



First Baptist Christian School

WEYMOUTH

Where faith and learning connect

PARENT/STUDENT HANDBOOK

2015-2016

*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."
Jeremiah 29:11 (NIV)*

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MISSION STATEMENT

We recognize that God has given parents the responsibility to *train up* their children in the nurture and admonition of the Lord. Therefore, as a specific ministry of First Baptist Church of Weymouth, First Baptist Christian School was established in 1985 to be an extension of the Christian home to help facilitate parents in carrying out their God-given responsibility. FBCS is committed to providing a Christ-centered, Scripture based education, to nurture students to become caring, contributing members of the body of Christ and society, so that each FBCS student might become *thoroughly equipped unto every good work!*

DOCTRINAL STATEMENT

1. We believe that the Bible is God's Word, that it was written by men divinely and uniquely inspired, that it is absolutely trustworthy and has supreme authority in all matters of faith and conduct.
2. We believe in the unity of the Godhead, externally existing in Three Persons; Father, Son and Holy Spirit.
3. We believe in God the Father, Creator of heaven and earth, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself in the affairs of men, that He hears and answers prayer and that He saves from sin and death all who come to Him through Jesus Christ.
4. We believe in Jesus Christ, God's only-begotten Son, conceived of the Holy Spirit, born of the Virgin Mary, sinless in His life, making atonement for the sin of the world by His death on the Cross. We believe in His bodily resurrection, His ascension into Heaven, His high priestly intercession for His people and His personal, visible return to the world according to His promise.
5. We believe in the Holy Spirit, who came forth from God to convince the world of sin, of righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ.
6. We believe that all men by nature and by choice are sinners, but that "God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life." We believe, therefore, that those who accept Christ as their Lord and Savior will rejoice forever in God's presence and those who refuse to accept Christ as Lord and Savior will be forever separated from God and suffer eternal torment in hell.
7. We believe in the church - a living, spiritual body of which Christ is the Head and of which all regenerated people are members. We believe that a visible church is a company of believers in Jesus Christ, buried with Him in baptism and associated for worship, work and fellowship. We believe that to these visible churches were committed, for observance "till He come," the ordinances of baptism and the Lord's Supper; and that God has laid upon these churches the task of persuading a lost world to accept Jesus Christ as Savior and to enthrone Him as Lord and Master. We believe that human betterment and social improvement are essential products of the Gospel.
8. We believe that every human being is responsible to God alone in all matters of faith.
9. We believe that each church is independent and autonomous, and must be free from interference by any ecclesiastical or political authority; that therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

EDUCATIONAL GOALS

For the Student's Spiritual and Moral Growth, The School Seeks to:

1. Teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
2. Teach the central truths and principles of the Bible which unite Christians.
3. Lead the student to a decision of confessing Christ as Savior and Lord.
4. Develop a desire to know and obey the will of God as revealed in the Scriptures.
5. Equip the student to carry out the will of God daily.
6. Impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelism and discipleship and stimulate the student's involvement in this task.
7. Develop the mind of Christ toward godliness and sin and teach the students how to overcome sin.
8. Encourage the development of self-discipline and responsibility in the student, based on respect for and submission to God and all other authority.
9. Help the student develop a Christian world view and think "Christianly" by integrating life and studies with the Bible.

For the Student's Personal and Social Development, The School Seeks to:

1. Help students develop a personality based on a proper understanding and acceptance of themselves as unique individuals created in the image of God and the fullest possible development of their own capabilities.
2. Teach the students to treat everyone with love and respect since they, too, are made in God's image.
3. Make students contributing members of their church and society that they may come to realize their dependence on others and Him, as well as the need to serve Him and others.
4. Promote an understanding of time as a God-given commodity and of their responsibility for effective use of it.
5. Show a realistic and Biblical view of life and work, and provide skills for personal relationships and future endeavors.
6. Develop both good and proper attitudes toward marriage and family, and the understanding and skills needed to establish God-honoring homes.
7. Promote physical fitness, good health habits, and wise use of the body as the temple of God.
8. Impart Biblical attitudes toward material things and encourage individual responsibility in using them for God's glory.

For the Student's Academic Maturity, The School Seeks to:

1. Promote high academic standards within the potential of the individual as uniquely created by God, and help students realize their full academic potential.
2. Help each student gain a thorough, comprehensive command of the fundamental processes of reading, writing, speaking, listening and mathematics used in communicating and dealing with others.
3. Teach and encourage the use of good study habits.
4. Teach students how to do independent research and reason logically.
5. Develop creative and critical thinking skills and the proper use of Biblical criteria for evaluation.
6. Promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity and acceptance of authority.
7. Produce an understanding and appreciation for God's world, an awareness of man's role in the environment and their God-given responsibilities to use and preserve it properly.
8. Engender an appreciation of the fine arts through development of the student's understanding and personal experience.

For the Student's Home Environment, The School Seeks to:

1. Cooperate closely with parents in every phase of the student's development, especially as it relates to the school program.
2. Help parents to understand the school's purpose and program.
3. Aid families in Christian growth and help them develop Christ-centered homes.
4. Assist parents in keeping up with the changing culture and the implications of its effects on the home and their children.

SCHOOL COMMITTEE

First Baptist Christian School is governed by a committee, appointed by and under the supervision of the Board of Elders of First Baptist Church. Up to but not exceeding one-third of this committee may be comprised of non-members of First Baptist Church who are active members of a church with baptistic doctrine/philosophy compatible with First Baptist Church.

The Committee meets regularly each month and other times as needed. Parental concerns may be submitted in writing for the Committee's information and/or consideration.

FACULTY

Members of the FBCS faculty have been selected on the basis of academic credentials, as well as their dedication to the goals of Christian education. Each teacher has also expressed a desire to serve God through teaching in a Christian school.

Teachers are required to be members of First Baptist Church of Weymouth or active members of a church with baptistic doctrine/philosophy compatible with First Baptist Church.

ADMISSIONS

A student is admitted to FBCS on the basis of former record. Each student's record is reviewed by the administration and each child is admitted, after being approved, on the basis of specific criteria: an acceptable academic average, satisfactory conduct, spiritual receptivity, and measurable growth in said areas. Parents must be in agreement with our philosophy, mission statement and policies as outlined in the handbook and related materials.

FBCS, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses, and to suspend or expel any student who violates the standard of regulations as defined by the administration of the school.

Our admissions procedure officially begins with a re-enrollment period in February, during which time currently enrolled students and their siblings have priority in registration for the following year. Open enrollment begins on the first Monday in March. Applications must be accompanied by the corresponding non-refundable application or registration fee. During the first week of open enrollment, priority is given to members of First Baptist Church.

A parental interview is required for all families new to the school and entrance testing may be needed for new students in kindergarten through eighth grade. When possible, students entering first through eighth grade are asked to attend their current grade level class for a day and participate in all activities and academics.

