

Faith Baptist School  
PARENT/STUDENT Manual  
2017-2018

Kindergarten – Twelfth Grade



A Ministry of Faith Baptist Church

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## **1.0 Introduction**

### **1.1 Welcome**

Faith Baptist School is entering its 39<sup>th</sup> year of ministry. Over the years we have had the opportunity to minister to thousands of children. Our program is interested in developing the entire family. Our friendly and approachable faculty and staff are here to help you. It is our desire to not only teach students how to make a living but how to live their lives according to God's Holy Word. We know that Faith Baptist School is not for everyone; however, we want to make certain that all interested families are aware of the guidelines of the school before enrolling. There is no way that a Parent/Student Manual will be all-inclusive, but we do pray that this manual will help your school year to be profitable.

### **1.2 Mission Statement**

Faith Baptist School exists to equip young people to fulfill God's call on their life by developing spiritual, academic and social disciplines.

### **1.3 History**

In the fall of 1974, Dr. Don Forrester and his family moved to Fredericksburg, Virginia, to start Faith Baptist Church. After meeting in a townhouse in Falmouth for three months, the church moved to an office building on Route 1 in Fredericksburg, where the congregation grew to about 45.

On January 19, 1975, the church was officially chartered in the state of Virginia. The church moved to its present location on Plank Road in February of 1975.

The church first met in a small house, which existed on the Plank Road property. The first auditorium was completed in January 1976. After several years of growth, the church built a new auditorium and educational complex, which was dedicated on May 27, 1979.

The ground floor of the new building was built to house the church's expanding educational ministry, while the original auditorium building was given to the preschool ministries and offices.

In the summer of 1981, Faith Baptist Church purchased an additional 1.6 acres of adjoining property. The house purchased with the property is used for staff housing. Construction of a 1400 square foot addition to the original building was begun in 1983 and was completed in the summer of 1985. In April of 1985, Faith Baptist Church acquired another two acres, completed the construction of an activity field, reworked church grounds and relocated staff housing to the present locations. The church purchased a lot and house on Heatherstone Drive, which is also used for staff housing. This transaction was made in August 1986. In 1991 the one-acre lot fronting on Route 3 with a two-story brick home was purchased for much needed parking and playground space. A large 28,000 square foot, three-phase building program was begun in May of 1991. Phase one, the second floor classroom section, was completed in the summer of 1992. The remaining two phases containing the

gymnasium, locker rooms, library, and offices were completed by 1998. In 2002, the church purchased another one-acre lot and house fronting Route 3 for the Virginia Baptist College offices and bookstore. In 2003, the church purchased adjoining property which included a 12,000 square foot building. Renovations on the building were completed in spring, 2005. This building, named the Courtney Building, houses Virginia Baptist College, the church library, the computer lab, and several classrooms.

A twenty-year site plan was also developed in 2002 in cooperation with the Depasquale-Gentilhomme Group of Architects and Planners. Construction for the first phase of this plan began in November 2006. The first phase includes a new auditorium, fellowship hall, and a music suite with band and choir rooms. The new auditorium was completed in May, 2008, and was dedicated in September, 2008. The band room and fellowship hall/cafeteria adjacent to the new auditorium were completed in the summer of 2009.

In August 1979, the Faith Baptist School Preschool Division ministry was begun with 16 pupils. In August of 1980, the elementary and intermediate divisions began with an approximate enrollment of 70 pupils. In August of 1981, Faith Baptist School added the high school division, which brought enrollment that year to 120. In the spring of 1982, Faith Baptist School graduated its first senior class. The school has experienced a steady increase in enrollment over the years.

Dr. Forrester resigned his position as senior pastor of Faith Baptist Church as of February 28, 2011, in order to devote his full efforts to his work as president of Virginia Baptist College. Pastor Watson Morgan took the position as senior pastor of Faith Baptist Church during a transition service February 28, 2011.

On June 1, 2015, Mr. Curtis Tomlin accepted the position as school administrator of Faith Baptist School.

On June 12, 2016, Pastor Watson Morgan resigned his position as senior pastor of Faith Baptist Church. Dr. Don Forrester was voted in as interim pastor on Sunday, June 19, 2016.

In January of 2017, Pastor Kurt Skelly accepted the position as senior pastor of Faith Baptist Church.

#### **1.4 Philosophy of Ministry**

Since FBS operates under the auspices of Faith Baptist Church, the school's philosophy is to assist in partial fulfillment of the church's primary goals. The three primary goals of Faith Baptist Church are found in Matthew 28:19-20, known as the Great Commission. They are as follows:

1. **Evangelization**-Faith Baptist Church exists to propagate around the world the good news of salvation as given in the Scriptures. Faith Baptist School assists in this effort by seeking to train young Christian men and women to carry out the command of reaching

this world with the gospel of the Lord Jesus Christ. FBS desires to enroll students who have publicly professed Christ as their personal savior; however, it is recognized that young children in the lower elementary and preschool areas of the school may not have made this decision at the time of their enrollment. It is expected that once the gospel is understood they will accept and profess their faith in Christ as savior (Mark 16:15).

2. **Assimilation**-Faith Baptist Church exists to unite into local assemblies Christians for the purpose of worship, prayer, fellowship, and teaching. Faith Baptist School assists in this effort by seeking to reproduce in the lives of every student qualities of Christian character such as loyalty, commitment, and faithfulness, which lend themselves to joining and maintaining active membership in a local New Testament church (Ephesians 4:11-13).
3. **Edification**-Faith Baptist Church exists to train quality leadership that will continue the process of world evangelization. Faith Baptist School assists in this effort by diligently seeking to educate every student in four primary areas of development (Luke 2:52).
  - a. **Spiritually**- This accounts for the school's emphasis on Bible training. A primary goal of FBS is to teach all students to grow and mature in their Christian life. Hence, Bible class, chapel, prayer, Bible reading and Christian character development are essential elements in the daily curricula of the school, their purpose being to lead students in becoming more and more Christ-like.
  - b. **Mentally**- This accounts for the school's emphasis on training in academic disciplines. The Biblical command of stewardship demands that developing excellence in academics be a priority. Hence, the school must provide quality education in disciplines such as mathematics, language skills, sciences, and other liberal arts areas.
  - c. **Physically**- This accounts for the school's emphasis on developing psychomotor skills and on having a Bible-based standard of conduct. Hence, it is important to consistently maintain activities that challenge and develop physical stamina while at the same time consistently structure themselves within an environment of loving discipline. Structured recess, physical education, organized intramural activities, and a variety of team sports activities are important to the school's curriculum.
  - d. **Socially**- This accounts for the school's emphasis on fostering a positive spirit of cooperation among the students, staff, faculty, and parents involved with the school. Hence, habit training and character development are expected to create a family-friendly atmosphere within and around all school activities.

## 1.5 Purpose

### 1.5.1 Main Goals

- To lead all students to Jesus Christ.
- To teach Biblical principles of Christian character
- To develop each child to his fullest potential
- To produce students who want to do the will of God

### 1.5.2 Doctrinal Position

As a ministry of Faith Baptist Church, the faculty and staff of Faith Baptist School hold to the following truths. We believe in the Bible as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice. We believe in the one true God who exists in three persons: God the Father, God the Son (the Lord Jesus Christ), and God the Holy Spirit. We believe that all men are by nature and choice sinful and lost and that salvation is given by grace through faith. This salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life and the divine guarantee that they shall never perish. We believe that apart from Christ there is no possible salvation.

Parents and students are expected to cooperate spiritually, academically, and in matters of conduct and discipline. We expect students to show respect to God, country, family, faculty, and fellow students. Criticism, griping, and uncooperative attitudes are therefore not tolerated.

## 1.6 Legal Status

Being a religiously exempt educational institution, Faith Baptist School chooses not to seek state accreditation since doing so compromises its objectives and philosophy. Faith Baptist School received its accreditation with the American Association of Christian Schools in September, 2002, and with the North American Christian School Accrediting Association, a Virginia Council of Private Education state recognized accrediting organization, in September, 2006. The educational goals, curricula, methodologies, standards, and so forth are to be governed by the beliefs of Faith Baptist Church as stated in the doctrinal statement. Faith Baptist Church believes that the Bible is the only absolute standard given to man by God. In other words, every aspect of the church's ministry will be founded upon the truth as given in the Scriptures. Every course's content will be evaluated and taught in the light of the truth of the Bible, in order that the spiritual goals, as given in the Bible, are reflected in the lives of the pupils.

## 1.7 Human Sexuality

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

### **1.8 Non-discrimination Policy**

Faith Baptist School does not discriminate on the basis of race or national origin. Faith Baptist School admits students of any race, color, or natural origin to all the rights, privileges, programs, and activities available to students attending the school. Enrollment in Faith Baptist School is a privilege and not a right. Students choosing not to conform to the spirit or standard of conduct of the school forfeit their privilege of attending.

## 2.0 Admissions

A student is admitted to Faith Baptist School based on the interview, former records and placement/diagnostic tests. The administrative staff reviews each student's record yearly to decide reenrollment for the next year. New enrollees must complete the registration process, the interview, and placement testing to be considered for admission. Upon acceptance, new enrollees must complete a tuition management form for tuition or pay tuition in full to complete the admissions process.

The age requirement for kindergarten admission is five years old on or before September 30 of the school year. **Exceptions to this age requirement are not considered.**

Faith Baptist School, as a church ministry, reserves the privilege of setting and maintaining its own standard for student conduct, dress, cleanliness, and scholarship. The administration maintains the right to refuse admittance, to suspend, to discipline, or to expel any student who violates the standards set down in this *FBS Handbook*. It is considered a privilege to attend Faith Baptist School. Any student who does not wish to attend will not be admitted or allowed to remain in school.

Seeing that it is the mission of Faith Baptist School to reproduce in the life of every student the same spiritual convictions as Faith Baptist Church, it becomes necessary to enact a policy that will protect the Biblical doctrines foundational to the ministries of Faith Baptist Church. Therefore, the administration may require in addition to the initial interview, which establishes a relationship between home and school and includes diagnostic testing, a follow-up interview with families and students may be scheduled between the conclusion of the sixth grade and before the start of the seventh grade year in order to reinforce the school's mission.

## 2.1 Registration/Re-enrollment

Enrolled students may register for the next school year in February of the current school year. Siblings of enrolled students may also register at the same time. Completed re-enrollment/enrollment forms and payment of the registration fee are necessary to complete the registration process.

Open registration for the next school year begins in March of the current school year. Parents wishing to enroll their children in Faith Baptist School may begin the registration process online at [www.fbsnet.org](http://www.fbsnet.org). The registration fee is **non-refundable**, except when the school does not accept the registration. An interview must be scheduled before registration will be received. **New students in grades 4-12 may meet separately with the administrator.** Students in grades 7-12 must express a willingness to attend Faith Baptist School and must live in accordance with the spiritual, academic, and behavioral standards of Faith Baptist School. Students in grades 7-12 must be active in a local church and must provide a pastoral recommendation form. One parent or guardian and all prospective students must be present for the interview. The purpose of the interview is to establish acceptance of a student application and for the administration of a placement test. Parents will be contacted regarding acceptance following the interview and placement test.

Enrollment is limited and is based on a priority and first-come basis. Returning students are registered first **NO REGISTRATION WILL BE ACCEPTED OR CONSIDERED AS FINAL WITHOUT THE REGISTRATION FEE AND COMPLETED ENROLLMENT**

FORMS AND OTHER RECORDS. For fees and tuition rates, please refer to the finance sheet for the current school year.

## **2.2 Immunizations**

Every child must have all the proper immunizations as required by Virginia law and have his completed State Immunization Form at the time of registration. A form showing any updated shots should be turned in to the office during the year to keep your child's file current.

## **2.3 Transfer Students**

Transfer students will be considered for admittance during the first semester after an interview and a thorough review of the academic and behavioral records. Certain conditions may be considered for admittance to Faith Baptist School during second semester. No student that has been expelled or suspended from a previous school will be admitted during the same school year. Students will not be accepted during the middle of the third quarter.

## **2.4 Entrance Testing**

All students entering kindergarten through grade 12 will be required to take entrance testing. After application and other forms have been submitted, the school office will contact new student families to schedule entrance testing.

