

# First Baptist

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CHRISTIAN SCHOOL

## Parent Student Handbook

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**PARENT-STUDENT HANDBOOK**

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## **WELCOME**

The administration and faculty of First Baptist Christian School of Elyria extend a warm welcome to each family represented in our student body. It is our desire to be an extension of your Christian home and to educate your children according to biblical Christian principles and with academic excellence.

Every successful organization must operate under a system of guidelines for its goals to be reached in an effective and orderly fashion. The Parent/Student Handbook was created to outline the guidelines and objectives of First Baptist Christian School of Elyria, Ohio. Please take time to read all the material carefully and discuss it with your child. It is important that you and your child /children understand what the school offers you and what we are asking of you in return. If you have any questions about the contents of this handbook or any of the schools policies or procedures, please call the school office at 440-458-5185 and ask to speak to the appropriate staff member that can address your concerns.

(Note: From time to time changes may need to be made to this handbook for both the good of the school and/or for the effectiveness of our Christian testimony.)

In II Peter 3:18, the Apostle Peter exhorts believers to "grow in the grace and knowledge of our Lord Jesus Christ." The awesome task entrusted to the faculty and staff here at FBCCS is to accomplish this objective in the lives of our students. We covet your prayers for this important undertaking.

## MISSION & PURPOSE STATEMENT

First Baptist Christian School, as a ministry of First Baptist Church and in an effort to aid Christian parents in training their children, exists to provide a superior academic and Biblically-integrated education, which promotes Christ-like character and prepares students for a life where they can impact their world for Christ.

## DESCRIPTION STATEMENT

First Baptist Christian School is a part of the total ministry of First Baptist Church of Elyria, Ohio. Recognizing that all truth is God's truth, the school accepts without apology the Word of God as the foundation for all instruction and learning. The school is open to families of the community who want to have their children trained where Biblical truth is integrated with every area of the curriculum. Jesus Christ is preeminent in every aspect of school life, and students are encouraged to make lifelong commitments to Him and to Christian principles of living. Our school emphasizes love for our country, loyalty to the church, and submission to all God-given authority.

## STATEMENT OF FAITH

1. We believe in the Scriptures of the Old and New Testaments as inspired of God, as inerrant in the original writings, and as the supreme and final authority in faith and life. II Timothy 3:16, II Peter 1:21
2. We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary, and that He is true God and true man. Isaiah 7:14, John 1:1, John 1:14, John 8:53
3. We believe that the Holy Spirit is a divine person with God the Father and God the Son, is of the same nature, and indwells every born-again believer. John 14:16, John 14:26
4. We accept the Biblical account of creation and believe that man came by instant and direct creation of God and not by evolution. Genesis 1 and 2, Colossians 1:16 and 17, John 1:3, Hebrews 1:2
5. We believe that man was created innocent and that he sinned, incurring physical and spiritual death which is separation from God; thereby all are sinners by nature and by choice. Genesis 1:27, 2:17, 3:6, Romans 5:12
6. We believe in the personality of Satan/Lucifer, that he is the unholy god of this age and the author of all the powers of darkness and is destined to the judgment of an eternal justice in the lake of fire. Matthew 4:1-3, II Corinthians 4:4, Revelation 20:10
7. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice and that all who believe in Him are justified on the ground of His shed blood and resurrection. Romans 4:25, 1:7, Acts 13:39, I Peter 2:24
8. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby forever become the children of God. John 1:12, Acts 20:21
9. We believe in the bodily resurrection of the Lord Jesus, in His ascension into Heaven, and in His present ministry there for us as High Priest and Advocate. I Corinthians 15:4, Hebrews 4:14, I John 2:1
10. We believe in "that blessed hope," the personal, premillennial and imminent return of our Lord and Savior, Jesus Christ. Titus 2:13, Philippians 3:20
11. We believe in the bodily resurrection of the just and of the unjust, the everlasting felicity of the saved, and the everlasting conscious suffering of the lost. John 5:28-29
12. We believe in Biblical separation from all worldly practices and in wholehearted devotion to the cause of Christ as the only scriptural basis for a joyful and useful Christian life. I John 2:15-17, I Corinthians 6:19, II Corinthians 6:14
13. We believe that marriage is ordained of God as a covenant relationship between one man and one woman for life for the purpose of procreation and sexual pleasure. The marriage relationship is a beautiful picture of the relationship between our Savior and the collective body of believers in Christ known as the Church. Any other definition of or practice of marriage is unbiblical, ungodly, and a perversion of God's divine institution of marriage (Genesis 2: 18-24; Matthew 19:4-6; Romans 1:27, Hebrews 13:4)
14. In light of contemporary confusion over sexual orientation and gender identity, we reaffirm our belief that there are only two "sexes" or genders—male and female. The Bible tells us that "in the beginning,

God created them male and female.” The Holy Scriptures teach that God is the author of all life, that life begins at conception, and that our Creator biologically and anatomically fashions each human being as either male or female. Perversions of a biblical definition of gender such as, but not limited to, sexual orientation, transgender, multiple genders, and sex change operations, are violations of God’s Word, and those that believe in and practice such behavior will personally and corporately face God’s judgment. (Genesis 2: 18-24; Matthew 19:4-6; Psalm 139: 13-16; Romans 1:27, Hebrews 13:4)

15. We believe that a local church is a congregation of immersed believers associated by covenant of faith and fellowship of the Gospel, observing the ordinances of Baptism and the Lord's Supper, for the purpose of worship, evangelization, and instruction. It is scriptural for such churches to cooperate with each other in contending for the faith, for the furthering of the Gospel, and for the training of our children. Acts 2:41-42, I Corinthians 11:2, Ephesians 1:22-23, 4:11, Acts 20:17-28, Colossians 1:18, Ephesians 5:23 and 24, Acts 15:13-18
16. We believe that civil government is of divine appointment for the interest and good order of human society; that those in authority are to be prayed for and conscientiously honored and obeyed, except in things opposed to the will of our Lord Jesus Christ. Romans 13:1-7, II Samuel 23:3, Exodus 18:21-22, Daniel 3:17-18, Matthew 22:21, Acts 4:19-20, 5:20, 23:5

## **PHILOSOPHY**

The educational program and the methods of instruction at First Baptist Christian School are dependent on a Biblical philosophy to provide the viewpoint, general background truth, and principles for interpreting the facts encountered in the study of any subject. We believe that the concepts of a Christian educational philosophy are as follows:

1. God is the Creator and Sustainer of all things and the Source of all truth.
2. God maintains control over all of Creation and the entire universe.
3. Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God, Who is the Source of all wisdom.
4. Regeneration is by faith in Jesus Christ. True meanings and values can be ascertained only in the light of His Person, purpose, and work.
5. God has revealed Himself through all He has made, through the Person of Jesus Christ, and through the Bible.
6. The home, the church, and the school should all complement each other, promoting the student's spiritual, academic, social, and physical growth.
7. The teacher stands in the place of the parent.
8. God has given each student different talents and abilities. It is the teacher's responsibility to challenge each child according to his ability and to seek to teach him at his academic level.
9. The Christian is not to be conformed to the world but must recognize his responsibility and his role in life in our democratic society.
10. The student's home, church, and school experience and training should be a preparation for life -- a life of fellowship with God and service to others.
11. The prayer of a righteous person has a powerful effect.

## OBJECTIVES

First Baptist Christian School is dedicated to the task of providing an educational program that will meet the individual student's spiritual, mental, physical, social, and emotional needs. Because we believe that all truth is God's truth and that such an educational program must be centered in the Word of God, we hereby set forth the following objectives:

### 1. TO PROVIDE A CHRIST-CENTERED EDUCATIONAL PROGRAM

We believe that the only adequate foundation upon which an educational program can be built is the Word of God, for it teaches that Jesus Christ is the center of all truth (Colossians 2:3). We feel that it is necessary to provide a distinctly Christian environment, classes in Biblical studies, and a well-balanced education which views all knowledge in the light of Biblical truth. We have a staff of born again, qualified teachers who are sensitive to the spiritual, educational, and personal needs of youth.

### 2. TO DEVELOP HIGH SPIRITUAL AND MORAL STANDARDS

We believe it is the purpose of education to bring "into captivity every thought to the obedience of Christ" (II Cor. 10:5). We teach the application of Biblical ethics and standards of morality to every part of life.

### 3. TO EXCEL IN ACADEMIC STANDARDS

We offer a well-organized and effectively-directed program of academic instruction which strives to meet or exceed the requirements prescribed by state law. We seek to provide educational facilities, equipment, and carefully selected materials to enhance the efficiency and effectiveness of the instructional program. We also provide auxiliary services as we are able to supplement our educational program and to better meet student needs.

### 4. TO TRAIN THE WHOLE CHILD

#### • Spiritually

1. To see the necessity of being born again by the Spirit of God by receiving Jesus Christ as their personal Lord and Savior
2. To realize that growth in the Christian life depends upon fellowship with God and other believers through reading the Bible, prayer, church attendance, and service to others
3. To understand that God has a purpose and plan for each life
4. To develop the ability to seek and find help in the Scriptures
5. To develop a responsibility for and awareness of the lost resulting in a desire to witness for Christ and to share the Gospel.

#### • Mentally

1. To relate the various subject matter areas with truths found in God's Word
2. To discover and develop individual aptitudes
3. To cultivate powers of critical thinking
4. To learn knowledge and skills required for future study
5. To use effective communication skills
6. To work independently and cooperatively
7. To appreciate the fine arts and develop creative skills

#### • Socially

1. To manifest fairness, courtesy, kindness, and other Christian graces
2. To share Christian responsibility as a citizen for the welfare of every group to which he/she belongs
3. To develop an understanding of, appreciation of, and tolerance for all men
4. To live in this world and yet not to be of this world (participating in its ungodly ways)
5. To recognize the responsibility to be loyal to Jesus Christ at home, at church, and in our nation

#### • Emotionally

1. To think independently and stand up for personal convictions in the face of pressure
2. To develop aesthetic interests
3. To develop emotional balance and self-discipline based on respect and reverence for God and all God-ordained authority

#### • Physically

1. To develop a respect for the body as the temple of the Holy Spirit
2. To participate in wholesome physical and mental recreation
3. To learn proper care of the body
4. To experience physical activity and wholesome competition

## **SCHOOL IDENTITIES**

**SCHOOL VERSE:** "Holding fast the faithful word as he hath been taught..." Titus 1:9

**SCHOOL SONG:**

"Nothing is Impossible" by Eugene L. Clark  
Nothing is impossible when you put your trust in God.  
Nothing is impossible when you're trusting in His Word.  
Hearken to the voice of God to thee,  
"Is there anything too hard for me?"  
Then put your trust in God alone  
And rest upon His Word.  
For everything; oh everything;  
Yes, everything is possible with God.