To be eligible for kindergarten, students must be five years old by August 31 of the year they enter kindergarten. Students enrolling in the three or four year old preschool classes must be age appropriate by August 31.

Upon acceptance to FBCS, a registration fee is required for all students.

FINANCIAL POLICIES

1. In order for applications to be considered, they must be accompanied by the application fee of \$50 per family.
2. The registration fee of \$25 per child is due upon acceptance to the school.
3. The re-enrollment fee is \$25 per returning student if paid on or before March 1st; after March 1st it is \$50 per student.
4. The book user/activity fee is due April 15 to receive the discount; otherwise it is due June 1.
5. Tuition is paid in 10 monthly installments from **August 1 through May 1**.
6. All payments are due by the first school day of the month and are considered late five (5) calendar days after the due date, at which point a \$10.00 late fee will be required in addition to the monthly payment. (Special arrangements must be made for late payments.)
7. All fees must be paid by check or money order. **Absolutely** NO CASH will be accepted. Students' names should be written on the check or money order.
8. June and August payments are required to be paid before a child can begin school in September.
9. If a check is returned for insufficient funds there will be a \$5.00 fee to cover charges from the bank.
10. After two returned checks, all payments must be made with money orders.
11. Withdrawal from school will be mandatory **IF TWO CONSECUTIVE** payments are missed.
12. Tuition will be pro-rated for students enrolling after the school year begins or withdrawing before the school year ends. A fee of \$100 will be charged for early withdrawal.
13. At the end of the school year, the report cards will be withheld if there is a balance due. If the balance still remains due by August 1, the student cannot be re-enrolled until it is paid in full. Item #8 also applies.
14. Any request for changes to these financial policies must be made in writing to the school administrator for consideration. These policies stand as written unless you have been notified in writing that your request has been approved.
15. Full time pastoral staff of First Baptist Church, full time teaching staff of First Baptist Christian School and full time missionaries sent out by First Baptist Church receive a 100% tuition discount and all application and registration fees are waived. Book fees are still payable.
16. Teacher aides and all part time teaching staff, working a minimum of 18 hours per week, receive a 30% tuition discount and all application and registration fees are waived. Book fees are still payable.
17. Families who are involved in a full time gospel ministry may be considered for up to a 50% discount in tuition for grades K-8. Application with documentation must be submitted to the School Committee for approval. Application, registration and book fees are still payable.
18. Full payment of tuition on or before August 1st will result in a 3% discount. This applies to tuition only.

SCHOOL SCHEDULE

Hours

PK3.....	Tuesday and Thursday.....	8:30 - 11:30 a.m.
PK4.....	Monday, Wednesday, Friday.....	8:30 a.m. - 2:30 p.m.
Kindergarten.....	Monday, Wednesday, Friday.....	8:20 a.m. - 2:30 p.m.
Grades 1-5.....	Monday - Friday.....	8:20 a.m. - 2:30 p.m.
Grades 6-8.....	Monday - Friday.....	8:20 a.m. - 2:35 p.m.
Enrichment (PK4/K).....	Tuesday and Thursday.....	8:20 a.m. - 2:30 p.m.

Arrival. School is in session according to the above schedule. Doors will be open for students to enter at 8:00 a.m. Any exceptions to this must be cleared through the administration. Between 8:00 and 8:15, students will go directly to the gym where they will be monitored by a staff member. Students will sit in the area designated for their grade and may talk quietly, read or review homework. There will be no students allowed to roam the building. At 8:15, students will be lined up by grade and dismissed to their classrooms. Students arriving after 8:20 are considered tardy and must stop off at the office to sign in for a tardy pass.

Dismissal. At 2:25 p.m. a warning bell will ring, signifying the time to prepare for dismissal. Students should line up in single file and leave their classroom together. Teachers will escort their students to the dismissal area under the overpass between the education building and the church auditorium. Single students, i.e. no siblings or car pool, will wait on the church side against the building. Multiple students from the same family or car pool will stand in the rock areas on the school building side. Staff members will monitor the students and call the names of the students as their vehicle approaches. During inclement weather, students will wait in the narthex area of the church or in the upper and lower hallways of the school building.

Students need to maintain proper control and talk quietly as this is still considered school time. No horse play, throwing or playing with the rocks, etc. is allowed. Students are to remain back against the building, on the rocks, allowing for a clear passageway on the sidewalk.

Students should not re-enter the building again unless accompanied by an adult.

No student is allowed to go home with someone they do not know. Any changes in transportation must be notified in advance.

Parents who park in the rear and approach on foot, should wait by the preschool fence for their children to be sent to them.

On rare occasions when you cannot get to school to drop off your riders or to pick them up on time, please call the school and let them know your situation and the time you expect to be there. We will work with you through an emergency.

Students not picked up by 2:45 p.m. will be placed in After Care and charged a \$5 late pick up fee. Students that remain in After Care beyond 3:00 p.m. will be charged the normal aftercare rates.

Attendance, Absences and Tardiness. FBCS believes that part of being a responsible person in life is the quality of being on time and present each day to assume one's responsibilities. This quality must be taught at a very young age and consistently enforced throughout the student's life. Parents who permit their children to be late or absent, or who cause them to be late or absent, are reinforcing a very bad habit within them.

In order for your child to gain the most in school, they must be regular in attendance. While it is mandatory to make-up work, the lecture and class activities are lost to the student who is absent. Minimum absenteeism, therefore, results in a maximum learning experience. Make every effort to arrange medical, dental, and other necessary appointments and special family events during non-school times. If a student misses more than 20 days (12 days for kindergarten), for any reason, their promotion will be in jeopardy.

Procedures regarding absences are as follows:

1. **General Sickness:** A note needs to accompany the child upon their return to class. Extended illnesses require a note from a doctor. A call to the office by 9:00 a.m. will allow the teacher(s) time to prepare assignments for the child to do at home. Students will be allowed one day for each day absent to make up missed work.
2. **Medical/Dental:** Call or send a note to the office to inform us of such appointments, then upon your child's return, or within three days, a note from the doctor or dentist will allow us to mark it excused. Students will be allowed one day for each day absent to make up missed work.
3. **Funerals/Emergencies:** Call the office as soon as is practical as a courtesy. Upon return to the school, or within three days, a note from you, or a doctor, if one was involved, will be required to mark it excused. Students will be allowed one day for each day absent to make up missed work.
4. **Vacations/One-Day Trips:** Advance notification of vacations and one-day trips is necessary in order to prepare assignments that must be done during that time. An *Extended Absence Request* form should be completed, submitted and approved ten school days in advance of the requested time off. A note needs to accompany the child upon returning to school to be marked excused. (See more under Student Work Policies)

At 8:15 a.m. the students are dismissed from the gym. Students are to file orderly to their classrooms, hang up coats, etc. and retrieve materials in preparation for the day. When the second bell rings, students should be sitting at their desks ready to learn. Students arriving after 8:20 must report to the office for a tardy slip before entering the classroom.

