

# **2023-24 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,

A handwritten signature in black ink that reads "Andrew Broere".

Mr. Andrew Broere  
*Head of School*



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# ABOUT FBCS

## A. 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.

## B. 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.

## C. 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.

## D. 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.

## E. STATEMENT OF FAITH

We believe and teach these basic principles:

1. The Bible is the Word of God, inspired by the Holy Spirit, and our rule of faith and life.
2. There is one living and true God, eternally existing in three persons, Father, Son and Holy Spirit.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

## F. 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.*)

# ADMISSIONS POLICIES AND PROCEDURES

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 Head of School (Mr. Broere) 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, Head of School (Mr. Broere), 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.

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.

## A. ENROLLMENT STEPS

The Administration has established enrollment policy and procedures.

### **Enrollment steps include:**

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

**Upon completing this enrollment procedure:**

1. Parents will be asked to complete the following forms:
  - a) Request for records from previous school
  - b) Emergency Contact form
  - c) Authorization to administer medication
  - d) Parent/Student Handbook (Partnership) Agreement
2. Parents will need to submit the following items before entrance can be authorized:
  - e) Photocopy of birth certificate
  - f) Proof of immunizations or notarized exemption form
  - g) Payment of the application fee
3. Notification of acceptance or rejection will be given.

**Upon acceptance:**

1. Copies of any legal documents describing custody arrangements in the case of a divorced situation must be submitted to the school office.
2. 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.)
3. The Emergency Contact form, Medicine Authorization form, Signed Parent/Student/School Partnership Agreement, Birth Certificate and Immunization Records must be turned in before the student begins school, or be brought in the first week of attendance.

## **B. REENROLLMENT PROCESS**

Reenrollment begins early February for continuing students. A letter and reenrollment form is sent home at that time, and parents are notified of re-enrollment fees and tuition costs for the upcoming year. We ask that a \$50 deposit be made at that time to reserve class roster position. The remainder of the registration fee is due June 15<sup>th</sup>.

If there are any changes in contact information (address, phone, email), please include that information with the reenrollment 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.

## **C. HEALTH & IMMUNIZATION REQUIREMENTS**

The Minnesota Department of Health has established requirements for health records which schools must maintain for all students. School physical is required for all students entering kindergarten, and immunization records, or exemption form signed and witnessed by a notary public, are required for all students.

## D. 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:

<http://www.fourthbaptistchristianschool.org/international-students/>

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 are 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.***

## E. 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 Head of School (Mr. Broere), 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.

### **For Participation in the FBCS Sports Program: prospective Part-Time Students must complete the following steps...**

1. Interview with the Head of School (Mr. Broere) 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 Parent/Administration Partnership Agreement each year.
5. Take at least ONE on-site academic course (Grades 9–12 only. Waived for JH sports.)

**Fees:** (See Part-time Student Fees in the FINANCIAL section)

**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.

## FINANCIAL INFORMATION

### A. 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 Mr. Broere, Head of School.

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.

### B. TUITION 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.) Sorry, but we do not accept credit cards.

**All tuition must be paid in full by May 15, 2023.** (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

### C. TUITION RATES

Grade	Tuition Rate	Tuition FBC Member Rate*
Senior High (Grades 9-12)	\$6,730 per year	\$6,350 per year
Junior High (Grades 7-8)	\$6,530 per year	\$6,150 per year
Elementary (Grades 1-6)	\$5,750 per year	\$5,350 per year
M thru F Kindergarten (K/4 & K/5)	\$5,750 per year	\$5,350 per year
M,W,F Kindergarten (K/4 & K/5)	\$4,950 per year	\$4,500 per year

1. **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.
2. **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 with a money order or cash.

## D. TUITION DISCOUNTS

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

## E. STUDENT WITHDRAWALS & PRORATED TUITION

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 must be at least one week in advance. When a student is withdrawn, the payment of tuition will be charged through the date of withdrawal. If a student withdraws, pre-paid tuition will be prorated weekly.

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.

## F. FEES

1. **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.

2. **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. This amount will be prorated if the student withdraws during the school year, only prepaid months will be refunded.
3. **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 if the student withdraws during the school year.

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:

- a) Lunch juice and milk
  - b) School insurance (secondary coverage up to \$500 per occurrence)
  - c) Field trip transportation costs
  - d) Consumable materials such as workbooks and teacher-generated handouts
  - e) Updates to curriculum
  - f) Student textbook rental
  - g) Membership in the Minnesota Association of Christian Schools (MACS) and the American Association of Christian Schools (AACS)
4. **Course Fees** - All course fees for secondary classes are due with the October 15 payment unless otherwise stated. Fees are invoiced on the school account.

Description	Amount
Art/Woodshop	\$30 Lab Fee (9th hr. electives) <i>plus supplies</i>
Ignitia online Course Fees	Cost varies (\$40+)
Honors Bible – (Jrs./Srs.) FBBC Bible college course credit	\$375/ 3-credit class per semester (\$125/credit)

5. **Miscellaneous Fees** – Fees are invoiced on the school account.

Description	Amount
MACS Fine Arts Festival Fee	\$10 / student (Grades 7 – 12)
Tux Cleaning Fee	\$10 / Senior High music student (boys)
Graduation (Kindergarten)	\$10 / graduate (due April 15)
Graduation (Senior)	\$50 / graduate (due April 15)



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

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

**7. Athletic Fees (Full-Time Students)** – invoiced on the school account.

Junior High Sports (Gr. 6 – 8)	\$135.00 per sport*
JV/Varsity Sports	\$160.00 per sport*

\*All secondary student athletes must participate in the Sportswalk fundraising activity raising at least \$50 personally in lieu of an annual \$50 addition to their sports fee(s). Refund Policy: There are no refunds for sports fees if the activity is dropped.

Athletic Fees due dates – Fall Sports fees due October 15; Winter Sports fees due December 15; Spring Sports fees due April 15. Fees are invoiced on the school account.

**8. Part Time Student Course/Athletic Participation Fees**

Application & Assessment Fee .....\$35  
 Registration Fee .....\$35 (includes student insurance & MACS student fees)  
 Book Rental .....\$50 per academic class

<b>Annual Tuition (academic classes)</b>	<b>Athletic Fees Per Sport</b>	<b>Music Fees</b>
One class - \$950	JH, JV and Varsity - \$200/Student	Band - \$675
Two classes - \$1,850		Choir - \$675
Three classes - \$2,750		Handbells - \$275

# ACADEMICS

## A. 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.

## B. 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		

## C. ACADEMIC REPORTS

1. **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.
2. **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 Report cards Gradelink should be directed to Mrs. Sarah Stephens.
3. **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 at the end of this handbook Appendix B section titled STAFF DIRECTORY.*

## D. ACADEMIC & ATTENDANCE AWARDS

1. **All "A" Honor Roll** - All courses except physical education (secondary) and handwriting (elementary) must receive 94% or above.
2. **"A" Average 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.
3. **"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%.
4. **Honor Roll Eligibility** - Students in grades 1-12 will be eligible for these awards.
5. **Elementary 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.

## E. SENIOR AWARDS

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

## F. MEMORIZATION & BOOK REPORTS

1. **Bible Verses:** Weekly Bible memory verses are required at every grade level. The New King James Version is used for memory purposes.
2. **Poems:** 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.
3. **Book Reports:** 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.

For Elementary Students: all book reports and poems are due on the last class day of each month, unless the teacher specifies a different due date.

For Secondary Students: 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.**

## G. 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.

### 1. 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.

### 2. 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 need to be current on Thursday. Students who are present for the review for a test but are absent on an intervening day may, at the teacher's discretion, be required to take the test on time. Note: Any assignments covering more than a week should fall under the non-daily assignments category. Exceptions may be granted by the administration as deemed appropriate (for example, a student is very ill and has a doctor's note). Non-daily late work 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.

### 3. Late Work & Make-Up Work Policies for Secondary Students (Gr. 7-12)

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.

### 4. 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.

#### **5. Missing Work Due to Illness:**

- a) 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).
- b) Student must provide a resource teacher with complete lists of missing work. The resource teacher 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.
- c) Student will be expected to keep up with current classroom work (unless plan indicates otherwise)
- d) Student will stay after school until 4:15 each day until all work is made up

#### **6. Tardies, Unprepared for Class (Secondary Students)**

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

### **H. TEXTBOOKS AND LIBRARY BOOKS**

- 1. **Textbooks remain the property of the school.** 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. Workbooks may or may not be written in; the teacher books are not to be left outside or in the hallways at any time. Students are asked to take care with their backpacks, as dropping or throwing them can have a detrimental effect upon textbooks.
- 2. **Textbooks are very expensive.** 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. Teachers will assess small wear and tear fines of \$1-\$5 at the end of the school year for textbooks or music requiring extra care to bring them back to usable condition.
- 3. **Books are to be always covered properly.** 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.
- 4. **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.

5. **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.

## I. STUDENTS TRANSFERRING IN

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. In most cases, testing will be done to determine academic class placement.

## J. HIGH SCHOOL 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.

## K. ACADEMIC CREDIT REQUIREMENT FOR GRADUATION

Senior high classes are credited by semester. Senior high students who receive a semester grade below 70% will not receive credit for that semester, and will be required to retake the class if it is necessary for 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 required to attend commencement exercises unless approval is given by the Head of School (Mr. Broere) or they are excluded for disciplinary reasons.

## L. DROPPING AND ADDING ELECTIVES

Students may drop or add an elective course with permission from their parents and the Head of School. Students are obligated to continue in the originally scheduled course pattern until the request for change has been approved. 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.