**SCHOOL COLORS:** Red, White, and Blue

Red represents the blood of Christ which purchased our salvation.  
White represents the purity of the Word of God on which we stand.  
Blue represents our loyalty to His cause.

**SCHOOL EMBLEM:** Sabres

**SCHOOL YEARBOOK:** Conquest

**SCHOOL FOUNDING:** 1976





## RECOMMENDATIONS FOR SUPPORTING YOUR SCHOOL

The following recommendations come from a random sampling of experienced Christian school administrators in response to the question, "How can parents be supportive of the school?" There were originally 29 different suggestions, but these seven were predominant over the other twenty-two. They are presented in order of importance according to the thinking of the administrators. The Bible says that in the multitude of counselors there is safety (Proverbs 24: 6b)

1. **PRAY DAILY FOR THE FACULTY AND STUDENTS.** A major theme in the Word of God is this: God works on behalf of His people when they pray. Things do not happen quickly in the education of a child or of a young person. "For precept must be upon precept, precept upon precept; line upon line, line upon line; here a little and there a little" (Isaiah 28:10). Be faithful and patient in daily prayer support. As you pray to the Father in secret, He will reward you openly (Matthew 6:6). Prayer maximizes character development and learning in the Christian school.
2. **ATTEND SCHOOL FUNCTIONS.** Attendance at school functions teaches your children that their education means a lot to you, for you are giving priority to their school by making the effort to attend its functions. Fathers should take the lead in this, for the father is the head of the family. The achievement of a student is better when they know that both parents love each other, love him and his brothers and sisters, and care deeply about his schooling.
3. **DO VOLUNTEER WORK AT THE SCHOOL.** In addition to this being a positive influence upon the understanding of your children as discussed in point number two, volunteer work brings you into close communication with other parents and with the administration, faculty, and staff. This level of fellowship is a blessing available to each school family. Many opportunities are available through the Parent Teacher Fellowship (PTF), Sabre Athletic Association Booster Club (SAABC), library, and classrooms.
4. **BE ENTHUSIASTIC, SPEAKING WELL OF YOUR SCHOOL.** Your positive attitudes about the school will influence the attitudes of your children toward the school. These attitudes will also be a strong factor in the enrollment of new families. Statistics show that the majority of the new families entering into Christian schools come on the recommendation of parents who already have their children in the school. Your personal testimony about the school, your endorsement, is powerful and can be used by God to bless other families as you speak well of the school to them.
5. **GIVE FINANCIAL HELP BEYOND THE PAYMENT OF TUITION.** Very few schools operate on tuition alone, for that would price many families out of the school. The key is many parents giving faithfully, regularly, and liberally, as God enables. There is blessing in giving to the school beyond tuition. Do this willingly, not grudgingly, for the Lord loves a cheerful giver.
6. **CULTIVATE HONOR AND RESPECT FOR THE ADMINISTRATION, FACULTY, AND STAFF IN THE HEARTS OF YOUR CHILDREN.** Your attitudes toward those who minister to your children are influential in the development of the attitudes of your children. Christian schools will not work if parent and student attitudes are negative toward the Lord's servants.
7. **KEEP GROWING IN YOUR UNDERSTANDING OF THE PHILOSOPHY OF CHRISTIAN SCHOOL EDUCATION.** The primary reason for Christian education is the difference in philosophy. Simply stated, Christian education derives its philosophical underpinnings from the Bible, God's revelation, while secular education rejects the Bible and derives its philosophical underpinnings from many different books, each of which is the reasoning of natural man. Secular humanism is the doctrine of unregenerate man.

Thank you for considering these seven ways to support First Baptist Christian School. Your children will benefit greatly in their Christian education as you do each of these things. The blessings you receive from God for helping the school will be full and will not run dry as the days and years go by. As you strengthen your home in Christ, your children will get more out of their education.

## **APPLICATION AND ENROLLMENT**

First Baptist Christian School has been established to fulfill a specific ministry. Thus, as we review application materials, we are looking for a specific type of family to whom we can minister. It is our philosophy that we accept a *family* into the school, rather than just an individual student. We believe that the family members must commit themselves to faithfully living and applying the truths and principles of the Scriptures within their home. Only then is it possible for First Baptist Christian School to work with the family in training their child(ren). A family that does not support the philosophies, policies, and procedures of FBCS will not be allowed to have their child(ren) attend the school.

First Baptist Christian School, as a ministry of First Baptist Church of Elyria, Ohio, is a religious institution providing an education in a distinct Christian environment. Our beliefs and practices are based upon the principles of God’s Word as revealed to us in the sixty-six books of the Bible. We believe that our biblical role, as articulated in our mission statement, is to “aid Christian parents in training their children...for a life where they can impact their world for Christ.” On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality (e.g., premarital sex, cohabitation, extra-marital sex); homosexual/lesbian acts or unbiblical sexual orientation ; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

### **APPLICATION PROCEDURE FOR NEW FAMILIES**

1. Complete the online Application materials.
2. Complete and submit the Records Release Form.
3. If the student is going into grades 9-12, he/she will need to complete the online student application, which will automatically be available at the end of the parent portion of the application.
4. The administration will review the application(s), the student's previous school records, and references. A student is reviewed and admitted to First Baptist Christian School on the basis of his former record, placement tests, and criteria for admission. Reflections of citizenship, behavioral habits, and standardized test scores from previous schools shall be considered when determining admission. In certain circumstances, the administration may request that you bring your child in for testing or for shadowing in the classroom.
5. After the application review is completed, you will be contacted regarding scheduling a family interview. In addition, high school students (9-12) will also be interviewed by the administration before a decision concerning acceptance is made. After the interview, you will be notified if your child has been accepted.

Due to the time it takes to request and obtain records and check references, the application process usually takes several weeks.

### **ENROLLMENT PROCEDURES**

Once the student has been accepted, a link for online enrollment will be sent to the parent. Please have your student’s medical information available at the time of online enrollment. A Health form (available during the enrollment process) will also need to be submitted to the school.

## ADMISSION CRITERIA

First Baptist Christian School of Elyria is a private institution and, as such, reserves the privilege of establishing and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel any student who violates the school's standards or other rules of conduct as defined by the administration. First Baptist Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student enrolled at the school. We do not discriminate on the basis of race, color, or national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, academics, and athletic and other school administered programs or with respect to employment of faculty and administrative staff.

1. A student is reviewed and admitted to First Baptist Christian School on the basis of his former record, placement tests, and criteria for admission. Reflections of citizenship, behavioral habits, and standardized test scores from previously attended schools shall be considered when admission is determined.
2. Each child is readmitted on a yearly basis with re-enrollment completed before general registration begins. Re-admittance is based on an overall evaluation of the student as to how the school will facilitate his/her educational development.
3. All new students are on probationary status during their first year of attendance at First Baptist Christian School.
4. Each kindergarten child must submit a health form provided by First Baptist Christian School and completed by a physician. First Baptist Christian School shall provide information to all parents regarding the immunization requirements found in the state law, Revised Code 3313.761, and will require adherence to the stipulations therein as a condition of admittance. A second MMR is required before a child may enter 7th grade.
5. It is our desire that every Christian child has access to a Christian education; however, we are unable to meet the needs of students with the following:
  - a. Has emotional or disciplinary problems
  - b. Has a court record
  - c. Has a physical handicap which would impair the learning process
  - d. Comes from a non-Christian home—A Christian home is defined as a home where one or both parents have received Jesus Christ as their personal Lord and Savior. (I Cor. 7:14)
  - e. Comes from a home that does not support the type of instruction that would take place at First Baptist Christian School -- The Christian school is not a remedy for parents who are unwilling to fulfill their God-given responsibilities of rearing their children in the home.
6. A parent or parents must subscribe to the philosophy of First Baptist Christian School.
7. Children applying for admission to kindergarten must be five years of age on or before September 30. Any child applying for first grade must be six years of age on or before September 30.
8. FBCS will not accept any junior or senior high student who does not want to attend our school.
9. Only a born again student who gives testimony of his personal salvation will be admitted to First Baptist Christian High School (9-12).
10. No married student will be accepted.

11. Parents agree in writing to the following commitments:

- We hereby invest authority in the school to discipline our child as necessary. We further agree that we will cooperate with and discipline our child in the home as needed. (Proverbs 22:6, 23:13-14; Ephesians 6:1-2; Hebrews 12:6)
- We agree that if our child should become involved in any trouble at school or we disagree with any policy set by the school, we will in no case complain to any other parent, but in the love of Christ and with prayer, we will register only necessary complaints with the staff member directly involved.
- We understand that assessments will be made to cover any damage to school property (breakage of windows, abuse of books, etc.), accidental or otherwise
- We understand that First Baptist Christian School is a part of the educational ministry of First Baptist Church; however, we understand that there will be no coercion on the part of the administration or staff for children to attend First Baptist Church. We also understand that doctrine taught in the classroom will agree with the position of First Baptist Church and the Statement of Faith of First Baptist Christian School.
- We realize that First Baptist Christian School should not take the place of our child's regular church attendance and understand that our regular attendance at a sound gospel-preaching church is critical to our child's continued enrollment in First Baptist Christian School.
- We promise that, unless providentially hindered, at least one parent shall attend scheduled parent-teacher conferences.
- We give permission, except as specifically listed, for our child to take part in all school activities, including sports and school sponsored trips away from the school premises. Furthermore, in the event our child becomes ill or is injured while under school supervision, we approve of the school authorities' taking the following steps:
  - Contact a parent of the student and follow his/her instructions.
  - In the event neither parent can be reached, FBCS will follow the instructions on the Emergency Medical information supplied by the parents in Renweb.
- We agree to relieve the school board and any of its employees from any liability in connection with these activities and instructions.

