



Educational Excellence Centered on Jesus Christ

# Student- Parent Handbook

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## **A Note From Our Principal**

Dear Parents,

It is truly a joy and an honor to welcome to all new and returning students to the 2017-2018 school year!

First Baptist Christian School seeks to provide students with an excellent educational foundation in a nurturing environment where each student is valued, supported, and encouraged to achieve a high level of academic, social, and personal success. Our curriculum is data driven and focuses on student achievement. With the use of differentiated instruction and varied assessment tools, we endeavor to reach each student where they are at, and encourage them to reach higher. We have high expectations for each student. We expect students to attend school regularly, put forth an effort in each classroom, and respect the rights of each individual in our school community. Additionally, we believe in our all school rules of being Kind, Respectful, Cooperative, and Safe. Our school community will help provide the framework for individual and whole school success.

We have a highly qualified faculty to serve the academic needs of our students and a support staff who is here to help provide a safe and caring environment for each individual who is part of our school community.

We also believe that:

- All students, parents (guardians), school staff, and community must share responsibility and be engaged in the learning process for academic success.
- Positive parental attitudes and involvement improve student success and increase student interest, motivation, and achievement.
- Everyone associated with First Baptist Christian School and its programs will be treated with respect at all times.
- All students should be provided a safe, orderly, and positive learning environment.
- All First Baptist Christian School students can learn and achieve

As a school and Christian community, we are all grateful for God's grace in allowing us to serve Him in this way. We look to the support of all students, parents, and staff members in helping us carry out this task of excellent Christian Education in the Cayman Islands.

In His Service,  
*Linda Cross, D.min.*  
FBCS Principal

# TABLE OF CONTENTS

## **School Introduction**

Mission Statement, Philosophy and Purpose, Statement of Faith 5-6

## **General Information**

Admissions, Enrollment, & Withdrawal 10-22

**Academics** 24-28

**Communication** 30

**Conduct & Student Life** 32-40

**School Activities** 42

**School Calendar** 43

**Student-Parent Handbook Agreement** 44



# School Introduction

## Mission Statement

To provide academic excellence in a Christ-centered environment that meets the educational, physical, and spiritual needs of each individual.

## Philosophy and Purpose

### *We Exist:*

To make the glory and grace of Jesus Christ known to the people of the Cayman Islands and nations around the world. We are dedicated to the spread of the gospel, which is the good news that God the Father has made atonement for the sins of the world through the crucifixion, burial and resurrection of His Son, Jesus Christ. We exist to call all people to repentance from sin and to faith in God through Jesus our Lord, and through that faith to enter into the saving love and eternal life of God.

### *Our Mission:*

To provide academic excellence in a Christ – centered environment that meets the educational, physical, and spiritual needs of each individual.

### *What we do:*

We make concentrated spiritual and academic investments in the most foundational years of your child's life.

- By age 5, 90% of a child's brain is developed.
- By age 10, much of a student's path in life is set.

WEE Care provides high quality early child care and education to children 3 months of age to 4 years old. We care and educate the young children so parents can rest assured their children are well and prospering in life.

FBCS builds upon the early foundation with spiritual and academic instruction appropriate for each child. We believe all children can learn, and provide opportunities to provide a strong literacy & numeracy foundation, with opportunities to work beyond the curriculum.

### **We do what we do because we are driven by six biblical principles. These form our educational philosophy at FBCS:**

1. Glorify God – We love, care for, and educate children with excellence because that honors God who created us. We work at what we do because we ultimately work for the glory and praise of God.

*“Whatever you will do, work at it with all of your heart, as working for the Lord. It is the Lord Christ you are serving.”*  
(Colossians 3:23, 24)

*“Let your light shine before men, that they may see your good deeds, and praise your father in heaven.”*  
(Matthew 5:16)

2. Teach the Scriptures – No education is complete without a personal knowledge of God. We can't understand ourselves or our world, without first knowing God. Because God has most clearly revealed himself in the Bible, we commit to teaching our children the scriptures as a foundation for all other learning.

