

# 2019-20 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. 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.<sup>1</sup> We believe that God disapproves of and forbids any attempt to alter one's gender.<sup>2</sup> We believe that the only legitimate marriage is the joining of one man and one woman.<sup>3</sup>

<sup>1</sup> 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

<sup>2</sup> Gen 1:26-28; Deut 22:5

<sup>3</sup> 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

The Fourth Baptist Christian School website is your go-to resource for FBCS news, calendar of events, admissions information, links to teacher websites, athletic schedules and directions, weekly and quarterly newsletters, etc. Visit: <http://www.fourthbaptistchristianschool.org>

Notice of Nondiscriminatory Policy as to Students – “Fourth Baptist Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions 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.

Fourth Baptist Christian School does not accept any government money of any kind, allowing us to operate in a manner consistent with our Christian beliefs.

Our School has a secured entry. **During school hours, the only door accessible for entry into the school building is the School Office door.** We have a buzzer entry system that allows our staff to see who is at the door, and allow entrance. If you are recognized, our staff will push the button to momentarily unlock the door and allow entry. PLEASE stay in front of the camera so our staff can see you. If you are not recognized, our staff may ask you to identify yourself. Please help us in these procedures.

**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 and Platinum Handbells)*

**Early Drop Off Hours:** Students may be dropped off in the Atrium for supervised care before school beginning at 7:45 a.m. There is no charge for this.

**After Care Hours:** After care Hours are 3:15 p.m. to 5:30 p.m. Students must be picked up from school by 5:30 p.m. Elementary After Care is in the School Library. There is a charge for Elementary students beginning at 3:30 p.m. Secondary After Care begins in the Atrium. There is no charge for Secondary students. Please ***see the section on After Care for more information.***

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

**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.

## **A.M. DROP-OFF:**

**The school day begins at 8:30 a.m. for all grades.** Although supervision in the Atrium begins at 7:45 a.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 entrance of several glass doors on the lower level at the south end of the building. Parents dropping off students at the Atrium entrance are to follow the traffic pattern shown on the "Traffic Flow Map 1" on the following pages. 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 BETWEEN 8:15 a.m. and 8:30 a.m. may use the upper level Elementary entrance near the library.** Parents dropping off students at the upper level entrance are to follow the traffic pattern of the "Traffic Flow Map 2" on the following pages. Please enter the parking lot from the WEST (Honeywell) side of the building and come across the parking lot at the 2<sup>nd</sup> to last row, coming up alongside the curb for drop-off/pick-up.

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. **DO NOT PARK AND LEAVE YOUR VEHICLE UNATTENDED along the curbs.** If parents need to walk their children into the school building or to conduct business in the school office, they are to park in a regular parking space out of the flow of traffic.

**Secondary students** are to use the Atrium entrance before 8:40 a.m., unless their carpool has elementary students as well, and then they may use the upper elementary entrance.

***Please note: We are a secured facility during the school day. All School Doors are locked after the start of the school day except for the secured Office Entrance. All students arriving after 8:40 a.m. will need to enter by the school office entrance, ringing the buzzer for admittance and check in with the office with the reason for the tardy.***

**P.M. DISMISSAL TIME:** Carline lasts from 3:10 p.m. to 3:30 p.m.

**K4/K5 Students and their siblings** will be dismissed to the sidewalk at the Elementary Entrance Door. Please enter on the WEST side of the property (the Honeywell side), following the map on the next page. Please follow the traffic pattern of the “Traffic Flow Map 2” on the following pages.

**All other 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. **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. Please follow the traffic pattern shown on the “Traffic Flow Map 1” on the following pages.

**DO NOT LEAVE YOUR VEHICLE UNATTENDED along the curbs** 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**.

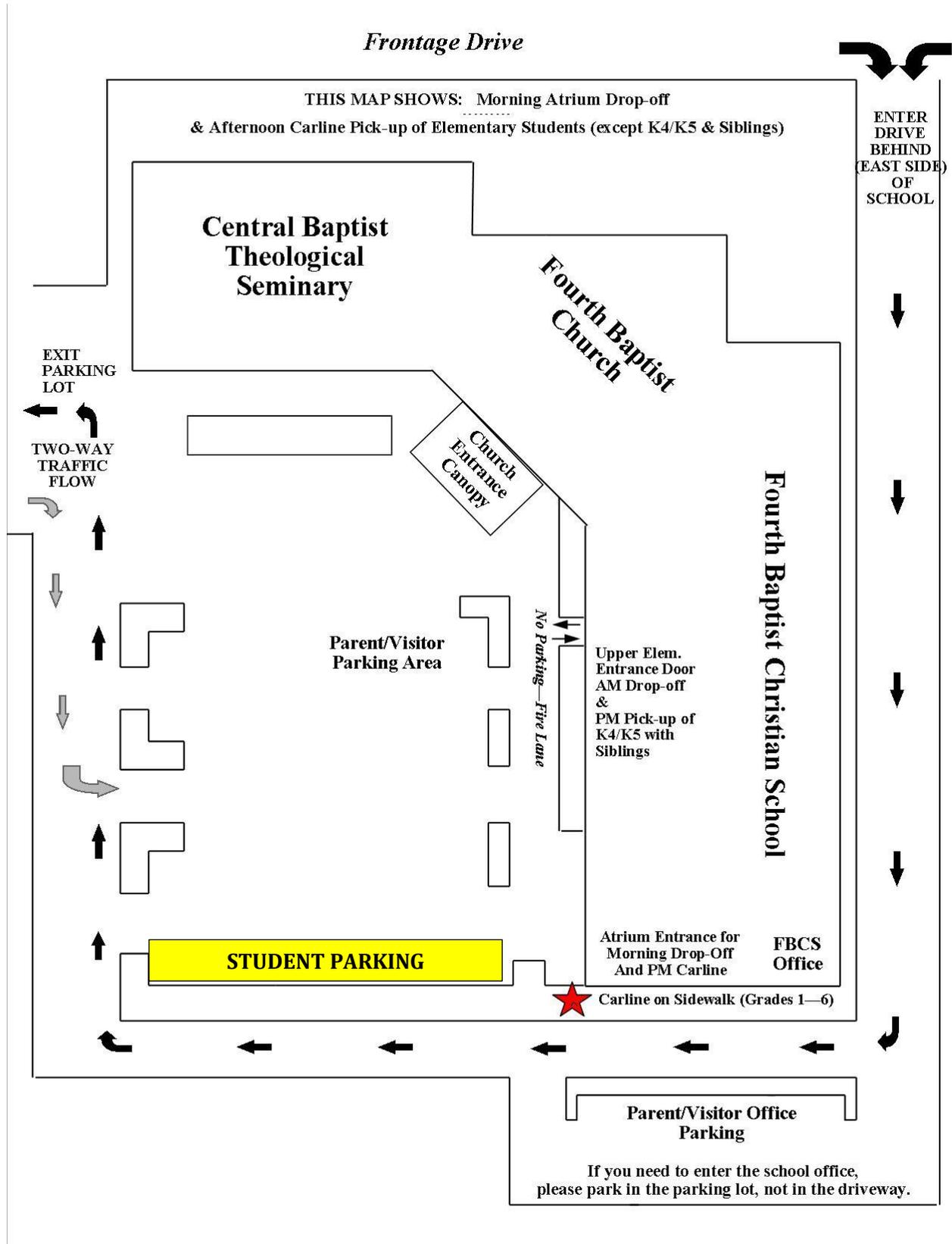
**All Students and Parents are to use the painted crosswalk** when going to and from the south parking lot, following the direction of the teacher on crosswalk duty. For the safety of the students, they may not cross the street without permission from the teacher on crosswalk duty. Please do not use 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.

**All students leaving the locker hallway to go to the field for practice** must also obey the teacher in charge of carline and use the painted crosswalk until 3:30 p.m. when carline ends.

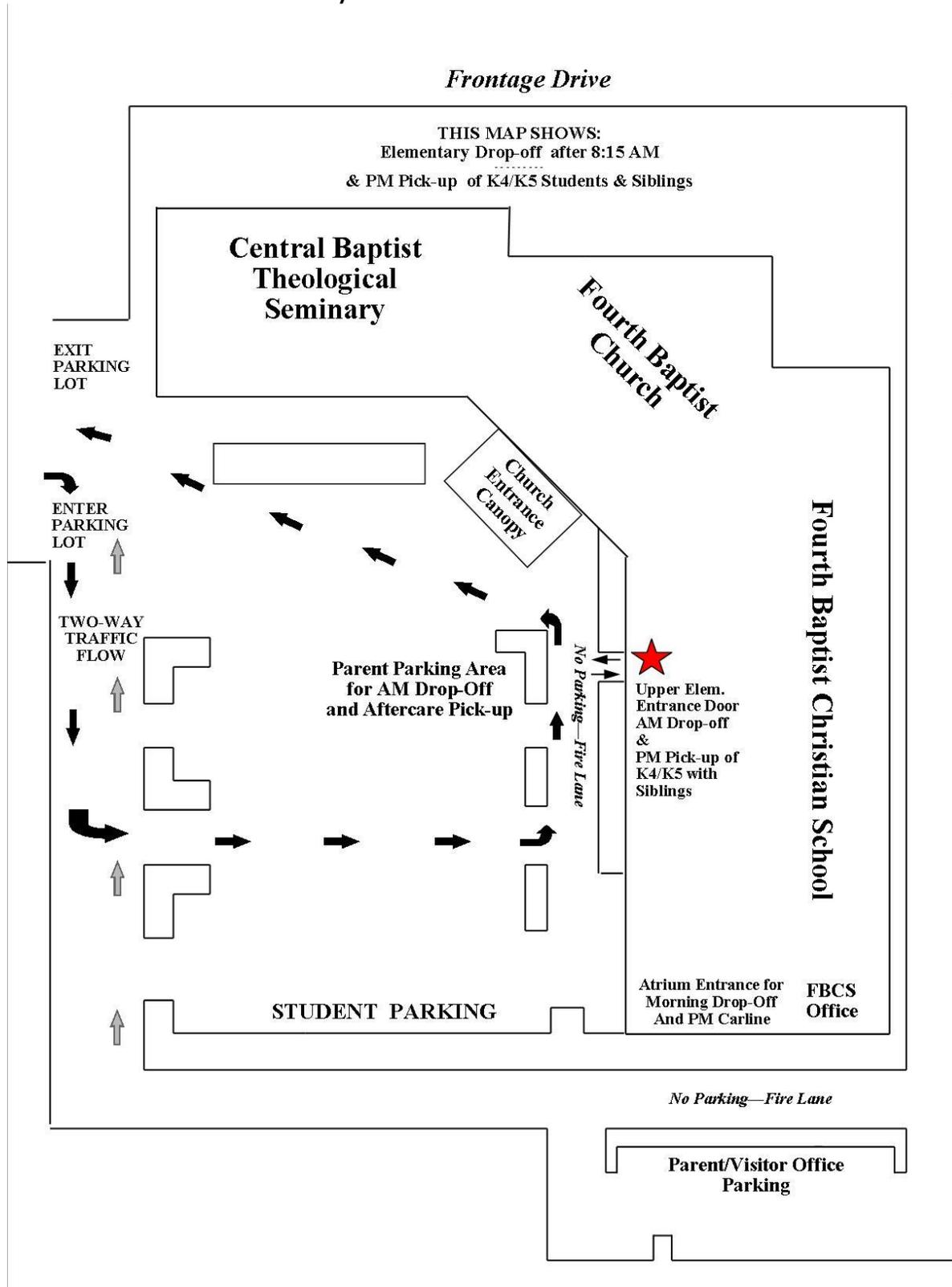
As always, **extreme care must be exercised by all drivers** at these high volume, high activity times. Please follow any instructions from the designated adult on crosswalk duty in the p.m. We will seek to release the students as safely and promptly as possible. Consult the “School Hours” section for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