## M. 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. PSEO students 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 Head of School (Mr. Broere) prior to August 1<sup>st</sup> for the upcoming school year. (The University of Northwestern, St. Paul (UNWSP) PSEO courses have an earlier deadline than August 1st – see chart on next page). The PSEO calendar is also located on our website.

All dual enrollment courses must be taken at FBCS through an approved college.

Any questions about PSEO should be directed to the designated school Guidance Counselor, Mrs. Stefanie Broere.

PSEO students may bring their personal laptop to school to use during their designated PSEO class hours to do PSEO coursework.

Note the Calendar below for PSEO through the University of Northwestern, St. Paul (UNWSP)

### **Fall '23 Semester:**

- Application opens on January 23, 2023
- Fall 2023 Course registration opens April 10, 2023
- Fill out MN PSEO Form and return to Guidance Counselor: May 1, 2023
- Email to Guidance Counselor which classes you are taking: August 5, 2023
- PSEO online application deadline: August 15, 2023
- Semester dates: August 30, 2023-December 22, 2023
- Last day to drop/add a course: September 13, 2023
- Last day to withdraw from a course: November 10, 2023

### **Spring '24 Semester:**

- Application opens on July 16, 2023
- Spring 2024 Course registration opens November 13, 2023
- Fill out MN PSEO Form and return to Guidance Counselor: November 15, 2023
- Email to Guidance Counselor which classes you are taking: December 5, 2023
- PSEO online application deadline: December 15, 2023
- Semester dates: January 16, 2024 – May 16, 2024
- Last day to drop/add a course: January 29, 2024
- Last day to withdraw from a course: April 7, 2024

(Find more information at <https://unwsp.edu/admissions/pseo-early-college>)

## **N. RETENTION POLICY**

1. 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.
2. 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).
3. 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.
4. Students with absences in excess of 40 days will be retained in grade or risk forfeiture of all academic work.

## O. 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:

1. 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).
2. Provides equal access and participation to enrolled students with documented disabilities.
3. Makes modifications “as necessary” to ensure that academic requirements are not discriminatory to students with documented disabilities.
4. Informs parents and students of available services and the name of the teacher for those services.
5. Provides written information of how to access accommodations and services.

### **a) 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.

### **b) 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:

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

### **c) 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, service 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 service 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.

**d) Contact Information**

Mr. Andrew Broere, Head of School: [abroere@fourthbaptist.org](mailto:abroere@fourthbaptist.org)

Mrs. Jessica Farish, Special Education Teacher: [jfarish@fourthbaptist.org](mailto:jfarish@fourthbaptist.org) (beginning in mid-October)

## **P. DISTANCE LEARNING – a Result of Infection/Illness Lasting More Than 2 School Days:**

The school has purchased and configured a number of portable Zoom cameras systems in case students are sick for a prolonged period of time. If students are out for more than two consecutive school days due to illness, infection, surgery recovery, or other illness-related reasons, the student will begin distance learning via the Zoom platform on their home computer. Parents and students must understand and agree that, as a result of watching live classes, both the privacy of their student at home and the students in the classroom must be protected.

By signing the Parent/Administration Partnership Agreement, parents and students agree with and will abide by the following:

1. **Understanding Privacy Rights** – FERPA (Family Educational Rights and Privacy Act of 1974) affords students certain rights with regard to their education. Parents or students, who may be watching a Zoom lesson, must protect themselves, their fellow students, and our teachers in issues of student and staff privacy. The following issues could be accidentally observed in a live-streamed class: a student not understanding a concept or problem, something verbally stated aloud that is picked up by the camera, a personal prayer request or a partial conversation or comment that is overheard, an opinion of a teacher, a student stating aloud that they received a certain grade, or a correction of student behavior made by the teacher. The parent and student watching the Zoom broadcast must not share information with others or post classroom information on any social media platform. Any questions or concerns that come up as a result of viewing the class should be brought to the teacher or administration immediately and not shared with others.
2. **Refraining from recording/taking & posting photos online** – Zoom lessons may not be recorded by students or parents, and pictures may not be taken of a Zoom session nor posted to a social media platform at any time.
3. **Learning at home guidelines** – While technology is able to bring the classroom to the home, the home may be viewed by the teacher, aide, or other students. While every effort will be made to prevent the in-classroom students viewing the student learning at home via the Zoom screen, students, learning at home, must agree to the following:
  - a. **Distraction-free environment** – Distance students must remember that they are on camera and their face is showing on a monitor in the classroom. The student should be in a room where no unwanted interruptions will take place that would interrupt the learning process.

- b. **Well-lit room** – Any dark or blurry figure is a distraction to other students.
- c. **Microphone muted** – Please mute your microphone upon entry into the Zoom classroom. The software picks up on sound and will automatically bring the student's screen to the forefront of the classroom monitor.
- d. **Appropriate dress** – While school dress code is not necessary, a student learning at home should not be distracting in his/her attire and should be dressed modestly.
- e. **Protecting Intellectual Property** - Fourth Baptist Christian School (FBCS) retains all rights to live instruction. NO Zoom class or lesson may be recorded, rebroadcast, or retransmitted in any form without the express written consent of Fourth Baptist Christian School (FBCS).

## 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 9:30 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 Head of School makes the final excused/unexcused determination. The student will have one day to make up work for each day absent.

### A. REQUIRED SPECIAL ACTIVITIES/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 Head of School (Mr. Broere) 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.

### B. 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 Head of School. (*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 circumstances approved by the Head of School (Mr. Broere), 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, special consideration will be given for extenuating medical circumstances at the discretion of the Head of School.

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 waiting period on medication to permit them to return to school. (*this is valid for a school programs & concerts, not athletic games. Participation in athletic games and practices has different criteria.*) (*see **EXTRA-CURRICULAR ACTIVITIES & ATHLETICS***.)

**NOTE:** To qualify as an exception, the involvement **MUST** be pre-approved by the Head of School.

**Our policy is that parents must notify the school office by 9:30 a.m. on the day of the child’s absence** as this helps the teacher plan for the student’s absence and to pray accordingly for the situation. Parent notification must include ***the reason for the absence***.

An attempt will be made to have make-up work ready for after school pick-up if it is requested. However, requests for homework made after 10:00 a.m., may 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 advised 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 student locker locks is kept in the school office).

**Extended Illness greater than two school days for which the student is required to stay at home:** Teachers will coordinate with parents and students regarding distance learning. (***Please see the policies regarding Distance Learning***).

## C. 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 Head of School** 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 their 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.

## D. FAMILY EMERGENCIES

In the event a student must be contacted by a parent or excused early from class due to a family emergency, the parent may call the school office at (763) 417-8240. Students may use the phone in the school office or their cell phone after receiving permission from the office.

## E. TARDIES

1. **Tardy to School:** Students are expected to be at school on time. **Punctuality is a virtue.** All 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 opening bell rings are considered tardy.
  - a) **Walking into the school building 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 their coat, backpack and lunchbox away in their locker, and be in their seat in the classroom ready to go at the 8:30 a.m. bell.
  - b) **Elementary students arriving after 8:40 a.m.** when the upstairs entrance closes, must enter at the main school office entrance.
  - c) **Secondary students (Grades 7–12) arriving after 8:30 a.m.** are to come straight to the office and sign in, giving the reason for late arrival. Students will then be given a pass to class.
  - d) **Grace tardies:** 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.
2. **Tardy to Class:** Secondary students are expected to be in every class on time when the bell rings. **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.

## F. LATE ARRIVALS

Late arrivals due to a morning medical/dental/ortho 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.

## G. EARLY DISMISSAL FROM SCHOOL

Upon arrival at school, students are not permitted to leave campus without both school and parental permission. A student who leaves without permission is considered truant.

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.

**Parent/Guardian notification via written note/email/phone call is required**, and is to be given to the school office before the morning homeroom period so that teachers may be properly notified. An estimate of a return time back 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. Parental notification 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. The teacher will notify the office, or a call/email may be sent by the parent directly to the office.

ALL student pick-ups must be made at the school office door. Parents are encouraged to let the office know of future appointments well in advance ... this way the teachers can prepare for this planned absence time and advance notification helps with preparing daily attendance reports. Parents may call or email Mrs. Shannon Fure directly: [sfure@fourthbaptist.org](mailto:sfure@fourthbaptist.org).

A note does not guarantee that the absence will be excused. The Head of School makes the final determination in those cases.

## H. MEDICAL/DENTAL/ORTHO APPOINTMENTS

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

## I. 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 Mr. Andrew Broere, Head of School.

## J. SCHOOL CLOSING

In the event of a school closing due to emergency or bad weather:

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 emergency, delayed opening, or school closing. All school closing announcements due to weather, etc., will also be posted on the FBCS website and social media. 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. Please do not “opt-out” of these calls, as this service is our only way of contacting everyone in case of emergency or school closing.

## ILLNESS POLICY

### A. 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 for schools.)**

### B. NOTIFYING THE SCHOOL OF ABSENCE DUE TO ILLNESS

If their student is absent due to illness, parents are to call 763-417-8240 or email Mrs. Shannon Fure at the school office (sfure@fourthbaptist.org) to report the illness by 9:00 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.

### C. PICKING UP YOUR SICK CHILD AT SCHOOL

**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.

## Question: When does my child need to stay home from school?

### D. GENERAL SYMPTOMS OF ILLNESS

1. **Cough**—Coughing could be a symptom of Covid-19, the common cold, or other illnesses. If due to the common cold or a respiratory condition such as bronchitis, a student should remain out of class if the cough is constant and not able to be calmed with cough medication, or would be disruptive to the class. Parents are encouraged to send cough drops with their child to mitigate classroom coughing. The office also has cough drops.
2. **Eye Drainage/Discharge**—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.
3. **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.

