



# FIRST BAPTIST CHRISTIAN SCHOOL

2019-2020  
Student Handbook

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## INTRODUCTION

### PURPOSE STATEMENT

First Baptist Christian School is a ministry of Kennesaw First Baptist Church reaching into the community ministering to people where they live, work, learn, struggle and play leading them to a deep personal relationship with Jesus Christ.

The church, the school and parents maintain necessary and equal purposes:

- The church's role is to provide godly counsel in educational matters.
- The school's role is to provide spiritual and academic excellence.
- The parent's role is to choose a church and a school that closely matches their own values and beliefs.

### MISSION STATEMENT

Our mission is to partner with parents to equip learners to face the challenges of life God's way. First Baptist Christian School is a place that:

- Supports parents and guardians in their God-given responsibility to nurture and train their children.
- Equips learners with tools that are necessary to realize their God-given potential - spiritually, academically, socially, emotionally and physically.
- Enrolls learners from a diverse population - economically, socially and educationally - who can be successful while accomplishing a challenging curriculum.
- Develops character in students, which enable them to meet the challenges that life brings their way.
- Teaches learners using God's direction found in the Bible, so they will know God's way.

### VISION STATEMENT

FBCS students will gain:

- Knowledge - with a Christian worldview.
- Godly wisdom - to grow spiritually and academically.
- Discernment - to deal with life socially and emotionally.
- Ability to balance physical life.

### FAITH STATEMENT

We believe:

- The Holy Bible is inspired by God, completely infallible and inerrant, and is the authoritative word of God; therefore, it is the basis on which education stems. (1 Peter 1:21)
- One God is eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Gen. 1:1)
- God created man in his own image. When man brought sin into the world, a renewing of the mind was required for man to transform into God's image. God created all of creation by His direct act, not evolution. (1 Cor. 3:18; Col. 3:10; Gen. 1:26-27)
- God is omnipotent. God is sinless, and through His Son, Jesus, gave a sinless example of life on earth by which we should pattern our own lives. Miracles occurred through Jesus Christ. Jesus Christ was born of a virgin, Mary. Jesus Christ died to save us from our certain death. Jesus Christ arose and ascended to Heaven to serve and live at the right hand of God, the Father. God will return to earth in the form of His Son, once again. (Rev. 19:11)

- God desires His believers to join in Christian love and spiritual unity in the name of Jesus Christ. It is our duty to promote harmony. (Ps. 133)
- God lives within each and every Christian; He enables us to live, as He would have us live. (Rom. 8:11-13)
- Adam and Eve yielded to the temptation of Satan and became fallen creatures. All men are born in sin. Salvation is based upon our belief in Jesus Christ and through faith, knowing that He, God's Son, died on Calvary's cross so that we may have everlasting life through Him. Upon this faith and belief, we may be spiritually born again by God's grace. (John 3:16)
- Baptism by immersion represents the act of death to the old life, burial and resurrection into the new life of Christ, which was the example Jesus Christ gave us. Therefore, when we accept, by faith and belief, Jesus Christ, we follow His example of baptism by immersion. (Rom. 6:4-5)
- Each learner should hear how to come to know Jesus Christ as Lord and Savior and to be challenged to meet life with God given character traits. (Mt. 18:14)

## PHILOSOPHY STATEMENT

The philosophy of First Baptist Christian School is based on the premise that man is a unique creation of God and man's ultimate purpose is to glorify God. The faculty and the staff recognize that God creates each student with unique God-given abilities. FBCS seeks to help each student reach his/her potential by guiding him/her spiritually, academically, socially, emotionally and physically. (I Corinthians 6:19-20; 10:31, Luke 2:52)

FBCS recognizes the primary responsibility for education rests with parents. Therefore, FBCS seeks to serve as an extension to support parents in this task. FBCS follows God's Word in rearing and discipline, partnering with the parents to equip learners to face life's challenges God's way. (Psalm 78:5-6, Ephesians 6:1-4, Proverbs 22:6, Colossians 3:20-21)

Education and learning are God-given requirements, and all instruction at FBCS is Bible-based. (Deuteronomy 6:6-7; 4:2-9, Proverbs 3:1-9)

The specific content grows from the following:

1. God's mandate at creation for mankind to have dominion over the earth, requiring learning in the areas of language, mathematics, the physical and natural sciences, technology and the arts. (Genesis 1:1; 26-28)
2. Mankind's intensified need to understand the curricular areas, as well as the social and health-related sciences and the study of God's Word, brought about by the hostile environment after the fall. (Genesis 3:9-24)
3. Christ's command for His followers to evangelize the lost and to disciple believers, which further elevates men and women to master the above-mentioned areas. (Matthew 28:18-20)
4. First Baptist Christian School seeks to help children develop a better understanding of how their unique God-given abilities allow them to see God in the world around them.

At FBCS, we provide students with a place to encounter God through caring and encouragement.

## STATEMENT OF COOPERATION

The State of Georgia requires FBCS to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the wellbeing of their children, the administration is placed between the parent and the state, acting on behalf of the student and in accordance with state law. It is the school's policy to refrain from contacting parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the child and do not, once reasonable suspicion is

established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

The State of Georgia requires FBCS to report the names of all students in the Elementary (K-5th grade) to Cobb County. FBCS cooperates fully with all health and fire officials.

## STATEMENT OF POLICY

First Baptist Christian School reserves the right to make changes, amendments and corrections to the rules and policies of the school, at any time, with or without prior notice.

## Admission/Enrollment/Reenrollment Guidelines

### NON-DISCRIMINATORY POLICY

First Baptist Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. FBCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school-administered programs.

### APPLICATION

All students PK3 - 5<sup>th</sup> grade are tested as part of the entrance/admissions process. All students must be the required age by the date set for that class by the State of Georgia. All students (2s and 3s excluded) take a mandatory placement test. Our staff is not qualified to deal with certain learning/behavior disabilities; therefore, the administration may require additional testing before entrance or at any point during the student's time at FBCS, at the expense of the parents.

#### Preschool

In order to be accepted to our school, the following items are taken into consideration:

- 2-year old's - No testing required
- 3-year old's - No testing required
- PK4 - Entrance Testing

#### Kindergarten

To be accepted to our school, the following items are taken into consideration:

- Entrance Testing

#### 1<sup>st</sup> -5<sup>th</sup> Grade

To be accepted to our school, the following items are taken into consideration:

- Entrance Testing
- Past report cards
- Past standardized testing scores
- Past teacher recommendations

Our admission team will take all of these items into consideration, and all required paperwork and documentation must be submitted before the admission team can make a decision. A student may not

begin school until all documentation has been submitted and the online application process including setting up the FACTS tuition management agreement are complete.