***See Traffic Flow Maps on the next pages.***

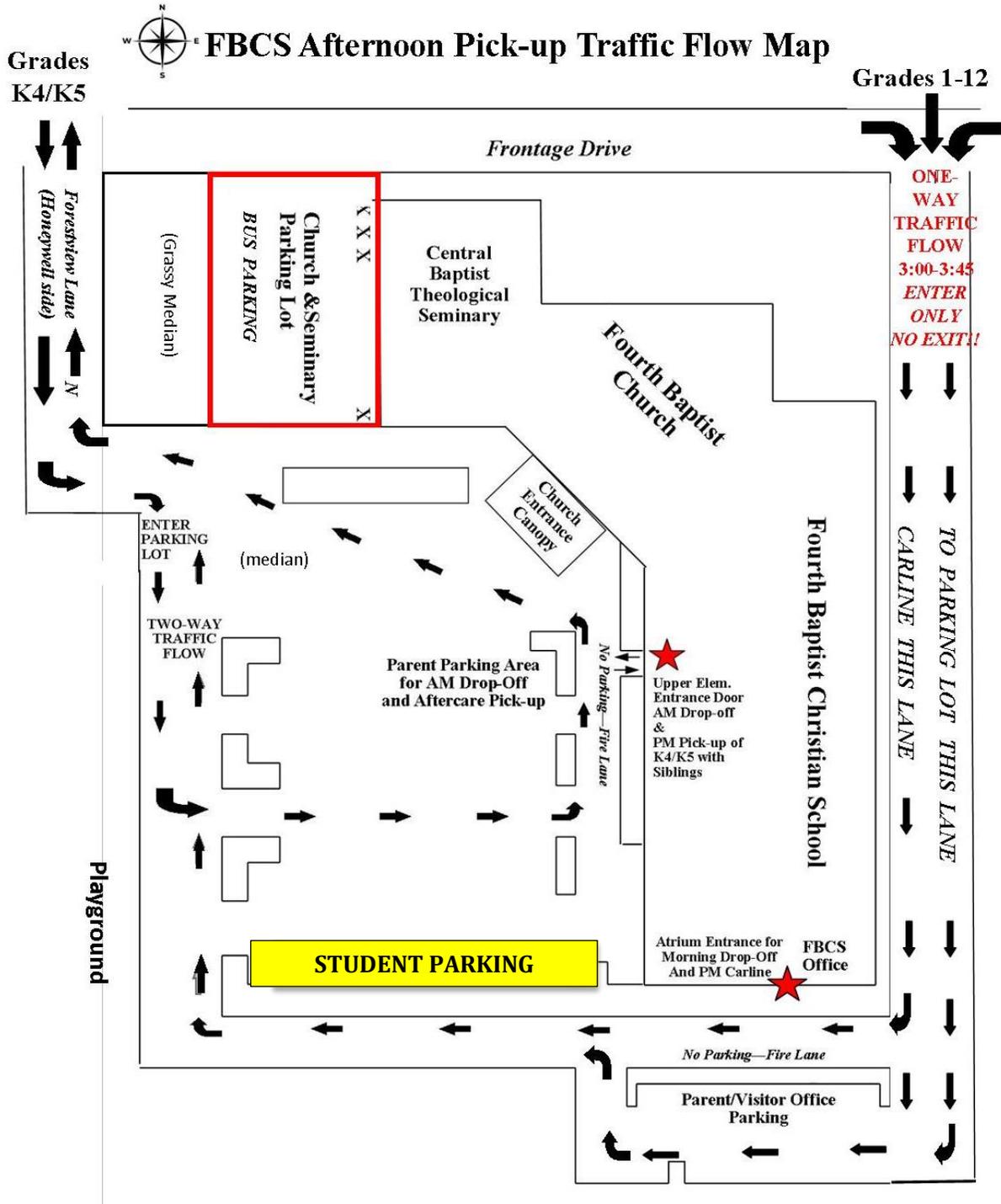
# TRAFFIC FLOW MAP 1: EARLY AM / SECONDARY DROP-OFF



# TRAFFIC FLOW MAP 2: ELEMENTARY DROP-OFF 8:15AM-8:45AM & SAME FLOW FOR K4/K5 WITH SIBLINGS PM CARLINE



# Traffic Flow Map 3: Afternoon Pick-up Traffic Flow



# ADMISSIONS PROCESS

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.

Fourth Baptist Christian School does not accept any government money of any kind, allowing us to operate in a manner consistent with our Christian beliefs.

Therefore, 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:
  - 5) Photocopy of birth certificate
  - 6) Proof of immunizations or notarized exemption form
  - 7) 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 February 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, email), 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 AWARDS

### ACADEMIC AWARDS

- *"All A" Honor Roll* - All courses except physical education (secondary) and hand-writing (elementary) must receive 94% or above.
- *"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.
- *"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%.
- Students in grades 1-12 will be eligible for these awards.

### SPECIAL AWARDS

- 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.
- Senior Awards are special presentations made to deserving seniors in such areas as English, mathematics, science, Bible, art, home economics, industrial arts, instrumental music, vocal music, handbells, Christian leadership, Valedictorian\* and Salutatorian.\* These are presented at the graduation ceremonies. \*Students must attend FBCS for their junior and senior years and be on the college track to be considered for these awards.
- Gold cord at graduation – for students maintaining a G.P.A. of 3.4 or higher

## ACADEMICS:

### I. CURRICULUM

FBCS utilizes curricula which meets or exceeds state standards. We have chosen A Beka Christian School curriculum primarily for Kindergarten through third grade. In fourth grade and up, we utilize the Bob Jones University Press Christian curriculum 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, and Summit Ministries' Understanding the Times Bible for seniors.

## II. FBCS GRADING SCALE:

|    |       |    |       |   |              |
|----|-------|----|-------|---|--------------|
| A+ | 100   | C+ | 85    | F | 69 and below |
| A  | 95-99 | C  | 78-84 |   |              |
| A- | 94    | C- | 77    |   |              |
| B+ | 93    | D+ | 76    |   |              |
| B  | 87-92 | D  | 71-75 |   |              |
| B- | 86    | D  | 70    |   |              |

## III. ACADEMIC REPORTS

- A. *Emails* may be sent 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. Please reply for verification of receipt.
- B. *Progress reports* will be sent home after half of the nine week grading period has been completed. **All students must return his/her progress reports signed by a 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. Parents are encouraged to review their child(ren)'s grades through Gradelink. Parents may sign up for alerts about their child's grades. Parents may also download the Gradelink app. Questions about logging in to Gradelink should be directed to Mrs. Bruffey or the office.
- 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).** Yearbooks will be held until tuition payments, lost or damaged items, and other fines have been taken care of properly.

**Contacting the teacher with questions about grades:** Email is the most efficient way to communicate between the home and school. Note the faculty email addresses noted in this handbook under the section titled **Faculty/Office 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. (see also Section XII).
- 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 with absences in excess of 40 days will be retained in grade or risk forfeiture of all academic work.**

## V. 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 must be completed by the assigned due date. 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.**

## VI. 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.

## VII. SECONDARY LATE WORK & MAKE-UP WORK POLICIES

It is the school's policy to teach our students responsibility. As they are here to learn, homework is not elective for our students. If a student has not completed a homework assignment, then the student is responsible to complete and sign a red INFRACTION slip as he enters class and hand the slip to his respective teacher. Students serve a lunch detention (LD) for the first fifteen minutes of lunch in order to complete work due. If students are not keeping up with their work, then parents will receive a call from one of our resource teachers to keep the student after school to get caught up. If a student receives three lunch detentions in one week, then they must serve a lunch detention.

### A. MISSING WORK DUE TO EARLY DISMISSALS (for any reason, including sports trips)

Students must plan ahead when they have the privilege of participating in extra-curricular activities like athletics or when they are leaving early and missing classes. Students should collect and complete as many assignments as possible beforehand. If the student comes to class the next day without that work completed, he has earned an LD.

It is the student's responsibility to arrange taking quizzes/tests ahead of time if at all possible; otherwise, the student must take it the next day. The resource department is available to help

with administering missed tests and quizzes as well. The student is held responsible to show up to take the quiz/test when scheduled.

**B. MISSING WORK DUE TO ILLNESS**

- Students who are absent 2 or more days will meet with a resource teacher on the first day back to school (3:30-4:15)
- Student must provide a resource teacher with complete lists of missing work. She will develop a make-up plan on the first day back. That plan will be given to the student, parents, and all teachers. The student will be expected to make steady progress on make-up work.
- Student will be expected to keep up with current classroom work (unless plan indicates otherwise)
- Student will stay after school until 4:15 each day until all work is made up

**C. SECONDARY UNPREPARED FOR CLASS, TARDIES**

- Students receive 3 grace unprepared for class per quarter, per class; Lunch detentions are given for each succeeding unprepared
- Students receive 5 grace tardies to school (monitored by homeroom teacher); Lunch detentions are given for each succeeding tardy
- On bad weather days, administration determines cut-off time for entering a tardy in Gradelink
- Students receive 3 grace tardies to each class (monitored by classroom teacher); A lunch detention is assigned for each succeeding tardy.