4. **Fever**—Defined as an oral temperature of 100°F 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.
5. **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. Examples of rashes indicating communicable diseases include: impetigo, strep throat, chicken pox, hand/foot/mouth, and scabies.
6. **Runny Nose** – could be a symptom of allergies, the common cold, or Covid-19. If due to allergies or the common cold, a student may be in class unless the runny nose is deemed “messy” and/or constant.

## E. COMMON COMMUNICABLE DISEASE/ILLNESSES:

1. **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 to school when all the blisters have dried into scabs, generally about 6 days after the onset of rash.
2. **Common Cold**—The “common cold” is a viral infection common in the United States during the winter months. Symptoms may include cough, congestion, fever, sore throat, runny nose. Students may be in school as long as a case of Covid-19 is not suspected, their symptoms are not severe, well controlled, and they do not have a fever exceeding 100°F.
3. **Covid-19**— Per the CDC, symptoms of Covid-19 include: cough, shortness of breath or difficulty breathing; high fever (100°+) or chills; new muscle or body aches; vomiting or diarrhea; new loss of taste or smell, congestion/runny nose, new sore throat. Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes Covid-19. Should your child exhibit one or more of these symptoms, please understand it does not necessarily mean they actually have a case of Covid-19. Contact your child's doctor if the symptoms your child has are especially concerning to you.

**Note:** Students do not need to test for Covid-19 as the school is now following the CDC guidelines of August 11, 2022. Those guidelines are currently treating any strain of Covid-19 like any other flu-like illness. In saying that, it is imperative that as a school community, we are careful should our children become sick for an extended time. It is all our responsibility to protect our school community from the spread of illness and infection. Each of us must be committed to the safety of our students and their families. Please call Mr. Broere if your child is sick for an extended period of time lasting more than 48 hours and please keep your child home for a period of 24-48 hours until the fever is completely gone without the addition of any medication. It is important that your child has fully recovered so that he/she is not sharing the illness with others. Following these guidelines will ensure that infection is not spread among our students. Thank you for adhering to these guidelines.

4. **Hand/Foot/Mouth Disease**—A viral infection that causes painful blister-like rash involving the hands, feet and mouth, this infection occurs most commonly in children less than 10 years of age. This virus is easily communicated through respiratory droplets or close contact with infected

blister fluid. Students may return to school after the accompanying fever has been gone for 24 hours without the aid of fever-reducing medication, and the student is well enough to participate in normal activities.

5. **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.
6. **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.
7. **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 in the office will be required before they can return to class.
8. **Pink Eye**—Pinkeye is a condition which causes redness of the eye with thick yellow or greenish discharge, often with itchiness. This condition is very contagious. The office will request that the child be seen by a physician and receive a doctor’s note before he/she may return to school 24 hours after antibiotic medication began to render the condition non-contagious return to school.
9. **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.
10. **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.
11. **Stomach Flu**—The stomach flu generally does NOT have a fever and lasts 24-48 hours. Symptoms include, nausea, vomiting, diarrhea. The student may return to school 24 hours following the last episode of diarrhea or vomiting.
12. **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.

This is not an exhaustive list. Other communicable illnesses include measles and pertussis (whooping cough) which are both uncommon due to vaccinations.

## K. MEDICATIONS AT SCHOOL

1. **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, and give us the appropriate telephone number of the person to call. (The office will call K4 & K5 parents before administering any medication).
2. **Special medication**: 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 allowed to have any vitamins or supplements or other medications in their possession while in school, with



the exception of cough drops.

3. **Inhalers/EPI pens:** Elementary student inhalers are to be kept in the office. Students in grades 6–12 may keep their inhaler with them. EPI pens are kept in the school office for students who have an allergy that would require use in an emergency situation. The inhalers/EPI pens kept at school will also be sent with the student’s teacher for field trips and other off-campus outings.

## BULLYING POLICY for Fourth Baptist Christian School

### A. 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.

### B. DEFINITIONS

1. “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:
  - a) 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
  - b) (The School) Administration or officials reasonably and objectively determine that such expression will cause a substantial and material disruption of school work.
  - c) 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.
2. “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.
3. “School-Sponsored Functions or Activities” means a field trip, sporting event, or any other function or activity that is officially sponsored by (The School).
4. “School-Sponsored Transportation” means a motor vehicle owned, operated, leased, rented or subcontracted by the (The School).

## C. 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).

## D. 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.

## E. INTENTIONALLY FALSE REPORTS

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

## F. 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.

## G. INTERPRETATION AND APPLICATION

1. 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.
2. 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.
3. 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.

## H. POSTING

Copies of this policy shall be provided to all employees, students and parents and is included in this Parent/Student Handbook as of the date of this policy.

(Policy date: September 12, 2013. Added to Handbook October 7, 2013. REVISED May 2016).

# 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.

## A. GENERAL BEHAVIOR

1. 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.
2. 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.
3. 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.
4. 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.

## B. 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.

1. Students are not to get on, get off, or move about within the bus while the bus is in motion.
2. 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.
3. Outside of ordinary conversation, students will observe classroom conduct while on the bus. Yelling is not permitted.
4. No food, beverage, or gum is allowed on the bus unless specific permission is given.
5. 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.

## C. 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.

## D. 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. We uphold a "hands-off" policy between boys and girls: no holding of hands, arms around each other, or other physical contact 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.

## E. 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).

### 1. **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.

2. **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.

3. **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.

## 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

1. 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:
  - a) **First Infraction** – Warning.
  - b) **Second Infraction** – Warning plus consequence (set up by the teacher).
  - c) **Third Infraction** – Warning plus consequence and a note or phone call home to parents.
  - d) **Fourth Infraction** – Detention and email sent home to parents.
  - e) **Fifth Infraction** – Student is sent to the Administrator.
2. The Next Steps will be as follows:

- a) **First Referral** – Mr. Broere, Head of School, will have conference with the student to counsel about behavior – possible/probable parent contact.
- b) **Second-Fourth Referral** – Lunch or after school detention – Mr. Broere makes parental contact.
- c) **Fifth Referral** – Parent contact made – additional detention time and possible parent meeting.
- d) **Sixth Referral** – Possible suspension assigned by Mr. Broere.

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 Head of School 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 (LD)
- 2. PM Detention
- 3. Suspension
- 4. Dismissal from FBCS (Expulsion)

### 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. Mr. Broere, Head of School, will email 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 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.

If 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 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 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 (EXPULSION):

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

## A. GENERAL POLICY

Choosing to attend FBCS implies an agreement between the school and the student's family, and **signing the Parent/Student/School Partnership Agreement Form** indicates that parents and students agree to abide by the standards of dress set forth by the school.

We ask our students to dress in a way that meets these criteria:

1. **Modest and God-honoring** – 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. We ask that our students dress modestly and in good taste.

Questions to ask yourself ...

- a) **Modesty** – Is my apparel modest, chaste, decent and observing Biblical proprieties?
  - b) **Testimony** – Does my appearance honor the Lord? Does my appearance point others to Christ and not to me?
  - c) **Appropriateness** – Is my appearance enhancing the learning environment?
  - d) **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?
2. **Business Casual** – 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. We also expect our students to practice good grooming & hygiene practices. **Please make sure you read this dress code carefully.**
  3. **Blue Jeans and Warrior Spirit T-shirt Day** – One day each month, we have this special day as a senior class fundraiser. On these days, students may pay \$1 to wear nice, loose-fitting blue jeans with any with any FBCS T-shirt or the official FBCS hoodie (the only day you can wear a hoodie to class!) The cost for participation is \$1/student or \$2/family. Only nice jeans may be worn (without distressing or holes, hemline not frayed, and loose-fitting).

If parents or students are unsure if an article of clothing meets dress code, please bring that article of clothing in to the school office so that we can see it before the student wears it to school, and we will let you know if it meets dress code.

If a student arrives 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 various dress code items to help students change into proper apparel, however, it is not guaranteed that we will have a suitable item for your child. When necessary, parents will be called to bring in appropriate clothing. All class periods missed for this reason are considered unexcused.

Repeated disregard for the dress standard is cause for further disciplinary action.

**B. GIRLS DRESS CODE** — *Our dress code is a “business casual” standard of dress.*  
(See special notes at the end of each section for elementary students).

**1. Tops (Blouses & Shirts)**

- **WEAR**—Business casual or dressy tops that are loose-fitting with a high neckline. Fabrics may be solid or patterned/printed. (These guidelines apply to dresses also). Blouses/tops may be worn tucked or untucked, as long as a neat, business casual look is maintained.
  - **DON'T WEAR**—Any items with words across the front, back or sleeves (unless it is an official FBCS shirt OR the words are a small part of a manufacturer's logo), Greek or any other foreign language letters, large logos or images (hearts, symbols, emoji's, animals, cartoons, etc.), or camouflage.
- DON'T WEAR**—sleeveless, cold-shoulder style, sheer/lace/eyelet/chiffon\*, low-cut, or cropped tops. Shirts may not have a large open “keyhole” in the back neckline unless it is completely covered by a shrug, sweater, etc.

**ADDITIONAL GUIDELINES:**

- **FABRICS**—Anything that is sheer, lace, eyelet, chiffon\*, etc. requires a top underneath that meets dress code, like a T-shirt, not just a cami. Clingy fabrics are not acceptable.
  - **NECKLINE**—Items must have a high neckline—No lower than **3 finger widths** below the collar bone. ***How to measure:*** In the front—place index finger on collar bone (clavicle); in the back—place index finger at base of the neck. Necklines should remain high (not gaping) regardless of the student's posture. NO cleavage or undergarment straps may be visible at any time.
- A note about scarves:*** Scarves are an accessory, and may not be used to try to camouflage an item that is not meeting dress code.
- **CAMISOLES**—A solid camisole (cami) may be worn under a shirt to help it 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. However, the student may come to the office for safety pins if needed.
  - **UNDERGARMENTS**—Young ladies must wear proper undergarments so that they are not visible under clothing. Necklines must not show bra or camisole straps.
  - **SLEEVES**—Cap sleeves/short sleeves or longer. No sleeveless items.
  - **LENGTH**—Shirts must be long enough that no midriff or back skin is exposed, regardless of the student's posture/position.

