

# FIRST BAPTIST CHRISTIAN SCHOOL STUDENT PARENT HANDBOOK



Equipping Students for Christ through  
Kingdom Education

201 S.W. Ocean Blvd., Stuart, FL 34994 • 772-287-5161  
772-287-7735 (Fax) • [www.fbcS-stuart.org](http://www.fbcS-stuart.org)

## **Administrative Prerogative**

First Baptist Christian School reserves the right to refuse any applicant and dismiss any child at any time for unacceptable work, conduct, or for any reason it deems necessary. FBCS administration reserves the right to exercise its administrative prerogative in responding to any situation. All new students will be on a six week probationary period. If at any time during this first six weeks, the school decides that the student will not succeed in the school, academically or behaviorally, the school has the right to withdraw the student.

## **Amendments and Changes**

First Baptist Christian School reserves the right to make changes and additions to the rules, regulations, and policies contained in this handbook in order to serve the best interest of the school, its students, and its standards. Additionally FBCS reserves the right to withdraw curriculum and specific courses, alter the course content, change the school calendar, and to impose or increase fees as it deems necessary and appropriate.

## **Statement of Non-Discrimination Policy**

First Baptist Christian School, 201 SW Ocean Blvd, Stuart, FL 34994, admits students of any race, color, nation, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, scholarship policies, and/or athletic policies.

## TABLE OF CONTENTS

<b>Administrative Prerogative .....</b>	<b>2</b>
<b>Amendments and Changes.....</b>	<b>2</b>
<b>Statement of Non-Discrimination Policy.....</b>	<b>2</b>
<b>Mission Statement .....</b>	<b>7</b>
<b>School History .....</b>	<b>7</b>
<b>Statement of Faith .....</b>	<b>7</b>
<b>FBCS Core Values.....</b>	<b>7</b>
<b>Academic Philosophy .....</b>	<b>9</b>
<b>Accreditation.....</b>	<b>9</b>
<b>Teacher Qualifications.....</b>	<b>9</b>
<b>Parent Teacher Communication .....</b>	<b>9</b>
<b>GENERAL INFORMATION.....</b>	<b>9</b>
<b>Abuse Policy.....</b>	<b>10</b>
<b>Accident Insurance.....</b>	<b>10</b>
<b>Achievement Tests.....</b>	<b>10</b>
<b>Admission Policy .....</b>	<b>10</b>
<b>Animals .....</b>	<b>11</b>
<b>Appearance and Dress.....</b>	<b>11</b>
School Attire.....	11
Cold Weather Policy/Outer Wear .....	12
Belts, Shoes, Socks, and Leggings.....	12
P.E. Uniforms.....	12
Hair .....	12
Jewelry and Cosmetics .....	12
Piercing and Tattoos.....	12
Jeans and T-Shirt Days.....	12
Dress Code Violations.....	12
<b>Attendance .....</b>	<b>13</b>

Students leaving prior to end of the day.....	13
<b>Birthday Parties.....</b>	<b>13</b>
<b>Bullying (including cyber-bullying).....</b>	<b>13</b>
<b>Conflict Resolution .....</b>	<b>14</b>
Steps for parents to follow when voicing a concern .....	14
<b>Delivering Items to Students .....</b>	<b>15</b>
<b>Divorced Parents.....</b>	<b>15</b>
<b>Electronic Devices Including Cell Phones and School Issued Lap Tops .....</b>	<b>15</b>
Laptops-High School:.....	16
<b>Emergency Contact Phone Numbers .....</b>	<b>16</b>
<b>Extended Care .....</b>	<b>16</b>
<b>Handling of Money.....</b>	<b>17</b>
<b>Health Related Matters .....</b>	<b>17</b>
Immunization and Health Record.....	17
Medications .....	17
Self-Carry Medications and Emergency Medications .....	17
Medical Discharge .....	18
Head Lice .....	18
<b>Lost and Found.....</b>	<b>18</b>
<b>Lunch .....</b>	<b>18</b>
<b>School Hours .....</b>	<b>18</b>
<b>School Office Phone Usage .....</b>	<b>19</b>
<b>Snacks .....</b>	<b>19</b>
<b>Student Drop Off and Pick Up.....</b>	<b>19</b>
<b>Tardiness.....</b>	<b>19</b>
<b>Technology-FBCS Computers, Labs, Notebooks and Networks .....</b>	<b>20</b>
<b>Tuition.....</b>	<b>20</b>
Financial Aid .....	20
<b>Uniform Exchange .....</b>	<b>20</b>

<b>Valuables .....</b>	<b>20</b>
<b>Visitors.....</b>	<b>20</b>
<b>Volunteers and Chaperones .....</b>	<b>21</b>
<b>Weather Related Closings .....</b>	<b>21</b>
<b>Withdraw From School.....</b>	<b>21</b>
<b>ACADEMICS.....</b>	<b>21</b>
<b>Academic Discipline-5<sup>th</sup> through 12th .....</b>	<b>21</b>
<b>Community Service Requirements.....</b>	<b>21</b>
<b>Promotion/Retention.....</b>	<b>21</b>
K through 8.....	21
High School.....	22
Grade Level Promotion.....	22
<b>Grade Scale: .....</b>	<b>22</b>
<b>Homework Policy .....</b>	<b>23</b>
<b>Honor Roll .....</b>	<b>23</b>
<b>Parent Teacher Conferences.....</b>	<b>24</b>
<b>Report Cards and Progress Reports .....</b>	<b>24</b>
<b>Tutoring .....</b>	<b>24</b>
<b>DISCIPLINE.....</b>	<b>24</b>
<b>Philosophy .....</b>	<b>24</b>
<b>Discipline Policy .....</b>	<b>25</b>
<b>Honor Code .....</b>	<b>25</b>
<b>Cheating and Plagiarism .....</b>	<b>25</b>
Cheating.....	26
Plagiarism .....	26
<b>Lower School Discipline (Grades K-5).....</b>	<b>27</b>
<b>Methods of Disciplinary Intervention .....</b>	<b>27</b>
Minor Infractions (Grades K-5).....	27
Major Infractions (Grades K -5) .....	28

Discipline for Major Infractions (Grades K-5).....	28
<b>Upper School 6-12 .....</b>	<b>28</b>
Methods of Disciplinary Intervention (6-12 <sup>th</sup> Grade).....	30
Minor Infractions (Grades 6-12):.....	30
Major Infractions (Grades 6-12).....	30
<b>Behavior Contracts.....</b>	<b>31</b>
<b>Expulsion.....</b>	<b>31</b>
<b>CAMPUS SECURITY MEASURES.....</b>	<b>31</b>
<b>STUDENT ACTIVITIES .....</b>	<b>32</b>
<b>Academic Games.....</b>	<b>32</b>
<b>Athletes and Discipline Impact .....</b>	<b>32</b>
<b>Eligibility for Sports and Extracurricular Activities .....</b>	<b>32</b>
<b>Field Trips.....</b>	<b>33</b>
<b>National Junior Honor Society .....</b>	<b>33</b>
<b>Student Government Association (Grades 5-12) .....</b>	<b>33</b>
<b>HIGH SCHOOL.....</b>	<b>34</b>
<b>General Information.....</b>	<b>34</b>
Internet Usage Policy.....	34
Lunch .....	34
Student Vehicles on campus .....	34
<b>Academics.....</b>	<b>35</b>
Accreditation .....	35
Curriculum .....	35
Dual Enrollment.....	35
Homework.....	35
Scholastics .....	35
Student Assignment Planning .....	36
Transfers (in or out).....	36
<b>Student Parent Handbook Acknowledgment Page .....</b>	<b>37</b>

## Mission Statement

First Baptist Christian School is committed to academic excellence through a Biblical worldview by teaching critical thinking skills, reaching the heart, and inspiring student leaders who will impact their community for Jesus Christ.

## School History

First Baptist Christian School was established in 1974 as a ministry of First Baptist Church of Stuart, Florida. The school was founded under the ministry of Reverend Clint Marlow, but the main architect of the school was the associate pastor, L.C. Campbell. The school first opened with five grades, kindergarten through fourth grade. The first few years were challenging for FBCS with very few students and a limited facility. FBCS did not have an administrator until 1976 when Edward Smith was hired as its first Headmaster. That same year the school was expanded to include kindergarten through eighth grade. Enrollment grew to 145 students, and the school blossomed. In November 1979, Mr. Smith resigned his position unexpectedly. A teacher, Michael Casey, became the Interim Headmaster for the remainder of the school year. Dr. Gerald Pember was hired the next year as Headmaster but was replaced in the spring by Michael Casey. Dr. Darrell Orman became Senior Pastor of the church in 1991, and Mr. Casey remained the Headmaster until June 2008 when he retired due to health problems. The school became accredited by ACSI in 1999. Richard Robertson served as Headmaster for one year, but he was replaced by long time teacher, Debbie Brown who served as Interim Headmaster for four years. Mr. Stuart Shumway joined as Headmaster in 2014 and served for three years. Under his direction, First Baptist added a High School in 2015 with 7 students and the school was AdvancED accredited. He returned to North Carolina in 2017. Our current Principal is Alli Blackwell. Alli has been with the school since 2014 and served as PE and Athletic Director prior to taking the position as Principal.