**D. DAILY WORK**

All daily work is due on the date 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 last week of each quarter, incomplete work will immediately be assigned to lunch detention. In the final two weeks of the school year, lunch and p.m. detentions will be assigned until the work is completed.

**E. NON-DAILY WORK**

For non-daily assignments and/or projects, tests, term papers and reports, *no day of grace will be given*. For example, if a student is present Monday and Tuesday, but absent Wednesday, all non-daily assignments needs 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 drops 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 Computer Lab.

## VIII. 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.

## IX. CREDITS

A student must have a minimum of 26 credits of classroom work in grades 9-12 to graduate: 4 credits each in math, history, English, and Bible, 3 credits in science; 2 credits of Spanish; 1/2 credit of speech; 1/4 credit of health; plus 4 - 1/4 credits of electives. No full-time student will be allowed to take fewer 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.

## X. DROPPING AND ADDING

Students may drop or add an elective course. *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 first five-week progress period in order to be handled without academic penalty.*

## XI. SENIOR HIGH ACADEMIC CREDIT REQUIREMENT

Senior high classes are credited **by semester**. Senior high students who receive a semester grade below 70% will not receive credit for that semester.

## XII. 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.

## XIII. 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. Three to four dual enrollment credit hours are equivalent to ½ high school credit. Because of the rigor of the college courses, students receive a GPA boost of 1.0 for all dual credit enrollment courses.

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 Administrator prior to August 1<sup>st</sup> for the upcoming school year. (PSEO courses have an earlier deadline than August 1st – see chart below).

All dual enrollment courses must be taken through an approved college at FBCS.  
 Any questions about PSEO should be directed to the school guidance counselor, Mr. Hodak.

| <b>PSEO DEADLINES FOR SCHOOL YEAR 2019-20:</b>     |                |
|--|----------------|
| <b>Fall Semester 2019</b>                          | <b>Date:</b>   |
| PSEO State Application Form turned in to Mr. Hodak | 5/10/19        |
| Register online for class and report to Mr. Hodak  | 7/1/19         |
| <b>Fall Semester Begins</b>                        | <b>8/28/19</b> |
| Drop Class Deadline                                | 9/11/19        |
| Class Withdrawal Deadline                          | 11/8/19        |
| <b>Spring Semester 2020</b>                        |                |
|  | <b>Date:</b>   |
| PSEO State Application Form turned in to Mr. Hodak | 10/11/19       |
| Register online for class and report to Mr. Hodak  | 11/18/19       |
| <b>Spring Semester Begins</b>                      | <b>1/13/20</b> |
| Drop Class Deadline                                | 1/27/20        |
| Class Withdrawal Deadline                          | 2/17/20        |

#### XIV. ACADEMIC SPECIAL NEEDS: FBCS SPECIAL EDUCATION PROGRAMMING AND POLICY

Students with disabilities are valued at Fourth Baptist Christian School. The program exists with the belief that all students including those with disabilities can and should reach their full, God-given potential. The special education department not only services students with disabilities but any student that struggles academically or shows a need for support. We strive to partner with families to find the best solutions for students who need additional assistance. Because Fourth Baptist Christian School is a private institution, special education support may differ in practice and philosophy than in a public school.

Students with disabilities at private institutions are protected by the Americans with Disabilities Act (ADAAA) and Section 504 of the Rehabilitation Act. The school receives no supplemental income for students with disabilities. Due to this, special education services may be more limited in scope than those in public schools. Fourth Baptist Christian School complies with ADAAA and Section 504 of the Rehabilitation Act in the following ways:

- A. Fourth Baptist Christian School makes individual, reasonable accommodations at no cost to students with documented disabilities. (Please note that accommodations that would cause an undue hardship will be considered but may not be granted).
- B. Provides equal access and participation to enrolled students with documented disabilities.
- C. Makes modifications “as necessary” to ensure that academic requirements are not discriminatory to student’s with documented disabilities.
- D. Informs parents and students of available services and the name of the teacher for those services.
- E. Provides written information of how to access accommodations and services.

**Receiving Services**

If your child has a diagnosed disability, documentation may be provided to Fourth Baptist Christian School. Special education staff will review the documentation and be in touch with the parent or guardian of the student.

**Transferring Services**

When a student with a diagnosed disability transfers to Fourth Baptist Christian School, we request that the parent provide one of the following:

- A. The student's neuropsychological evaluation
- B. An evaluation report/IEP from previous public school
- C. A 504 or learning plan from a private institution
- D. Special education staff at Fourth Baptist will coordinate with the public school when IEPs need to be transferred to the Wayzata School district.

**Expectations**

Fourth Baptist Christian School recognizes that students with disabilities have greater academic and social challenges facing them. Fourth Baptist Christian School will support and accommodate students utilizing intervention plans, 504 plans, or follow outlined accommodations/modifications within a student's IEP. With these outlined supports in place, students with disabilities are expected to work toward organization, improvement of social skills, turn in assignments on time, study for tests and quizzes, and attend required school events. Students are also expected to attend scheduled tutoring sessions as outlined in their intervention or 504 plan.

In addition, students with disabilities are expected to follow the student handbook and abide by school conduct standards. Aggressive or violent behaviors cannot be tolerated within the school environment. Students with disabilities are subject to the same student discipline as their non-disabled peers as outlined in the student conduct and discipline section of the student handbook.

**Contact Information**

Special Education Teacher: Miss Lydia Hodak

Contact: [lhodak@fourthbaptistchristianschool.org](mailto:lhodak@fourthbaptistchristianschool.org)

## AFTER SCHOOL CARE (ASC)

All elementary students not picked up by 3:30 p.m. will be sent to the school library for After School Care. Elementary parents will be charged a separate quarter hour fee for the use of After School Care. Parents must sign students out of ASC. Our school has secured entrances for the safety of our students. Once inside the upper elementary entrance doors (by the library), please push the call button on the box by the inside wooden doors to contact the ASC workers and gain entrance to pick up your child.

You will be buzzed in once you have been identified. If you send someone else to pick up your child, you must notify the school office.

On occasion, ASC may be held in the Atrium or Gymnasium on the lower level. In such a case, a parent email will be sent out to let the parents know. If ASC goes out to the Playground, a sign will be posted on the upper entrance doors.

Secondary students are to report to the Atrium by 3:30 p.m. for After School Care. A teacher is on duty until 4:00 p.m., at which time any remaining students are brought up to the library. Secondary ASC may take place in another classroom if the Atrium is not available; a notice will be posted if that is the case.

Students are not to have electronics in After School Care. From 3:15 – 3:30 p.m., cell phones may be used in Secondary After School Care to call or message parents regarding pick up from school.

| <b>After School Care Fees (<i>Elementary Only</i>)</b> |                 |
|--|-----------------|
| \$6.00 per hour (\$1.50 per 15 minute block units)     | 3:30-5:30 p.m.  |
| \$10.00 per 15 minutes                                 | after 5:30 p.m. |

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

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

# ATTENDANCE REQUIREMENTS

Parents must email or call the office by 10:00 a.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.

**Minnesota is a compulsory school attendance state.** In other words, absences must not exceed FBCS limits and must be carefully planned so that your child complies with state truancy laws.

**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. (see "unexcused absences" for more).

## EXCUSED ABSENCES

Excused absences 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 more than ten (10) times per semester (excused or unexcused), he/she will have his/her semester grade reduced by 5% (approximately half a 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 students, teacher websites have homework calendars which are maintained weekly. It is requested that the student check the website for homework due to help him/her be prepared when returning 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 (PREARRANGED) 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 \$20 per hour.

Students taking planned absences must make up the work as prescribed by the individual teacher. For planned/prearranged 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 prearranged 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), 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.***

## LATE ARRIVALS

Late arrivals due to a morning medical appointment, illness, or other approved appointment are not counted in the total for tardies. Please send advance notice of appointments to the school office. Unexcused late arrivals are counted in the totals for tardies.

## 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 8:30 a.m. when the bell rings. Students in the hallway at the time the bell rings are considered tardy. Walking into school at 8:30 a.m. does not constitute an on-time arrival. Please plan your arrival time at school accordingly so that your student will have sufficient time to put coats and backpacks away in their locker and be in the classroom ready to go at the 8:30 a.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 8:35 a.m. 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 8:35 a.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.** 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.

## BIRTHDAY TREATS & PARTY INVITATIONS

Birthday treats are approved by the teacher. Please let the teacher know in advance if you are planning to provide birthday treats. 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 treats. Treats will usually be served at lunchtime (typically) or the end of the school day with permission from the teacher.

Children hosting a birthday 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. Please contact the school office if you need addresses.

As a fundraiser for \$15, the Senior Class will provide cupcakes of his/her flavor choice for your birthday child and the class, and will also sing to him/her at lunchtime. Order forms are available in the office. If you have ordered birthday cupcakes from the senior class, they will be delivered at lunchtime on the date you request. Order forms are in your orientation packet and will also be available in the school office.

## 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 PHONE USAGE

Students must turn off cell phones upon arrival at school (7:45 a.m. or whenever the student enters the building). 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 given to the Administrator. The student will need to see the Administrator after school to get it back.

Cell phones **may not** be used in the Grades K4 – 6 Elementary After School Care in the Library. Cell phones **may** be used by Grades 7 – 12 students between 3:15 – 3:30 p.m. to text or call parents regarding pick up from school.

## CODE OF CONDUCT

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

- A. Students at FBCS are expected to refrain from cheating, swearing, off-color language, smoking, vaping, or other tobacco use, gambling, profane music, dancing, drinking alcoholic beverages, and using or talking about drugs in any form.
- B. 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.
- C. 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.
- D. Some items have no place at school – gum, water guns, matches, lighters, comic books, pocket knives, MP3 players, iPods, iPads, tablets and electronic games are not permitted.

