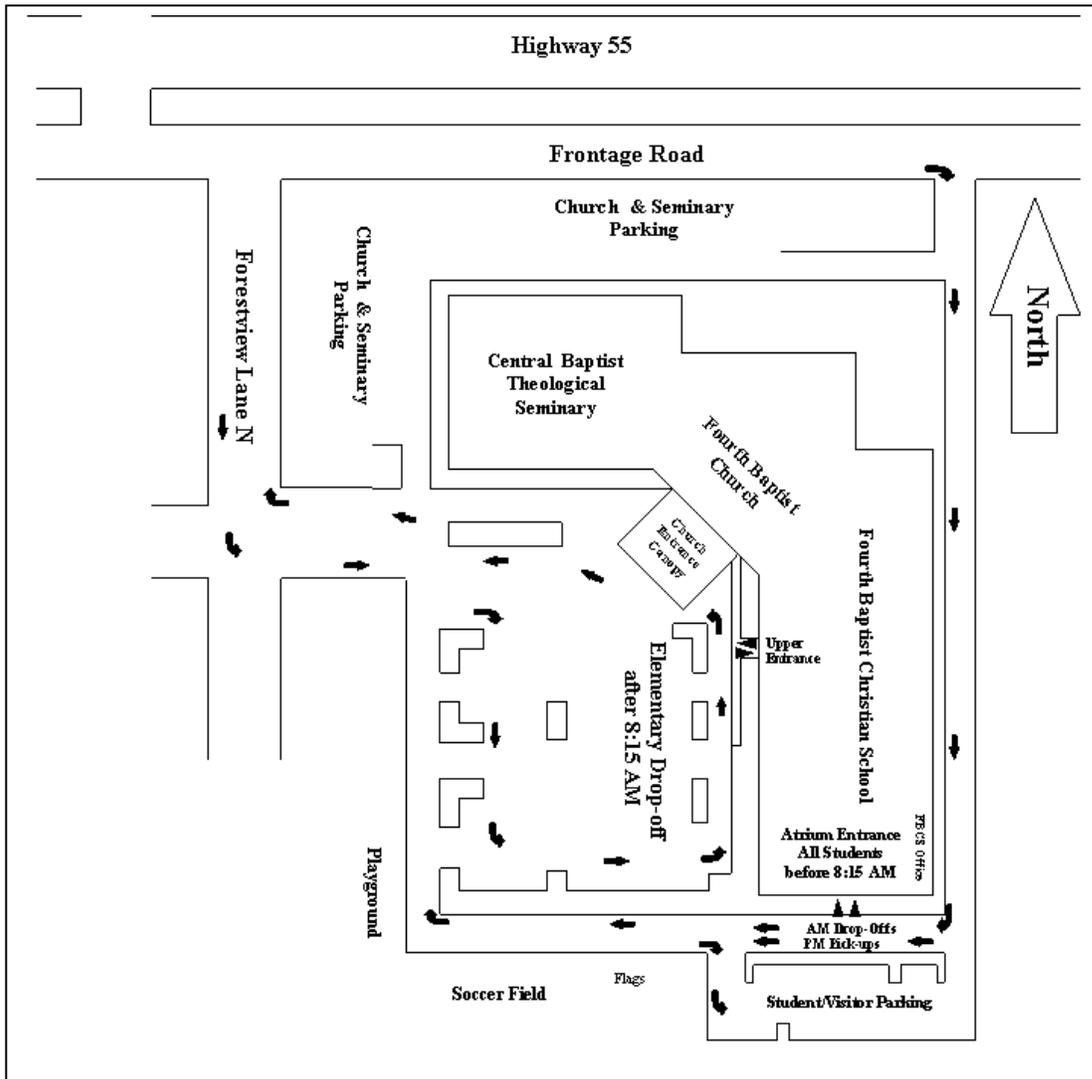
School Class Hours: Elementary (8:30 a.m. – 3:10 p.m.); Secondary (8:30 a.m. – 3:15 p.m.)
When a "0" hour class is offered to the Secondary, it begins at 7:50 a.m.
(*"0" hour classes are: Sr. High Band, Platinum Handbells*)

A.M. DROP-OFF & P.M. PICK-UP PROCEDURES (TRAFFIC FLOW MAP)

NOTE: After doors are locked at 8:40 a.m., all students, parents, and visitors must enter through the school office, located on the lower level just inside the southeast stairwell doors.

All visitors, whether parents, students, or vendors, coming during the school day are to sign in at the school office and receive a visitor's badge to wear while in the building. The exception will be special emphasis, field trips or program days and scheduled volunteer workers.

Drop-Off & Pick-Up of Students/ Traffic Flow Map



AM DROP-OFF:

The school day begins at 8:30 a.m. for all grades. Although supervision in the Atrium begins at 7:45a.m., it is strongly recommended that students not enter the building prior to 8:00 a.m. unless a teacher has requested a meeting for special purposes.

All students arriving BEFORE 8:15 a.m. are to enter the building through the Atrium. This is the main school entrance on the lower level at the south end of the building. Please enter the property from the frontage road and proceed south along the east side of the school. This will keep a uniform flow of traffic and place all incoming vehicles on the school side of the drive.

Elementary students arriving AFTER 8:15 a.m. may use the upper level entrance near the library. Parents dropping off students at the upper level entrance are to follow the traffic pattern, and **DO NOT PARK AND LEAVE YOUR VEHICLE UNATTENDED along the curb.** Those areas are designated fire lanes, and it is unlawful to park there. The curbs at both the upper Elementary entrance and by the school office and Atrium are designated FIRE LANES and may only be used as “drop and drive” areas. If parents need to walk their children into the school building, or intend to come into the office, they are to find a regular parking space. **Doors are locked after the start of the school day, and students arriving late will need to enter by the school office entrance.**

Secondary students are to use the Atrium entrance before 8:30a.m. Please do not use the church and seminary entrances or the doors on the lower level near the industrial arts shop as school entrances. **Exception:** If their carpool has elementary students as well, secondary students are able to use the upper elementary entrance from 8:15 a.m. until 8:30 a.m. **After 8:30a.m., all secondary students are to enter through the school office entrance. After 8:40a.m., all elementary students are to enter through the school office entrance.**

PICK-UP at DISMISSAL TIME: All students will be dismissed through the Atrium or the stairwells on either side of the Atrium. Elementary teachers walk their classes out to stand on the sidewalk in “carline” to await parent pick-up. Carline lasts from 3:00 p.m. to 3:30 p.m. **Please use the same traffic pattern as in the morning—south along the east side of the building, then west across the front of the Atrium.** This will bring all of the vehicles along the sidewalk. **DO NOT LEAVE YOUR VEHICLE UNATTENDED along the curb** as all of these areas around the buildings are designated Fire Lanes. If your student is not usually one of the first out of the building, or if you are entering the building, please **park your vehicle** in the parking lot **out of the traffic flow.** **All students and adults are to use the painted crosswalk** in going to and from the south parking lot, following the direction of the teacher on crosswalk duty. For the safety of the students, they may not cross the street without permission from the teacher on crosswalk duty. Please do not use the church and seminary entrances or the doors on the lower level near the industrial arts shop as pick-up points for students at the end of the school day.

As always, **extreme care must be exercised by all drivers** at these high volume, high activity times. Please follow any instructions from the designated adult on crosswalk duty in the p.m. We will seek to release the students as safely and promptly as possible. Consult the “School Hours” section for other a.m. and p.m. school information.

ADMISSIONS PROCESS

Membership in the student body of FBCS is a privilege, not a right. If at any time, in the opinion of the administration (Pastor, School Administrator, Pastoral Staff of Fourth Baptist Church), it is determined that a student is not in congruence with the goals and ideals of the school, he/she may be asked to leave or not be invited to return the following year.

I. ADMISSIONS STANDARDS

Transferring students are tested prior to admission. ***(Please see Academic Requirements for more information)***. For Kindergarten, an assessment appointment should be made for prospective students. A kindergartner must be five years old by September 1.

II. ENROLLMENT STEPS - The Administration has established enrollment policy and procedures.

Enrollment steps include:

- A. Call, visit, or download an application packet.
- B. Complete and return the application to the office with the \$50 application fee.
- C. For Grades 4-12, references may be contacted.
- D. Students enrolling for the first time in Grades 7-12 shall be required to submit a written testimony of their salvation in Christ.
- E. A family interview with parents, prospective student(s), and the Administrator is required. The purpose of this family interview is two-fold:
 - 1) It gives the Administrator opportunity to explain the school's philosophy and policies.
 - 2) It helps the family determine if our educational goals mutually coincide.

Upon completing this enrollment procedure:

- A. Parents will be asked to complete the following forms:
 - 1) Request for records
 - 2) Emergency Contact form
 - 3) Authorization to administer medication
 - 4) Parent/Student Handbook (Partnership) Agreement
- B. Parents will need to submit the following items before entrance can be authorized:
 - 1) Photocopy of birth certificate
 - 2) Proof of immunizations or notarized exemption form
 - 3) Payment of the application fee
- C. Notification of acceptance or rejection will be given.

Upon acceptance:

- A. Copies of any legal documents describing custody arrangements in the case of a divorced situation must be submitted to the school office.
- B. Copies of any medical alerts/allergy or asthma action plans must be submitted to the school

office. (Epi-pens and inhalers, *if prescribed*, must be brought in before the student begins attending school.)

- C. The Emergency Contact form, Medicine Authorization form, Signed Parent/Student Agreement, Birth Certificate and Immunization Records must be turned in before the student begins school, or brought in on the first day of attendance.

III. RE-ENROLLMENT PROCESS

Re-enrollment begins early March for continuing students. A letter and re-enrollment form goes home at that time, and parents are notified of re-enrollment fees and tuition costs for the upcoming year.

If there are any changes in contact information (address, phone, e-mail), please note that on the re-enrollment form. In addition, any changes in custody arrangements or changes to a student's medical health records (new allergies, asthma, updated physical and vaccination information, etc.) must be given to the office at this time.

IV. HEALTH REQUIREMENTS

The Minnesota Department of Health has established requirements for health records which schools must maintain for all students.

Students entering school in Minnesota must be totally immunized or submit a notarized exemption form according to the requirements of the Department of Health before they can begin classes.

ACADEMIC REQUIREMENTS

I. FBCS GRADING SCALE:

- | | | |
|-----------------|---------|-------|
| a) A+ 100 | A 95-99 | A- 94 |
| b) B+ 93 | B 87-92 | B- 86 |
| c) C+ 85 | C 78-84 | C- 77 |
| d) D+ 76 | D 71-75 | D- 70 |
| e) F 69 & below | | |

II. CURRICULUM

FBCS utilizes curricula which meets or exceeds state standards. We have chosen A Beka Christian School curriculum (written by Pensacola Christian College) primarily for the Kindergarten through third grade. In fourth grade and up, we utilize the Bob Jones University Press Christian curriculum (written by Bob Jones University) primarily. Our goal is to integrate Bible truth in all subject matter. Annually, we are reviewing curriculum to make sure standards and objectives are met which meet and exceed grade level objectives. Other curriculum used includes Positive Action for Christ Bible, Saxon Math, Townsend Press Vocabulary Curriculum, and Summit Ministries' Understanding the Times Bible for seniors.

III. ACADEMIC REPORTS

- A. *Progress reports* may be sent home for any child who failed a test or quiz, who has an excessive number of incompletes, or who is in danger of failing the quarter. These are to be signed by the parent and immediately returned to the appropriate teacher. If such notification is done by e-mail, please reply for verification of receipt.
- B. *Midterm reports* will be sent home after half of the nine week grading period has been completed. **All students must return their midterms signed by their parent.** Questions about grades and grading procedures should be addressed to the appropriate teacher directly. Please be reminded that a test will count more heavily than a daily grade when figuring averages.
- C. Report cards are issued for each nine week quarter. **They should be examined, signed by the parent, and returned within one week (except for the 4th quarter).** The final quarter report cards will be held until tuition payments, lost or damaged items, and other fines have been cared for properly.

