



# **First Baptist School**

***Elementary  
Parent-Student  
Handbook***

***Reach the students.  
Glorify Christ.  
Transform the world.***

2025 -  
2026



**DEDICATED TO:**

*Well-rounded Spiritual, Mental,  
Physical and Emotional Development  
Sound Christian Character  
High Academic Achievement  
Loving, Firm Discipline*

First Baptist School (FBS) was established in 1955 as a ministry of First Baptist Church (FBC). It is fully accredited by the Association of Christian Schools International (ACSI) and Cognia. ACSI and Cognia are recognized by the state of Texas as approved accrediting bodies for private schools in Texas.

First Baptist School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship programs, athletic opportunities, or other school-administered programs.

**FIRST BAPTIST SCHOOL**

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**Disclaimer: FBS reserves the right to make changes to this parent/student handbook at any given time as deemed necessary by the school's administration and/or by the FBS Committee/School Board.**

## **MISSION STATEMENT**

**First Baptist School** exists as a ministry of First Baptist Church to students in Brownsville, Matamoros, and the surrounding areas. First Baptist School is committed to glorifying God by providing a biblically-based education so that students are transformed and equipped to meet the challenges of post-secondary education and career advancement, while serving and impacting the world for the Kingdom of Christ.

## **STATEMENT OF PHILOSOPHY**

First Baptist School bases its philosophy of education on the Bible, the infallible, inerrant Word of God and develops its curriculum not contrary to the faith and practice of First Baptist Church. Each child is created in the image of God and yet has a fallen nature. Therefore children are treated with love and respect and given appropriate instruction for proper Christ-like behavior. The home is the primary instructional environment for children and so a quality, cooperative relationship between home and school is sought.

The highest level of academic instruction, appropriate to the variety of learning styles and developmental needs of the students is provided. Teachers model in lifestyle and daily practice their living and vital relationship with Jesus Christ as they provide a positive, godly learning environment for their students.

## **CORE VALUES - Crusaders are ...**

**Christ-like** – We will choose to be like Christ in word and deed  
**Respectful** – We will respect God-given authority  
**Unselfish** – We will prefer others over ourselves  
**Steadfast** – We will be firmly loyal and constant  
**Aware** – We will know that God is working in & through us and our world  
**Disciplined** – We will practice self-control and obedience  
**Enthusiastic** – We will be zealous and motivated  
**Responsible** – We will be reliable and trustworthy  
**Sincere** – We will be genuine and true

## **GOALS AND OBJECTIVES**

**First Baptist School has as its primary goal to glorify God through making disciples of the Lord Jesus Christ. This goal leads to the following objectives:**

- ☐ Present clearly and positively the claims of Christ to the students, the parents, and every other person associated with First Baptist School.
- ☐ Help develop students' practice of regular devotional Bible study and to apply the Bible's truth to their everyday lives.
- ☐ Involve students in consistent Bible memorization.
- ☐ Teach students how to share their faith and provide opportunities to do so.
- ☐ Challenge the students' spiritual growth through meaningful and relevant chapel services.
- ☐ Strongly encourage students' involvement in an evangelical church.
- ☐ Warn the students of the dangers of an impure lifestyle and encourage a separation from all that could harm their spiritual growth.
- ☐ Equip students to overcome sin.
- ☐ Teach students how to gain a clear conscience.
- ☐ Teach students the importance of respect and submission to God-given authorities.
- ☐ Challenge students to embrace the goal of making disciples throughout the world.

**First Baptist School endeavors to prepare students academically for a lifetime of learning. This goal leads to the following objectives:**

- Provide experiences in which each student can develop fundamental skills in listening, reading, writing, speaking, and mathematics.
- Promote high academic standards and to encourage students to maximize his God-given potential (II Timothy 2:15).
- Develop critical, creative, and logical reasoning within the guidelines set out in the Word of God.
- Foster an understanding of, as well as love and respect for, our Christian and American heritages.
- Put current issues and trends in the perspective of the Word of God and His eternal plan for mankind.
- Encourage an appreciation for art, music, literary and dramatic forms as expressions of the God-given creativity that each student possesses.
- Teach methods of independent research in addition to good study habits.

**First Baptist School recognizes the value that God places on the individual and desires to see students develop emotionally and socially. This goal leads to the following objectives:**

- Teach students that their greatest potential in life can be achieved as they learn to place daily confidence in God's leadership.
- Help develop a personality that reflects God-given values of life, morality, and self-esteem.
- Instill the value of time in both work and leisure activities and teach that there must be a healthy balance between the two to enjoy life.
- Promote a healthy view of society, not only local but worldwide and encourage students to participate in creating a society that is based on God's principle: to love our neighbor as ourselves.
- Teach students to value the opinion of others, to accept the majority rule as it follows God's principles, and to stand alone when those principles are challenged.
- Encourage the development of open communication within families. The family is God's umbrella of protection with authority and responsibility given to parents for the safety, nurture, and guidance of children. The seeds of God-honoring families must be nurtured in our children today.
- Develop an understanding for God's economic system: All that we have belongs to God and is intended to be used for His glory.