## Statement of Faith

- We believe the Bible to be the verbally inspired Word of God. It is inerrant and is our only rule in matters of faith and practice.
- We believe in the unity and equality of the Trinity: God the Father, God the Son, and God the Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His Ascension, and His personal premillennial return.
- We believe in the person and power of Satan, the enemy of God and all believers, who wages spiritual warfare against God, and who will ultimately spend eternity in Hell.
- We believe in the creation of man by God: the total depravity of mankind through willful rebellion and separation from God by our sins.
- We believe, that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe the Holy Spirit serves to glorify Christ by saving and indwelling believers at the moment of regeneration.
- We believe in the bodily resurrection of the dead: the saved to everlasting life, and the unsaved to everlasting punishment.

## FBCS Core Values

**C-Christ-Like** –Romans 12:2, Ephesians 5:1-2, I Corinthians 11:1, Phil 4:8

**H-Honesty** – Proverbs 12:22, Proverbs 11:1, Leviticus 19:11

**R-Responsibility/Respect** – Titus 2:7, Philippians 2:3, 1 Peter 5:5

**I-Integrity** – Proverbs 19:2, Proverbs 11:3, 2 Corinthians 8:21

**S-Service** – John 12:26, Joshua 22:5, Mark 10:45

**T-Teamwork/Trust** – Eccl 4:9-12, Proverbs 3:5, Jeremiah 29:11, Psalms 56:3-4

## Students expected outcome

Students will become **faithful disciples** of Christ and,

- have a personal knowledge of Christ as their Savior - Romans 10:9
- understand the Christian worldview of life – Colossians 2:8
- exemplify Christ-like character, leading their lives according to biblical standards of virtue and ethics – Galatians 5:22-23

Students will become **compassionate** and,

- care as much for others as for themselves – Ephesians 4:32
- seek to improve the lives of those within their sphere of influence – Galatians 6:10
- understand others' viewpoints and perspective on life – Hebrews 12:14

Students will become **critical thinkers** and,

- Use a Biblical perspective – 1 John 5:4
- Solve problems – Philippians 4:6
- Make creative projects and presentations – Phil 4:13

Students will become **industrious** and,

- work independently without need of supervision – 2 Timothy 2:15
- accept personal responsibility for their actions – Galatians 6:5
- carry out tasks productively and efficiently – Colossians 3:23

Students will become **leaders** and,

- accept positions of leadership and influence to serve others readily – Matthew 20:25-28
- manage projects and accomplish goals - Proverbs 24:27
- work well with people and foster good relationships – Proverbs 27:17

Students will become **moral and ethical citizens** and,

- make ethical decisions from a Biblical perspective – I Corinthians 6:12
- show respect to persons of other ages, races, cultures, faiths, and values – 1 Peter 2:17
- demonstrate self-control in attitude and behavior – Titus 1:8

Students will become **good stewards of life** and,

- use gifts and talents to serve others generously – 1 Peter 4:10
- maintain disciplined health and personal habits – 1 Corinthians 6:19
- cultivate and share artistic, musical, and academic abilities – 1 Corinthians 12:4-6
- take care of God's creation and provisions – Genesis 1:26

## **Academic Philosophy**

First Baptist Christian School adheres to the following Christian educational philosophy:

1. God is the Creator and Sustainer of all things, and Source of all truth.
2. This truth is revealed in the Bible and personified in Jesus Christ, the Son of God
3. Education is a Christ-centered, Biblically-integrated process of developing the students spiritually, academically, socially, and physically.
4. The ultimate aim of life is conformity to Christ.
5. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
6. At school, the teacher stands in the place of the parent. We are here to serve our parents. Each student is different – motivated and disciplined differently.
7. Education should be for responsibility to God, to one's country, to others, and to self.
8. God has given different abilities to each student. It is the teacher's responsibility to challenge each child according to his ability and to seek to teach him at his academic level.

## **Accreditation**

First Baptist Christian School is fully accredited by the Association of Christian Schools International (ACSI) and by the Southern Association of Colleges and Schools (SACS-CASI). Schools accredited through ACSI and SACS-CASI are recognized and accepted nationwide by other accrediting organizations, including the Florida Department of Education. The school first received accreditation in the spring of 1999. First Baptist Christian School's academic programs and high school diplomas meet all requirements for admission to the state university system in Florida.

## **Teacher Qualifications**

FBCS meets all the teaching certification requirements of ACSI, our accrediting body. Teachers will not only be considered for their professional expertise; they will be evaluated for their ability to role model a Christian life style and teach all content from a distinctly Christian perspective.

## **Parent Teacher Communication**

Teachers should be contacted directly to schedule conferences, for classroom information or classroom difficulties. The best way to contact a teacher is to send them an email or through the classroom Remind text system. To send an email use the first initial of the teacher or staff member's first name and their last name @fbcs-stuart.org (ex. John Smith would be jsmith@fbcs-stuart.org).

## **GENERAL INFORMATION**

The intent of this handbook is to give general overall guidelines for students and parents. FBCS administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but not limited to, parent conferences, suspension and/or expulsion, drug testing, and required counseling. Additionally, FBCS retains the right to amend, eliminate, or add policies to this handbook. Further, FBCS reserves the right to execute discretion and judgement which may vary from written policy.

## **Abuse Policy**

In accordance with Florida law, FBCS is obligated under penalty of prosecution to report reasonable suspicion of physical, emotional, and sexual abuse, or physical neglect to the Florida Department of Children and Families. In this very serious matter, the school cannot contact parents before making a report to the appropriate authorities. The one exception to this occurs when the victimizer is other than the immediate family. (Ex.—Daycare worker, teacher). It is clearly intended by law, based on the gravity of said crimes that this institution is mandated to report reasonable suspicion of these abuses. The designated official of the school will file such reports, considering what is in the best interest of the affected student. There is no legal alternative except to give the report to the proper authorities for investigation and review.

## **Accident Insurance**

The school provides each student with insurance coverage for injuries that occur during school. This insurance plan is not a primary policy. Therefore, if a student is injured, a claim is made with the parents' insurance company first. The school's insurance policy will cover any excess expenses.

## **Achievement Tests**

Each spring, standardized tests (Terra Nova 3) are given to all students in first through twelfth grade. In addition to basic achievement tests, high school students also participate in a variety of aptitude and career placement tests including the PSAT (taken sophomore year), ACT and SAT.

## **Admission Policy**

Admission to First Baptist Christian School is open to academically qualified students seeking a college preparatory program and challenging curriculum, in a nurturing, Christ-centered environment. All FBCS faculty and staff are committed Christians and personally vest themselves in partnership with parents and students to foster, develop, cultivate and refine the God-given gifts, talents and academic abilities of each student. While First Baptist Christian School does not require families or students to espouse the Christian faith, applicants should be aware that the teaching of Biblical doctrines and principals permeates every aspect of a FBCS education. Applicants who are antagonistic toward Christian beliefs will be better served by selecting another school. It is a privilege, not a right, to be a member of the student body of First Baptist Christian School. The school reserves the right to accept, reject, dismiss, or refuse re-admission or admission of students and/or families based on the school's philosophy as a Christ-centered institution together with biblical principles upon which the education is founded. In Joshua 1:8, we are instructed to meditate on His Word in order to gain wisdom and in order to have a successful life. 2 Timothy 2:15 commands that we be diligent in our studies as we live our lives seeking God's approval. And in Revelation 4:11, we know that our ultimate purpose for existence on earth is to worship and honor God. It is our desire to see every student at First Baptist Christian School walk in the fullness of a passionate personal relationship with Jesus Christ.

The Admissions Review process begins with submission of the completed online application along with required documentation. All students in grades Kindergarten through eight are required to take the FBCS entrance exam. Per the Parent Agreement included in the online admissions process, FBCS reserves the right to refuse admission or to dismiss any student at any time for any reason it deems appropriate.

**Probationary Period:** All new students will be on a six week probationary period. If at any time during this first six weeks, the school decides that the student will not succeed in the school, academically or behaviorally, the school has the right to withdraw the student.

\*See online admissions process at [www.fbc-stuart.org](http://www.fbc-stuart.org)

## Animals

Animals are not allowed on campus unless they are a part of a special program sponsored by the school.

## Appearance and Dress

First Baptist Christian School is a uniformed school in order to promote an atmosphere conducive to learning, reduce the pressures associated with competitive dress, encourage good behavior, prepare students for workforce expectations, and foster positive self-esteem. Additionally, FBCS desires to encourage neatness and modesty, therefore all students must be well-groomed at all times during school hours. Students must be mindful that they are representatives of FBCS while attending activities both on and off campus. The school reserves the right to ask a student to leave or change clothes if it determines the student's dress to be immodest or in conflict with uniform guidelines.

**You may purchase school uniforms from Land's End by logging on to [www.landsend.com](http://www.landsend.com). Our school code is 9000-5455-2.**

Invariably, fashion trends and personal interests differ and change. FBCS Administration reserves the right to alter dress policy without prior notification to ensure that safety is maintained and FBCS's philosophy, standards, and expectations are preserved.