ALL SIGNED REPORT CARDS AND MIDTERMS MUST BE RETURNED TO THE APPROPRIATE TEACHER WITHIN ONE WEEK.

E-mail is the most efficient way to communicate between the home and school. Note the faculty e-mail addresses noted in this handbook under the section titled **Staff Directory**.

IV. RETENTION POLICY

- A. Students in grades K-3 who fail reading and one other subject, and students in grades 4-8 who fail two academic subjects (including Bible) may be retained. Senior high students (grades 9-12) who fail a required course must repeat that course in order to graduate.
- B. In an effort to pass a class, special fifth quarter tutoring equaling 30 class hours is possible for junior and senior high students if the final grade percentage is 65% or above.
- C. Any student who is repeating a grade will be on academic probation during the second year. If he/she is failing at the end of the first semester, he/she will be withdrawn from the school.

Students in excess of 40 days absence will be retained in grade or risk forfeiture of all academic work.

V. HOMEWORK

It can be expected that most elementary and secondary students will have some homework each night. It is difficult to determine a definite amount of time that each child will spend, since each child works at varying speeds in different subjects. *(A general guide would be from 30 minutes to 2 hours a night.)* The faculty desires to be as reasonable as possible, but it will be virtually impossible to prevent an occasional grouping of assignments in a number of subject areas. Normally some class time is given in order that students will have an opportunity

to get an understandable start on the assignment. Complaints about excessive homework are often traced back to the student's failure to effectively use his/her class time or study halls. The kind and amount of homework depends upon the grade level involved; but areas in which some homework might be anticipated include drill, poem and verse memorization, reading and math assignments, and research projects. Any parent who feels that his or her child has too much homework is asked to immediately call the appropriate teacher.

VI. MEMORIZATION & BOOK REPORTS

Weekly Bible memory verses are required at every grade level. **The New King James Version is used for memory purposes.** Throughout the year, teachers (except K4 & K5) will assign a poem or prose selection to be committed to memory by the students. This selection will be recited or written in class by the appointed day. Each month all students in grades 2-6 will read one assigned book. During the final week of the month every student will be required to give either an oral, written, or project-type book report in class.

In the elementary, all book reports and poems are due on the last class day of each month. In the secondary, poems not completed by that day will receive a late grade. For each succeeding day the material is late, the grade will go down 10% of the initial value until a grade of zero is reached. This system of penalties will also be applied to all late work. **All assigned work must be completed and turned in for grading, even if it has reached a grade of zero.**

VII. LATE WORK

- A. **Daily Work** - All daily work is due when assigned. The value of the assignment drops 10% of its initial value for each school day it is late. *ALL assigned work MUST BE COMPLETED even if it has reached a grade of zero.* In the secondary, lunch detentions and p.m. detentions will be given for work that reaches two and five days overdue, respectively. In the last week of each quarter, incomplete work will immediately be assigned to lunch detention. *In the final two weeks of the school year, p.m. detentions will be assigned until the work is completed.*
- B. **Non-Daily Work** - For non-daily assignments and/or projects, tests, term papers and reports, *no day of grace will be given* (see 'make-up work' below). For example, if a student is present Monday and Tuesday, but absent Wednesday, all non-daily assignments would need to be current on Thursday. Students who are present for the review for a test but are absent on an intervening day may, at the teacher's discretion, be required to take the test on time. Note: Any assignments covering more than a week should fall under the non-daily assignments category. Exceptions may be granted by the administration as deemed appropriate (for example, a student is very ill and has a doctor's note). Non-daily late work will drop 10% of the initial value for each day it is late. *All home computers and printers should be checked for proper operation so that assignments may be produced on time.* On the occasion that a home printer is not working, the student may come before school, at break, lunchtime, or a free period before the class for which the homework is due, and print from the PSEO Computer Lab in the office.

VIII. MAKE-UP WORK

All students who are absent will be given one day of grace to make up daily assignments for each day of absence. For example, if a student is present Monday and Tuesday, but absent Wednesday, all assignments would need to be current on Friday at the beginning of each class period (except for those non-daily items covered in '7b'). Thursday would be the one make-up day. Only school days are considered make-up days. Assignments given while the student was present should be handed in the day he/she returns. Students who are present for the review for a test but are absent on an intervening day may, at the teacher's discretion, be required to take the test on time.

IX. STUDENTS TRANSFERRING

Students transferring to FBCS will not be required to make up the Bible courses offered before the date of transfer. We will attempt to transfer all recognized and legitimate credits to the FBCS transcript.

X. CREDITS

A student must have a minimum of 26 credits of classroom work in grades 9-12 to graduate: four credits each in math, history, English, and Bible, three credits in science; two credits of Spanish; one credit of speech; a half credit each of health and physical education; one credit of keyboarding/computer; plus two electives. No full-time student will be allowed to take less than 6 class credits per year in grades 9-12 and will need 7 credits for at least 2 of his/her senior high years to attain 26 credits.

XI. DROPPING AND ADDING

Students may drop or add an elective course during the first two weeks of school. *Students are obligated to continue in the originally scheduled course pattern until the request for change has been approved by both the parent and the administration.* A drop/add slip must be completed by the office. *The dropping of a course must be completed prior to the beginning of the second quarter in order to be handled without academic penalty.*

XII. SENIOR HIGH ACADEMIC CREDIT REQUIREMENT

Senior high students who receive a final grade below 70% will not receive credit for the class.

XIII. GRADUATION

A senior must have passing grades in all subjects at the midpoint of the last quarter, all books turned in, and all fines and ordered services paid in order to walk the graduation line. All work (poems, research papers, projects, etc.) must be completed before a senior may receive his/her diploma. All graduating seniors are to attend commencement exercises unless approval is given by Administrator or they are excluded for disciplinary reasons.

XIV. DUAL ENROLLMENT (PSEO)

Juniors and Seniors may take PSEO classes through an accredited college here on campus during the school day. Students must be enrolled in a minimum of 5 classes at FBCS with 2 college courses or 6 FBCS classes and 1 college course. They must have a cumulative 3.0 GPA. Students earn both high school elective and college credit. Six to eight dual enrollment credit hours are equivalent to one high school credit. Three to four dual enrollment credit hours are equivalent to ½ high school credit. Students qualifying for the Honors Track for their junior/senior years may advance their education with a greater opportunity for college rigor courses and credit earning potential. Final approval for participation must be obtained from the school Administrator prior to August 1 for the upcoming school year. (PSEO courses may have an earlier deadline than August 1). All dual enrollment courses must be taken at FBCS. Any questions about PSEO should be directed to the school guidance counselor.

AFTER SCHOOL CARE (ASC)

All elementary students not picked up by 3:30p.m. will be sent to the school library for after school care. Elementary parents will be charged a separate quarterly hour fee for the use of after care. Parents must sign students out of after school care. Secondary students are to report to the Atrium by 3:30p.m. for after school care. A teacher is on duty until 4:30 p.m., at which time any remaining students are brought up to the library. Secondary ASC may take place in another classroom if needed; a notice will be posted if that is the case. ***(Please see After School Care under Fees for after care rates.)***

NOTE: During the last week of school, 5/22 – 5/26 for K4/K5 students; 5/29 – 6/2 for grades 1-6, all ASC payments are due daily and must be paid in full on the date of service. Payments received after 4:00pm will be applied to their account on the next business day. Any refunds will be sent via check.

ATTENDANCE REQUIREMENTS

Parents must e-mail or call the office by 10:00a.m. on the day of their child's absence **giving the reason** their child is absent that day, unless prevented by emergency circumstances. The absence will be considered unexcused until parent communication is provided. If the parent fails to notify the school by 10:00 a.m. on the day of the absence, the school office will attempt to reach the parent via phone.

Parent notification does not mean an automatic excused absence. The school Administrator makes the final excused/unexcused determination. The student will have one day to make up work for each day absent. For every consecutive day absent an additional day will be given. (see "unexcused absences" for more).

EXCUSED ABSENCES AND EXCUSED TARDINESS

Excused absences and excused tardiness include:

- 1) Illness of student
- 2) Death in the immediate family
- 3) Medical appointment which cannot be scheduled for non-school hours
- 4) Impassable roads/car trouble
- 5) Inclement weather conditions
- 6) Exceptionally urgent reasons*

*These urgent "extraordinary absence" reasons may include special family occasions such as weddings, college graduations, or a situation of extenuating circumstance approved by the Administrator. (*see **Planned Absences***).

Note: If a junior/senior high student is absent from any class for more than ten (10) times per semester (excused or unexcused), he/she will have his/her semester grade reduced by 5% (approximately a half letter grade) for each additional day absent. **If there is a situation of extenuating circumstance approved by the Administrator, this regulation may be modified.

Students missing school for illness will need a doctor's note for each absence after ten (10) absences in a given semester. Again, consideration will be given for special medical circumstances at the discretion of the Administrator.

Any student absent from school on the day of an activity is NOT permitted to take part in that activity on that day or evening. Exceptions will be granted if the student is attending an approved activity such as required testing, receiving an award, etc., or has passed the required 24-hour period on medication to permit them to return to school (*this is valid for a school program/concert, **not an athletic game.*** Participation in athletic games and practices have a different criteria, see ***Extra-Curricular Activities.***) **To qualify as an exception, the involvement MUST be pre-approved by the Administrator.**

It is recommended that the school office be notified before 9:00 a.m. about a student's absence as this helps the teacher plan for the student's absence and also to pray accordingly for the situation. Parents must notify the **school office by 10:00 a.m. on the day of the child's absence** at which time the attendance report for the day is completed. **Parent notification must give the reason for the absence. A simple notice that a student will be absent without giving a reason is not acceptable.** An attempt will be made to have make-up work ready for after school pick-up if it is requested. However, notification after 11:00 a.m., in most cases, will not allow adequate time for the teacher to have work ready by the end of the day. For secondary, homework calendars are maintained on the school website for each teacher so the student can be prepared when he/she returns to class. Parents are welcome to stop in to pick up books from their child's locker. (A master key for all locker locks is kept in the school office).

PLANNED ABSENCES

Under extraordinary circumstances, parents may believe it highly advantageous to take their child out of town because of business, church camp, or similar reasons. **Special prearranged permission** must be granted by the Administrator to classify the absence as an "extraordinary absence." **Each request for a planned absence must be made at least five (5) days before the absence is to occur.** Prearranged absences count against the total number of absences for the semester/year. **Parent notification does not mean an automatic excused absence.** Should a student need special tutoring as a result of a planned absence, parents will need to arrange after school tutoring with the child's teacher and pay for that tutoring at a rate of \$15 per hour.

Students taking planned absences must make up the work as prescribed by the individual teacher. For planned/pre-arranged absences, homework must be completed and turned in ahead of time.

Prearranged absences may not exceed five days per year. Students with cumulative averages of "D" or "F" for all classes or who are on Academic Probation will not be granted prearranged absences. Absences that are not pre-arranged at least five (5) days ahead, will be considered unexcused and will result in academic penalty (zeroes for the work missed), meaning no credit will be given for the work.

UNEXCUSED ABSENCES

Absence from school with or without the knowledge of the parent, but without having made arrangements with the school in advance of the absence, and/or absences for reasons unacceptable to the school will be classified as unexcused, and will result in academic penalty (zeroes for the work missed), meaning no credit will be given for the work. **No make-up work for credit will be accepted.**

The final decision of whether an absence is excused or unexcused is at the discretion of the Administrator.

MAKE-UP WORK DUE TO ABSENCE – See *Make-Up Work under Academic Requirements.*

TARDIES

Tardy to School:

Students are expected to be at school on time. Punctuality is a virtue. Kindergarten, elementary, junior high, and high school students will be considered tardy if they are not in their classrooms ready to begin school at 8:30a.m. when the bell rings. Students in the hallway at the time the bell rings are considered tardy. Walking into school at 8:30a.m. does not constitute an on-time arrival. Please plan your arrival time at school accordingly so that your student may have sufficient time to put coats and backpacks away in their locker and be in class ready to go at the 8:30a.m. bell. Elementary students who are tardy to school beyond the closing of the upstairs entrance at 8:40 a.m., must check in at the school office.