Policies regarding tardiness are as follows:

1. Tardiness is excused for illness, doctor's and dentist's appointments, and other emergencies (must have note from doctor).
2. Three unexcused tardies without penalty will be allowed per quarter.
3. Tardies may be considered for excuse upon submission of a reasonable explanation, in writing, for review by administration.
4. Fourth and subsequent unexcused tardies in a quarter will result in a \$5 late arrival fee per family per tardy.

Early Dismissal. Unless it is an emergency, if a student is to leave school before the end of the day, a note or email should be sent in advance to the classroom teacher giving the dismissal time. The parent must sign him/her out in the school office. If someone other than a parent is authorized to pick up a student, the parent must communicate this in writing to the office.

Emergency School Closing. If the school will be closed due to inclement weather, it will be announced by way of:

- Bright Arrow Rapid Alert and Notification System
- Television Stations - Channels 4, 5, 7 and FOX

Please **DO NOT** call the school!

NOTE: We **DO NOT** follow the Weymouth public school system for closure.

Before School Care. Before School Care is provided from 7:30 - 8:00 a.m. for students enrolled at FBCS in PK4 through grade 8. Students may be dropped off anytime during that time frame and may choose to bring their prepared breakfast with them. At 8:00 a.m. before care students will be transferred over to the gym to join those students arriving at the regular start time.

After School Care. After School Care is provided for students enrolled at FBCS in PK4 through grade 8. PK4 students are accepted on a trial basis. The program runs from 2:30 to 6:00 p.m. daily while school is in operation. It is not available during holidays, vacations or snow days. In addition to the full week, a three day option is available for parents of kindergarten and PK4 students. The afternoon includes snack (provided from home), supervised homework time, organized games in the gym, and table games. See the Tuition and Fees form for current rates.

Enrichment. Optional enrichment days are offered on Tuesdays and Thursdays from 8:20 a.m. to 2:30 p.m. for enrolled PK4 and kindergarten students. Parents may elect to add one or both of the enrichment days to the normal academic schedule of Monday, Wednesday and Friday. The schedule for those days includes Bible lesson/character development; learning centers; fine and gross motor skills activities; building phonics, language and math skills; weekly theme activities through science, social studies or crafts. There is also ample time for free play and social development.

ACADEMIC INFORMATION

Grading System

1. The school year is divided into 4 marking periods.
2. All students in grades K-2 receive written progress reports halfway through each marking period. They are to be signed and returned to the teacher on the next school day.
3. The online gradebooks are kept open for all students in grades 3-8 so that parents can check regularly on their child's progress.
3. All students in grades K-8 receive report cards online through PraxiSchool at the end of each marking period. The final report of the year is available online as well as printed and distributed at the closing graduation and awards program.
4. PK4 students receive an assessment report after the 2nd and 4th marking periods. They are to be signed and returned to the teacher on the next school day.

Standards System Key

- 4 Consistently exceeding standard/expectations
- 3 Meeting standard/expectations
- 2 Approaching standard/expectations
- 1 Area of concern
- X Not evaluated
- ** Adjusted program

Numbers Key

- 94 to 100 A
- 85 to 93 B
- 75 to 84 C
- 66 to 74 D
- 0 to 65 Failing

Character, Conduct and Subject Objectives use the standards system for all grades.

Kindergarten-Grade 2. All subject areas marked using the standards system key.

Grades 3-8. All subjects use the number key.

High Honor Roll - Grades 3-8. All grades at or above 94.

Honor Roll - Grades 3-8. Overall average between 85 to 100. No more than one grade between 80 and 84.99.

Parent-Teacher Conferences. Mandatory conferences are set up for all students after the first marking period. Thereafter, conferences may be requested by the parent or the teacher when deemed necessary.

Standardized Testing. Standardized tests are administered in the spring to students in second through eighth grades. These tests help us measure the academic progress of the students as well as evaluate curriculum strengths and weaknesses. Students absent two or more days during testing week will forfeit submission of their tests for scoring. Parents will receive copies of the results.

Promotion/Retention Policy. Students who fail one core discipline (language arts, math) cumulatively will be carefully evaluated for possible grade retention. Students who fail two or more core disciplines or three or more of any subject in their cumulative grades will repeat that grade level. This determination is made upon receipt of year-end averages. Tutoring/summer school, at the expense of the parent, is a viable option to retention, if, upon completion, the student enrolled tests out at grade level. In addition, retention may also be recommended by the classroom teacher when it is in the best interest of the student's social and behavioral development to do so. All decisions and reconsideration for promotion will be made by the administrator.

Curriculum. In order to keep our curriculum academically challenging with a consistent Christian world view, we use a combination of materials from several Christian publishers. While A-Beka supplies our primary core of academics for the lower grades, ACSI and Bob Jones University Press are used for science, history, spelling, English, Bible and character development. Along with the core academics, students have physical education, music, art, computers and a library period each week.

Student Work Policies.

- Students are expected to complete class work in a timely fashion during the school day. Work not completed will be sent home to be finished and returned the next school day (in addition to the regularly scheduled homework).
- Teachers give ample time for in-class review in preparation for tests. Therefore, students who are absent on the day of a scheduled test will be expected to take that test upon their return to school. In addition, students will not be permitted to retake a test for any reason.
- Beginning in second grade, all students are issued a planner at the beginning of the school year. Students are expected to write their assignments in the appropriate spaces provided on a daily basis. Parents are required to sign the planners of students in grades 2-4 on a nightly basis after checking that homework has been satisfactorily completed. Students in grade 5 will have the parent signature requirement at the beginning of the year and progress to independence by year end. Where needed, some students in grades 5-8 will be required to have their planners signed.
- Students will be allowed one day for each day absent to make up work when the absence is due to general sickness, medical/dental appointments or funerals/emergencies. In the event of extreme illness, extra time may be given at the teacher's discretion.
- If a student is expected to be absent for a family vacation/trip, parents must complete and return the *Extended Absence Request* form at least **10 school days in advance** to allow the teacher(s) time to prepare the work list and the following will apply:
 - All work listed on the form must be returned, completed, on the first day back to school. Depending on the progress of the class while the student was gone, additional work may be assigned and due back at the teacher's discretion. No exceptions.
 - Long term projects/book reports due during the absence must be submitted before the absence begins.

- Tests and quizzes missed during the absence will be made up at the teacher's discretion within a time frame no longer than the number of days absent.
- No more than 5 academic days will be excused for vacation/trips.
- Assessment guidelines:
 - Quizzes will be given regularly to assess the students' grasp of the material being taught. Advance notification will be at the teacher's discretion.
 - Advance notification will be given for all tests and, where appropriate, sufficient in-class review will be done to prepare for the test.
 - Tests requiring intensive studying will generally be limited to one per day at the elementary level and two at the middle school level. This would include science and history tests for all grades and Bible and Literature/Reading at the middle school level. This does not apply to tests in spelling, math, and language as these are based on cumulative learning that is practiced daily.