## **2.5 Homeschoolers**

Homeschool families interested in their children in grades 7-12 taking a class may enroll up to three classes each year. An application is available through the school office. This would also include homeschool families who are interested in participating in fine arts and sports. Homeschoolers will also have to show that they are in good standing in their program to participate in our school programs.

### 3.0 Finances

Faith Baptist School is a private, non-profit ministry. The school receives no state or federal funds. Income from tuition is insufficient to fully cover the cost of operating the school. Individuals are invited to contribute to the operation of the school. Gifts could include providing scholarships, participating in school fund raising projects, and donating equipment and supplies.

#### **NOTES ON FEES AND TUITION RATES – APPLICABLE TO STUDENTS IN KINDERGARTEN THROUGH TWELFTH GRADE**

1. Extended care services will be available for the following hours: 7:00 a.m. - 6:00 p.m. (See Extended Care Program.)
2. Faith Baptist Church members, who are regular tithing members, will receive a 15% discount on their tuition. The registration fees and book rental fees remain the same for all students.
3. Tuition for the second and third students in the same family will be discounted as shown on the financial sheet. There will be no tuition charge for additional siblings. Registration and book fees are to be paid for each student enrolled.
4. A tuition discount of 2% is available to those who pay the entire yearly balance in full before August 15. Registration and book rental fees remain the same for all students.
5. Any child left at the school past 3:30 p.m. will be placed in extended care. Extended care charges will accrue by the hour (or any portion thereof). There is an additional charge for any child not picked up by closing time (6:00 p.m.). This additional charge will be added to the family's account balance. Extended care fees are listed on the tuition sheet for the current school year.

All students will pay an **academic fee** each year. The academic fee is due June 1 and is considered late if received after July 31. A late fee of \$25.00 will be charged for all academic fees received after July 31. The academic fee is **non-refundable**. The academic fee covers textbook rental, SAT testing, ODACS membership, and student insurance. If a student withdraws at any time during the school year, the academic fee is not refunded. Textbooks remain the property of the school.

#### **3.1 Payment Schedules**

All extended care payments will be made weekly. All tuition and book fees for the elementary, junior and senior high school divisions are to be paid in full unless arrangements for monthly payments are made in advance.

Payment plans are applicable for the current school year only. All tuition must be paid in full no later than May 20th each year in order to be eligible for enrollment the following year. Monthly payments are accepted through our automatic debit/credit card program or through a checking account. The tuition amount will be divided into 10 monthly payments and debited on the 1st or 15th of each month. There is a \$35 charge to resubmit any transaction as well as a \$25 late fee for all return items. Any account that becomes delinquent will no longer be eligible for the monthly payment program and may be required to be paid in full. Delinquent accounts will not be eligible for enrollment the following school year and records will be held until the financial obligations are met.

### 3.2 Graduation Fee

Grade 12 and kindergarten graduates will be charged a fee to cover graduation costs. This fee is billed in the fall of each year. Diplomas for twelfth grade graduates are held in the finance office and may be picked up one week after graduation. Diplomas and certificates for all graduates will be held until the following criteria are met:

- \*All school bills and graduation fees are paid.
- \*The senior checklist is completed and turned in to the homeroom teacher.
- \*All library books, textbooks, and school materials are returned in good condition.
- \*All course work is completed and submitted to the appropriate instructor for evaluation.

### 3.3 Family Account

Each family will have a “Family account.” This account will handle all charges and payments, other than tuition and fundraisers for each family. We will enter charges each week for preschool, lunchroom, daycare, field trips, etc. It is the parent’s responsibility to make regular payments to the Family account and to maintain a positive or zero balance by the end of Thursday each week. We will send a statement via email or home with the oldest student in the family by Tuesday which will advise you of the balance at the end of the last week. Families cannot carry a balance on the Family account. Accounts not paid by the close of the business day on Thursday will be assessed a late fee of \$10. You may pay ahead on your account for convenience and to avoid paying late fees. Family account payments must be turned in to the finance office or the two drop-off box locations. Payments sent through a child’s notebook or to a teacher must be in an envelope and clearly marked with full name of student, as well as the amount and purpose of the payment to ensure proper and timely credit. **Families with suspended accounts will not be permitted to order lunches. Families will also not be permitted to drop-off and will be called to pick-up if before and after care is sought on a suspended account.** Your account will remain suspended until all charges and fees are paid in full. Any returned items will be assessed a return item fee of \$35 for each submission.

### 3.4 Lunch Orders/Fees

Lunch orders are placed in the morning with the teachers and homeroom teachers. Food will be prepared and ready when the students arrives for lunch. **Cash payments will be accepted in the finance office only and will not be permitted to be paid or collected in the cafeteria.** If lunch money is sent through a child’s notebook or through a teacher it will be forwarded to the finance office. The lunchroom or finance office is not responsible for the order your child places. If you do not wish for your child to purchase lunch on the account, please discuss this with your child.

### **3.5 Tuition Accounts**

Tuition payments are handled through our Tuition Management System. This system offers three choices of payment: Advance Payment, Monthly automatic debit from Credit Card, checking or savings account (Savings account not offered through Navy Federal).

Book Fees are due by July 31, 2017 and are assessed a \$25 late fee if not paid by the due date. All tuition accounts that are delinquent will be assessed a late fee of \$25 each month that it remains delinquent. Any returned items will be assessed a return item fee of \$35 for each submission.

### **3.6 Payments and Late Fees**

Payments are accepted in the Finance office or at the drop-box. You may send a check, money order, or charge to your debit or credit card (debit and charge transactions must be made in person or with a faxed authorization). Due to the volume of payments received each day, we require 24 hours to post payment to accounts. Accounts that become past due are subject to suspension and will require 24 hours to be removed from a suspended status after payment is made. Payments sent through a child's notebook or to a teacher must be in a sealed envelope and clearly marked with the full name of the student as well as the amount and purpose of the payment to ensure proper and timely credit.

### **3.7 Music Lesson Fees**

Faith Baptist School is pleased to provide the opportunity for students to take private music lessons. Music lessons are offered in piano, voice, and instruments. Specific ages are required for some. This can be discussed with FBS' music teachers.

A full year's commitment is expected on the part of each student. Most teachers have additional fees that are required due to purchasing things for your child. The year runs from September to May. Each semester the teacher will evaluate student progress and commitment regarding lesson continuation.

The monthly tuition is \$70 and will be billed to your family account. Payment is due by the first lesson of each month and is payable directly to the music teacher. There is a \$35 returned check fee.

The student/parents are responsible for the purchase of any books or materials.

Specific information regarding student requirements and lesson policies will be given out by the teacher.

## **4.0 Attendance**

Good attendance is a life skill that we strive to develop at Faith Baptist School. Absences are excused only for the following reasons: legitimate illness, death in the family, doctor and dentist appointments, or family trips approved by the administration.

All students must enter through the school lobby doors. Students in grades 7-12 may not enter their building until directed to do so.

School hours are as follows:

Extended Care: 7:00 a.m.-6:00 p.m.

\*Students may enter any time after 7:30 a.m. at no charge before school begins.

Morning Preschool: 8:30 a.m.-11:30 a.m.

Afternoon Preschool: 12:00 (noon)-3:00 p.m.

K5-Grade 8 8:00 a.m.-3:05 p.m.

Grades 9-12 8:00 a.m.-3:15 p.m.

\*Students not picked up by 3:25 p.m. must go to aftercare. (no exceptions)

#### 4.1 Absences

If the student is to be absent for any extended period due to illness or any other reason, the school office must be notified. Parents should attempt to make medical and dental appointments after school so that the student will miss a limited amount of instruction time.

When a student returns from an absence, a note stating the date(s) of absence, student's name, and reason for absence must accompany him upon his return to school. The note must be signed by a parent and must specifically state why the student was absent. Failure to provide an excuse note on the day of return will result in the absence being classified as unexcused. A parental note does not ensure that the absence is excused. Absences for any reason other than illness or medical appointments will be unexcused unless approved by the administration in advance. An absence request form must be filled out and turned into the school office two days before a known absence. An unexcused absence means the student may not participate in any practices, games, or performances for that day and will receive a zero for all work due or assigned on the date(s) of the unexcused absence(s). The student may be required to complete the work even though the grade will remain a zero. Suspensions are considered unexcused absences. Truancy may result in expulsion.

Any student who is absent more than 20 days throughout the course of the year may be required to repeat the year. Extenuating circumstances may be discussed with the school administrator; however, the decision rests with the administration.

Students in grades 7-12 may not miss more than five (5) classes per quarter.

Parents will receive a phone call from the administration regarding absences from class.

It is the student's responsibility to talk with his teacher regarding making up work when he receives an excused absence. Students in grades 7-12 will have one class day per number of days absent to make up missed work. For students in grades K5-6, we ask parents to work with the teacher.

No student may leave school without permission. Parents who wish to pick up a student early must write a note to the teacher indicating the time of early dismissal. Early dismissal should

be a rare occurrence not a weekly event. Once the parent arrives for early pick up, he is to wait in the reception area. Students with early dismissal notes are sent to the reception area at the appointed time. A parent's signature is required in the sign-out book for early dismissals. Student drivers must have parental and administrative permission to leave school early.

#### **4.2 Tardies**

All students coming late to school need to bring a note from their parents stating specifically why they are late and check in with the receptionist or the school office in order to receive a green (excused) or pink (unexcused) Admittance Slip. Parents of preschool age children are requested to walk their children to class for late admittance. Students in grades K5-12 should present a note for late admittance. The note does not guarantee that the tardy is excused. If no note is presented, the tardy will be unexcused.

Students in grades K5-12 are permitted up to three unexcused tardies per quarter; however, an unexcused tardy past three will incur a \$5 fee per student. Doctor's appointments, severe road conditions, and car trouble are excused tardies. Oversleeping, stopping for gas, and eating breakfast are unexcused.

If a student arrives at school at 12:01 p.m. or after, this is considered a half-day absence and requires a note from the parent and a green or pink Admittance Slip from the reception desk.

#### **4.3 Withdrawal**

Parents who wish to withdraw a student from Faith Baptist School must first contact the school office. The finance office will then be notified, and parents must sign a Student Withdrawal Form. Tuition billing and recorded attendance will continue without a signed withdrawal form. If the student withdraws from school for any reason, and his tuition was paid in advance, a refund will be made prorated for the month he last attended. Financial records must be clear and school materials returned before records can be released. This includes all textbooks. Academic fees are nonrefundable. No grades will be processed, transcripts made, or promotions given until the account is current.

#### **4.4 Special Requests**

While absences are unavoidable at times, FBS would ask the students not to miss tests and special programs. Students having difficulty in class should not be absent. It is important that you communicate with the child's teacher.

## 5.0 Student Behavior

Proper discipline is necessary for the welfare of the school and the student. **Faith Baptist School expects full cooperation from both students and parents in fulfilling every objective of the school.** All parents must sign the Statement of Cooperation. All students, from grades 7 through 12 must read and sign the Student Statement of Cooperation, as given in the Cooperation Agreement.

Faith Baptist School holds that the Bible is the infallible, divine Word of God, and that salvation by faith in Christ is the first step in the Christian life. There is adequate biblical basis for spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life. The result is a life consecrated unto God and separated from the world.

FBS must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us. Christians will endeavor to avoid worldly practices. Loss of sensitivity toward sin hurts a Christian's spiritual growth and maturity. FBS is a church-based school, organized to protect a Christian's physical, mental, and spiritual well-being. (1 Corinthians 8:9, 12-13; 9:27; 10:32)

Because of these principles, Faith Baptist School has adopted certain standards. Whether at home, school, or elsewhere, the school requires each student to refrain from smoking, foul language, dancing, drug abuse, alcoholic beverages, and rock music (both religious and secular). These are detrimental to spiritual growth for Bible-believing Christians.

We expect all students to live by biblical values and morality, *both in school and out of school*. Some of these include honesty, chastity, sobriety, purity, submission to authority, decency, orderliness, loyalty, patriotism etc. Any student not abiding by these spiritual principles will be subject to counseling, discipline, suspension, or expulsion.