## School Attire

Administration desires to work with families and encourages parents and students to ask questions regarding dress policy ahead of time. Nevertheless, administration reserves the right to define the appropriateness and correct adherence to the uniform policy.

Students in all grades are to wear the school uniform, as designed by Land's End ([www.landsend.com](http://www.landsend.com)), at all times during school hours except on special announced occasions, such as dress-down days. Students are to wear a FBCS monogrammed collared shirt or blouse (girls) sold through Land's End or the school uniform exchange (call school office for uniform exchange hours). Any shirt worn under the uniform blouse or shirt is to be a plain T-shirt style with no lettering or designs. Female students may wear uniform skirts, skorts, dresses, (**plaid, khaki or navy colors only**), shorts, capris, or pants (**khaki or navy colors only**); male students may wear uniform shorts or pants (**khaki or navy colors only**). Shorts must be hemmed no more than three inches above the knee. Skorts must be hemmed no more than three inches above the knee and should not be rolled. Any female student who violates the skirt, skort, dress, or short policy may be required to wear capris or pants for the remainder of the year. Girls may wear solid black, white, navy, ivory, or skin-colored tights or knee socks. Skorts, shorts, and pants should be worn at the waist level and not below. Boys' shorts are not to extend below the knee and should not sag at the waist. Boys and girls may wear ties sold through Land's End with monogrammed Land's End button down blouses and dress shirts. Grades 2 through 8 must tuck in their shirt or blouse.

## **Cold Weather Policy/Outer Wear**

Students may wear a sweater, blazer, or sweatshirt, with the FBCS logo, purchased from Land's End over the school uniform shirt. Hooded sweatshirts which fit properly and fall within these guidelines are allowed; however, students may not wear the hood during school hours in the building. A solid-colored turtleneck or solid-colored long-sleeved shirt may be worn under the uniform shirt provided it is the same color as the uniform shirt. The only pants allowed on cold weather days are uniform pants. Jeans are not permitted. Coats and jackets are not to be worn in the classrooms with the exception of official FBCS jackets.

## **Belts, Shoes, Socks, and Leggings**

Solid colored belts and pants or shorts with belt loops must be worn in grades 2-H.S. Students may wear loafer style shoes, boat shoes, Mary Jane on non P.E. days. **Solid colored socks and leggings must be worn with shoes at all times. Students must wear sneakers on P.E. days.** No "wheelies" (shoes with wheels) or light up sneakers or boots are allowed. High school students may wear sandals.

## **P.E. Uniforms**

Students in grades K-5 must wear school P.E. shirts on P.E. days. Students in grades 6-9 must change from their school uniforms to PE uniform shirts and shorts. P.E. uniform shorts must not be rolled at the waist or cuff. **(P.E. uniforms are available for purchase in the school office).**

## **Hair**

The Administration reserves the right to determine the appropriateness of hair styles. Students are to keep their hair neat and well-groomed. No extreme hair styles are allowed; hair must be of natural color. Boys are to keep their hair in moderate length and style and are not to wear hair accessories. Hair length in front should not hamper vision (eyebrow length), should be no lower than the earlobe on the sides, and should not be longer than the top of the uniform collar in the back. Boys are to be clean shaven.

## **Jewelry and Cosmetics**

A limited amount of jewelry is allowed and is up to the discretion of the headmaster. Specifically prohibited are the following: ornate, gothic, skull jewelry, silly bands, or wire drop earrings. Stud style earrings may be worn by girls. Students may not wear nose, eyebrow, tongue, or belly button piercing. Boys may not wear earrings. Modest make-up is allowed for middle school girls. Any heavy make-up will be addressed by the Principal.

## **Piercing and Tattoos**

Tattoos, earrings on boys, and body and facial piercing may not be visible at any time, including class trips, dress down days, formal events, athletic events (as participants or spectators), or at any school-affiliated event. Girls may wear no more than two pairs of earrings. Extreme ear piercing, including gauges, is not permitted.

## **Jeans and T-Shirt Days**

School appropriate t-shirts of a modest nature and long jeans may be worn on designated days. Jeans may not have holes in them.

## **Dress Code Violations**

Students will receive a dress code violation form to be signed by the parent. Upon receipt of a 3<sup>rd</sup> violation, the student will be removed from the classroom until the parent brings proper uniform to school. The student will then return to class.

## Attendance

FBCS has adopted the following policies to discourage unnecessary absenteeism and tardiness throughout the school year. The school calendar affords ample vacation days, and parents should make every effort to plan vacations and trips on non-school days. Acceptable reasons for excused absences are:

1. Illness (Students must be free of fever, vomiting, and/or diarrhea for at least 24 hours before returning to school after an illness.)
2. Death in the immediate family
3. Unusual circumstances approved by the headmaster

In order to complete the academic requirements at FBCS and to comply with the State of Florida attendance laws, all students must attend school on a regular basis. Any student that is absent more than 20 days during the school year may be required to repeat the grade. This is left up to the discretion of the teacher and Principal. Parents are required to send in a note to the homeroom teacher each time a student is absent stating the reason for the absence. Students who miss three (3) or more consecutive days due to illness must supply a doctor's note in order to return to class. The teacher will permit three days for the student to complete all of the missed work for excused absences.

### Students leaving prior to end of the day

Prior to the start of the school day of an early dismissal, all requests for the early release of a student must be submitted by a parent in writing to their homeroom teacher.

Students who arrive to school after 11:00 or leave prior to 11:00 will be marked absent for the entire day.

## Birthday Parties

Birthday party invitations are not to be given out at school. A class list may be obtained from the office manager. Children may bring in baked goods to share as a snack in class, but they must be commercially made.

## Bullying (including cyberstalking)

It is the policy of FBCS that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is **prohibited**.

Bullying is defined as systematically and chronically inflicting severe physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause severe discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation and destruction of property

**Bullying, hazing, and/or use of racism include but are not limited to the following behaviors:**

- Repeated name calling including but not limited to jokes, slurs, rumors, pranks, gestures.

- Written bullying may include but is not limited to threats, slander, name calling, cartoons, pictures, innuendos, and/or demeaning comments.
- Posting inappropriate pictures, videos, or comments (bullying) on social media sites like Facebook, Instagram, Twitter, Snapchat, etc. can be devastating to students and faculty alike.
- Sexual harassment including but not limited to sexual innuendo, inappropriate touching, referencing or requesting sexual acts, unwanted and repeated sexual advances done by either males OR females are not acceptable by FBCS students.
- The following issue of bullying will become a legal matter and will require immediate notification of the Sheriff's Office:
  - Credible threats of gun or weapon violence made in any way - verbal, written, or via social media.
  - Students committing these acts are subject to IMMEDIATE expulsion.

**Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

## Conflict Resolution

If a conflict should arise between parents and staff members, there is a Biblically prescribed procedure of conflict resolution in Matthew 18:15-17. These verses instruct us to try to resolve conflict at the individual level first, and then to progress to include witnesses, if necessary. Only if these methods fail, will the matter be brought before the administration. This is the procedure FBCS encourages in all matters of resolving conflict.

### Steps for parents to follow when voicing a concern

1. Contact the staff member involved directly during school hours. Avoid discussing the problem with others.
2. If the problem is not resolved, contact the Principal and schedule a conference.
3. If after steps one and two have been completed and the matter still has not been resolved, the matter may be brought before the school committee. Please notify the committee through the school office in writing so that you may be placed on the next committee meeting docket.

**Note: If at any point the proper procedures are not followed, the parent will be referred back to the appropriate staff member.**

FBCS puts God first, the parents second and its staff members third as the chain of authority in a student's life. It is important for parents to build student confidence in their teachers. Please teach your child to trust and respect those in authority. We encourage parents to strive to maintain a cooperative relationship between the home and the school.

## Delivering Items to Students

Parents who deliver forgotten items to a student may bring the items to the school office for distribution. Parents may not go directly to the classroom.

## Divorced Parents

Families who are in legal dispute over child custody or who are divorced are required to submit to the office a copy of any legal documentation which details custody issues. These documents will be placed in the child's file. If mailings need to be sent to more than one home, parents must provide the office with this information. Both parents are responsible for the student's financial obligations, unless court documents state otherwise. Any request by the custodial parent to limit or restrict a non-custodial parent's access to the student or the student's information must be accompanied by a final judgment, court order, and/or settlement agreement.

## Electronic Devices Including Cell Phones and School Issued Lap Tops

**Students may bring a cell phone, but it must be off and in the student's backpack at all times.**

- School-provided devices and personal cell phones are not allowed to be in use in the common areas such as the lunchroom, hallways, recess, PE fields, courts, restrooms, extended care rooms, etc.
- Cell phones must be off and in the backpack at all times
- Students are not allowed to use any device to photograph or record (either audio or video format) another person on school property at any time unless for a specific classroom assignment
- School-provided devices may not be used for any purpose that promotes academic dishonesty
- Students are prohibited from processing or accessing information by "hacking", attempting to 'hack", altering, or bypassing First Baptist Christian School's network security
- Students will not participate in any behavior utilizing their school provided device or personal cell phone on or off campus that materially or substantially interferes with school operations, and/or creates a substantial disruption to the educational process, and/or is harmful or threatening to another First Baptist Christian School student or staff member

**In order to encourage students to focus on learning in school and for the students to understand that cell phones must be turned off and left in the backpacks, the following consequences have been established for any type of cell phone violation. Confiscated phones must always be retrieved from the principal by one of the child's parents.**

**1<sup>st</sup> offence-** the cell phone will be confiscated and given to the principal to keep in office for no less than 24 hours. The student will also be issued a detention to be served the following detention day (Tuesday or Thursday).