*“But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.”*  
(2Timothy 3:14-16)

3. Assist Parents-Parents are God's gift, for the blessing and care of children. Our role as an educational ministry is to assist parents – not replace them. We aim to partner with parents and honor their God-given role.

*“Children, obey your parents in the Lord, for this is right. Honor your father and mother” – which is the first commandment with a promise that it may go well with you and that you may enjoy long life on the earth. Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”*  
(Ephesians 6:1-4)

4. Shepherd with Grace – We aim to shepherd a child's heart as well as their minds. To do their best, our emphasis is not on oppressive rules and unreasonable standards, but on the grace and kindness God calls us to embrace and display. We teach with grace, we lead with grace, and we correct with grace.

*“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.”*  
(Ephesians, 4:31- 5:2)

5. Live with Virtue – Many educated people are not good people. We stress academic excellence, but we also stress godliness and virtue. However our children fare in life, whatever career they choose, we want them to live virtuous lives, full of integrity and moral courage. We teach children how to live as well as how to read, write, count and think.

*“Be very careful, then, how you live-not as unwise but as wise, making the most of every opportunity, because the days are evil.”*  
(Ephesians 5:15-16a)

6. Pray always – We believe in the power of faithful prayer, and without it our mission is impossible. So we commit to pray regularly and earnestly for your children and your family.

*“If you believe, you will receive whatever you ask for in prayer.”*  
(Matthew 21:22)

*“Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.”* (Matthew 7:7)

## Statement of Faith

**First Baptist Christian School is a ministry of First Baptist Church. We adhere to the same statement of faith.**

### Our Beliefs

First Baptist Church of Grand Cayman stands in general agreement with historic Baptist confessions of faith, including the London Confession of 1689 and the New Hampshire Confession of 1833. Our church, established in 1977, was founded upon the following summary of our beliefs:

#### Paragraph 1: The Bible

The Holy Bible is the divinely inspired record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its content.

#### Paragraph 2: God

God is One, the only living and true God. He is an intelligent, spiritual and personal being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfection. To Him we owe the highest

love, reverence, and obedience. God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence or being. God is all powerful, all loving, all wise. He is the Father to those who become children of God by grace through faith in Jesus Christ.

### **Paragraph 3: Jesus Christ**

Jesus Christ, God the Son, is the eternal son of God. In His incarnation, he was born of the virgin Mary and identified Himself completely with mankind yet without sin. He was raised bodily from the grave by the power of God, and makes available by grace the gift of eternal life to all who come to Him through faith.

### **Paragraph 4: The Holy Spirit**

The Holy Spirit, God the Spirit, exalts Christ, convicts of sin, of righteousness, and of judgement, and effects regeneration as He calls persons to the Saviour. He continues a sanctifying work in the believer producing holiness of life and power of service.

### **Paragraph 5: Man (Sin)**

All people have sinned and consequently must be regenerated by the working of God's grace through the agency of the Holy Spirit. God loves all people, and thus, every person possesses dignity and worth, and is worthy of respect and Christian love.

### **Paragraph 6: Salvation**

Salvation involves the redemption of the whole person, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. Justification is by faith. Regeneration is a work of God's grace whereby the Holy Spirit makes a believer a new creature in Jesus Christ.

### **Paragraph 7: The Church**

The New Testament Church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the Gospel, observing the two ordinances – believer's baptism by immersion and the Lord's Supper.

### **Paragraph 8: The Second Coming**

The second coming of Jesus Christ is imminent and is the purifying hope of His church, giving a sense of urgency in preaching the Gospel to all mankind.

### **Paragraph 9: Blessings and Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a binding stewardship in their possessions. They are called to serve Him with their time, talents, and material possessions, and should recognize all these as entrusted to them to use for the glory of God and for helping others.