***Elementary Note:*** Elementary girls' shirts may have cute pictures on the front as long as they are in keeping with our Christian school standards. Elementary girls' shirts should be long enough to cover her entire torso when both arms are raised, as in during games in recess/P.E., or on the playground equipment.

## 2. Skirts and Dresses

- **WEAR**—skirts and dresses which cover the kneecap when standing AND for all girls in grades 4–12. (Skirts/Dresses may be of solid or printed fabrics, but no sheer fabrics).
- **DON'T WEAR** —pencil skirts or form-fitting skirts, anything made of tight/clingy fabrics. Be careful that skirts/dresses do not “ride up” at any time. (Slips may help with this). If a skirt does not cover the kneecap when worn at the waist (not on the hips), it does not meet dress code.

### **ADDITIONAL GUIDELINES**

- **SLITS**—Not higher than the top of the kneecap (slits are to be sewn, not pinned).
- **SLIPS**—A half-slip is encouraged for all young ladies when skirts or dresses are worn, but a slip must be worn under skirts/dresses made of thin materials. Slips also help greatly in reducing static cling.
- **TIGHTS**—Solid color nylons or tights may be worn underneath dresses/skirts, but leggings are NOT to be worn for grades 7 – 12.

#### ***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.*

## 3. Pants (Think “School Uniform Pant” Style.) Pants must NOT fit like leggings.

- **WEAR**—Loose-fitting, tapered, straight-leg, or boot-cut pants in a plain chino, corduroy, or dressy style that come at least to the top of the ankle. Pants may be solid, striped or of a thin, dressy plaid (window-pane style). Colored denim and twill pants are acceptable as long as they are nice-looking. All pants/slacks must meet the criteria of our business casual dress standard. Pants should have the proper fit—without being either too tight or too loose.
- **DON'T WEAR**—Any knit pants (think T-shirt material), leggings, Spandex, velvet/velour, leather/faux leather, camouflage pants, overalls, jumpsuits, pants with patterns, elastic or zippered ankles, capris, and all athletic-type pants (yoga, joggers, Adidas, etc.).
- **BLUE DENIM JEANS**—Blue jeans are NOT allowed, EXCEPT on pre-announced “Blue Jeans and Warrior Spirit T-Shirt” days. Blue jeans are to be loose-fitting and not ripped or distressed, frayed at the hem, or acid washed. NO jean jeggings.

***Elementary Note:*** *Girls in K4 – 6 may wear patterned twill and colored denim pants (except for blue jeans).*

### 3. Sweaters/Jackets/Fleece

- **WEAR**—A plain, neat sweater, cardigan, microfleece jacket, track jacket, fleece vest. Items with smaller logos on the upper chest area are acceptable, and small words that are a part of the logo are allowed. An FBCS crew-neck sweatshirt may be worn. Also, an FBCS team warm-up jacket may be worn over a regular dress code shirt.
- **DON'T WEAR**—Items with WORDS – either on the front, back or arms – Except for approved official FBCS items. Don't wear items with large logos or advertising. Hoodies and outdoor winter coats are not to be worn in the classroom.

### 4. Shoes

- **WEAR**—Casual and dress shoes, athletic (tennis) shoes, dressy tall boots or ankle boots and sandals. Shoes must be laced and tied/buckled securely for safety's sake.
- **DON'T WEAR**—Crocs, flip-flops, athletic/beach-type slides, and any shoes/boots that have heels higher than 2 inches (measured at the BACK of the shoe/boot). Dress boots that go up over the knee are not acceptable.

### 5. Jewelry/Accessories

- **WEAR**—Accessories that are minimal, tasteful, and appropriate for Christian young ladies. Earrings are to be on the earlobe only.
- **DON'T WEAR**—Earrings that go up along the side/inside/top of the ear, body piercings, tattoos, hats, visors, sunglasses, crazy headbands, and items which detract from our business casual dress style.

### 6. Hair/Makeup

- **WEAR**—We desire a clean, well-groomed, neat, feminine appearance with conservative hairstyles, and minimal, natural-looking makeup.
- **DON'T WEAR**—Unnatural hair colors, worldly hairstyles, excessive makeup.

<p><b><i>Elementary Note:</i></b> Makeup is NOT allowed for girls in grades K-6<sup>th</sup> grade.</p>
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### 7. Attire for Sports

- **P.E. CLASS & SPORTS PRACTICES**—Students in P.E. or sports team practices are to wear appropriate **T-shirts** – *NO sleeveless or tank tops* – and **LONG shorts** – *near the knee* – for all sports practices. Students not complying will be required to change into something that is appropriate.
- **ATHLETIC GAMES & TOURNAMENTS**—Students may wear nice jeans or loose-fitting athletic pants to home and away 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. Students are allowed to wear hoodies (Warrior hoodies are preferred) to athletic events.

**C. BOYS DRESS CODE** — *Our dress code is a “business casual” standard of dress.*  
*(See special notes at the end of each section for elementary students).*

**1. Shirts**

- **WEAR**—Shirts with a COLLAR - polos, rugby shirts, turtlenecks, button-up dress shirts, and nice quarter-zips. Shirts with smaller logos on the upper chest area are acceptable, and small words as part of the logo are allowed. Dress shirts may have the top button unbuttoned; polos may have two buttons unbuttoned. Shirts with a relatively square-cut hemline may be left untucked; shirts with a pronounced rounded hem must be tucked in.
- **DON'T WEAR** — Any items with words across the front, back or sleeves (unless it is an official FBCS shirt OR the words are a small part of a manufacturer's logo), Greek or any other foreign language letters, large logos or camouflage.

**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 the image is not deemed inappropriate for our Christian school standards. NO skulls.

**2. Pants** *(Think “School Uniform” pant style)*

- **WEAR**—Solid color chino-style twill, corduroy, conservative cargo, or dress pants that are straight or slim cut. Colored denim or twill pants are acceptable as long as they look nice. Pants should have the proper fit—without being either too tight or too loose. Pants must be clean and in good condition/repair with no holes when a student arrives at school.
- **DON'T WEAR**—Plaids, camouflage, or other patterns; pants with elastic or zippers at the ankles; frayed/torn pants, ripped knees, excessively long or baggy pants, drawstring-waist pants, and all athletic-type pants (wind pants, joggers, Adidas, etc.).
- **BLUE JEANS**—Blue jeans are NOT allowed, EXCEPT on pre-announced “Jeans and Warrior Spirit T-Shirt” days. Blue jeans are to be loose-fitting and not ripped, distressed, frayed at the hem or acid washed.
- **BELTS**—Pants are to be worn at the waist—if the pants are too loose to stay up, a belt must be worn.

**Elementary Note:** Elementary Boys may wear drawstring-waist pants. If an elementary student rips a knee during the school day, he/she may continue to wear the pants that day, but the clothing should be repaired before being worn again to school. The office has pants to change into in the case of “split” pants.

### 3. Sweaters/Jackets/Fleece/Hoodies

- **WEAR**—A plain, neat sweater, cardigan, microfleece jacket, track jacket, fleece vest. Items with smaller logos on the upper chest area are acceptable, and small words that are a part of the logo are allowed. An FBCS crew-neck sweatshirt may be worn. Also, an FBCS team warm-up jacket may be worn over a regular dress code shirt.
- **DON'T WEAR**—Items with WORDS – either on the front, back or arms – Except for approved official FBCS items. Don't wear items with large logos or advertising. Hoodies and outdoor winter coats are not to be worn in the classroom.

### 4. Shoes

- **WEAR**—Casual or dress shoes, athletic (tennis) shoes. Shoes with laces must be laced and tied securely for safety's sake.
- **DON'T WEAR**—Crocs, flip-flops, athletic or beach-type slides

### 5. Jewelry/Accessories

- **WEAR**—Watches and rings only.
- **DON'T WEAR**— Necklaces, bracelets, ear/body piercings, tattoos, hats, visors, bandanas, sunglasses.

### 6. Hair

- **WEAR**— Conservative styles that are off the ears, eyebrows, and collar. Clean shaven appearance (no facial hair); sideburns no longer than the middle of the earlobe.
- **DON'T WEAR**— Unnatural hair colors; designs cut into hair, bushy or worldly hairstyles; facial hair; long sideburns.

### 7. Attire for Sports

- **P.E. CLASS & SPORTS PRACTICES**—Students in P.E. or sports team practices are to wear appropriate **T-shirts** – *NO sleeveless or tank tops* – and **LONG shorts** – *near the knee* – for all sports practices. Students not complying will be required to change into something that is appropriate.
- **ATHLETIC GAMES & TOURNAMENTS**—Students may wear nice jeans or loose-fitting athletic pants to home and away 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. Students are allowed to wear hoodies (Warrior hoodies are preferred) to athletic events.

# DAILY SCHOOL OPERATIONS

## A. SECURITY

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 by following these procedures.

## B. HOURS OF OPERATION

1. **School Office Hours:** School Year (8:00 a.m. – 5 p.m.); Summer (9 a.m. – 4 p.m.); Closed Fridays in June and July.
2. **School Class Hours:** Elementary (8:30 a.m. – 3:10 p.m.); Secondary (8:30 a.m. – 3:15 p.m.) When a Zero “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*)
3. **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.
4. **After School 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 School Care begins in the Atrium. There is no charge for Secondary students. ***See the section on AFTER SCHOOL CARE for more information.***

## C. 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 do not text your child during school hours.

If their cell phone goes off in class, it will be confiscated, and students are not allowed to check their phones during the school day.