Homework. We believe that homework is an integral part of the school program and each teacher is at liberty to give homework to aid each student to advance his studies. Each student is expected to complete homework assignments. Parents should check their child's work for completion, neatness and accuracy before signing the student planner (grades 2-8).

Homework is given for several purposes:

1. **For reinforcement** - We believe that most students require solid drilling to master material essential to their educational programs.
2. **For practice** - Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **For remedial activity** - As instruction progresses, various weak points in a student's grasp of subject matter may become evident. Homework is given to overcome such difficulty.
4. **For special projects** - Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

Parents should be actively involved with their children in their homework. This helps to develop a discipline in their lives for individual accomplishments in later school years where parental involvement becomes less and less. Parents should insist that their child bring home papers for them to see. If a conference has been planned then a teacher might hold some of the papers as a part of the talk with the parents.

The following are helps in developing studying habits:

1. Parents should see that their child has an organized and complete record of assignments. Student planners are provided to students in grades 2-8 at the beginning of each school year. Replacement cost for a lost planner is \$5.

2. Be sure your child is provided with a quiet, secluded study place.
3. Keep distractions to a minimum. TV and radio should be off although you may want to have some background music. Phone calls should be limited both in number and length.

NOTE: In regard to their use of the phone, DO NOT allow them to call their teacher(s). Often a few routine calls can occupy a teacher's evening hours. If they are lacking some information from an assignment, have them call a classmate.

4. The hours reserved for study should be planned and held to as rigidly as possible to be the most effective.
5. Be sure all necessary materials are available, such as paper, and pencil/pens.
6. Plan for regular 5-minute breaks between subjects or after some particular period of time.
7. Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.

Standards for turning in homework: Beginning with kindergarten, our students will learn to turn in assignments according to certain guidelines established by their teachers. Students are expected to complete homework assignments as directed and turn in on the due date specified. Students turning work in late will receive a 10 point deduction per day late. After 2 days, the assignment will receive a zero but may still be required to be completed at teacher's discretion. Learning now will develop an important skill that becomes essential as years go by. Please reinforce these guidelines with your children for their development.

Middle School Late Work Policy: Homework assignments turned in late will receive a 20 point reduction the first day and a zero thereafter. Projects, book reports, etc. will not be accepted late.

NOTE: *First Baptist Church as well as many of our supporting churches in the surrounding towns, have a Wednesday night service that includes ministries to our student age children. We have therefore advised the Preschool - Grade 3 teachers to have a "READING ONLY" homework policy on Wednesday nights, and Grades 4-8 a light homework load.*

Physical Education. Each student is required to take physical education classes. Students must wear sneakers and the required gym uniform purchased through the school. A student who is unprepared for P.E. on the assigned day will miss class and receive a lowered grade. Students are not allowed to call home for forgotten gym clothes. In case of injury or recuperation from an illness, a doctor's note is necessary to be excused from participating in a P.E. routine. Non-participating students will still be required to be in attendance. Injuries, without a doctor's note, will be judged by the P.E. teacher as to whether it is excused.

SCHOOL LIFE

Birthday Parties. Throughout the year as students celebrate their birthdays, there will undoubtedly be birthday parties to which classmates will be invited. In order to avoid possible hurt feelings in students, particularly those in grades four and below not invited to such parties, invitations will be handed out in school only when one of the following conditions is met:

1. When all students of a class are invited.
2. When a girl invites all the girls of a class, excluding all the boys.
3. When a boy invites all the boys of a class, excluding all the girls.

Parents wanting to invite only selected classmates from a class need to mail invitations directly to the homes of those to whom the invitation is being extended.

If these conditions are met and invitations are going to be handed out, the student must work out the actual time of distribution with the teacher before class begins.

Books. It is the responsibility of the student to keep all books and materials issued to them in good condition. However, some books used by students will be used year after year and will show greater wear and tear. Books will be checked by the teacher periodically to ensure that they are not being abused in any way. Books being written in, or damaged in any way, will be brought to the attention of the parents along with an appropriate fee for repair or possible replacement. Lost books will also need to be replaced at the corresponding replacement cost.

Chapel. As a Christian school we recognize, encourage and expect our student body to be active in the various services and ministries of their local churches. In addition to this, the Bible is taught as both an independent subject and an intrinsic part of virtually every academic discipline of the school. Chapel is held weekly on Wednesday mornings and students are required to dress in the appropriate chapel attire (see *Dress Code*). Parents are always invited and encouraged to attend whenever possible.

Field Trips. The various classes take trips to interesting and educational places in the area as a vital part of the instructional program. Parents will be notified beforehand and must sign a permission slip for the student to go. Fees may be charged to help cover expenses and must be paid for by check made payable to the school. Field trips are normally taken during normal school hours unless otherwise identified. Parent chaperones are a very important part of our field trips. All our volunteer drivers and vehicles must meet and/or adhere to the following:

- All drivers must be 21 years of age or old and submit a copy of their valid driver's license.
- Each vehicle driven must have valid registration, along with the necessary proof of insurance.
- Chaperones must read and adhere to the guidelines outlined for all field trips. Failure to follow the guidelines make keep a parent from being selected to chaperone future trips.
- Only students 13 and older, with parent permission, may ride in front seats.
- All students in grades PK- 2nd are required to be in car/booster seats for field trips.

Extended field trips do occur and require extra planning. Parents will be notified well in advance of such trips in order to prepare as early as possible.

Lost and Found. All articles left in the classrooms, halls or grounds that remain unidentified by students or staff, will be placed in "Lost and Found", located in the hallway leading to the gym. Articles remaining unclaimed after an extended period of time will be donated to charity.

Lunch. Students are responsible for bringing their own snacks and lunches to school unless purchasing hot lunches. Parents must maintain a "lunch account" in order to place hot lunch orders. Deadlines for ordering hot lunches online vary, depending on vendors.

No glass containers are allowed. Soda and juice may be purchased from the machine in the hall during lunch time ONLY. Students must have the necessary change with them; change WILL NOT be made in the office.

Recess/Playground Rules. Students are under the supervision of classroom teachers or volunteer adult monitors during their morning and lunch time recesses. It is expected that students will obey the rules and show proper respect to all those supervising them.

OUTSIDE

General

1. No writing on any part of the church or school buildings.
2. No climbing any part of the hill at the back of the parking lot or venturing into the bushy areas surrounding the playground.
3. No throwing stones or snowballs.
4. Bring in all playground equipment at the end of recess.
5. Throw all trash in barrel.
6. No physical contact allowed i.e. tackling, wrestling, shoving, pushing, etc.
7. Shoes are to remain on at all times.
8. Students should not sit on or touch vehicles that may be in the parking lot.