All secondary students arriving before 8:38am are to go directly to their homeroom and give the homeroom teacher a reason they are late. The homeroom teacher will note the tardy on the attendance sheet. **Secondary students arriving after the 8:38a.m. bell (at the conclusion of homeroom), must first check in at the office and receive a pass to their first hour class.**

For secondary students, five grace tardies are given per quarter without penalty. After that, lunch detentions will be given, regardless of the reason for the tardiness. Additional tardies are considered unexcused. On the sixth tardy, students will begin to serve lunch detentions, regardless of the reason. On the student's ninth tardy and each successive tardy, the student will serve an after school detention at the Administrator's discretion.

Tardy to Class:

Secondary students are expected to be in class on time. **A maximum of three unexcused tardies are allowed per class period each quarter.** This record is monitored by the classroom teacher. A lunch detention is issued on the fourth unexcused tardy and each one thereafter. Excused tardies are given by the teachers or by the school office. The school office will only give excused tardies if the student is tardy as a result of a transaction carried out in the school office.

UNEXCUSED TARDIES - *See Attendance Requirements*

AWARDS & REWARDS

ACADEMIC AWARDS

- I. *"All A" Honor Roll* - All courses except physical education (secondary) and hand-writing (elementary) must receive 94% or above.
- II. *"A" Honor Roll* - No C's or D's are allowed. All courses, except physical education (secondary) and hand-writing (elementary) must average 93.5% or higher.
- III. *"B" Honor Roll* - No D's or F's are allowed. All courses, except physical education (secondary) and hand-writing (elementary) must average between 85.5% and 93.4%.
- IV. Students in grades 1-12 will be eligible for these awards.

SPECIAL AWARDS

- I. Awards for hand-writing and attendance with no more than 3 tardies are given quarterly to qualifying elementary students. Perfect attendance certificates will be given to all elementary students who have not been absent or tardy during the school year.
- II. Senior Awards are special presentations made to deserving seniors in such areas as English, mathematics, science, Bible, art, home economics, instrumental music, vocal music, handbells, Christian leadership, Valedictorian and Salutatorian. These are presented at the graduation ceremonies.

ELEMENTARY MERIT SYSTEM

Proverbs 3:27 "Do not withhold good from those to whom it is due . . ."

Students in grades 1-6 who do excellent work, complete assignments on time, and have perfect attendance are not often rewarded in a special way. The Merit System is a way of keeping track of such good work and allowing the student to earn a special reward at the end of each quarter. All students begin each quarter with the maximum number of points. Points are then deducted according to the chart below. Those students who maintain the number of points required for their age group are treated to a special activity at the end of the quarter.

<u>Merits:</u>	<u>Points:</u>	<u>Term:</u>	<u>Total:</u>
On time to school	1	Daily	45
Assignments on time	2	Daily	90
Notebook signed (grades 1-3)	1	Daily	45
No misbehavior throughout the day	1	Daily	45
Bible verse on time (no F's)	5	Weekly	45
Papers needing signatures returned on time	1	Weekly	9
Book reports on time	5	Monthly	15
Poem on time	5	Monthly	15
	<u>Grades:</u>	<u>Points possible:</u>	<u>Points needed:</u>
	1	294	275
	2-3	309	290
	4-6	264	245

BULLYING POLICY FOR FOURTH BAPTIST CHRISTIAN SCHOOL

I. PURPOSE

Fourth Baptist Christian School (The School) recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. (The School) finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

II. DEFINITIONS

- A. "Bullying" means systematic, repeated, or recurrent conduct committed by a student or a group of students against another student that serves as the greatest or sole cause of a student's measurable physical harm or emotional distress accompanied (or not accompanied) by physical manifestations. Purely verbal expression, whether oral, written, or electronic, may only be considered "bullying" provided that it otherwise meets the definition of bullying and, or:
- 1) Such expression is lewd, indecent, obscene, advocating for illegal conduct, likely to incite an immediate breach of peace, or the severe and pervasive use of threatening words that objectively inflict injury; or
 - 2) (The School) Administrators or officials reasonably and objectively determine that such expression will cause a substantial and material disruption of school work.
 - 3) In the case of cyber-bullying, school administration may contact parents to address an issue that has come to their attention. Repeated issues of cyber-bullying toward students or staff at (The School) may result in suspension or expulsion.
- B. "School Premises" means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by (The School) or one of its schools, including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school.
- C. "School-Sponsored Functions or Activities" means a field trip, sporting event, or any other function or activity that is officially sponsored by (The School).
- D. "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented or subcontracted by the (The School).

III. PROHIBITION

(The School) prohibits all bullying on school premises, at school-sponsored functions or activities, or while students are being transported by any means of transportation provided or supported by (The School).

IV. REPORTING

Any student who believes he or she has been or is currently the victim of bullying may report the situation to the school Administrator or assistant Administrator. The student may also report concerns to a teacher who shall notify the appropriate school Administrator. School officials are not required to investigate a report if made anonymously unless good cause is shown or stated for filing anonymously or the school officials have good reason to believe that a student may be at imminent risk of physical harm. Students and parents are encouraged to report an incident when it occurs and not wait. This will allow school administration to deal with issues right away rather than waiting and allowing the situation to escalate/worsen.

V. INTENTIONALLY FALSE REPORTS

Making intentionally false reports about bullying is prohibited and is subject to discipline.

VI. PARENTAL NOTIFICATION

(The School) reserves the right to question a student or students, just as they would in any other discipline matter, to investigate a complaint. If an issue of bullying has been determined, the parents of the child suspected of bullying will be contacted by the administration.

VII. INTERPRETATION AND APPLICATION

- A. This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views.
- B. It shall be presumed that all verbal expression, whether oral, written, or electronic, relating to religious, philosophical, or political topics or viewpoints is protected by the First Amendment and shall not be classified as “bullying” under this policy unless specific facts demonstrate otherwise.
- C. This section does not impede or preclude a student, the student’s parents or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law.

VIII. POSTING

Copies of this policy shall be provided to all employees, students and parents and will be included in the Parent/Student Handbook as of the date of this policy. (Policy date: September 12, 2013. Added to Handbook October 7, 2013. REVISED May 2016).

CELL PHONES

Students must turn off cell phones and keep them in their lockers or bags during the school day. Cell phones and electronic devices may not be used by students during the school day. If a cell phone goes off in class, the phone will be taken away and sent to the Administrator’s office. After school, cell phones may not be used by students in the Atrium or After School Care except to text or call parents regarding pick up. This policy also applies to iPods, tablets, notebook and laptop computers (except for doing homework), and other electronic devices. CODE OF CONDUCT & DISCIPLINARY SYSTEM

Christian conduct must be the goal for all FBCS students. An orderly and disciplined environment, with opportunity for self-development, is fundamental to learning and enables the student to be happy and content. Teachers will seek to deal with students in a Christ-like manner. The individual teacher will handle the need for the correction of any student. While discipline is basically positive training in the right direction (Proverbs 22:6), there is the need for correction and adherence to rules. Corrective measures will be taken as each need warrants. If these measures do not result in changed behavior, the parents will be asked to deal with the student. Suspension or expulsion may be necessary in extreme situations. (Refer to 'Discipline' section.)

It would be impossible to make rules to cover every type of need. Good behavior must eventually come from within, a change of heart, and not from mere conformity to man-made regulations. However, courtesy to teachers, school employees, other students, and visitors is required. Each student should strive to be considerate of others despite differences. Rudeness will result in disciplinary measures.

Fourth Baptist Christian School is distinctly a **Christian** school. Its purpose is to assist the home in training up a child in Christ-likeness. Toward that end, certain expectations have been established regarding student behavior and deportment. Thus, discipline is positive training that equips children to meet the demands, challenges, and responsibilities of life.

Proper Lines of Parental Communication: It is of paramount importance that the home and school cooperate fully with one another. If questions arise, the parent should first contact the teacher. Parents should never undermine any aspect of the program and should, therefore, never make derogatory remarks about a teacher or the school in the presence of their child, other students, or other parents. To do so not only violates Scripture and ethics, but tears down the credibility and authority of the teacher. Even further, it diminishes the submission of the child to all types of authority and weakens his/her confidence in Christian education. There are proper channels through which problems or disagreements may be discussed. It is only through these channels that anything constructive can be accomplished. We ask our parents to go to the teacher should concerns arise. If after speaking to the teacher, concerns still exist, parents are to come to the Administrator.

I. GENERAL BEHAVIOR

Students at FBCS are expected to refrain from cheating, swearing, off-color language, smoking or other tobacco use, gambling, rock music, dancing, drinking alcoholic beverages, and using or talking about drugs in any form.

They are to act in an orderly and respectful manner, maintaining Christian standards in courtesy, honesty, kindness, language, morality, and decorum. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Students are expected to respect the property of the school and of others. Marked-on or defaced property is to be replaced at the offending student's expense. Students may not go into another student's locker, backpack, gym bag, or other personal belongings.

Some items have no place at school – water guns, matches, lighters, comic books, pocket

knives, radios, CD players/iPods/MP3 players, electronic games, and gum are not permitted.

(See Cell Phones for rules regarding the use of cell phones and other electronic devices.)

II. CARE OF PROPERTY

Fourth Baptist Christian School is God's property. Care and respect for the appearance of the school are both important parts of maintaining the Christian testimony presented by FBCS.

Students are expected to take proper care of all books and school equipment. Sitting on desks or tables, carving and defacing desks, eating in restricted areas, throwing things, littering, etc., are not permitted. Willful damage to school property will not be tolerated. All damage must, of course, be paid for, whether willful or accidental.

Mandatory suspension and possible expulsion accompany willful damage by any student. All students are expected to report any damaged furniture or other school property to their teacher immediately.

III. BUS RULES

FBCS uses its buses for field trips and sporting events. Students who do not follow the bus rules will be subject to the regular disciplinary procedures of the school.

- A. Students are not to get on, get off, or move about within the bus while the bus is in motion.
- B. The driver/teacher/coach is the authority on the bus. He/she may assign seats if necessary. Students are not to change seats without permission and are to use the seatbelts when available.
- C. Outside of ordinary conversation, students will observe classroom conduct while on the bus. Yelling is not permitted.
- D. No food, beverage, or gum is allowed on the bus unless specific permission is given.
- E. A student's body (arms, head, etc.) must not be extended out of the bus window, door, or roof hatch at any time. It is a violation of the state law to throw anything out of the bus at any time.

IV. ELEMENTARY DISCIPLINE SYSTEM

A. DISCIPLINE PHILOSOPHY

1. It is our desire to instill in our children patterns and attitudes that will produce Godly, others-directed, and self-disciplined children. Our goal is to administer discipline in love as a preventive and corrective measure to achieve these goals.

2. Since the elementary child is under the direct supervision of one teacher most of the school day, each teacher maintains a disciplinary record for each student. FBCS uses “assertive discipline” techniques. The advantages of the system are as follows:
 - a) The assertive discipline system consists of both positive and negative consequences for behavior, providing a balanced approach to discipline.
 - b) Correction often takes place on the day of the infraction; immediacy is an essential component of any effective discipline program.
 - c) The assertive discipline system provides a consistent program of discipline; yet it can be tailored to meet the needs of a specific grade level.

B. DISCIPLINE PROCEDURE

Because our elementary staff has the freedom to create their own specific discipline system; generally, the consequences of poor behavior will result in the following:

First Infraction – Warning.

Second Infraction – Warning plus consequence (set up by the teacher).

Third Infraction – Warning plus consequence and a note or phone call home to parents.

Fourth Infraction – Detention and form sent home to parents.

Fifth Infraction – Student is sent to the Administrator.

The Administrator’s plan will be as follows:

First Referral: Administrator will have conference with the student to counsel about behavior – possible/probable parent contact.