Please note that all students are on a 30-day probationary period. If students are unable to perform academically or exhibit behavior problems that distract from the education of other students, the student may be asked to find a different school.

All private and public schools are required by the Georgia Department of Human Resources to have on file a current immunization record for every student enrolled. Please see the immunization section for complete details.

## CUSTODY PAPERS

All copies of custody papers and/or letters of guardianship must be on file in the school office. Custody papers must be complete court copies in hard copy format. This legal documentation must be placed in our hands not emailed. If a student is living with a guardian or parent following a divorce or has any other change in custody, please notify the Headmaster and provide the required documentation. It is the parent's responsibility to inform the school yearly of any custody issues within the home.

## DISMISSAL POLICY

Reasons for dismissal from FBCS:

1. Account past due (see financial policy for detailed information)
2. Extremely disruptive or destructive behavior from a student
3. Inability to develop cooperative relationship (see CCCR under Character expectations and school parent partnership agreement in the application)
4. Immunizations not kept up-to-date as required (unless exemption form on file in the office.)
5. The student no longer qualifies academically.

## FINANCIAL POLICIES

1. The yearly tuition is an annual fee. If you desire an installment plan, you must arrange this through our on-line payment system. Directions are on our website under Admissions tab.
2. If you are participating in the on-line payment plan, payments will be drafted from your account on the 20<sup>th</sup> of each month beginning in June and extending through May. If your first payment is drafted from your account in June or July, the February payment will be skipped so you may pay your admission fee for the next school year. If your first payment is drafted from your account in August or later, you will be required to pay a tuition payment in February. This applies to Preschool and Elementary divisions. If your account has an NSF payment, your child will be subject to dismissal from FBCS. Your child will not be allowed to return until your payment is up to date. Once your child is dismissed, his/her class placement will be considered open.
3. If any other payment made directly to FBCS, such as checks for lunch tickets, fundraising, etc., is returned to us due to insufficient funds, we will request replacement payment with the additional funds to cover NSF fees from the bank.
4. School records will not be released at any time for any student when there is any balance due on any student account. Report cards may be held throughout the school year if your account is not current.
5. Accounts that are not current at the end of the school year may be sent to collections.



6. Your child is enrolled for the entire school year. We do not refund for absences. If your child is withdrawn, you must notify the school in writing at least thirty days prior to withdrawal or the next payment will be due.
7. Payments made to FBCS must be in the form of check or money order unless prior arrangements have been made with the Administration. This process assists us with records and properly crediting your account.

## Immunizations

Georgia law requires every child entering a Georgia school (preschool and elementary) for the first time to have a Certificate of Immunization showing that the child has adequate protection against varicella (chicken pox), Hepatitis B, diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.

- The Certificate of Immunization must be signed by a physician licensed under the laws of Georgia or by a qualified employee of a county health department on forms provided by the Georgia Department of Human Resources (Form 3231). If your certificate expires, you have 30 days to provide FBCS a current certificate. Failure to do so will result in your child's dismissal until the current certificate has been provided.
- A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be obtained and notarized. For more information, contact DHR. FBCS must follow all state guidelines regarding the control of infectious disease. Non-immunized students will be dismissed from school if an outbreak occurs until obtaining clearance, in writing, from a licensed medical provider or health department.

Georgia law also requires that children, upon entry into kindergarten and elementary school for the first time to have vision, hearing and dental screenings (Form 3300).

## TUITION

Full tuition for school year is due June 1<sup>st</sup>, a 4% discount will apply to full tuition payments. If you desire a payment plan, you must enroll with our on-line payment system as instructed by FBCS. If you pay in full, you must pay with a check or money order. Please do not send cash to school. Make checks payable to First Baptist Christian School or FBCS.

## TUITION DISCOUNTS

### Church Discount

To receive the church member discount:

1. You must be an active member of KFBC either through transfer of church membership from another church or through baptism at KFBC. You must be an official member for at least 6 months before receiving the discount.
2. You must also be a member of Sunday school (present in Sunday school 75% of the time) of Kennesaw First Baptist Church for at least 6 months before receiving the discount.
3. In order to continue to receive the church discount for future years, FBCS will check KFBC Sunday School attendance records at the end of each school year to confirm your eligibility for the next school year.
4. You must be the parent/legal guardian of the enrolled student.
5. Discount will begin on the first full month after eligibility. We do not prorate tuition for partial months as a church member.
6. You are responsible for telling us if you become a member. FBCS will confirm your church membership with KFBC church records and then calculate the 6-month period from that time. At the end of the 6-month period, FBCS will check church records to make sure you are an

official member as stated in #1 above and that your attendance meets the 75% requirement listed in #2 above. If this requirement has been met, you will begin to receive your discount.

#### Sibling Discount

FBCS offers a sibling discount. Your oldest enrolled child must pay full tuition. For each younger sibling, you will receive a 5% sibling discount.

#### Multiple Discounts

A maximum of two discounts will be allowed for each family and discounts are not cumulative.

Examples include:

1. Church member and employee
2. Church member and sibling
3. Employee and sibling

If you are a church member, an employee and have multiple children, you will only get discount number 1 above.

## CHARACTER EXPECTATIONS

### CHRIST-CENTERED CONFLICT RESOLUTION (referred to as CCCR)

It is imperative that our students learn to interact with all types of people. The (CCCR) method will be taught to the students; therefore, we as adults should model this process for them. Matthew 18 addresses the issue of dealing with problems within the church. With minor modifications, however, various Para-church organizations, including Christian schools, should effectively and efficiently apply the standards of this scriptural passage.

Literally thousands of interpersonal relationship opportunities exist to either violate or fulfill the principles of Matthew 18. A common violation involves parents not willing to discuss a problem with a teacher, but instead, attempting to take the matter directly to the school Headmaster or other uninvolved parties. The five levels of appeal should be followed.

#### Levels of Procedure

Level 1: Requires an in-person meeting with whom you are in conflict on a one-to-one basis involving no one else. Confidentiality is the key. The conflict is not to be discussed with anyone else. If the problem cannot be resolved, a summary of the meeting must be written out by the grievant within three days of the meeting and signed and dated by both parties. Without written documentation, the grievance cannot progress.

Level 2: The grievance is submitted by the grievant to the business office manager who will attempt to resolve the matter. If the problem cannot be resolved, a summary will be written by the business office manager within three days of the resolution attempt. The summary must be signed and dated by all parties. Without written documentation, the grievance cannot progress.