12. Approval by the administration or the school committee is required for any exceptions to the above policies.

## **WITHDRAWAL PROCEDURES**

Withdrawals from school must be made through the office. Withdrawals should be reported to the school office at least two (2) days in advance of the official withdrawal date. A student withdrawing from school must return all school materials to the appropriate teacher on his last day of school. Records will be released only if payments are current. When a student is withdrawn after September 15<sup>th</sup>, for any reason apart from a change in a parent's employment moving them outside a radius of 50 miles from their current location, the parents or guardians are responsible for paying the entire year's tuition since budgets and hiring of teachers are established based on tuition income as calculated by the number of students enrolled at the beginning of each school year.

## **FINANCIAL INFORMATION**

1. A financial fact sheet is available upon request at the financial office.
2. All parents must sign a financial agreement before a student may attend classes. Parents are encouraged to read this agreement carefully before signing it.
3. Parents who do not pay their tuition in full before the start of the school year are required to sign up on the FACTS Management Payment System (FACTS) or obtain approval from the School Committee for alternate arrangements. Parents who are not paying tuition through FACTS must pay by the date specified on the invoice. Payments may be mailed to the school or dropped off at the school office.
4. Lab fees will be charged for some junior high and high school classes.
5. Textbooks will be provided by the school. Matriculation fees cover some consumables. If athletic, choir, or other uniforms are required, the cost will usually be paid by the student.
6. The school does not carry insurance on any student. All students who participate in sports and other extracurricular activities must have insurance which covers injuries that could occur. The school will not be liable for accident or injury.
7. Scholarships are given according to the scholarship schedule outlined by the financial office. Scholarships granted include, but are not limited to, pastor and missionary scholarship, multiple student scholarship, employee scholarship, etc.

### **CONDITIONS OF THE FINANCIAL AGREEMENT**

1. The matriculation fee must be paid in full before a student enters school. If the student is not accepted, the balance will be refunded.
2. If a family is unable to pay tuition in full prior to the beginning of the school year, FBCCS offers two other payment options. Options are semi-annual payments and ten monthly payments, with the first payment due in July prior to the beginning of school.

### **ADMISSIONS**

When a student is enrolled after the first day of school, the amount of tuition charged will be prorated. This is determined by dividing the total tuition for the year by the total number of school days and multiplying by the number of days the student will be enrolled.

### **WITHDRAWALS**

1. See Withdrawal Procedures.
2. The matriculation fee is non-refundable in the case of withdrawal.

### **OTHER**

Parents who pay their tuition through FACTS are subject to the terms and conditions of the FACTS agreement regarding fees for late payment. Parents are encouraged to read the agreement thoroughly when signing up on FACTS. Parents who make payments to the school through special arrangements with the School Committee are subject to any late charges as may apply per the terms of the arrangement.

Some courses and activities require fees which are not included in tuition or matriculation. Book and class fees are to be paid either through the parent's FACTS account (if signed up) or the fees will be invoiced. Book and class fees that remain unpaid by the invoice due date will be charged a \$1.00 processing fee for each subsequent invoice that is sent to the parent until the invoice is paid.

- All grades and credits will be held until accounts are current, and no records will be transferred if money is due the school.
- A \$12.00 fee will be charged for all RETURNED CHECKS.

## **CHURCH ATTENDANCE**

FBCS is an extension of the Christian home. As a ministry of First Baptist Church, we feel the Lord has given us a definite mission and ministry, and that is to aid Christian parents in the training of their children to know who God is and to learn to love and serve Him with their whole heart. The Christian School is not a substitute for the home or church. The school cannot carry out the spiritual training effectively without wholehearted support from the home. We believe that every family in our school should be attending church services on a regular basis, which is at least one service per week. This means that the children as well as the parents are faithful in their church attendance.

We encourage you, as a family, to make your local church a major part of your family's activity. Scripture teaches that church attendance should be a priority, and children will know that the local church is a priority if our families attend on a regular basis. Freedom of worship is an important part of the heritage that we have been given and is an opportunity and responsibility to pass along to our children!

## **SCHOOL HOURS**

### **SCHOOL OFFICE**

The school office will be open Monday-Friday from 7:55 a.m. to 4:00 p.m. Parents must stop at the office during school hours instead of going directly to a classroom. The school phone number is 440-458-5185.

### **BUILDING OPENING**

The school building opens at 7:55 a.m. for students to prepare for the school day. All students who must arrive earlier than 7:55 a.m. will be required to go to morning study hall.

Morning study hall will serve as a quiet time for students who must arrive before the building opens. Students will be dismissed from morning study hall at 7:55 a.m. to go to the school office, their lockers, or the classroom.

Students are required to use the southwest doors to enter and leave the building. K4 students should be escorted to class by a parent and may enter the school office doors.

### **SCHOOL HOURS**

School starts at 8:05 a.m. with the building and facilities opening for students at 7:30 a.m. The school day ends at 2:44 p.m. at which time students will be dismissed.

### **DEPARTURE FROM SCHOOL**

Students are expected to depart from school on their bus, or be picked up as soon as school is over. Those students involved in activities after school hours must arrange to be picked up promptly. Students are not permitted to wait in the building or gymnasium without adult supervision. All students are required to have adult supervision after school, therefore all students remaining after 3:20 p.m. must report to the school office.

### **BUILDING CLOSING**

The school building and facilities close at 3:30 p.m. at which time students are expected to have departed. If students need to stay longer due to a parent's work schedule or some other extenuating circumstance, special arrangements may be made by contacting the school office. Students involved in extracurricular activities will not be allowed back into the building.

### **EMERGENCY CLOSING**

In case the school must be closed for inclement weather (or any other reason), the announcement will be made over local radio and television stations through the use of a school closing service provider. The following stations are especially useful regarding school closings.

Social Media – First Baptist Christian School Facebook Page

T.V. STATIONS - 3, 5, 8, 19, 43

## TWO-HOUR DELAY

In case of inclement weather or another emergency, the school day may be delayed by two hours. If so, the delay will be announced on radio and TV, and school will begin at 10:05 a.m. Dismissal and after school programs will stay the same. K4 and Kindergarten Early Dismissal would be at 12:25, or parents may choose to keep students home for the day.

## **ATTENDANCE AND ABSENCES**

VALID ABSENCES fall into one of two categories as determined by the school.

**Excused absences:** Recognized by the State of Ohio under school law.

1. Personal illness
  2. Illness in immediate family
  3. To assist parents in emergency work
  4. Quarantine
  5. Religious Holiday
  6. Death in immediate family
2. Permitted absences are college trips, seminars, youth retreats, family trips, dental or medical appointments, or any other activity considered to be commensurate with the goals and purposes of this school. Dental or medical appointments need to be handled primarily during non-school hours. Permitted absences of two days or less must be arranged in advance according to the following procedure:
- a. Parents must submit to the school office a written request stating the reason for the absence at least one day in advance.
  - b. The specific dates and/or times of the absence should be stated.
  - c. The student must inform all of his teachers of the impending absence.
  - d. College visits as required in the FBCS guidance plan, will be considered present in school on the day(s) of the actual campus visit. College visits beyond the three required by the FBCS guidance program will be considered excused absences.

The School Committee does not believe that students should be excused, on a regular basis, from school for non-emergency trips. The following applies to non-emergency trips of three days or more:

- a. Students requesting an excused absence must fill out an Absence Request Form in advance.
- b. The form should be signed by an administrator, a parent and each teacher before leaving on vacation. A list of assignments that will be missed will be given to the student. All *assignments* missed during this period must be turned in *within two school days* of returning, or a score of zero will be given. If the student has a *special project* due while he is absent, *the project is to be turned in before he/she leaves*. Getting assignments to the teachers is the *student's* responsibility. *Tests and quizzes* must be made up *within three school days* after returning.
- c. An excused absence will not be given for students who have exceeded or will exceed nine days for the semester or for students who have exceeded or will exceed the maximum sixteen days for the year.
- d. The student must be maintaining at least an overall "C" average.
- e. Family trips, to be excused, may only be taken with the student's parents and/or legal guardian.
- f. Only sophomores, juniors, and seniors who are maintaining at least an overall "C" average will be excused for a college trip.

## EXCESSIVE ABSENCES

Excessive absences are detrimental to a student's learning and education. Absences will be considered excessive if the student has more than 9 absences per class per semester. Students

exceeding 9 absences (whether excused, permitted, or unexcused) per class for a one semester course or 16 absences (whether excused, permitted, or unexcused) per class for a two semester course will not receive credit for any class work missed during those days of absence unless the school receives a written excuse signed by a medical doctor stating the student was ill.

Absences which are the result of illness, truancy, vacation, or family emergency will be counted in this tally regardless of whether the absences are excused or unexcused. Out of school suspensions, school sponsored activities, and in-school suspensions will not count in this tally.

#### UNEXCUSED ABSENCES

Absences which do not fall under the excused/permitted categories shall be classified as unexcused absences. Tests, quizzes, homework, and other assignments missed will not be allowed to be made up and will result in a grade of zero for each missed item. Unexcused absences exceeding five school days in the same nine-week grading period may result in failing grades in all courses taken by the student for that grading period.

#### MANDATORY ATTENDANCE PERIODS

No time off will be permitted on an excused basis, except for illness, during first semester exams or the last ten days of the school year. Routine medical appointments, such as dental/ orthodontist appointments, should be avoided during these time periods.

#### TARDINESS

Students arriving after 8:05 a.m. but before 8:20 a.m. should report to the school office. The student will receive a tardy. Students who report to the school office after 8:20 a.m. will be considered absent for the half of the school day missed. The school day will be divided as half day or full day. Tardies will be classified as excused (accident, transportation problems, or extenuating situation) or unexcused (sleep-in, forgot something, etc.). In the case of determining excused and unexcused tardies, the school has the right to make the final decision. All tardy students should bring a note explaining the tardiness to the office when they arrive.