Second-Fourth Referral: Lunch or after school detention – Administrator makes parental contact.

Fifth Referral: Parent contact made – additional detention time and possible parent meeting.

Sixth Referral: Possible suspension assigned by the Administrator.

It is the goal of FBCS to be fair and discerning in its discipline code. We will do our best to discern between conduct issues and irresponsibility, and we will work to address issues with the goal of correcting and setting positive patterns of behavior and habits.

Serious infractions will be sent immediately to the Administrator and will be dealt with accordingly. It is the desire of the administration to discipline students in the process of a discipline issue. Parents will be contacted in order to be a part of the process of correction in all serious matters.

V. SECONDARY DISCIPLINE SYSTEM

There are four types of discipline for school infractions:

- 1) Conduct Referral/Lunch Detention
- 2) PM Detention
- 3) Suspension
- 4) Dismissal from FBCS

A. CONDUCT REFERRAL/LUNCH DETENTION:

A student will receive a conduct referral when an infraction of minor significance occurs. This is to let the student know in a visible way that he/she has crossed the line. Each referral results in a lunch detention. Accumulated conduct referrals may become an after-school detention. **Two (2) conduct referrals for the same reason or three (3) conduct referrals across the board for any reason received in the same calendar week will result in an after-school detention.** All conduct referrals are given to the student in writing and are signed by the student. These forms are kept on file in the school office. Parental signatures are *not required*, but *parents are notified* of the total number of referrals and after-school detentions on each quarterly report, for the period covered by that quarter's report.

Examples of infractions which will earn a conduct referral: *(this list is NOT meant to be exhaustive):*

- 1) Intentional distractions or disruptions in class
- 2) Dress code violations
- 3) Chewing gum
- 4) Writing, passing, or receiving notes in class
- 5) Horseplay/running/shouting in the halls
- 6) Unprepared for same class 2x in one week
- 7) Assignments overdue two or more days or two or more late assignments in one week

B. AFTER-SCHOOL DETENTIONS:

A student will receive a PM detention when an infraction of more significance occurs. Therefore, the discipline is more stringent, and the parents are notified by the office sending home a PM detention form for them to sign and return.

Detention #1 = 30 minutes

Detentions #2 - #4 = 1 hour

Detention #5 = 2 hours. The two-hour detention must be served over two days; for example, one hour on one night and the second hour the next night.

In the event that a student earns a sixth detention in the same quarter, that student is *automatically suspended* for one day. A seventh detention means another one day suspension. *Any student who earns a third suspension for accumulated referrals in the same quarter places himself in serious jeopardy of dismissal from FBCS.*

All PM detentions will be served after school and will take place at least one day after they are issued. PM detentions are generally served on Tuesday and Thursday afternoons (unless special arrangements are made with the Administrator). This is to give the student time to make transportation arrangements. PM detention notices will be issued by the school office. A copy goes to the student to be signed by the parent and returned. Parents will also be notified by email or a phone call. Students are to report to the school office to serve their detention. After the detention is served, a copy is kept on file in the school office for the remainder of that school year.

Examples of infractions that will earn a PM detention: (*this list is NOT meant to be exhaustive*)

- 1) Lying
- 2) Disrespect for authority
- 3) Use of restricted areas without permission
- 4) Assignments at least 5 school days overdue
- 5) Profane, vulgar, or improper language
- 6) Repeated conduct referral offenses
- 7) Forging parental signatures
- 8) Deliberate/continued harassment of others
- 9) Minor vandalism (compensation required)
- 10) Accumulated unexcused tardies/absences

C. SUSPENSIONS:

Suspensions are assigned for repeated or serious violations of school rules as well as accumulation of detentions. The suspension is 1-5 days in length depending on the severity of the infraction and may be assigned as in-school or out-of-school at the administration's discretion. All daily work assigned during the suspension receives an automatic zero (0%), and all quizzes and tests will begin with a grade of D (75%) with incorrect answers deducted from there. A student that receives a suspension automatically becomes ineligible for the quarter for all extra-curricular activities. Depending on the severity of the offense and at the administration's discretion, the student may not be allowed to represent the school at public events or programs, including all athletic, music, speech/drama events, graded or extra-curricular.

Examples of infractions that will earn a suspension: (*this list is NOT meant to be exhaustive*):

- 1) Fighting
- 2) Cheating on a test
- 3) Vandalism

- 4) Repeated or accumulated incomplete assignments (In-school)
- 5) Rebellious attitude or blatant disrespect
- 6) Accumulated PM detention offenses

D. DISMISSAL:

Dismissal from school is reserved for repeated or very serious rule violations. The possession of, or association with tobacco, alcohol, or non-medicinal drugs (in or outside of school); arrest and conviction of breaking the law; gambling; inappropriate sexual behavior; breaking into the building, a room or locker; stealing; bringing a weapon to school; actual or threatened bodily harm with a weapon; or an accumulation of suspensions are examples of such violations that could result in dismissal from FBCS.

Suspensions and dismissals will be noted on the student's permanent record.

VI. DATING GUIDELINES

FBCS does not encourage dating but encourages students to be friendly and form friendships with all of the students around them. Proper Christian conduct between boys and girls will be emphasized and upheld in school. Students loitering in hallways or out-of-the-way places as small groups or couples will be subject to disciplinary action. No holding of hands, arms around each other, or other physical contact between boys and girls will be permitted on school time or at school functions (including field trips, sports events, school programs, social events, etc.) For Junior/Senior Banquets, secondary students may escort classmates. However, the above guidelines remain in effect.

VII. IMMORALITY

In accordance with the ministry’s statement of faith and in recognition of biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for sinful behavior. The following will constitute grounds for expulsion: any immoral act or identifying statement concerning fornication, adultery, homosexuality, bestiality or transgenderism. (Gen. 2:24; Gen. 19:5, 13; Gen 26: 8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 1 Cor. 6:9; 1 Thess. 4:1-8; Heb. 13:4).

Definition of “immoral act”

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act. This includes engaging in masturbation and/or pornography.

Definition of “identifying statement”

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

Examples: “I am gay,” “I am a homosexual,” “I have a homosexual orientation.” Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Fourth Baptist Christian School, and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

DRESS CODE

Fourth Baptist Christian School desires that its students dress and conduct themselves in a manner that is pleasing to God. We believe that a student’s dress and physical appearance are very important in their personal testimony before others. We are not interested in lowering our dress standard, but raising it so that our school environment sets a higher standard for learning and for the sake of our testimony. **Students and parents are expected to select clothing* that maintains a high standard to help ensure a safe learning environment which promotes the following four categories:**

1. **Modesty** – Is my dress modest, chaste, decent and observing Biblical proprieties?
2. **Testimony** – Does my appearance honor the Lord? Does my appearance point others to Christ and not to me?
3. **Appropriateness** – Is my appearance enhancing the learning environment?
4. **Deference** – Is my appearance such that demonstrates I am willing to restrict my personal tastes/rights for the sake of the larger group and our school’s testimony?

Choosing to attend FBCS implies an agreement between the school and the student’s family. That agreement means that parents and students abide by the standards of dress set forth by the school. If we were to sum up our dress code, it would be that we are seeking to teach our students to dress in a **business casual** style of dress that promotes learning. Modesty is the prevailing principle as well as common sense and neatness. Good grooming and a clean, neat appearance is what we are looking for in our students’ dress.

If parents or students are unsure of an article of clothing, please bring that article of clothing in to the school office so that we can see it before the student wears it to school. Our secretaries will let you know if it can be worn at school. Should a student arrive at school in violation of the dress code, he or she will report to the school office and remain there until proper attire is secured. If necessary, parents will be called to bring in appropriate clothing so that the student may return to class. All class periods missed for this reason are considered unexcused. Repeated disregard for the dress standard is cause for further disciplinary action.

In the case of a pre-announced “dress down day” – commonly referred to as “Blue Jeans and Warrior Spirit T-shirt Day” – nice loose-fitting blue jeans may be worn (without distressing, holes, not frayed

and not tight or form-fitting) may be worn with any FBGS T-shirt. This is also what we ask our students to wear to home or away games. Student spectators are not to wear shorts to athletic events regardless of the season or location of the event.

***Please make sure you read the dress code carefully before going “back to school” shopping.**

Physical Education Uniforms & Sports Practice Attire: Students in grade 9 must purchase a gym uniform for Physical Education class through FBGS and wear the uniform for all P.E. classes. (All other students in sports practices are to wear appropriate T-shirts – *not tank tops* – and LONG shorts – *near the knee, NOT mid-thigh* – for all sports practices.) Students not complying will be required to change into something appropriate.

Special school events: Students are expected to dress appropriately for programs and activities taking place in our building. **School attire is the minimum standard on such occasions.**** This includes Sports Awards Nights, all Concerts, MACS events, History /Science Fairs and School Plays, even if the student is attending only as a spectator at the event.

****The exception is athletic games and tournaments:** Students may wear nice jeans to athletic games, but may not wear athletic or sweat pants **unless** the student is also playing in the games.

MACS Speech or Fine Arts Festivals or other such events may require students to attend in a higher standard of dress than the daily school attire. If that is the case, notification will be given to the parents and students.

Volunteer Helpers & Parents: Adults are asked to honor the student dress standards for the event when helping in the classroom, the library, with hot lunch, on field trips or at school functions that occur during the regular school hours.

General Dress Code Reminders:

1. **If an article of clothing needs repeated attention**—pulling down, pulling up, readjusting—to meet dress code guidelines, then that item is NOT in dress code.
2. **Please enter and leave school in dress code** unless you are leaving directly from a last period P.E. class or sports practice. P.E. and sports practice attire must be modest, and shorts must be near the knee. (***See Physical Education Uniforms & Sports Practice Attire above***).
3. **Outdoor winter coats and jackets should not be worn in class.** If a student is cold, a neat sweater, a **plain** light microfleece jacket, track jacket, or sweatshirt may be worn **over a dress code shirt**.

GIRLS DRESS CODE:

TOPS/SHIRTS/BLOUSES:

- **FABRICS:** See-thru fabrics may not be worn—this includes any type of sheer fabric, lace, loosely crocheted weave, etc. also including shrugs, cardigans and cover-ups—**UNLESS** a top that meets dress code on its own merit is worn underneath the see-thru item.
- **NECKLINE:** Front AND back no lower than **3 finger widths** (in the front—place index finger on collar bone; in the back—place index finger at base of neck). A boat-neck, V-neck, or loose neckline generally requires a cami or crewneck shirt underneath for modesty. Necklines should stay high regardless of student posture—leaning over a desk/table or bending down at a locker, etc. (Girls are encouraged to check their necklines in front of a mirror at home in various postures to be sure their shirt’s neckline stays modest.) NO cleavage/separation or undergarment/camisole straps may be visible at any time. Scarves are an accessory, not to be used to try to camouflage an item not meeting dress code.
- **CAMISOLES:** Camisoles may be worn to help a shirt meet dress code. Camisoles may need to be pinned up to stay in place and that should be done at home before the student comes to class. Proper undergarments must be worn by young ladies such that they are not visible under clothing. Camisoles may require pinning to stay in place; this is to be done **before** the student arrives at school.
- **SCREENPRINTING/PATTERNS:** Tops in a printed fabric or all-over screen-printing/embroidery of flowers or butterflies, etc. that **look dressy** are acceptable as long as they don’t include words.
NO LOGOS—brand/manufacturer/Sports team logos or otherwise—words, numbers, symbols (except a SMALL manufacturer’s logo or FBCS logo).
NO WORDING across the front, back or down the sleeves will be allowed, EXCEPT on a Warrior spirit shirt or Warrior team shirt.
NO LARGE PICTURES/SYMBOLS on the shirt (i.e. hearts, cartoon/Disney characters, peace symbols, smiley faces, animals, etc.) These do not meet the high standard of dress we desire. We are desiring a “business casual” standard of dress.
Elementary K4 & K5 exception: the above rule is waived for K4 and K5; shirts may have numbers and/or pictures as long as they are not deemed inappropriate for our Christian school standards.
- **SLEEVES:** Minimum: short sleeves or longer. NO sleeveless items. This includes dresses.
- **LENGTH:** Tops must be long enough that no midriff or back skin is exposed, regardless of posture/position. Girls can choose to tuck or untuck their blouses, as long as a dressy look is maintained.