## D. 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 answer the telephone during teaching time. 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.

## E. DRIVING TO/FROM SCHOOL

1. **CARPOOLS** – Parents wanting to carpool may consult the carpool map in the FBCS office.
2. **STUDENT DRIVERS** – Licensed high school students may drive their cars to school as long as they are registered (make, model, color, and license plate) in the school office. Students are to park in the upper lot – 2<sup>nd</sup> row from the soccer field. Students are not to park in the row 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 Head of School (Mr. Broere). 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.
3. **SPEED LIMIT - 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.

## F. STUDENT DROP OFF & PICK UP

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. Please do not talk on your cell phone while you are driving, and take care pulling out of carline once your student is safely in your vehicle.

**NOTE: After doors are locked, all students, parents, and visitors must enter through the school office,** located on the lower level just inside the southeast stairwell doors. All students entering late must come to the office to have their temperatures taken BEFORE they are allowed to go to class.

**\*As a rule, do not leave your vehicle unattended along the curbs.** The curbs at both the upper elementary entrance and by the school office and atrium are designated **FIRE LANES** and may only be used as "drop and drive" areas. If parents need to walk their children into the school building or conduct business in the school office, please park in a regular parking space out of the flow of traffic.

### **A.M. Drop-Off:**

**The school day begins at 8:30 a.m. for all grades.** Supervision in the Atrium begins at 7:45 a.m. for those needing to arrive at school early. The Atrium doors are open as early as 7:15 a.m., but the Atrium is unsupervised by a teacher until 7:45 a.m.

**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 on the following page. Please enter the school 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.

**Secondary students are to use the Atrium entrance before 8:30 a.m.,** unless their carpool has elementary students as well, and then they may enter at the upper elementary entrance.

**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 SHOWN ON the Traffic Flow MAP on the following page. 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.

**Elementary students arriving after 8:30 a.m.** (when the upper elementary entrance doors have been locked), must enter at the school office entrance and check in with the office.

**Any secondary student arriving late to school after 8:30 a.m.** will need to enter at the school office entrance and come into the office to sign in, give the reason for the late arrival, and receive a pass from the office before being allowed to go to class.

**P.M. Pick-Up at Dismissal Time:** Carline lasts from 3:10 p.m. to 3:30 p.m.

**K4 – 1st Grade students and their siblings** will be dismissed to the sidewalk at the Elementary Entrance Door. Please enter on the WEST side of the property by Honeywell. Please follow the traffic pattern of the Traffic Flow Map on the following page.

**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—head 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 on the following page.

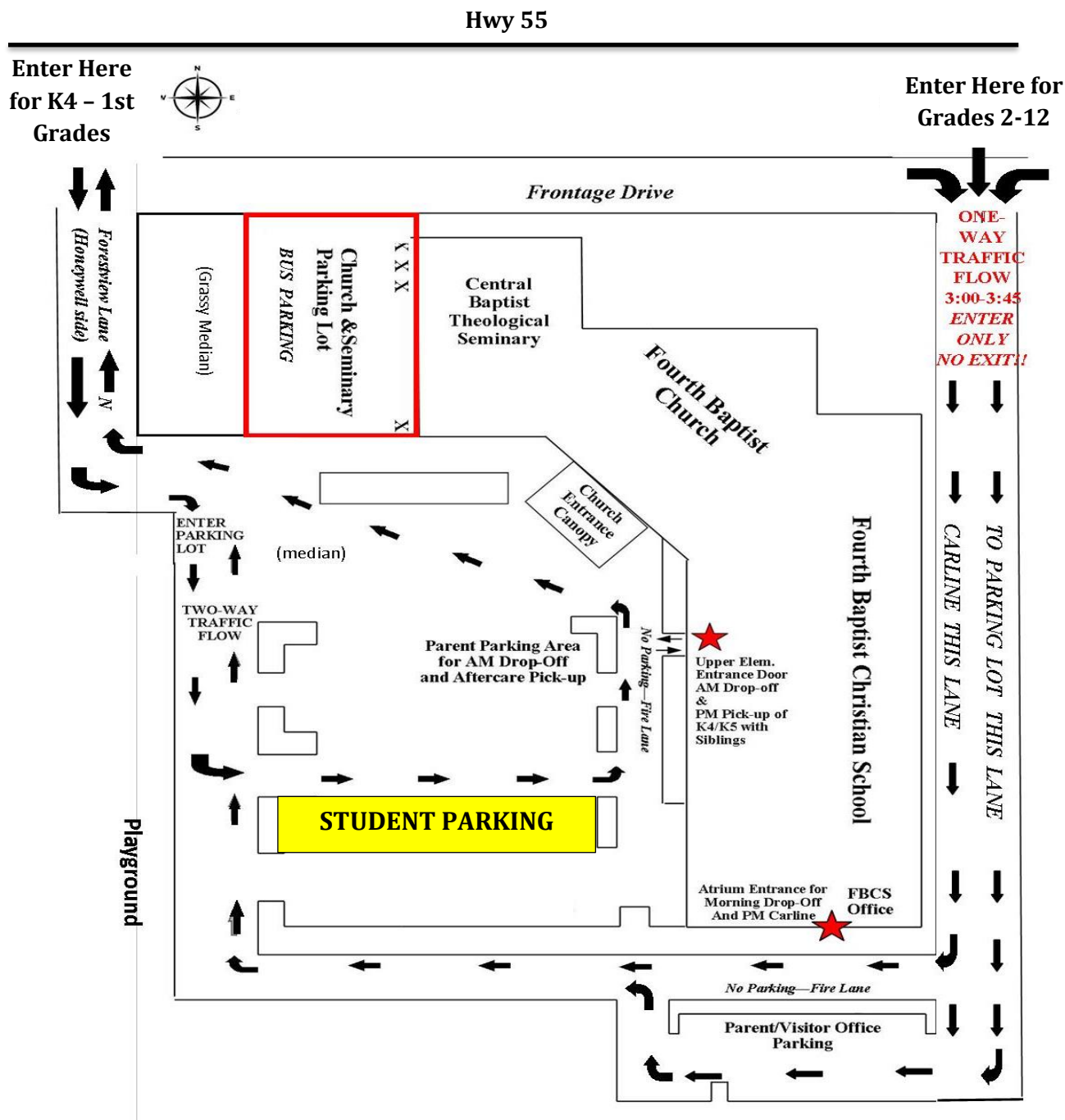
**All Students and Parents are to use the painted crosswalk** when going to and from the south parking lot, following the direction of the teacher on crosswalk duty. For the safety of the students, they may not cross the street without permission from the teacher on crosswalk duty. Please do not use 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 sports practices** must also obey the teacher in charge of carline and use the painted crosswalk until 3:30 p.m. when carline ends.

***See Traffic Flow Map on the following page.***

## G. TRAFFIC FLOW MAP

### FBCS COMBINED A.M. & P.M. TRAFFIC FLOW MAP



## H. VISITORS AT SCHOOL

The administration stands ready to answer questions and to offer tours of the school to prospective school families at any time.

All visitors (students, parents, and vendors) must sign in and receive a visitor's badge from the school office upon entering the building. The exception will be special emphasis, field trips or program days and scheduled volunteer workers.

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 Head of School (Mr. Broere). 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 Head of School (Mr. Broere). School rules apply to all visitors.

## STUDENT SERVICES

### A. AFTER SCHOOL CARE (ASC)

**Elementary After School Care (ASC) is available for parents not able to pick up their child at the 3:15 dismissal time.** Elementary parents will be charged a fee per quarter hour for the use of After School Care. Children not picked up in carline by 3:30 p.m. will automatically be brought up to after care.

**Picking up Your Child from Elementary After School Care:** Parents must sign their child(ren) 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 allowed to have electronics in After School Care. From 3:15 – 3:30 p.m., cell phones may be used in by secondary students to call or message parents regarding pick up from school.

<b>After School Care Fees (Elementary Only)</b>	
\$6.00 per hour (\$1.50 per 15 minute block units)	3:30-5:30 p.m.
Late pickup fee - \$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. Payments received after 4:00 p.m. will be applied to accounts on the next business day. Any refunds will be sent via check.

## B. 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 our MACS conference in soccer (fall) and basketball (winter). Girls compete in volleyball (fall) and basketball (winter). Spring sports: (boys baseball [co-op with other schools], girls soccer).

### 1. Student Eligibility

Students gain the privilege of participating in athletics 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 these criteria will be ineligible for two weeks.

### 2. Required Athletic Forms

Once every three years, student athletes are required to have a physical examination before practicing or participating in any sport. Each year, either a **Student Athlete Physical Form**, completed by a doctor, or an **Annual Health Questionnaire**, filled out by the parent and student, must be turned into the office BEFORE the first game. A **copy of the insurance card** (front and back) must also be given to the school at the beginning of each school year.

### 3. Attendance on the DAY OF and the DAY AFTER a game

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 for a medical dental appt., 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.

### 4. Conduct/Dress Code for Athletic Events

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 codes. 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.

## C. EXTRACURRICULAR ACTIVITIES

FBCS sponsors 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.

## D. 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. *Refunds for field trips if the child/parent cannot attend may not be possible.*

Typically, a school bus will be used for transportation. On rare occasions, parents will be asked to drive and chaperone. The teacher will give a form to the parent driver to fill out with license and insurance information. The form will be kept on file in the school office for use during the year.