***(See Cell Phones and/or Electronic Devices for rules regarding the use of these items at school).***

## 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.

- E. Students are not to get on, get off, or move about within the bus while the bus is in motion.
- F. 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.
- G. Outside of ordinary conversation, students will observe classroom conduct while on the bus. Yelling is not permitted.
- H. No food, beverage, or gum is allowed on the bus unless specific permission is given.
- I. 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. DISCIPLINE (*SEE DISCIPLINE SYSTEM*)

#### V. 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.

#### VI. 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.

## CONTACTING STUDENTS (DURING SCHOOL HOURS)

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. Students may return calls from parents at break times or lunchtime, but must do so in the school office. Please don't make it a practice to text your child during school hours. If their cell phone goes off in class, it will be confiscated.

## CONTACTING TEACHERS (DURING SCHOOL HOURS)

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. Email is generally the best way to contact a teacher. Teacher emails are listed in the Staff Directory at the end of this handbook.

## DISCIPLINE SYSTEM - ELEMENTARY

### 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 have 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 email 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.

## DISCIPLINE SYSTEM – SECONDARY

**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 (LD):**

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 (LD). 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. An administrator emails parents when a lunch detention is served, and the total number of lunch detentions and after-school detentions are listed on each quarterly report card.

**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 will result in a lunch detention so that the student will complete their assignments on time.
- 8) Cheating (first time offense)
- 9) Accumulated tardies

## **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 tardies/absences
- 11) Repeated cheating

## **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) Vandalism
- 3) Repeated or accumulated incomplete assignments (In-school)
- 4) Rebellious attitude or blatant disrespect
- 5) 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.*

# 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. 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 and minimizes distractions. **Please make sure you read this dress code carefully before going "back to school" shopping.**

## **Modesty is the prevailing principle as well as common sense and neatness.**

Students and parents are expected to select clothing **that maintains a high standard** to help ensure we have a 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. 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 or administrators 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. The school maintains a collection of dress code items to help students change into proper apparel. When 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.

**"Blue Jeans and Warrior Spirit T-shirt Day"** -- 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 or holes, not frayed, NOT tight or form-fitting – NO jeggings) with any FBCS T-shirt.

**P.E. Class and Sports Practice Attire:** Students in P.E. or sports team practices are to wear appropriate **T-shirts** – *NOT sleeveless or tank tops* – **and LONG shorts** – *near the knee*–for all sports practices. Students not complying will be required to change into something appropriate. Loose-fitting athletic pants/sweatpants are also acceptable for sports practices.

**Athletic Games and Tournaments:** Students may wear nice jeans or loose fitting athletic pants to home and games. NO shorts or leggings. Only athletes participating in the games may wear their team shorts and must change into their warm-up pants when their game has finished. Student spectators are never to wear shorts to athletic events regardless of the season or location of the event.

**Special school events:** Students are expected to dress appropriately for programs and activities taking place during the course of the school year. **School attire is the minimum standard on such occasions.** This includes all concerts, MACS events, history/science fairs and school plays, even if the student is attending only as a spectator at the event.

**MACS Events:** 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.

**Music Events:** Specific dress guidelines are given to parents and students prior to **concerts** and other **music events** (ministry days, choir tours, etc). Students are to dress according to these guidelines.

**FBCS Music Concert/Attire:**

**SENIOR HIGH** – FBCS Music Outfits (black dress for women and black tux for men - issued by the school and returned at the end of the year)

- Girls: flat black shoes recommended for safety (heels 2 in. max)
- Boys: black socks and black dress shoes

**JUNIOR HIGH:**

- Girls: black skirt (bottom of the knee or longer, not pencil type), solid short-sleeved or longer top (nothing form-fitting), flat black shoes recommended for safety (heels 2 in. max)
- Boys: dark dress pants, solid shirt, tie, dress shoes

**ELEMENTARY-Christmas Concert: (dressy)**

- Girls: knee-length dress or skirt/top, flat shoes recommended for safety (heels 2 in. max)
- Boys: dark dress pants, solid shirt, tie, dress shoes

**ELEMENTARY-Spring Concert: (casual)**

- Girls: solid color pants or skirts, solid color shirts. Tennis shoes okay.
- Boys: solid color pants & solid color shirts. Tennis shoes okay.

**Volunteer Helpers & Parents:** Adults are asked to honor the student dress standards 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 **both boys' and girls' shorts must be near the knee.** (*See P.E. Class and Sports Practice Attire*).
3. **Outdoor winter coats and jackets may not be worn in class.** If a student is cold, a **plain**, neat sweater, light microfleece jacket, track jacket, fleece vest, FBCS warm-up jacket or FBCS sweatshirt (no hoodies) may be worn **over a dress code shirt.** (*See following pages for Dress Code specifics*).

**GIRLS DRESS CODE:** Our dress code is a “business casual” standard of dress.  
(See *Elementary Notes for Exceptions*).

### TOPS/SHIRTS/BLOUSES:

- **FABRICS:** See-thru fabrics may not be worn UNLESS a top that meets dress code on its own merit is worn underneath the see-thru item. This includes any type of sheer item where undergarments or skin can be seen through, i.e. chiffon, lace, a loosely crocheted weave, etc. This also applies to shrugs, sweaters/cardigans and cover-ups. Dresses and outfits worn for concerts must also meet this standard.
- **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). 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/valley or undergarment straps may be visible at any time. *Note: 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 school.
- **UNDERGARMENTS:** Proper undergarments must be worn by young ladies so that they are not visible under clothing. No straps should be showing at any time. (No dark undergarments under light fabrics).
- **IMAGES/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**—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 FBCS team shirt. Team members may wear an FBCS warm-up shirt or jersey on game days.
  - **NO LARGE PICTURES/SYMBOLS/CARTOONS** on the shirt (i.e. a large heart, peace symbol, emoji or smiley face, Disney character, animal, etc.). Those are not considered business casual.
- **SLEEVES:** At minimum—Cap sleeves/short sleeve or longer. NO sleeveless items. This includes dresses. No “cold shoulder” tops (Shirts with cut outs on the shoulders).
- **LENGTH:** Tops must be long enough that no midriff or back skin is exposed, regardless of student posture/position. Girls can choose to tuck or untuck their blouses, as long as a dressy look is maintained.

**Elementary Note:** *Elementary girls’ shirts may have cute pictures on the front as long as they are not deemed inappropriate for our Christian school standards. NO skulls or peace symbols. Elementary girls’ shirts should be long enough to cover her entire torso when both her arms are raised, as in during games in recess/P.E.*

### SKIRTS/DRESSES:

- **Gr. 4 – 12—Skirts/Dresses must cover the kneecap when standing AND sitting—opaque fabric, not sheer.**
- Solid color nylons or tights may be worn underneath dresses/skirts, but **no leggings (except K4–6).**
- 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. Be careful that skirts do not ride up at any time.
- Slits are to be no higher than the top of the kneecap (sewn, not pinned).

**Elementary Notes:** *Gr. K4– 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 and sitting. Elementary Girls in Grades K4– 6 are also encouraged to wear close-fitting playground shorts, knit pants or leggings under their skirts for recess/P.E. and playground modesty.*

## PANTS: (THINK SCHOOL UNIFORM PANTS)

- **Solid or striped loose-fitting, tapered, straight-leg or boot-cut** pants in a plain chino style, corduroy, or dressy style (to the top of 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.**
- **Chino-style ankle pants**, and pants to the top of the ankle **are allowed**. However, NO rolling cuffs up on full-length pants. (No capris).
- **NO elastic or zippers at the ankles.**
- **NO knit pants, leggings, or stretch pants** (includes all pants of a T-shirt-type knit fabric, legging fabric, Spandex, velvet, or velour.)
- **NO athletic/wind/yoga/sweat pants**, overalls or camouflage
- **NO printed fabric or plaid pants** of any type (twill, challis, flannel, etc.)
- **NO leather/leather-look, or vinyl**
- **NO Blue jeans are to be worn except on pre-announced “Jeans and Warrior Spirit T-Shirt” days.** (No jeggings). Jeans are to be loose-fitting and not ripped, distressed, frayed or acid washed).

**Elementary Note:** *Girls in K4 – 6 may wear patterned twill and colored denim pants (not blue jeans).*

## SWEATERS/JACKETS/HOODIES:

- **SWEATER/JACKET:** Our building can be cold at times. A **plain**, neat sweater, light microfleece jacket, track jacket, fleece vest, FBSC warm-up jacket or FBSC sweatshirt (no hoodies) may be worn **over a dress code shirt**. (No large logos or writing on the jacket/sweater).
- **HOODIES:** NO hoodies of any kind may be worn **in school**, except on the playground.  
**Nice hoodies may be worn at athletic games.**

## SHOES:

- Traditional casual, dress shoes, and sandals—laced and tied/buckled securely.
- Athletic (tennis) shoes are acceptable.
- Heels are NOT to be higher than 2 inches (measured at the BACK of the shoe or boot).
- Dress boots to the knee are acceptable, but must not be over 2” heel height. No over-the-knee boots. Pants may be worn tucked into boots.
- 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

**Elementary Note:** *NO cosmetics for girls in grades K-6<sup>th</sup> grade.*

**BOYS DRESS CODE:** Our dress code is a “business casual” standard of dress.  
(See *Elementary Notes for Exceptions*).

### PANTS:

- **SOLID COLOR chino style** twill, corduroy, conservative cargo, or dress pants. NO plaids or camouflage.
- **NO ELASTIC OR ZIPPERS at the ankles.**
- **PROPER FIT** - without being either too tight or too loose. No skin-tight pants.
- **WORN AT 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 with no holes.
- **NO Blue jeans are to be worn except on pre-announced “Jeans and Warrior Spirit T-Shirt” days.** Blue jeans are to be loose-fitting and not ripped, distressed, frayed or acid washed).
- **Colored Denim pants are acceptable** as long as they appear neat and aren’t overly faded.

### SHIRTS:

- **COLLARED SHIRT REQUIRED**—polos, rubys, turtlenecks, and button-up dress shirts.
- **ONLY 2 BUTTONS** may be unbuttoned.
- **TUCKED IN** – Any shirt with a rounded hem must be worn tucked in. Polo shirts and other shirts that are square-cut along the bottom may be worn untucked if the shirt does not fall below the hips.
- **NO LOGOS**—brand/manufacturer/sports team logos or otherwise—(except a SMALL manufacturer’s, business or FBCS logo). No numbers & symbols.
- **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 or jersey on game days.