## **STATEMENT OF FAITH**

**We believe and unqualifiedly affirm:**

- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act;
- The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
- The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing His saving grace through the ministry of the Holy Spirit.

## SCHOOL COMMITTEE

First Baptist School is governed under a nine-member School Committee who is very interested in the operation and growth of the School. The School Committee is authorized by FBC to provide personnel oversight and to be the policy-making body of FBS. The policies of the school are subject to change at any time at the discretion of the school committee. The Superintendent reports directly to the School Committee.

## FACULTY AND STAFF

The chief administrative officer of FBS is the Superintendent. The Superintendent ensures the implementation of policy and oversees the daily operations of the school. First Baptist School follows the high standards set forth by ACSI for the requirements for teacher certifications. As well, our teachers and staff serve as role models of Christian service and discipleship in their daily lives.

## FINANCIAL INFORMATION

**REGISTRATION:** Pre-registration for the following year begins February 1<sup>st</sup>. On March 1<sup>st</sup>, new students will be accepted to the capacity of each class. An annual registration fee must be paid before any student can be considered enrolled in a class. There will be no refund of the registration fee, unless the child is subsequently not accepted for admission. Students with outstanding balances will not be permitted to register at the discretion of the administration.

**FEES:** The annual fees-for each student are due by September 1st. Late payment may result in a 10% late charge. Student accident insurance covering all students is included in the fee.

**PAYMENTS:** Payments are made in 10 monthly installments beginning **August 1** and ending **May 1**. Upon payment of the registration fee, the student's name will be added to the class list.

Because the school budget is funded almost exclusively by tuition and fees, it is very important that payments be made on time. Payments are due on the 1st of each month and are considered delinquent after the **10th**, even if the 10th falls on a weekend or during a holiday period. A 10% late fee will be assessed on the balance of all accounts after the 10<sup>th</sup> unless arrangements have been made with the office. Students whose tuition is more than 2 months in arrears will not be allowed to remain in school unless satisfactory arrangements are made for payment. The final payment must be in the office before final report cards or transcripts are issued at the end of the school year. Academic records will not be released until the account balance is cleared.

Payments can be made in cash, with a credit card or check in the school office or electronically through RenWeb. The school is not responsible for tuition sent with the students. Please make checks payable to First Baptist School. A \$25 fee will be assessed for any returned checks.

**REFUNDS:** There is no refund for absences due to illness or other causes. If a student is withdrawn from school for any reason, a refund may be made subject to the status of the family's account and the amount of time remaining in the school year. *At least one week's notice must be given to the school office prior to withdrawal of any student.* Failure to provide sufficient notice will result in the forfeiture of any refunds and a delay in receiving transfer records.

**EARLY ARRIVAL FEE:** Any student who arrives at school before 8:00 A.M. should report to the library. A daily fee will be assessed per child for early arrival unless the child is already enrolled in the extended-care program. No child should arrive before 7:30 A.M. as there is no supervision before that time.

**EXTENDED-CARE FEE:** There are daily and monthly rates available for both morning extended care and afternoon extended care. These fees should be paid on a monthly basis under the same guidelines as the tuition. Special arrangements must be made on an individual basis with the administration.

**DISCOUNTS:** (Apply to tuition only)

*Discounts apply only to:*

3 <sup>rd</sup> child enrolled at First Baptist School	10%
First Baptist Church Members	10%
Pastor from other Evangelical churches or in paid full time evangelical ministry	25%

## MEDICAL INFORMATION

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered by a member of the school staff. No care, beyond first aid - defined as immediate, temporary care - will be given by school personnel. If an emergency occurs, every effort will be made to contact the parents. Please make certain that the school is aware of changes in your telephone numbers at home and work. If parents cannot be reached, appropriate medical attention will be secured by the superintendent or his designee.

An immunization record must be filled out by your physician and submitted to the school office with the application. Students must be vaccinated with the state mandated vaccinations before school begins. All students are required to have a valid physical on file with the school office.

*No staff member will be permitted to administer any medications, aspirin, etc., to any student for headaches, fever, or other reasons without parent authorization.* An authorization in the admission application permits office personnel to administer antacids/Tylenol without specific parent authorization. **All medication, prescription and over-the-counter, must be kept and administered at the school office.** For safety reasons, students will not be allowed to keep medications with them in the classroom without permission from the administration. Prescription medication to be taken at school requires a written authorization from the doctor.

**Children with colds (coughing, sneezing, and fever) or any other communicable illness or disease will not be permitted in the classroom.** If there is any indication of such, the child will be isolated from other children while the parents are notified and until some authorized person comes to pick up the child.

As the need arises, students will be screened for head lice. Any students found to have lice must be picked up immediately and instructions will be given to the parent as to how to secure immediate treatment. Students may not return to school while live lice or nits are still present.

## SCHOOL PICTURES

School pictures are taken in September. Retakes of individual pictures are taken for students who were absent or whose photo did not turn out. Pictures may be used for marketing and yearbook purposes.