### **Paragraph 10: Civic Responsibility**

Every Christian is under obligation to work for the improvement of society and the establishment of righteousness, realizing that all means and methods can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving Grace of God in Jesus Christ. The Christian should oppose in the Spirit of Christ every evil, and should work to provide for the orphaned, the needy, the aged, the helpless, and the sick. Every

Christian should seek to bring industry, government, and society as a whole under the influence of Christian principles. In order to promote these ends Christians should be ready to work with all men of goodwill in any good cause always being careful to act in a spirit of love without compromising their loyalty to Christ.



# General Information

## Admissions

Admission to FBCS is decided by an admission committee made up of school staff. The admissions committee makes decisions on complete application packets only. The admissions committee holds the final decision in all admission decisions.

Among the factors considered for admission, in no particular order, are the following: character and commitment, grades, standardized exam scores, class availability, effort demonstrated in previous academic situations, extra-curricular activities and participation, willingness to cooperate with school directives, parental support and involvement, enthusiasm for FBCS, and many other factors.

Admissions packets are available from the school office, and contain all necessary information to apply for admission to FBCS. FBCS does not discriminate on the basis of race, color, or national or ethnic origin, or on any other prescriptive factor such as personality, gender, or socio-economic status.

First Baptist Christian School reserves the right to select students that fit the prescribed standards as adopted by the school. FBCS reserves the right to select students according to its own criteria given each individual admissions decision.

### **The following criterion serves as minimum requirements for admissions decisions.**

- Parents must agree to have their child educated in keeping with the FBCS Statement of Purpose and Philosophy and FBC\FBCS statement of faith and agree to fully support the administration and staff of FBCS.
- Prospective students must give evidence of potential academic success and emotional stability, and must have a satisfactory behavioral record.
- FBCS is a private school and therefore reserves the right to deny admission if denial is in the best interest of the school and its students.
- At FBCS, the first year of admission is probationary. Parents and students should understand that new students must meet the behavior and academic standards of FBCS. If an incoming student does not meet these standards, he or she can be removed at any time. FBCS also holds the right to deny students further admission to the school for successive school years.

## Application for Enrollment

### **To apply for enrollment at FBCS:**

- Complete an *Application for Enrollment* form.
- Submit a completed *Transcript Request* form if your child is transferring from another school.
- Submit the form(s) to the school office along with the necessary fees (see section "School Fees" for the amounts).

## Application for Withdrawal

### To withdraw your child from FBCS:

- Complete an *Application for Withdrawal* form.
- Complete a *Transcript Request* form if your child is transferring to another school.
- Pay all outstanding balances.
- Submit both forms to the school office for approval.

Our School Secretary will send your child's transcript to the requesting school for a fee of \$25.

## Before and After School Care

Morning supervision begins at 7:30 a.m. from Monday to Friday. There is no charge for morning care.

NOTE: Parents are prohibited from dropping children at school before 7:30 a.m.

To sign-up for After School Care, parents must complete an *After School Registration* form and submit it to the school office for review and approval. After School Care starts at 3:00 p.m. and ends at 5:30 p.m., Monday to Friday, and are in addition to regular tuition fees. Afterschool snacks provided by Food For Thought.

Full-time:	\$190.00 (FBCS student) \$230.00 (non-FBCS student)
Part-time:	\$150.00 (FBCS student – up to three days) \$180.00 (non-FBCS student – up to three days)
Daily Drop in fee:	\$5.00 per 15 minutes up to a Max of \$25.00 pick up by 5:30pm(FBCS students only)
After 5:30p.m. Late pick up fee:	\$1.00 Late charges begins again at 5:31p.m. <b>\$1. Every minute past 5:31p.m.</b>

NOTE: Children who are not picked up by 3:00 p.m. will automatically be placed in our After School Program until a parent or guardian arrives. Parents will automatically be charged for the after-school care. Since this is for the child's safety, there are no exceptions to this rule.