## E. HOT LUNCH PROGRAM

Students must provide their own lunches or pay in advance for hot lunch. One milk or juice is provided daily per student. Hot Lunch is available daily, beginning with the first Friday of school. Students have the option to purchase lunch at a cost of \$4 for regular meals and \$5 for pizza Friday lunch (which is a fundraiser for the senior class). Please see the weekly newsletter (or the FBCS website) for lunch schedule and weekly order forms. Students may pay by the week or by the month. Please complete the form for the week and send with payment each Monday. (The sheet begins with Tuesday and runs through the following Monday.) You may choose to pay for several weeks or a month at a time. It helps our Hot Lunch providers greatly to receive the weekly order form on Monday so that she can adequately plan for the week.

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 10:00 a.m.** **The exception to this rule is for Pizza days ... orders MUST be placed by 10:00am the day prior.** We are unable to add students to the hot lunch list on pizza days. 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 or fruit snacks and a snack (if available). This should not become a habit.

## F. JR./SR. HIGH SPECIAL ACTIVITIES

1. **Kick-Off Retreat at IRBC** - Generally, at the beginning of the school year, grades 7-12 take a two-day retreat. This retreat will be at IRBC from Wednesday afternoon through Friday, Aug. 30 – Sept. 1. 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.

### 2. **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.

- a) 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.
- b) Students may invite a non-student guest (tenth grade and above).
- c) Dress requirements and dress check procedures will be given to the students several weeks in advance of the event. All female students' and guests' dresses must be checked prior to the event.

### 3. **Senior Trip**

The Senior Class Trip is considered a very valuable part of our students' education; therefore, it is a required event. 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.

## G. LOCKERS

1. Elementary student lockers are to be used for storing outdoor clothing, instruments and book bags while in school. Students are not allowed to place locks on their lockers.
2. Secondary student lockers are considered private. Entering another student's locker is a serious offense and is subject to appropriate discipline.
3. Locks 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.
4. Secondary student lockers are to be used only for book, lunch, water bottle and jacket storage. Lockers are to be cleaned at least once a month.
5. 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. Backpacks may be kept neatly in front of their locker. Sport bags are to be put in the locker rooms. Sport bags found left out will be brought to the office.
6. All lockers are to be completely free on the outside of any stickers, posters, door hangings, etc., with the exception of athletic team decorations.
7. 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. Temporary dividers/organizers may be used.
8. Special administrative permission must be obtained to affix special honors/recognition upon lockers. The use of duct tape is not permitted outside or inside a locker as it is very difficult to remove.
9. 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.

## H. MUSIC PROGRAM

We have a vibrant music program at FBCS. Elementary music for grades K4 – K5 is taught by Mrs. Marissa Fredericksen. Music for 1<sup>st</sup> – 6<sup>th</sup> grades is taught by Miss Annelies Harmon. Students learn recorders in the middle elementary grades. Elementary choir begins in 4th grade. In 5th grade, students may choose a band instrument to learn from Mr. Levi Kolwinska. Chimes are also taught beginning in 5th grade, and students then progress to handbells in 7th grade.

Mr. Levi Kolwinska is the Music Director for our junior and senior high students. Opportunities at this level include: band, two handbell choirs, vocal choir, mixed ensemble, and small musical group performances.

Piano lessons: Several piano teachers give lessons onsite during the school day. Parents will contract directly with the piano teacher to arrange for lessons, and the piano teacher will work with the child's teacher(s) to find a good time for the lessons. You may contact the office for piano teacher info.

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 JH MACS Fine Arts Festival and a SH MACS Fine Arts Festival held each spring. There is a \$10 fee per student for participation in the MACS Fine Arts Festivals.

## 1. Music Concerts & Performances:

All parents have received our school calendar in our handbook on the last pages. That calendar was published last January so that our parents can plan around major school events and activities that your child is involved in. Please look at the school calendar prior to committing your child to other outside of school activities. **Students are required and expected to be at all school concerts and special school events that are identified on the calendar.** Should students miss these events for reasons other than emergency situations, grades may be affected (for secondary). Your commitment to our programs is what makes our fine arts, athletic, and other extracurricular programs possible for our students. When your child misses because of a lack of commitment and foresight, your child, other students, and our programs suffer. Please look now at the calendar, notice the special school events, and plan accordingly so that your child will be there. Everyone is counting on you to do this! Thank you for your help and commitment.

## 2. FBCS Music Concert Attire:

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. See below.

### a) Elementary – Christmas Concert: (dressy)

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

### b) 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.

### c) Junior High – All events

- 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 may be 2 in. max. height)
- Boys: dark dress pants, solid shirt, tie, dress shoes (no tennis shoes)

### d) Senior High – All events (SH Music Outfits)

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

### ***SH Music Outfits:***

- SH Girls 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). Dresses are to



be washed before turning them in at the end of the year.

- SH Boys 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).

## SCHOOL POLICIES ON MISC. ITEMS

### A. BIRTHDAY TREATS & PARTY INVITATIONS

For elementary students, **please let the teacher know in advance** if you are planning to provide birthday treats. If more than one student is 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. **The Junior Class will be offering cupcakes for purchase this year as a class fundraiser.** Forms are available in the office and in your orientation packet.

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.

### B. MONEY & VALUABLES

There will be times during the school year that elementary teachers will request money. Some occasions might include hot lunches, jeans days, 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, teacher's name & grade, \$ amount and purpose.*

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.

### C. 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.

## D. PETS ON CAMPUS

During carline, please keep pets in vehicles. Generally speaking, pets should not be on campus during school or school events. If brought to school for show and tell or to an outdoor soccer game, the pet must be on a leash or under your full control at all times. If you desire to bring a pet for show and tell, please make advance arrangements with your child's teacher.

## E. SOLICITATION

Solicitation is forbidden at FBCS without the permission of the Head of School (Mr. Broere). It is discouraged at any time. This includes selling of tickets/candy, distribution of political materials, circulation of petitions, handing out event flyers, etc. The exception to this rule is FBCS authorized class fundraisers.

## F. YEARBOOKS

Annual yearbooks are produced through a private company. Each FBCS family receives **one** yearbook free of charge. Additional copies may be ordered and purchased at a cost of \$40 each if ordered by Christmas. Orders after Christmas will be \$45 (if extra books are available). Yearbooks are handed out in May.

Near the end of the school year in May, the Yearbook Advisor presents the yearbook to the dedicatee(s) in a student assembly. 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 taken care of. Yearbooks will be kept in the office until the account is fully paid.*

# USE OF TECHNOLOGY & ELECTRONIC DEVICES

## A. ARTIFICIAL INTELLIGENCE (AI) USE

FBCS acknowledges the importance of generative AI (such as ChatGPT) and its impact on society as a whole. We believe in teaching our students how to use technological tools effectively, while also encouraging them to critically evaluate its influence on their education, future, and society. While there may be certain areas within our school where generative AI is not appropriate, a complete ban on it would not be practical or effective. Instead, our approach must be to educate and empower students to make informed decisions while promoting responsible attitudes they can take with them into the world. The use of artificial intelligence as a student at Fourth Baptist Christian School will be limited to activities and assignments that are specifically directed by a teacher. For each activity or assignment where artificial intelligence is allowed, the teacher will direct the level of assistance provided by artificial intelligence.

## B. CELL PHONE & REGULAR PHONE USAGE

**Students must turn off cell phones for the school day (8:30am – 3:15pm).** Cell phones may not be used by students during the school day. If a cell phone goes off in class, or the student is discovered using the phone in any classroom, hallways, or restrooms, 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. **Students are not to text anyone during the school day.** Parents, please do not text with your student during the school day. If you need to speak with your child, please call the school office.

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 after school.

During school hours, students must obtain permission from the school office or the Head of School (Mr. Broere) 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.

## C. COMPUTER AND CHROMEBOOK USE

1. **Computer Lab** – The school has a computer lab for secondary student use for computer classes, yearbook and study halls in the computer lab. The FBCS network has firewalls set up to block access to questionable websites.

2. **Chromebooks** – The school maintains a set of Chromebooks for both elementary and secondary student use. Chromebooks are set up with limited access to the Internet for student safety. Elementary students have a regular Chromebook time in the school library. A Secondary teacher may allow their students to use a Chromebook during a given class period to work on a project.

3. **Google Classroom** – Secondary teachers regularly use Google Classroom for coursework and communication with students. All students in Grades 5 and above are assigned a school email: *firstinitiallastname@fourthbaptistchristianschool.org* to use with Google classroom. An “acceptable technology use” explanation and agreement is required for all students in grades 5 and above to sign as well as their parents at the beginning of the school year.

4. **Laptop computers** may NOT be brought from home by students to use in class. The exception to the laptop rule is for junior and senior PSEO students. PSEO students may bring their personal laptop to school to use during their designated PSEO class hours to do PSEO coursework. The FBCS network has firewalls set up to block access to questionable website.

## D. OTHER ELECTRONIC DEVICES

iPods, iPads, Tablets, hand-held gaming devices, or other such personal electronics are not allowed under any circumstance during the school day. Electronics in the classroom will be confiscated by the teacher. Students are not to use electronics in Elementary 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.

## E. PHOTOGRAPH USE 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, social media, newsletters and advertisements.

## F. WEBSITE

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>

There are links to both the Google School Events calendar and the Google Warrior Athletics calendar on the website homepage.