## LUNCHES

FBS provides a lunch program for all students who choose to participate. Students who choose not to purchase lunch must bring lunch from home. Parents will be contacted for instructions if a student does not buy or bring lunch to school. If attempts to contact parents are unsuccessful, the student will be given lunch and the parents will be charged. Parents should contact the school office about special arrangements.

## PARENT VISITS AND CONFERENCES

All parents visiting the school grounds for any reason, including lunch, **must report to the office as soon as they arrive on campus to receive a visitor pass.** All visitors to classes or lunch must have valid background checks on file in the school office. All persons entering the School should be properly dressed.

Parents **should not** interrupt any class to confer with a teacher. Any parent desiring a conference with a teacher or the principal about a student is asked to contact the office to arrange the conference at a mutually convenient time.

## ORIENTATION and OPEN HOUSE:

Meet the Teacher Open House, usually in the afternoon before the first day of classes, allows parents and students to visit the school, see the child's classroom and meet the child's teacher(s).

## PROGRAMS

First Baptist School presents several performance programs each school year as part of our curriculum. These offer students the opportunity to celebrate and share their abilities with others. If a student's class is involved, they are required to attend and participate. We also invite and encourage parents and other family members to attend if at all possible. Students who do not participate may be required to complete an assignment to make up for their absence.

## ATTENDANCE

### SCHOOL HOURS:

	Regular School Day	Noon Dismissal
Pre-School - 5 <sup>th</sup> Gr.	8:30 am – 3:50 pm	8:30 am – 12:00 pm

**ABSENCES:** While students should not be in school when they are ill, being absent places the student at a disadvantage because of the difficulty of making up the work missed during the absence. Whenever a student is absent, please notify the school office in person or by phone to request that the absence be excused. Homework and classwork assignments can be accessed through Google Classroom and RenWeb. If the absence is foreseeable, the parent should inform the teacher and secure as much work as possible to be completed during the absence to minimize the amount of make-up work upon the student's return. **Doctor, dental, and other appointments are to be made after school hours, except in the case of an emergency.**

Upon the student's return to school, a note signed by the parent/guardian must be presented in the school office stating the dates of absence and the reason for the absence. Without proper notification a student will be given an unexcused absence. If the student brings a parent excuse the following day, an excused absence will be issued.

### **EXCUSED ABSENCES:**

Students will be given a day for each day of absence plus one extra day to make up the work that was missed (if a student misses 2 days, they will have 3 days to make up work). It is the student's responsibility to go to the teacher to obtain missed assignments. Any work which is not made up will be recorded as a zero (0). The total number of absences allowed for any semester is 9 at all levels regardless of reason, unless prior permission is obtained from the administration. Upon reaching the 10th absence, the grade in the affected class(es) will be lowered ten full grade points. Any additional absence will incur another 1 point deduction per absence with the exception of absences with a doctor's note. *An exception to this policy may only be granted by the Superintendent with a formal parental written request made within 30 days of receipt of the report card.*

**UNEXCUSED ABSENCES:** Students will receive a grade of zero (0) on all work missed during an unexcused absence.

**PERMITTED ABSENCES:** Students missing class for official school sanctioned events (science fair, participation in school sponsored athletic events, field trips, etc.) will be granted a permitted absence. These absences are not considered as part of the count for loss of credit/grade or perfect attendance.

**TARDINESS:** All students must arrive at school on time. Entering the class late interrupts the teacher and the entire class. **A student is considered tardy if he is not seated in the classroom when the tardy bell rings.** Continued tardiness will necessitate a conference with parents and principal. The student arriving late must bring a handwritten excuse, signed by the parent, to the school office late. He will then be issued the tardy slip, which will be marked "excused". **Without an excuse signed by the parent, the student will automatically receive an unexcused tardy slip.** If a parent excuse is brought the following day, the student will be reissued an excused tardy slip. Tardies will be counted at the end of each grading period.

1. Three (3) tardies will constitute one (1) absence.
2. Students who through tardiness have exceeded the absence limit will be subject to the academic penalties prescribed by school policy.

### **CHANGE OF PERSONAL INFORMATION**

It is very important to notify the school office immediately as to any change of physical address, email, and mobile and/or home telephone number. The majority of official communication from FBS will be through email or text message.



**ARRIVAL:** Normal arrival time is between 8:00 and 8:20 am. Students arriving before 8:00 am will be assessed the Early Arrival Fee. Persons delivering elementary children to school should make sure that some responsible school personnel are aware of the child's arrival. If students do not report to the morning care supervisor, the school is not responsible for their welfare. Weather permitting, children arriving after 8:00 should report immediately to their assigned waiting areas and remain there until the bell rings or their teacher picks them up.

**DAILY DEPARTURE:** Students should be picked up PROMPTLY. Elementary *Students who are not picked up by 4:00, will be placed in the extended-care rooms and the parents will be charged. Students may not wait unsupervised anywhere on the campus.* If a parent knows they will be late picking up their child, please call the school office so that the student can be sent to wait for them in the extended care rooms.