*Elementary Note: Gr. K – 6 Boys may wear a collared or a nice non-collared shirt (Henley, short or long-sleeved t-shirt), as long as it is not just an “undershirt.”*

*Elementary Note: K4 & K5 boys’ shirts may have numbers/pictures on the front. (Dinosaurs/animals, trucks, sports, etc.) as long as they are not deemed inappropriate for our Christian school standard. NO skulls.*

### SWEATERS/JACKETS/HOODIES:

- **SWEATER/FLEECE/JACKET:** Our building can be cold at times. A **plain**, neat sweater, light microfleece jacket, track jacket, fleece vest, FBCS warm-up jacket or FBCS sweatshirt (no hoodies) may be worn **over a dress code shirt**. (No large logos or writing on the jacket/sweater).
- **NO LOGOS** - brand/manufacturer/Sports team logos or otherwise, except a SMALL manufacturer’s logo or an FBCS WARRIOR logo. No numbers, symbols, business advertisements or other words on the arms or the back.
- **HOODIES** - NO hoodies of any kind may be worn **in school**, except on the playground.  
*Nice hoodies may be worn at athletic games.*

### SHOES:

- Traditional athletic (tennis), casual and dress shoes - laced and tied securely.
- Socks are required.
- NO athletic/beach-type slides, Crocs or flip-flops.

### JEWELRY/ACCESSORIES:

- Watches and rings ONLY
- 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

## ELECTRONIC DEVICES

iPods, iPads, Tablets, Game Boys, or other such personal game devices, etc. are not allowed under any circumstance during the school day. Secondary students are required to keep their **cell phones** put away at all times. (*See Cell Phones for more specific about cell phone usage*). Electronics in the classroom will be confiscated by the teacher.

Students are not to have electronics in After School Care.

Calculators are not allowed in the elementary grades, but are allowed in high school at the discretion and direction of the teacher.

## 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. Students in grades 6–12 are eligible to participate in FBCS athletics. 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 require 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 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. For information on **Absences** due to Family Emergencies, please see the **Attendance Requirements** section.

## FIELD TRIPS

Field trips are periodically taken by all elementary classes and on occasion, by 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 along with the appropriate payment for the cost of the field trip. Teachers make every effort to minimize the cost of the field trip. Students are expected to take part in the field trips as part of the regular school day. Often, parents are encouraged to attend with their child and help chaperone the trip. *There are no refunds for field trips if the child/parent cannot attend.*

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.

# FINANCIAL INFORMATION

## GENERAL FINANCIAL POLICY

Accounts not current by the 10<sup>th</sup> 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.

**Payment Schedule** - Tuition is divided into 10 payments due the 15<sup>th</sup> 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 how to set up Bill Pay.)

**All tuition must be paid in full by May 15, 2019.** (No grace period in May.)

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

## Tuition Rates

| Grade                             | Tuition Rate     | Tuition FBC Member rate* |
|-----------------------------------|------------------|--------------------------|
| Senior High (Grades 9-12)         | \$6,130 per year | \$5,750 per year         |
| Junior High (Grades 7-8)          | \$5,950 per year | \$5,550 per year         |
| Elementary (Grades 1-6)           | \$5,150 per year | \$4,750 per year         |
| M thru F Kindergarten (K/4 & K/5) | \$5,150 per year | \$4,750 per year         |
| M,W,F Kindergarten (K/4 & K/5)    | \$4,350 per year | \$3,950 per year         |

**Late Account Fee** - If an account is not current by the 25<sup>th</sup> 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 in addition to the replacement of the funds via money order or cash.

## TUITION DISCOUNTS:

**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 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 |

## FEES:

**After School Care Fees** – Fees apply to Elementary students only.

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

|  |              |
|--|--------------|
| \$6.00 per hour (\$1.50 per 15 minute block units) | 3:30-5:30pm  |
| \$10.00 per 15 minutes                             | after 5:30pm |

**NOTE: During the last week of school, all ASC payments are due daily** and must be paid in full on the date of service. Those dates are: 5/18-5/22 for K4/K5 students; 5/25-6/29 for grades 1-6. Payments received after 4:00 p.m. will be applied to accounts on the next business day. Any refunds will be sent via check.

**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.

**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.

**Registration Fee** - The registration fee is \$350 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 registration fee may be prorated.

Payment of the registration fee represents 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 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
- Updates to curriculum
- Student textbook rental
- Membership in the Minnesota Association of Christian Schools (MACS) and the American Association of Christian Schools (AACCS)

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

| Description  | Amount   |
|--|--|
| Art/Home Ec/Woodshop   | \$30 Lab Fee (9th hr. electives)<br><i>plus supplies</i> |
| Graduation (Kindergarten)                                    | \$10 / graduate (due April 15)                           |
| Graduation (Senior)  | \$50 / graduate (due April 15)                           |
| Honors Track – (Jrs/Srs)<br>FBBC Bible college course credit | \$300/ 3-credit class per semester                       |
| MACS Fine Arts Festival Fee                                  | \$10 / student   |
| Ignitia online Course Fees                                   | Cost varies (\$40+)                                      |

**Athletic Participation Fees** for Full-Time Students – Fees are invoiced on the school account.

|  |                     |
|--|---------------------|
| 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). **Fall Sports fees due:** October 15; Winter Sports fees due: December 15; Spring Sports fees due: April 15

**Part-Time Student Academic and Athletic Fees** - (Please see the **Part-Time Student** Section of the handbook)

# 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 10:00 a.m. 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 by email or phone message.**

## ***Question: 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, the student must be seen by a physician before returning to school to make sure the rash is non-communicable. If a student is sent to the office during the school day for a questionable rash, the office will call the parent to come pick up the child and take him/her to a physician to have it checked. In both cases, the child will need to bring a doctor's note to the school office stating the rash is non-communicable before he/she may return to class.

## 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 is eliminated. A handout will be given for effective removal of lice. A re-check will be required before they can return to class.

**Ringworm**—Ringworm is a contagious itchy 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 requires antibiotics as treatment, and student may return 24 hours after antibiotics are started.

**If a student is 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.

# INTERNATIONAL STUDENTS

International students should go through the process of application and may download all necessary admissions forms on our international student page on our school website:

**Fourth Baptist Christian School website:** <http://www.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. 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.

***FBCS parents who desire to become a host family are encouraged to contact the administrator.***

## 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. The Junior class is responsible for the set up and clean up of the event. All juniors and seniors are expected to attend.

Students may attend as singles or couples. No requirement may be made (actual or intimated) that anyone must have a date. The event may be onsite or offsite. Often there is a specified location for group pictures before the event.

- A. Students may invite a non-student guest (tenth grade and above).
- B. 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 weeks 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 email 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 book bags 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. Bags found left out will be brought to the office.

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 of family and friends 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 outside 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 a locker, student permission may not be requested.

# LUNCH

Students must provide their own lunches. Hot lunch is made available every school day; **however, there is no hot lunch offered during the first week of school.**

Students have the option to purchase hot lunch at a cost of \$3 for most lunches or \$4 pizza Friday lunch (which is a fundraiser for the senior class). 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. Please note: **the hot lunch form runs from Tuesday through Monday.** Students are asked to turn in their completed lunch sheet **on MONDAYS** for the lunch sheet beginning the next day, Tuesday.

If a student needs to purchase a hot lunch for any day they have not previously signed up for, they may be put on an **“Add List”** provided the office is informed **by 10:15 a.m.** 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 and snack (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/email/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 nonfiction is required for a student to drive himself/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/email may be sent by the parent 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 students in 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, music recorders and books, 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.** These conferences are held from 12:30 p.m. to 7:00 p.m. over a Thursday and Friday, following an early dismissal (11:45a, - NO After care) from school for those two days. K4 students have no school for those two days, and conference times are available all day. Elementary parents are assigned a conference time according to their preferences. Secondary teacher conferences are held in the gymnasium, and times are not assigned. Parents meet with the teachers as they are available.

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 male 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 a replacement fee. Tuxes are to be returned promptly following the commencement concert (seniors) or graduation (everyone else).

FBCS senior high female 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 following the commencement concert (seniors) or graduation (everyone else). Please wash the dress before turning it in.

# 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

| <b><i>Annual Tuition<br/>(academic classes)</i></b> | <b><i>Athletic Fees Per Sport</i></b> | <b><i>Music Fees</i></b> |
|---|---------------------------------------|--------------------------|
| One class - \$875                                   | JH, JV and Varsity -<br>\$185/Student | Band - \$625             |
| Two classes - \$1,740                               |                                       | Choir - \$625            |
| Three classes - \$2,600                             |                                       | Handbells - \$215        |

## ***For Participation in the FBCS Sports Program, Prospective Part-Time Students Must Complete the Following Steps...***

1. Interview with the Administrator and be accepted through the application process.
2. Pay the Sports Activity Fee and \$35 Registration fee.
3. Provide the school with a sports physical clearance form and the insurance card form.
4. Submit a signed copy of the FBCS Partnership Agreement each year.
5. Take at least ONE on-site academic course (Grades 9 – 12 only. Waived for JH sports.)

***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.

## **PETS**

During carline, please keep pets in vehicles. Pets should not be on campus during school or school events. If brought to school for show and tell, the pet must be on a leash or under your full control at all times, having made previous arrangements with your child's teacher.

## **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 School Care may use the playground. Pets should not be on the playground.

## **PHOTOGRAPH USAGE OF STUDENTS & STAFF**

Unless notified by the parent or guardian, FBCS reserves the right to use school photographs of students, staff and parents/grandparents participating in various school activities in published materials such as the yearbook, website, newsletters and advertisements.

## **SCHOOL CLOSING (DUE TO WEATHER OR EMERGENCY)**

Decisions regarding school closings will be made by 6 a.m. if possible. We have an emergency calling system (ONE CALL) 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 also be posted on the FBCS website.

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. The call will be from an "800" number and will be a recorded voice message.

## **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 to this rule 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 given at the beginning of the year in the orientation packet and note the scheduled school events. Any FBCS student attending a special program must be in appropriate school attire.