The school reserves the right to select the means of discipline including extra assignments, parental conferences, suspensions, or expulsion. The teacher or administrator notifies the parent of a student detention by a written note delivered by the hand of the student. Scheduled parental conferences are arranged at a convenient time during school hours. Suspensions and expulsions are normally not given until after a parental conference is held.

### 5.1 Guidelines for Disciplinary Action

Action which is clearly seen in disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, etc. shall be handled by the teacher in accordance with school policy. A student's attitude and action must match. FBS asks that parents make the necessary corrections at home. Attitudes that cannot be corrected may result in the child being asked to withdraw from school.

Issues that are habitual and deliberate will be referred to the administrator. Situations like this will be handled in a way to best help the student and the student body. Students who show a lack of concern for improvement or spiritual growth when corrected may be

suspended or expelled. FBS is fully aware that the student will make a mistake; however, the student should be willing to be helped and willing to change.

Students who destroy school property will be dismissed from school and will be required to make restitution.

Discipline for the different grade levels will be discussed in further sections.

### **Kindergarten-Grade 6 Discipline**

Proverbs 22:6 – “Train up a child in the way he should go: and when he is old, he will not depart from it.”

Kindergarten and elementary teachers use the **CLASSROOM DOJO** system that will send parents an immediate notification of the child’s behavior. Positive behavior is also recognized through this system. Rewards, verbal incentives, and positive reinforcement occur because of good behavior traits. Some of the character traits that will be noted are obedience, diligence, cooperation, kindness, joy, and patience. Verbal reprimands, loss of privileges, and classroom isolation occur because of poor behavior skills. Offences will be noted through the online system.

#### **The following offenses will be noted but are not limited to:**

Talking/communicating without permission      Homework notebook not signed

Inappropriate behavior/conversation      Disrespectful to authority

Failure to follow instructions      Off-limits

Homework-incomplete or not turned in on time

Aggressive or rude behavior

\*Parents will also be notified of behavior problems via phone call/email from the school administrator if need be.

\*Sixth grade students will accrue demerits beginning second semester in preparation for grade 7. Demerits will be given for major offenses and can lead to detention/suspension.

An elementary student refusing to improve his behavior will require parental assistance. Therefore, teachers will contact parents concerning additional measures of discipline. These include scheduled “after school” help time for the student or a joint conference with parents, teacher, and the department supervisor. Should the child's behavior not improve, the parents are contacted and the child will receive a suspension from school. If behavior does not change following the suspension, the school office will arrange a parental meeting and expulsion may be considered.

Lying, cheating, stealing, foul language and fighting are considered very serious offenses. Parents will be notified of the first offense. A second offense will result in a parental conference and a two-day suspension. A third offense will result in possible expulsion. The

goal for the teachers and students is to avoid the offenses. Students will be encouraged and reminded of our goal.

### **Grades 7-12 Discipline**

I Corinthians 14:40 - "Let all things be done decently and in order."

The desire of Faith Baptist School is to develop Christian character. This requires a cooperative spirit among the parents, administration, faculty, and the students. A cumulative demerit structure has been established to maintain proper discipline at school.

The following system has been designed to provide consistent disciplinary procedures and to make the student aware of how he/she may avoid disciplinary action. A complete demerit system will be used to help with disciplinary procedures for grades 7-12.

The privilege of attendance at FBS may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request at any time the withdrawal of any student who, in the opinion of the administration, does not fit in with the spirit of the school, regardless of whether or not he/she conforms to the school's specific rules and regulations. Students will be evaluated each semester in regard to their attitude, influence on others, academic effort, overall spiritual impression, self-control, etc. Detentions will be utilized and will be served monthly.

If a student commits a major offense, he/she will meet with the principal/administrator to be assigned detentions, demerits, restrictions (including sports), suspension or expulsion, depending on the seriousness of the offense and the student's previous conduct and attitude. This list includes activities away from the school property. Any major offense by itself may be grounds for suspension or expulsion. Major offenses are those offenses that carry a demerit weight greater than 10 demerits. Parents will be met with and contacted in writing if their child is placed on suspension, probation or expulsion from FBS.

It is to be desired that students develop self-control and discipline in order that they may effectively serve God. The Scriptures teach that self-discipline is learned through modeled and imposed discipline. Because of this, a framework is incorporated to guide the students.

#### **Our goals are:**

- To set standards that, although they may not please everyone, will unquestionably uphold the principles of the Word of God.
- To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
- To furnish institutional standards that will provide a model for students as they determine personal standards that are in accordance with Scripture and its principles.
- To incorporate a system which will provide a fair and consistent evaluation of a student's behavior

A merit system is used to monitor a student's behavior. It is designed to reward good behavior and give consequences to wrong behavior. A student begins the semester with 100 merit points. **Demerits may be written by teachers, administration, or other FBS staff/faculty, but the number of demerits is decided by the supervisor or administrator.** Demerits are subtracted from the student's balance of merit points. After dropping below 100 merit points, a student will earn 2 merit points for each week he does not receive demerits. The following list details offenses included in the merit system. This list is not meant to be all-inclusive.

FBS desires to provide an environment conducive to the spiritual growth and development of all. We feel that we would be doing a disservice to you and your child if we did not correct wrong behavior. Therefore, correction will be required in the following areas:

- \*Disobedience to faculty/staff/substitute
- \*Not completing assigned work
- \*Meddling in other students' property/teacher's property
- \*Disrespect to teacher or other students
- \*Dishonesty, fighting, cheating of any kind
- \*Conversation that is un-Christlike.
- \*Using language which is not Christ honoring
- \*Leaving the school grounds without permission.
- \*Disorderly conduct in chapel or anywhere on school grounds.
- \*Destroying or defacing property belonging to a student, teacher, or the academy.
- \*Participating in smoking, drinking, illegal drugs, dancing, gambling, pornography, rock music, immorality, or profanity.
- \*Anything listed in the SERIOUS BREACH OF CONDUCT area in this handbook.
- \*General disturbance of any kind, such as talking out without permission, writing notes, interrupting the class, chewing gum (\$5.00 fine), throwing objects indoors, running in the building.
- \*Food or drinks in the school hallways or lockers other than packed lunch.

**Demerits**

Alcohol/Drugs	100
Breach of any security	50, 100
Cell Phone Misuse	25, 50, (removal of cell phone privileges)

Cheating on Homework	10, 20, (Zero assigned for each offense)
Cheating on Quiz or Test	25, 50, (Zero assigned for each offense)
Computer Misuse	25, 50...
Defacing School Property	50 (two day suspension), 100 (expulsion)
Direct Disobedience	10, 20, 30...
Disrespect of Peers	5, 10, 15, 20...
Disrespect of Authority	10, 20 (one-day suspension), 30...
Disruptive	5, 10, meeting with parents, suspension, expulsion
Dress/Hair Violations	5, 5, 10, 10...
Gum (\$5.00 charge)	5, 10, 15, 20...
Horseplay	5, 10, 15, 20, 25...
Illegal Materials at school	100 (expulsion)
Inappropriateness any time	25
Inappropriate Language	10, 20 (one-day suspension), three (3) day suspension on 3 <sup>rd</sup>
Leaving School w/out permission	10, 20, suspended on 3 <sup>rd</sup> offense
Lying	25, 50 (two-day suspension),
Sexual Immorality	100 (expulsion)
Skiping Class	25 (one-day suspension), 30...
Smoking	100 (expulsion)
Stealing	25 (one-day suspension), 50...
Talking Excessively	2, 4, 6, 8, meeting with parents
Tardy to Class	2, 4, 6, Detention assigned at the end of the quarter
Tardy to School	Follows Tardiness policy
Throwing things	5, 10, 15

Unprepared for class                    2, 4, 6, 8, 10...

The demerit list is not all-inclusive. Therefore, the administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.

All assigned demerits will be noted on the school management software which parents will have access.

Demerits are not removed at the end of any quarter. The merit system is not kept online.

## 5.2 Detention

Monthly detention will be given at FBS. Students in grades 6-12 will serve detention based upon their demerit accumulation of demerit levels below:

11-20 demerits—letter home and a one hour detention (\$5.00 charge)

21-29 demerits—letter home and a two hour detention (\$10.00 charge)

30-39 demerits—letter home and a three hour detention (\$15.00 charge)

\*A letter will be mailed home to a student's parents stating the assigned detention. Students serving detention are not permitted to play in any athletic games whether home or away. Students who miss athletic practices or games will have responsibilities at the next practice that are assigned by the coaches.

\*Detention will not be served if the student has been suspended.

\*Although demerits are not erased, students will only serve detention for that specific month should they fall in the category levels above.

## 5.3 Suspension

Suspensions will vary in the number of days depending upon the frequency and/or severity of the offenses. Students are responsible for all class work, quizzes, and tests missed. **A grade of a 69% will be given for each class assignment due on the day of a suspension.** Students who have been suspended are required to meet with the school administrator the first day back to school.

\*Based upon demerit accumulation

Any student who receives a certain number of demerits will be suspended at the following levels unless otherwise stated in the demerit listing:

39-50 demerits            Letter home and a one day suspension (zeros in all classes)

51-70 demerits            Letter home and a two day suspension (zeros in all classes and removal from athletic teams for two games), and parental conference

71-90 demerits	Letter home and three day suspension (zeros in all classes and removal from athletic teams, and any official office), and parental conference
91+ demerits	Parental conference with the Administrator and Pastor to discuss the student's further attendance at the school

More than likely suspensions will occur among the older students; however, elementary students may also be suspended depending upon the situation. Suspensions are only issued after the parents are made aware of continued behavior or academic problems. This may include meetings with the teacher or Administrator. Steps will be taken to rectify the problems before a suspension is issued.

Let's seek to honor the Lord with biblical communication. Parents, students, and interested parties must follow the proper chain of command. Work to solve the issue with the individual. Go to them (the teacher or other person) and try to resolve the problem. If after that initial meeting the problem has not been resolved, the supervisor for the academic level should be contacted for a meeting with all parties. The final steps of appeal will be the school administrator.

At no time should a parent resolve an issue with a student that does not belong to them. Issues involving other students should be brought to the administrator's attention immediately.

#### **5.4 Expulsion**

The accumulation of 100 demerits in a semester will be grounds for expulsion. The accumulation of 100 demerits in the school year may constitute the student being refused re-enrollment.

\*Any student who has been withdrawn or been expelled from FBS during the school year is not permitted to attend any FBS function for one complete school year.

\*A discipline committee will meet to determine whether a student who is at a critical point in accumulation of demerits will be permitted to continue as a student at Faith Baptist School. Any student may be asked to attend counseling and/or may be given a set time to correct certain discipline issues.

#### **5.5 Searches**

We reserve the right to search the following with or without cause:

- \*Automobiles
- \*Jackets, sweatshirts, backpacks, purses, pockets, gym bags, etc.
- \*Lockers and desks, etc.

## 5.6 Serious Breach of Conduct

When a student commits a serious breach of conduct, immediate suspension is permitted and expulsion may be recommended. Discipline will be issued for these actions on or off campus. Offenses listed below are those that constitute a serious breach of conduct by a student. They include, but are not limited to, the following:

- a. Entering an unauthorized area.
- b. Computer tampering.
- c. Activating a fire extinguisher or fire alarm system or any other similar kind of apparatus.
- d. Defiance of a FBS employee's authority.
- e. Assault and/or battery on a FBS student or employee.
- f. Inappropriate physical contact—hand holding, embracing, kissing, etc.
- g. Sexual acts including written or verbal propositions to engage in sexual acts.
- h. Possessing, using, handling, transmitting, or dealing with contraband.
- i. Using, transferring, or unauthorized possession of drugs and/or alcoholic beverages.
- j. Knowingly possessing, using, displaying, carrying, storing, concealing, transmitting, intimidating with, or threatening to use any firearm (or reasonable facsimile), knife, explosive, or other dangerous object of no reasonable use to the student while on school grounds and facilities, school buses, motor vehicles on school or adjacent grounds, or at any school-sponsored function or organized activity.
- k. Fighting, extorting, committing larceny, trespassing, bomb threats, vandalizing or any other illegal act.
- l. Lying or stealing.
- m. Using profanity.
- n. Using or being involved with pornography.
- o. Inappropriate posting on the web (i.e. Facebook, Instagram, etc...); irresponsible use of the internet.
- p. Any other serious breach of conduct deemed so by the School Administration.