Junior high and high school students arriving after 8:20 a.m. without a written valid excuse will have their tardy considered as a "class cut." Each class cut is considered a detention offense. On the third tardy after 8:20 a.m., the student will receive a Saturday school detention. A "class cut" is considered an unexcused absence and will also fall into the guidelines given in the Attendance and Absence Policy.

#### EXCESSIVE TARDINESS

1. Tardies will be classified as excused (accident, transportation problems, or extenuating situation) or unexcused.

*In the case of determining excused and unexcused tardies, the school has the right to make the final decision.*

2. Students arriving after 8:05 a.m. but before 8:20 a.m. will receive a tardy.

3. Tardies will accumulate for the semester.

#### Grades K-6:

5 tardies will result in a warning (phone call made by school principal).

8 tardies will result in a parental conference with the school principal.

10 tardies will result in a one day out of school suspension and a parental conference with the school principal.

12 tardies will result in a parental conference with the school administration, to consider the student's continued enrollment.

#### Grades 7-12:

5 tardies will result in a detention.

8 tardies will result in a double detention and a parental conference.

10 tardies will result in a one day in school suspension.

12 tardies in one semester will result in a one day out of school suspension and parental conference with the school administration, to consider the student's continued enrollment.



### READMITTANCE TO CLASS

Immediately upon a student's return from being absent from or tardy to school, the student must go to the school office with a note from his parents explaining the reason for the absence or tardy. "Please excuse \_\_\_\_\_ for being absent or tardy" is not an acceptable excuse. All notes must state a reason. All students, K-12, must comply with this. The office will then provide the student with a re-admittance slip. Students who return to class without a re-admittance slip will be sent back to the office for one. A two (2) day grace period will be granted in case a student forgets his note. Failure to submit a note after the grace period will result in the absence being classified as unexcused or a class cut.

### EARLY DISMISSAL

In compliance with Ohio Revised Code 3321.07, all students must be in attendance during all periods of school (including examination days).

Early dismissals should be used sparingly and with parental discretion. If a student is to be dismissed from school before regular dismissal time, the following steps must be taken:

1. The student must bring a note to school that morning explaining the reason for the early dismissal and the time he/she is to be dismissed.
2. At early dismissal time, the person who is picking up the student must report to the office to sign the student out. If the student is driving, he/she will need to sign themselves out.
3. If the student returns to school before the end of the day, he must report back to the office to sign in and receive a pass to return to classes. A student who returns to class without a re-admittance slip will be marked tardy and kept in class.

\*\*In case of a divorce or separation, a student will only be released to the parent who has custody, unless that parent sends a note with the student giving the other parent permission to remove the student from school.

### TRUANCY

Absence without the knowledge and consent of parents and/or school officials is considered truancy. This would include leaving school before the end of the day without permission or staying out of any part, or all, of a scheduled class without permission. A student who is more than ten minutes late to a class may be counted as truant. Truancy is considered an absence with no opportunity to make up work. All missed assignments and tests will result in a zero. Truancy incurs detentions and/or suspensions; a student may be expelled when there are repeated offenses.

### ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

Students who are absent (whether excused, permitted, or unexcused) from school for more than half of a school day (any time after 11:20 am), will not be eligible to participate in extracurricular activities for that particular day.

## ACADEMIC CURRICULUM INFORMATION

First Baptist Christian School is chartered by the State of Ohio in grades K-12. FBCCS offers the required academic subjects in the elementary, junior high, and high school. First Baptist Christian School teaches the following subjects at the various levels.

Areas covered in our kindergarten include:

|                      |                             |                       |
|----------------------|-----------------------------|-----------------------|
| Bible                | Number concepts             | Science and Health    |
| Social Studies       | Speaking                    | Reading Readiness     |
| Alphabet Development | Music and Rhythms           | Art-includes the use  |
| Games and Free Play  | Beginning Reading (Phonics) | of crayons, scissors, |
| Physical Education   | Listening                   | and finger-paint      |

Areas covered in grades one through six includes:

|                         |             |                    |
|-------------------------|-------------|--------------------|
| Bible                   | Art         | Music              |
| Language Arts (Phonics) | Mathematics | Physical Education |
| Social Studies          | Citizenship | Science and Health |
| Reading                 | Spelling    | Handwriting        |
| Computers               |             |                    |

Areas covered in grades seven and eight include:

|         |                    |                 |
|---------|--------------------|-----------------|
| Bible   | Art                | Reading         |
| History | Mathematics        | Science         |
| English | Physical Education | Computers/Music |

The high school structure consists of the following specific departments:

|                               |                  |               |
|-------------------------------|------------------|---------------|
| Bible                         | Art              | Language Arts |
| Mathematics                   | Computer Science | Sciences      |
| Foreign Language              | Social Studies   | Music         |
| Health and Physical Education |                  |               |

## GRADUATION REQUIREMENTS

### GRADUATION

First Baptist Christian School requires all students to meet the following state minimum requirements for graduation: English (4 units); mathematics (4 units); social science (3 units); science (3 units); health (.5 unit); physical education (.5 unit); electives (5 units). In addition, students will be required to have one semester of Bible for each semester of attendance at First Baptist Christian School as well as one semester credit of speech. A senior project related to a student's interests or vocational pursuit will also be part of the graduation requirements.

In order to preserve the biblically-integrated curriculum First Baptist Christian School desires for its students, the following courses must be taken at FBCCS:

English I, II, and III  
Algebra I, Geometry, and Algebra II  
Physical Science and Biology

U.S. History, World History, and Government/Economics

The remaining elective credits can be fulfilled through classes taken at FBCS or through classes taken at local colleges in conjunction with the College Credit Plus and Credit-in-Escrow programs. See College Credit Plus section for more details.

### PROMOTION AND RETENTION

#### A. General:

Pupils are promoted or retained on the basis of their total preparedness to enter the next grade level and perform satisfactorily. Ability, achievement, and physical and social factors are all taken into consideration. Should a student fail one or more major subjects for the year, without that failure being made up during the summer with a SCHOOL APPROVED PROGRAM, that student may be retained in his present grade. Absenteeism will be of prime consideration in the decision to retain borderline cases (see Excessive Absences).

Since a “one size fits all” policy is difficult to set and adhere to in these situations, the administration and teachers will meet to discuss the individual student’s promotion or retention problems and a decision will be made by the teachers and administration. This decision will be governed by what the school believes will best serve the individual student. Parents will be notified of any problems concerning promotion or retention, and their input will be considered before the decision is finalized.

#### B. Junior High/Senior High School

Junior high students who receive F’s as final grades in academic subjects will be considered for retention by the administration. Students must have completed the 8th grade year to be classified as freshmen. Other grade classifications are as follows:

|                       |                              |
|-----------------------|------------------------------|
| Sophomore (grade 10): | 5 units of credit completed  |
| Junior (grade 11):    | 10 units of credit completed |
| Senior (grade 12):    | 15 units of credit completed |

### **PARENT/TEACHER CONFERENCES, REPORT CARDS AND PROGRESS REPORTS**

#### PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS

There are four grading periods in the school year. Parent/Teacher conferences will be held for all grades at the end of the first marking period. Throughout the year, additional conferences may be necessary to discuss individual children.

#### PROGRESS REPORTS

Parents can access Progress Reports from the RenWeb School Management Program. They are available after the 4<sup>th</sup> week of each quarter.

Parents are urged to consult with teachers first, then the administration, if a question concerning the child's progress arises. However, we do ask you not to confront the teachers at church services or PTF meetings concerning these matters. The administration has instructed the faculty to discuss such matters during school hours or by scheduling an appointment.

#### REPORT CARDS

Report cards are issued for all grades every nine weeks. Report cards are available online from the RenWeb School Management Program.

## GRADING SYSTEM

Our kindergarten through second grade students may receive the following letters to report their academic progress:

|                                 |                             |
|---------------------------------|-----------------------------|
| O = Outstanding                 | S = Satisfactory            |
| I S= Improvement Shown          | E = Experiencing difficulty |
| X = Not applicable at this time |                             |

FBCS is on a 4.0 grading scale and students in grades 3 – 12 receive the following grades.

| <u>Letter grades</u> | <u>GPA points</u> | <u>Percentages</u> |
|----------------------|-------------------|--------------------|
| A                    | 4.0               | 100 - 95           |
| A-                   | 3.7               | 94 - 93            |
| B+                   | 3.3               | 92 - 91            |
| B                    | 3.0               | 90 - 87            |
| B-                   | 2.7               | 86 - 85            |
| C+                   | 2.3               | 84 - 83            |
| C                    | 2.0               | 82 - 78            |
| C-                   | 1.7               | 77 - 75            |
| D+                   | 1.3               | 74 - 73            |
| D                    | 1                 | 72 - 68            |
| D-                   | .7                | 67 - 65            |
| F                    | 0                 | 64 or below        |

LETTER GRADE KEY: Grades are indicated by letters and pluses (+) and minuses (-).

|    |   |
|----|---|
| A  | Excellent   |
| B  | Good to very good   |
| C  | Average   |
| D  | Just passing  |
| F  | Failing   |
| W  | Withdraw with no credit.  |
| I  | Incomplete grade (Incomplete grades which extend beyond nine (9) weeks automatically convert into F's). |
| NC | No Credit   |

### GPA (GRADE POINT AVERAGE) POINTS

Each final grade earned is assigned a GPA point value. These values are used in the calculation of grade point averages (GPA). The GPA points for each letter grade are indicated above. For letter grades with plus signs (+) add .3 of a GPA point. For letter grades with minus signs (-) subtract .3 of a GPA point.

Note: Fractional credit classes (ex. 1/4, 1/8) are given a fractional equivalent of the grade point average (GPA points). GPA will be rounded to the hundredth of a point.

### HONOR POINTS

The following courses are awarded honor points: Pre-calculus, Physics, and Honors Bible.

The honor point (.5) is added to the GPA point value for designated academic courses for the purpose of calculating grade point averages (GPA). For example, if a student earns a C+ in one of the designated courses, he would receive 2.3 GPA points plus the honor point for a total of 2.8 GPA points for that course. If a student fails a designated course, they will not receive an honor point.