**2<sup>nd</sup> offense-** the cell phone will be confiscated and given to the principal to keep in office for no less than one week. The student will serve a **one-day in-school suspension**. The student will be expected to complete all assignments and will not receive credit for the completed work.

**3<sup>rd</sup> offense-** the cell phone will be confiscated and given to the principal to keep in office for no less than one week. The student will serve a one-day in-school suspension (not receiving credit for the work) and pay a **\$25 fine**.

**With each violation, FBCS faculty and principal reserve the right to check the text history of the last five text messages.**

### **Laptops-High School:**

- FBCS issues students a laptop to use on campus. Students will pick up their issued laptop from the high school building and return the computer to that same assigned space. Computers must be plugged in each night after daily use for recharging.
- Student courses can be accessed at home on personal computers as necessary.
- No personal computers/tablets may be used at FBCS to protect the integrity of the school's firewall.

## **Emergency Contact Phone Numbers**

It is vitally important that the office have up to date emergency contact phone numbers. If the school cannot contact a parent, an individual on the emergency contact list will be notified. Please check and update this information in Headmaster. Medical release forms must be completed for each student.

## **Extended Care**

Extended care is provided before school and after school hours and on non-school days. Before care hours are 6:45 a.m.-7:50 a.m. and after care hours are 2:40 p.m. - 5:30 p.m. Non-school day hours are 6:30 a.m. - 5:30 p.m. This care is provided for the convenience of FBCS students only and is at an additional cost.

The charges for morning and after care are as follows:

- \$2.50 per child per day -mornings only
- \$8.00 per day- first child both morning and after school care or just after school care
- \$4.00 per day -each additional child for both morning and aftercare or just aftercare
- \$20.00 per day -non-school days first child; additional child \$16 per child

**Extended-Care care will be closed on all major holidays, Labor Day, Thanksgiving (and Friday), Christmas Eve, Christmas, New Year's Eve, New Year's, Good Friday, Memorial Day, and July 4th.**

All students attending extended-care are expected to behave in accordance to the FBCS standards and regulations. They must participate in planned activities and remain with their supervisor. An authorized parent or adult must sign the student out before leaving the aftercare area at the end of the day.

Please let your child know each day if he/she will attend after school care. Students will be escorted to the after school care area located in the churches fellowship hall at 3:00 p.m. for students who have not been picked up in car line.

**No electronic devices are permitted during extended care hours.** We cannot be responsible for lost or broken items. Your child may only use their cell phone to speak to a parent after obtaining permission from a staff member.

You may reach the school after 3:30 p.m. at 287-7793. Please keep the after-hours phone number accessible if you use after-care. The closing hour of the school is **5:30 P.M.** Our overtime fee will be

charged for the time that the child is here after **5:30 P.M.** A late fee will be charged as follows:  
**\$5.00 per half hour, per child.**

## **Handling of Money**

Do not allow your child to bring large amounts of money to school for their personal use. Do not turn in loose money to teachers. All money should be sent in a clearly marked envelope or zip lock with your child's name, teacher's name, amount, and purpose listed clearly on the front.

## **Health Related Matters**

A communicable disease is defined as any illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly to other persons by a susceptible host, infected person or animal. FBCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases.

Any student or FBCS employee with such disease for which immunization is required by law shall be temporarily excused from school during the recognized period of communicability. Students and employees with a communicable disease for which immunization is not available shall be excused from school while ill. If the nature of the disease and circumstances warrant, FBCS may require an independent physician's examination of the student or may have a staff member verify that the illness is no longer contagious. The school reserves the right to take all necessary actions to control the spread of communicable diseases within its school. Further questions can be answered by the Martin County Health Department at 221-4037 ext. 2129.

## **Immunization and Health Record**

Students admitted to FBCS must present medical records indicating their physical and psychological ability to attend school without providing a hazard to others. All students are required to be legally immunized as required by the state of Florida or provide a religious waiver provided by the Health Dept. Entering students must provide a School Entry Health Exam (DH 3040) and a complete and up to date Florida Certificate of Immunization form (DH 680).

Entering seventh graders must provide a completed School Entry Health Exam DH 3040 with updated Tetanus-diphtheria-pertussis booster (Tdap) and one Varicella vaccine. Students who participate in sports must also supply the DH 680-FHSAA Sports Health Examination Form.

## **Medications**

Students who require medication administered during school must have a current Physician's Authorization Form (found on the FBCS website) completed by the student's physician and on file in the school office. This includes any over the counter medication.

## **Self-Carry Medications and Emergency Medications**

Florida State Law allows students to carry their own medications for the following reasons:

1. Diabetic student: May carry blood glucose monitoring equipment and insulin as determined by the attending physician.
2. Allergic student: May carry an Epi-pen as deemed necessary by the attending physician.
3. Asthmatic student: May carry a metered dose inhaler as deemed necessary by the attending physician.

4. A student who has experienced or is at risk of pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer pancreatic enzyme supplement while at school, in transit to or from school sponsored activities with physician and parent authorization.

## Medical Discharge

All students must go home when **any** of the following conditions exist:

1. Vomit or have diarrhea while at school
2. Have a temperature above 99.8 F
3. Have a rash of unknown cause
4. Have or are suspected of having conjunctivitis or pink eye (A doctor's note is needed to return.)
5. Have head lice or ring worm
6. Have not recuperated sufficiently from an illness

## Head Lice

Students found to have lice eggs or lice will be sent home immediately. The school office will then advise the parent or guardian of the preferred lice treatment procedures. The student will not be allowed back in school until cleared by the school office. **There must be no nits or lice eggs present in the hair in order for the student to return to school.**

## Lost and Found

Please clearly label all lunchboxes, water bottles, backpacks, and outer wear with your child's first and last name. Items left at school will be placed in the lost and found bin. Items not claimed after two weeks will be donated to a local charity. All library books, textbooks, or sports uniforms that are lost or damaged must be paid for in the school office.

## Lunch

Lunch is normally held in the Fellowship Hall unless otherwise specified. Each class has its own scheduled lunch period. This information can be obtained from the school office. FBCS students may purchase lunch on specified days. Parents who wish to visit with their children during lunchtime must first check in at the office, and then they have the option of eating together at the picnic tables on the playground or going off campus. In either case, the visit must conclude by the end of their student's regularly scheduled lunch time.

## School Hours

School hours are:

Kindergarten-3<sup>rd</sup>-8:00-2:30

4<sup>th</sup>-12<sup>th</sup>- 8:00-2:40

Early dismissal days are 8 a.m. to 12 p.m.

School office hours are 7:50 a.m. to 3:30 p.m.

FBCS is not responsible for students on campus at other times, unless the student is participating in a school related function. Students must be under supervision at all times.

## School Office Phone Usage

Students are only allowed to use the office phone for emergencies as determined by the teacher or administration.

## Snacks

Snack time is established by the homeroom teacher. Please pack nutritious snacks. Suggested snacks are sliced fruit, crackers, raisins, nuts, and cheese. No chocolate items are permitted for snack. No energy drinks may be consumed during school hours including extended care. Water bottles may be on student's desk if in a sweat free container.

## Student Drop Off and Pick Up

Kindergarten through Twelfth graders may be dropped off through carline on the north side of the elementary building no earlier than 7:50 a.m. Kindergarten through third grade may be picked up through carline at 2:30 p.m. Fourth through Twelfth grade may be picked up at 2:45. If you have siblings in fourth thru twelfth grade, you will pick up both students at 2:45. Students must not be dropped off or picked up on any public streets for safety reasons.

Students dropped off prior to 7:50 a.m. must go directly to morning care in the fellowship hall, and will be charged the morning care fee. All students who are not picked up by 2:55 will be taken to after-care and charged the daily rate.

Please keep list of names and phone numbers of all who are authorized to pick up children updated in Headmaster, and notify school office when such changes are made so a current list will be on file.

## Tardiness

Entering a class late impacts all students through the distraction and compromises the academic integrity of the classroom. Please be on time. Students will be considered tardy to class if they are not in their seats when morning announcements are made to begin class. No late student should be admitted to class without presenting a tardy slip from the school office. Please note: Repeated tardiness or refusal to attend class will result in, but is not limited to, detention, suspension, required course assistance, (e.g. tutoring attendance at Guided Practices, etc.), course remediation, or expulsion.

