

Welcome,

I am so excited that you are considering Faith Baptist School (FBS) for your child's education! We are ready to equip your child with the Christian character and academic skills needed to be productive citizens in today's world. We aspire to build students into young adults who are active, lifelong learners, and who will become influential servant leaders of strong character, grounded in biblical truths and principles.

Our school is staffed with individuals dedicated to both a strong biblical worldview and academic rigor. Your children will be taught in a caring and structured environment with a limited class size of 12 students per classroom. Students are welcomed by nurturing educators who work to teach your children as unique, whole individuals with differing learning styles. Their goal is to equip them with both biblical truths and academic skills, wherein they will grow to serve at school and at home, as well as in the community.

In terms of extra-curricular activities, the children attend chapel weekly, have physical education courses outdoors or in the fellowship hall, and are provided time in the library, which currently has an expansive collection of age-appropriate books at every level. German culture is taught to all grade levels in order to familiarize them with the world they are surrounded by here in the German community and innovative technology experiences are utilized in tandem with curriculum, preparing children for the future.

All the information regarding school information and rules can be found online in the handbook at www.faithbaptisteagles.com. Please take a few moments to read the handbook before registering. We are thrilled that you are considering our school to equip your child with the academic and spiritual skills needed to thrive as an adult!

In Christ,

Tabitha Popphan, Director

Arrival and Departure:

Arrival begins at 8:15am and the doors are closed for classes to begin promptly at 8:30am. Departure begins at 3:00pm and is complete by 3:15pm daily. There are 2 carlines which are assigned by grade and are single file both into and out of the premises. A carline map is provided to parents in their registration packet or is available on our website.

NOTE:

For the safety of the children, you are not to back-up, turn around or “cut-through” the parking lot.

CAR LINE:**Drop-off/Pick-up Procedures:**

There is ONE car line on either side of the school building. Please pull forward until your vehicle is in line with the stairs at the church entrance, or if in the back of the school, in line with the gate. On both sides of the building, please do not leave gaps or spaces, so there will be less back-up on the side and main road. Your child should not be allowed to exit the vehicle until it is their turn at the front of the line.

For drop-off, at the front of the building, please have your child set up and prepared to exit on the right side of the vehicle. Someone will come to your car and retrieve your child. This keeps the process moving smoothly, safely and more quickly. For pick-up, someone will bring your child to your vehicle and assist in loading them into the vehicle.

NOTE: Please do not park in the parking lot on either side of the school and let your child out during pick-up and drop-off. This is for the safety of the children. If you have a before or after school meeting or will be volunteering, please park and wait in the parking lot until 8:30am or 3:15pm to exit your vehicle or come into the school.

Please be aware, school is over at 3pm and the children will not be released until that time. Loading begins at 3pm and is usually complete by 3:15pm. It is understood that parents may have places they need to be, but children and sibling groups can only be loaded so quickly, and the staff is not willing to compromise the safety of the children or themselves. If any parents are waiting past 3:15pm in the line, they will not be charged for aftercare. Aftercare will only be charged after the gates have been closed and children moved to the aftercare area.

Finally, please be courteous to one another and recognize that the person behind you may need to pick-up/drop-off older or younger children elsewhere and have a tight timeframe in which to maneuver.

HOMEWORK:

Phil 4:13 “I can do all things through Christ who strengthens me”.

Students will receive homework assignments daily. Parents are asked to help their student by providing the time, place, cooperation, and encouragement needed to complete assignments. Students should be reminded to take their books, work, and supplies to school

each day. To promote responsibility, students are generally not allowed to call home for forgotten work supplies.

Homework will count as a percentage of the student's average for each subject area.

ATTENDANCE:

Excused absences

Excused absences will be issued to students who present a note from a parent for an illness or medical appointment. **Family vacations** that take the student out of school must be approved by the classroom teacher and administrator **a minimum of two weeks prior** to the vacation.

Make-up assignments or tests shall be made available to students after an excused absence.

Students will be allowed one day to make-up work for each day of an **excused** absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

Unexcused absences

Unexcused absences will be issued to students who miss school without bringing a parent or medical note, take vacation not during vacation time without the required two weeks minimum notice and approval by the teacher and administrator, or students who are suspended.

An unexcused absence forfeits a student's right to make up assignments or to take missed examinations. Students returning to school without a written note from the parent explaining the absence will receive an unexcused absence for the days missed.