## TELEPHONE USAGE

During school hours, students must obtain permission from the school office or the Administrator to use the telephone in the school office. 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 by parent request only. On occasion, a student may be allowed to make a call on their cell phone but they must make the call in the school office. (***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 replacement costs range from \$40-\$70. 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.

**Books are to be covered properly at all times.** Book covers are not to be taped to the book. Stretchy covers may not be used on paperback books unless a piece of heavy cardboard is also used to keep the book's proper shape and prevent the cover from bending. Classroom teachers may levy a modest fine each time a book is found uncovered.

**Books needing repair:** Books with ripped covers or ripped pages, pages that have fallen out or broken bindings are to be brought promptly to the school office for repair.

**Book replacement and damage fees** must be paid prior to the release of the final grades or school records. 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

- A. **CARPOOLS** – Parents are encouraged to use carpools in their area, and a carpool map is maintained in the FBCS office.
- B. **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 the upper lot – 1<sup>st</sup> row closest to the flag poles and facing the soccer field. They are not to return to their cars for any reason 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 of 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, they must 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 time.

## 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 (or money for hot 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. These visits are at the discretion of the Administrator. School rules apply to all visitors.

## WEBSITE

Parents and students are encouraged to visit the FBCS website for the school & sports calendars, Hodagrams, hot lunch schedule and teacher websites. We added a Google Sports calendar link to it on the homepage and main Warrior Athletics page. <http://www.fourthbaptistchristianschool.org>

## 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 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 if ordered by Christmas. Orders after Christmas will be \$38 (if extra books are available). Yearbooks are handed out in May.

Near the end of the school year in May, the Yearbook Advisor makes a presentation of the yearbook to the dedicatee(s). After this presentation, yearbooks are passed out to the students. If no additional yearbooks were purchased, the oldest child in the family will receive the family yearbook.

***Please note:*** Students whose school accounts are not fully paid **will not receive a yearbook** until the account is fully paid. Yearbooks will be kept in the office until the account is fully paid.

# WHAT WE BELIEVE (APPENDIX A)

## The Bible

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

<sup>1</sup> 2Tim 3:16-17

<sup>2</sup> 2Pet 1:20-21

## The Trinity

We believe in the Trinity of the Godhead; there is one God<sup>1</sup> eternally existing in three equal but distinct persons: Father, Son, and Holy Spirit.<sup>2</sup>

<sup>1</sup> Deut 6:4

<sup>2</sup> 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,<sup>1</sup> that He hears and answers prayer,<sup>2</sup> and that He saves from sin and eternal damnation all who come to Him through Jesus Christ.<sup>3</sup> We believe He has a paternal relationship to believers only.<sup>4</sup>

<sup>1</sup> Dan 2:21; 4:17

<sup>2</sup> Jn 15:16;

<sup>3</sup> Jn 6:44; 3:16, 18

<sup>4</sup> Rom 8:15; Jn 8:41-44

## God the Son

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

<sup>1</sup> Jn 3:16

<sup>2</sup> Mt 1:23

<sup>3</sup> 1Pet 2:21-22

<sup>4</sup> 1Cor 15:3-4

<sup>5</sup> Acts 1:9

<sup>6</sup> Heb 7:25

<sup>7</sup> 1Thes 4:13-18

<sup>8</sup> Rev 19:11-16; 3:10; 20:1-6

## God the Holy Spirit

We believe in the personality and deity of the Holy Spirit<sup>1</sup> Who convicts,<sup>2</sup> regenerates,<sup>3</sup> baptizes,<sup>4</sup> indwells,<sup>5</sup> seals,<sup>6</sup> and fills.<sup>7</sup> We believe Spirit baptism takes place at the time of regeneration<sup>8</sup> and that the filling of the Spirit is manifested by the fruits of the Spirit rather than by any specific spiritual gift.<sup>9</sup>

<sup>1</sup> Acts 5:3-4

<sup>2</sup> Jn 16:8-11; 14:26

<sup>3</sup> Tit 3:5

<sup>4</sup> 1Cor 2:12-13

<sup>5</sup> 1Cor 6:19-20

<sup>6</sup> Eph 1:13

<sup>7</sup> Acts 4:31; Eph 5

<sup>8</sup> cf. Acts 10:44-47; 11:16

<sup>9</sup> 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.<sup>1</sup>

<sup>1</sup> Gen 1, 2; Col 1:15-17; Jn 1:3

## Spirit Beings

We believe that God created an innumerable company of sinless spirit beings.<sup>1</sup> 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.<sup>2</sup> 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.<sup>3</sup>

<sup>1</sup> Col 1:16; Heb 12:22

<sup>2</sup> Ezek 28:12-17; Rev 12:7-9

<sup>3</sup> 2Cor 4:3-4; Eph 2:1-2; Rev 20:10; Mt 25:41

## Mankind

We believe that all men are sinners by nature<sup>1</sup> and under the condemnation of God.<sup>2</sup> 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.<sup>3</sup> We believe regeneration is the irrevocable act of God, thus securing the believer for all eternity.<sup>4</sup> We believe the Bible does not teach that God created any person for the purpose of condemnation.<sup>5</sup>

<sup>1</sup> Eph 2:3; Rom 3:9-20; 5:12

<sup>5</sup> Jn 3:16; 2Pet 3:9

<sup>2</sup> Jn 3:18, 36

<sup>4</sup> Rom 8:35-39; Jn 10:28-29

<sup>3</sup> 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.<sup>1</sup> We believe that God disapproves of and forbids any attempt to alter one's gender.<sup>2</sup> We believe that the only legitimate marriage is the joining of one man and one woman.<sup>3</sup>

<sup>1</sup> 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

<sup>2</sup> Gen 1:26-28; Deut 22:5

<sup>3</sup> 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 presence<sup>1</sup> 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 glory.<sup>2</sup> 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 power<sup>3</sup>.

<sup>1</sup> 2Cor 5:8; Phil 1:23

<sup>2</sup> 2Cor 5:10; 1Cor 3:11-15; 1Thes 4:13-18

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

## The Church

We believe in the Church,<sup>1</sup> a living spiritual body of which Christ is the head<sup>2</sup> and of which all regenerated people are members.<sup>3</sup> We believe that a local church is a company of believers in Jesus Christ,<sup>4</sup> baptized on an acceptable confession of faith,<sup>5</sup> associated for worship, work, and fellowship,<sup>6</sup> and having two offices: pastor and deacon.<sup>7</sup> 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,<sup>8</sup> and that God has laid upon these churches the task of witnessing to a lost world to accept Jesus Christ as Savior<sup>9</sup> and of building up the saints in the faith once for all delivered.<sup>10</sup> We believe that human betterment and social improvements are the inevitable by-products of the Gospel and edification.<sup>11</sup>

<sup>1</sup> Mt 16:18

<sup>4</sup> Acts 2:41-42

<sup>7</sup> Phil 1:1

<sup>10</sup> Eph 4:7, 11-16; Jude 3

<sup>2</sup> Eph 1:22; Col 1:16; Eph 4:15; 5:23

<sup>5</sup> Acts 10:47-48

<sup>8</sup> Mt 16:16-20; 1Cor 11:23-26

<sup>11</sup> Eph 2:10; Gal 5:22-23

<sup>3</sup> 1Cor 12:12-13; Eph 5:30

<sup>6</sup> Acts 2:42; Heb 10:25

<sup>9</sup> Acts 1:8; Mt 28:18-20

## 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 troublemaker, the disorderly, and the immoral brother (2Thess 3:6, 14-15; Rom 16:17; 1Cor 5:11; Tit 3:10).