- All students are to be in their classrooms by 8:00 a.m. or they will be considered tardy. School students who arrive after 8 a.m. must be taken by their parents to the Main Office to sign in. Please make every effort to schedule doctor and dentist appointments in the afternoons or prior to school starting.
- An excused tardy to school requires a note from a physician's office that verifies the reason for the student being tardy. All other reasons for being tardy will be considered unexcused.
- Upper School students (6-12) will have three "grace" tardies per semester. A grace tardy will not result in any disciplinary action. The fourth and sixth tardies to school or class will result in an afterschool detention. Tardies to school or class, supported by written documentation from a physician, will not be counted. The eighth tardy to school or class will result in a Saturday School. The twelfth unexcused tardy to school will result in an in-school suspension. "Grace" tardies will not result in disciplinary action as it is intended for students or families who have experienced unexpected delays.

## **Technology-FBCS Computers, Labs, Notebooks and Networks**

Student Computer/Internet User Policy form is found on the school website under News and Notes/Policy forms. The form must be signed by the student and a parent prior to student use of any computer in the school. Violation of this policy may result in the temporary or permanent loss of computer privileges. Loss of computer privileges does not excuse a student from work required on the computer.

## **Tuition**

All payments for tuition will be collected monthly through an automatic debit system of a checking or savings account operated by Facts Management. This is mandatory for all families except those receiving Step Up For Students scholarships. Extended care must be paid directly to the school and is not handled through the automatic debit system. Step Up For Students scholarships do not cover the cost of extended care.

If an extended care account is more than 30 days past due, a student will not be allowed to attend extended care until the account is brought current. Once a tuition account becomes 60 days past due, a student will not be allowed to attend school until the account is brought current or a suitable payment agreement is made with the administration to bring the account current.

All financial obligations must be met before student records will be released. This includes quarterly reports, transfer of records, and transcripts. In addition all students must have all financial commitments met two weeks prior to graduation in order to receive their diploma.

**Requests for exceptions to the above stated financial policy must be addressed to the School Committee in writing.**

## **Financial Aid**

First Baptist Christian School receives donations periodically that are designated to aid its students in their academic career at the school. Starting in April of each year, the school will notify its parents that applications for financial aid will be accepted. The application forms are available in the school office and must be fully completed with the parents' most recent tax return information. Awards are announced to requesting families in June by letter.

FBCS also accepts the Step Up For Students scholarship award (SUFS). Parents may apply for this award directly online at [www.stepupforstudents.org](http://www.stepupforstudents.org)

## **Uniform Exchange**

The school uniform exchange will be open on Tuesdays and Thursday from 2:45-3:15 p.m.. Exceptions are made for new enrolling families. A volunteer will coordinate any donations. We appreciate donations, however, all clothing must be in good condition and laundered.

## **Valuables**

Students are responsible for anything of value that they bring to school. The school is not responsible for any lost, stolen, or broken items.

## **Visitors**

Please sign in at the school office and get a visitor badge before entering the school campus.

Unscheduled and unapproved visitors will be asked to leave campus.

## **Volunteers and Chaperones**

FBCS requires that all chaperones and volunteers have a criminal background check prior to Field trips or volunteering at the school. There is a fee for background checks which are conducted by the school, and waived for volunteers. Background check requests must be submitted at least two weeks prior to the event. Forms will be given to students the first day of school. (see Field Trips)

## **Weather Related Closings**

School closings due to inclement weather will be announced on radio station 88.9 FM. FBCS follows Martin County School District closings. The school will contact you via Email and Remind (the school texting program) when the school will reopen after a closing.

If inclement weather occurs during the school day, parents will be contacted via Email and through Remind. Parents are responsible for picking up or arranging alternate transportation for their children. To sign up for FBCS Parent Remind texting, text to 81010, type in the message line, @246f3c

## **Withdraw From School**

Please notify the school office if you need to withdraw your student for any reason. You must submit a completed withdrawal form to the school office. School records will be sent to the receiving school after all outstanding fees have been paid. The receiving school, not the parent, must request the student's records before the records will be sent.

# **ACADEMICS**

## **Academic Discipline-5<sup>th</sup> through 12<sup>th</sup>**

A student who is performing unsatisfactorily may be placed on academic probation. The intent of such action is not to discourage, but to prompt change leading to both the short and long-term success of the child. Students must maintain at least a 2.0 GPA and may not have two D's or one F in core courses. The Principal is empowered to review each student's academic progress and place or remove students on academic probation as deemed best fitting for the well-being of the student.

## **Community Service Requirements**

Students are required to complete a number of hours (20 for Middle School and 30 for High School) of community service each year. The earned grade of 'Pass' or 'Fail' will be indicated on the student's report card and transcript. Forms to document the student's community service hours will be available with the homeroom teacher.

## **Promotion/Retention**

### **K through 8**

Generally, a child will be a candidate for retention in a grade level if he/she has a failing academic grade in three or more of the major subjects. These would include Bible, reading, math, spelling,

phonics, language, social studies and science. Other subjects may be considered as major subjects by the discretion of the principal and School Committee.

Notification should be made to the principal at the end of the second progress report if failure of a student is indicated by past performance. The principal, with the approval of the School Committee will then inform the parents of the possible failure unless improvement is made at the end of the third grading period. The possible retention of a student should be discussed with the parents at the parent/teacher conference after the third grading period. The principal should be informed of the meeting time and be requested to attend.

### High School

Credit for a subject failed with an “F” (0-59), is only received by one of the following methods:

- Repeat the course another year and earn a passing grade. Scheduling may not permit this option.
- Attend an accredited summer school and earn a passing grade in the course.
- When failure is earned in a two-semester course, the student will be required to make up only the failed semester.
- A failure in any subject must be made up prior to graduating, if the credit for the course is necessary to meet graduation requirements
- When a course is failed, regardless of the make-up method, both grades appear on the student’s record. The higher grade will be used in computing the GPA.

### Grade Level Promotion

A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum and fulfilling the attendance requirements.

**NOTE: Promotion to the next academic level is not automatic. Students who do not show academic progress may be retained. Students who score low on achievement testing may not be promoted to the next grade.**

### Grade Scale:

<b><u>Kindergarten-Grade 2:</u></b>
E-Excellent (90-100)
S- Satisfactory (80-89)
N-Needs Improvement (70-79)
U – Unsatisfactory (0-69)

<b><u>Grades 3-12</u></b>	
A (90-100)	Excellent
B (80-89)	Good
C (70-79)	Average
D (60-69)	Poor
F (59-0)	Failing

## Homework Policy

We believe that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child.

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

Homework assignments must be completed and handed in on the day designated by the teacher. Parents should check to see that all homework is completed and all books returned to the classroom. Often the effectiveness of class work is impaired by forgotten books.

Please allow the following time guidelines for homework:

Students in grades 1 through 3: One half hour

Students in grades 4 through 5: One hour

Note: The above will vary according to student organization, effort, and ability. (These times do not include special projects - i.e., science fair projects, term papers, etc.)

**Parents should make homework a top priority and put its completion before extracurricular activities.**

## Honor Roll

Criteria for the Honor Roll and Principal's List are as follows:

Principal's List - All A's

## Honor Roll - A's and B's

Core subjects are included in compiling the Honor Roll and Principal's List, which is assembled after each quarter.

## Parent Teacher Conferences

We encourage parents to be involved in the success of their child's education. Please contact your child's teacher by email to schedule an appointment. Please **DO NOT** try to conference with a teacher during dismissal or without a scheduled appointment.

## Report Cards and Progress Reports

Report cards are sent home with the student at the end of each nine week term. The Terra Nova results will be sent home and posted on the parent portal. In addition, a progress report will be sent home after four weeks of each new marking period. You may monitor your child's progress through headmaster. (See the school Office Manager for your family log-on.)

## Tutoring

Paid tutoring may better assist the student who needs more help. FBCS teachers are not allowed to accept payment for tutoring in the subject that the teacher already is teaching the student. This is considered a conflict of interest by the FBCS School Committee and is strictly prohibited. However, FBCS teachers may tutor students that are not their own for an hourly fee, with a minimum of one hour (see the Office Manager for tutoring referrals and rates). The classroom teacher or the Office Manager can provide you with the names and numbers of potential tutors for your child.

# DISCIPLINE

## Philosophy

Students benefit most when discipline is rooted in God's Word, and therefore First Baptist Christian School desires to strengthen each student's relationship with Christ through its discipline program. FBCS endeavors to create an atmosphere where students better understand biblical obedience, develop and demonstrate responsible behaviors, display honesty, and respect authority, all in the context of academic study.

As partners in the process of discipline, it is important that the school and the family work cooperatively for the good of the student. God directed the home, the first institution, to be the primary source of discipline. While assisting parents in the education of their children, as a Christian school, FBCS works to build Christian character in its students. While FBCS does not presume to take the place of churches in biblical instruction as mandated by God, FBCS teaches biblical principles of living as found in the Holy Scriptures.