Preschool and Elementary students are assigned to the East parking lot. Parents should not come into the hallways or stand outside the rooms waiting for the students to be dismissed. Please follow the prescribed pick up procedures..

**EARLY RELEASE OF STUDENTS** Parents who *must* pick up students during school hours should follow these guidelines.

- Go to the school office to sign out the child.
- A slip will be issued authorizing the teacher to release the student. No student will be released without authorization from the school office.
- If someone who is not listed on the enrollment form is to pick up the child, parents must call the school office authorizing that person to take the child.
- Identification may be requested of someone who is not recognized by school personnel.
- The administration should be informed of any person whom the parent/guardian does not want to pick up the child.

### **TRAFFIC FLOW AND PARKING**

Because of the number of vehicles that flow through the parking lots each day, it is very important that drivers observe the following guidelines:

- **IMPORTANT** Please obey all posted entrance and exit signs. Do not enable others to enter and exit improperly. This is for your safety and security.
- Drive very slowly while entering, crossing and exiting the parking lots. Adults and children are walking through the lots and with many cars it is sometimes difficult to see.
- **If the driver is going to get out of the car for any reason, please park in the parking spaces.** Do not block or impede traffic flow by parking or standing in traffic lanes.
- Respect the no-parking zones and restricted-parking spaces, such as fire lanes, handicapped parking, church-visitor parking and church-staff parking. Unauthorized vehicles parked in these areas will be asked to move
- Respect the authority of any school or church staff that is patrolling the parking lots. They are there to protect your child from danger.

## **ACADEMIC POLICIES**

First Baptist School strives to provide the best academic environment possible for our students, with high expectations and a rigorous curriculum. In addition to the use of traditional textbooks and workbooks, a number of technology platforms are utilized to further that goal.

Google classroom is heavily employed to facilitate both the distribution of assignments and the submission of them. All of our students are issued a school email account for use in all school related communication either through email or chat. While Google Classroom is not used to maintain grades, grades on individual assignments can be found there. Parents can be given access to their student's GC account on a class by class basis and are encouraged to do so to keep current

on assignments and the quality of work being submitted. Should a student be absent from a class, most of the time their assignments are on Google Classroom and can be accessed from home.

IXL® is used at both the elementary and secondary levels to provide individualized instruction in a digital format. Students are tested and then assigned based on their level of comprehension. The program then continues to reinforce and challenge the student based on their own effort and ability.

## **GRADING**

### **GRADING SCALES**

#### **Kinder 3-4**

Students in pre-kinder classes will receive progress report cards indicating:

- E – Excellent
- VG – Very Good
- S – Satisfactory
- NI – Needs Improvement

#### **Kinder 5 - 5th Grade**

Students in grades Kinder 5 - 5th receive grades on the following grading scale:

- A - 100 – 90
- B - 89 – 80
- C - 79 – 70
- F - 69 and below FAILING

### **GRADING AND HOMEWORK**

Students in our school work hard during the school day with the primary emphasis being upon the academic and spiritual needs of the child with adequate weight upon their emotional, social, and physical needs. In order to prepare the student for future work, homework will be required for all students.

### **REPORT CARDS**

Our grading system is designed to give parents a true indication of the student's progress or lack thereof. As a rule, report cards are given to students the Friday following the end of each grading period.

### **RENWEB**



As part of our mission to support parents as they teach and train their children, our school has implemented the RenWeb program. RenWeb is an internet-based school administration program. Daily assignments, grades, conduct and teacher contacts are all available through this program. Each family must provide a valid email address to the office to have access. Grade books are disabled during the week of report cards and in the case of excessive balances.

#### **HONOR ROLL**

At the end of each semester, honor roll students will be announced. Students who receive grades of 95 or higher in all subjects will be placed on the Principal's Honor Roll. Students who receive grades of 90 or above in all subjects will be placed on the "A" Honor Roll. Students who receive grades of 80 or above in all subjects will be placed on the "B" Honor Roll. The end-of-year honor rolls are based on the projected year-end average.

### **Testing**

First Baptist School students verify the levels of academic excellence taking place in the classroom through annual results on a standardized test, the ITSB (Iowa Test of Basic Skills). These are normally administered during the month of April. Parents should ensure that students are in school all the days of testing and are well rested.

The average First Baptist student scores almost two years above public school national averages. Although standardized test scores only measure one aspect of a student's progress, these results help the school evaluate school-wide academic programs. **Students testing below the 40<sup>th</sup> percentile are highly recommended to attend summer classes. Students testing below the 20<sup>th</sup> percentile may be required to attend summer classes.**

## **PROMOTION CRITERIA**

Students who work hard and show acceptable progress - (as determined by consultation with the classroom teacher and administration) - during the school year in the core subject areas will be promoted to the next grade. Students in Grades 1-8 who fail two subjects for the year will be promoted to the next grade on the condition that they will attend and pass summer school during the summer. A student who fails three or more core subjects for the year will not be promoted to the next grade. It will also be recommended that they receive summer help in the subjects failed. The Principal must approve any summer school program to ensure that the student will be helped in the areas needed.