Playground Area

1. Only one person on a swing at a time.
2. No jumping or flipping off swing.
3. No standing on swings.
4. No twisting swing around and around, with or without a person on it.
5. No standing or walking in the area around the swings.
6. No climbing or crossing on top of the monkey bars.
7. No hanging upside down from the monkey bars, swings, etc.
8. No standing or walking under or through the monkey bar area.
9. Monkey bars are to be used in one direction only.
10. Only one person at a time goes down the slide.
11. No stopping halfway down the slide.
12. No climbing up the slide - use the ladder.
13. No pushing or shoving on the slide platform.
14. No swinging from the bar over the slide or jumping off the slide.
15. No picking up or throwing the wood chips in the playground area.

Using the playground is a privilege NOT A RIGHT. Those who do not obey the rules will not be allowed to use the playground. These rules apply before, after and during school hours. Children may only use the playground before or after school if their parents are supervising from within the playground area.

INSIDE

1. No aimless throwing of any balls. Playing catch with a football is allowed along the back or side walls of the gym. No throwing the football across the middle of the gym.
2. No kicking of any balls by individual students. Any student caught kicking a ball of any size or type immediately loses the remainder of his/her recess time.
3. Kickball games are not allowed inside unless adult directed.
4. With more than one class in the gym, basketball must be played half court, using the far court first.
5. With more than two classes in the gym, each grade gets 2 balls, 1 for boys and 1 for girls. This count includes basketballs, foursquare balls, footballs of any size or type. Any balls brought down from the classrooms are to be included in this count.
6. No superballs of any size or type are allowed inside.
7. The gym closet is to remain locked with all equipment put away at the end of recess. No students are allowed in the gym closet at any time.
8. No physical contact allowed i.e. tackling, wrestling, shoving, pushing, etc.
9. No playing or fooling in the bathroom.
10. Students are not allowed to leave the gym for any reason, except in the event of an injury.

Safety Drills

Fire drills are for the purpose of learning how to evacuate the building as rapidly as possible in a safe and orderly manner. Such drills are conducted by the fire department and/or the school administration periodically throughout the year. Students will learn both primary and alternate routes and the manner in which to do it. The following are basic rules expected of them during every drill:

- Walk rapidly but do not run.
- No talking.
- Follow all verbal instruction from staff/fire department immediately and exactly.
- Close all windows and doors of rooms.
- First students to doors are to hold them for others to follow.
- Once outside, move away from the building to designated areas.
- Remain in class groups.
- Absolutely no horseplay.

Lock down drills are for the purpose of learning how to safely secure the students and staff should there be an external or internal threat, natural or man-made disaster. These drills are conducted by the police department and/or the school administration periodically throughout the year. Students and staff will follow the *Stay-Silent-Shelter-Shades* guidelines.

In the event of an actual emergency, parents will be notified via our Bright Arrow contact system and reunited with their children as soon as feasibly possible. Parents are expected to follow instructions and cooperate fully with school administration and any outside authorities directing the situation.

Telephone Usage. Students are not permitted to use any telephone at any time during school hours (8:00 AM to 3:00 PM) without permission via an office pass from the teacher. In the event of illness or an emergency, the office will contact the parent. Items left at home or forgotten, though it may result in a lowered grade, do not constitute an emergency.

There are two time-frames when we would like to keep our lines open (both outgoing and incoming). These are 8:00 to 9:00 AM and from 2:00 to 2:45 PM. This will allow those who are experiencing car and/or travel difficulties the best possible opportunity to call in to us. Please be sensitive to this need when calling and keep the calls as brief as possible.

CONDUCT AND DISCIPLINE

Conduct. Every member of the FBCS student body is expected to make a positive contribution to the life of the school. The following are guidelines for proper conduct at school, on field trips, and when representing FBCS at any function:

1. Practice courtesy and consideration in association with teachers, volunteers, fellow students, parents and visitors. Respect their person and property. Any misuse of school property is a serious offense.
2. Respect the authority of teachers, administrators, staff members and parent volunteers, and treat them respectfully and obediently as unto the Lord.
3. Respect fellow students. Every person has the right to remain free from the intimidation of physical, verbal or psychological harassment. Every person also has the right to an uninterrupted class.
4. Abstain from the use or possession of alcoholic beverages, tobacco, and drugs and from any other undesirable practices which would be generally recognized as harmful to health and Christian character.
5. Abstain from profanity and vulgar or abusive speech or actions. This also includes texting and social media.
6. Keep the school clean:
 - Discard litter in trash containers.
 - Do not leave books or personal items in the halls, gym or bathrooms.

- Limit eating only to classrooms, the lunchroom or in the designated playground area (gum chewing is NOT allowed anywhere, including field trips).
 - Coats and backpacks are to be hung neatly on hallway hooks and other personal belongings placed in lockers, cubbies or desks.
 - Students are expected to help in the daily clean-up routine at the end of the day.
7. Pass through the halls in a considerate and orderly manner. Students are expected to remain quiet, respecting those who are in class and office/pastoral staff who are working and studying.
 8. Do your own work. While working in groups and sharing is a useful part of the educational process, claiming another person's work as one's own is a punishable offense. Whether participating in individual or cooperative learning assignments, each student is accountable for his/her own work.
 9. I-pods, MP3 players, hand held electronic games, cell phones, or any other electronic devices are not to be used by students for personal use on campus, before, during or after school hours. Items found on students will be confiscated and returned to parents at the close of the day. Cell phones only may be kept shut off, inside backpacks, during the school day.
 10. Once on campus for the school day, students may not leave until regular dismissal time, unless dismissed by the parent.

Discipline. The ultimate goal for a Christian school, and thus for the process of discipline, is to develop a student who is wise; one who sees life from God's point of view. Our approach to discipline is based upon the fruit of wisdom (James 3:17; I Thessalonians 2:7,8). Christian love must be at the heart of all discipline. There is an essential balance of love and firmness. Firmness without love becomes harsh, whereas love without firmness brings about compromise.

The Bible instructs us that good behavior is to be expected and respect is to be given to those placed in authority. In order to fulfill the mission of FBCS and meet the educational and spiritual needs of every student, these expectations must be met and cooperation from all parents and students must be received.

Clear communication of expectations will be the first measure in maintaining the proper learning environment. Teachers will present to students the consequences of disregard for classroom, playground and general school rules. Discipline Referrals (*green slips*) are used to communicate to the home student's misbehavior. There are six levels listed on the referral slip. The offenses and consequences are as follows:

LEVEL 1 - Orderliness

Disrupting learning atmosphere; Talking without permission; Negative body language; Writing or passing of notes; Out of seat/room without permission; Throwing of objects; Working on unrelated materials; Excessive messiness; Eating/drinking without permission; Chewing of gum/candy; Sitting on desktops or tables; Spitting; Roughness/hitting/slapping; Unkind to peers; Failure to complete homework; Unprepared for class; Dress code violation (3rd).

Consequence: Missed recess or other privilege, writing assignment.

Middle School: ½ hour detention.

LEVEL 2 - Attitude

Gripping, remarks or gestures of disgust; Back talk, sarcasm, or negativism; Insults, rudeness, name calling, teasing; Bringing unauthorized items to school; Beginning student friction; 3rd Repeat of Level 1 offense; 4th Repeat of Level 1 offense.