# FACULTY/OFFICE STAFF DIRECTORY (APPENDIX B)

| ADMINISTRATION  | OFFICE PERSONNEL  |
|---|---|
| <p><b>Dr. Matt Morrell</b> – President<br/>Senior Pastor, Fourth Baptist Church<br/>D.Min., Northland International University<br/>M.Div., Central Baptist Theological Seminary<br/>BA, Northland Baptist Bible College<br/>email: <a href="mailto:mmorrell@fourthbaptist.org">mmorrell@fourthbaptist.org</a></p> | <p><b>Miss Mary Wickham</b> – Administrative Secretary<br/>Admissions, General Office Duties<br/>BS, Pillsbury Baptist Bible College<br/>Diploma, Springfield Baptist Bible College<br/>School Office Experience – 40 years<br/>email: <a href="mailto:mwickham@fourthbaptist.org">mwickham@fourthbaptist.org</a></p> |
| <p><b>Mr. Alan Hodak</b> – Administrator<br/>MM, Northland International University<br/>BS, Arizona State University<br/>Christian School Admin. Experience – 30 years<br/>Teaching Experience – 33 years<br/>email: <a href="mailto:ahodak@fourthbaptist.org">ahodak@fourthbaptist.org</a></p>                   | <p><b>Mrs. Alison French</b> – Administrative Assistant<br/>Publications, Website<br/>BS, Bob Jones University<br/>Office Experience – 16 years<br/>email: <a href="mailto:afrench@fourthbaptist.org">afrench@fourthbaptist.org</a></p>   |
| <p><b>Mr. Andrew Broere</b> – Assistant Administrator<br/>MA, Concordia University<br/>BS, Maranatha Baptist University<br/>Christian School Teaching/Administrative Experience – 15 years<br/>email: <a href="mailto:abroere@fourthbaptist.org">abroere@fourthbaptist.org</a></p>                                | <p><b>Miss Anneliese Anderson</b> – Administrative Assistant<br/>Gradelink, General Office Duties<br/>BS, Maranatha Baptist University<br/>Office Experience – 1 year<br/>email: <a href="mailto:aanderson@fourthbaptist.org">aanderson@fourthbaptist.org</a></p>   |
| <p><b>Mrs. Melody Bruffey</b> – Accreditation &amp; Curriculum<br/>Coordinator<br/>M.Ed, Bob Jones University<br/>BS, Liberty University<br/>Teaching Experience – 25 years<br/>Administrative Experience – 4 years<br/>email: <a href="mailto:mhbruffey@fourthbaptist.org">mhbruffey@fourthbaptist.org</a></p>   | <h2 style="margin: 0;">SPECIAL ED/RESOURCE ROOM</h2>  |
|   | <p><b>Miss Lydia Hodak</b><br/>MA in Special Education, Bethel University<br/>BS, Northland International University<br/>Teaching Experience – 7 years<br/>email: <a href="mailto:lhodak@fourthbaptist.org">lhodak@fourthbaptist.org</a></p>  |
| ELEMENTARY FACULTY (BY GRADE)   |   |
| <p><b>K4 – 5 day class</b><br/><b>Miss Hannah Seest</b> – <a href="mailto:hseest@fourthbaptist.org">hseest@fourthbaptist.org</a><br/>M.Ed, Maranatha Baptist University<br/>BS, Maranatha Baptist University<br/>Teaching Experience – 3 years</p>  | <p><b>Third Grade</b><br/><b>Mrs. Jody Faithfull</b> – <a href="mailto:jfaithfull@fourthbaptist.org">jfaithfull@fourthbaptist.org</a><br/>BS, Pillsbury Baptist Bible College<br/>Teaching Experience – 7 years</p>   |
| <p><b>K4 – 3 day class</b><br/><b>Mrs. Shannon Armstrong</b> – <a href="mailto:sarmstrong@fourthbaptist.org">sarmstrong@fourthbaptist.org</a><br/>AA, Bob Jones University<br/>Teaching Experience – 4 years</p>  | <p><b>Fourth Grade</b><br/><b>Mrs. Kris Gustafson</b> – <a href="mailto:kgustafson@fourthbaptist.org">kgustafson@fourthbaptist.org</a><br/>BS, Bethel University<br/>Teaching Experience – 6 years</p>  |
| <p><b>Kindergarten (K5)</b><br/><b>Mrs. Julie Roman</b> – <a href="mailto:jroman@fourthbaptist.org">jroman@fourthbaptist.org</a><br/>BS, St. Cloud State University<br/>Teaching Experience – 13 years</p>  | <p><b>Fifth Grade</b><br/><b>Mrs. Deborah Leith</b> – <a href="mailto:dleith@fourthbaptist.org">dleith@fourthbaptist.org</a><br/>BS, Pillsbury Baptist Bible College<br/>Teaching Experience – 15 years</p>   |
| <p><b>First Grade</b><br/><b>Mrs. Kaycee Leanger</b> – <a href="mailto:kleanger@fourthbaptist.org">kleanger@fourthbaptist.org</a><br/>BS, North Central University<br/>Teaching Experience – 2 years</p>  | <p><b>Sixth Grade</b><br/><b>Mrs. Shannon Fure</b> – <a href="mailto:sfure@fourthbaptist.org">sfure@fourthbaptist.org</a><br/>BS, Crown College, Knoxville, TN<br/>Teaching Experience – 6 years</p>  |
| <p><b>Second Grade</b><br/><b>Mrs. Diane Davis</b> – <a href="mailto:ddavis@fourthbaptist.org">ddavis@fourthbaptist.org</a><br/>BS, Pillsbury Baptist Bible College<br/>Teaching Experience – 29 years</p>  | <p><b>Music/Spanish</b><br/><b>Miss Annelies Harmon</b> – <a href="mailto:aharmon@fourthbaptist.org">aharmon@fourthbaptist.org</a><br/>MA in Music Education, University of St. Thomas<br/>BS, Maranatha Baptist University<br/>Teaching Experience – 7 years</p>   |

| <b>FULL-TIME SECONDARY FACULTY (IN ALPHABETICAL ORDER BY LAST NAME)</b>  |   |
|--|---|
| <p><b>Mrs. Stefanie Broere – 7<sup>th</sup> Grade Class Advisor, 7 English/Lit, 8 Earth Science, 8 World Studies, Health, 12 Speech, Mock Trial</b><br/>           BS, Maranatha Baptist University<br/>           Teaching Experience – 5 years<br/>           email: <a href="mailto:sbroere@fourthbaptist.org">sbroere@fourthbaptist.org</a></p>                      | <p><b>Mrs. Melody Bruffey – Accreditation &amp; Curriculum Coordinator, Junior Class Advisor, 8 English/Literature, Algebra ½, Consumer Math, Yearbook Advisor</b><br/>           M.Ed, Bob Jones University<br/>           BS, Liberty University<br/>           Teaching Experience – 25 years<br/>           email: <a href="mailto:mhbruffey@fourthbaptist.org">mhbruffey@fourthbaptist.org</a></p> |
| <p><b>Mrs. Heidi Caasi – ESL Classes &amp; Services</b><br/>           MA, Hamline University (in ESL)<br/>           BA, Thomas Edison State University<br/>           Teaching experience – 5 years<br/>           email: <a href="mailto:hcaasi@fourthbaptist.org">hcaasi@fourthbaptist.org</a></p>   | <p><b>Mrs. Beth Hank – 8<sup>th</sup> Grade Class Advisor Math (Algebra I &amp; II, Geometry, GTA3–Advanced Math, Calculus)</b><br/>           BS, Maranatha Baptist University<br/>           Teaching Experience – 13 years<br/>           email: <a href="mailto:bhank@fourthbaptist.org">bhank@fourthbaptist.org</a></p>  |
| <p><b>Mr. Levi Kolwinska –Music Director, Band, Choir, Handbells Sophomore Class Advisor</b><br/>           MA in Music Ed., Vandercook College of Music<br/>           BS, Maranatha Baptist University<br/>           Teaching Experience – 19 years<br/>           email: <a href="mailto:lkolwinska@fourthbaptist.org">lkolwinska@fourthbaptist.org</a></p>          | <p><b>Mr. Mark Monroe – Freshman Class Advisor 7 American Republic, 9 Geography, 10 U.S. History, 11 World History, 12 Government &amp; Economics</b><br/>           BS, Bob Jones University<br/>           Teaching Experience – 34 years<br/>           email: <a href="mailto:mmonroe@fourthbaptist.org">mmonroe@fourthbaptist.org</a></p>  |
| <p><b>Mrs. Jojo Wilkes – Senior Class Advisor, 7 Life Science, 9-10 English/Literature, 11-12 British Literature</b><br/>           BS, Faith Baptist Bible College<br/>           Teaching Experience – 4 years<br/>           email: <a href="mailto:jwilkes@fourthbaptist.org">jwilkes@fourthbaptist.org</a></p>  | <p><b>Mr. Marcus Wilkes – 9 Bible, Athletic Director</b><br/>           Completing BS through Liberty University<br/>           Teaching Experience – 2 years<br/>           email: <a href="mailto:mwilkes@fourthbaptist.org">mwilkes@fourthbaptist.org</a></p>  |
| <b>PART-TIME SECONDARY FACULTY (IN ALPHABETICAL ORDER BY LAST NAME)</b>  |   |
| <p><b>Mr. Andrew Broere – 6 Math, 10-12 Bible</b><br/>           MA, Concordia University, Chicago<br/>           BS, Maranatha Baptist University<br/>           Teaching/Administrative Experience – 15 years<br/>           email: <a href="mailto:abroere@fourthbaptist.org">abroere@fourthbaptist.org</a></p>   | <p><b>Mr. Matthew Bruffey – Physics, 7-8 Computer, IT support</b><br/>           BS, University of Minnesota<br/>           Teaching Experience – 2 years<br/>           email: <a href="mailto:mattadmin@fourthbaptist.org">mattadmin@fourthbaptist.org</a></p>  |
| <p><b>Mr. Ben Coulson – Woodworking</b><br/>           MA, Central Baptist Seminary<br/>           BS, Northland International University<br/>           Teaching Experience – 4 years<br/>           email: <a href="mailto:bcoulson@fourthbaptist.org">bcoulson@fourthbaptist.org</a></p>  | <p><b>Miss Annelies Harmon – Silver and Gold Handbells</b><br/>           MA in Music Education, University of St. Thomas<br/>           BS, Maranatha Baptist University<br/>           Teaching Experience – 7 years<br/>           email: <a href="mailto:aharmon@fourthbaptist.org">aharmon@fourthbaptist.org</a></p>   |
| <p><b>Mrs. Holly Hernandez – Spanish I &amp; II</b><br/>           MA in Bilingual Secondary Education, Loyola Marymount, MA<br/>           BA, University of California, Los Angeles<br/>           Teaching Experience – 10 years<br/>           e-mail: <a href="mailto:hhernandez@fourthbaptist.org">hhernandez@fourthbaptist.org</a></p>                            | <p><b>Mrs. Allyson Hodak – 7-8 Bible, Hot Lunch Coordinator</b><br/>           BA, Arizona State University<br/>           Teaching/Administrative Experience – 12 years<br/>           email: <a href="mailto:amhodak@fourthbaptist.org">amhodak@fourthbaptist.org</a></p>   |
| <p><b>Mr. Jim Hunter – Honors Program FBBC Bible Classes</b><br/>           Th.M., Central Baptist Theological Seminary<br/>           M.Div., Central Baptist Theological Seminary<br/>           BS, Tufts University<br/>           Teaching Experience – 30 years<br/>           email: <a href="mailto:jhunter@fourthbaptist.org">jhunter@fourthbaptist.org</a></p> | <p><b>Mrs. Cheryl Macalus – Art</b><br/>           BS, Mankato State University<br/>           Teaching Experience – 28 years<br/>           email: <a href="mailto:cmacalus@fourthbaptist.org">cmacalus@fourthbaptist.org</a></p>  |
| <p><b>Mrs. Lara Mendoza – SH Science (Physical, Biology, Chemistry)</b><br/>           BS, University of Arkansas<br/>           Teaching Experience – 2 years<br/>           email: <a href="mailto:lmendoza@fourthbaptist.org">lmendoza@fourthbaptist.org</a></p>  | <p><b>Mrs. Amie Steinhart – Home Economics/Life Skills</b><br/>           BS, Pensacola Christian College<br/>           Teaching Experience – 17 years<br/>           email: <a href="mailto:asteinhart@fourthbaptist.org">asteinhart@fourthbaptist.org</a></p>  |

# SCHOOL CALENDAR (APPENDIX C)

Please note that this calendar, while we attempt to have everything as finalized as possible for the start of the year, is still subject to change.