SWEATERS/JACKETS/HOODIES:

- **SWEATER/JACKET:** Our building can be cold at times. A neat sweater/cardigan, track jacket, FBCS warm-up shirt or jacket (on designated game days), plain polar fleece/microfleece jacket/pullover—may be worn OVER a top that meets dress code if a student is cold. (As always, a proper dress code shirt is to be worn underneath). **NO LOGOS, except a small manufacturer’s logo, unless it is an FBCS logo.**
- **HOODIES:** NO hoodies of any kind may be worn **in school**, except on the playground. It is not acceptable to simply tuck in the hood. Exception: Hoodies may be worn at athletic games.

PANTS:

- **Loose fitting, straight leg or boot-cut** chino style, corduroy, and dress pants (below the ankle) is what we ask for our girl students. All pants/slacks must be business casual or dressy in style. **Pants must not be form fitting or fit like leggings.** Skinny jeans or skinny cut pants are NOT acceptable. Even if purchased in a larger size so that they appear wrinkly, skinny cut pants do not meet our dress standard.
- **NO knit pants** (*T-shirt knit or legging fabric or velour*) are to be worn.
- **NO jeans, jeggings, leggings,** stretch pants, leather, vinyl, velvet, camouflage, overalls, capris, or athletic/wind/sweat pants are to be worn.
- **NO printed pants.** Pants are to be a solid color or pinstripe only. Please purchase only chino or dress pant style pants. **Elementary Exception: Girls in K4 – 6 may wear pattered pants.**

SKIRTS/DRESSES:

- Gr. K – 3— Skirts/Dresses are to be no shorter than 2 inches above the knee when standing.
- Gr. 4 – 6— Skirts/Dresses must cover the kneecap when standing.
- **Gr. 7 – 12—Skirts/Dresses must cover the kneecap when standing AND sitting.** Solid color nylons or tights may be worn underneath dresses/skirts, but no leggings.
- **Elementary Girls in Grades K – 6** are encouraged to wear close-fitting playground shorts, knit pants or leggings under their skirts for gym and playground modesty.
- Skirts are to be worn AT THE WAIST. If a skirt is not at minimum covering the kneecap when worn properly at the waist, that skirt does not meet dress code.
- NO pencil skirts, and NO tight/clingy fabrics. Skirts/dresses should not be form-fitting or tight. Long maxi skirts are in fashion and are a better choice than shorter skirts or straight skirts that may ride up when the girl is seated.
- Slits are to be no higher than the top of the kneecap (sewn, not pinned).

SHOES:

- Traditional casual, dress shoes, and sandals—laced and tied/buckled securely or athletic shoes are acceptable. NO heels are to be higher than 2 inches (measured at the BACK of the shoe or boot).
- Dress boots to the knee are acceptable, and pants may be tucked into them provided the heels are not over 2 inches.
- NO athletic/beach-type slides or flip-flops. NO Crocs.

JEWELRY/ACCESSORIES:

- Generally speaking, we ask for jewelry that is minimal, tasteful, and appropriate
- Earrings on the lobe only (no earrings up along the side/inside/ top of the ear)
- NO other body piercings or tattoos
- NO hats, sunglasses, bandanas, visors, crazy headbands, etc.

HAIR/COSMETICS:

- Clean, neat, feminine appearance
- NO unnatural hair color
- Minimal/natural looking cosmetics
- NO cosmetics for girls in grades K-6

BOYS DRESS CODE:

PANTS:

- **Solid color chino style** twill, corduroy, conservative cargo, or dress pants. Pants must fit properly. **Pants must be solid colored**, NO plaids or camouflage.
- **NO JEANS or DENIM pants for Grades 7 - 12**, except on designated Jeans Days
Gr. K - 6 Exception—Elementary boys may wear black, gray or brown denim pants (*not blue jeans*) because we know that boys are especially hard on their pants in the gym and on the playground.
- Pants are to be worn at the waist. If the pants are too loose to stay up, a belt must be worn.
- NO frayed/torn pants, ripped knees, excessively long or baggy pants, athletic/wind/sweat or drawstring pants. Pants must be clean and in good condition/repair when a student arrives at school.

SHIRTS:

- Gr. K - 6—may wear a collared or a nice non-collared shirt (not just an undershirt)
- Gr. 7 - 12—must wear a collared shirt (polo, rugby, turtleneck, button-up dress shirt)
- Only 2 buttons may be unbuttoned. Shirt must be worn tucked in unless square-cut along the waist and not falling below hips.
- **NO LOGOS**—brand/manufacturer/Sports team logos or otherwise—numbers, symbols (except a SMALL manufacturer's logo or FBCS logo). **NO WORDING** across the front, back or down the sleeves will be allowed, EXCEPT on a Warrior spirit shirt or an FBCS team shirt. Team members may wear an FBCS warm-up shirt on their game days. **K4 & K5 exception**: this rule waived for K4 and K5; shirts may have numbers/pictures as long as they are not inappropriate for our Christian school standards. (NO SKULLS.)

SWEATERS/JACKETS/HOODIES:

- **SWEATER/JACKET**: Our building can be cold at times. A plain/neat sweater/cardigan, track jacket, or plain micro-fleece jacket —may be worn OVER a shirt that meets dress code if a student is cold. (As always, a proper dress code shirt with collar is to be worn underneath). NO LOGOS on the jacket, except for a small, manufacturer's logo, unless it is an FBCS logo.
- **HOODIES**: NO hoodies of any kind may be worn **in school**, except on the playground. **Exception: Hoodies may be worn at athletic games.**

SHOES:

- Traditional athletic, casual and dress shoes - laced and tied securely.
- Socks are required.
- NO athletic/beach-type slides or flip-flops. No crocs.

JEWELRY/ACCESSORIES:

- Watches and rings ONLY at school; NO necklaces or bracelets of any kind.
- No body piercings or tattoos.
- NO hats, bandanas, visors, sunglasses.

HAIR:

- Off the ears, eyebrows, and collar -- NOT bushy
- NO unnatural hair color or designs cut into hair
- Clean shaven, sideburns no longer than the middle of the earlobe

EXTRACURRICULAR ACTIVITIES & ATHLETICS

FBCS maintains an active interscholastic sports program. We are members of the Minnesota Association of Christian Schools (MACS). We are proud of the testimony and reputation our athletic teams have built over the years and endeavor to set the standard for others. Our athletes are afforded a place of honor, and thus we expect them to always conduct themselves in an exemplary manner.

Boys compete in soccer (fall) and basketball (winter). Girls compete in volleyball (fall) and basketball (winter). Spring sports vary: (boys baseball, girls soccer; boys & girls track).

I. ATHLETIC/STUDENT ELIGIBILITY

Students gain the privilege of participating in extracurricular activities by maintaining academic and conduct eligibility. **Academics** – Students must maintain an overall average of 77% (C-) or greater without having more than two D's and no F's in any subject at the end of the progress report period and at the end of each quarter. Students not meeting this criteria will be ineligible for two weeks.

II. EXTRACURRICULAR ACTIVITIES

FBCS sponsors a wide range of out-of-class activities to augment the excellent in-class learning program. The purpose of these activities is to provide opportunities to apply knowledge, leadership and service skills, and especially to further direct and develop the training of the student. We encourage participation in extracurricular activities only for those students who are fully capable of taking on additional responsibilities.

III. ATHLETIC ACTIVITIES, PHYSICALS, & INSURANCE FORMS

Once every three years, students are required to have a physical examination before practicing or participating in any sport. Each year a Student Athlete Medical Form must be filled out by the parent. This form must be on file in the school office in order for a student to participate in practice or games.

IV. ATTENDANCE THE DAY OF & THE DAY AFTER AN ATHLETIC EVENT

Students are required to be in attendance at the usual 8:30 a.m. start time on the day in which they play for an organized athletic contest. A pre-approved absence, due to funeral service, etc., is an exception. Students are also required to report to school on time the morning after a game (including Wednesdays) and remain for the entire school day. An unacceptable excuse will result in a one game suspension or loss of privilege to participate.

V. CONDUCT/DRESS CODE

We do require any of our students who attend an athletic event in which FBCS is a participant, whether at home or away, to abide by the school conduct and dress code. We ask that parents and adults be always conscious of their dress and conduct at school events in order to properly represent FBCS and to provide an example for the students.

VI. REFUND POLICY

There are no refunds for sport activities if the activity is dropped.

FAMILY EMERGENCIES

In the event a student must be contacted by a parent due to a family emergency, the parent may call the school office at (763) 417-8240. In the event of an emergency, students may use the phone in the school office after receiving permission from the Administrator or school secretary.

FIELD TRIPS

Field trips are periodically taken by all elementary classes and on occasion, for secondary classes. They are intended to be educational and beneficial to the student. A permission slip is required each time a field trip is taken. Typically the school bus will be used for transportation. On rare occasions parents will be asked to drive and chaperone. The teacher will then give a form to the parent to fill out concerning license and insurance information. The form will be kept on file in the school office for use during the year. The form is filled out each year. Students are expected to take part in the field trips as part of the regular school day.

FINANCIAL INFORMATION 2016-17

GENERAL FINANCIAL POLICY

Accounts not current by the 10th of the following month will be contacted via phone, email or letter stating that the student will not be allowed to continue in school if the account is more than 30 days past due. Special financial arrangements are made **only** through the Administrator.

No permanent records, transcripts, yearbooks or diplomas will be issued if there is an outstanding balance for any tuition, charge for damage, etc., or if any school property has not been returned or replaced. No child may re-enroll the following year without the previous school year's account paid.

TUITION RATES

Grade	Tuition Rate	Tuition Rate—FBC Member*
Senior High (Grades 9-12)	\$5,800 per year	\$5,400 per year
Junior High (Grades 7-8)	\$5,600 per year	\$5,200 per year
Elementary (Grades 1-6)	\$4,800 per year	\$4,400 per year
M thru F Kindergarten (K/4 & K/5)	\$4,800 per year	\$4,400 per year
M,W,F Kindergarten (K/4 & K/5)	\$4,000 per year	\$3,600 per year

*Fourth Baptist Church Member rate

Payment Schedule

Tuition is divided into 10 payments due the 15th of each month. If the payment due date falls on a weekend or a non-school day, payment is due the following day that school is in session. Tuition must be paid in person or by mail to the school office. Bill Pay payments (through your bank) are accepted and encouraged. (Check with your bank about setting it up.)

All tuition must be paid in full by Monday, May 15, 2017.

Payment	Period	Payment Due
1	Initial Payment	Aug 15
2	September	Sep 15
3	October	Oct. 15
4	November	Nov 15
5	December	Dec 15
6	January	Jan 15
7	February	Feb 15
8	March	Mar 15
9	April	Apr 15
10	May	May 15

FEES

Application Fee

There is a \$50 application fee for all new kindergarten through 12th grade students, as well as those returning students who have been not been enrolled at FBCS for more than one school year. This fee is to be paid at the time of the entrance test or when submitting the application, whichever comes first. The application fee is non-refundable and non-transferable.

Registration Fee

The registration fee is \$325 per child in K4 through 12th grade. This fee is to be paid in full for all students and is non-refundable and non-transferable, except in cases where the student is not accepted into the enrollment. No portion of the total fee may be deleted. New students paying the registration fee in full by June 15th pay \$275. Returning students will receive a \$25 discount if paying a deposit of \$50 by March 30th and \$250 by June 15th.

Payment of the registration fee illustrates a family's intent to enroll or re-enroll their student and reserves the student's place on the roster. It also helps the administration to better plan for the needs of the next year.