## Birthday Celebrations/ Invitations

Unless all classmates are invited to your child's birthday party, invitations must be distributed outside of the school. The office will be happy to forward an email invitation for your child's class if you wish. We have a "Cupcake Only" policy for our school. If you wish to bring a treat for the class for your child's birthday please arrange a suitable time that fits the teacher's timetable. (It can be a cupcake or an easy to serve treat).

## Church Membership

It is not compulsory that the families of our students be members of First Baptist Church, however, we do encourage all students and their families to regularly attend a local Christian church of their choice.

First Baptist Church has many programs geared for children, youth and adults. If you are interested in finding out about more information about these programs, please contact the church office at 949-0692.

If you wish to learn more about the Baptist faith or joining First Baptist Church, please contact our Church office and sign up for the Membership Information Class. This class provides all the information required to learn about First Baptist Church.

# Confidentiality Policy

## **Definition:**

Information that is confidential within a school setting is not to be shared with any one other than those who have an express need to know as defined in policy.

## **At First Baptist Christian School we believe that the Bible sets clear guidelines regarding confidentiality:**

*A gossip betrays a confidence, but a trustworthy man keeps a secret. Proverbs 11:13*

*A perverse man stirs up dissension and a gossip separates close friends. Proverbs 16:28*

Confidentiality indicates a respect and trust for God and others.

Abiding by set standards of confidentiality avoids confusion and rumours

Abiding by set standards of confidentiality allows leadership to operate in an optimum setting; moving forward rather than correcting misinformation.

Abiding by set standards of confidentiality respects lines of authority and keep us within our areas of God-given responsibility

## **The Bible sets standards about all communication, including confidential information:**

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it might benefit those who listen. And do not grieve the Holy Spirit, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*

Ephesians 4:29 – 32

Maintaining confidentiality promotes trust. Breaking confidence can take many forms: gossip, speculation, criticizing things which are outside of your area of responsibility, sharing confidential information outside of the need to know boundaries. Confidentiality of information should be protected by putting accountability measures in place which provide consequences when confidentiality is broken.

## **Appropriate Sharing of Information**

The appropriate sharing of information between school staff, administration parents and other educational professionals is essential to ensuring our pupils' well-being, safety, and education. However, we will respect confidentiality by following these guidelines:

## **Confidentiality With Student Educational Information**

Personal information about students should only be shared with individuals who have a need to know and only in an effort to protect a student's safety or to provide a better educational environment.

Staff will only discuss individual children in relation to curriculum planning, class management, group supervision, emotional well-being, or physical health.

Information given by guardians to the teacher and/or administrator will not be passed on to any other adults or students without express permission, either verbal or written.

## **Confidentiality With Student Counselling Information**

Trust must be established to enable pupils, staff, administrators and parents to seek help both within and outside the school.

Pupils, parents, administrators and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing private matters.

Everyone in the school community needs to know that no one can offer absolute confidentiality at all times. People must break confidentiality when the safety of another is at risk.

Any information that indicates that the child is in situations involving serious issues, including, but not limited to abuse, health issues, sexual activities, pregnancy, illegal drugs or alcohol, or criminal activities will be reported to the senior school administrator by the staff member. The senior administrator will choose the most appropriate means to resolving the situation.

Abuse and criminal activities will be reported to the appropriate authorities.

## **Confidentiality Within the School Community**

All information shared at faculty meetings or private, closed-door meetings at school should be considered confidential unless stated otherwise.

Teachers and staff members may not share any information regarding another teacher's classroom, including, but not limited to, classroom management, classroom organization, quality of teaching, teaching style, discipline style except in supervisory roles. Teachers and staff members may share exemplary practices with others.

The school's policies and practices regarding confidentiality must be understood and trusted by students, staff, administration, parents, and other educational professionals operating within the school.

The appropriate sharing of information should always be done in a secure location. Confidential information should never be shared in a public place or in a manner that could be intercepted by others.

Substitutes, student interns, volunteers, visitors and others who are not regular employees of the school are required to follow our confidentiality policy.