FBCS has an obligation to all of its families to provide an environment conducive to learning. Furthermore, FBCS understands that the most important facet of students is their relationship with Christ from which all of their thought and behavior emerges. Nevertheless, students who fail to comply with the school's rules and guidelines will incur edifying consequences. The school's discipline policy is based on the principles as found in Proverbs and I Corinthians: "train a child in the way he should go,"

and “do all to the glory of God.” (Proverbs 22:6; Ecclesiastes 9:10; Luke 2:51, 6:45, 10:36-37; Romans 12:18, 14:12; I Corinthians 10:31; Hebrews 5:8, 12:4-12)

## **Discipline Policy**

Since the daily behavioral standards for First Baptist Christian School students are clearly stated, the accumulation of demerit points and discipline points may be viewed as a sign that the student is unwilling to submit to FBCS standards and Godly authority. Therefore, the accumulation of demerit points and discipline points could be a “heart” issue, which indicates a problem in the student’s life and also constitutes a serious disruption to the entire school. Behavioral standards are intended to help instill Godly character in students. They are also necessary for the smooth administration of the school program. Students who fail to comply with the behavioral standards of the school, both in letter and in spirit, must either be corrected or dismissed. Compilation of demerits and discipline points will result in more serious consequences such as long-term suspension or dismissal from school.

## **Honor Code**

- I understand that I am a First Baptist Christian School student 24 hours a day, 7 days a week.
- I will practice courtesy, kindness, morality, honesty, and consideration, and offer respect in my association with my parents, teachers, school employees, fellow students, and visitors.
- I will abstain, both on and off campus, from the use or possession of alcoholic beverages, tobacco (including inhaling electronic devices, for example, but not limited to vaping or e-cigarettes), drugs, pornography, gambling and other undesirable practices.
- I will complete my own work. I understand the definition of plagiarism as defined in the Cheating and Plagiarism section of this handbook.
- I will respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord.
- I will refrain from bringing to school dangerous items including, but not limited to, guns, knives, simulated weapons, and lighters or matches.
- I will refrain from using email, websites, or any other electronic communication to threaten, intimidate, or frighten others, or portray myself or the school in an un-Christ-like manner.
- I will dress appropriately and modestly, adhering to the stated school standards.
- I will refrain from drawing, wearing, or displaying signs or symbols that are suggestive of immoral behavior, or in any other way objected to by the Administration and do not bring glory to God.
- I will abstain from profanity and vulgar or abusive speech or actions.
- I will strive to be beyond reproach in my behavior toward others, refraining from inappropriate physical (romantic) contact while on campus or at any school function.
- I will respect the FBCS campus and will strive to keep it clean.
- I will not lie (intentionally misrepresent or omit facts in order to deceive someone, or obscure the truth) nor will I knowingly assist anyone who does.
- I will not steal (fail to respect the rights of another by taking something without his or her permission, or vandalize property of another individual or the community, irrespective of the personal or monetary value of an item) nor will I knowingly assist anyone who does.

## **Cheating and Plagiarism**

Both plagiarism and cheating demonstrate a lack of integrity and character that is inconsistent with the academic goals and values of FBCS. Understanding both of these actions is key to avoiding them.

## **Cheating**

Education is based on learning specific skills, forming life-long work habits, and developing mature coping skills. The act of cheating could be a symptom of a more significant problem. A pattern of cheating compromises one's values and can erode self-esteem as students become aware of their shortcomings but fight to preserve their image at the cost of their ethics. Cheating robs students of the opportunity to become competent. ALL ASSIGNMENTS, unless otherwise noted by the instructor, are expected to be completed individually and provide an authentic representation of the individual student's work. Cheating includes:

- Copying, emailing, texting or any other form of duplicating an assignment wholly or in part
- Exchanging assignments with other students, handwritten or computer generated
- Using any form of memory aid during tests or quizzes without the expressed permission of the teacher
- Using a computer or other device to translate assignments from one language to another and submitted as original translation
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when the student has not contributed an equal share toward the final result
- Using summaries or commentaries (Spark Notes, Cliffs Notes, etc.) instead of reading the assigned materials

## **Plagiarism**

In order to assist students in developing their skills in researching topics, it is crucial that they understand the importance of looking for information and then organizing and writing that information in their own words. Plagiarism means stealing someone else's words and using them as your own. Not only is this illegal, it is unethical and immoral. As we strive to develop Christian character in our students, we want them to learn to research in a proper and Godly way.

Written expression is a fundamental skill for academic and career success. Plagiarism interferes with the feedback and assessment process that fosters academic growth. Plagiarism gives a false view of a student's strengths and weaknesses, thus preventing further instruction and inhibits the student from reaching his or her full potential. Plagiarism includes:

- Taking someone else's assignment or a portion of the assignment and submitting it as one's own
- Presenting the work of tutors, parents, siblings or friends as one's own
- Submitting work written by someone else or rephrasing the ideas of another without citing the source
- Submitting purchased papers
- Submitting papers from the Internet written by someone else
- Submitting papers that represent a collection of cited source ideas without one's own interpretation or ideas
- Supporting plagiarism by providing work to others, whether or not it is believed the work will be copied

It is not necessary for a student to cheat or plagiarize as First Baptist Christian School provides plenty of support services including guided practice. Students who advocate for themselves and seek help will not

feel the need to cheat or plagiarize. Assignments are given to assist the student in developing the required skills for success.

Students who are caught plagiarizing or cheating will receive at a minimum the following consequences. FBCS reserves the right to increase the severity of the consequences based on the student's behavioral record.

1st Offense - a zero on the assignment and After School Detention

2nd Offense - a zero on the assignment, an Out of School Suspension, a parent conference, and placed on Behavior Probation

3rd Offense - a zero on the assignment and review for expulsion

The intent of this discipline is to provide training in the correct way to conduct research and complete academic assignments which will serve our FBCS students well throughout their lives. It is our prayer that our graduates will have a deep concern for Godly behavior and academic integrity.

## **Lower School Discipline (Grades K-5)**

**First Baptist Christian School reserves the right to refuse any application, or dismiss any child at any time for unacceptable work, conduct, and any other reason it deems necessary. FBCS administration reserves the right to exercise its administrative prerogative in responding to any situation.**

## **Methods of Disciplinary Intervention**

The following methods are examples of approaches that may be utilized as administration deems necessary:

- Prayer
- Student conference
- Removal of privileges
- Student-teacher conference with school administrator
- Parent-student-teacher conference with school administrator
- Suspension
- Student placed on behavior contract and probation
- Expulsion

## **Minor Infractions (Grades K-5)**

1. Occasional classroom disruption such as talking out or distracting others
2. Failure to complete homework or class work
3. Failure to be prepared for class (i.e. lack of pencils or books, etc.)
4. Usage of unkind but not profane or vulgar words
5. Occasional disrespect for authority, such as teachers or staff
6. Bringing prohibited items (No Electronic devices)
7. Playing or running in the hallways or bathroom
8. Touching or taking another student's food or belongings
9. Horseplay without malicious intent
10. Displaying poor sportsmanship at any time

11. Dress code violations
12. Littering

### **Major Infractions (Grades K -5)**

1. Hitting, tripping, kicking, biting, pushing, or any intentional aggressive behavior
2. Practical jokes that could potentially harm others
3. Stealing which includes borrowing without owner's permission
4. Bullying (i.e. Name calling, teasing, threatening, and other unwelcome behavior and/or invasion of personal space, etc.)
5. Cheating or contributing to the cheating by another student
6. Inappropriate use of school computer technology
7. Inappropriate use of social media in a way that FBCS School, faculty, staff, or its students are insulted, demeaned, threatened, or projected in a negative light
8. Open defiance, serious insults, or absolute refusal to obey a person in authority
9. Usage of vulgar or profane language at any time
10. Moving around the campus unsupervised without permission at all times, which includes after school activities
11. Damaging or defacing school or church property

### **Discipline for Major Infractions (Grades K-5)**

The teacher will notify the Principal of the infraction(s). The Principal will schedule a conference with the student and teacher in order to gather all pertinent information regarding the situation. Parents will be notified and a conference with all parties involved will be conducted. A discipline action plan will be developed and consequences will be determined which may include suspension or expulsion at the discretion of the Principal.

**(K5 through 5th Grade)** The consequences for students in K5 through 5th grade will be consistent within each grade level and are designed to be appropriate to the age of the child.

## **Upper School 6-12**

This connected department of teachers consistently reinforces its discipline policy with rewards for positive behavior and emphasizes the development of Godly character attributes. We intend to instruct, counsel, and correct so as to build a relationship of respect with each of our students.

**Positive Reinforcement:** Class protocols will be modeled and practiced so as to instruct all students in the expectations of our teachers. Recognition and rewards will be given individually and collectively to students who show positive attributes and good choices in the development of their character, according to our Biblical guidelines. Positive recognition may include verbal praise, whole class activity, quarterly Merit Trip, and End-of Year Dessert Party.

**Council and Correction:** A poor choice or misconduct by a student may be addressed by verbal correction, a personal lunchtime appointment with their teacher, or a written demerit point. A negative demerit point may be issued that requires the student to return to their classroom teacher for the purposes of serving the class in end-of-day clean up routines. Limited to 20 minutes, this time is intended to be redemptive, to address the issue in gentleness and provide an opportunity for building understanding and respect for the process of growing in the expectations of our school. Any negative

demerit points must be cleared before a student may participate in the quarterly Merit Trip. Negative behavior demerit points are limited by the semester as it applies to disciplinary action.