FBS reserves the right to decide what a breach of conduct is on the part of the student, whether committed during vacation periods, summer break, or on or off the school property.

## 5.7 Dismissal from School Due to Problems

A student may be dismissed from school at any time if he is found out of harmony with the rules and policies of the school. The number of demerits may or may not be considered in the decision to dismiss the student. Decisions in these matters are the full responsibility of the administration. FBS will not retain a student if it can be substantiated that the student is guilty of immorality, the use of drugs, alcohol, tobacco, or other kinds of serious misbehavior, including poor attitude, as determined by the Administration.

Students in grades 7-12 are evaluated on their academic performance, attitude, actions, and appearance. They are also examined more closely to determine if they represent the kind of student FBS desires to graduate. If it is determined by the administration and faculty that a student is in disagreement with the school's philosophy, the student will not be allowed to enroll for the next school year. However, a student may be considered for re-admittance under the following conditions: a reasonable amount of time has expired (at least one school year), the parents request re-admittance, the student manifests an attitude change, and both parent and student agree to a behavioral trial time.

The administration of Faith Baptist School may increase or decrease demerit amounts for any infraction as is deemed necessary in dealing with any specific circumstances.

Students of the opposite sex are not to be alone in a car or anywhere on the property and must keep a clear distance between each other. Any boy-girl couple shall not arrive to nor leave from school or school functions without an approved chaperon. Chaperons must be approved in the school office at least one day in advance.

Any student in possession of a weapon, before, during or after school hours, will receive a minimum of two days of suspension and possibly expulsion. Legal action will also be taken as necessary in dealing with a weapon possession incident.

**Definition of a weapon – A weapon shall consist of any firearm, stun weapon or any knife. Weapons also include such items as throwing stars or flailing instruments.**

FBS has a zero tolerance policy concerning all forms of racism, pornography, tobacco possession/use, alcohol possession/use, drug possession/use, immorality or homosexuality. Failure to comply in these areas will result in expulsion from school.

Students who reach 100 demerits will be expelled from FBS and will not be permitted to return for a minimum of two semesters. Students are not guaranteed re-instatement even after two semesters. Students who are expelled from FBS may not be on school property during school hours or extra-curricular activities. FBS cannot be responsible for helping students with course work during the time of expulsion.

Students brought back on a probation status may or may not be eligible to participate in the sports program, student council, school play, specific school teams, extra-curricular activities, etc. Students will also have to do community service, meet with a counselor regularly, and be faithful in church services. This will be determined by the administration and faculty of Faith Baptist School.

## **5.8 Phone Policy/Cell Phone Policy**

A phone is available in the school office. School telephones are business telephones and are not to be used by the student unless given permission.

### **ALL CELL PHONES MUST BE TURNED OFF DURING SCHOOL HOURS.**

Students in grades 7-12 are permitted to keep their cell phone with them during the day; however; at the beginning of each class, all cell phones belonging to the student must be placed on the teacher's desk. The student may pick up the phone upon the end of class.

A student in elementary, who may have a cell phone, must have the phone turned off and put away in his backpack. A phone will be confiscated if found.

If a student needs to make a phone call, he must go to the school office. Violators of the cell phone policy will be given 25 demerits. Students will receive their cell phone at the end of the day.

If a student violates the cell phone policy a second time, the parent will need to retrieve the phone from the administrator. A third violation of the cell phone policy will result in the student being suspended for one day which will result in zeros in his classes.

### **Athletes and Cell Phones:**

Students will have their cell phone with them when they are traveling with school groups for athletic events. They will be used only to inform parents of their arrival time.

Cell phones may be utilized after 3:20 PM by high school students; however, any student, including high school students, in extended care may use a cell phone with the permission of an FBS faculty/staff member.

## **5.9 Social Media**

Schools throughout the nation have had multiple problems with students' personal profile pages on websites such as Facebook, Instagram, Snapchat, Twitter, etc. These websites allow people to post a great deal of personal information, including pictures and contact information on a personal webpage. It is not difficult to imagine the dangers of such information being listed for practically millions of people to see. There are a lot of today's teens and children participating in things that are questionable and unbiblical. Many children are on websites that have required ages.

For these reasons, FBS will hold its students accountable for information and links posted at websites such as these as it relates to violation of school policies, especially to comments, posts, photographs, threats, etc. concerning the school's students, administration, faculty and staff. Students posting messages relating to personal drinking, smoking, sex, homosexuality, etc. will be expelled.

Students are spending more time than ever on their phones, tablets, and devices. We need to ask ourselves, "Do I know where my kid is?" FBS recommends a site called Common Sense Media that reviews media. It's a great aid for parents, and it will give you an opportunity to look at some of the apps that even the secular world recognizes as questionable. FBS does not

endorse everything found on Common Sense Media's site--but some of it may be of help to parents.

Parents are cautioned to use proper guidance in what your child may be doing on one of these sites and review it in regards to our school policies and to your family's security.

### **5.10 Internet/Media and Technology Policy**

All students are required to sign an educational internet use and media release form. Internet use at FBS is a privilege, and unacceptable use will result in a cancellation of those privileges.

Acceptable use is defined as internet use that is in support of education and research. It is consistent with the educational objectives of Faith Baptist School.

Violation of the regulations is unethical and may constitute a criminal offense. Violation may also result in access being revoked. School disciplinary action will take place.

The use of notebook computers, PDA's, and the like are permitted in the high school classroom with the permission of the teacher as long as their use is academic in nature and not distracting from the classroom environment.

Wi-Fi access will not personally be given to the students as the access code will change periodically.

## 6.0 Dress Code

The student dress code is not a standard of righteousness. The standard of dress does not attempt to measure spiritual maturity. It exists to promote a comfortable and structured school environment. It is the goal of Faith Baptist School to maintain a biblical philosophy of dress. *Modesty, gender distinction, identification with the Lord and not the world, appropriateness, and the motivation of the heart are just a few guidelines established by Scripture.*

***The dress code is in effect for all school activities and functions including those that may occur outside the normal school hours (7:00 a.m. to 6:00 p.m. Monday through Friday). If a student does not follow the dress code, his or her parents will be called, the student will need to change, and all classes missed will be counted as unexcused absences.***

Faith Baptist School works to maintain a consistent dress style among the students from K5 through grade 12. We request all staff, faculty, students, and parents to direct questions concerning attire to the supervisors or the administration. Questions concerning a specific piece of clothing should be directed to the supervisors or administration **before** the student wears it to school. Working with the area of dress requires a cooperative attitude on the behalf of the school and the home. Parents who enter the building to pick up children are requested to dress modestly (no shorts) and not to smoke on school property.

### 6.1 Basic Dress Code Information

Dress code is in effect for all school events including PTF's and all athletic events (even those that occur on weekends) with the following modification: kindergarten students must follow the FRIDAY dress code described below for all home games.

Logos, slogans, or pictures other than the school insignia are not permitted on clothing or school supplies. Socks must be visible above the shoes for all students.

Clothing and hairstyle must result in a neat and well-kept appearance. Students' hair must be a natural hair color. Students will be sent home for this violation.

For special activities (field trips, activity days) students shall dress according to the dress standard prescribed for that day.

Tattoos of any kind are not permitted.

The administration reserves the right to decide if the student's dress and appearance are proper and to prohibit objectionable styles and jewelry.

The following types of outerwear may be worn during the academic school day: the school logo sweatshirts or jackets, school team jackets/windbreakers, the school logo sweater, a solid red, white, or black cardigan sweater, or a solid red, white, or black fleece (no hood). No other outerwear, i.e. jackets, coats, or hooded attire, may be worn during the academic school day.

Please see the UNIFORM IN A NUTSHELL information in the back of the handbook for more information.

Girls' hair is not to be short resembling a boy's cut or to be worn in a faddish style. No cartilage or body piercing is permitted for girls with the exception of pierced earlobes. (No more than two holes/earlobe)

Boys are to wear the appropriately sized uniform per the guideline listed on the UNIFORM IN A NUTSHELL. Socks must be worn with shoes. Boys are not to wear jewelry of any kind. Cartilage and body piercing of any kind are not permitted for boys. Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish.

SCHOOL SPIRIT DAY" (Fridays only as well as all "HOME" sports' games):

**Boys:** neat-fitting khakis or jeans

Polo shirt (no logos except the school logo, no pictures, no words, etc.)

School logo t-shirt

Socks and tennis shoes

School logo sweater, school logo sweatshirt, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)

**Girls:** neat-fitting denim or khaki skirt (length must be at least to the bend in the back of the knee)

**Uniform pant (added summer 2017) may only be worn on Fridays; however, it is also the only accepted pant that can be worn at games (home or away)  
\*If wearing the uniform pant, the new polo shirt (added summer 2017) or school logo spirit wear must be worn.**

Polo shirt (no logos except the school logo, no pictures, no words, etc.)

School logo t-shirt

Tennis shoes

School logo sweater, school logo sweatshirt, solid red, white, or black/gray cardigan sweater, or solid red, white, or black/gray fleece (no hooded attire)

### **Students (grades 4-12)**

There are special dress requirements for ODACS. Please refer to the ODACS section of this handbook.

PE uniforms are to be worn for physical education class. Students in grades 4-6 may wear their PE uniform to school on their schedule PE day. The uniform consists of loose-fitting black gym shorts to the knee, a school logo t-shirt, socks and tennis shoes. On cold days, loose-fitting black wind pants (no lycra or sweat material permitted) may be worn in place of the loose-fitting black gym shorts. **Girls not wearing the black gym shorts to the knee will be sent to the office to call for a change of clothes.**

### **Students in grades 9-12**

Dressy events, such as the Junior/Senior Dinner, require special attire and administrative approval of the attire **before** the event. The Junior/Senior Banquet is a formal event. Ladies' formal dresses must meet the dress code. Strapless dresses and dresses with spaghetti straps are not permitted. Shoulders must be covered with no less than two inch wide straps. Gentlemen are to wear suits or tuxedos with the appropriate compliments.

### **General Guidelines for All Girls**

**Footwear:** Socks, tights, or hose may be worn with shoes. Athletic footwear may be worn to school. Casual footwear (Dr. Scholl's sandals, moccasins, slippers, flip flops, hiking boots, casual sandals, casual clogs etc.), may not be worn to school. Ladies in grades 7-12 are to wear dress shoes or athletic shoes to school.

**Hair:** Ladies' hair is not to be short resembling a boy's cut or to be worn in a faddish style.

**Piercings:** No body piercings are permitted for young ladies with the exception of pierced ears.(No more than two holes/ear and in the earlobe only)

**Dressy/Formal Occasions:** Strapless dresses and dresses with spaghetti straps are not permitted. Information will be sent home regarding dress for formal occasions.

**Graduation:** Modest church dress within dress code (dress should be knee length so as not to hang below the gown) and dark dress shoes

**Athletes' Special Note:** Athletic teams from time to time purchase school/team logo jackets, windbreakers, and sweatshirts. These may be worn at any time to school provided the proper uniform is on underneath. The hoodie part of the jacket, windbreaker, or sweatshirt is not permitted to be worn.

\*Some field trips and special events will require that ladies wear dresses instead of the school uniform skirt and shirt. Dresses for these events are to be modest, may not be excessively tight, may not be denim, and shall be no shorter than to the bend of the knee. Slits in dresses should come no higher than the bend of the knee. Sleeveless attire and sundresses are not permissible. Dresses are not to be low in front or in back or to be considered as immodest or sloppy in any way by the administration.

## General Guidelines for All Guys

**Pants:** Young men are to wear the appropriately sized (neat-fitting) black, navy or khaki slacks (uniform or Docker-style slacks, not cargo pants)—pants cuffs may not be pinned or have elastic around the bottom

**Shirts:** Shirrtails are to remain tucked in so that the belt is visible for a neat appearance

**Outerwear:** Uniform options include a pullover V-neck school logo sweater, a school logo cardigan sweater

**Footwear:** Dark, crew length or cuffed socks are to worn with shoes (socks must be visible above the shoe). Athletic footwear may be worn to school. Casual footwear and boots may not be worn to school. Young men in grades 7-12 are to wear dress shoes or shoes similar to the Rockport Bridgeport boat shoe or Dockers tassel slip-on shoe to school. Plain brown, cordovan, or black belts are to be worn daily. Moccasins, flip-flops, sandals, and slippers may not be worn.

