



Faith Baptist School

Parent-Student Handbook

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PARENT-STUDENT HANDBOOK 2025-26

FAITH BAPTIST SCHOOL

Faith Baptist School is an English-speaking school dedicated to meeting the academic, spiritual, physical, and social-emotional needs of all students. Our mission is to welcome students into a Christ-centered learning environment; equip them with a Biblically directed, academically challenging education; and send young adults as active, influential Christian leaders into the community and the world. We strive to make Him known in every subject taught and in every action taken.

Our core values are:

- All truth is based on the infallible, inerrant, inspired Word of God.
- The Bible is eternal, all sufficient, and the final authority in all matters of faith and conduct.
- Parents have the God-given responsibility to uplift their children in the ways of God, and FBS exists to aid families by assisting in the educational process.
- Jesus Christ and His teachings are central to all learning and living. He is the guiding principle of our goals, plans, objectives, and curriculum.

We also strive to model, and instill in our students, the following values:

Christ-like
Helpfulness
Respect
Integrity
Service
Teamwork

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.

Student Discipline: To ensure the safety of our students, FBS has rules for the following areas: school-wide, playground, lunchroom, hallway, and bathrooms. Each classroom may have additional rules and expectations set by each teacher. Students are required to follow these rules while at school.

Minor infractions of classroom or school-wide rules are managed by the classroom teacher, using logical consequences.

Major infractions or persistent misbehavior may result in the following consequences:

- THINK Sheet
- Student meeting with the principal
- Contact parents
- Conference with parents
- In-school suspension
- At-home suspension
- Expulsion

Repeated infractions may justify a longer suspension or expulsion. Three separate in-school or at-home suspensions in one school year warrants expulsion. Expelled students are not allowed back on the school campus during school sponsored events for any reason.

Dress Code: Students must wear clean, school-appropriate clothing. Clothing that shows bare midriff or contains inappropriate graphics or designs are not permitted. Hats and hoods may not be worn inside the building. Students should wear athletic shoes and clothing appropriate for PE on Mondays and Fridays. Please be conscious of the weather forecast and help prepare your child for playing outside during the school day.

PROCEDURES & POLICIES

Arrival and Departure: Arrival begins at 8:15am and the doors are closed for classes to begin promptly at 8:30am. If you arrive late, please park your car and use the buttons to the left of the front doors to gain entry to the building. Then, walk your child to the director's office to sign them in. Your child will be considered tardy. Departure begins at 3:00pm and ends at 3:15pm. If your child is not picked up by 3:15pm, they will be required to go to After Care until you arrive.

Before and After Care: Before Care starts at 6:45am until the start of the school day and costs 5 euro per day. After Care begins at 3:15pm and ends at 5:30pm. It costs 10 euro per day. You do not need to sign up for Before or After Care. Attendance is taken each day and childcare invoices are sent after the end of each month. Childcare payments are due by the 15th of each month. To drop off your child at Before Care or pick up your child from After Care, use the buttons to the left of the front doors to gain entry to the building and walk to the lunchroom where you may sign in/out your child. If After Care students are on the playground, pick up your child at the playground gate.

Before and After Care is also available for FBS families who also have children in Faith Baptist Preschool. Preschool Before Care is from 8:15-9:20am. Older siblings may walk their preschool siblings to the lunchroom for Before Care. Preschool After Care is from 2:00-3:00pm. Preschool After Care students will be dismissed with the other FBS students. Preschool Before and After Care are 5 euro each per day.

Car Line: There is one car line in the morning, and there are two car lines in the afternoon, one on each side of the building, which are assigned by grade and are single file into and out of the premises (see Car Line Map). While in the car line, do not back up, turn around or “cut through” the parking lot. Parking your car to let your child out or walk them into the building is not permitted. Please do not leave gaps or spaces, so there will be less back-up on the roads. Your child may not exit the vehicle until it is their turn at the front of the line.

For drop-off, pull forward until your vehicle is in line with the stairs at the church entrance. Please have your child set up and prepared to exit on the right side of the vehicle. For pick-up in the back of the school, pull all the way forward to the end of the building instead of stopping at the gate. Staff members will help assist your children in exiting and entering your car at drop-off and pick-up.

Please refer to the carline map for more specific instructions and follow them closely to ensure the safety of your children. Children will not be released until school ends at 3pm. If any parents are waiting in the car line past 3:15pm, they will not be charged for After Care. After Care will only be charged after the gates have been closed and children have been escorted to the lunchroom for After Care.