# 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).

# STAFF DIRECTORY (APPENDIX B)

## ADMINISTRATION & OFFICE PERSONNEL

**Dr. Matt Morrell** – President  
Senior Pastor, Fourth Baptist Church  
D.Min., Northland International University  
M.Div., Central Baptist Theological Seminary  
BA, Northland Baptist Bible College  
Years at Fourth Baptist – 16 years  
email: [mmorrell@fourthbaptist.org](mailto:mmorrell@fourthbaptist.org)

**Mr. Andrew Broere** – Head of School  
M.Ed., Concordia University  
BS, Maranatha Baptist University  
Teaching Experience – 19 years  
Christian School Admin. Experience – 9 years  
Years at Fourth Baptist – 5 years  
email: [abroere@fourthbaptist.org](mailto:abroere@fourthbaptist.org)

**Mrs. Melody Bruffey** – Accreditation & Curriculum Coordinator  
M.Ed., Bob Jones University  
BS, Liberty University  
Teaching Experience – 30 years  
Years at Fourth Baptist – 25 years  
email: [mhbruffey@fourthbaptist.org](mailto:mhbruffey@fourthbaptist.org)

**Mrs. Shannon Fure** – Administrative Secretary  
Student Records,  
General Office Duties  
M.Ed., Sauk Village Baptist Bible College  
BS, Crown College, Knoxville, TN  
Teaching Experience – 8 years  
School Office Experience – 2 years  
Years at Fourth Baptist – 5 years  
email: [sfure@fourthbaptist.org](mailto:sfure@fourthbaptist.org)

**Mrs. Alison French** – Administrative Assistant, P/T  
Publications, Website  
BS, Bob Jones University  
School Office Experience – 15 years  
Years at Fourth Baptist – 16 years  
email: [afrench@fourthbaptist.org](mailto:afrench@fourthbaptist.org)

**Mrs. Sarah Stephens** – Athletic Director,  
Gradelink  
BS, Pillsbury Baptist Bible College  
Years at Fourth Baptist – 6 years  
email: [sstephens@fourthbaptist.org](mailto:sstephens@fourthbaptist.org)

## MUSIC FACULTY

**Mr. Levi Kolwinski** – Music Director, Band, Choir,  
Bronze and Platinum Handbells  
MA, Vandercook College of Music  
BS, Maranatha Baptist University  
Teaching Experience – 23 years  
email: [lkolwinski@fourthbaptist.org](mailto:lkolwinski@fourthbaptist.org)

**Miss Annelies Harmon** – Elementary Music,  
Silver and Gold Handbells  
MA in Music Ed., University of St. Thomas  
BS, Maranatha Baptist University  
Teaching Experience – 11 years  
email: [aharmon@fourthbaptist.org](mailto:aharmon@fourthbaptist.org)

**Mrs. Marissa Fredericksen** – K4 & K5 Music  
BS, Maranatha Baptist University  
Teaching Experience – 6 years  
email: [mfredericksen@fourthbaptist.org](mailto:mfredericksen@fourthbaptist.org)



## ELEMENTARY FACULTY (BY GRADE)

**K4 – Mrs. Marissa Fredericksen**  
BS, Maranatha Baptist University  
Teaching Experience – 6 years  
email: [mfedericksen@fourthbaptist.org](mailto:mfedericksen@fourthbaptist.org)

**Third Grade (sec. 2) – Mrs. Hannah Macalus**  
BS, Faith Baptist Bible College  
Teaching Experience – 5 years  
email: [hmacalus@fourthbaptist.org](mailto:hmacalus@fourthbaptist.org)

**Kindergarten (K5) – Mrs. Julie Roman**  
BS, St. Cloud State University  
Teaching Experience – 17 years  
email: [jroman@fourthbaptist.org](mailto:jroman@fourthbaptist.org)

**Fourth Grade (sec. 1) – Mrs. Jeanine Cheek**  
BA, Long Beach State University  
BA, Azusa Pacific University  
Teaching Experience – 17 years  
email: [jcheek@fourthbaptist.org](mailto:jcheek@fourthbaptist.org)

**First Grade – Mrs. Kaycee Leanger**  
BS, North Central University  
Teaching Experience – 6 years  
email: [kleanger@fourthbaptist.org](mailto:kleanger@fourthbaptist.org)

**Fourth Grade (sec. 2) – Mrs. Amy Pickard  
(mornings)**  
MA in Teaching, Liberty University  
BS, Pensacola Christian College  
Teaching Experience – 12 years  
email: [apickard@fourthbaptist.org](mailto:apickard@fourthbaptist.org)

**Second Grade (sec. 1) – Mrs. Diane Davis**  
BS, Pillsbury Baptist Bible College  
Teaching Experience – 33 years  
email: [ddavis@fourthbaptist.org](mailto:ddavis@fourthbaptist.org)

**Fourth Grade (sec. 2) – Mrs. Becky Hopper  
(afternoons)**  
BS, Metro State University, Colorado  
Teaching Experience – 12 years  
email: [bhopper@fourthbaptist.org](mailto:bhopper@fourthbaptist.org)

**Second Grade (sec. 2) – Mrs. Kim Morrell**  
BS, Northland International University  
Teaching Experience – 6 years  
email: [kmorrell@fourthbaptist.org](mailto:kmorrell@fourthbaptist.org)

**Fifth Grade – Mrs. Adrea Lynch**  
BS, Hyles Anderson College  
Teaching Experience – 16 years  
email: [alynch@fourthbaptist.org](mailto:alynch@fourthbaptist.org)

**Third Grade (sec. 1) – Mrs. Jody Faithfull**  
BS, Pillsbury Baptist Bible College  
Teaching Experience – 11 years  
email: [jfaithfull@fourthbaptist.org](mailto:jfaithfull@fourthbaptist.org)

**Sixth Grade – Mrs. Sheila McLeish**  
BS, University of MN, Morris  
Teaching Experience – 5 years  
email: [smcleish@fourthbaptist.org](mailto:smcleish@fourthbaptist.org)

## SPECIAL SERVICES

**Mrs. Heidi Caasi – ESL (English as a Second  
Language Services)**  
MA in ESL, Hamline University  
BA, Thomas Edison State University  
Teaching Experience – 9 years  
email: [hcaasi@fourthbaptist.org](mailto:hcaasi@fourthbaptist.org)

**Mrs. Jessica Farish – Special Ed; Resource Room**  
BS, in Special Ed./Elem. Ed, Grand Canyon University  
**Teaching Experience – 4 years**  
email: [jfarish@fourthbaptist.org](mailto:jfarish@fourthbaptist.org)

## SECONDARY FACULTY

**Mrs. Stefanie Broere** – 9-12 English, 9 Health,  
12 Career & Speech  
PSEO Guidance Counselor,  
Junior Class Advisor

BS, Maranatha Baptist University  
Teaching Experience – 9 years  
email: [sbroere@fourthbaptist.org](mailto:sbroere@fourthbaptist.org)

**Mr. Jim Hunter** – Honors PSEO FBBC Bible Classes  
Th.M., Central Baptist Theological Seminary  
M.Div., Central Baptist Theological Seminary  
BS, Tufts University  
Teaching Experience – 34 years  
email: [jhunter@fourthbaptist.org](mailto:jhunter@fourthbaptist.org)

**Mr. Matthew Bruffey** – 9-12 Science, Programming,  
Sophomore Class Advisor

BS, University of Minnesota  
Teaching Experience – 6 years  
email: [mattadmin@fourthbaptist.org](mailto:mattadmin@fourthbaptist.org)

**Pastor Dan Johnson** – 10 Bible  
M. Div., Central Baptist Theological Seminary  
MA in Bible, Maranatha Baptist University  
BS, Pillsbury Baptist Bible College  
Teaching Experience – 7 years  
Email: [djohnson@fourthbaptist.org](mailto:djohnson@fourthbaptist.org)

**Mrs. Melody Bruffey** – 7-8 English/Literature,  
Consumer Math, Yearbook

M.Ed., Bob Jones University  
BS, Liberty University  
Teaching Experience – 29 years  
email: [mhbruffey@fourthbaptist.org](mailto:mhbruffey@fourthbaptist.org)

**Mrs. Terry McLeish** – 9-12 Art  
Coursework at Minneapolis College of Art  
and Design  
Teaching Experience – 3 years  
email: [tmcleish@fourthbaptist.org](mailto:tmcleish@fourthbaptist.org)

**Mr. Ben Coulson** – Woodshop  
BS, Northland International University  
Teaching Experience – 4 years  
email: [bcoulson@fourthbaptist.org](mailto:bcoulson@fourthbaptist.org)

**Mrs. Colleen McQueary** – 6<sup>th</sup> Math, Algebra 1,  
7-8 Science, 7-8 Computer,  
Freshman Grade Advisor  
BS, Northland International University  
Teaching Experience – 15 years  
email: [cmcqueary@fourthbaptist.org](mailto:cmcqueary@fourthbaptist.org)

**Mr. Erik Fredericksen** – Math (Algebra ½, Concepts of  
Algebra 1 & 2, Transitional Algebra),  
8 World Studies, 8<sup>th</sup> Grade Advisor

BS, Maranatha Baptist University  
Teaching Experience – 4 years  
email: [efredericksen@fourthbaptist.org](mailto:efredericksen@fourthbaptist.org)

**Mr. Mark Monroe** – History (7 American Republic,  
9 Geography, 10 U.S. History,  
11 World History,  
12 Gov't./Econ.)  
7<sup>th</sup> Grade Class Advisor

BS, Bob Jones University  
Teaching Experience – 38 years  
email: [mmonroe@fourthbaptist.org](mailto:mmonroe@fourthbaptist.org)

**Mr. Caleb Gehrke** – 7-8 Bible, Foreign Language  
BS, Pensacola Christian College  
Teaching Experience – 1 year  
email: [cgehrke@fourthbaptist.org](mailto:cgehrke@fourthbaptist.org)

**Pastor Jared Page** – 9 Bible  
M.Div., Central Baptist Theological Seminary  
MA in Theology, Bob Jones University  
BA, Bob Jones University  
Teaching Experience – 10 years  
email: [jpage@fourthbaptist.org](mailto:jpage@fourthbaptist.org)

**Mrs. Beth Hank** – Math (Algebra I & II, Geometry,  
GTA3, Calculus),  
Senior Class Advisor

BS, Maranatha Baptist University  
Teaching Experience – 17 years  
email: [bhank@fourthbaptist.org](mailto:bhank@fourthbaptist.org)

**Mr. Joseph Schueller** – 11-12 Bible  
BS, Metro State University  
Teaching Experience – 1 year  
email: [jschueller@fourthbaptist.org](mailto:jschueller@fourthbaptist.org)

# SCHOOL CALENDAR (Appendix C)

Please note that this calendar is subject to change.