Level 3: If the grievance is unresolved, it can be appealed to the next level by submitting it to the Headmaster. The Headmaster meets with all parties involved to discuss the problem.

Level 4: If the grievance remains unresolved after completing Levels 1, 2, and 3, it may be sent to the Chairman of the School Board for consideration. The Board has the right to review the grievance. If the Board chooses, the entire board or a committee thereof will meet to hear the grievance and answer in writing. If the matter is still not resolved, the grievant may request that the matter be submitted to arbitration.

If after any of the above levels, the issue has been resolved, a signed and dated summary of resolution must be submitted to the Headmaster within 3 days of resolution.

## ANTI-BULLYING POLICY

### Types of Bullying

#### Physical Bullying

- Hitting, kicking or pushing someone or even just threatening to do it
- Stealing, hiding or ruining someone's things
- Making someone do things he or she doesn't want to do

#### Verbal Bullying

- Name-calling
- Teasing
- Insulting

#### Relationship Bullying

- Refusing to talk to someone
- Spreading lies or rumors about someone
- Making someone do things he or she doesn't want to do

The items listed above apply to actions made by students toward any staff member, student or other person visiting FBCS. At any time, the items listed above will result in one of the following consequences.

Extreme cases such as physical violence or behavior resulting that could be viewed as a criminal act (i.e., stealing or damage of property), will be reviewed by Administration and possibly by the FBCS School Board for an immediate suspension or expulsion of FBCS.

Documentation is required by any staff member, who implements any of the following discipline actions:

### Consequences of Bullying at FBCS

1<sup>st</sup> OFFENSE 2 missed recess times

Read an article on a form of bullying and complete a one-page summary on what you learned. Paper will be reviewed by the Headmaster.

2<sup>nd</sup> OFFENSE 1 hour after school

Students will be assigned a job around the building. (Ex: picking up trash, sweeping, wiping down walls, etc.) Detention is from 3:00-4:00PM

3<sup>rd</sup> OFFENSE In-School Suspension (ISS) - Min. of 2 days

Students will sit in a classroom and do all work. Will not participate in any specials, school activities or recess and will eat lunch in ISS. FBCS will hire a substitute teacher as the ISS teacher. Since we will incur a cost of \$60 for this substitute teacher. The parents of any student in ISS will pay the \$60 to the school.

4<sup>th</sup> OFFENSE Expulsion

The student will be unenrolled and asked to find a different school.

## POSSESSION AND USE OF TOBACCO PRODUCTS

The use of any tobacco product is prohibited in any building.

## PROFANITY

The use of profanity, vulgar language or gestures by students or staff members portrays a negative image and is unacceptable. Profanity on school grounds will not be tolerated and will be treated as a discipline problem and punished accordingly.

## WEAPONS POLICY

- I. A student shall not use or threaten to use, or sell, attempt to sell or conspire to sell, or possess, handle, or transmit or cause to be transmitted, a weapon, either concealed or open to view, on school property, as hereinafter defined. School property includes, but is not limited to, (i) the land and improvements which constitute the school, (ii) any other property or building, wherever located, where any school function or activity is conducted, (iii) any bus or other vehicle used in connection with school functions and activities, included but not limited to, buses leased by FBCS and privately-owned vehicles used for transportation to and from school activities; and (iv) personal belongings, automobiles or other vehicles which are located on school property. A suspension may be assigned for a minimum of one day. Police will be called in the case of a threat.
- II. The definition of “weapon” for purposes of this policy is one that includes, but is not limited to, the following items:
  - A. Category I: Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun); the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - B. Category II: Any pellet or BB gun, antique firearm, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of three or more inches; any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., stun-gun, laser); mace, pepper gas or like substances; ammunition, “look-alike” bomb; any “martial arts” device (e.g., Chinese Star, nunchaku, dart, etc.) miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a “loaded fist,” etc.; or any tool or instrument which the school staff could reasonably conclude as being a violation of the intent of this policy which, by way of illustration, shall include, but is not limited to, studded or pointed rings and bracelets, or other ornamentation, etc. or any “look-alike” object that takes on the appearance of any of the foregoing.
  - C. Any knife or instrument having a blade of less than three inches, any “look-alike” firearm, plastic disposable razor, BB’s, pellets or slingshot or anything used as weapons.
- III. Any behavior involving the possession, distribution or use of a weapon by a student under school jurisdiction which school officials have reason to believe constitutes a violation of local, state or federal law shall result in immediate notification to appropriate federal, state, county or municipal law enforcement officials by the Headmaster or his/her designee. The school shall cooperate fully with law enforcement and judicial officials in the prosecution of such offenses.

IV. All weapons shall be confiscated. The Headmaster or Health and Safety Associate shall determine the disposition of confiscated weapons.

V. Penalties for violation of this policy:

A. ALL STUDENTS

The penalty for any student violating this policy with a weapon listed in Category I shall range from a minimum penalty of expulsion for one calendar year to a maximum penalty of permanent expulsion. The FBCS school committee has the authority to modify the minimum expulsion requirement of one calendar year on a case-by-case basis.

B. STUDENTS IN GRADES Kindergarten through Fifth Grade

1. Penalties: The penalty for an elementary school student who violates this policy with a weapon listed in Category II or III shall be a minimum of short term out-of-school suspension to a penalty of expulsion for a specified time which may include permanent expulsion.

Factors to be considered in determining the recommended penalty for students in grades Kindergarten through fifth grade, will include, but not be limited to, age, the maturity level of the student, willfulness and intent, the weapon involved, and such other circumstances as are deemed appropriate.

2. No weapons shall be used by students in an exhibit, presentation, or activity as a classroom or school sponsored event. Look-alike weapons to be used as props in a school activity shall only be used if the teacher obtains the written approval of the Headmaster prior to the activity. Any instructional activity in which weapons or look-alike weapons are being used by teachers or by students in designated curriculum areas or activities must be approved by the Headmaster, in writing, prior to the activity.

3. The decision to charge a student for violation of this policy shall be made by the administration following guidelines set up by the FBCS School Committee.

## DISCIPLINE PROCEDURES

### DISCIPLINE

A discipline calendar will be sent home daily in a folder for each student in 3<sup>rd</sup> grade or below. We encourage

you to use the folder for communication from home to school. This calendar will indicate:

- Green dot – appropriate level of behavior requiring little if any teacher intervention.
- Yellow dot – receives this level after having at least two warnings about a specific behavior that is deemed inappropriate by the teacher according to school/class rules.