Consequence: Missed recess(es) or other privilege, writing assignment.

Middle School: 1 hour detention.

LEVEL 3 - Intentional Disobedience

Disrespect or disregard for authority; Worldly or vulgar language/cursing; Defacing or destruction of property; Cheating, stealing, lying; Plagiarism, forgery; Fighting; Repeated bullying; 5th Repeat of Level 1 offense; 3rd repeat of Level 2 offense.

Consequence: One day in-school suspension. Student will be isolated from the rest of his/her classmates for the full day and be required to complete daily assignments. In addition, manual labor may be assigned at the discretion of the administrator and after notifying the parents.

Middle School: While all work will be required to be completed, student will receive zeroes for the day, including scheduled quizzes and/or tests.

LEVEL 4

Repeated discipline referrals without improvement

Consequence: One to three day out-of-school suspension. Student will not be allowed on school property at any time during the suspension and will be required to complete daily assignments and make up any quizzes/tests missed on the first day back to school. In addition, two points will be deducted from the term grade of each subject missed during the time of suspension.

LEVEL 5

Threats with intent to harm; Repeated discipline referrals without improvement

Consequence: Parents and student meet with School Committee. Student placed on probation as a final attempt to bring him/her into harmony with the goals and spirit of the school.

LEVEL 6

Drugs or weapons brought to school; Repeated discipline referrals without improvement

Consequence: Expulsion. Student may apply for re-enrollment no earlier than one year (365 days) from the date of expulsion.

Appeal Process. Disagreement with any disciplinary action should be presented in writing to the administration. If parents are still not satisfied with the decision, they may appeal in writing to the School Committee. The School Committee is the final authority in any disciplinary action.

Detentions will generally be served beginning at 2:40. Students will be under middle school teacher supervision and must sit erect, feet flat on floor, with hands folded on desk and either remain completely silent or write sentences (at teacher discretion). They will not be allowed to do school work or “nap”. Any violation of this posture will result in the detention being served again on another day.

There will not be numerous “warnings” given in class. Middle school students are old enough to know what acceptable behavior is.

Points will be assigned to green slips according to the level given, i.e. Level 1 = 1 point, Level 2 = 2 points, etc. Any student who accumulates 10 or more points by May 1 will be in jeopardy of not attending the year end class trip.

First Baptist Christian School Honor Code

First Baptist Christian School is a school that recognizes the Bible as the source of all truth. Therefore, FBCS is dedicated to developing Christian character and integrity in the hearts of our students. FBCS students are expected, first and foremost, to pursue a lifestyle that is in accord with Biblical teaching.

Attending First Baptist Christian School means that wherever a student goes, the name of FBCS goes with him/her. Each student's actions will be judged as an extension of the reputation of FBCS; that responsibility must be taken seriously, especially since our name includes the name of Christ. The members of the FBCS community should always desire to conduct themselves in a way that brings honor to the name of Christ. **Therefore, it is expected that the FBCS Honor Code will be adhered to 24/7/365.**

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus

Colossians 3:17a

A good name is to be more desired than great riches.

Proverbs 22:1a

1. I agree to honor the standards, rules, and policies of First Baptist Christian School. I will use my influence to protect its good name, its building, property, and equipment. I will cooperate fully and respectfully with teachers, parents, and others in authority. I will maintain a positive Christian attitude and refrain from being negative either in action, word, or appearance. (Philippians 4:8)
2. I understand that FBCS has standards of interpersonal behavior that are based on Biblical guidelines rather than those of the culture, the popular media, or peer groups. I will govern my behavior accordingly. I will maintain Christian standards of courtesy and kindness in the way I treat others. I will show respect for my fellow students and the staff in my speech, attitudes, and actions. (Ephesians 4:29-32; 1 Timothy 4:12)
3. I will refrain from the following destructive use of my words (Colossians 4:6):
 - a. Gossiping (repeating information about others that is not my concern or not edifying, whether true or untrue)
 - b. Slander (repeating information about others that is untrue)
 - c. Mockery (disdainful or disrespectful talk about those in authority, the church, or scriptural principles)
 - d. Profanity, Obscenity, Vulgarity, and/or Offensive Slang
4. I will use any and all electronic media (cell phones; cameras; mp3 players; e-mail, internet, and social media) in a manner that is constructive and Biblical. I will make my social media pages immediately accessible to FBCS administration at any time upon their request. My various electronic communications/social media (i.e. text messages, instant messaging, personal blogs, web sites, or other communication methods) will have an appropriate Christian testimony through their conveyed words, photos, videos, and other items contained within these communications. (Matthew 7:12; Philippians 2:1-4)

5. I understand the possession and/or use of personal electronic communication devices (including but not limited to CD/MP3 players, iPods, hand held games) and laser pointers are not allowed on campus. My cell phone is to be turned off and kept in my backpack during school hours. Cell phone use off campus for school events will only be allowed at the discretion of official school personnel and restrictions may be added. (Hebrews 13:17)
6. I will abstain from the use or possession of alcoholic beverages, tobacco, drugs, and other undesirable practices that are generally recognized to be harmful to health and Christian character. (1 Corinthians 6:19-20)
7. I will adhere to the FBCS dress code policy on campus and at all school events and dress modestly at all times. (1 Timothy 2:9)
8. I will not lie, cheat, or steal. I am not only expected to adhere to this policy, but also to promote and encourage my peers to do the same. I will not give or receive help to/from my peers on homework, quizzes or tests unless the teacher has granted this privilege on a particular project. In addition, I will not plagiarize (use another writer's ideas or words without giving the writer credit for them.) (Proverbs 10:9; 1 Chronicles 29:17)
9. I will strive for excellence in all areas and put forth my best effort in homework, in preparation for quizzes and tests, and in special academic projects. (Colossians 3:23)
10. I will be faithful in bringing home and/or returning all written communication(including but not limited to forms, flyers, notes, schoolwork, etc.) by given deadlines. (Luke 16:10)

I understand that in order to participate in school sports and activities, I am required to adhere to this Honor Code in its entirety, as well as maintain a grade of 70 or above in all subjects.

I understand that I will be held accountable for breaking any part of this Honor Code and consequences will follow the guidelines of the discipline policies of FBCS.