Students may be placed on Academic probation for failure to achieve passing (70) grades in multiple classes for any term. The terms of that probation will be established at the time it is imposed. Failure to meet the terms of academic probation will result in a student being asked to leave FBS for a minimum of two semesters.

## **INTERNET USAGE POLICY** See Appendix B

## **DRESS AND PERSONAL GROOMING**

Proper grooming is taught along with other rules of manner and morals. First Baptist School strives to help our students avoid distractions caused by clothing decisions, while maintaining a reasonable uniform policy. The emphasis is on Extra-curricular activities and special events may have specific dress guidelines as designated by the administration.

Because we always want to present a good example before the students, *proper dress for those calling for children is required*. Anyone dressed immodestly or offensively will be asked to leave the campus and not return until they are properly attired.

In the same light, visible tattoos and body piercings (including abnormal or excessive ear piercings) cannot be displayed in any fashion while enrolled at FBS. If a visible tattoo or body piercing was obtained prior to enrollment it must be removed or covered while on campus or during off campus school activities, including formal activities. Failure to do so may result in the student being sent home until the matter is remedied.

**Students must wear FBS Uniform components from an approved vendor as listed on the school website (fbscrusaders.net).** Please label all uniform components with at least the child's last name so that any items that are misplaced or lost can be returned to the child.

## **UNIFORM POLICY FOR BOYS**

1. Uniform shirts and pants designated for the grade level of the boy should be worn every school day.
2. Socks and shoes must be worn at all times. Athletic shoes are preferred as they will be required for all P.E. classes; otherwise, he will have to change his shoes for P.E. Sandals, backless shoes or Crocs of any kind are not to be worn.
3. P.E. uniforms will be required for all students beginning in grade 4. Earlier grades may wear P.E. uniforms. Younger students may wear shorts under their uniforms to use in P.E.
4. Hair must be kept clean and neat, off the collar, out of the eyes, and not longer than the middle of the ear. No unusual or bizarre hairstyles or colors will be permitted.
5. Hats or caps are not permitted during school hours.

## **UNIFORM POLICY FOR GIRLS**

1. Girls must wear the designated uniform components for their grade level each school day.
2. Uniforms may not be too tight or short. Undergarments may not be visible or of a color which draws attention to them.
3. Socks and shoes must be worn at all times. Athletic shoes and socks are preferred as they will be required for all P.E. classes; otherwise, students will have to change their shoes for P.E. Sandals, backless shoes or Crocs of any kind are not to be worn.
4. P.E. uniforms will be required for all students beginning in grade 4. Earlier grades may wear P.E. uniforms. Younger students may wear shorts under their uniforms to use in P.E.
5. Hair must be kept clean, neat and out of the eyes. No unusual or bizarre hairstyles or colors will be permitted.

6. Hats or caps are not permitted during school hours.

## **GENERAL POLICY**

1. Students who come to school dressed improperly will be required to change clothes, even if it necessitates parents bringing proper clothing from home.
2. If questions concerning personal grooming arise, the staff and administration will be happy to assist the family.
3. The final decision on all questions relating to dress, hair and conduct shall be made by the administration.

## **FIELD TRIPS**

Required off-campus field trips may be taken throughout the year. Parents may attend field trips with proper approval. Signed permission slips are required for off-campus field trips.

## **CHAPEL**

Chapels are required for all students and faculty.

## **PHYSICAL EDUCATION AND SPORTS**

A program of physical education is provided. No student will be exempt from P.E. without a written excuse from the doctor and/or parent. **The note must state the amount of time the student is to be excused from P.E. and in what type of activities the student can participate.** A current physical must be on file in the office for students each year. Students will receive zeros for each day they cannot participate without a physical.

## **BACKGROUND CHECKS**

Background checks are required for parents and other volunteers to participate in school-related activities (e.g. field trips, coaching, elementary specials, visiting at lunch, etc.).

## **CHRISTIAN PATRIOTISM**

**First Baptist School** believes that patriotism (love of and loyalty to one's country) is a biblical concept (1 Timothy 2:1-4). It places emphasis upon the greatness of America's heritage and sacrifice of its heroes. America is a nation which guarantees liberties to educate to preserve freedom. This school unashamedly teaches the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, attitudes which promote respect for the flag, and love of country. As such, students will show proper respect during pledges and flag ceremonies.

## **DISCIPLINE**

### **Levels of Discipline**

1. Each teacher should have and enforce an approved discipline plan which is communicated to the parents and students. This plan shall include a graduated system of positive rewards and negative consequences.
2. If a student is referred to the administration, the administration will administer discipline that is appropriate to the offense. Corporal punishment may be administered at the discretion of the principal.
3. If the student's behavior does not improve, the parents will be advised that the student faces a possible suspension of up to ten (10) days.
4. The administration has the authority to suspend a student for up to ten (10) days at any time if the severity of the student's actions warrants such. Students will receive a grade of zero "0" on all daily work for the duration of the suspension. Tests and quizzes given during this time will be made up under the same conditions as an excused absence.