Registration fees help defray the costs of:

- Lunch juice and milk
- School insurance (secondary coverage up to \$500 per occurrence)
- Field trip transportation costs
- Consumable materials such as workbooks and teacher-generated handouts
- Textbook rental
- Membership in the Minnesota Association of Christian Schools and the American Association of Christian Schools

Building and Grounds Maintenance Fee

Building and Grounds Maintenance fee of \$250 is charged per family per year. This fee is divided into 10 monthly payments unless the fee is paid in full at the beginning of the school year. This fee is waived for members of Fourth Baptist Church.

Yearbook

Each FBCS family receives one yearbook containing their student(s) picture(s) and documenting the year's activities. Additional copies may be ordered and purchased at a cost of \$35 each. Orders after Christmas will be \$38.

Class Fees

All class fees are due with the **October 15** payment unless otherwise stated. Fees are invoiced on the school account.

Online Course Fees	Cost varies (\$40+)
Art/Home Ec/Woodshop	\$30 Lab Fee (9th hr. electives)
Graduation (Senior)	\$50 / graduate (due April 15)
Graduation (Kindergarten)	\$10 / graduate (due April 15)
MACS Fine Arts Festival Fee	\$10 / student
Honors Track - Faith Baptist Bible College course credit	\$300/3-credit class per semester

Extra Curricular Activities Fees - Extra-curricular fees are invoiced on the school account.

Fall Sports fees due: October 15; Winter Sports fees due: December 15; Spring Sports fees due: April 15

Part time Student Sports Fee	\$185.00 per sport
Full-time Student Junior High Sports (Gr. 6 – 8)	\$125.00 per sport
Full-time Student Junior Varsity/Varsity Sports	\$150.00 per sport*

*All secondary student athletes must participate in the Sportswalk fundraising activity in September in lieu of an annual \$50 addition to their sports fee(s).

After School Care Fees

After School Care Rate	
\$6.00 per hour (\$1.50 per 15 minute unit blocks)	3:30-5:30pm
\$10.00 per 15 minutes	after 5:30pm

Example, if a student is in ASC until 5:30p.m. on a given day, the charge will be \$12.00 for that day.

NOTE: During the last week of school, 5/22 – 5/26 for K4/K5 students; 5/29 – 6/2 for grades 1-6, all ASC payments are due daily and must be paid in full on the date of service. Payments received after 4:00pm will be applied to their account on the next business day. Any refunds will be sent via check.

LATE ACCOUNT FEE

If an account is not current by the 25th of the month, a late fee of \$10 will be charged.

RETURNED CHECK FEE

Any check returned to us due to insufficient funds will be assessed a \$35.00 fee on their account due with the replacement of the funds via money order or cash.

DISCOUNTS

EARLY REGISTRATION/RE-ENROLLMENT DISCOUNT

New students 25.00 (\$300 due by June 15)

Returning students 25.00 (\$50 due by March 31. \$250 due by June 15.)

MULTIPLE CHILD DISCOUNT

Families who register more than one child from their home, receive a reduction in the annual tuition of \$150 for the 2nd child, and \$250 for the 3rd child. Families with four children all attending FBCS at the same time will not be charged tuition for the fourth (youngest) child.

TUITION PAID IN FULL DISCOUNT

To take advantage of the Tuition Paid in Full Discount, the initial payment must be made by August 15 (see payment schedule) and tuition must be paid in full by **September 15**.

Grade	Discount
K4 & K5	\$30.00 per student
Grades 1-6	\$50.00 per student
Grades 7-12	\$60.00 per student

ILLNESS POLICY

GENERAL ILLNESS POLICY: For the welfare of your child and the school population, please keep your child at home if he/she is ill. **All children who were ill must be kept home until they are free from a fever (without the aid of fever-reducing medication) or a vomiting/diarrhea episode for a minimum of 24 hours before returning to school. (This is a state health code).**

NOTIFYING THE SCHOOL OF ABSENCE DUE TO ILLNESS

If a student is absent due to illness, parents are to call 763-417-8240 or email Mary at the school office (mwickham@fourthbaptist.org) to report the illness by 10:00am on the day of absence so that the attendance report for the day may be completed. It is okay to send a note to the teacher also, **but primarily, notifications of absence due to illness should be made to the office directly.**

When does my child need to stay home from school?

GENERAL SYMPTOMS OF ILLNESS:

Fever—Defined as an oral temperature of 100° or higher. If a student has a fever, he/she may not return to school until 24 hours AFTER the temperature returns to normal (without the aid of fever-reducing medication). This follows the MN State Health Code. A fever generally means either a viral or bacterial infection. Persistent or high fevers should be checked by a doctor.

Diarrhea/Vomiting—If a student has had diarrhea or vomiting, he/she may not return to school until 24 hours AFTER the last episode. This follows the MN State Health Code.

Eye Drainage/Discharge & Conjunctivitis (pink eye)—If there is redness of the eye with thick yellow or greenish discharge, the student may return to school 24 hours after medication was started to render the condition non-contagious. (Reddish eyes with clear watery discharge resulting from allergies do not require exclusion.) If a student is sent to the office for red and/or itchy eyes, the office may call the parent requesting that the child be seen by a physician and receive a doctor's note before he/she may return to school.

Rash—Rashes may be caused by various conditions including allergies, skin conditions such as eczema, and illness. If a rash may be illness-related or the cause is unknown, please check with the student's doctor before sending the student to school to make sure the rash is non-communicable. If a student is sent to the office for a questionable rash, the office will call the parent requesting that the child be seen by a physician and receive a doctor's note before he/she may return to school.

COMMON COMMUNICABLE DISEASES:

Chicken Pox— Chicken pox is uncommon because most children are now vaccinated against it, but it is a very contagious and painful condition resulting in itchy, red rash blisters all over the body. Student may return when all the blisters have dried into scabs; generally about 6 days after the onset of rash.

Impetigo – Impetigo is a contagious bacterial skin infection forming red sores around the nose and mouth, which requires antibiotics as treatment. Students must be on medication for a minimum of 24 hours to render them non-contagious before returning to school.

Influenza— Influenza is a viral infection of the respiratory passages marked by high fever, body aches, extreme fatigue and buildup of mucus causing a general feeling of unwell. Student may return 24 hours AFTER the temperature returns to normal (without the aid of fever-reducing medication), and the student is well enough to participate in normal activities.

Lice – If live lice are found in your child’s hair, your child will be sent home until the problem can be taken care of. A handout will be given for effective removal of lice. A re-check will be required before they can return to class.

Ringworm—Ringworm a contagious itching skin disease occurring in small circular patches, caused by any of a number of fungi and affecting primarily, but not limited to, the scalp or the feet. The most common form is athlete's foot. Student must be on medication for a minimum of 24 hours to render them non-contagious before returning to school.

Scabies—Scabies is a contagious skin disease marked by itching and small raised red spots, caused by the itch mite. Student may return 24 hours after treatment was started.

Strep Throat—Strep throat is a common bacterial infection and may include any or all of these symptoms: fever, nausea, vomiting, headache, sore and inflamed and/or itchy throat, swollen tonsils with or without white spots, and a red skin rash. Strep throat required antibiotics as treatment, and student may return 24 hours after antibiotics were started.

If a student is other than temporarily ill, the parent will be called to pick up the child. You will be called to pick your child up from school if he/she has a fever of 100 degrees or more, or if he/she has diarrhea or vomits during the school day. **If a parent is called to pick up a student due to illness, the expectation is that the child will be picked up within one hour.** The student will remain in the office sick room until the parent arrives.

INCOMING MESSAGES

If it is necessary to contact a teacher by telephone, please email the teacher your phone number or call the school office. Teachers are not permitted to leave their classrooms to answer the telephone. Please do not make it a practice to call teachers at their home. They will return your call in a timely manner sometime after school. Messages and deliveries from home should be left in the school office. They will be delivered at an appropriate time so as not to disturb a class in session. Students will be called out of class for a phone call only in an emergency.

INTERNATIONAL STUDENTS

International students may go through the process of application and may download all forms off of our international student page on our website (fourthbaptistchristianschool.org). Upon acceptance into our program, the school will provide an I-20 form which will allow the student to apply for a visa from their country. FBCS parents, who desire to become a host family, are encouraged to contact the administrator. There is a limited number of international students allowed into our program each year and these students are required to take ESL classes during the school day. They are also required to become a part of the host family and attend the family's church services and activities throughout the week. There is often a Skype interview with the student and administrator prior to acceptance. Please contact the school office for more information.

JR./SR. HIGH SPECIAL ACTIVITIES

I. FALL RETREAT (Gr. 7 – 12)

At the beginning of the school year, grades 7-12 take a two day retreat. The purpose of this retreat is two-fold:

- A. To provide an intense spiritual challenge to all students early in the school year.
- B. To develop unity in the student body.

This retreat is required; exceptions will be for medical reasons only. If a student is unable to attend as a result of medical reasons, the student must have a written note from a doctor stating the medical problem that would not allow the student to attend the retreat.

Students that do not attend for any other reason will be given unexcused absences and will receive the penalty for having unexcused absences. It will also count towards the 10 day rule for attendance.

II. JUNIOR/SENIOR BANQUET

This banquet is an opportunity for Juniors to honor Seniors; to provide a spiritual challenge to the students appropriate to the occasion; to further develop camaraderie between students and faculty; and to afford an opportunity to teach and encourage proper etiquette.

Students may attend as singles or couples. No requirement may be made (actual or intimated) that anyone must have a date.

- A. Students may invite a non-student guest (tenth grade and above).
- B. Juniors and Seniors within Fourth Baptist Church and not attending the school will be invited and encouraged to attend.
- C. All female students' and guests' dresses must be checked prior to the event. Dress requirements and dress check procedures will be given to the students several months in advance of the event.

LEAVING SCHOOL DURING THE DAY

Upon arrival at school, students are not permitted to leave campus without parental permission. A student who leaves without permission is considered truant. Parents who request their child leave school during the day must provide an e-mail or a note signed by a parent, stating the time, specific reason for departure, and phone number where the parent can be reached during the day. This note must be brought to the school office at the beginning of the school day. A note does not guarantee that the absence will be excused. The school Administrator makes the final determination in those cases. Students must sign out in the office when leaving campus. If a situation arises during the day that requires a student to leave the campus, the school office must have verbal permission from a parent.

LOCKERS

Elementary students are not allowed to place locks on their lockers. These lockers are to be used for storing outdoor clothing, instruments and bookbags while in school.

Locks for secondary student lockers may be secured from the school office with a \$10 deposit which is refunded at the end of the school year when the lock is returned in good condition. Students may not provide their own locks.

To protect school books and personal items, students should never divulge their locker combinations to other students. Entering another student's locker is a serious offense and is subject to appropriate discipline.

Lockers are to be cleaned at least once a month.

Locker areas (floor and hallway) must remain free of belongings during the school day. All students are requested to do their part in keeping this area clean and neat. All hallways are high traffic areas. Book bags must be kept inside a locker.

All lockers are to be completely free (inside and outside) of any stickers, posters, door hangings, etc. Items such as message boards, mirrors or photographs may be used inside the locker provided they are hung with sticky tack or removable tape. The lockers are to be used only for book and clothing storage. Temporary dividers/organizers may be used. Special administrative permission must be obtained to affix special honors/recognition upon lockers. Sports materials are to be removed at the end of each season. The use of duct tape is not permitted on or inside a locker as it is very difficult to remove.

Student lockers and much of their contents are the property of the school. In the rare event that the administration should deem it necessary to enter and check a locker, student permission will not be necessarily requested.

LUNCH

Students must provide their own lunches. Hot lunch will be made available that students will have the option to purchase at a cost of \$3 for most lunches or \$4 pizza Friday lunch. Please see the weekly Hodagram (or the FBCS website) for lunch schedule and weekly order forms. Students may pay by the week or by the month. **The lunch form is from Tuesday through Monday.** Students are asked to bring their completed lunch sheet on MONDAYS for the lunch sheet beginning that TUESDAY. If a student forgets his lunch and is unable to purchase the hot lunch for the day, the school office will provide a peanut butter/jelly sandwich with a fruit (if available). One milk or juice is provided daily per student.