## Fourth Baptist Christian School Calendar of Events 2019-20

|                                      |  |
|--------------------------------------|--|
| Mon.- Fri., Jun. 17-21               | Basketball Sports Camps @ FBCS                                   |
| <b>Mon., Jul. 1</b>                  | <b>PSEO Online Application Deadline (Fall '19)</b>               |
| Mon.- Fri., Aug. 5-9                 | Volleyball/Soccer Sports Camps @ FBCS                            |
| Mon., Aug. 12                        | Volleyball/Soccer pre-season begins                              |
| Mon. -Thurs., Aug. 19-22             | Teacher In-Service   |
| Wed., Aug. 21                        | Varsity Athletic forms due!                                      |
| <b>Thurs., Aug. 22 (6:00pm)</b>      | <b>Parent/Student Athlete Meeting in Aud.</b>                    |
| <b>Thurs., Aug. 22 (7:00pm)</b>      | <b>Parent/Student Orientation in Aud.</b>                        |
| Fri., Aug. 23                        | Rosemount Jamboree (Varsity SO/VB)                               |
| <b>Mon., Aug. 26 (8:30am)</b>        | <b>FIRST DAY OF SCHOOL!</b>                                      |
| <b>Thurs., Aug. 28</b>               | <b>PSEO Fall Semester Begins</b>                                 |
| <b>Mon., Sept. 2</b>                 | <b>NO SCHOOL/Labor Day Holiday</b>                               |
| Tues.- Thurs., Sept. 3-5             | 7 <sup>th</sup> -12 <sup>th</sup> Kick-Off Retreat @ IRBC        |
| <b>Wed., Sept. 11</b>                | <b>PSEO Drop Class Deadline</b>                                  |
| <b>Mon., Sept. 16 (8:30am-lunch)</b> | <b>FBCS Sports Walk (Gr. 6-12)</b>                               |
| <b>Mon., Sept. 23 (8:30am)</b>       | <b>Lifetouch School Portrait Day!</b>                            |
| Wed., Sept. 25 (7:45am)              | "See You at the Pole"  |
| Thurs.– Sat., Sept. 26-28            | FBBC Soccer/Volleyball Tournament (Ankeny, IA)                   |
| *Fri. Sept. 27                       | Progress Report period ends (24 days)                            |
| Tues., Oct. 1                        | Senior Pictures & Lunch  |
| <b>Wed.– Fri., Oct. 2-4</b>          | <b>NO SCHOOL/Teacher Convention in MI</b>                        |
| *Mon., Oct. 7                        | Progress Reports go home   |
| Sat., Oct. 12                        | VB SpikeFest! and Soccer games                                   |
| Wed., Oct. 16 (8:30am-11:45am)       | PSAT testing (juniors & sophomores)                              |
| Fri., Oct. 18 (8:30am–lunch)         | Grandparents' & Parents' Day!                                    |
| Mon., Oct. 21 (8:30am)               | SCHOOL Portrait Retake Day                                       |
| Thurs.- Sat., Oct. 24-26             | MACS State SO/VB Tourney @ Rosemount                             |
| *Fri., Oct. 25                       | 1st Quarter Ends (42 days)                                       |
| *Mon., Oct. 28                       | 2nd Quarter Begins   |
| Mon., Oct. 28 – Sat., Nov. 9         | Driver's Ed Classes – after school (None on 11/1)                |
| Thurs., Oct. 31 (6:00pm)             | Fall Sports Awards Night in Gym (All SO/VB teams)                |
| Fri., Nov. 1 (9:00am–8:00pm)         | MACS Choir Festival @ FBCS – includes concert (NO Dr. Ed. Class) |
| <b>Thurs.- Fri., Nov. 7-8</b>        | <b>Required Parent/Teacher Conferences (ALL)</b>                 |
| **Thurs., Nov. 7 (11:45am)           | <b>Early Dismissal -- NO ASC -- P/T Conf. 12:30pm - 7pm</b>      |
| **Fri., Nov. 8                       | <b>NO SCHOOL -- P/T Conf. 11am - 7pm</b>                         |
| <b>Thurs.- Fri., Nov. 7-8</b>        | Christian Book Fair in Library during conferences                |
| <b>Fri., Nov. 8</b>                  | <b>PSEO Class Withdrawal Deadline</b>                            |
| Mon., Nov. 11                        | Warrior Basketball Pre-Season begins                             |
| Wed., Nov. 13 (3:00pm)               | Driver's Permit Testing on-site (potential)                      |
| <b>Fri., Nov. 15</b>                 | <b>PSEO Online Application Deadline (Spring '20)</b>             |

**Mon., Nov. 18**

Fri.- Sat., Nov. 22-23

Fri., Nov. 22 (3 - 8pm)

Wed., Nov. 27 (10:00am)

**Wed., Nov. 27 (11:45am)**

\*Wed., Nov. 27

**Thurs.- Fri., Nov. 28-29**

Wed., Dec. 4 (10:30am)

\*Fri., Dec. 6

Fri., Dec. 6 (7:00pm)

Fri., Dec. 13 (5:00pm)

Wed., Dec. 18 (all-day)

Sat., Dec. 21 (10am - 6pm)

**Mon., Dec. 23–Fri., Jan. 3**

**PSEO Course Registration Opens (Spring '20)**

JV Basketball Tournament @ Chisago

Cub Bagging Fundraiser – Hwy 169 & Rockford Rd location

Elementary Heritage Day Presentations in Auditorium

**Early Dismissal -- NO After School Care**

[Progress Report period ends \(22 days\)](#)

**NO SCHOOL/Thanksgiving Vacation**

FBCS Christmas Chapel (K-12)

[Progress Reports go home](#)

FBCS All School Christmas Concert

Senior Class Family Fundraiser Night – Gymnasium

SH Music Ministry Day (all-day off-site)

Cub Bagging Fundraiser – Hwy 169 & Rockford Rd location

**NO SCHOOL/Christmas Break**

## After Christmas Break:

**Mon., Jan. 6 (8:30am)**

\*Fri., Jan. 10

\*Mon., Jan. 13

**Mon., Jan. 13**

Fri., Jan. 17

**Mon., Jan. 20**

Thurs.– Sat., Jan. 23-25

**Mon., Jan. 27**

Mon. - Fri., Jan. 27-31

Fri., Jan. 31

Mon., Feb. 3 - Fri., Feb. 26

Fri. - Sat., Feb. 7-8

Thurs., Feb. 13 (7:30am- 3:30pm)

\*Fri., Feb. 14

**Mon., Feb. 17**

**Mon., Feb. 17**

\*Fri., Feb. 21

Thurs.- Sat., Feb. 27-29

**Fri., Feb. 28**

Fri., Mar. 6 (7:30am - 5:30pm)

Tues., Mar. 10 (6:00pm)

Thurs., Mar. 12 (6:00pm)

Thurs., Mar. 12 (7-8:30pm)

\*Fri., Mar. 13

**Mon.– Fri., Mar. 16-20**

## SCHOOL RESUMES

[2nd Quarter Ends \(42 days\)/1st Sem. Ends \(84 days\)](#)

[3rd Quarter Begins/2nd Semester Begins](#)

**PSEO Spring Semester Begins**

Report Cards go home

**NO SCHOOL/Martin Luther King, Jr. Day**

FBBC Basketball Tournament (Ankeny, IA)

**PSEO Drop Class Deadline**

FBCS Warrior Spirit Week!

Warrior Homecoming Games @ FBCS vs. Rosemount

Reenrollment Period for School Year 2020-21

FBC Youth Winter Weekend (Gr. 7-12)

MACS Speech/Bible Festival @Woodcrest

[Progress Report period ends \(24 days\)](#)

**NO SCHOOL/President's Day**

**PSEO Class Withdrawal Deadline**

[Progress Reports go home](#)

MACS State Basketball Tournament @FBCS

**NO SCHOOL/MACS Basketball Tournament**

JH Fine Arts Festival @ Rosemount

JH Winter Sports Awards Night (Basketball)

JV/Varsity Winter Sports Awards Night (Basketball)

Secondary History Fair

[3rd Quarter Ends \(42 days\)](#)

**NO SCHOOL/Spring Break**

## After Spring Break:

Mon.– Wed., Mar. 23-25

[\\*Mon., Mar. 23](#)

[\\*Fri., Mar. 27](#)

Thurs., Apr. 2 (1:00pm)

**Fri., Apr. 3 (All day)**

Mon., Apr. 6

Tues., Apr. 7 (7:00pm)

**Fri., Apr. 10**

Fri., Apr. 17 (9am-lunch)

Fri., Apr. 17 (12-1pm)

Fri., Apr. 17 (1:30pm)

Fri.- Fri., Apr. 17-24

Mon.- Thur., Apr. 20-23

[\\*Fri., Apr. 24](#)

Mon., - Fri., Apr. 27 - May 1

Thurs., April 30 (3:00-10:00pm)

Fri., May 1 (7:00pm)

Fri., May 1

[\\*Fri., May 1](#)

Fri., May 15

**Fri., May 15**

Sat., May 16 (5-7:30pm)

Thurs., May 21 (7:00pm)

Fri., May 22

Fri., May 22 (7:00pm)

Fri., May 22 - Fri., May 29

**Mon., May 25**

Tues., May 26 (7:00pm)

**Fri., May 29**

[\\*Fri., May 29](#)

[\\*Fri., June 5](#)

Missions Conference at FBC/FBCS

[4th Quarter Begins](#)

[Report Cards go home](#)

MACS Fine Arts Chapel

**NO SCHOOL/MACS Fine Arts Festival @FBCS**

Lifetouch Spring Portraits

Kindergarten Open House

**NO SCHOOL/Good Friday**

Elem. Spelling Bee & Open House (Gr. 1—6)

K4/K5 Informance (Interactive Music Class)

Elementary Spring Concert (Gr. 1—6)

Senior Trip to “The Wilds of NC”

Achievement Testing (Gr. K5-11)

[Progress Report Period Ends \(24 days\)](#)

The Academy of the Arts Drama Week

Drama Dress Rehearsal Night (required for all participants)

Drama Performance Night

JH MACS Track Meet @ Granite City (potential)

[Progress reports go home](#)

JH Track and Field Day @ FBCS

**All tuition payments due**

Junior/Senior Banquet

Grades 7-12 Spring Concert

Last Day for Seniors & K4/K5 students

Class of 2020 Commencement & Reception

Final Exams (Grades 7—11)

**NO SCHOOL/Memorial Day**

Kindergarten Graduation (K5)

**Last Day of SCHOOL!**

[4th Quarter Ends \(48 days\)/2nd Sem. Ends \(90 days\)](#)

[Report Cards Go Home \(174 school days total\)](#)