STUDENT SIGNATURE: _____ DATE: _____

I (we), as parent(s)/guardian(s) of the above-named student, agree to support First Baptist Christian School in the enforcement of this Honor Code.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

DRESS CODE

It is our desire that the students of FBCS reflect a wholesome Christian testimony in every way, including the way in which they dress. We believe that there is a definite relationship between good dress habits, good work habits and proper school behavior. Therefore, we require each student to come to school dressed in a way that denotes a readiness to learn and not a readiness to play. The following has been established as our guide for determining a proper testimony of dress at FBCS. These uniform clothing items can be purchased at Lands End, Sears, JC Penny, Old Navy, WalMart, Target, etc. You may shop anywhere you choose, but keep in mind the required styles and colors. *(If you do choose to purchase from Lands' End, please include our school number when placing your order as we earn a small percentage of your sale. 9000-9151-3.)*

In General:

- Students are expected to dress in clothing corresponding to their birth gender, that is modest, provides decent coverage of the body, is clean, neat, and has no holes, tears or ragged edges. All clothing must be size appropriate; excessively tight fitting or baggy clothing is not permitted.
- Garments bearing a message or that are of a design that is irreverent, vulgar, obscene or promotes unacceptable or questionable products or activities are not permitted.
- Sneakers/speerrys/boots & shoes with rubber soles with socks/tights must be worn at all times. Flip-flops, crocs, clogs, sandals, jellies, "wheeled" footwear and ballet flats are not allowed. No more than a 1" heel.
- Jewelry, ornaments, patches and badges that reflect religions other than the Christian and Jewish religions are not allowed.
- Toys, lunchboxes, backpacks, and other articles that reflect an obvious anti-Christian theme are not allowed.
- Belts are required if needed to keep pants securely at the waist. The "droopy" look is not allowed.
- Hair will be neat, clean, and well-groomed. All hair must remain the natural color; no dying or coloring allowed. For boys it may not hang below the eyebrows, shirt collar or ear lobes. Mohawks, pony tails, and other faddish styles are unacceptable.
- Light make-up permitted for 7th and 8th grade girls only.
- Earrings are not permitted for boys. Single ear or multiple ear piercing is permitted for girls. No body piercing or tattoos, temporary or permanent, for boys or girls.
- No headwear is allowed inside the building - this includes baseball caps, bandanas, etc.
- Tops are to be completely buttoned with the exception of the top button. T-shirts, camisoles, etc. worn underneath for warmth must be tucked in.

Preschool:

- Comfortable play clothes with shoes or sneakers.
- Sweatpants or other pants with an elastic waist are preferred (for ease of bathroom use).
- Flip-flops, crocs, clogs, sandals, jellies and ballet flats are not allowed.
- No jeggings or yoga pants allowed. Leggings may only be worn under a skirt, jumper or dress, not with just a shirt.
- Preschoolers should have an extra set of clothes on hand in case of accidents.
- For modesty reasons, all girls MUST wear shorts underneath their skirts/jumpers/dresses

Kindergarten-Grade 8: Chapel (Wednesdays)

- Boys: Docker-style pants, fitted and at the natural waistline, in khaki with solid navy blue oxford dress shirt, navy polo shirt or navy turtleneck. Cargo pants with flat exterior pockets allowed.
- Girls: Khaki jumper/skirt (no shorter than 3" above the knee) with solid navy blue collared blouse, navy polo shirt or navy turtleneck. *(For modesty reasons, all girls in kindergarten and 1st grade **MUST** wear shorts underneath their skirts/jumpers. Shorts are optional for grades 2-8.)*
- Sweaters: Solid navy blue cardigan or pullover, school issued fleece vest or sweatshirt
- Other: Socks, tights, or leggings must be solid white, khaki, navy, or black.

Kindergarten-Grade 8: Regular - Boys and Girls:

- Pants: Docker-style pants, fitted and at the natural waistline, in khaki, navy or black; twill or corduroy. Cargo pants with flat exterior pockets allowed. No jeans, jeggings or yoga pants allowed.
- Tops: Any solid color, long or short-sleeved knit polo with collar
(thin stripe on collar and/or sleeve bands allowed)
Any solid color turtleneck or mock turtleneck
Any solid color oxford dress shirt or collared blouse (must be tucked in)
Any striped, long or short-sleeved knit polo with collar **(grades 6-8 only)**
- Sweatshirts: School issued only (navy pullover with logo)
School issued hooded, zip front with logo **(grade 6-8 only)**
Must be worn with shirt underneath (as designated above)
- Sweaters: Any solid color cardigan, v-neck, or crew neck
Must be worn with shirt underneath (as designated above)
- Skirts/Jumpers: Solid khaki, navy or black (no shorter than 3" above the knee)
- Dresses: Any solid color (no shorter than 3" above the knee)
*(For modesty reasons, all girls in kindergarten and 1st grade **MUST** wear shorts underneath their skirts/jumpers/dresses. Shorts are optional for grades 2-8.)*
- Other: Socks, tights or leggings must be worn.

Summer - Boys and Girls (first 12 school days of September and after Memorial Day):

- Bottoms: Khaki, navy or black capri, skorts or docker-style shorts with minimum 5" inseam (no denim). Cargo shorts with flat exterior pockets allowed.
- Tops: Any solid color, short-sleeved knit polo with collar
(thin stripe on collar and/or sleeve bands allowed)
Any striped, short-sleeved knit polo with collar **(grades 6-8 only)**
No t-shirts, sleeveless tops, tank tops, midriff tops, halter tops
- Chapel: Khaki bottoms with navy polo shirt with collar

Kindergarten-Grade 8: Gym

- Sneakers and school-issued uniform consisting of gray t-shirt with navy shorts or sweatpants, and optional sweatshirt.
- Students in all grades remain in their gym uniforms during the day of their gym class.

Chapel dress is required every Wednesday.

School programs/special functions: Students may be required to wear dress clothes (dress, skirt or jumper for girls and shirt/tie/dress pants for boys).

Dress Down Days: We will occasionally have "dress down days" where students will be allowed to wear appropriate jeans, tee shirts and sweat shirts. No tank tops, sleeveless tops, jeggings, yoga pants or leggings with just a shirt allowed. No head wear allowed.

Birthdays: Students may "dress down" on their birthday. Birthdays that fall over the weekend, vacations or holidays may be celebrated either the Friday before or the Monday after. Students with birthdays that occur during the summer may celebrate their corresponding half birthday in December, January or February.

Field trips: As determined by the type of trip/announced by the classroom teacher.

HEALTH SERVICES

Illness and Injury. Ultimately, the health of each student is the responsibility of the parents. The school **DOES NOT** have a trained nurse on staff. In case of severe problems, the student will be sent to the nearest hospital emergency room. When the child is sick or hurt, a parent will be informed immediately. Sick children (temperature of 100 degrees F or higher, vomiting, etc.) will need to be picked up as soon as possible. Please do not send your child back to school too quickly following an illness. Students should be free of vomiting, diarrhea and fever for a minimum of 24 hours. Students tested for strep infections and awaiting results should not be sent to school until the 24 hour results are in. Generally, students sent home from school are not to return to school the following day.

Dispensing Medication. Some medications may be dispensed during school hours, but only if certain guidelines are correctly followed. A "Written Parent/Guardian Consent for Medication Administration" form **MUST** be on file at the school office as well as a "Medication Order" signed by the child's licensed prescriber. All medication, including aspirin and Tylenol, must be brought to the school office by the parent/guardian, in its original container, and will be dispensed by someone designated by the school administration. Teachers will not be allowed to administer medication to anyone other than their own children. Students **MUST NOT** be allowed to bring their medication to school. This is for their own protection as well as their classmates.