MEDICAL APPOINTMENTS

Medical and dental appointments are acceptable reasons for a late arrival or early dismissal. Non-school days should be used for such appointments; however, if this is not possible, appointments should be scheduled for as close to the end of the school day as possible.

When it becomes necessary for the parent to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the school office. A note/e-mail/phone call from the parent or guardian **is required**. It is to be given to the school office before the morning homeroom period so teachers may be properly notified. An estimate of a return time to school is requested. Before a student in grades 7 – 12 leaves the school property, the student must sign out in the school office and sign back in upon returning to the school. A parental notification is required for a student to drive him/herself to and from an appointment; he/she must also sign out/in.

For elementary students, the note is to be given to the teacher first thing in the morning and the teacher will notify the office. Or a call/e-mail may be sent directly to the office. ALL pick-ups must be made at the school office.

MEDICATIONS AT SCHOOL

Tylenol, Ibuprofen, TUMS, and cough drops are available from the school office. The parent must fill out the authorization to administer medication form, which gives permission for your child to receive these medications. If you would like us to contact you first, please circle “CALL FIRST” on the form.

Any student needing special medication must bring the medication along with a note of the times, dose, type of medication, and reason for the medication signed by the parent. This note will be attached to the form in the school office. Students are not to have any vitamins/supplements or medication in their possession while in school, with the exception of cough drops.

INHALERS/EPI PENS: Elementary student inhalers are to be kept in the office. Secondary grades 7-12 may keep their inhaler with them. EPI pens are to be kept in the school office for students who have an allergy that would require it in an emergency situation. The inhalers/epi pens kept at school will also be sent with the student’s teacher or coach to games, field trips, etc.

MONEY

There will be times during the school year that elementary teachers will request money. Some occasions might include hot lunches, field trips, personal Scholastic book orders, etc. Money should be sealed in an envelope or baggie and clearly labeled with: *Child's name, \$ amount and purpose, Teacher's name.*

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held at the end of the first quarter (9 weeks), and are **mandatory**. Report cards are given out at that time. Elective conferences are also held at the end of the third quarter, and may be initiated by either the parent or the teacher. If a parent desires a conference at any other time, please contact the teacher to arrange a time.

PARTICIPATION IN MACS & AACS

FBCS is a member of the Minnesota Association of Christian Schools (MACS) which is affiliated with the American Association of Christian Schools (AACS). As a member of AACS, FBCS participates in various academic and fine arts competitions. There is a \$10 fee per student for participation in the MACS Fine Arts Festivals.

SENIOR HIGH MUSIC OUTFITS

FBCS Senior High Men musicians are assigned a tuxedo ensemble to use for music events throughout the year. The cost for the tux shirt rental is \$10 and the tux cleaning fee at the end of the year is \$10. Any missing items such as bowtie, studs or cufflinks will be assessed an replacement fee.

FBCS Senior High Lady musicians are assigned a music dress to wear for events throughout the year. Ladies are responsible to wash their music dress according to the appropriate wash and care instructions and return at the end of the year.

PART-TIME STUDENT INFORMATION

APPLICATION PROCESS:

All students desiring acceptance to any of our school programs must follow the admissions guidelines set forth in this Parent/Student Handbook. Part time students are those taking fewer than four core academic classes.

Any homeschooled student in grades 9 – 12 wishing to participate in our athletic program must take at least ONE academic class onsite. Any student enrolled in another high school or college PSEO program may not participate as a part-time student or athlete at FBCS.

The application process for a part time student is as follows:

1. Fill out the application, reference forms, etc. and pay the \$35.00 Application Fee.
2. Upon receipt of the application, an interview will be scheduled with the Administrator, parents and student (for new students only). Testing may be necessary if the student is taking academic classes with us.
3. After the interview (and testing) a determination will be made and communicated by letter or email.
4. Part time students who take courses on the campus of FBCS must provide the school with immunization and health records.

PART TIME STUDENT FEES:

Application & Assessment Fee..... \$35
 Registration Fee \$35 (includes student insurance and MACS student fees)
 Books..... \$30 per academic class

<i>Annual Tuition (academic classes)</i>	<i>Athletic Fees Per Sport</i>	<i>Music Fees</i>
One class - \$815	JV and Varsity - \$185 / Student	Band - \$600
Two classes - \$1,620	Junior High - \$185 / Student	Choir - \$600
Three classes - \$2,425		Handbells - \$200

FOR PARTICIPATION IN THE FBCS SPORTS PROGRAM, PROSPECTIVE PART-TIME STUDENTS ...

1. Must interview with the Administrator and be accepted through the application process.
2. Must pay the Sports Activity Fee and \$35 Registration fee.
3. Must provide the school with a sports physical clearance form.
4. Must submit a signed copy of the FBCS Partnership Agreement each year.
5. Must take at least ONE on-site academic course (Grades 9 – 12).

Please note: Any student participating in any school activity must adhere to the Handbook requirements **including following the school dress code and standards of behavior**. Handbooks are available in the school office. Part-time students or athletes are subject to dismissal for disregard to school rules, policies, and/or behavior that does not represent the standards of FBCS.

PARTY INVITATIONS AND BIRTHDAY TREATS

Children hosting a party may bring invitations to school if there is an invitation for every child in the classroom or if all the same gender is invited to the party. Invitations that do not include every class member should be mailed out.

Birthday treats are approved by the teacher. Please let the teacher know in advance if you are planning to send in birthday treats or if you have ordered birthday cupcakes from the senior class. If more than one student are planning on bringing treats the same day, the teacher may request that one student choose another day to bring the treats. Treats will usually be served at lunchtime or the end of the school day with permission by the teacher. The Senior Class offersto provide cupcakes to your birthday child and his/her class as a fundraiser. Order forms are available in the office.

PLAYGROUND

The playground is for use during school hours. Elementary students will not be allowed to play on the playground before or after school without teacher or parental supervision. On occasion, After Care may use the playground.

SCHOOL CLOSING (DUE TO WEATHER)

Decisions regarding school closings will be made by 6 AM, if possible. We have an emergency calling system that will make calls to the entire FBCS family in the event of a school closing. All school closing announcements due to weather, etc., will be made over radio station WCTS AM (1030), WCCO TV (4), KARE11 TV, and will be posted on the FBCS website. The metro TV stations also post current lists of school announcements on their websites.

If the school should need to close because of any other reason, our ONE CALL system will immediately be used to notify all the parents.

SENIOR CLASS TRIP

The Senior Class Trip is considered a very valuable part of our students' education; therefore, it is required. The only excused absence is the same as the fall retreat - for medical reasons only. Seniors raise the money required for the senior trip through fundraising opportunities and concessions. Seniors and Senior parents are expected to participate in these activities.

SOLICITATION

Solicitation is forbidden at FBCS without the permission of the Administrator. It is discouraged at any time. This includes the selling of tickets, candy, the distribution of political materials, the circulation of petitions, handing out event flyers, etc. The exception is class fundraisers.

SPECIAL PROGRAMS/CONCERTS

All students are expected to attend school programs and activities in which they are scheduled to participate. Failure to do so will result in disciplinary measures, and/or academic penalty. **The Administrator must approve release from participation.** Parents are encouraged to consult the school calendar and note the scheduled school events. Any FBCS student attending a special program must be in appropriate school attire. This includes graduation. *(See Dress Code.)*

TELEPHONE USAGE

During school hours, students must obtain permission from the school office or the Administrator to use the telephone in the school office. No other phones are available to the students at any time. The school phone is not to be used to make after school plans, etc. Please limit the use of the school phone to school business or parent request only. *(See Cell Phones for specific information about cell phones in school.)*

TEXTBOOKS AND LIBRARY BOOKS

Students are loaned textbooks and are supplied with workbooks for most of their classes. Textbooks must always be covered, and the student is responsible for the care and maintenance of his/her books. Books are not to be left outside or in the hallways at any time. A damage fee is assessed for excessive wear or damage to any book. This fee is usually \$10-\$25 per book. Replacement costs are assessed to any student who loses a book or turns in a book other than the one that was assigned to him/her. Book replacements cost about \$40-\$60. If books are written in or are considered to have irreparable damage, the full price of the book will be charged. A book with a broken binding (mostly from being bent backwards or closed while stuffed full of papers) is considered damaged beyond repair, and the full price of the book will be charged.

Book replacement and damage fees must be paid prior to the release of the final grades or school records. Classroom teachers may levy a modest fine each time a book is found uncovered. In the case of lost, unreturned, or damaged library books, all fees must be paid prior to the release of midterm or quarter grades.

TRANSPORTATION

- I. **CARPOOLS** – Parents are encouraged to use carpools in their area, and a carpool map is maintained in the FBCS office.
- II. **STUDENT DRIVERS** – Licensed high school students may drive their cars to school and must be registered in the school office. Students are to park in areas designated for their use. They are not to return to move or occupy their cars during the school day without approval from the school office or the Administrator. Automatic consequences will result from failure to

comply with this policy. Please remember that FBCS views driving as a privilege which can be taken away by the administration at any time. **The speed limit in the parking lot is 10 MPH.** Parents will be notified immediately of any infraction involving their child's vehicle and temporary or permanent revoking of driving privileges.

VALUABLES

Students are cautioned not to bring large amounts of money, cameras, or valuables to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary for a student to bring valuables to school, he/she may deposit them in the school office for safekeeping.

Elementary students are cautioned about bringing toys to school. If a teacher asks a child not to bring a certain toy to school for any reason, the child is expected to comply. If a teacher finds a toy to be a distraction or causing problems, the teacher may choose to take the toy away. The toy will be returned at a later date.

VISITORS

All student and/or parent visitors must sign in and receive a visitor's badge from the school office upon entering the building. The administration stands ready to answer questions and to offer tours of the school to prospective school families at any time.

Prospective students may visit during class time with prior approval from the school office. Requests must be made at least one day in advance with the Administrator. All visitors must report to the school office first, properly dressed according to FBCS code, and with a lunch if spending the day. Visits by non-prospective students are rare, but may take place over the lunch period with prior permission from the school office. School rules apply to all visitors.

WITHDRAWALS

All students withdrawing from FBCS must complete the appropriate withdrawal form. All textbooks and library books must be returned and fees paid. No grades, diplomas, credits, or transfer records will be released until all outstanding tuition and fees are paid in full.

Those withdrawing will be charged tuition until the school office is notified by the completion of the proper withdrawal form, which must be signed by the parent or guardian. Notification should be at least one week in advance. When a student is withdrawn, the payment of tuition will be charged through the current payment period.

FBCS will send the withdrawing student's records to the new school after a signed Request for Records Form has been received. Parents cannot personally transfer records. Records cannot be transferred until all fees and tuition have been paid in full.

YEARBOOKS

Annual yearbooks are produced through a private company. Each family automatically receives one yearbook at no cost. Families may purchase additional yearbooks. Orders for additional yearbooks are taken through early January. Cost is \$35 by Christmas, or \$38 after.

Yearbooks are given out at the end of May in an assembly to students whose school accounts are current. Yearbooks are held in the office for students whose accounts are not yet current until they are fully paid.