- Red dot – receives this level after a minimum of three warnings about a specific behavior, requires intervention or immediately after any physical harm occurs to another child.

You will also receive written communication and/or a phone call to discuss this incident.

You are asked to look at the child's folder each day to review the discipline calendar. We ask that you initial each day indicating that you have seen your child's folder. If you desire a conversation with the teacher regarding this information, please feel free to email your child's teacher to arrange a time to meet or to discuss the situation over the phone.

## DISCIPLINE POLICY

Preschool and elementary students that do or do not follow school or classroom rules will earn the following consequences. We will let you know if they are on yellow or red rather than sending home the daily sheet.

Level 1: No behavior problems – Child is on green.

Level 2: When a child breaks a classroom or school rule or deviates from acceptable behavior, they will be verbally reminded of the rules. This will serve as his/her first warning and no other action will be taken. The behavior chart remains green.

Level 3: If the student misbehaves again by breaking the same or a different rule, the behavior chart changes to YELLOW. This serves as a visual warning and reminder to follow the rules. The consequence for yellow is determined by the classroom teacher. Each teacher may take away a portion of a privilege for that day, such as losing five minutes of recess time. The teacher will mark the behavior calendar appropriately.

Level 4: If the student continues to misbehave, the chart changes to RED. At this point, the student is removed from the group, if possible. A note will be sent home to the parents to sign and return, and the student loses more time from a privilege, such as ten minutes of recess time, and a note of apology will be written to the teacher and turned in the following school day.

Level 5: Double Red – This level requires immediate removal from the classroom. A note is sent home to the parent to sign and return, and the student writes a note of apology to the teacher. Other choices to be determined by an administrator, especially if the student is in the office more than once, are:

(a) Detention – work detail after school or during recess or on Saturday, approved in writing by parents.

(b) Probation lasting through one grading period. Evaluation is made at the end of the period and the results may be (i) termination of probation, (ii) extension of probation, (iii) proceeding to Level 6.

Level 6: Student Out of Control – This level is determined solely by the administrator. It is one or more days of “in-school suspension” or “out-of-school suspension.” In-school suspension is used in cases of immediate or emergency situations or when the Headmaster deems appropriate. Out-of-school suspension will be used if Level 5 is reached too many times or harm to another student is extreme.

Level 7: Expulsion – When a student's behavior is such that it affects the attitudes and behavior of other students, such a student may be expelled for the school year and the expulsion may be entered on the student's permanent record. The decision to expel will be made by the School Board after reviewing all Level 1-6 documentation. The student may be allowed to return after the period of expulsion only after a thorough interview and the assurance that he/she has a repentant spirit and has maintained a good testimony. Certain severe first-time offenses warrant immediate expulsion: purposeful stealing, cheating on a midterm or final examination, sexual immorality, drinking alcoholic beverages, the use of illegal drugs or use of weapons (see Weapons Policy in Parent-Student Handbook).

This discipline policy can be used in conjunction with the anti-bullying policy written above. At the Headmaster's discretion and depending on the discipline problem, the Headmaster may suggest another discipline plan on a case by case basis.

## FIGHTING OR HARMING SOMEONE

Fighting or harming someone is of a particularly disruptive nature in a school setting; therefore, the school will contact the parents of anyone who is involved, and the student will be sent home (or will be placed in in-school suspension until parents can be reached). Students may receive a five-day, out-of-school suspension for fighting. See Discipline Policy for additional information.

## GENERAL SCHOOL INFORMATION AND PROCEDURES

### ACCESS TO THE BUILDING

For the safety of our students, students may not enter the building before 8 am or before the receptionist is on duty. If a teacher has made plans to meet with a student in the morning, the teacher will meet the student at the front doors and will stay with that student until the start of the school day.

### ACCIDENT/ILLNESS

In the event a student becomes seriously ill or injured at FBCS or an FBCS related function, every effort will be made to contact the parents or emergency contacts. If FBCS deems it necessary, we will call 911 immediately and follow the directions of EMS. Parents are responsible for keeping the emergency contact information and medical forms up to date.

### CALENDAR

Please refer to the website for the current school year calendar.

### CAR LINE PROCEDURES

Please refer to the website for current carline procedures.

### CHURCH FUNERAL POLICY

Occasionally, FBCS may be required to call an early release day due to a church funeral with a large number of anticipated guests. This is for the safety of your children. You will be notified by email from the school. Please make sure your contact information is always up to date.

### COMMUNICATION

#### E-mail

FBCS communicates with parents primarily through e-mail and the FBCS website. Generally weekly emails from teachers will be distributed keeping you up-to-date on the happenings at the school as well as volunteer needs and upcoming events. Families are responsible to supply the school with up-to-date email addresses. If you do not have an email address, please let us know by calling our receptionist. All administrators and teachers have email accounts and this is the most efficient means of communication.

#### Weekly Folders

In our 1<sup>st</sup> - 5th grade division, weekly Folders containing homework and important school communications will be sent home. Preschool and Kindergarten homework will be sent home daily.

#### Conferences

Conferences are held as needed. Information about a student will only be shared with the student's parent or legal guardian according to current custody papers.

## COMPUTER USAGE

Computers are provided throughout the school for academic purposes. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operating systems is prohibited. The making of illegal copies or destroying programs is also prohibited. Any inappropriate use of a computer in the school setting will be considered an act of vandalism. Preschool - 5<sup>th</sup> grade may use the internet in lab settings with teacher supervision only.

## EMERGENCY CONTACT NUMBERS

When you are not at home during school hours, it is very important that we are able to reach the person of your choice. Please give this person explicit instructions for handling any emergency procedures. Please keep any changes to emergency numbers updated with the school.

## EMERGENCY PROCEDURES

Drills will be held throughout the year for emergency procedures in various situations. Instructions are given at the beginning of the school year and are posted near the classroom door. Students should understand the seriousness of the drills and refrain from disorderly conduct.

In case an emergency occurs during the school day, students will only be released to parents/guardians or those listed on our emergency contact form. Photo ID will be required if someone is not known to school personnel. In times of emergency, FBCS is unable to verify telephone or written parental requests to a neighbor or relative for release. School personnel cannot take the responsibility of releasing students to any other adult than those listed on the emergency contact form. Please have your own planned procedure in place for these types of situations. If you will be out of town, please notify the school in writing letting us know who is authorized to act in your place. These procedures are in place to prevent any panic and confusion during emergency situations.

Fire alarm activation by someone other than a school administrator will immediately notify the authorities. Careless or malicious activation of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building. The deliberate offenses will be handled as a level 6 offense and the student and family will then be financially responsible for fees resulting from a false alarm.