5. The administration has the authority to expel or withdraw any student at any time indicating the student's or family's incompatibility with the purposes and standards of First Baptist School.

### **Substance Abuse Deterrence**

As a deterrent to the sale, distribution, possession and use of alcohol, drugs, drug paraphernalia, and tobacco by First Baptist Students, the following measures can and will be employed by the administration: Students must respect the rights and property of others.

- **Unannounced inspections of students, lockers, automobiles, schoolbags and school facilities with and without the use of trained drug-detection dogs.**
- **Drug testing of any student selected by the Administration (with or without probable cause) which, at the discretion of the Administration, shall be performed at the student's expense, including on-site testing.**

*By enrolling at First Baptist School, parents and students agree to submit to these deterrence measures. Positive drug test results will be reported to parents and proper authorities and may or may not result in disciplinary measures.*

### **Campus Wide Discipline Policies:**

1. **Crusaders leave people and places better than they found them.**
2. Disrespect toward any First Baptist School staff member will not be tolerated.
3. Students will address all adults with "Yes, ma'am"; "No, ma'am"; "Yes, sir"; "No, Sir".
4. The use of inappropriate language will result in disciplinary action.
5. We maintain a closed campus. No child shall leave the school grounds after arrival in the morning except by special permission from the parents and principal or a faculty member.
6. All students must strive to keep school grounds, playground, classrooms, hallways, restrooms, and lunchroom clean. Trash must be placed in receptacles provided. **Parents may be held liable for damage caused by students.** Eating and drinking are permitted only in designated areas. **Students may not eat or drink during classes.** Water may be permitted in the classroom *with teacher permission*
7. Chewing gum is never permitted on the school grounds or vehicles.
8. Students must help keep property in good repair by never defacing it, and reporting anything that is damaged or lost. Students who deface or damage church/school property will be required to place the repair/replacement costs as well as complete work assignments on the grounds.
9. Students are NOT to be in the building before or after the designated time without permission from the office. Students should never enter a building, including the gym for P.E. where an adult is not present. All students must remain in assigned areas only.
10. Shouting, loud talking, running, shoving, or horseplay in the building or hallways is not permitted.
11. Cell Phones, Electronic devices, smart devices (watches, etc.) and music players as well as video entertainment devices are not to be used on campus during the school day except for an academic purpose, and then only with teacher permission. This includes extracurricular and school-related activities. These devices will be confiscated and kept in the school office. Parents may be required to pick the item up in the office. A fine of \$10 per incident will be charged for violation of this policy, in addition to loss of merit points.
12. Weapons, matches, lighters, electronic smoking devices, knives or any articles pertaining to the use of drugs are not permitted on campus.
13. First Baptist School is a smoke-free and drug-free institution. Therefore, tobacco products, cigarettes or vaping products and alcohol products are not permitted on campus.
14. Students are not allowed to sell anything to other students unless it is a **school-sponsored sale**.

### **Academic Dishonesty**

Academic dishonesty undermines the learning experience and violates the Christian moral and ethical standards of First Baptist School.

Academic dishonesty includes but is not limited to the following:

1. Plagiarism- presenting another's work as your own, including but not limited to quoting, paraphrasing, and utilizing published works without proper acknowledgement. This also **includes the use of AI (artificial**

**intelligence**), signing in to another student's account to submit work for them, or sharing assignments not authorized for sharing.

2. Fabrication-making up material and submitting it as fact.

3. Cheating-submitting previously completed work (i.e. projects) as new work, giving or receiving information during an exam or on homework either written, verbally, or electronically (cell phones, I-Pads, etc.)

FBS has zero tolerance for academic dishonesty. Students will receive a zero (0) for the work, and at the discretion of the staff or administration receive further disciplinary action. This may include removal from honor and leadership positions, removal from extracurricular activities and ultimately, expulsion.

### **Personal Communication Device Policy**

In compliance with state law and to ensure a focused learning environment, First Baptist School is implementing new rules regarding the use of personal communication devices during the school day.

#### **Prohibited use:**

- Students are not allowed to use personal cell phones or any school issued devices for personal communication during the instructional day.
- This includes any time they are on campus between the first bell at 8:00 and last bell at 4:00 pm. Including lunch, restroom breaks, hallways, and in between classes.
- All devices must be turned off, out of sight in your backpack or in your locker.

#### **Emergency Contact Procedures:**

- If parents or guardians need to reach their child during the school day. Please call the school office. Staff will be available to deliver **urgent** messages promptly to your child

#### **Prohibited Devices:**

- **Cell phones**
- **Smart Watches**
- **Tablets**
- **Paging Devices**
- **Headphones & Ear Buds**
- **Any other alternative electronic devices.**

**Note: Consequences for violations of this policy will be handled according to First Baptist School Administration.**

### **Bullying Prevention Policies and Procedures**

**Biblical Illustration of Relationships** "My command is this: Love each other as I have loved you." (John 15:12, NASB)

**Rationale** First Baptist School believes that all people are created in the image of God (Genesis 1:27) and therefore deserve respect. FBS is committed to promoting a school environment free of bullying. Bullying is never acceptable, but FBS realizes it may occur. We have zero tolerance for such conduct and consistent with this policy a true violation will result in appropriate disciplinary action. We seek to implement a clear approach for dealing with bullying in order to protect our students and to help everyone involved to learn how to relate in a way that is in line with biblical standards.