**Discipline:** A negative behavior demerit point may be issued at the time of a blatant misconduct such as, but not limited to: chewing gum, use of cell phones, inappropriate language, fighting, roughhousing, hurtful and unkind actions, blatant disobedience, and honor offenses of lying, cheating, stealing, and deception. The number of demerit points issued for a single misconduct varies from 1 to 5 points. Several negative demerit points may result in a parent and student conference with the Principal. Accumulation of 5 or more demerit points will result in the loss of the student's participation in the quarterly Merit Trip. Prior to this, a warning will be given to the student and parents will be made aware so as to seek cooperation between school and family. An individual behavior plan may be developed at that time based on the needs of the student.

Also, the accumulation of 5 negative demerit points or more requires the student to return to their homeroom teacher for community service after school. Under the direction of the teacher, the student will serve their school for 30 minutes for each outstanding point by working to clean the hallways, courtyard, lunch tables, and playgrounds; whichever is relevant to the needs of FBCS at that time.

**Below is the progressive scale of discipline for demerits:**

5 demerits = After-school detention (30 minutes)

10 demerits = After-school detention (3pm-5pm) \$35 supervision fee,

15 demerits = After-school detention (3pm-5pm) \$50 supervision fee

20 demerits = After-school detention, and meeting with the parent and child, \$50 supervision fee

25 demerits = In-school suspension

Student's demerits reset to zero at the end of each semester.

There are certain infractions that will serve as **immediate grounds for suspension** (i.e. drug usage). Should a student demonstrate a recalcitrant heart by habitually acting upon poor choices and not heeding wise counsel, the student may find they are on an accelerated discipline plan in an effort to deter further pursuit of poor decisions.

Examples of misconduct that could lead to 1 to 3 demerit points for first time offense: Dress code violation, disorderly behavior, off task in the classroom, unprepared for class, inappropriate displays of affection.

Examples of misconduct that could lead to 5 or more demerit points for first time offense: Improper usage of cell phones, classroom disruptions, disrespect for another student, disrespect to teacher.

Examples of misconduct that could lead to 10 or more demerit points (immediate lunch detention) for first time offense: Skipping class, taking the Lord's name in vain, sacrilegious/profane/obscene/inflammatory/ discriminatory language, insubordination, possession of a simulated weapon, leaving campus without permission.

Examples of misconduct that could lead to an immediate Saturday school, suspension or expulsion: Threats, bullying/harassment, fighting, tampering with safety equipment, honor offenses (cheating, stealing, lying), possession of or use of tobacco (including inhaling electronic devices, for example, but not limited to vaping or e-cigarettes), alcohol, or illicit drugs, sexual harassment, and sexual immorality.

The enrollment status of students accumulating large number of points is in jeopardy, and the administration will review such prior to accepting re-enrollment.

### **Methods of Disciplinary Intervention (6-12<sup>th</sup> Grade)**

The methods of intervention will be as follows to ensure that the student and parent remain informed of disciplinary actions taken and to ensure that behavior patterns can be identified and closely monitored. The following methods of intervention may be used as administration deems necessary:

- Letter sent to student and parent(s) from Principal's office
- Student conference with school administration
- After School Detention – Scheduled on Tuesdays and Thursdays, from 3-5. There is a \$35 fee. Any student failing to attend will be assigned a suspension. However the \$35 fee will be required.
- Parent and student conference with school administration
- Suspension, length to be determined by the school administration
- Counseling referral and/or evaluation
- Student placed on behavior contract and probation
- Expulsion

### **Minor Infractions (Grades 6-12):**

1. Occasional classroom disruption such as talking out or distracting others
2. Failure to complete homework or seatwork as assigned
3. Failure to be prepared for class such as lack of pencils or books
4. Usage of unkind but not profane or vulgar words
5. Playing and/or running in the halls
6. Touching or taking another student's food
7. Entering another student's desk, locker, or book bag without permission
8. Horseplay without malicious intent
9. Display of poor sportsmanship at any time
10. Dress code violations
11. Public display of affection
12. Leaving class without permission
13. Acts of disobedience or disrespect
14. Littering
15. Having cell phone out during school hours
16. Disrespect or damage to FBCS property
17. Spreading damaging information of a personal, sensitive, or intimate nature
18. Unwelcome touching or invasion of personal space

### **Major Infractions (Grades 6-12)**

The following infractions will result in after school detention, suspension, or expulsion on the first occurrence at the Principal's/Vice-Principal's discretion:

1. Physically violent behavior towards faculty or a student
2. Practical jokes that could potentially harm others
3. Stealing and/or borrowing without permission
4. Bullying (I.e. name calling, malicious teasing, threatening, and other unwelcome behavior)
5. Cheating or contributing to the cheating of another student
6. Inappropriate use of school computer technology

7. Inappropriate use of social media in which the FBCS School, faculty, staff, or its students are insulted, demeaned, threatened, or projected in a negative light
8. Blatant and open defiance, serious insults or absolute refusal to obey authority
9. Use of obscene gestures, vulgar or profane language
10. Sexual misconduct
11. Moving around the campus without supervision or permission at all times including after school activities
12. Damaging or defacing school or church property

## **Behavior Contracts**

A student who is consistently unsatisfactory in behavior or who is not meeting established standards will be placed on a behavioral contract for a period to be defined by the Administration.

### **A Behavior Contract may be initiated due to:**

- A continued negative or uncooperative attitude in the classroom, or a negative influence upon other students;
- Continued deliberate disobedience to a teacher or school rules;
- Commission of a serious breach of conduct inside or outside of school which has an adverse effect upon the student's or school's Christian testimony;
- Accumulation of behavior points.

### **A Behavior Contract may result in one or more of the following:**

- The student's prohibition from participation in extra-curricular activities;
- Regular student conferences with administration;
- Regular parent conferences with administration;
- Required outside counseling;
- Removal from or rearrangement of designated social settings at school.

A student on a behavioral contract who fails to uphold his or her contractual obligations may be subject to temporary or permanent dismissal. See also Athletes and Discipline Impact and Academic Discipline Sections of this handbook.

## **Expulsion**

There are certain acts that will result in automatic expulsion from First Baptist Christian School: Bringing a weapon, explosive, or firearm on campus or to any school sponsored event. Threatening or intending to or bringing bodily harm to faculty, staff, students or administrators, or any criminal violation (felony). It is solely the responsibility of the student to disclose to FBCS administration any criminal violation (whether misdemeanor or felony) by the next school day. FBCS administration will consider each situation on a case by case basis. FBCS reserves the right to dismiss a student at any time for any reason.

## **CAMPUS SECURITY MEASURES**

The safety and health of our students, employees, and families is paramount. To that end, First Baptist Christian School has established policies to preserve a safe and secure campus. At its discretion, FBCS reserves the right to inspect lockers, perform random drug tests and incorporate the use of law enforcement officers, authorized businesses, canines, or other aids to sweep campus as a means of

routine precaution or under reasonable suspicion, knowledge, or evidence of the existence or possession of illegal substances or items which may cause harm to self or others.

## **STUDENT ACTIVITIES**

### **Academic Games**

Each year FBCS may participate in the following ACSI sponsored games: Math Olympics, Creative Writing, and Spelling Bees. Students are encouraged to take part in these academic games throughout the school year.

### **Athletes and Discipline Impact**

Discipline is viewed as a vital part of a student-athlete's life and training. Any time a student-athlete breaks training, team, or school rules, the coach or administration is afforded the opportunity to discipline that student-athlete through each circumstance. Part of that mentoring process may involve discipline. The following guidelines will enable all parties to handle discipline fairly, yet effectively toward responsible action.

Each student-athlete is subject to school rules and policies. Student-athletes are ambassadors of the school and will be held to standards beyond that of a traditional student. Discipline for conduct during school, related to academic affairs, or discipline administered by school personnel may have a direct impact on a student's co-curricular activities. Discipline, such as, detentions, suspensions, etc. may prohibit an athlete from participating in practices or contests, regardless of the value or significance of the athletic events occurring on the day(s) of disciplinary action. A student required to serve detentions, In-School Suspensions (ISS), or Out-of-School Suspensions (OSS) may not participate in ANY athletic activity during the entire time of detention, or the ENTIRE day in which the suspension is being served. Additionally, these unexcused absences from team activities may result in additional team or Athletic Department consequences stemming from violation of team and/or department policies. For example, if a student earns a suspension from school resulting in an unexcused missed practice or game, the student may also be subject to team discipline such as additional loss of playing time or privileges as a result of missing time from the team when serving the suspension from school.

As student-athletes are ambassadors of our school, and as they are to be held and encouraged to live to higher standards, school administration reserves the right to institute discipline which is reflective of those facts. FBCS is proud of the abilities and local, state, and national accomplishments of our athletes. We applaud them and desire to work with them in reaching all that God has planned for them.

See the Athletic Handbook for more information regarding FBCS Athletic policies.