Several times a year, children participate in emergency procedure drills for major types of emergencies (fire, tornado, etc.). Should an emergency situation arise, teachers and staff are trained in the proper response to the emergency condition. They will then instruct the children accordingly. Under no circumstances should parents endanger their own lives by trying to pick up their children if there is a true emergency. Be assured that your children will be cared for until conditions are safe for their release.

## HEALTH

### Allergies and Other Medical Conditions

It is the parent's responsibility to provide FBCS with written instructions about your child's medical condition. We must have written documentation from a physician stating any allergy or diagnosis and detailed written procedures on how to respond in the case of an emergency.

### Doctor's Note

If your child is out more than five consecutive days, a doctor's note will be required upon your child's return to school.

### Guidelines

Children are not allowed in the school with any health condition that is symptomatic of a contagious disease. These guidelines were created by DHR and the Children's Health Care System.

Children are not allowed in class with:

- A fever of 100.5 or higher within the last 24 hours.



- Vomiting or diarrhea (more than 3 watery stools per day) within the last 24 hours.
- Cold symptoms, including but not limited to, excessive coughing, colored nasal discharge, etc.
- Clear nasal discharge if the child cannot keep his/her nose clean and then wash his/her own hands.
- Skin infections (boils, ringworm, staph or unexplained rashes) until after treatment. A doctor's note is required to return to school.
- Chicken pox until all lesions are crusted over (5-7 days after 1<sup>st</sup> lesion).
- Hand-foot and Mouth all sores are gone (5-7 days after first sores appear)
- Strep throat until 24 hours after 1<sup>st</sup> dose of antibiotic.
- Pinkeye until 24 hours after 1<sup>st</sup> dose of antibiotic.
- Impetigo until 24 hours after treatment.
- Head lice until all evidence is gone.

If a child exhibits any of these symptoms while at school, the parent or guardian will be notified and the child will be sent home.

According to health guidelines, Fifth's Disease does not pose a health threat to children; however, should your child become infected, please contact our office so that we can inform parents. Fifth's Disease can be dangerous to pregnant women.

### HOLIDAY/BIRTHDAY POLICY

FBCS chooses to focus celebrations on Christ. During the Christmas season, we teach about Jesus' birth. At Easter, we teach His resurrection. Santa Claus, the Easter Bunny, Halloween, Mardi Gras, St. Patrick's Day and Cupid on Valentine's Day are not recognized. Please respect our policy and DO NOT send anything to school (snack, party favors, balloons, etc.) that reflect these ideas. It will be very disappointing to your child to be unable to share these snacks/treats. They will be returned home with the child.

Birthdays can be celebrated during LUNCH TIME ONLY, unless the teacher requests an alternate time. If you send a birthday treat, please remember that all children will share. Please do not send in cakes that would need to be cut. Birthday invitations will not be placed in folders or distributed unless all students or all of the same gender in the class are invited. NO PARTY FAVORS, HATS, BALLOONS OR GOODY BAGS.

### INCLEMENT WEATHER POLICY

First Baptist Christian School follows the Cobb County School System's inclement weather policies. Should Cobb County Schools be closed or delayed due to weather conditions, FBCS will be closed as well. The preschool division does not make up days lost due to weather. The elementary school division will make up days as necessary.

### ITEMS FROM HOME

1. All items must be labeled with your child's name.
2. No toys shall be brought to school unless prior approval from teacher. This includes any item that may be used as a toy, i.e., key chains, stuffed animals, any ornamental attachment for book bags or other items. Any item used as a toy may be confiscated and returned at the teacher's discretion.
3. Cell phones, gaming systems, I-pods, and any other similar electronic devices are not permitted at school.
4. Weapons are not permitted at school.
5. No pacifiers are permitted at school.

## LATE FEE POLICY

For all students left beyond the carline pick up time, a late fee of \$3.00 for every five minutes will be assessed. Payments are due that day or the next if necessary.

## LOST AND FOUND POLICY

Misplaced, unlabeled items will be kept at the reception area. Please stop by and check for any missing items. All unclaimed items will be donated periodically to charity.

## Medicine

A Medication Permission Form must be completed for students requiring medication while at school. Medications for ongoing conditions require a letter of instruction from a physician.

- FBCS Teachers/Parapros, with written permission from the child's parent/guardian, will assist your child in taking medicine. Forms are available online to be filled out prior to your arrival. All medicine will be locked up. Teachers/Parapros cannot administer any medication without a signed Medication Permission Form.
- Over-the-counter drugs must be maintained in the original container.
- Prescription drugs must be in the original container with the pharmacy label attached.
- Any special medical exceptions must be considered by the administration.
- Medications for life-threatening conditions that may need to be with your child at all times such as Epi-pens, seizure medications, inhalers, etc. must be discussed prior to enrollment and, if approved, proper forms will be required.
- When cause exists, FBCS administration reserves the right to test students for drugs or alcohol at any time.

## PARENT-TEACHER CORRESPONDENCE

Please send all messages to the school in writing via email. Verbal messages are likely to become confused. If the need arises to contact your child's teacher during school hours, the school receptionist will gladly take your message so that your teacher may phone as soon as possible.

## PARENT-TEACHER FELLOWSHIP (PTF)

A Parent-Teacher Fellowship is an organization that builds a working relationship between families and teachers at the school. In addition to planning parent, educational and fun activities, the PTF concentrates its efforts on supporting the education of our children by raising money for needed items.

PTF represents parents and teachers at FBCS. Support, both physically and financially, is important to any family. As part of the FBCS family, we ask that you join PTF, participate in fundraisers throughout the year and support our school through your words and actions. The PTF membership is a nominal fee of \$10.00 per family. Your financial support is necessary so that FBCS may give the students extra activities and opportunities that help create a wonderful learning environment. The support with your "manpower" aids the day-to-day functioning of the school and our financial reserves. Areas for which PTF members are vital include, but are not limited to: Book Fairs, Fall Fundraiser, Yearbook, Room Mothers/Fathers, Field Day Volunteers, Hot Lunch workers, and Box Tops.

### Purpose and Goals

1. To develop united efforts between educators and parents to secure for our students the highest advantages in mental, physical, spiritual and social education for children.
2. To continually improve and enhance the quality of FBCS.
3. To be a positive public relations agency to our community.