**"Bullying"** is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that

- has the effect or will have the effect of physically or emotionally harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- infringes on the rights of the victim at school.

**"Cyberbullying"** is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. This includes

- bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; or
- cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity.

#### **Approach to Bullying**

- Students, faculty, staff, and parents should notify a member of the Administration immediately when there is a suspicion or report of such activity.
- The Administration reserves the right to use any disciplinary action, up to and including expulsion and law enforcement involvement, in such cases.
- Wrongful or untrue claims of bullying, harassment, threats, or assault are strictly prohibited. The Administration reserves the right to use any disciplinary action, up to and including expulsion, for such an act.
- We partner with parents to approach all interactions in a way that instills confidence in our methods. Our strategy relies heavily upon the student and family's recommendation as to the best course of action. Families should feel confident that the administration will handle situations in ways that not only make things better, but that avoid making them worse.
- Students and parents are encouraged to come in and speak with the Administration to relay what is happening.

QUESTIONS REGARDING ANY INFORMATION IN THE *PARENT-STUDENT HANDBOOK* SHOULD BE REFERRED TO THE ADMINISTRATION OR OFFICE STAFF.

First Baptist School  
**Code of Conduct**

**As a family:**

1. We understand that by enrolling at First Baptist School, we are accepting all school policies-those outlined in the student handbook and the policy manual. We understand that students and parents are to follow these policies.
2. We shall adhere to the FBS Dress Code Policy as administered by the school to promote a strong academic environment.
3. We understand that communication and interaction between parents, students, faculty, and administration is encouraged. Communication should be carried on in a constructive and Biblical manner.

**As a student:**

4. I realize that I am expected to put forth my best effort in homework, in preparation for quizzes and tests, and in special academic projects since one of the primary reasons for enrolling as a student in FBS is academic training.
5. I shall refrain from the following destructive behaviors regarding the use of my words:
  - a. Gossiping (repeating information about others that is not my concern or not edifying, whether true or untrue)
  - b. Slander (repeating information about others that is untrue)
  - c. Mockery (disdainful or disrespectful talk about those in authority, the church, or scriptural principles)
  - d. Profanity, Obscenity, Vulgarity, and/or Offensive Slang
6. I shall not lie, cheat, or steal. I am not only expected to adhere to this policy, but also to promote and encourage my peers to do the same.
7. I understand that FBS has standards of sexual conduct and social behavior that are based on Biblical guidelines rather than those of the culture, the popular media, or peer groups. I shall govern my behavior to hold to these standards.
8. I shall use any and all electronic media (cell phones; cameras; mp3 players; e-mail, internet, and websites, such as instagram and facebook.com; etc.) in a manner that is constructive and Biblical. I shall make my social media immediately accessible to the FBS Administration at any time upon their request.
9. I shall not at any time use or possess drugs, tobacco, alcohol, and pornography since these are certain destroyers of self-discipline, self-control, and definitely against God's plan for Christian people.
10. I shall not at any time participate in occult practices or teaching and I will not promote their practice among other students.
11. I shall maintain Christian standards of courtesy and kindness in the way I treat others. I shall show respect for my fellow students and the staff in my speech, attitudes, and actions.
12. I understand that attendance is an essential element of learning and I shall put forth my best effort in regular and timely attendance.

**First Baptist School Code of Conduct** is established as a means of communicating and understanding the lifestyle standards agreed upon for our students and parents and by our students and parents. Each standard addresses choices that students and parents are capable of making and acting upon as individuals. The expectations apply to FBS students and parents whether they are on or off campus. An unwillingness to make one's best effort to meet these standards also implies a choice to not continue as a student at First Baptist School.

**First Baptist School Parental Statement of Cooperation** FBS is founded on the Biblical principle that ultimately parents, not the school, are responsible before God to train up their children. The faculty and staff of FBS desire to come alongside the parents and help them in fulfilling their God-given responsibility. Parents must understand that in order for their child to thrive in our program, we need their full support. If, at any time, parents are unable to provide their full support and trust, they should withdraw their student(s) or the administration may choose to withdraw the student(s).