Excessive absences

NOTICE: Excessive absences are defined as more than 10 absences in a given quarter. A student with excessive absences, regardless of excused or unexcused, can be considered for automatic withdrawal from the school, due to the unlikeliness of the student completing make-up work within the allotted time.

WARNING NOTICE

On the third absence or tardy, parents will be notified in writing as per the school's attendance policy.

Students who are absent from school for more than 10 days in a quarter will be considered to have excessive absences. These students will be placed on attendance monitoring. A parent, teacher, administrator conference will have to be held before application for the next school year.

Administrative Attendance Monitoring

Administrative Attendance Monitoring Absences and Tardiness are monitored by administration. **Upon accumulating ten absences or ten tardies, students are considered to**

be in violation of the Attendance Law and will be placed on Administrative Attendance Monitoring.

Once a student is on Administrative Attendance Monitoring, all absences and/or tardies must be cleared with administration.

WITHDRAWAL FOR NON-ATTENDANCE

The school may initiate withdrawal of a student for non-attendance under the following conditions:

1. The student has ten absences.
2. Repeated efforts by the principal to locate the student have been unsuccessful.

Prearranged absences

Prearranged absences must be approved for students who will miss school due to family vacation. There is a prearranged absence form that must be submitted for each student a family is requesting prearranged absences for. The form must be approved by the classroom teacher and the administrator.

Tardy Policy

School begins at 8:30 a.m. Tardiness is disruptive to class time and is thus discouraged. Parents are required to take their students to the administrator's office when they arrive late and sign them in. Students who are late without a parent or an acceptable written excuse from the parent shall receive an unexcused tardy. Parents of students who are tardy to school assume the responsibility for the student.

Makeup work

Students shall be permitted to make up assignments and tests without penalty after an excused absence. If a student has been truant or has been suspended as a disciplinary action, the student shall be expected to make up missed work. It is the student's responsibility to ask the teacher for any assignments missed due to his/her absence. Students will be allowed one day to make up work for each day of an excused absence.

Students shall receive a zero for any assignments or tests not made up within the allotted time.

Teachers may assign additional work to ensure that students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

CODE OF CONDUCT:

Purpose

Provide a positive Christian environment for learning.

Use Jesus as the example for all expected student behavior.

Teach students that all choices have consequences.

Provide school-wide uniformity and fairness in dealing with student discipline.

Define the rights and responsibilities of each member of the school community (student, parents, teachers, and administrators) in establishing and maintaining good discipline at school.

Implementation

The Code of Student Conduct is enforced from the time the student enters the school grounds, including the times the student attends school-sponsored activities.

Continued infractions that occur at school such as improper classroom behavior, disrespect, being unprepared for class, running, or excessive talking will result in a referral to the administrator's office.

Students who destroy or deface school property or facilities are subject to disciplinary action, and the parents will be required to pay for the damages.

A student experiencing difficulties with other students may be referred to the administrator.

Faith Baptist School does not use corporal punishment.

STUDENT DISCIPLINE:

Infractions while at school such as cheating, bullying, profanity, repeated dress code violations, public display of affection, horse-playing, disrespect for teachers, insubordinate classroom behavior, persistent misconduct, and knowledge of wrongdoing by others before, during, or after the offense shall justify appropriate and timely consequences to include but not limited to:

Isolation from classmates

Removal from classroom

Retribution for damages

After school detention on day of infraction

Immediate parent contact by student, teacher, and/or administrator

Out-of-school suspension

Placed on contract with probationary enrollment and mandatory parent meeting

Withdrawal or expulsion

Any violation of a contract will warrant withdrawal or expulsion.

Repeated episodes of the infractions shall justify longer suspension or expulsion. In addition, three separate suspensions during school year warrant expulsion.

Committing serious infractions and/or having knowledge of serious infractions on or off campus (before, during, or after they are committed) may result in expulsion. Serious

infractions include, but are not limited to, the following: fighting; obscenity; petty or major theft, gambling, willful defacement or destruction of property; bullying; the illicit use, possession or transporting of controlled substances, drugs, tobacco or alcohol; sexual misconduct; sex outside of marriage by either gender; harassment; and possessing, transporting and/or using a weapon of any kind. Any police intervention, on or off campus, could be grounds for expulsion. Failure to report any police intervention before or during a student's enrollment at FBS is grounds for non-acceptance or dismissal.

Students withdrawn under administrative directive or expelled are not allowed back on the school campus during school sponsored events for any reason.