**Jewelry:** Young men are not to wear jewelry with the exception of class rings (grades 11-12) and wrist watches. Cartilage and body piercing of any kind are not permitted.

**Hair/Facial Hair:** Young men in grades 7-12 are to be clean shaven with no facial hair. Side burns are to be no longer than the middle of the ear. Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows, and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish.

The picture below is an example of an acceptable male haircut.



**Dressy/Formal Occasions:** Dress shirts, dress slacks, dress shoes, coat and tie. Mock turtlenecks are not acceptable.

**Graduation:** White dress shirt, black dress slacks, black dress socks, black dress shoes, and dark tie

**Athlete's Special Note:** Athletic teams from time to time purchase school/team logo jackets, windbreakers, and sweatshirts. Team members are permitted to wear them during the school day at any time. The hoodie part of the jacket, windbreaker, or sweatshirt is not permitted to be worn.

## 7.0 Academics

### 7.1 Curriculum

To ensure the best academic program coupled with a biblical philosophy of life, the administration carefully selects the textbooks and curricula. The school receives materials from such publishers as ABEKA Book Publications, Bob Jones University Press, McDougal/Littell and Positive Action for Christ.

A brief outline of the basic structure of curriculum content is as follows:

#### **PRESCHOOL**

**PRESCHOOL PLUS (AGES 2 - 3):** In a variety of delightful ways children learn the alphabet with its phonetic sounds, counting to 30, health, manners, safety, science, Bible, art, nursery rhymes, manual printing of vowels, Scripture memory, and singing.

**PRESCHOOL PLUS (Four year olds):** Phonics: alphabet, sounds, blends, and words. Reading words on the chalkboard and booklets. Writing: manuscript printing. Numbers: concepts from 1 -20, counting to 100. Poetry: enjoyment and memorization. Bible, Scripture memory, art, music, social living skills, fun activities.

#### **KINDERGARTEN/ELEMENTARY SCHOOL**

**KINDERGARTEN:** Phonics: letter sounds, special rules, blends, and words. Reading: 450-word vocabulary. Numbers: counting to 100, counting by 2's, 5's, and 10's, number concepts to 20, telling time, money, introduction to fractions, number sequences and combinations. Writing, art, computer, poetry, music, Bible, Scripture memory, social living skills, social studies, and science.

**FIRST GRADE:** Reading: advanced program with Christian readers, plans for children in all levels of achievement. Phonics: drill and word analysis skills. Arithmetic: emphasis on addition, subtraction, telling time, story problems. Writing, spelling, poetry, Bible, Scripture memory, science, art, music, and computer.

**SECOND GRADE:** Review of first grade material. Reading: Christian readers, phonics, vocabulary. Spelling, grammar, penmanship (manuscript and cursive), Bible, Scripture memory, introduction to U.S. History, science. Arithmetic: addition and subtraction facts through twelve, time, money, story problems, simple fractions, and introduction to multiplication. Art, computer, and music.

**THIRD GRADE:** Reading: complete plans for teaching from a variety of readers, phonics, vocabulary. Grammar, penmanship, poetry, Bible, Scripture memory, music, art, science, U.S. History, and computer. Arithmetic: addition, subtraction, multiplication, division, story problems, fractions.

**FOURTH GRADE:** Reading: character building, patriotic stories, improving reading speed, book reports. Spelling and vocabulary: 30 words per week plus definitions. Penmanship: daily work on correct letter formation and writing. English: grammar, creative writing, book reports. American and Virginia History. Science: survey of earth

science, the body, weather, plants, insects, water. Math: drill in speed and accuracy in the four math processes, multiplication and division facts through twelve, multiplying by two-digit numbers, working with fractions, long division and measures. Poetry, art, music, P.E., computer, Bible, Scripture memory.

**FIFTH GRADE:** Reading: character-building, patriotic stories, improving reading speed, book reports. Spelling and vocabulary: 36 words and definitions per week. English: grammar and usage, creative writing, library research project. History: world geography and old world history. Science: creation, plants, animals, matter, energy, light, minerals. Math: fractions, decimals, percentage, graphs, metric system. Poetry, art, Bible, Scripture memory, music, band, P.E., and computer.

**SIXTH GRADE:** Reading: character building, patriotic stories, improving reading speed, comprehension, book reports. Spelling and vocabulary: 36 words and definitions per week. English: grammar and usage, creative writing, library research project. History: world geography and new world history. Science: creation, plants, invertebrates, forces of the earth, the universe, space travel. Math: fractions, decimals, percents, graphs, metric system, ratios, square roots, exponents, signed numbers, geometric formulas. Poetry, art, Bible, Scripture memory, music, band, P.E., and computer.

**JUNIOR HIGH SCHOOL**

**SEVENTH GRADE:** Grammar, literature, spelling, math, world history, Bible, life science, P.E., vocal music, band, speech, art, computer.

**EIGHTH GRADE:** Grammar, literature, spelling, pre-algebra, U.S. history, Bible, physical science, P.E., vocal music, band, speech, art, computer.

**SENIOR HIGH SCHOOL - Course Rotation List**

**FRESHMAN**

Bible 9  
 English 9  
 Algebra ½  
 Algebra 1  
 Earth Science  
 World Geography  
 Computer  
 Spanish 1  
 P.E./Health  
 Art  
 Band  
 Choir  
 Speech

**SOPHOMORES**

Bible 10  
 English 10  
 Business Math  
 Consumer Math  
 Algebra 1  
 Geometry  
 World History  
 Biology  
 Spanish 1  
 Computer  
 Yearbook  
 P.E.  
 Art  
 Band  
 Choir  
 Speech

**JUNIORS**

Bible 11  
 English 11  
 Consumer Math  
 Business Math  
 Algebra 2  
 Precalculus  
 Geometry  
 U.S. History  
 Chemistry  
 Spanish 1  
 Spanish 2  
 Computer  
 P.E.  
 Art  
 Band  
 Choir  
 Yearbook  
 Speech

**SENIORS**

Bible 12  
 English 12  
 Consumer Math  
 Business Math  
 Algebra 2  
 Precalculus  
 Calculus  
 Geometry  
 U.S. Government  
 Virginia History  
 Anatomy/Physiology  
 Spanish 1 or 2  
 Computer  
 P.E./Health  
 Art  
 Band  
 Choir  
 Yearbook  
 Student Aide  
 Speech

**GRADE NINE THROUGH TWELVE:** To graduate, a student must complete a minimum of 26 units of work satisfactorily. The student will be required to complete study in Bible, English, science, social studies, math, P.E., and various electives. Any adjustments in required courses or required number of credits for graduation must be approved by the administration.

## 7.2 Graduation

A minimum of one year attending FBS is required for graduation. The records of students transferring from other high school programs will be evaluated and appropriate requirements established for graduation. Failed courses may be retaken through summer school or correspondence courses approved in advance by the administration. The student's high school grade level is based on credits earned as follows:

Freshman	9 <sup>th</sup> grade	0 to 6 credits
Sophomore	10 <sup>th</sup> grade	7 to 13 credits
Junior	11 <sup>th</sup> grade	14 to 20 credits
Senior	12 <sup>th</sup> grade	21+ credits

At the high school level, a student will continue to advance to the next next grade as far as his homeroom is concerned. The credits earned, however, determine his actual grade level. Credits earned outside the normal school day or year must be approved by the administration in advance. High school students are required to have a full day schedule.

Three Bible credits (.75 credits each year) are required for graduation. For a student transferring from a school not requiring Bible, the administration reserves the right to waive Bible credits in those cases and require the student to take additional elective credits.

The measure of a credit consists of at least 140 hours of instruction per unit of credit. One unit of credit is given for one school year's work meeting one academic hour each day for the school year. A student's semester grades will be averaged for the course, producing a year average. Students must have a passing year average and sufficient attendance in that course to receive credit for the course.

The current graduating class will need to meet the following general diploma or academic diploma requirements. Credits listed are earned in the ninth through twelfth grades.

## ACADEMIC DIPLOMA

<u>COURSE</u>	<u>CREDITS REQUIRED</u>
<b>English</b> .....	<b>4</b>
<b>Math</b> .....	<b>4</b>
<u>Academic Track #1</u>	<u>Academic Track #2</u>
Geometry	Algebra 1
Algebra 2	Geometry
Precalculus	Algebra 2
Calculus	Precalculus
History .....	4
World Geography, World History, U.S. History, U.S. Government/Virginia History	
Science.....	4
Earth Science, Biology, Chemistry, Anatomy/Physiology	
<b>Foreign Language</b> .....	<b>2</b>
Spanish 1-2	
Physical Education.....	2
Fine Arts.....	1
<b>Art, Choir, Band, Yearbook</b>	
Electives.....	3
Additional Fine Arts, Computer, PE	
Bible.....	4
(1 credit each year)	
<b>Total Credits Required</b> .....	<b>28</b>

## GENERAL DIPLOMA

<u>COURSE</u>	<u>CREDITS REQUIRED</u>
<b>English</b> .....	<b>4</b>
<b>Math</b> .....	<b>4</b>
Pre-Algebra, Algebra 1, Algebra 2, Geometry, Calculus, Consumer Math, Business Math, General Math	
<b>History</b> .....	<b>4</b>
World Geography, World History, U.S. History, U.S. Government/Virginia History	
<b>Science</b> .....	<b>3</b>
Earth Science, Biology, Chemistry, Anatomy/Physiology	
Foreign Language.....	1
Spanish 1-2	
<b>Physical Education</b> .....	<b>2</b>
<b>Electives</b> .....	<b>4</b>
Fine Arts, Computer, Band, PE	
<b>Bible</b> .....	<b>4</b>
(1 credit each year)	
<b>Total Credits Required</b> .....	<b>26</b>

The academic diploma requires completion of math courses as listed in either academic track #1 or academic track #2. Courses must be taken in sequence. High school credit must be earned for each course. Students earning an academic diploma must take a math course each year while in senior high school (9<sup>th</sup> – 12<sup>th</sup>). **The academic diploma will be awarded to students with a cumulative 3.0+ GPA and the required 28 credits.**

Choir and band electives require performances outside of school time. These performances will affect a student's grade. There is a special dress code assigned to these performances. See dress code for ODACS.

**The SAT I or ACT College Board test is required for graduation.** One of these tests must be taken by the student as a junior or senior **prior** to graduation. **Official score reports must be sent to and received by the school before the diploma can be issued.** Students must put the school code for FBS on the College Board registration form in order for FBS to receive official score reports. **The school code for FBS is 470-877.**

The cumulative grade point average (GPA) will be used to determine valedictorian, salutatorian, and honor graduates. Grade point averages will be calculated on an un-weighted, 4-point scale and a weighted 5-point scale from the student's final grades in 9<sup>th</sup> – 12<sup>th</sup> grade classes:

A = 4	B = 3	C = 2	D = 1	F = 0
A = 5	B = 4	C = 3	D = 2	F = 0 (Dual Enrollment)

For these two years it is possible that we may have more than one valedictorian and salutatorian. Beginning with the 2016/17 school year all advanced classes and dual enrollment classes will be calculated using a 5-point weighted scale and all other high school classes will be calculated on a 4-point un-weighted scale.

The distinction of honor graduate will be given to graduating seniors with a cumulative GPA of 3.0 or higher, regardless of diploma earned. The graduating senior with the highest cumulative GPA and who has earned the academic diploma will be honored as valedictorian. The graduating senior with the second highest cumulative GPA and who has earned the academic diploma will be honored as the salutatorian. Both valedictorian and salutatorian must attend Faith Baptist School as full-time students. If the top two graduating seniors (who have earned academic diplomas) have the same GPA, then the cumulative numeric average will be used to determine the valedictorian (highest numeric average) and salutatorian (second highest numeric average). These honors may be forfeited due to the discipline and/or attendance records of the student.

### **7.3 Promotion/Retention**

#### **ELEMENTARY**

Students who fail three or more subjects (yearly average) will automatically repeat the grade level. Failure for the year or of the last semester of math or English requires completion of an approved summer school program (tutoring) before the student may be promoted (unless the student is being retained). The promotion will be on a probationary basis. Summer tutoring is recommended for students who receive a "D" (yearly average) in math, English, or reading.