Mon., Aug. 14	Volleyball/Soccer Pre-season begins
Fri., Aug. 18 (all-day)	Rosemount Jamboree (Varsity SO & VB)
Mon., Aug. 21	New Teacher Orientation
Tues.-Thurs., Aug. 22-24	Teacher In-Service Days
Thurs., Aug. 24 (5pm-8pm)	School Supply Drop-off: A-L from 5-6pm; M-Z from 7-8pm
Thurs., Aug. 24 (6pm)	All-School Parent/Student Orientation in Auditorium
<b>Mon., Aug. 28 (8:30am)</b>	<b>FIRST DAY OF SCHOOL!</b>
<b>Wed., Aug. 30</b>	<b>PSEO Fall '23 Semester Begins</b>
Wed.-Fri., Aug. 30-Sept. 1	Secondary (Grades 7-12) Kick-off Retreat at IRBC
<b>Mon., Sept. 4</b>	<b>NO SCHOOL/Labor Day Holiday</b>
<b>Wed., Sept. 13</b>	<b>PSEO Drop/Add Class Deadline</b>
Mon., Sept. 18	School Portrait Day!
Sat., Sept. 23 (all-day)	JH MACS Soccer/Volleyball Tournament @ Rosemount
Mon., Sept. 25 (5:30-6:30pm)	Senior Class Pictures (Rebecca Fruetel, photographer)
Wed., Sept. 27 (8:00am)	See you at the Pole
Thurs.-Sat., Sept. 28-30	Faith Soccer/Volleyball Tourney (Ankeny, IA)
<b>*Fri., Sept. 29</b>	<b>Progress Report period ends (24 days)</b>
Mon., Oct. 2 (8:30am - 12:30pm)	FBCS Sports Walk (Gr. 6-12)
<b>*Fri., Oct. 6</b>	<b>Progress Reports go home</b>
Sat., Oct. 7 (all-day)	Spikefest!
Wed., Oct. 11 (8:30am-12:30pm)	PSAT testing (juniors & sophomores)
<b>Wed. Oct. 11 (11:45)</b>	<b>Early Dismissal-NO After School Care</b>
<b>Thurs.-Fri., Oct. 12-13</b>	<b>NO SCHOOL/Teacher Convention, WI Dells</b>
Mon., Oct. 16	School Portrait Retake Day
Thurs.-Fri., Oct. 19-20	MACS State SO/VB Tourney play-in & 1st Round games)
Fri., Oct. 20	Grandparents' & Parents' Day!
Mon, Oct. 23	Alt. date for 1st round tourney games
Fri.-Sat., Oct. 27-28	MACS State Soccer/Volleyball Tourney @ Rosemount
<b>*Fri., Oct. 27</b>	<b>1st Quarter Ends (42 days)</b>
<b>*Mon., Oct. 30</b>	<b>2nd Quarter Begins</b>
<b>Thurs.-Fri., Nov. 2-3</b> (12:30-7pm Th.; 11am-7pm Fr.)	<b>Parent/Teacher Conferences - Req'd - all grades</b>
Thurs., Nov. 2 (11:45am)	Report Cards given at Conferences
<b>Fri., Nov. 3</b>	Early Dismissal-NO After Care
	<b>NO SCHOOL - P/T conferences</b>
<b>Fri., Nov. 10</b>	<b>PSEO Class Withdrawal Deadline</b>
Tues., Nov. 7 (6:30pm)	Fall Sports Awards Night
Fri., Nov. 10	MACS Band Festival Day @ FBCS - Concert 6:30pm
Sat., Nov. 11	Basketball Tryouts
<b>Mon., Nov. 13</b>	<b>PSEO Course Registration Opens (Spring '24)</b>
Mon., Nov. 13	Basketball Preseason Begins
Fri.-Sat., Nov. 17-18	MACS JV Basketball Tourney @ Chisago
<b>Wed., Nov. 22 (11:45am)</b>	<b>Early Dismissal-NO After School Care</b>
<b>Thurs.-Fri., Nov. 23-24</b>	<b>NO SCHOOL/Thanksgiving Vacation</b>
<b>*Fri., Dec. 1</b>	<b>Progress Report period ends (23 days)</b>
Wed., Dec. 6 (10 & 10:30am)	FBCS Christmas Chapel (K-12)
<b>*Fri., Dec. 8</b>	<b>Progress Reports go home</b>
<b>Fri., Dec. 8</b> (6:30 & 7:45pm)	School Christmas Concerts
	Elementary - 6:30; Secondary - 7:45
Wed., Dec. 13 (all day)	SH Music Ministry Day (off-site)
<b>Fri., Dec. 15</b>	<b>PSEO Application Final Deadline (Spring '24)</b>
Fri., Dec. 15	Last day of classes before Christmas Break
<b>Fri., Dec. 22</b>	<b>PSEO Fall '23 Semester Ends</b>

# SCHOOL CALENDAR - continued

**Mon., Dec. 18—Mon., Jan. 1**

**Tues., Jan. 2 (8:30am)**

**\*Fri., Jan. 12**

**Mon., Jan. 15**

**\*Tues., Jan. 16**

**Tues., Jan. 16**

**\*Fri., Jan. 19**

**Mon., Jan. 29**

Thurs.— Sat., Jan. 25-27

Mon.— Fri., Jan. 29 - Feb. 2

Thurs., Feb. 1 – Fri., Feb. 16

Fri., Feb. 2

Thurs., Feb. 8 (all day)

Fri.-Sat., Feb. 9-10

**\*Fri., Feb. 16**

**Mon., Feb. 19**

Mon-Tues, Feb. 19-20; also

Thurs-Fri, Feb. 22-23

**\*Fri., Feb. 23**

**Fri., Mar. 1**

Fri.—Sat., Mar. 1-2

Fri., Mar. 8 (all day)

Mon.— Wed., Mar. 11-13

Thurs., Mar. 14 (6:00-9:00pm)

**\*Fri., Mar. 15**

**Mon.— Fri., Mar. 18-22**

**\*Mon., Mar. 25**

**Sun., Apr. 7**

Thurs., Mar. 28 (6pm)

**\*Thurs., Mar. 28**

**Fri. Mar. 29**

Thurs., Apr.11

**Fri., Apr. 12 (all day)**

Mon.—Thurs., Apr. 15-19

Fri., Apr. 26 (9–11am)

Fri., Apr. 26 (12–1pm)

Fri., Apr. 26 (1:30pm)

**\*Fri., Apr. 26**

**\*Fri., May 3**

Mon.—Fri., May 6-10

Thurs., May 9 (7:00pm)

Sat., May 11 (5–7:30pm)

Mon.— Fri., May 13-17

**Wed., May 15**

**Thurs., May 16**

**Fri., May 17**

Tues., May 21 (7pm)

Wed.-Fri. May 22-24

**Fri., May 24**

**\*Fri., May 24**

Fri., May 24 (7pm)

Tues., May 28

**\*Fri., May 31**

**NO SCHOOL/Christmas Break!**

**SCHOOL RESUMES**

**2nd Quarter Ends (41 days)/1st Sem. Ends (83 days)**

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

**3rd Quarter/2nd Semester Begins**

**PSEO Spring '24 Semester Begins**

**Report Cards go home**

**PSEO Drop/Add Class Deadline**

Faith Varsity Basketball Tourney (Ankeny, IA)

FBCS Warrior Spirit Week!

Reenrollment Period for School Year 2024-25

Warrior Homecoming Games @ FBCS

MACS SH Speech/Bible Festival @ Woodcrest

JH MACS Basketball Tourney @ Rosemount

**Progress Report period ends (23 days)**

**NO SCHOOL/Presidents' Day**

MACS State BB Tourney play-in games (if needed)

& 1st round tourney games

**Progress Reports go home**

**NO SCHOOL/MACS Basketball Tourney @ FBCS**

MACS State Varsity Basketball Tourney @ FBCS

MACS JH Fine Arts Festival @ Rosemount

Missions Conference - Special Chapels

Basketball Sports Awards & History/Science Fair

**3rd Quarter Ends (42 days)**

**NO SCHOOL/Spring Break**

**4th Quarter Begins**

**PSEO Class Withdrawal Deadline**

Kindergarten Open House

**Report Cards go home**

**NO SCHOOL/Good Friday**

MACS Fine Arts Chapel

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

Achievement Testing (Gr. K5-12)

Elem. Spelling Bees (Gr. 1-6)

K4/K5 Informance (Interactive Music Classes)

Elementary Spring Concert (Gr. 1-6)

**Progress Report Period Ends (23 days)**

**Progress reports go home**

Senior Final Exams

Grades 7-12 Spring Concert

Junior/Senior Banquet

Senior Trip to "The Wilds of NC"

**All tuition payments due**

**PSEO Spring '24 Semester Ends**

**Last Day for K4/K5 Classes & Seniors**

Kindergarten Graduation

Final Exams (Grades 7-11)

**LAST DAY OF SCHOOL!**

**4th Quarter Ends (44 days)/2nd Sem. Ends (86 days)**

Class of 2024 Commencement & Reception

Teacher Post-planning day

**Report cards go home (169 total days)**