### COLLEGE CREDIT PLUS/CREDIT-IN-ESCROW

College-ready students at First Baptist Christian School (FBCS) are encouraged to take courses from a local or online college in order to earn high school and college credits simultaneously. Although students must take all FBCS required courses at FBCS students may intentionally satisfy electives at a local or online college. (See Graduation Requirements section for details.) The rationale for taking college courses are varied, but may include one or more of the following: to prepare students for the rigor of college courses, additional preparation for a college entrance test, being more competitive for college scholarships, additional courses in a specific area of interest, etc.

The following will apply to students taking courses at a local or online college:

- Must be approved in advance by the FBCS administration in order to be included on the student's high school transcript.
- The course title on the high school transcript will be written the same as the college transcript.
- The grade will compute into the grade point average (GPA) using the Honors weighted scale and impact class rank.
- The grade on the college transcript, to include withdrawn courses with an "F", will be the same as the grade on the high school transcript
- A 2 - 4 credit-hour college course will result in 1.0 credit-hour at FBCS.
- If a student desires to improve a grade in a particular course, both courses will be listed on the transcript; however, the higher grade for the course will count towards the GPA and class rank.
- High school graduation may be jeopardized if a student fails or drops a college course that is also being used for required high school credit.
- Students must schedule classes so they will not miss Bible classes or weekly chapels.

FBCS participates in Ohio's College Credit Plus (CCP) program, which funds college courses for qualifying high school students. See your school counselor for details on how to apply for these funds. Credit-in-Escrow is a similar program, except the student is responsible for his own tuition. Funding from the state varies from year to year. From time to time an FBCS student may have a concern with their local or online course. Most prominent could be with a professor who seems to penalize a student for their religious beliefs. All appeals by students will be considered by the administration and presented to the school committee. Appeals will be considered on the following criteria:

- The written statement by the student outlining the circumstances.
- Timing of when the circumstance requiring an appeal was made to the administration. As potential issues begin to surface, the student must keep the FBCS administration informed. The appeal must be initiated within the school year the course is taken.
- Actions the student took with the College or University to resolve the issue.
- FBCS administration and the school committee reserve the right to communicate with the school and/or the professor about the student's conduct.
- Decisions will be consistent with previous decisions made by the administration and/or school committee.

If you are a student athlete, you must remain eligible in accordance with the rules outlined in this handbook. College Credit Plus courses count toward athletic eligibility in the same way as high school courses. Because FBCS will not have access to college course records for courses taken off campus or online, students may be asked to prove eligibility to the athletic director at the end of each quarter.

### FINAL GRADES

A student's final course grade for a full year course will consist of the average of both semester grades. A student's final course grade for a one semester course will be the semester grade for that course.

## HONORS

### GRADUATING HONORS

A Valedictorian and Salutatorian will be honored from the senior graduating class. The highest grade point average of those who qualify will determine valedictorian. Salutatorian status will be granted to the person with the second highest grade point average of those who qualify. In order to qualify a student must have:

1. Attended First Baptist Christian School at least three (3) semesters
2. A minimum grade point average of 3.0 -- Only work completed at First Baptist Christian School will be considered, with the exception of work completed through CCP and Credit-in-Escrow courses taken to directly replace a course offered at FBCS.
3. Valedictorian and Salutatorian honors are calculated on the basis of GPAs earned through the 3rd nine-weeks grading period of the senior year.
4. Valedictorian and Salutatorian will be determined to the hundredth of a point. Valedictorian or Salutatorian will be shared if more than one student has the same GPA, regardless of the exact calculation beyond the hundredth of a point.

### HONOR ROLL

Following the end of every grading period, the honor roll for elementary (3-6) will list those students who meet the requirements listed below:

**Honor Roll** includes those who have a grade average of 3.70 - 4.3 in academic subjects, including Bible, and no D or F in any subject.

**Merit Roll** includes those who have a grade average of 3.0 - 3.69 in academic subjects, including Bible, and no D or F in any subject.

The honor roll for students in grades 7 – 9 will list those students who meet the requirements listed below:

**Honor Roll** includes those who have a grade average of 3.70 – 4.0 in academic subjects, including Bible, and no D or F in any subject.

**Merit Roll** includes those who have a grade average of 3.0 - 3.69 in academic subjects, including Bible, and no D or F in any subject.

## ANNUAL AWARDS

Annual awards are granted to worthy students for exceptional spiritual, academic, athletic, and social achievements. Examples of these are as follows:

A. John Mark Award - In II Timothy 4:11 the Apostle Paul described John Mark as "profitable to me for the ministry." This award is presented each year to students who have demonstrated spiritual and academic improvement throughout the year.

B. Dependability Award - Dependability is defined as "fulfilling a commitment even when it involves unexpected sacrifice." This award is presented each year to students whose involvement in academic, social, and spiritual activities of the school represent this quality.

C. Honors in Academics

**Highest Honor** is awarded to a student on the Honor Roll for all four grading periods in academic subjects including Bible and no D or F in any subject.

**High Honor** is the same as above for *three* of the four periods grading periods in academic subjects including Bible and no D or F in any subject.

**Honor** is awarded to a student on the Merit Roll in academic subjects including Bible and no D or F in any subject for three of four grading periods.

D. Perfect Attendance - This award is presented to those students who have zero (0) absences and zero (0) tardies for the school year. Only students who have attended First Baptist Christian School for the entire school year are eligible for this award.

E. Excellent Attendance - This award is presented to those students whose absences total three (3) or less for the school year and zero (0) tardies. Only students who have attended First Baptist Christian School for the entire school year are eligible for this award.

F. Royal Blue Award - This athletic award is presented to one male and one female student who: 1.) displays a dedication to his/her sport, 2.) strives for the spiritual growth of himself/herself and

others, 3.) displays pride in being a student/athlete, 4.) works for the improvement of the school, and 5.) demonstrates quality participation in their sport.

## **HOMEWORK & EXAMS**

Out of class assignments are pertinent to classroom lessons and shall be assigned in reasonable quantities consistent with the abilities of the given group. No homework will be assigned and there will be no play practice or open gym on Wednesday nights, so that the students may attend the Wednesday night programs at church with their parents. If you have any questions or comments as to the amount or difficulty of homework given, please consult with the classroom teacher. It is the student's responsibility to complete any assigned work, and this discipline will help the student become more responsible in other areas.

Homework will be sent home upon request for those students who are absent two (2) days or more. A one day notice is required before homework will be ready to be picked up.

When a student is absent from school, he will be permitted to have the same number of days to make up the assignments that were missed by the excused absence, up to three (3) days.

Absences of three or more days should follow the procedure for making up work as outlined in the Attendance and Absence portion of this handbook.

Homework is given for several purposes:

1. **FOR DRILL** - We believe that most students require solid drilling to master material essential to their educational progress.
2. **FOR PRACTICE** - Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be reinforced.
3. **FOR REMEDIAL ACTIVITY** - As instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework given after instruction helps to overcome such difficulties.
4. **SPECIAL PROJECTS** - Book reports, compositions, special research assignments, and projects are some of the activities that may comprise homework.

### **MAKE-UP WORK**

Students are responsible for making arrangements with the instructor for all work to be made up and/or tests to be taken for excused absences. Teachers are available by appointment to give help to students in these cases.

### **EXAMS**

Students in grades seven through twelve will take semester exams in most courses. Individual exemptions from semester exams may be granted at the teacher's discretion.

## **TESTING**

Since First Baptist Christian School is committed to total Christian education, the school has developed a comprehensive testing program in order that the needs of each student might be met. Testing is considered a tool that parents, teachers, counselors, and administration may utilize to help direct, motivate, facilitate, and evaluate the student as we jointly seek to assist the individual in reaching his/her optimum potential in Jesus Christ.

### **ABILITIES-APTITUDE TESTING**

First Baptist Christian School administers the Terra Nova 3 Achievement Test to our students. These records will help determine as nearly as possible how the student is performing academically and adjusting to scholastic life.

All juniors take the Pre-Scholastic Aptitude Test (PSAT). This test is very similar to SAT and allows the student to become familiar with this type of exam. Results of PSAT will be available before the end of the second semester. A fee is required for this test.

### COLLEGE ENTRANCE TESTING

Registration information for both the Scholastic Aptitude Test (SAT) and the American College Test (ACT) are available from the guidance department. Since there are multiple testing dates for both examinations, the FBCS Testing Coordinator will notify the students of the testing dates and registration deadlines. The school code for First Baptist Christian School is 362-082. Recommended testing centers for SAT and ACT are Elyria High School and Lorain County Community College. Fees are required for each of these tests.

### END OF COURSE EXAMS

Beginning with the Class of 2018, all students are required to pass the End-of-Course Exams or one of the alternative pathways to graduation in order to receive a diploma. Beginning with the 2016-2017 school year, the Ohio Department of Education began allowing non-public schools to substitute Terra Nova (achievement testing) test scores in place of the state end-of-course tests.

### **EXTRACURRICULAR ACADEMIC ELIGIBILITY STANDARDS**

In a continuing effort to improve the academic standards of our school and our students, the school board has approved the following academic eligibility requirements. These requirements must be met by all students involved in extracurricular activities at First Baptist Christian School. Academics are a priority at First Baptist Christian School, and we believe that they are one of the most important reasons for sending your child(ren) to FBCS.

Below are the requirements:

1. Students who wish to be involved in extracurricular activities must demonstrate their commitment by being academically eligible. Extracurricular activities include organizations, clubs, or responsibilities that are school supported, occur on a regular basis, and are designated by the administration as being under the minimum eligibility standards. (Examples: Athletics, Student Council, ministry teams, school aides, school programs, school plays, etc.)
2. These standards are minimums. Certain activities or responsibilities may require higher academic standards to be met or may have slightly different participation standards (example: student council).
3. All students must maintain a grade of D (68%) or better in all of their classes in order to maintain their eligibility.
4. Eligibility will be checked each quarter, which is approximately every nine weeks.
5. Students who become academically ineligible may not participate in extracurricular activities. Athletes may continue to practice at the discretion of their coach, but they may not participate in games or scrimmages.
6. Students who become academically ineligible during the final quarter of the year will be ineligible in the first quarter of the following school year. Sixth graders are considered to be academically eligible at the beginning of their seventh grade year.