4. To promote unity in our school family through coordination of parent programs, fellowship and encouragement.

### PLAYGROUND RULES FOR THE STUDENTS

The student will:

1. Slide sitting down, one child at a time.
2. Not walk up the slide.
3. Not climb on top of any equipment.
4. Be seated in the swing.
5. Not jump out of swing or from tops of steps.
6. Not climb or hang on the fence.
7. Not pick up anything from the playground floor.

### PLAYTIME

Each age group has an assigned playtime and every opportunity is taken to go outside. Always assume your child will go outside and send warm coats, hats and gloves during the winter months. No parent conferences, or general conversations, can be held on the playground. This would distract the teacher. The teacher must keep their focus on the children's safety at all times. Please do not expect special arrangements to be made for your child without a doctor's note.

### ROOM PARENTS GUIDELINES

Room parents take on the responsibility of organizing class celebrations and other special days designated by the teacher following the school's guidelines for the Holiday/Birthday Policy. Room parents must be background check and attend yearly Child Protection training session. A room parent meeting will be held in the first month of school where guidelines will be discussed. Room parents are needed and greatly appreciated by our teachers.

### SCHOOL BAG

Students are required to purchase their own book bag and lunch box without logos or pictures. The students are expected to carry their own bag. We ask that your child not attach toy key chains of any kind to their backpack. These items are distracting and may make their backpack too heavy.

### SOCIAL MEDIA

FBCS has a website with teacher websites and a Face Book page. No other social media or photo-sharing sites are allowed. Photos shall be uploaded to yearbook site designated by the school to create yearbook.

The school's website can be accessed at [www.fbcskennesaw.com](http://www.fbcskennesaw.com). This is an important source of communication between the school and families. The website contains useful information including lunch menus, upcoming events and announcements as well as individual teacher websites.

### VISITORS

Visitors must check in at the reception area and wear a nametag while in the building. When visiting the chapel, please remember there are no drinks or food allowed in this area.

# ELEMENTARY

## Academic Program

### GRADES

K - 5th Grades

FBCS has 4 grading periods each school year divided as equally as possible based on the number of days that students are required to attend in any given school year. It is our desire that students develop an attitude of “doing my best.” Report cards are an important communication tool used by the teacher to keep the parents informed as to how proficient the child is in mastering the material presented. Should there be any questions about a grade, please make an appointment with the teacher.

Kindergarten will receive grades as follows (standard set by the Georgia Board of Education Rule 160-4-2.13):

- 3+ = Exceeds Standards, consistency goes beyond expectations
- 3 = Meets Standards-consistently and independently;
- 2 = Progressing toward meeting the standards;
- 1 = Limited progress or does not meet the standards

Report cards will be sent home at the end of the 9 weeks.

Grades 1-5 will receive grades as follows:

A - 90-100 (97-100=A+, 90-92=A-)

(Student demonstrates excellent ability in academic area.)

B - 80-89 (87-89=B+, 80-82=B-)

(Student demonstrates above average ability in academic area but may need to work on one or two specific skills.)

C - 79-74

(Student demonstrates average ability in academic area and may need to work on several specific skills.)

D - 70-73

(Student struggles.)

F - 0-69

(Student has extreme difficulty in all areas.)

Grades K - 5th will receive conduct and special grades as follows:

(These grades may have a +/- associated with them.)

E - Excellent

G - Good

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Students report cards will be electronic, parents will receive e-mail when report cards are ready for viewing. Grades can be viewed daily thru grading portal.

### HOMEWORK POLICY

Homework is an effective instructional technique. It has positive effects on achievement and character development and is a vital link between school and family. It is a learning activity not a discipline

strategy. Research shows that some homework at the elementary and middle school level plays a major role in future academic success.

Because we realize the importance of family worship and fellowship, for elementary students, homework is usually assigned only on Monday, Tuesday and Thursday, except for major projects, tests and quizzes that require more than one day until due date. Each teacher will assign her students a method of communicating homework on a daily basis. Students who do not have their homework on the due date will receive a zero in the grade book. It is the parent's responsibility to check the grade portal daily. A zero in the grade book is our communication to the parent that something has not been turned in. Once this assignment has been received by the teacher, it will be graded as normal and 5 points will be deducted for 1 day late and 10 points will be deducted for 2 days late. After that, the assignment must be turned in, but the highest grade that will be given is 50%. If homework is over a week late, the zero will remain the grade. Homework will be checked by the teacher and returned in daily work. Parents are expected to check daily for homework and oversee its completion.

Homework will afford each pupil an opportunity for independent study and practice in skills to be mastered. We hold students responsible for doing their own homework and encourage parents to help the child with assignments. However, we do expect all work to be done by the child and submitted by the due date. Incomplete classwork may turn into homework and must be completed and returned the next day; otherwise, it is subject to the homework grading policy listed above. Please check to make sure work listed on the agenda is complete. Please sign the agenda. There is also a weekly folder that will contain tests and quizzes that are graded. Your signature is required before returning to the teacher the next school day.

#### Make-up Work Procedures for Absences

A student who has a lawful absence will be provided an opportunity to make up work that has been missed. The student or parent is responsible for making the arrangements for the make-up work. The parent must call the reception area by 9:00 AM to request the make-up work and pick up the student's work in the reception area between 3:00 and 3:15 PM only. If you call after 9:00 AM you will be able to pick up the student's work between 12:00 noon and 3:15 PM the following day.

Note: For students with lawful absences, the student will be allowed one day for each day absent to make up work. The number of days allowed shall not exceed five (5) days without approval of the Headmaster. If the student fails to make up the work in the allowed time period, a grade of zero (0) may be given.

Students with unlawful absences will not be permitted to make up work unless extenuating circumstances exist as determined by the Headmaster or designated personnel. Out of school suspensions shall count as unlawful absences.

#### RELEASE OF EDUCATIONAL AND DISCIPLINARY RECORDS

When a parent requests records from the school, a records release form must be signed by a parent. This is in accordance with federal regulations regarding the privacy rights of parents and students under the Family Educational and Privacy Act of 1974. There will be a three (3) business day waiting period before any records can be released. There will be no exceptions. Please note that if you enroll in another school, the new school will request records from FBCS. If your student account has a balance, records will be held until the balance has been paid.

#### STANDARDIZED ACHIEVEMENT TESTING

The Association of Christian Schools International (ASCI) have introduced a special Christian School Edition of the Terra Nova Test. Bible, Reading, Mathematics, Language, Spelling, Social Studies and

Science are sections on the test. These tests are generally administered in the fourth grading period and are for grades 1st-5th.

## TEXTBOOKS

Textbooks are loaned to students and remain the property of FBCS. The student is fully responsible for the textbooks assigned to him. Lost or damaged books must be monetarily compensated before student records can be processed. The student is to assume full responsibility for his textbooks.