## **Confidentiality With Parents**

Parents will have ready access to the files and records of their own children but will not have access to any information about any other child.

If information is to be shared with a large group of parents, it will be given only through official school publications or meetings at the direction of the senior administrator.

Teachers are not to discuss or speculate about school matters with parents unless expressly directed by the administration.

If parents request or discuss confidential information to which they do not have disclosure rights, teachers will report them to the administration.

## **Need to Know Categories**

### **Guardians**

Guardians have a need to know educational information about their child(ren).

Guardians may have the need to know counseling information about their child(ren) if it involves issues including, but not limited to abuse, health issues, sexual activities, pregnancy, illegal drugs or alcohol, or criminal activities. Guardians void their need to know rights regarding counseling information if they are involved in the abuse, other criminal acts or are exhibiting traits of mental instability.

### **Teachers and Staff**

Teachers and staff members have a need to know about students in their class(es) as it relates to their education. Staff members involved in supervisory roles, formal mentor relationships, counselling teams, or Child Study teams do have the need to know information about students they work with.

Staff members have a need to know about any student's medical/health information who might be under their supervision.

Staff members have a need to know about matters relating to their employment.

### **School Administrators**

School administrators have the need to know about any and all students at the school, but limit that right to information that is directly related to their interactions with students or formal reporting of information, i.e. Inspectorate, Government Reports, and Accreditation.

School administrators have the need to know about any and all staff member's employment information, but limit that right to information as it is directly related to fulfilling their duties as administrators, i.e. financial reports, checking references and police reports, business reports, employment decisions.

### **Support Staff**

The school support staff (school secretary or administrative assistant) have the need to know educational records, financial records, custody information, medical/health information, grievances, but reserve this right to access this information only as it relates directly to their duties.

### **The School Board and FBC Leadership**

The School Board and FBC Leadership have the need to know about any and all information regarding the school, its employees and students but limit that right to information as it is directly related to fulfilling their duties as overseers of the school ministry.

### **Volunteers and Chaperones**

Volunteers and Chaperones, although unpaid, have the need to know medical information (life-threatening allergies or serious medical conditions) and emotional conditions that might affect their supervision of the child, but reserve the right to this information only as it relates to their supervisory responsibilities and providing for the safety of the students.

## **Information Categories**

### **Student Educational Data**

Student data includes, but is not limited to, grade books, report cards, disciplinary records, standardized test scores, anecdotal records, etc.

## **Student Counseling Data**

Student counseling data includes, but is not limited to, private information revealed to a staff member by a student.

## **Teacher Data**

Teacher data includes, but is not limited to, individualized teaching contracts, salary information, teaching evaluations, personnel matters, disciplinary matters

## **Parent Data**

Parent data includes but is not limited to, legal matters in relationship to child custody, information about parent/teacher conferences or parent/administrator conferences, grievances, tuition information or payment records

## **Administrative Data**

Administrative data includes, but is not limited to, information given at faculty meetings and or School Board meetings, teacher evaluations, official grievances, employment information, disciplinary matters involving staff or students.

## **Consequences**

If confidentiality is broken by a student, a staff member will counsel the student about the seriousness of the offence. The student will make amends to the person or group that was betrayed. The student's guardians will be notified. Disciplinary action may be taken.

If confidentiality is broken by a parent, the school administrator and/or teachers involved will counsel the parent about the seriousness of the offence. The School Board will be notified of the offence. Privileges to volunteer at the school, chaperone field trips, visits to the school or other privileges that may expose the parent to confidential information may be revoked.

If confidentiality is broken by a member of the staff, the school administrator will counsel the staff member about the seriousness of the offence. The supervisor will document the violation of policy and report it to the School Board. If the breach of confidentiality is of a serious nature, the staff member may be terminated.

If confidentiality is broken by a member of the School Board, the other School Board members will be notified. The leadership of FBC may also be notified. The matter will be resolved by these leadership groups.