## STUDENT CONDUCT

In order to become the disciplined adults that God expects us to be (Eph. 4:14, 15), we must learn to be disciplined in our youth (I Tim. 4:12). To help accomplish this, the following procedures have been adopted and will be implemented at First Baptist Christian School. First Baptist Christian School believes that Christian students should manifest loving obedience to all God-given authority. Their lives should be consecrated Christian testimonies to unbelievers and other Christians. We believe that the Christian life is meant to be filled with joy and that rules and regulations create a wholesome atmosphere for living and learning. These standards are meant to encourage spiritual development and consecrated living, which will glorify God.

Good discipline is necessary for the welfare of the entire school. The teachers and the administration are responsible to enforce the regulations with love and in accordance with scriptural principles. Full cooperation is expected from every student and parent. If strict adherence to the regulations is not observed, the student may be asked to leave First Baptist Christian School.

Conformity to man-made regulations without a heartfelt desire to behave is of little value. However, conformity to the following standards will be expected of all students, and disciplinary action will be taken for infractions of the school's standards, policies, and rules.

Disciplinary measures will meet the offense and may include student reports, detentions, extra assignments, in-school suspensions, out-of-school suspensions, expulsion, or any means considered necessary by the staff, administration, or school committee.

*A handbook is not able to contain and specifically state all the do's and don'ts of student conduct. As a Christian school, our desire is to train students to conduct themselves responsibly and with wisdom. It may be that students will receive discipline and/or instruction in areas not specifically stated in the handbook. All students, and in particular junior and senior high students, are expected to be responsible and discern whether their choice of conduct is appropriate or inappropriate.*

1. Students should not make excessive noise or run in halls. They should be courteous to guests and other students, respectful to those in authority, and esteem others as better than themselves (Phil. 2:3).
2. Food, candy, and drinks (with the exception of breath mints) are to be consumed only in the lunchroom or specified areas.
3. Because of the unsanitary disposal of gum and the damage to clothing, carpeting, and furniture, no gum chewing will be allowed in the school buildings or on the grounds at any time.
4. The school facilities will be closed at 3:30 p.m. except for those students in extracurricular activities.
5. Possession or use of tobacco, alcohol, marijuana, illegal drugs, drug paraphernalia, or the appearance thereof will not be tolerated at First Baptist Christian School or by a student off-campus. Any use or possession of such items will result in immediate suspension and probable expulsion.
6. Students must respect the school property and all equipment since this is the Lord's school. Any and all damage by student(s), even if accidental, will be paid for by the student and/or parents.
7. There will be no public display of affection (PDA) at school or at school related functions.

8. Before 7:55 a.m., all students arriving at school are to report immediately and directly to morning study hall.
9. Classroom procedure:
  - a. Students must be on time; there are three minutes between each class period.
  - b. Class assignments are to be submitted promptly the period they are due.
  - c. All non-consumable textbooks are to be covered with book covers within one (1) week after they are first received, and are to remain covered throughout the year.
  - d. Classes are dismissed by the teachers.
10. Study hall/learning center procedure:
  - a. Students must be on time.
  - b. Students must work diligently during study hall.
  - c. The best atmosphere for studying is silence; therefore, students will keep quiet in study hall to promote maximum study time.
11. Passes:
  - a. Learning Center – Students will sign out and obtain a paper pass from the learning center supervisor or class teacher.
  - b. Tardiness -If detained for any reason in a class causing them to be late to their next class, the student must obtain a pass from the teacher that detained them excusing their tardiness to the next class.
  - c. Students are to follow their schedules each day unless an alteration is permitted.
  - d. Passes are always required when a student steps out of his/her regular schedule.
  - e. Five unexcused tardies to class will result in a detention.
  - f. A pass presented to a teacher is considered a request, and teachers may deny pass privileges.
12. Students will respect the rights of other students. Stealing, cheating, fighting, pushing, shoving, opening another student's locker, or using another student's personal items without their permission will be considered serious offenses.
13. Throwing of objects such as snowballs, rocks, etc. is not allowed at any time on school property.
14. Attendance at First Baptist Christian School is a privilege. All students are expected to uphold the name of the Lord and the reputation of their parents, church, and school. Students found guilty of immoral or illegal conduct will be expelled.
15. Students will be courteous in speech and action at all times. Swearing, telling dirty stories, and using other language unbecoming a Christian will not be tolerated (Eph. 4:29, Col. 3:8).
16. Stickers, emblems, decals, buttons, etc. identified with groups or movements contrary to Christian Biblical standards or those which would not be supported by First Baptist Christian School, are not to be displayed on autos, books, notebooks, lockers, or clothing.
17. Acts of dishonesty such as cheating, lying, stealing, and plagiarism will not be tolerated. Counseling and/or disciplinary action will be handled by the teacher or administration.
18. Dancing is not permitted at any school related functions.
19. Weapons (guns, knives, etc.), fireworks, firecrackers, matches, flammable or explosive materials, or objects that look like these are not allowed on the school premises. Students who violate this rule may be suspended or possibly expelled from school.

## **CLASSROOM CONDUCT**

Your teachers are deserving of your respect, and they are held accountable for maintaining a positive class atmosphere conducive to quality education. You are expected to be respectful, cooperative, and submissive to the teacher's authority.

1. Students must come to class on time and must be properly prepared with textbooks and writing materials. Three unexcused tardies to class will earn a detention.
2. Anyone dismissed from a class for any reason will be issued a pass. This pass must be in the student's possession at all times when he/she is out of class.
3. Each teacher will establish specific rules for activities in his/her classroom.
4. A teacher's desk, cabinet, bookcase, etc., are regarded as personal property, and students are not to meddle with anything on or in these places without the teacher's permission.
5. Students will not disrupt other class members in any way. Talking to other students will be allowed only with the permission of the teacher.

## **CELL PHONE POLICY**

Cell phones have been allowed on our campus for one reason – so that students can communicate with parents if needed. They are not to be used during school hours.

The following procedures will be followed by students who choose to carry cell phones **or** they will be banned from carrying a phone to school:

- Phones are to be turned off and placed in the student's box prior to 8:05am.
- Phones will not be used at anytime throughout the day.
- Phones may be turned back on after the bell rings at 2:44pm.
- If students need to contact their parents and it cannot wait until after school they may ask permission to go to the office. Students will be allowed students to use the office phone to contact parents if deemed necessary.

Any teacher who finds a student not abiding by the cell phone policy take the phone and turn it in to the office. The administration will notify parents of the misuse and the possibility of losing their phone privileges if the misuse continues. The phone will only be returned to the student after notification of the parent by the administration.

## **FBCS DRESS CODE**

\*See separate dress code document for dress code requirements.

## DISCIPLINE POLICIES

If we are to maintain the proper discipline at First Baptist Christian School, then it must be based on the Scripture. Following are a few premises that we should observe as we build toward the best discipline:

1. Christian love is at the heart of all discipline. One side of love that uses correction and chastening is an essential part of firmness in love. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce problems instead of solving them.
2. The responsibility and authority to discipline comes from God. The administration and teachers stand in the place of parents during school hours and have the same God-given authority.
3. All discipline should be administered in such a way that it shows the child his sinful nature and helps him develop self-discipline as he submits to God and the authority over him. Discipline includes both direction and restriction.

We encourage use of the Matthew 18 Principle in handling disagreements. If a student, parent, or teacher is offended by the words or actions of another, as a Christian brother he should go first to him through whom the offense came and share this with him, as stated in Matthew 18:15. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with an administrator. Similarly, if there is a disagreement with an administrator and the matter cannot be solved, then the two should make an appointment through the chairman of the school committee to meet with the committee for final disposition of the matter.

Respect for the faculty and staff begins at home. Parents should teach their children that the teacher is to be regarded as a God-appointed guardian during the school day and must be respected and obeyed.

Deliberate disobedience, disrespect, lack of courtesy, cheating, or other behavioral problems will ordinarily be handled by the individual teacher. Recurrent or unusual situations will be referred to the administration. The first concern of discipline is to aid the student in correcting undesirable behavior. Severe or repeated offenses may result in suspension by the administration or expulsion by the school committee.

Disciplinary measures will meet the offense and may include extra assignments, detention, Saturday School, out-of-school suspension, expulsion, or any means considered necessary by the staff, administration, or school committee.

Because discipline is a part of spiritually training a child, it may be necessary for a child to return after the school year is over to serve a detention or suspension.

### Student Reports

Student Reports will be issued to a student as a warning for a violation of school policy which was either unclear or unexplained to a particular student, or as a way to remind forgetful students of a particular classroom policy. In certain cases, a student report may be used by staff to provide grace in a situation where the staff member feels that the situation was confusing to the student or out of the student's control. Parents will not be required to sign a student report, as it is minor in nature, and only serves to remind the student of a particular policy or behavioral expectation. A student will not be issued a student report for the same violation twice. The second and subsequent violations for the same infraction will result in a detention. Student reports are cumulative throughout the year. Five student reports will result in a detention. Appropriate discipline for violation of specific classroom rules (ie: late assignments, unprepared to class) will be determined by individual teachers.

### Detentions

Detentions will be issued to a student when the student understands school policies and procedures but willfully or negligently violates them or obvious expected behavior. Detentions will require a signature from the parent, as the violation is serious in nature, due to the willful or neglectful disobedience of the student. Detentions will be scheduled promptly. A missed detention will result in an additional detention. Students will complete a written assignment during detention. Five detentions will result in an in school suspension. Ten, fifteen, and so on, detentions will result in multiple consecutive days of In School Suspension (ten detentions=2 days, fifteen detentions=3 days, etc.).

### In School Suspension (ISS)

During an In School Suspension, a student will remain in the school conference room for the entire day, including lunch, and complete assignments for each subject, according to the subject matter taught to other students that day. The student will receive a maximum of half credit for assignments completed during an in school suspension. If a student receives an In School Suspension, a meeting will be scheduled between the principal or administrator and the parent(s) to discuss the student's disregard for school policy and heart attitude which has resulted in five acts of willful disobedience. Three days of ISS will result in an Out of School Suspension.