#### **JUNIOR HIGH/SENIOR HIGH**

Seventh and eighth graders do not accumulate credits toward high school graduation. Failure of three or more subjects (yearly average) automatically requires retention for seventh and eighth grades.

Junior high school students who fail the year in math or English are required to complete an approved summer school in the failed subject. Without completion of summer school, the student will automatically be retained. Summer school or summer tutoring is highly recommended for junior high students who fail the last semester of math or English. A final grade of 78 or higher in pre-algebra is required before the student may take Algebra 1; therefore, the junior high student who does not obtain a final average of at least 78 in pre-

algebra has the option to retake the course during summer school or retake the course during the following school year in lieu of summer school.

At the senior high school level, the number of earned credits will determine a student's grade level. Students who fail a course during the school year may be required to attend summer school in order to meet the graduation requirements. Summer school or summer tutoring is highly recommended for senior high students who fail the last semester of math or English.

**The prerequisites for high school math courses are as follows:**

Algebra 1	final grade of 78 or higher in Algebra ½
Geometry	final grade of 78 or higher in Algebra 1
Algebra 2	final grade of 78 or higher in Geometry
Pre-calculus	final grade of 80 or higher in Algebra 2
Calculus	final grade of 80 or higher in Pre-calculus

In keeping with our philosophy, students in grades 7 – 12 who fail their Bible course (yearly average) will be required to complete a Bible course in the summer.

Summer school will not be used to gain credits for the purpose of advancing in grade level.

**7.4 Report Cards and Grading**

**ACADEMIC GRADING SCALE**

All students (1<sup>st</sup> – 12<sup>th</sup> grades) will receive an evaluation report every nine weeks. The evaluation will include the student's rating in each area of the curriculum. The academic areas of the curriculum will be graded using the following evaluation system:

98-100 .....	A+	79-81 .....	C
95-97 .....	A	76-78 .....	C-
93-94 .....	A-	74-75 .....	D+
90-92 .....	B+	72-73 .....	D
87-89 .....	B	70-71 .....	D-
85-86 .....	B-	0-69 .....	F
82-84 .....	C+		

## **7.5 SYCAMORE EDUCATION (School Management Software)**

The SYCAMORE system is used for a variety of things. Some of the things that parents are able to view are grades, homework, and discipline. Grade reports will be updated on a weekly basis. Once registered, parents are provided a username and password. Parents and students are encouraged to view these reports and to evaluate progress.

## **7.6 Honor Roll**

Elementary, junior high, and senior high school honor rolls are compiled for all four grading periods. Kindergarten honor rolls are compiled for the second, third, and fourth quarters. There is an all “A” honor roll and an “A-B” honor roll. An incomplete in any subject on a report card will automatically disqualify that student from the honor roll for that grading period.

## **7.7 Ineligibility**

Academic ineligibility is determined as follows:

- \*A student has one “F” and an overall grade point average below 2.0.
- \*A student has an overall grade point average below 2.0.

Eligibility is determined three times during each quarter. Teachers are posting grades weekly and coaches as well as administration will check weekly to determine eligibility after it is determined the student is ineligible.

Semester and exam grades are not used for determining eligibility. Eligibility affects student participation in athletics, student council, and other school-related organizations and extra-curricular activities. Students who earn a minimum of 40 demerits are subject to probation penalty (see Junior and Senior High Discipline).

## **7.8 Report Cards**

Student report cards (1<sup>st</sup> – 12<sup>th</sup> grades) are prepared and distributed at the end of each nine-week grading period through the SYCAMORE program. Kindergarten students will receive a report card beginning with the second nine-week grading period. Report cards will be emailed each quarter and will only be printed for emergencies. All gradebook accounts will close on the portal during final exam week in May, so that we may print report cards. Fourth quarter report cards will be mailed.

## 7.9 Homework

We believe that homework is an integral part of the school program, and each teacher is at liberty to give reasonable homework assignments to aid students in their studies. The school and teachers expect complete homework assignments. Incomplete assignments affect a student's deportment and academic grades. Teachers have the liberty to assign after school time for completing missing or incomplete assignments.

The discipline system decides how to handle late homework. A student with an unexcused absence must make up all missed assignments, tests, and quizzes, but he will receive a grade of zero for this work. Failure to turn in homework receives appropriate discipline. All students record daily assignments in an assignment notebook. Students must have an assignment notebook. A parent signature in the assignment notebook is required for students in kindergarten through the fifth grade.

When a student has an excused absence, it is the student's responsibility to make up the work missed. The student will have one day per number of days absent to make up missed work. The teacher will determine the due date for missed assignments. A student submits all assignments made before an absence on the day he returns. Tests and quizzes assigned before the absence will be completed on the day the student returns to school at the latest.

The following is a guideline to help parents evaluate the amount of homework time for their student:

*Kindergarten	0 to 10 minutes
*Grades 1-3	10 to 30 minutes
*Grades 4-6	40 to 60 minutes
*Grades 7-12	60 to 90 minutes

If you find that your child is consistently spending more time doing homework than the above guidelines suggest, **contact the teacher**. Perhaps your child needs additional help in that subject area or perhaps a teacher is unaware of how long an assignment is taking.

We want to encourage faithful church attendance; therefore, FBS has a “no homework” policy on Wednesday evenings. This provides opportunity for school families to attend church services. Grades 7-12 will still have homework assigned on Wednesday since their next class day will not be until Friday.

## **7.10 Comprehensive Testing Program**

Each student in grades K5 – 11<sup>th</sup> takes the IOWA Tests annually. The school sends a parent copy of the IOWA test results home. Please refer to the current school year calendar for the IOWA testing dates. Parents should avoid scheduling any appointment or vacation that takes the student out of school during this week.

In addition to testing in the spring, all new students will be required to take an entrance exam before entering school. Enrollment is not final until the test results are evaluated by the administration.

## **7.11 Block Schedule (grades 7-12)**

The block schedule has the following advantages:

- Fewer class changes
- Reduced chaos in the halls.
- Teachers prepare for fewer classes and work with fewer students each day.
- Students have the opportunity for in-depth study of the subject matter.
- Our teaching methods are more student-centered since the class periods are longer.
- Students will have fewer subjects each night for homework.

The block schedule also includes a study hall period after lunch (Monday-Thursday) to encourage all students to begin their homework and prepare for a future class.

The block schedule follows an easily remembered pattern. Monday and Wednesday are “A” days. Tuesday and Thursday are “B” days. Friday is a shortened period of all eight classes.

## **7.12 Dual Enrollment**

Virginia Baptist College offers a dual-enrollment program to juniors and seniors who have a current GPA of 2.5 or higher and whose department reflects a level of maturity conducive to a post-secondary environment. These same classes will also be made available to other students who are enrolled in VBC.

These courses will qualify for meeting credit requirements for a high school diploma in many schools and will also provide opportunity for acquiring college credit. There will be four 3-credit courses offered each semester. Qualifying juniors and seniors are eligible to acquire 24 credits toward a college degree by the time they graduate from high school. Qualifying students may choose to enroll in one or all courses each semester.

Dual enrollment courses will be measured on a 5 pt. GPA scale in most high schools and will provide students with credit toward a college degree.

All courses meet two days per week. **Course Offerings (all dual –enrollment courses are 3 credits)**

### **First Semester**

Old Testament Survey - T, TH

Composition I - M, W

English Literature - T, TH

US History I - M, W

### **Second Semester**

New Testament Survey - T, TH

Composition II - M, W

English Literature - T, TH

US History II - M, W

Online Option: All courses will be offered in an online format as well. For this option, students will not physically attend class. All communication and assessment will take place via our online learning management system. Recordings, for classes that require them, will be available to students immediately following the live session via Adobe Connect. *Please check with institution granting your high school diploma as to whether the online option can be used as dual enrollment credit. Some institutions may require physical attendance to the class for high school credit.*

### **Schedule**

Classes meet for approximately 90 minutes.

Our schedule takes into consideration major holidays. However, it is impossible for us to work completely around school calendars and personal calendars. Students who must miss class are responsible to complete all assignments according to the syllabus. Participation points will be deducted for each day that a student is absent. Participation counts as no less than 10% and no more than 15% of the final grade.

### **Internet Access and E-mail**

All students enrolled in courses at VBC are expected to have regular access to the internet. Students enrolled in online courses will need a high-speed internet connection in order to be able to stream session recordings. All quizzes and tests are taken online outside of class time. All document transfer and grade reporting are completed through the LMS as well. Most communication from the college office and instructors takes place via e-mail. Students will be given a vbc.edu address that

they will be required to set up and access. It is expected that students check their e-mail and LMS for announcements daily.

### **Grades/Grade Reporting**

Students have access to their grades and semester averages on a daily basis. There is no reporting to the school until the end of the semester when final grades are sent to the school in the form of an official transcript.

### **Transfer of Credit to Other Post-Secondary Institutions**

Transfer of credit differs among post-secondary institutions. It is the responsibility of the student to research the possibility of credit transfer. However, all post-secondary institutions will require, at a minimum, an official copy of the student's VBC college transcript. A student must make a request through the college office to have an official college transcript sent to the institution to which he is applying. A \$7 fee is assessed for each official transcript request. *Please note: A high school transcript listing dual enrollment courses is not sufficient evidence for transfer of credit to a post-secondary institution.*

### **Applying College Credits to High School Courses**

Six college credits satisfy one year of high school for a particular course. Therefore, in order for VBC's US History course to take the place of the high school US History course, a student must successfully complete *both* semesters (US History I, US History II). Most high schools will require that students receive both the composition and literature component to satisfy one year of high school English, but some may accept two semesters of composition or two semesters of literature instead. We recommend the combined Composition/Literature semester approach (6 credits). Students who wish to deviate from this, taking just one or the other for two semesters, are strongly encouraged to check with the school granting their high school diplomas before making this decision.<sup>2</sup>

### **Tuition/Fees/Books**

Tuition is \$483.75 for a 3-credit class. Tuition can be paid over the course of the semester. Registration fees, technology fees, and application fees are waived for dual enrollment students. Federal financial aid is not available to high school students.

A textbook list for each course will be made available to the students through the LMS course page prior to the beginning of the school year. Students will most likely want to order their books through an online distributor such as Amazon to receive the best price. Do not delay in purchasing/ordering textbooks. Students are expected to have their textbooks on the day classes begin. *It will be the responsibility of the student, not the instructor, to find a way to access reading materials if the student begins the semester unprepared. The student will be expected to keep up with all aspects of the class, including reading, quizzing, and*

*writing, regardless of the student's access to the material.* A copier is available in the college if a student needs to make copies of material until the textbook arrives.

### **Application and Registration**

The application and registration process is handled via the internet. No hand-written applications are accepted. To apply, visit our website, [www.vbc.edu](http://www.vbc.edu) and click on the **Apply Now** button on the home page. Under "Application," choose "Dual Enrollment." Once your application has been accepted, you will be assigned to an advisor to help you through the remainder of the process, and you will be given access to the LMS to register for your classes. You will also be able to view your bill on this site.

### **Cancelation of Courses**

Courses with fewer than four students enrolled *may* be canceled at the discretion of the college.

## **7.13 American Christian Honor Society**

### **PURPOSE:**

The ACHS seeks to:

- \*Advance Christian Scholarship
- \*Challenge Christian Leadership
- \*Honor Christian Character
- \*Stimulate Christian Service

### **HISTORY:**

The American Christian Honor Society was founded by the American Association of Christian Schools in March of 1979. Many school administrators had expressed a need for honoring qualified students within the Christian school. These administrators desired an organization which would be uniquely Christian. For the Christian school to honor scholarship, leadership, character, and service was insufficient. The emphasis needed to be placed upon Christian scholarship, Christian leadership, Christian character and Christian service. Therefore, the American Christian Honor Society came into existence to fulfill this need.

### **LOCAL CHAPTER:**

Faith Baptist School established its local chapter of the American Christian Honor Society in January 1998. The first members were inducted at that time. This local chapter includes student members and an advisor.