## **Donations**

FBCS gladly accepts donations. If you wish to make a donation to the school, please check with the principal. If you wish for your donation to remain confidential, the principal will honor that request. Remember that all donations must remain within all insurance and building code regulations. Any donations that will require installation by building staff should be cleared by the building supervisor. Any donations that are not cleared with the principal or the building supervisor will be used in the manner deemed appropriate by the same.

## **Electronics**

Students are prohibited from bringing electronic devices to school except under special circumstances. This includes items (but is not limited to) such as:

Cell phone CD player Computer game MP3 player/iPod Ipad Game Systems

If a student is found in possession of an electronic item, it will be confiscated and stored in the school office where it can be retrieved *personally* by the guardian at the end of the school day.

If there is a compelling need for your child to be in possession of an electronic item, please contact the Principal to discuss special arrangements.

## **Emergency Procedures:**

### **Fire Evacuation**

Our students are well informed about the procedures they must follow should a fire break out in the school or Church building. Fire drills and fire assemblies are conducted throughout the year.

Our first fire drill and fire assembly will be conducted in September of each school year. Regular monthly fire drills will be performed in accordance with Cayman Islands Fire Department recommendation:

Upon hearing the alarm:

- Students quietly and quickly line up. Do not take bags etc.
- The teacher carries the Emergency Folder and leads the students to their designated safety area.
- Lights should be turned off and doors and windows shut upon leaving the classroom.
- The teacher will check the roll and inform the principal if any child is missing.
- The school secretary or administrative assistant will call the fire department.
- Teachers and students will remain in their designated safety area until given the all clear by the principal or fire officer.

### **Weather**

#### ***Hurricanes***

If the Cayman Islands Government closes all schools due to a hurricane, FBCS will close.

#### **Inclement Weather**

In the even of inclement weather, school closing will be decided by the administration team and/or school board. These decisions will be made on an individual basis.

### **School Closing Procedure**

- The administrative team and/or school board will confirm the official government announcement and officially close the school.
  - The administration will inform teachers and staff of the closing.
- The school secretary and/or administrative assistant will contact the local media, TV Channel 27 and Radio Cayman 89.9 and will update the school's voicemail to announce the closing.
- The school secretary and or administrative assistant will inform the FBC representative of the school closing.
  - Children will be supervised by teachers in their classrooms until they are picked up.
  - Parents will come in the building and pick-up students in their classroom or designated area.
  - Parents will sign the sign-out sheet.
  - All after school activities will be cancelled.
  - Teachers must remain at school until all of their students have been picked up.
  - Teachers must sign out with the office staff or administrative staff prior to leaving campus.

- The administrative team designee will remain on campus until all staff and students have been signed out.

## Field Trips

Our school holds occasional field trips. All field trips are pre-approved by the school administrator.

Your child's teacher will send a *Parent Permission for Field Trip* form home at least one week prior to the trip.

- Complete the form and sign it.
- Give any money required for the trip to your child.
- Return the completed form and any money to your child's teacher.

We ask that if you wish to drive other students that you submit a copy of a valid driver's license and proof of insurance to our school office.

## Grievance Policy

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of First Baptist Christian School. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of First Baptist Christian School's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration and Board. (Matthew 18:15-17)

### Students/parents to teachers:

1. Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student him\herself. A respectful demeanor is required by all.
2. If the problem is not resolved, the parents or student may bring the concern to the Administrator.
3. If the problem is still not resolved, the parents should request a hearing from the School Board in writing outlining the nature of the grievance.

### Parents/patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should express their concerns to the Administrator.
2. If the situation is not resolved, they should request a hearing from FBCS School Board in writing outlining the nature of the grievance.

Note: This procedure applies to Board members who are acting in their capacity as parents\patrons and not as representatives of the Board. This procedure applies to all faculty members who are acting in their capacity as parents\patrons, and not as representatives of the school.