## ATTENDANCE GUIDELINES

### ATTENDANCE

First Baptist Christian School recognizes that a major objective of the school is to prepare students for life and to teach them skills necessary to be productive in society. Therefore, good attendance and prompt arrival to school and/or class is expected and necessary.

The State Department of Education defines truant as any child subject to compulsory attendance (between 6<sup>th</sup> and 12<sup>th</sup> birthday) who during the school calendar year has more than five (5) days of unlawful absences. In accordance with the requirements of the compulsory school attendance laws of Georgia, students are required to attend 177 full-length days each school year unless there is a legitimate, verifiable reason for their absence.

Attendance has a vital bearing on the educational process. It should not be encouraged to the point of keeping children in school who are sick but should be insisted upon to achieve the maximum benefit from the educational system.

Students may be counted legally present:

- When actually present;
- When present 4.5 hours or more;
- When assigned in-school suspension;
- When on a field trip or school sponsored event with their own class.

The state requires a daily record of attendance to be maintained. The attendance record must reflect whether each absence is lawful or unlawful in accordance with the law. Attendance is recorded at the class level.

### CHECK-OUT PROCEDURES

When picking up a student early, please bring your carline number or driver's license to the reception area to expedite the process. To keep disruptions to a minimum, parent(s) will remain at the front desk with our receptionist and a parapro or another staff member will escort the student to the front desk to check out. If a student is in 1<sup>st</sup> grade or higher, they will walk to the front desk on their own.

To avoid disruption and confusion in the classroom at the end of the school day and for the safety of our students, preschoolers may not be checked out after 12:45 pm. Elementary school students may not be checked out between 2:45pm. If you are picking up your child during carline time, you must pick up your child in the carline. Please do not come to the front desk to pick up your child.

If visiting school prior to dismissal and you choose to take your child home early, please leave the student in his/her classroom until you have signed the student out and the receptionist will radio the

teacher for dismissal (exceptions may be special days at which time you may be asked to sign out in the class, chapel, fellowship hall or other designated area).

Procedures for student pickup by someone other than the parent

If you find your circumstances change during the school day and the usual pickup person will not be picking up your child, there are three choices. First, if the person has your carline number, they will go through carline. Second, if the other person does not have the carline number, they must come to the FBCS reception area to show I.D. that matches the approved list from the parent. Third, if the child is riding home with another student, a parent from each family must send in an email note to the receptionist at [reception@fbcskennesaw.com](mailto:reception@fbcskennesaw.com) indicating the names of both students and who will be riding home with whom.

Excused Absences: Unlawful absences are absences from school for reasons other than those considered excusable under Georgia Law or this policy.

The following reasons have been established as lawful absences and students may be temporarily excused from school when:

1. Personally, ill and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in their immediate family necessitates absence from school. (Immediate family of student is defined as parents, guardian(s), grandparents, siblings and other adults living in the home.)
3. Mandated by order of governmental agencies.
4. Conditions render attendance impossible or hazardous to their health and safety.
5. Visiting with a parent/legal guardian who is in the armed forces of the United States or the National Guard and has been called to duty for, or is on leave from, overseas deployment to a combat zone or combat support posting, up to a maximum of five school days per school year.

When a parent finds it necessary for a student to be out of school for any reason other than those listed above, prior approval must be obtained from the school Headmaster. While the absences may be unlawful, the Headmaster may grant permission for work to be made up.

Parents are urged to arrange dental visits and doctor visits for well health issues outside of school hours.

Before admission to class upon returning to school following an absence, a student must provide their teacher with a written note from a parent, guardian, physician or legal authority stating the reason for the absence. These notes should include the date of the absence, the reason for the absence and parent/guardian's signature. The Headmaster or her designee will require a physician's statement for absences due to illness if the student has been absent more than five (5) consecutive days or in cases where absences have reached the maximum fifteen (15) days per school year for elementary and middle school. The Headmaster or designee will also determine whether an absence is lawful in accordance with policies and regulations, which are based on the compulsory attendance law. Excuses not received within three (3) days of the student's returning to school will not be accepted and the absence will be counted as an unlawful absence.

## Maximum Number of Absences

The maximum number of absences allowed at the elementary level is fifteen.

FBCS will follow the below outlined plan of action regarding absences:

1. Daily attempts will be made to call the parents of unlawfully absent students.
2. At three (3) unlawful absences, the school will mail a letter to the parent. This letter serves to notify the parent of attendance to date (absences, tardies and early check-outs).
3. At five (5) lawful or unlawful absences the school will mail a letter to the parent along with a copy of the attendance laws mandated by the state. This letter will request the parent contact the school to arrange a meeting to create a plan of action.
4. At ten (10) lawful or unlawful absences, the parent will be referred to the Headmaster.
5. After fifteen (15) lawful or unlawful cumulative absences the student might be referred to Department of Family and Children Services (DFACS).

Tardies and leaving school before the end of instructional day

Students are required to arrive in their classrooms by the assigned times. Students not in their classrooms at that time will be counted tardy. Excessive tardies at the elementary level will be handled by parent contact. Since tardies represent a loss of instructional time for students, five (5) tardies shall be considered one (1) absence for the purposes of this policy and related procedures. Please note that 5 tardies would exclude your child from earning the Eagle Award. Leaving school before the end of the instructional day must be for lawful reasons. A student must be on campus for 4.5 hours. In order to be counted as a full-day, students must be checked in by 10:30 am and must not check out before 1:00 pm.

## Field Trips

### FIELD TRIP GUIDELINES

(Field trips are all parent paid events.)

Off campus field trips are educational experiences designed to enhance learning. Parents who accompany children on field trips are expected to support the learning environment as directed by the teacher. This may include helping student's complete worksheets and observation forms. The nature of a field trip is an educational experience; therefore, is restricted to students enrolled in the class unless specifically invited by the teacher. Parents who accompany children must be willing to accept the responsibility of helping provide for the safety and care of their child and other children. For the safety of all children, they must be returned to the school for dismissal, unless prior approval by FBCS administration. The teacher is the deciding authority on all field trips. If chaperoning, you are expected to support the teacher's authority and plan.

Unless bus transportation has been arranged, parents drive small groups of children to the destination and are responsible for keeping that group together. Parents who are responsible for a group should not bring siblings. Each parent should only accept responsibility for the number of children that can legally be transported in their car by current state law.