## **MEMBER REQUIREMENTS:**

Every member must meet the following requirements:

- \*Students must be selected from the tenth, eleventh, or twelfth grades.
- \*Students must meet the qualifications for Christian scholarship, leadership, character and service.
- \*Students must be enrolled for one semester prior to being inducted into the society and must attend the Christian school as a full-time student.
- \*Students must have a minimum scholastic average of 90%.
- \*Students may not have more than 16 demerits.

## **ELECTION PROCESS:**

**Scholarship**—Cumulative scholastic average of 90% is calculated from the ninth grade to the present.

**Christian Character**—Staff and faculty evaluation in the areas of character, service, and leadership are assessed using a rating system of superior, average or weak (wait another year). Student evaluations must include at least 55% superior ratings and no more than four weak ratings to qualify. Faculty will evaluate the students using the ACHS Selection Guidelines.

### **Personal Evaluations:**

- \***Service**-Students must be actively involved in projects within the areas of church, youth group, school activities, and community (optional).
- \***Leadership** in at least one school activity and one out-of-school activity.
- \***Christian experience**-salvation, daily walk, and spiritual growth.

## **SELECTION GUIDELINES:**

In order to maintain an orderly and consistent means of determining eligibility for membership in the Christian Honor Society the following areas are evaluated by staff members who have contact with the candidate.

**Character:**

- takes criticism willingly and accepts recommendations graciously
- constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- upholds Christian principles of morality and ethics
- cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern, and respect for others
- observes instructions and rules, punctuality and faithfulness in obligations both inside and outside of the classroom
- exhibits powers of concentration and sustained attention as shown by perseverance and application to studies
- manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others
- actively helps to rid the school of bad influences or environment

**Service:**

- willingly upholds scholarship and maintains a loyal attitude toward the school
- participates in some outside activity such as Girl Scouts; Boy Scouts; church groups; volunteer services for aged, poor or disadvantaged; family duties
- volunteers dependable and well-organized assistance, is available on his own time, and is self-sacrificing, works well with others and willingly takes difficult or inconspicuous responsibilities
- renders cheerfully and enthusiastically any requested service to the school
- willingly represents his class or school in interclass and interscholastic competition
- shows courtesy by assisting visitors, teachers, and students

**Leadership:**

- is resourceful in proposing new programs, applying principles, and making suggestions
- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals; contributes ideas that improve the civic life of the school; shows ability to delegate responsibilities
- exemplifies positive qualities
- inspires positive behavior in others

- demonstrates academic initiative
- successfully holds school offices or positions of responsibility, conducts business efficiently and effectively and is reliable and dependable without prodding

### SUGGESTED AREAS OF SERVICE

**Church-** teacher/aide in Sunday school class

- children's church worker
- bus ministry worker
- choir, orchestra, or special music
- church work days
- help projects for the elderly
- other church related ministry work

**Youth Group-** leadership functions

- visitation
- youth projects
- other youth related church work

**School-** aide to classroom teacher

- library aide
- cleaning assistance
- office aide
- student projects
- other school related service

**Community-** aide in the hospital

- involvement in service projects of Boy Scouts, Girl Scouts, etc.
- poll worker
- community volunteer

- other community related assistance

### **AREAS OF LEADERSHIP**

Leadership is not necessarily synonymous with the holding of an office. A student who exhibits good leadership abilities might never hold an office. A leader must be able to take responsibility for a project, organize the activities, and properly direct the individuals involved to a successful conclusion. The evaluation of leadership potential can be subjective.

### **DISMISSAL**

Members who fall below the standards of evaluation will receive notification that their membership is in jeopardy. Members are given a nine-week period (or until the end of the next nine-week grading period) as a probationary period. At the end of the probationary period, standards are re-evaluated. If the member continues to fall below the standard, a council vote is conducted determining whether dismissal is warranted. A student that is dismissed cannot be reinstated. All ACHS material must be returned upon dismissal.

### **ACTIVITIES**

The ACHS will seek to serve the Lord Jesus Christ through established service projects, special meetings, and school-initiated functions.

### **ANNUAL REPORTS**

A yearly report is filed to the ACHS National Office. The report includes student membership and chapter activities.

### **OFFICES**

President

Vice President

Secretary

Treasurer

## 8.0 Athletics

### 8.1 Physical Education

Students in grades 4 – 12 who have physical education class must wear the appropriately-sized physical education uniform. Grades 7-12 must purchase their uniforms using the following guidelines:

- \*Plain black gym shorts (knee-length)-purchased at your choice of store
- \*Any school logo t-shirt or PE shirt.
- \*Swish pants and sweatshirt are optional. Swish pants and sweatshirt must be plain black, plain red or black with the school insignia.

Please Note: Failure to wear the proper physical education uniform will yield a lower participation grade.

All students will be expected to participate without complaint. Students do not have the choice of not dressing out/not participating. Students that are sick or injured need a note from a doctor if they will be missing several days of class.

### 8.2 Sports

A comprehensive sports program exists for the high school (6<sup>th</sup> –12<sup>th</sup> grades). We offer soccer, volleyball, basketball, and track and field for interscholastic competition. There are other sports that we have as well but are contingent upon other Christian schools participating and our school calendar permitting. Those students that are interested in these sports programs should contact the school office. The sports program does require academic and deportment eligibility. Practice attire for team members is the school P.E. uniform as described above or the FBS sports team uniform.

Eligibility guidelines are listed in the academic section of this handbook.

Students who are tardy on the day of a game must report to school no later than 9:00 a.m. or they will not be eligible to play in that day's game. The only exception to this guideline is a student who has a medical appointment or who must attend a funeral. The student in this case must be in attendance for at least half of the school day before the time the team departs for the game. Students who go home ill may not return and participate in that evening's game.

Student and parent spectator involvement is encouraged. School dress code is to be observed at all school activities. Students may wear the FRIDAY DRESS CODE for all home games described in the dress code area of this handbook. Students will be sent home if they are not following the code.

## 9.0 Emergencies/Illnesses

### 9.1 Illnesses and Absences/Tardies

For the welfare of your child and the others in the school, all children who are ill must be kept at home. If your child becomes ill (vomiting, fever, signs of contagious illness) during the school day, you will be notified to take your child home. Please make sure your school information card stays updated with current phone numbers and contacts.

Students who have had fever or obvious signs of contagious illness, such as flu or other viral infections, should not return to school until the student has been without fever and symptom-free for 24 hours without fever-reducing medications. Example: Student is absent with flu symptoms and fever on Monday and Tuesday but is feeling better and free of fever on Wednesday morning. He should not return to school until Thursday.

### 9.2 Medications

Any special medication needed by your child should be given to the school secretary with a completed **Medication Consent Form**. All medications need to be kept locked in the pre-school office. All medications will be administered by MAT trained personnel. If a spoon or other administration tool is needed with any medication, please send it along with the medicine. The instructions should be taped to the medication with the child's name clearly affixed. All medications **must** be in the original box with original instructions, including pharmacy leaflets. Some medications (nebulizers) must have a doctor's signature on the Medication Consent Form accompanying the medication.

### 9.3 Immunizations

Every child must have all the proper immunizations as required by Virginia law and have his completed State Immunization Form at the time of registration. A form showing any updated shots should be turned in to the office during the year to keep your child's file current. Please contact the school office if you have any questions.

## **10.0 Parent Communications**

### **10.1 Chain of Command**

We appreciate the opportunity to talk and meet with you regarding issues your child or you may be having. It is our desire to follow the chain of command, and we ask that our parents follow the order:

1. Student (Parent) to Teacher
2. Student (Parent) to Supervisor
3. Student (Parent) to Supervisor with Teacher
4. Student (Parent) to Supervisor and Administrator

### **10.2 Conferences**

We encourage parents to schedule conferences with their child's teacher. Conferences can be a means of encouragement to the teacher, the parent, and the student. It is our desire to be a partner with you in educating your child. If we do not know what the issue or concern is, we cannot help. It is also best to schedule these before the situation gets out of hand.

### **10.3 Grievance Guidelines**

Let's seek to honor the Lord with biblical communication. Parents, students, and interested parties must follow the proper chain of command. Work to solve the issue with the individual. Go to them (the teacher or other person) and try to resolve the problem. If after that initial meeting the problem has not been resolved, the supervisor for the academic level should be contacted for a meeting with all parties. The final steps of appeal will be the school administrator.

At no time should a parent resolve an issue with a student that does not belong to them. Issues involving other students should be brought to the administrator's attention immediately.

### **10.4 Newsletter**

The school's desire is to communicate effectively with you. Other than email, phone call and the school's Facebook page, the school office distributes a newsletter usually twice a month to announce the "happenings" here at FBS. It is important that the parent read the newsletter as changes to the normal schedule or the school calendar are announced.

## **10.5 Alert System**

The alert system that the school will be using will be announced and sent home to each parent.

## **10.6 School Closings**

It is the school's desire to notify parents when circumstances may warrant the closing of school due to weather or emergency conditions. Please understand that undesirable weather can occur at the most inopportune moment. Your patience and cooperation are important during these times.

If circumstances suggest the possibility of school cancellation, parents have four options:

1. Check [fredericksburg.com](http://fredericksburg.com)
2. Check the school's facebook page.

If severe weather during the school day makes it necessary to pick up your child early, please call before coming.

## **11.0 Student Activities**

### **11.1 Chapel/Bible**

Our chapel program is an integral part of our school week. Students are privileged to hear their own teachers, our pastors, and visiting missionaries. Associated pastors with Faith Baptist are also invited to speak in our weekly chapel.

Our chapel program is split in three ways. Grades 7-12 have chapel on Thursday. Grades K5-3 and grades 4-6 have chapel on Wednesday.

FBS is not a Christian school because it has Bible class. It is important to us that all academic subjects are taught from a biblical perspective. The King James Version of the Bible (Old and New Testaments) is required for all classroom use. Digital versions are not to be used in chapel or Bible.

### **11.2 Field Trips/Off-the-Premise Activities**

Field trips are a regular part of the curriculum at Faith Baptist School and considered to be normal school days. All students are expected to participate. Field trips are planned to help the overall academic program. Permission forms are sent home and signed prior to the field trip. Students that do not have the form signed will not go on the field trip.

All students and chaperons are reminded that they represent Jesus Christ and the school family. Parents wishing to chaperon are asked to refrain from promoting other religious beliefs, lifestyles, private practices, or dress preferences which would differ in what our students are asked to do here at school.

Any student who violates such standards of conduct may lose his privilege of representing the school in off-campus activities.

Parents that are chaperoning are asked to follow the field trip code:

1. Parents must sign the insurance sheet before the activity.
2. Other children (older or younger) may not go on the field trip.
3. Tobacco (in any form) and alcohol are not permitted on the premises, vehicles, or activities of the school.
4. Keep a quiet and calm spirit while exercising a friendly demeanor.
5. Follow the teacher's guidelines. Handle all disagreements with the teacher in private.
6. The judgement of the teacher, and ultimately of the school, is final.
7. Chaperons are responsible for any extended care charges that may occur due to early departure or late return times.

Field trip fees are required for most field trips. There are times when these field trips can be billed directly to your family account.

All students are expected to ride with the group unless other arrangements have been made through the administration. Parents are not permitted to drive students other than their own children unless that other parent is also riding in the car.

The dress for field trips is determined at the time of the teacher applying for the field trip. The usual student dress for a field trip is school uniform.

### **11.3 Fine Arts**

Students in K5-12 are afforded the opportunity to participate in the fine arts program.

In the elementary school, students in grades K5-4 will participate in a weekly music class and/or choir class. Students in grades 5-6 will have required band and choir. Students in grades 7-12 have the option of choosing band, handbells, choir, or another elective; however, the opportunities to participate in competition, festivals, and other functions are a result of being a part of these music endeavors.

Our music teachers also offer private piano, voice, and instrumental lessons (discussed in 3.8 of the Finance section).

### **11.4 Lockers**

Students in grades 7-12 are assigned lockers located in or near the locker room downstairs. Some of these lockers are equipped with a built-in locker combination that must be activated to open the locker. From time to time, students may have an upper and a lower locker; however, this is not guaranteed.

The administrator and the high school supervisor have a key in case of an emergency.