STAFF DIRECTORY

ADMINISTRATION

Mr. Alan Hodak - Administrator
BS, Arizona State University
MM, Northland International University
Christian School Admin. Experience - 25 years
Teaching Experience - 30 years
e-mail: ahodak@fourthbaptist.org

Dr. Matt Morrell - President, FBCS
Senior Pastor, Fourth Baptist Church
BA, Northland Baptist Bible College
M.Div., Central Baptist Theological Seminary
D.Min., Northland International University
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OFFICE PERSONNEL

Miss Mary Wickham – Administrative Secretary
Diploma, Springfield Baptist Bible College
BS, Pillsbury Baptist Bible College
Christian Service Experience - 37 years
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Mrs. Alison French - Administrative Assistant
BS, Bob Jones University
Publications, Website
Office Experience - 13 years
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ELEMENTARY FACULTY

Mrs. Julie Bee – Third Grade
BS, Faith Baptist Bible College
Teaching Experience – 4 years
e-mail: jbee@fourthbaptist.org

Miss Megan Haynes – Sixth Grade
BS, Maranatha Baptist University
Teaching Experience – 3 years
e-mail: mhaynes@fourthbaptist.org

Miss Karis Burggraff – Kindergarten (K4)
BS, University of Wisconsin
Teaching Experience – 2 years
e-mail: kburggraff@fourthbaptist.org

Miss Lydia Hodak - Fourth Grade
BS, Northland International University
*Working on a MA in Special Education through
Bethel University*
Teaching Experience – 4 years
e-mail: lhodak@fourthbaptist.org

Mrs. Diane Davis - Second Grade
BS, Pillsbury Baptist Bible College
Teaching Experience – 26 years
e-mail: ddavis@fourthbaptist.org

Mrs. Deborah Leith - Fifth Grade
BS, Pillsbury Baptist Bible College
Teaching Experience – 12 years full-time
With an additional 5 years as a K4 teacher's aide
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Miss Amy Dekkers - First Grade
BS, Pensacola Christian College
MA in Teaching, Liberty University
Teaching Experience – 9 years
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Mrs. Julie Roman - Kindergarten (K5)
BS, St. Cloud State University
Teaching Experience – 9 years
e-mail: jroman@fourthbaptist.org

Miss Annelies Harmon – Elementary Music,
Elementary Handbells & Elementary Spanish
BS, Maranatha Baptist University
Teaching Experience – 4 years
e-mail: aharmon@fourthbaptist.org

Mrs. Naomi Williams – ESL tutoring
BS, Crown College
Teaching Experience – 1 year
e-mail: nwilliams@fourthbaptist.org

FULL-TIME SECONDARY FACULTY

Mrs. Melody Bruffey – Gr. 7-10 English/Literature,
Yearbook Advisor
BS, Liberty University
M.Ed., Bob Jones University
Teaching Experience - 18 years
e-mail: mhbruffey@fourthbaptist.org

Mr. Timothy Hallada – Gr. 6-8 Science,
Gr. 9 P.E./Health, online class monitor
BS, Pillsbury Baptist Bible College
Teaching Experience - 26 years
e-mail: thallada@fourthbaptist.org

Mr. Levi Kolwinska – Music Director
Band, Choir, Gr. 5-7 Handbells, Platinum Handbells
BS, Maranatha Baptist University
MM Ed., Vandercook College of Music
Teaching Experience - 16 years
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Miss Elizabeth Leaf – Math (Algebra 1 – Calculus)
BS, Maranatha Baptist University
Teaching Experience - 10 years
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Mr. Mark Monroe – Gr. 7 Math (Algebra ½), History,
Economics
BS, Bob Jones University
Teaching Experience - 31 years
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Mrs. Kristen Mulnix – Physical Science, Biology,
Anatomy, Chemistry, Physics, Gr. 11-12 English &
Literature, Speech
BS, Clearwater Christian College
Teaching Experience - 5 years
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PART-TIME SECONDARY FACULTY

Miss Kara Gotzman – ESL tutoring
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Miss Annelies Harmon – Silver Handbells,
Gold Handbells
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Mrs. Allyson Hodak – Jr. High Bible,
Hot Lunch Coordinator
BA, Arizona State University
Teaching Experience - 9 years
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Mr. Jim Hunter – Honors Program Bible Class
BA, Arizona State University
M.Div., Central Baptist Theological Seminary
Th.M., Central Baptist Theological Seminary
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Miss Rochelle Lunde – Spanish I & II
BA, Faith Baptist Bible College
Major in Biblical Studies, Minor in Spanish
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Mrs. Cheryl Macalus – Art
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Mr. Jared Page – Gr. 9-12 Bible
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MA, Bob Jones University
Teaching Experience - 8 years
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Mrs. Amie Steinhart – Home Economics/Life Skills
BS, Pensacola Christian College
Teaching Experience – 17 years
e-mail: asteinhart@fourthbaptist.org

Mrs. Naomi Williams – ESL tutoring
BS, Crown College
Teaching Experience – 1 year
e-mail: nwilliams@fourthbaptist.org

Teaching experience includes current year.

WHAT WE BELIEVE

The Bible

We believe that the sixty-six books of the Bible are the inspired Word of God in the original autographs,¹ that it was written by men controlled by the Holy Spirit,² and is therefore without error. It is the final authority in all matters of faith and practice.

¹ 2Tim 3:16-17

² 2Pet 1:20-21

The Trinity

We believe in the Trinity of the Godhead; there is one God¹ eternally existing in three equal but distinct persons: Father, Son, and Holy Spirit.²

¹ Deut 6:4

² Mt 28:18-19; 2Cor 13:14

God the Father

We believe in God, the Father, and rejoice that He concerns Himself mercifully in the affairs of men,¹ that He hears and answers prayer,² and that He saves from sin and eternal damnation all who come to Him through Jesus Christ.³ We believe He has a paternal relationship to believers only.⁴

¹ Dan 2:21; 4:17

² Jn 15:16;

³ Jn 6:44; 3:16, 18

⁴ Rom 8:15; Jn 8:41-44

God the Son

We believe in Jesus Christ, God's only begotten Son,¹ born of a virgin,² sinless in His life,³ Who atoned for the sins of the world by His death, burial, and bodily resurrection.⁴ We believe in His ascension into Heaven,⁵ His perpetual intercession for His people,⁶ His personal coming in the air for His church prior to the seven year tribulation,⁷ and His return to earth at the close of the tribulation to establish His millennial Kingdom.⁸

¹ Jn 3:16

² Mt 1:23

³ 1Pet 2:21-22

⁴ 1Cor 15:3-4

⁵ Acts 1:9

⁶ Heb 7:25

⁷ 1Thes 4:13-18

⁸ Rev 19:11-16; 3:10; 20:1-6

God the Holy Spirit

We believe in the personality and deity of the Holy Spirit¹ Who convicts,² regenerates,³ baptizes,⁴ indwells,⁵ seals,⁶ and fills.⁷ We believe Spirit baptism takes place at the time of regeneration⁸ and that the filling of the Spirit is manifested by the fruits of the Spirit rather than by any specific spiritual gift.⁹

¹ Acts 5:3-4

² Jn 16:8-11; 14:26

³ Tit 3:5

⁴ 1Cor 2:12-13

⁵ 1Cor 6:19-20

⁶ Eph 1:13

⁷ Acts 4:31; Eph 5

⁸ cf. Acts 10:44-47; 11:16

⁹ Gal 5:16, 22-23; Acts 4:31; 1Cor 13:8

Creation

We believe in the direct creation by God in six solar days, of the physical universe, all spirit beings, man, and lower forms of life, without the process of evolution; and also that the early chapters of Genesis are literal and accurate history. God sustains all creation but exists in no necessary relationship to it.¹

¹ Gen 1, 2; Col 1:15-17; Jn 1:3

Spirit Beings

We believe that God created an innumerable company of sinless spirit beings.¹ One of these, though created holy by God, sinned through pride, thereby becoming Satan, the Devil, the enemy of his Creator, leading a host of angels in rebellion against God.² He became the god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal punishment in the lake of fire.³

¹ Col 1:16; Heb 12:22

² Ezek 28:12-17; Rev 12:7-9

³ 2Cor 4:3-4; Eph 2:1-2; Rev 20:10; Mt 25:41

Mankind

We believe that all men are sinners by nature¹ and under the condemnation of God.² The only remedy for this condition is Holy Spirit regeneration through faith in the shed blood of Jesus Christ as payment for one's sins.³ We believe regeneration is the irrevocable act of God, thus securing the believer for all eternity.⁴ We believe the Bible does not teach that God created any person for the purpose of condemnation.⁵

¹ Eph 2:3; Rom 3:9-20; 5:12

⁵ Jn 3:16; 2Pet 3:9

² Jn 3:18, 36

⁴ Rom 8:35-39; Jn 10:28-29

³ 1Pet 1:18-22; Jn 3:8, 14, 18a; Heb 9:22

Human Sexuality

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, transvestism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex.¹ We believe that God disapproves of and forbids any attempt to alter one's gender.² We believe that the only legitimate marriage is the joining of one man and one woman.³

¹ Gen 2:24; 19:5, 13; 26:8-9; Lev 18:1-30; Rom 1:26-29; 1Cor 5:1; 6:9; 1Thes 4:1-8; Heb 13:4

² Gen 1:26-28; Deut 22:5

³ Gen 2:24; Mt 19:4-6; Rom 7:2; 1Cor 7:10; Eph 5:22-23

Final Destinies

We believe that the souls of believers in Christ do at death immediately pass into His presence¹ and there remain until the resurrection of the body at the rapture when soul and body reunited shall stand before Christ to be judged of their Christian works for the giving of rewards; and they shall then be associated with Christ forever in glory². The souls of unbelievers remain after death in conscious misery until the final resurrection at the end of the millennium for judgment; the result of this judgment will be that all will be cast into the lake of fire, not to be annihilated, but to be punished with everlasting separation from the presence of the Lord and from the glory of His power³.

¹ 2Cor 5:8; Phil 1:23

² 2Cor 5:10; 1Cor 3:11-15; 1Thes 4:13-18

³ Lk 16:19-26; 2Thes 1:6-9; Rev 20:11-15

The Church

We believe in the Church,¹ a living spiritual body of which Christ is the head² and of which all regenerated people are members.³ We believe that a local church is a company of believers in Jesus Christ,⁴ baptized on an acceptable confession of faith,⁵ associated for worship, work, and fellowship,⁶ and having two offices: pastor and deacon.⁷ We believe that to these visible churches were committed, for observance throughout the church age, the ordinances of baptism by immersion and the Lord's Supper,⁸ and that God has laid upon these churches the

task of witnessing to a lost world to accept Jesus Christ as Savior⁹ and of building up the saints in the faith once for all delivered.¹⁰ We believe that human betterment and social improvements are the inevitable by-products of the Gospel and edification.¹¹

¹ Mt 16:18

² Eph 1:22; Col 1:16; Eph 4:15; 5:23

³ 1Cor 12:12-13; Eph 5:30

⁴ Acts 2:41-42

⁵ Acts 10:47-48

⁶ Acts 2:42; Heb 10:25

⁷ Phil 1:1

⁸ Mt 16:16-20; 1Cor 11:23-26

⁹ Acts 1:8; Mt 28:18-20

¹⁰ Eph 4:7, 11-16; Jude 3

¹¹ Eph 2:10; Gal 5:22-23

Separation

We believe that separation is a doctrine as well as a practice and that the separation principle runs through the Bible from Genesis to Revelation. We believe that true spiritual fellowship is the result of a common faith and practice. We believe there are four aspects of Biblical separation.

1. Political separation - the separation of the church from the state (Lk 20:25).
2. Personal separation - the separation of the believer from the world and sin in order to serve God. This involves a separation from acts of sin, the world system, the unbeliever, heretics, and false teachers (Josh 24:15; Eph 5:15-18; 1Jn 2:15-17; 2Cor 6:14-7:1; 1Jn 4:1; 2Jn 10-11).
3. Ecclesiastical separation - the separation of the church from apostasy. Each local church is independent and autonomous and must be free from interference by any other ecclesiastical authority. We believe we are to reprove apostates rather than recognize them, to rebuke rather than to reason with them, to reject rather than to receive or unite with them. We believe that loyalty to Christ also demands separation from any group content to walk with or tolerate religious unbelief (2Cor 6:14-17; 2Jn 10-11; 2Tim 4:2-4).
4. Practical separation - the separation of the believer from an erring brother. We believe that we must separate from those who continue in disobedience to the Word of God. This includes the trouble maker, the disorderly, and the immoral brother (2Thess 3:6, 14-15; Rom 16:17; 1Cor 5:11; Tit 3:10).