## Health and Safety

### First Aid

If an injury occurs at school, limited first aid will be administered; however, no internal medical treatment, not even Tylenol, will be given without parental permission.

### Medication

If your child must take medication prescribed by a doctor during school hours, you must complete a *Medication Authorization Form*. The school must have written instructions stating the following information: student's name; name of medication; dosage; time medication is to be administered; and how long the student is expected to be on the medication. Medication must be in the original bottle. STUDENTS MAY NOT HAVE IN THEIR POSSESSION ANY PRESCRIPTION OR OVER-THE-COUNTER MEDICATION.

## **Hours of Operation**

The school building is in operation from 7:30 a.m. to 5:30 p.m. each day.

School begins promptly at 8:15 a.m.

Students should be on their way to class between 8:05 a.m. and 8:10 a.m.

Students should be in class ready for instruction at 8:10 a.m.

Students will be marked tardy after 8:20 a.m. (please see tardiness section)

School ends at 2:45 p.m.

Supervision is available from 7:30 a.m. – 3 p.m. at no additional fee.

Students who are not picked up by 3 p.m. will be placed in the After School Care Program at the regular fee.

Please do not drop off your child before 7:30 a.m. or leave them after 5:30 p.m.

See Student Drop-off and Student Pick-up sections for further information.

## **Lost and Found**

Please make enquiries at the school office.

## **Lunches – Provided by FOOD FOR THOUGHT**

Dear Parents & Guardians,

It is with great pleasure we introduce ourselves, Food For Thought Ltd. to you. We have been proudly serving School Lunches in Cayman for the previous Six School Years. Each year, we strive to improve our Menu Options for our children in a continuous effort to promote and maintain healthier life styles. We would like to take this opportunity to welcome you to our services, and listed below is a brief overview on how our system works.

We post our menus on our web site on the 16th of each Month, ([www.foodforthought.ky](http://www.foodforthought.ky)) or the 1st Monday thereafter, should the 16th fall on a Weekend. Simply navigate to Schools, complete your order form and return to the School Office or School Chef with exact payment no later than the 22nd of each Month. Should you wish to avail of our online banking services, please transfer the exact payment into our KYD Account # 02101 037369 and reference your child's name and class room? Kindly print off the Payment Confirmation and attach to the order sheet.

Alternatively, should you wish to visit our offices and deliver your payments personally, we are now located at Unit D3, Cayman Business Park on Elgin Avenue. Our Offices are open Monday – Friday from 8:00am – 5:00pm and 8:00am - 12:00pm Saturdays.

Our policy that all orders are to be submitted by the 22nd of each month ensures our Sales Team can compile our upcoming schedule of daily orders to make sure the entire process is a success.

Should your child not be available for lunch on the day it has been requested a 48 hour notice period, is required to warrant a credit to be applied to the following Month.

Should you wish to discuss your child's nutritious needs further or need to inform our team about certain allergies, please do not hesitate to contact us and we are delighted to assist you. Our office number is 945-2433 CHEF!! All of our foods are peanut free, to ensure the safety of those who suffer from peanut allergies.

We look forward to working together with you in the coming year!!

The Management and Staff at Food For Thought Ltd.

### **Rules for Student Behavior in Cafeteria**

- Students must obey all staff instructions while in the lunchroom
- Students may not run or shout in the lunchroom
- All students must remain seated while eating
- There is no talking for the first 5 minutes in the lunchroom, to encourage children to eat
- Each student is responsible for cleaning their own place before going outside
- Clean police will be selected from each grade on a rotating basis to wipe tables, and sweep the floor

### **Snacks**

All students are to bring in a healthy snack from home. Snacks are usually apples, bananas, cheese and crackers and graham crackers. Remember to send healthful foods and drinks daily. FBCS has a wellness policy and seeks to promote healthy eating.

**Soda/Gum:**

Gum is not allowed at school. Students are prohibited from purchasing sodas from the vending machine for consumption on school property. As a school, we will encourage the consumption of juice, water and milk rather than soda.