### Out of School Suspension (OSS)

During an Out of School Suspension, a student will not be allowed to come to school. All assignments for the day(s) of an Out of School Suspension will result in a zero. If a student receives an Out of School Suspension, another meeting will be scheduled between the principal or administrator, a pastor of First Baptist Church and/or a School Committee member, and the parent(s) to discuss the student's disregard for school policy and heart attitude which has resulted in the Out of School Suspension. The student will be assigned a book to read, with specific implications to his/her heart behavior and/or a scripture passage about which they will be required to write a report. The report deadline will be three weeks after the Out of School Suspension. The student will receive a detention for every day which the report is completed past the deadline.

#### FBCS Detention Written Assignment

1. What was the inappropriate behavior or school rule violation for which you earned a detention?
2. Why did you violate this specific policy? (What are the influences or situations that led to your violation of this policy?)
3. What biblical principle did you violate of specific sin did you commit?
4. What short-term consequences could this violation have caused (or did cause) in the worst case scenario?
5. What long-term consequences could sins of this nature cause in your heart and life?
6. Is this a reoccurring sin to which you have allowed yourself to become enslaved? If so, how can you overcome it? (Use scripture)
7. What action do you need to take to make this situation right or to repair a broken relationship caused by your sin?
8. What can you do to avoid this situation in the future?

Please use a separate piece of paper to complete the assignment. Answers to all eight questions are due at the end of the detention period. Students will be required to finish the assignment before they are allowed to leave, regardless of the end of the detention period, or they will be

asked to finish the following day during a new detention period, as determined by the detention monitoring staff member.

Answers will be reviewed by the School Administrator, and the student may be asked to discuss his/her answers at a later date, if deemed necessary by the Administrator.

### PROBATION

Probation is invoked upon a student when he has a serious problem. The probation gives him an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed or asked to withdraw from the school. Probation is implemented only when the administration considers it a beneficial method to remedy the problem; however, the procedure may be bypassed at the discretion of the administration.

Even though the above and following may not apply, all first year students are considered on probation until their second year of enrollment. This allows FBCS to get to know the student.

#### REASONS FOR PROBATION:

##### Academic:

- Insufficient academic progress as determined by the teacher and administration
- Failure of the parents to get recommended professional help for children

##### Attitude:

- A rebellious spirit which is unchanged after much effort by the staff
- A continued negative attitude and/or bad influence upon the other students

##### Disciplinary:

- Continued deliberate disobedience
- Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony
- Failure of the parents to comply with the disciplinary procedures of the school

### EXPULSION

As a last resort, expulsion may be utilized when the student has either grossly violated school policy, has chosen not to respond to disciplinary and behavioral guidelines, or displays a noncompliant attitude. All expulsions are decisions of the school committee. Each student and their parents will have the opportunity to meet with the school committee before any final decision is made.

No child will be readmitted to First Baptist Christian School for one year after expulsion.

## **AIDS POLICY**

Because of the concern of communicable diseases, particularly acquired immune deficiency syndrome (AIDS), FBCS has developed an AIDS policy. A copy of this policy is available upon request at the school office.

## **ASBESTOS MANAGEMENT PLAN**

FBCS has conducted an extensive asbestos survey of all of our buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the responsive actions that the school has taken regarding asbestos containing materials found in our buildings. This plan is available for inspection at our offices during normal business hours.

## **ATHLETICS**

First Baptist Christian School desires to glorify God in every aspect of school life. The purpose of our athletic program is to develop Christian character, sportsmanship, cooperation, and strong bodies for the Lord. Students who participate in athletics will be expected to live up to these goals and the standards set down in the First Baptist Christian School Athletic Handbook. The school's

Athletic Handbook is available to each family and explains the specific details of our sports program.

A physical examination is required annually for those who participate in interscholastic sports. A physical examination form signed by a medical doctor is required before a student may participate in school sponsored athletic practices or games. Please see note on "Insurance" under Financial Information regarding medical insurance.

Parents are urged to support the sports program. Your interest is vital to your child.

First Baptist Christian School abides by the policies and regulations of the Ohio High School Athletic Association and is a member of the Ohio Christian School Athletic Association and the Lake Effect Conference.

Currently, First Baptist Christian School offers its students the opportunity to participate in the following sports at the indicated levels. Students who meet the requirements are eligible to participate.

| <u>SEASON</u> | <u>BOYS</u>                               | <u>GIRLS</u>   |
|---------------|---|--|
| Fall          | Varsity Soccer                            | Jr. High Volleyball<br>JV Volleyball<br>Varsity Volleyball<br>Varsity Soccer |
| Winter        | Jr. High Basketball<br>Varsity Basketball | Jr. High Basketball<br>Varsity Basketball                                    |

### **SABRE ATHLETIC ASSOCIATION BOOSTER CLUB (SAABC)**

The SAABC is an organization that includes all parents of our student-athletes. Its primary purpose is to support the athletic program in any way possible. Some of the major ways they do this is through volunteering to work the gate and concession stand at home games, volunteering to help however necessary for their major fundraisers, and by attending bi-monthly meetings where, among other things, the needs of the athletic department are discussed. The money raised at the fundraisers helps the athletic department purchase items it may need such as uniforms or equipment. The SAABC also awards two scholarships at the end of the school year known as the "Royal Blue Scholarship." These are given to one male and one female student-athlete who have met certain criteria laid out by the SAABC.

### **CHAPEL**

All students at First Baptist Christian School have the benefit of attending chapel once a week. A variety of speakers such as pastors, assistant pastors, and youth speakers are invited. Chapel is a time for worship and spiritual growth. Students should enter chapel quietly and promptly. Inattentive behavior is not acceptable. Reverence and respect toward chapel speakers and leaders must be displayed at all times. Normal chapel day is Tuesday.

### **CHOIR**

Students in both elementary and high school have the opportunity to sing in one of the school choirs. All choir members are expected to abide by the rules set down by the director and administration, including rules governing transportation. The high school choir is often asked to

sing at area churches. This is viewed as an important outreach ministry and an excellent experience for the student. All concerts are mandatory and will contribute to a portion of the student's grade.

## **CLASS SCHEDULING**

In the second semester of each school year, students will be given the opportunity to schedule their classes for the following year. Because of the scheduling process, students are expected to follow through with their course commitments. A drop deadline will be released for each semester.

If it is determined that a student needs to drop a course, the parent should write a letter or email describing the reason and the change desired. The letter should include the parent's signature if written. The administration will make a decision concerning the request and then notify the student.

After the drop deadline, a student and one parent must have a conference with the teacher and the administration in order to discuss the possibility for dropping a course. This should only apply in situations of extreme illness or other special cases.

## **DIVORCED OR SEPARATED PARENTS**

In the case of a divorce or separation, a student will be released only to the parent who has custody unless that parent sends written permission with the student allowing the other parent to remove the student from school. The rights and privileges for the non-custodial parent are determined by the law of the State of Ohio. Such procedures as are outlined in the law will be followed.

## **ENGAGEMENT**

Seniors may become engaged after Christmas break, with the approval of their parents and the administration.

## **FUNDRAISING**

FBCS' fundraising policy is to limit the school-wide fundraisers to no more than three per year, including the Annual Legacy Fund drive. Fundraising is purposefully kept at a minimum and makes as large an effort as possible to include constituents outside of the parents of the students.

The school encourages organizations that help financially support the programs of the school and classes. Funds raised by the student council, individual classes, PTF, SAABC, or other organizations help to provide for the growth of our school. However, any project to raise funds for other organizations must not interfere with a school fundraising project, and must first be approved by the Director of Fundraising. The soliciting of funds for projects unrelated to the school is generally not permitted.

## **GUIDANCE COUNSELING**

Students at First Baptist Christian School have a unique opportunity in that they can receive sound Christian counseling in academic, spiritual, social, and career areas as well as in college selection. Principles of guidance used will have their foundation in the Word of God.



## **LIBRARY POLICY**

1. The library will be open during specified hours when volunteer staffing is available.
2. Books may be signed out for a two-week period and may be renewed for an additional two weeks when the student brings the book to the library and requests renewal.
3. Students may not have more than three books checked out at any one time.
4. Students are not to take any books from the library without having them properly checked out by an aide at the desk. All books are to be returned to the desk or to the office if the library is not open. Books should not be returned to the shelves.
5. Reference materials, particularly encyclopedias, may not be taken from the library. Students wishing to use these materials must obtain passes from teachers to complete that work in the library.
6. A fine per school day will be charged on overdue books. Records will be kept of any overdue books returned and fines not paid, and students will be held responsible for paying the fine.
7. Any book overdue for four weeks will be considered lost, and the student will be expected to pay for it. If the book is later found and returned in good condition, money will be refunded minus the accumulated fine.
8. Report cards will be withheld for overdue books and for unpaid fines.

### **ELEMENTARY**

Elementary classes come to the library on a regular basis with their teachers and are expected to comply with all library rules regarding conduct and use of materials.

### **JUNIOR HIGH AND HIGH SCHOOL**

1. The library may be used to take make up tests and/or quizzes during the hours in which a paraprofessional is available. Passes can be obtained from a subject teacher or the learning center supervisor for the amount of time necessary to complete such work.
2. A student who wants to check out or return a book will be given a limited amount of time.
3. A student may go to the library to read magazines.
4. If students are ever sent to the library to work together on any project, this must be noted on the pass by the teacher. Otherwise, they will be expected to work independently.
5. Students are to sit at tables to do reference work or reading.
6. Librarians have the authority to reprimand and/or send students back to their rooms if the students are misusing library time or creating a disturbance.
7. While in the library, students are expected to maintain the testimony of the Lord and to act in accordance with library rules and the general rules of conduct for the school. Failure to do so will result in restrictions and/or disciplinary action.

### **BOOK SELECTION**

In striving to provide excellence in education in the literary field, the library personnel have adopted the following goals.

1. They will provide the students with a broad base of literary styles.
  2. They will prepare college-bound students with the necessary tools to understand different literary and cultural heritages and relate these to their Christian beliefs.
  3. They will teach our students to evaluate their reading material using the standards of the Word of God (II Tim. 2:15).
  4. They will equip our students with a broad understanding of major world authors, their views, and their philosophies.
  5. They will meet God's standards of excellence.
  6. They will encourage our students to use scriptural discretion in reading material (Phil. 4:8).
- To achieve these goals, the students may be exposed to selections containing questionable language and activities that are denounced in the scriptures. We, therefore, encourage you as

parents to become involved with the reading material. Library personnel and/or administration is available to discuss these goals and objectives with you.