### **Eligibility for Sports and Extracurricular Activities**

FBCS is a member of the Treasure Coast Athletic Conference (TCAC). This conference is made up of private schools from Stuart to Vero Beach. Students may participate in a variety of team sports throughout the year. In order to be eligible, students must meet the following criteria:

1. Students must be under the age of fifteen (15) years old before the start of the season.
2. Students must maintain at least a 2.0 GPA.
3. Students may not have two D's or one F in core courses during the season.

4. Students must maintain a good attitude and proper conduct.
5. Students who are absent from school on the day of an event are not eligible to participate in that day's practice or game.
6. Students who are serving ISS, OSS and after school detention may not participate in any athletic activity during the time of detention or the entire day in which the suspension is being served.
7. Students and parents must read, sign, and comply with the FBCS athletic handbook.
8. Students must complete all athletic forms in order to participate in any sport.
9. All fees must be paid in full before participation or practice.

Students and adults are invited to attend games and are to display courtesy and Christian conduct. Commendable play by either team deserves applause. Spectators should refrain from showing disrespectful behavior to anyone including referees. Disrespectful behavior includes abusive cheering, booing, excessive use of noisemakers, or throwing items. Violators will be asked to leave the event.

## **Field Trips**

Field trips are an important part of the educational experience at FBCS. All trips are carefully planned to enrich the students' academic life outside the confines of the classroom. All students are encouraged to participate in school related trips. Additional children or siblings are **NOT** permitted on classroom trips. There may be occasions when a student may be prohibited from participating in a specific trip due to poor conduct, ISS, OSS or after school detention. This decision is left up to the teacher and Principal. Parents will be notified in advance.

Chaperones and drivers are often needed on field trips. In order to serve as a chaperone, a background check must be completed and paid for by the parent. This background check must be completed yearly. All drivers must provide a copy of a valid driver's license and current auto insurance card. This confidential information will be kept in a locked file in the office.

## **National Junior Honor Society**

The National Junior Honor Society is a service organization designed to recognize those students in grades 6-8 who have achieved a cumulative GPA of 3.0 or above and have met the NJHS standards of leadership, service, and character. Each year the faculty advisor will select possible candidates. The faculty council approves candidates and induction occurs during the second semester.

## **Student Government Association (Grades 5-12)**

The Student Government Association participates in the planning of school life and school activities. The student government will plan and participate in both service projects and social events. It consists of elected representatives from each grade level (5-12) as well as elected executive officers. Election by the student body is held in the fall. In addition to its other projects, it provides extracurricular activities during the year.

# HIGH SCHOOL

## General Information

### Internet Usage Policy

The internet in school is to be used for learning assigned curriculum. Inappropriate sites are prohibited. If any inappropriate online content is ever found that belongs to an FBCS student it will require a meeting with the Principal and school committee, and may result in possible expulsion.

Websites used to bypass assignments in order to skip to the answers to assignments, quizzes, or tests (i.e. quizlet, etc.) are cheating. It is a form of stealing from yourself the knowledge and mastery you would have received from reading and comprehending the sequential levels of materials. Cheating by using these sites will reveal itself in quizzes and tests. Quizzes and test weights have been changed to count higher than daily assignments. Cheating will result in lower grades and disciplinary action.

Students and parents will sign the agreement form at the end of the handbook to demonstrate agreement with this policy.

### Lunch

- FBCS allows high school students the privilege of eating either on campus by bringing their own lunch or through scheduled vendors the school contracts with or eating off campus in local restaurants.
- Students that eat off campus must have a yearlong permission slip from parents on file in the school office.
- Students must travel in at least pairs. Non driving students may not go off campus alone. Students who walk or use the Stuart Trolley system will not cross US 1, cross any bridges, go beyond the courthouse, or travel down to the 7-11 to the south. (Any questions can be answered by staff and a map will be supplied).
- Students who misbehave off campus or travel alone will lose the off campus privilege for a week for the first offense and for the semester for the second offense.
- Students eating on campus are responsible for cleaning up their own messes. Noncompliance results in level 1 demerits.

### Student Vehicles on campus

- Parental permission slip must be in place to drive on school property.
  - Parents are responsible for students' driving on campus.
  - Students will not transport other students during school hours (i.e. lunch) unless students are closely related (i.e. brother/sister).
- Driving on campus is a privilege not a right. Speeding, careless or reckless driving is not allowed.
- Student parking is allowed next to the church sanctuary in one space per vehicle.
- Driving violation #1 results in a \$5.00 fine and a loss of driving privileges for 10 school days.
- Driving violation #2 results in a \$10.00 fine and the loss of driving privileges for the remainder of that semester.
- A copy of the students' drivers' license, copy of the car registration, and car insurance for the vehicle he/she operates on campus must be on file with the school office prior to vehicle operations on campus.

## Academics

### Accreditation

FBCS high school is accredited by AdvancED. AdvancED is a non-profit, non-governmental organization that accredits primary and secondary schools throughout the United States and internationally.

### Curriculum

FBCS uses a blended technology approach to learning. There is a combination of classroom and computer direct learning study in most subjects.

FBCS uses Alpha Omega Ignitia®, and Florida Virtual as online resources.

- Ignitia is used for many core curriculum and some elective courses.
- Florida Virtual is an option for many core and elective classes as well. (Ignitia and Florida Virtual provide credit recovery courses.)

### Dual Enrollment

FBCS has partnered with IRSC for dual enrollment. Please contact a High School teacher for eligibility and requirements to enroll in a dual enrollment course.

### Homework

A rigorous academic program, which challenges students to reach their highest potential, requires out-of-class work. Homework will vary according to course load and individual study habits.

FBCS recognizes the importance of church and youth group attendance. While a variety exists in the evenings of the week when mid-week services occur, the faculty will strive to limit homework assignments and testing assigned to be completed on Wednesday evenings. Some assignments are assigned well in advance of their deadline, to give the student time to plan, research, and prepare a more complex project.

### Scholastics

- GPA -A student's Grade Point Average is computed each school year, and the overall GPA is updated at that time. The GPA is based on a 4.0 grading scale.  
Grades for courses taken for credit recovery, where a student failed a course and is repeating the course to regain the lost credit, do not replace the original grade. Upon successful completion of a repeated course, that grade will be entered into the transcript and the grade will be included in GPA calculations.

The valedictorian and salutatorian awards are determined solely by academic performance.

- The Salutatorian is the senior student who has the second highest GPA for his/her high school years. The Salutatorian is recognized at graduation.
- The Valedictorian is the senior student with the highest overall GPA for his/her high school years. The Valedictorian is recognized at graduation and delivers the valedictory address at the ceremony.
- Students must be enrolled full time at First Baptist Christian School for the last four semesters of high school to be eligible for valedictorian or salutatorian consideration.

### **Student Assignment Planning**

- The student must plan and arrange the necessary time to complete the assignment, including any additional help or clarification from the teacher.
- Teachers may assign a student an additional academic assignment at any time. The assignment is required to be completed in the time period set by the teacher.
- Additional academic assignments are used to reinforce class work and/or student discipline, not for the purpose of improving a low grade at the end of a semester.

### **Transfers (in or out)**

- The courses and grades will be included in the FBCS transcript and the student's GPA calculated based upon these grades.
- Transcripts from international schools that hold grading systems fundamentally different from FBCS will be transcribed into a FBCS transcript, but will not be calculated into the student's overall GPA.
- Students must submit an official copy of their transcript from the previous school when applying to colleges. Students who transfer to FBCS as homeschooled students will receive credit for the courses but the grades will not be entered for GPA calculations.
- Students who transfer from home schooling are eligible for valedictorian consideration in certain situations.

Students may take courses from other accredited educational institutions. These situations are limited to the following:

- Taking a course for credit recovery after failing the course.
- Taking a course when a scheduling conflict prevents a student from taking the course on campus.
- Taking a course as an elective or supplemental course when FBCS does not offer the course.
- Any off-campus courses must be approved by Administration prior to enrollment and must be taken through an accredited school. The course is entered on the FBCS transcript as earned from the granting institution.

An official transcript must be received from the credit granting institution before the course can be entered on the FBCS transcript.

*First Baptist Christian School reserves the right to make changes and additions to the rules, regulations, and policies contained in this handbook in order to serve the best interest of the school, its students, and its standards. Additionally FBCS reserves the right to withdraw curriculum and specific courses, alter the course content, change the school calendar, and to impose or increase fees as it deems necessary and appropriate.*

## **Student Parent Handbook Acknowledgment Page**

First Baptist Christian School Student and Parent Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Failure to follow policies outlined in this handbook may result in adverse action. Please read the handbook, and then sign below to acknowledge your receipt and understanding of the information it contains, and return this page to the school. This page needs to be printed, signed and submitted to your child's teacher no later than the first Friday attended.

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Student Name (Printed)

\* \_\_\_\_\_  
Parent Signature Date

\* \_\_\_\_\_  
Student Signature Date

**\*Signatures represents acknowledgment and understanding of the Student and Parent Handbook and awareness of school policies and procedures for the School Year 2018-2019. However, failure to turn in the acknowledgement page does not exempt parents or students from the responsibility of understanding and following the school policies and procedures expressed in the FBCS Student/Parent Handbook.**