**This page should be signed and turned in to the homeroom teacher.**

**I have read and will abide by the FBS Student Code of Conduct and the Parent-Student Handbook.**

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Student's Name (Printed)

Date

Student's Signature

Date

**I have read and discussed the FBS Code of Conduct with my son/daughter and will support the school in its policies as described in the Parent-Student Handbook.**

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Parent's Signature

Date



## ELECTRONIC AND INTERNET STUDENT USE POLICY

Access to FBS technological resources and the Internet is a privilege that is tied to responsibilities. Students must use these resources in a legal, ethical, moral and responsible manner in accordance with the school's stated mission. The following guidelines are intended to help individual technology users understand appropriate use and apply to any device brought to or used at school or provided by the school. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not following these guidelines. **Violations of the FBS Internet usage policy may result in disciplinary actions, which may include suspension of Internet privileges, suspension from school, or expulsion. The Administration of First Baptist School will determine this.**

First Baptist School utilizes the TRUST policy with Internet usage.

- **Think about privacy before posting.** We are living in an age where use of the Internet, Social media, E-mail, and other online uses come together to form what is known as a "digital footprint." *A digital footprint is the data that is left behind by users on digital services.* In addition, things posted in Google Classroom or Ignitia are NOT private and can be accessed by the administration of First Baptist School, even if deleted. Expect NO privacy while using the Internet at First Baptist School.
- **Unleash learning with technology.** The Internet as well as technology are for educational purposes only. This applies to both school-owned computers (PC/Chromebook/Ipad) or student-owned technology. Programs that use the Internet as well as websites are monitored by First Baptist School. Content other than what is needed to complete an assignment is strictly forbidden (This includes but is not limited to: online games, messaging apps, online music, personal E-mails, online videos, etc.). While FBS does everything possible to prevent students from accessing inappropriate material, First Baptist School cannot be held responsible if a site is not blocked. If an inappropriate site is accessed, the student should:
  - 1) Shut off the monitor immediately.
  - 2) Avoid drawing other students' attention to the problem.
  - 3) Notify a faculty member or the administrator so the problem can be fixed.
- **Stand up to inappropriate use.** If a student sees anyone misusing technology, they should speak up. It is everyone's responsibility to ensure that First Baptist School is a safe learning environment. Please report violations to an FBS faculty member as soon as possible.
- It is not just a violation of the Student Code of Conduct, but in some cases, law enforcement can be involved. Please note that First Baptist School will cooperate 100% with law enforcement agencies in this matter.

### SECURITY AND DAMAGES

It is the responsibility of the individual owner to make their device secure. FBS is not liable for stolen or damaged devices. FBS will handle damaged or stolen devices the same way it handles the theft or damages of other personal belongings: through the administration. FBS recommends protective cases for all technology. Skins or decals are also recommended to help identify one device from another. Skins or decals are subject FBS rules regarding profanity, profane imagery, or suggestive text or images.

## BYOT STUDENT AGREEMENT

- Just as with the Internet, the use of technology is not a right, but a privilege. A student does not have a right to use their technologies on campus. If the BYOT policy is abused, that privilege can be taken away. If the BYOT policy and Internet usage policy are respected, students will enjoy the benefit of an enhanced learning environment. Students and parents/guardians must be aware that adherence to the BYOT policy and Internet Usage Policy is mandatory.
- Student takes full responsibility for their technology and keeps it either with him or her or in their locker. FBS is not responsible for the security of technology.
- Technology must be in silent mode while on campus. Classroom disruptions will be treated as a violation of the electronic policy.
- Student may not record, transmit, or post photos or videos of any person or persons on campus.
- Student may only use their device for educational purposes as defined in the opening paragraph of the Technology Policy. Games are never permitted.
- Student is required to shut down technology upon the request of any staff member. Student must comply with the first request. Failure to do so will result in disciplinary actions as outlined by the Student Code of Conduct.
- Student will make no effort or attempt to circumnavigate the Internet filters.
- Student must understand that purposely bringing on campus or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provided access to unauthorized data or information is not just a violation of the BYOT, Student Code of Conduct, and Internet Usage policy, but in some cases may be illegal. To do so will result in disciplinary actions up to and including permanent ban of using one's device, or expulsion. FBS will cooperate 100% with law enforcement agencies.
- Student may not have, process, or access information related to "hacking," altering, or bypassing network security on campus. To do so will result in disciplinary actions up to and including permanent ban of using one's device, or expulsion. FBS will cooperate 100% with law enforcement agencies.
- FBS has the right to collect and examine any device that is suspected of causing problems or was known to be the source of an attack or virus infection. Failure to turn over the device will result in immediate permanent ban from bringing technology on campus, revocation of Internet privileges on campus, as well as any other disciplinary actions, up to and including expulsion, as the administration deems necessary.
- Students must understand that printing from any device, school owned or personal, will not be allowed without permission and will result in a charge of \$.15 per page. Work for classes will primarily be done online. It is the student's responsibility to print any hard or paper copies.
- All technology must be charged before bringing it to school. It must run off its own power while at school. FBS has some charging stations in some classes, but the student is responsible for charging and security while charging. Teachers will not charge any device.
- I understand and will abide by the above policy and guidelines. I also understand that violation of these policies is unethical and would be sin, as the Bible calls all people to obey the authorities placed over them. Violation may result in permanent loss of technology and Internet privileges as well as other disciplinary actions up to and including expulsion-- even on a first time offense.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_