### General Instructions

1. Fill out a Volunteer Field Driver Form and turn it in to the reception area to be approved by an administrator. A completed background check, copy of your driver's license and current insurance coverage must be included. When all forms are processed your name will be added to the approved field trip drivers list for FBCS.
2. You must have a cell phone, bring it with you and have it turned on during the trip for safety reasons. Field trip drivers are not allowed to use cell phones while driving. In case of illness or an emergency, please notify the school immediately. Call: 770-422-3254.
3. It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes and dress. A



classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.

4. One week before the date of the approved field trip, drivers and chaperones must be assigned (alternates also).
5. Only students enrolled in the class or activity may go with the chaperone. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destinations, especially commercial businesses, will not allow smaller children to accompany the field trip. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. We believe that it is nearly impossible for a mother of a small child to give that child the proper attention and also be able to give the necessary vigilance to supervising a group of field trip students. The first responsibility of each volunteer is to the students being supervised. Thank you for understanding our priorities.
6. Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver or chaperone is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with help from volunteers. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
7. Chaperones should make it a special point to remain with the students for whom they are responsible. They should keep the students who rode with them close to them and watch them at all times.
8. Chaperones enjoy your time with the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.
9. Know exactly how many students are in your group and count, count and count all day! Keep a group list if necessary. Be sure all are present before moving from one place to another.
10. Students are to return with the same person and vehicle that transported them for the event. No exceptions to this rule.
11. Drivers and chaperones should not purchase special treats for students.
12. Field trips leave the school from the fellowship hall. If you are parking all day to chaperone on a trip, park in the lot next to fellowship hall or behind the "Gathering Center". Please do not park in front of the reception area. These spaces are for short term visitors.

If you have questions about the field trip, expectations of drivers, chaperones, or expectations for student behavior, please ask the teacher or the administration.

#### Additional Instructions for Driver Chaperones

1. Teachers will make vehicle assignments for students. You will be provided with a list of the names of students being transported in your vehicle.
2. Please arrive at school at least ten to fifteen minutes before departure time. Schedules are sometimes tight. Everyone is to meet in the Fellowship Hall.
3. Copies of the Emergency Medical Release Forms for all students will be with the teacher if the trip destination is more than ten miles from the school but the actual form will be with each driver.
4. Seat belts must be worn at all times. If the parent vehicle is a truck, students may only be transported in the cab and must be securely buckled. Note that only one child is permitted per working seat belt.
5. Please be sure you understand the route to be taken. The teacher will provide maps and directions. Please follow the assigned route to and from the field trip.
6. FBCS expects you to obey all traffic laws including maintaining acceptable speed limits.
7. When traveling, cars will caravan together, as traffic permits for the safety of the caravan. Please do not pass the lead car or take side trips away from the caravan. Please obey all traffic rules.
8. Please call the school right away if you have car trouble or become lost. If someone has been hurt or ill, and the teacher is not readily available for consultation, please call the school or 911.

9. Students must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
10. Students must not be left unattended in a vehicle.
11. Students have been instructed to use quiet voices when talking and to keep their hands and feet to themselves. If any student does not cooperate, please inform the teacher. Students should not eat or drink in your car.

## Lunches

Hot lunches are available daily for elementary students (K - 5th grade). The monthly menu is available on the school website. Lunch tickets can be purchased by check, cash, or money order only at the reception area. No refunds will be given for absences. If the student has forgotten his/her lunch and has not reserved a hot lunch, an FBCS staff member will attempt to contact the student's parents UNTIL 9:00 AM. If a parent cannot be reached by 9:00 AM, the school will provide the student with an emergency hot lunch for the cost of \$5.00. This charge is required to be paid by the next school day.

### SNACKS ELEMENTARY

FBCS has a time for daily snacks. When planning for a snack, be aware of hidden sources of sugar, high carbohydrates, refined sugars, fats and artificial sweeteners. FBCS will not provide snacks for children that have forgotten theirs.

Each student should bring water as their snack time drink. Water bottles must be labeled with student's name.

The education building, has a "no nut" policy. Although, we cannot guarantee there are no nuts in the building, it is our goal due to many allergies.

## Uniforms

### UNIFORM GUIDELINES K-5th GRADE

Please refer to the website for the current year dress code policy.

### UNIFORM WARNINGS FOR K-5<sup>th</sup> GRADE

- 1<sup>st</sup> Warning Verbal
- 2<sup>nd</sup> Written Reminder
- 3<sup>rd</sup> Call/Email from Administration

## PRESCHOOL

### DRESS CODE

Dress your child in loose and comfortable clothes that are washable. Jeans, shorts or pants are preferable for girls because many of our activities are on the floor. If your child wears a dress, shorts or leggings must be worn underneath. We will spend some time outside each day, weather permitting. Please be sure that your child has warm clothing for cold days. We will go outside at least for a quick walk, unless the “feels like temperature” is below 32°. If the heat index is 90° or higher, we will have limited or shaded recess. For the safety and comfort of your child, we ask that he/she wears tennis shoes to school. No cowboy boots, sandals, flip flops, opened-toed shoes, dress shoes with slick soles or roller shoes can be worn. Be sure to label all coats, sweaters, hats, etc., with your child’s full name.

### EXTENDED CARE PK2 (LUNCH BUNCH)

Extended Care is available for students enrolled in the two-year old classes only. Students need a lunch box with an ice pack. Refrigeration is not available. For the safety of our students with nut allergies, FBCS requires that you do not bring in any type of nut product including peanut butter into the school building. Write full name on lunch box or bag. The students will enjoy lunch and playtime between 12:00 PM - 1:00 P.M. The cost for this service is \$3.00 per day. The lunch and the \$3 is our indication that your child is staying for “Lunch Bunch.” After 1:00 P.M. a late fee of \$3.00 for every five minutes will be assessed to provide for their care. The privilege of staying for “Lunch Bunch” can be revoked if there are consistently late pickups or late payments. NO “LUNCH BUNCH” DURING EARLY DISMISSAL DAYS.

### POTTY TRAINING

All children in the three-year old classes and older must be potty trained by the first day of school. School is a different environment from home, so accidents may occur. Each preschool student needs to bring a complete change of clothes, including undergarments and socks in the event of an accident.

### SNACKS FOR PRESCHOOL

FBCS has a time for daily snacks. When planning for a snack, be aware of hidden sources of sugar, high carbohydrates, refined sugars, fats and artificial sweeteners. FBCS will not provide snacks for children that have forgotten theirs.

Each student should have a water bottle for snack time, labeled with their name.

The education building, has a “no nut” policy. Although, we cannot guarantee there are no nuts in the building, it is our goal due to many allergies.