Medical Records. We are required by the state of Massachusetts to maintain certain medical information on each and every student enrolled in our school. All new students entering our school are to have a current immunization record available for us. All students entering into grades Preschool, K, 4, and 7 must provide a recent physical (within 6 months) as well as a complete record of immunizations.

PARENT/TEACHER FELLOWSHIP (PTF)

The PTF provides a framework in which both parents and teachers, through mutual understanding of problems involved in Christian education and of the needs of the child, may work together for the best interest of the child in developing intellectual, spiritual, physical, and emotional maturity. Its objectives are:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.
3. To provide fellowship opportunities between parents and teachers for the sake of a continued healthy Christian environment that must include the active involvement of both the home and school as well as parents and teachers.
4. To provide facilitation of necessary information, help and direction that the School Committee can rely on as they have need in leading the school through continued levels of excellence for both now and for the future.
5. To provide specialized fund-raisers to acquire such items that would benefit the students and may not yet have funding available through the general school budget.

Therefore, as the PTF is obviously such an integral part of the overall Christian school experience and pertinent to our success, we strongly encourage every parent to involve themselves in the PTF at whatever level they are able.

HOME-SCHOOL COMMUNICATION

Parent Link. Every Monday, our newsletter, *The Parent Link*, is emailed, informing parents of what is happening at the school. A basic yearly calendar is posted online and a Google calendar is kept current with all on-going and anticipated events.

Folder System. Students in grades PK-2nd use a daily folder to transport all class work, homework and parent communication to the home. Students in grades 3-8 use a weekly folder to communicate to the home. All student work for the week, notices, tests, etc. are sent home every Monday (Tuesday on a holiday week). Parents should review all the information and grading results with their children and then sign on the designated sheet next to the corresponding date. There will also be a space for additional comments. If you need more room, feel free to include a separate note. The folder should be returned to school the following day.

Website. In addition to the Parent Link, individual grade information by teacher is posted on their online pages and/or calendar. These pages are updated regularly and parents should consult them frequently for upcoming events, reminders, student projects, teacher fact sheets, etc. Requirements for all projects will be posted in the event the originals are lost by the student.

Facebook. The administration of FBCS maintains a school page to share daily news, photos and other events as they happen at the school. Parents are required to sign an annual media consent form for every student. Parents are requested to not post pictures of students other than their own on their personal Facebook pages without the consent of those parents.

Communication with Teachers. It is vital that parents and teachers keep in touch with each other throughout the year. Contacting teachers can be as simple as calling the school office and leaving a message for a teacher to call you back on his/her break or at some time following the normal school hours. Teachers have been asked not to call parents after 9:00 PM unless it is either an emergency or prior arrangements have been established. We would ask that you follow this practice also. When calling a teacher, please keep the time to essential business and not make it an opportunity to engage in lengthy discussions over the phone. Email is another effective tool for communication. Email addresses are available on the PraxiSchool site. Most teachers have a family life in addition to taking their work home with them and we would like them to enjoy their family time as much as possible.

If a problem, concern or question occurs, the Biblical principles outlined in Matthew 18 should be followed. Parents should NOT discuss the matter with any other parent, and certainly not with the students, but should bring it directly to the teacher to whom it relates. If there still is not a resolution, the parent must bring it to the administrator.

PRAXI SCHOOL

Once a student is enrolled at FBCS, the family is given their computer generated user name and password to log in to our school management system, PraxiSchool. The password can be changed at anytime. PraxiSchool allows parents to:

- Email to and receive email from administration, the office, and teachers
- Order hot lunches online up to two months in advance (a minimum of \$30 must be given to the office to fund their lunch bank)
- View current balances of tuition, lunch, beforecare and aftercare accounts
- View student assignments and grades 24/7 (grades 3-8)
- View and print report cards at the close of each quarter (grades K-8)
- View homework, project and/or report assignments.
- Access important forms and information via the RESOURCES page, including the calendar, weekly newsletter, etc.
- Update the family's contact information

VISITORS

Visitors in General. Our school will receive visitors throughout the year for many reasons. Some will be looking at us as a prospective school for their children. Some will be looking at us for ideas for their school. Others will be here on church business or on business from elsewhere in the local area. Who we are, what we do, and how we look should be a testimony of our relationship to our Lord. We want others to sense God's presence in this place. Therefore, our conduct and activities combined with attractive facilities will enhance their visit.

Parents in the Classroom. Parents are welcome in our school. If you desire to visit a class, please contact the school in advance and then check in with the office when visiting. Parents will not be allowed in the classroom when students are taking tests unless the teacher has expressed a need beyond assistance already available. Do not go directly to the classroom. Forgotten lunches, homework, books, etc. may be brought and left in the office and will be delivered to the student.

Prospective Students. During the enrollment period in the spring, applicants are asked to attend their current grade level class and participate in all activities and academics of the day. During their visit, they must comply with the dress code and classroom rules and regulations.

MEDIA RELEASE

Throughout the school year, students participate in various programs, activities, field trips and other special events along with normal classroom routines that support their education, promote community service or encourage positive behavior.

With the Administrator's approval, occasionally, staff and/or parents cover these events by taking photographs, video or a verbal interview which may be used on our school's website, Facebook page and classroom bulletin board pages in PraxiSchool. All photographs, videos, and interviews will be processed through the administrator before posting. Photographs or videos of specific, dated events will be posted after the activity has occurred, not during or before.

All parents are required to sign an annual media release form to give/not give consent.

FBCS STAFF

Administrator..... Mrs. Elaine Allshouse

Church Office Manager..... Mrs. Sandra Darmetko
School Secretary..... Miss Patti D'Amato

Preschool Director..... Mrs. Judy Violette
PK3 Aide..... Mrs. Barbara Jamara
PK4 Aides..... Mrs. Victoria Fletcher, Mrs. Kathy Platteel

Kindergarten..... Mrs. Sandra Hadden
Aide..... Mrs. Sylvia Gaines

Enrichment (PK4/K on Tu/Th)..... Mrs. Judy Violette, Mrs. Sylvia Gaines
Mrs. Victoria Fletcher, Mrs. Kathy Platteel

First Grade..... Mrs. Maggie Senay
Aide..... Mrs. Heather Nowell

Second Grade..... Mrs. Holly Dillon

Third Grade..... Miss Karen Pray

Fourth Grade..... Mrs. Shannon Powers

Fifth Grade..... Mrs. Joanne Lenihan

Middle School (Grades 6-8)..... Mrs. Kim Jones
Mrs. Karen Crandall
Mr. Derek Powers

Art..... Mrs. Sandra Hadden
Music..... Mrs. Joy Anderson
Gym..... Mrs. Michelle Williams
Elementary Computers..... Mrs. Hope Marchi
Middle School Computers..... Mrs. Shirley O'Neill

Beforecare..... Mrs. Kim Jones
Aftercare..... Mrs. Linda Sylvester, Mrs. Michelle Williams