## **LOCKERS**

### **STUDENT LOCKERS**

Lockers will be assigned to students in grades 7 through 12. The lockers are the property of the school, are provided for student use, and may be checked at any time.

- Each student is assigned a locker. The lockers are not equipped with built-in locks. Students may provide their own locks if so desired. A copy of the student's lock combination must be kept on file in the school office. It is the student's responsibility to keep his/her lock combination private.
- Lockers are to be kept neat with no food items or wet items left in them overnight.
- Students are not to decorate the outside of the lockers without permission. Stickers or other items that tend to permanently adhere are not permitted on lockers.
- Lockers are not to be kicked, pounded on, or abused in any way.
- Inappropriate photos and articles clipped from newspapers, books, or magazines are not permitted on lockers. Stickers, emblems, posters, etc., which identify with groups or movements contrary to Biblical standards or which would not be supported by First Baptist Christian School will not be permitted.
- Students are not to get into another student's locker without permission.

### **GYM LOCKERS**

The above guidelines apply to gym lockers with the following additions.

- Students may not permanently place locks on lockers without the approval of the P.E. teacher or an athletic coach.

## **LOST AND FOUND**

Students who believe they have lost items should check with the office. Items in the Lost and Found will be disposed of at designated times throughout the year. Items such as books and notebooks are usually kept in the office.

## **LUNCH INFORMATION**

Most students bring their own lunch to school. After the second week of school, information will be sent home with the prices of beverages, sandwiches, and snacks that are available to students if they so desire to purchase them.

## **MEDICAL INFORMATION**

### **IMMUNIZATION POLICY**

It is an Ohio state law that a record of the exact date of immunization of each student be on file in the school office. An immunization exemption form may be filled out for reasons of conscience or religion. A complete list of required immunizations may be obtained from the school office or the school nurse.

### **MEDICATION POLICY**

Whenever possible, parents should provide medication for their children outside of the school hours and encourage their physician's cooperation in this regard. In some cases, however, the administration of medication to a student during school hours may be deemed necessary by a physician. The following procedure **MUST** be followed in order for school personnel to give prescription medication.

1. An authorization slip must be filled out completely and must include the name of the medication, dosage, time of dosage, and possible side effects.
2. The authorization slip must be signed by the parent authorizing school personnel to administer the medication. These slips may be obtained from the school office.
3. This authorization slip must be completed and sent in with the medication. Please send only the amount of medication your child will need. The school is not able to send home medication.
4. The school will only administer prescription medication from the prescription bottle.
5. School personnel can only administer non-prescription (over-the-counter) medication with a parent's explicit consent. This may be provided upon online enrollment or during each occurrence via telephone.

## **OPEN CAMPUS**

Occasionally the school may choose to use an open campus format for the final (year-end) exam days of school. An open campus setting requires student attendance only for the times when they have final exams scheduled; otherwise their whereabouts will be considered the parents' responsibility. If students wish to remain on campus when they are not taking final exams they will be required to attend study hall.

## **FACTS**

FBCS uses a school management system called FACTS. FACTS is an internet-based program that supports the various needs of administration, staff, teachers, students, and parents. It is a private and secure website that allows parents to see complete information specific to their child, while protecting their child's information from others. This program can be accessed by clicking on the "Family Portal" link at the top of the school's website, or through the RenWeb Home App, using the district code FBCS-OH. Parents can view homework, Progress Reports, grades, the school directory, and more.

## **HIGH SCHOOL RETREAT**

Each year FBCS hosts an overnight high school retreat for grades 9-12. This retreat is held within the first few weeks of the school year. The purpose of the retreat is threefold: to be spiritually challenging, to welcome and get to know new students, and to renew old friendships and create bonds. There is a fee charged to the students to cover the cost of this retreat. All students are expected to attend.

## **PICTURES**

Individual and class pictures are taken each school year. A packet containing a class picture and individual pictures of various sizes are available for purchase if so desired. Group pictures, such as teams, clubs, or organizations, are also taken each year and are available for purchase. Even if pictures are not purchased, the student will still be photographed for the Yearbook.

## **SENIOR TRIP**

Seniors are privileged to have the opportunity to go on a senior trip as a part of their educational experience at FBCS. Trips are designed to be a combination of learning experiences and fun activities. It is expected that all seniors go on the trip. The costs of these trips vary, but students are encouraged to begin saving for it early in their high school career. Classes often have fundraisers to allow each student the opportunity to earn money towards the trip. The senior trip normally takes place in the month of May and involves a destination within a maximum of twelve hours driving distance (approximately six hundred miles from FBCS).

## **STUDENT COUNCIL & CLASS OFFICERS**

Students in grades 7 through 12 will vote for and elect Student Council officers. Each class in grades 7-12 will elect a representative. The purpose of the Student Council is to encourage student morale and promote school projects. Student Council officers will include a president, vice-president, secretary, treasurer, and chaplain. Students must have attended FBCS at least one semester before being eligible to be elected to Student Council. The Student Council follows the policies and procedures as outlined in the Student Council constitution.

Class officers may include a president, vice-president, secretary, treasurer, and chaplain. Each class president automatically becomes a member of Student Council. Students must have attended FBCS at least one semester before being eligible to be a class officer. The class officers follow the policies and procedures as outlined in the Student Council constitution.

## **STUDENT DRIVERS**

Permission for licensed students to drive to school is a privilege. Students who drive to school must adhere to the following guidelines, or their driving privilege will be revoked.

1. Any student driving to school must fill out a car registration form the first week of school. A form should be filled out for each car driven to school. If a student changes cars throughout the school year, he has one week to fill out a new form. If a student begins driving to school after the beginning of the school year, he/she has one week to fill out a registration form
2. Students must drive slowly (5 mph) at all times while in the parking lot. Spinning of wheels, squealing tires, laying tire tracks, speeding, or any form of reckless driving will not be permitted on or around campus. A fine of \$5.00 will be issued to any student who breaks the above mentioned rules. After two fines have been issued, a third offense will result in the loss of driving privileges for a week.
3. Students are to be seated in their vehicles while in motion. At no time are students allowed to ride outside the car. Students should not be transporting other students without proper permission.
4. Car sound systems must be kept at a low volume and should be appropriate music.
5. Stickers, emblems, decals, etc. which identify with groups or movements contrary to Biblical standards, or that would not be supported by First Baptist Christian School are not to be displayed on cars.
6. Students are not permitted to loiter at cars before or after school. When arriving at school, students must promptly enter the building. When dismissed, students must promptly leave in their cars.
7. Students are not permitted to return to their cars during the school day without staff or administration permission. This includes lunch time. Students may not leave campus during the school day except with permission.
8. All student drivers leaving school early must follow the guidelines under Early Dismissal. This includes signing out at the office.

## **PARENT-TEACHER FELLOWSHIP**

The parents and teachers of the First Baptist Christian School, for the purpose of fostering close harmony and Christian fellowship, to accompany our endeavors to educate our children, providing a clear channel of communication between the home and school, and working closely together in accomplishing the objectives of our school, establish the Parent-Teacher Fellowship with a heart and attitude of service to our Lord. The Parent-Teacher Fellowship shall act in accordance with and within the guidelines established by the school committee of First Baptist Christian School.

**NAME** - The name of this organization shall be the Parent-Teacher Fellowship of First Baptist Christian School, Elyria, Ohio.

**PURPOSE** - The purpose is to provide a framework in which both parents and teachers, through a mutual understanding of the problems involved in Christian education and the needs of the child, may work together for his/her best interest in developing spiritual, intellectual, physical, and emotional maturity according to Biblical principles.

### **OBJECTIVES**

- To acquaint the parents with the philosophy of Christian education and the curriculum of First Baptist Christian School
- To acquaint both parents and teachers with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child
- To provide an opportunity for parents and teachers to know and fellowship with each other

**MEMBERSHIP** - The membership of the PTF of First Baptist Christian School shall consist of the parents of students, teachers, and interested friends.

**MEETING** - The meetings of the Parent-Teacher Fellowship are held at planned intervals throughout the year.

## **TRANSCRIPTS**

Senior or junior transcripts will be sent to colleges, employers, etc. upon the **WRITTEN** request of the student.

## **TRANSPORTATION**

The school does not provide transportation services for students; however, bus transportation is provided by some local school districts. It is the responsibility of the parents to call their local school system to make arrangements for bus transportation from the public schools. Local school bus routes are usually published in the newspaper a few days prior to the opening of school. Parents relying on public school bus transportation will be responsible to provide transportation for students on the days when First Baptist Christian School is in session and the public school is not. Parents should request a school calendar from their local school district.

Students who ride public school buses are expected to observe the rules and regulations set down by the school district and drivers.

Students may be asked to help pay for transportation for school related trips. On occasion, First Baptist Christian School may provide transportation to away athletic event held away from the school. If so, the departure and return time, date, and other conditions will be announced in advance.

## **VISITATION POLICY**

### **PARENT-TEACHER CONFERENCES**

Parents are encouraged to ask questions and talk with teachers concerning their children. It is necessary that parents call or e-mail in advance to arrange a conference with a teacher. Parents should always check in at the office to make sure the teacher is available. Teachers will usually be in their classrooms between 3:00 and 3:20 p.m. in the afternoon.

### **STUDENT VISITATIONS**

Prospective students from other schools who wish to visit during the school day must adhere to the following procedure:

1. A student shadow experience should be scheduled with the Director of Admissions.
2. Visitors must conform to the conduct and dress standards of the school.
3. Visitors should report to the school office as soon as they arrive to be taken to the correct classroom.

Students who are not part of FBCS and have no valid reason to be on the school's premises before, during, or after school will be asked to leave.

### **FORMER STUDENTS**

Former students who wish to visit the school may do so only during lunchtime or after school day, and will need to report to the school office for a visitor's pass.

## **YEARBOOK**

Each student will have the opportunity to purchase a yearbook, *The Conquest*, containing a photographic collection of people, events, and special memories from the year. We would appreciate receiving items that might be useful, such as pictures taken by parents at various school activities, and the names of potential advertisers.