Lockers are expected to be kept clean and organized. An unannounced monthly locker check will be done. Demerits will be given to those students that have an unkempt locker.

To keep the locker clean, students may buy shelves and organizational things for pens, etc. All books, backpacks, and lunches must be kept in the locker. The athletic director is responsible to see that the locker areas are kept clean.

## 11.5 Student Leadership

A group of students are invited to represent the student body at FBS. This team voices the needs, wants, and concerns of the student body. This group is not the deciding factor for policies or program. The team is also responsible for encouraging school spirit or organizing specific school spirit events like Spirit Week that is held annually at the school.

The student leadership team is also interested in helping in the community. As time permits, the group involves the student body as well in helping the community.

## 11.6 Senior Trip

A senior trip takes place at the end of the school year. The seniors have had the entire school year to raise funds in two ways. The first way is as a group. There will be various fundraisers that are held that profit the entire group. The second way is individually. Seniors are also given an opportunity to raise funds individually for their own personal travel on the class trip. All funds are submitted to our finance department and kept in an account for the class or the individual. **All seniors are expected to attend, and monies will not be reimbursed individually or split up if a student does not attend.** Should a senior receive seventy-five (75) demerits throughout his senior year, he will not be permitted to attend the class trip, and funds will not be refunded.

## 11.7 ODACS

The Old Dominion Association of Church Schools (ODACS) is an organization of church school ministries throughout the Commonwealth of Virginia. ODACS Competition is a regional and state-wide competition in Bible, Academics, and Fine Arts. The Bible/Fine Arts competition held in March includes five areas of competition: Bible, Music, Art, Speech, and Academics. The ODACS Track competition held in April/May includes track and field competitions.

Fourth through twelfth grade students may participate in the ODACS Competition. Some areas of competition may require that the student be a member of the classroom elective. For instance, band performers will need to be in band class and vocal music group competitors need to be in choir. However, this is not to say that a student not in band or choir could not compete in a solo instrumental or vocal category. All students participate in the preliminary in-school competition. Those selected from the in-school competition represent FBS at the regional competition. Students competing at level 2 and level 3 who receive first place at the regional level compete in a state competition. Students competing at level 3 who receive first place at the state level compete in a national competition in Greenville, South Carolina. Dates for these competitions are found in the school calendar.

If you would like your student to participate in the preparation of ODACS activities in a certain area, please be sure to fill out the ODACS Registration Drive Form. Some categories involve **extensive** home assistance.

### AREAS OF COMPETITION

**Bible/Fine Arts Competition:** The five areas of competition are Bible, Music, Art, Speech, and Academics. An individual student can enter as many as three different categories of individual competition, plus an art project or a science fair project. He can only enter one category in each area (example: Steve can enter a Bible category, a speech category, an academic testing category, and an art category. However, he could not enter vocal solo, sacred piano, crafts, and drawing). A student may enter group competitions besides the three individual categories.

### IN-SCHOOL COMPETITION

Students may sign up for competition areas at the beginning of the school year. Grades 4 through 12 will compete against each other at the in-school competition which may take place in January or February depending upon the competition category. Competitors for the regional competition will be selected from those who compete at the in-house competition. Only one student for each individual category will represent our school at the ODACS Bible/Fine Arts Competition.

### AWARDS

The regional ODACS will award 1<sup>st</sup> and 2<sup>nd</sup> place ribbons. The state competition awards 1<sup>st</sup> place trophies as well as 2<sup>nd</sup> and 3<sup>rd</sup> place ribbons. Homework passes and test passes are awarded to specific winners. Please see ODACS Registration Drive Information.

### FEES

A transportation fee will be charged for the State ODACS competition. The cost for Nationals is \$14.00/person/category with the exception of band (cost varies depending on number of band students). Those who compete at the National level will also be responsible for transportation, food, and lodging costs.

\*Your cooperation and support are greatly needed and appreciated as we prepare for this exciting competition.

## **12.0 Other Information**

### **12.1 ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Faith Baptist School has complied with the federal Asbestos Hazard Emergency Response Act (AHERA) [40 CFR 763.93 (e) (10)]. The building was found to be entirely free of any asbestos-containing building materials accessible to inspectors. The inspection results are available for review in the administrative office.

### **12.2 Child Abuse Policy**

#### **Purpose**

Child abuse as defined in this policy statement includes child sexual abuse. Historically, child abuse strikes children from every social background, race, ethnic culture, and age. Often it occurs in settings in which students completely trust adults. It can and regrettably has happened in the most trusted of all environments — the church. We have a profound moral and legal obligation to reduce the possibility of child abuse from ever occurring. By God’s grace, and as stewards of His holy work at FBS, it is our desire to make FBS as safe a place as possible for our most prized possessions — our children, that child abuse would never occur on these premises. More specifically, therefore, the purpose of this policy is to:

1. Safeguard the children and youth of FBS from child abuse.
2. Protect employees and volunteers from allegations of child abuse.
3. Limit the extent of the school’s legal risk and liability due to child abuse.

#### **Action**

General. In order to take every reasonable precaution to provide a safe environment for the children entrusted to FBS’ care, the following broad guidelines are to be placed in effect:

1. The screening of all employees, paid or volunteer.
2. Necessary precautions against child abuse and neglect occurring on FBS premises.
3. The use of classrooms and materials that are in good condition
4. The use of school vehicles that are in compliance with state safety standards and are operated by qualified drivers.
5. An initial and on-going training program for all employees of FBS.

#### **Reporting Obligations**

State compliance — legal obligation. The Virginia Code is very clear regarding the reporting of child abuse and includes every employee and volunteer at FBS. The Code states in part “...any person associated with or employed by an private organization responsible for the care, custody, or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately” (Article 63.1-248.3). Reports are to be filed within 72 hours to the Spotsylvania County Department of Social Services.

### **12.3 Sexual Harassment Policy**

We believe that there is adequate Scriptural basis for a policy against sexual harassment. Our Lord admonishes us to treat others as we would want to be treated (Mt. 7:12). Ephesians 5:29 gives the Christian guidance in language which would edify the hearers.

Faith Baptist School prohibits any form of sex discrimination, including sexual harassment. Sexual harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior of a sexual nature that has the purpose or effect of substantially interfering with an individual's well being or which interferes with a person's ability to do his/her job. This policy against sexual harassment extends to both employees and students of Faith Baptist School.

Any student who feels that he or she has been the victim of sexual harassment should contact either the school administrator or one of the teachers, who will then report to the administrator.

It is the policy of Faith Baptist School that no teacher or other employee of the school may date a student who is currently enrolled in the school or have a romantic relationship with any student.

### **12.4 Communicable Disease Policy**

While it is not the desire of Faith Baptist School to discriminate against any student, we are charged with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to mortal illness.

We recognize also that the school, with its limited finances, is not equipped to physically care for the needs of very ill students or any student with a serious continuing or chronic communicable disease.

Therefore, because we are moved with sympathy for the sick child and the well child, it will be the policy of Faith Baptist School to deny admission or to require dismissal from the school of any child with a serious and continuing communicable disease. The concern is twofold: it is that other students not be infected and that the ill student will not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at Faith Baptist School or who seek to enroll at Faith Baptist School who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease shall be denied admission or dismissed from the school. They will not be permitted to enroll or re-enroll in regular classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to such diseases as, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (AIDS Related Complex) are included in this policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

In adopting this policy, Faith Baptist School recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statements in light of significant new information on such diseases.

Faith Baptist School also does everything necessary to prevent the spread of common communicable diseases. Students with an acute (short-term) contagious disease should not return to school until released to do so by their physician. Students with certain types of diseases may be asked to provide an attending physician's statement giving them permission to return to school or participate in school activities.

Students who have had fever or obvious signs of contagious illness, such as flu or other viral infections, should not return to school until the student has been without fever and symptom-free for 24 hours without fever-reducing medications.

## **12.5 Student Drivers**

Student drivers are required to register for parking. This can be done at the annual orientation before school begins or within the first week of school. Students who begin driving to school during the school year must also register with the school office prior to driving. Registrations for parking are also taken in the school office on the first day of school. Students who drive to school must park in the designated student parking area of the parking lot. The student placard must be displayed in the windshield while parked. Once arriving at school, the student driver may not return to his vehicle until the dismissal of school unless permission has been given by the school office. Drivers displaying erratic or reckless behavior on or near school grounds or who are excessively tardy to school will forfeit the privilege of driving to and from school.

Student drivers will be dismissed no earlier than 3:15 p.m. If a student that drives has a need to leave school early, he must have a written note from home stating the time and reason he is to leave. He must also come to the office before leaving to sign himself out.

Any boy-girl couple shall not arrive to nor leave from school or school functions without an approved chaperon. Drivers arrange for chaperon approval in the school office at least one day in advance.

## **12.6 Parking Lot/Drop-off/Pick-up**

Safety is a priority when picking up or dropping off students at the school. Therefore, the following rules regarding vehicle operation and use of crosswalks must be followed.

### **VEHICLE OPERATION**

1. The administrator or supervisor stationed in the lot has priority concerning the direction and manner that vehicles maneuver during pickup and drop off times.
2. All cars are to travel at 15 mph or less.

3. Parents entering the school facilities must park. **Do not park or leave your car in the lane of traffic unattended.**
4. Parents transporting kindergarten, elementary and secondary students are to use the school lobby doors.
5. Parents transporting preschool students only may proceed directly to the preschool area for drop off and pickup.
6. All drivers are to be aware of the traffic cones.

**Remember that pedestrians using the crosswalk have the right-of-way!** Please drive with caution. We appreciate your cooperation to help make the parking lot safe for our students.

### **DISMISSAL TIMES**

Students in K5-grade 6	3:00 p.m.
Students in grades 7-8	3:05 p.m.
Students in grades 9-12	3:15 p.m.

### **DISMISSAL PROCEDURES**

1. Weather determines the traffic pattern. Parents are asked to follow the cones.
2. Two lanes are usually designated for picking up. Those picking up are asked not to block both lanes. Drivers must also stay in their car.
3. Follow the directions of those directing traffic.
4. Students will be lined up in grade order and dismissed by the teacher, supervisor, or administrator walking the student to the car.
5. Drivers who come into the building to pick up children must park their vehicles and wait outside. During inclement weather, the lobby will be full of children.

## **12.7 Fire Drills/Safety Procedures**

FBS desires and plans for all students to be safe should a specific emergency take place on campus. Implementation of new drills and routes may be placed in the school at any time.

Students are expected to follow the guidelines taught to them.

Fire drills are a normal monthly procedure that takes place. Each room contains the fire exit route to follow. Students will do drills monthly and are expected not to talk in the hallway, stairwells, or exterior lines. Teachers instruct students to go quickly to their designated areas.

## **12.8 Library**

The Grafton Library stocks a good variety of fictional, non-fictional, and reference materials. Books needed for book reports, research papers, and leisure reading are found in the library. Teachers may arrange visits to the library during the day. The responsibility for the safe return of materials checked out from the library rests with the parents. Items not returned to the library by the student are billed to the parent's account. Overdue library books are charged ten cents per day per item. Weekly overdue and fine notices will be sent home with the student. Any accounts that are not brought current in thirty days will be transferred to the finance office and applied to the family account.

## **12.9 Lost and Found**

All found items are sent to a designated lost and found area for each department. K2-K4 should check with the preschool office. Grades K5-12 have a specific cabinet that is presently located in the hospitality room that will store these items. Reclaiming items must be done before or after school. Periodically throughout the school year lost articles will be on display. Students can claim them during these times. Any items remaining afterward are discarded, donated to a charitable organization, or sold. Students are encouraged to label all uniforms worn to school as well as personal items brought to the school.

## **12.10 Personal Invitations**

Students or parents wishing to distribute invitations to members of any class must first receive permission from the teacher of the class. It is the parents' responsibility to distribute or mail approved invitations. **FBS is not permitted to give out addresses or phone numbers.**

Solicitation is forbidden at Faith Baptist School. This includes selling of tickets, candy, distribution of political material, or circulation of petitions and flyers.

## **12.11 End of Year**

All library books, textbooks, and school materials must be returned in good condition. Lockers and desks must be clean and free of damage. A fee will be charged for any damaged or lost item. This fee must be paid before report cards or records will be released.