School Supplies & Lunch: Student supplies are provided by the school. Students are responsible for bringing a backpack, water bottle, lunch, and snack each day. They are also required to bring an oversized, white T-shirt at the start of the school year for art class.

We have a “trashless” lunch and snack time policy. Therefore, all wrappers, containers, remaining food or drink, and anything else that comes to school with each student will be sent back home in the student’s lunch box or snack container. We suggest packing an extra sealable bag or container for garbage and uneaten food or drink to be sent home in.

Emergency School Closure: In case of inclement weather or other reason to close or delay the start of school unexpectedly, the director will announce it by 6:30am on ClassDojo. School delays or closures usually follow DoDEA schools, but not always. Our decision is made by considering the safest option for our families’ and teachers’ commutes to school. Please use your best judgment as well. If you do not feel safe

driving, but school is not canceled, keep your child at home and notify their classroom teacher.

Sickness: Children with one or more of the following illnesses may not attend school:

- a fever of 100°F or above within the past 24 hours
- vomiting or diarrhea within the past 24 hours
- nausea or severe abdominal pain in the last 12 hours
- a persistent cough
- green or dark yellow mucus discharge from the nose
- pink eye
- lice
- other obvious symptoms of illness, rash or unknown reaction

Children may not return to school until the illness resolves without the use of medication. If a student is absent due to sickness more than three consecutive school days, a doctor's note is required to return to school.

Medication & Injuries: Over the counter medications, including cough drops/throat lozenges, may not be brought to school by your child. Parents are encouraged to schedule the administration of student medication while at home.

In cases where medication must be administered at school, please provide the "Medication Administration" form located for download on the "Forms" page on our website. Then, bring the completed form and medication to the director's office where it will be kept and administered. Students are not allowed to carry any medications. Medications must be in a properly labeled container that includes the directions for administration.

If your child has a severe allergy, please meet with the classroom teacher prior to the start of school. Please provide your child's teacher with an Allergy Action Plan from an allergist so teachers and staff can create safety procedures for your child.

Injuries are treated on a case-by-case basis. If your child gets a minor injury at school, an incident report will be completed by the staff member who witnessed the incident. A ClassDojo message will be sent to the parents of the child by the classroom teacher or director. Parents and/or 112 will be called in the event of a serious injury.

Attendance:

Excused absences will be issued to students who present a note or ClassDojo message from a parent or medical provider. If a student is absent due to sickness more than three consecutive school days, a doctor's note is required to return to school. A Vacation Release Form must be submitted and approved by the child's teacher for planned vacations of more than three school days.

Unexcused absences will be issued to students who miss school without sending a ClassDojo message or bringing a note from a parent or medical provider, take an unapproved vacation, or are suspended. An unexcused absence forfeits a student's right to make up assignments or take missed exams.

Excessive absences are defined as more than 10 absences in one quarter. A student with excessive absences, regardless of whether excused or unexcused, can be considered for automatic withdrawal from the school.

Makeup Work: Students are permitted to make up assignments and tests without penalty after an excused absence. If a student has been truant or suspended as a disciplinary action, they are 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 will receive a zero for any assignments or tests not made up within the allotted time. Students may also receive zeros for class work or participation that is unable to be made up due to the nature of the assignment.

Grades & Report Cards: At FBS, Sycamore is used as our online attendance, gradebook, and billing program. 1st-6th grade teachers will update their gradebooks frequently. Grading scales and weights may vary depending on the classroom teacher's policies. Please check the online gradebook often to best support your child.

Report cards are sent home and posted on Sycamore at the end of each quarter. PreK and Kindergarten assessments are sent to parents via email. A student may not be promoted to the next grade if they earn a final average of below 60% (F) in any core subject. Promotion of a PreK or Kindergarten student is based on their quarterly assessments and the recommendation of the classroom teacher. Academic and social-emotional readiness are considered, along with other factors that may impact the child's success in the next grade.

Tuition & Childcare Payments: Annual tuition payments are due by September 15th. Families who choose to pay monthly will have 10 monthly installments, the first payment due by September 1st and the last payment due by June 1st. Each monthly tuition payment is due by the first of each month. Tuition invoices are sent around the 15th of each month. Childcare invoices are sent just after the end of each month and payments are due by the 15th. If payments are not made on time, late fees are applied.

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As an FBS parent, you are responsible for modeling and guiding your child in following the rules stipulated in the handbook for the duration of the school year.

Please age-appropriately discuss the relevant policies with your child and sign below to signify that you have read, understand, and agree with the terms of the FBS parent-student handbook. Return this page only to your child's teacher.

Child's Name

Child's Class

Parent's Name (printed)

Parent's Signature