**Parent Visits**

Parents may visit the classroom to observe the educational process at FBCS as desired. To do so, parents must call the school office to co-ordinate their visit, and sign in at the office to confirm that they have arrived on campus.

**Parent/Teacher Fellowship (PTF)**

The PTF is a dedicated group of parents who raise funds to provide our school and children with the best equipment possible. Activities of the PTF include:

- Fundraising
- Building Community
- Holding a Fruity Friday sale every Friday; and
- Supporting teachers

**PTF Fruity Fridays**

The PTF organizes a 'Fruity Friday' every Friday. Each class rotates providing the snacks and drinks for the sale. Your child's teacher will let you know when your child needs to bring something for Fruity Friday.

**Scholarships**

We are committed to providing the best quality of education in a Christian environment for all children. We have special concern for those children, in all grades, whose families require financial assistance. We work to provide scholarships as they are available to a limited number of students. Please contact the school office for the details about our scholarship program and financial assistance.

**School Board**

Our School Board is made up of five (7) members and three (3) ex-officio members. As FBCS is a ministry of First Baptist Church, the School Board Members are required to be members of First Baptist Church.

Parents are asked not to contact members of the School Board with problems directly. If you have any concerns you would like to voice, contact your child's teacher first. If a problem persists, contact the school Principal who will, if necessary, contact the Board. Please see the grievance policy.

**School Fees**

Please check with the school office for our schedule of fees. School fees can be paid in one of several ways:

1. One amount for the entire year (a 3.5% savings over monthly installments)
2. Every quarter (a 1.5% savings over monthly installments)
3. Monthly

Please arrange your method of payment with our school office. If you require special consideration for payment, please make an appointment with the Financial Administrator to discuss arrangements. There is a penalty fee of

\$25.00 (subject to change) for a late payment after the 5<sup>th</sup> of the month which will be posted to your account on the 6<sup>th</sup> of the month. If you make monthly payments by post-dated checks, please date the checks prior to the 5<sup>th</sup> of each month. Students with outstanding accounts will not be permitted to enroll in clubs.

## School Pictures

Class and individual student photos are taken in September or October each year. You will receive special instructions to order any photos. Please follow the instructions carefully and submit your order and payment within required deadline.

## “Stewards of Children” Law

In July 2012 the long awaited amendment to the Children’s Law came into force providing critical protections, previously not available, for our nation’s children. Of particular note to us as Educators is the legally enshrined status of us as mandated reporters. What this now means is that there is a legal responsibility and penalty for failure to notify the Department of Children and Family Services when evidence is observed that a child may be suffering abuse. As such, it is critical that Educators and school based volunteers are trained to know what they should be looking for. FBCS and Wee Care have begun to address this critical need by ensuring that all staff have been given the opportunity to be trained in the child protection curriculum “Stewards of Children”.

## Student Files

Teachers maintain a file on each student that includes the student’s homework record and behavior record. The school office maintains a file on each child for the duration of time the student attends FBCS. Teacher/Parent correspondence is kept in this file as well as Incident Reports, if they are needed.

## Student Drop-off

Students may be dropped off beginning at 7:30 a.m. You should drop-off your child in the designated area. They will be directed by our staff to the proper area for them to await the start of the school day.

Safety is a primary concern at FBCS, especially in the parking lot and drop-off areas. Please drive your car no more than 5 miles per hour through the drop-off area. Drivers are expected to follow directions given by faculty members. Do not park in the drop-off area for any reason. If you need to come inside the building for any reason, park in a marked parking space and come in.

## Student Pick-up

Students must be picked up after school between 2:45 p.m. and 3:00 p.m. Please drive your car no more than 5 miles per hour through the pick area and do not park in the pick up area for any reason. If you need to come inside the building for any reason, please park in a marked parking space.

If you pick up your child after 3:00 p.m., collect your child from the After School Care program. You will be charged an hourly rate as listed in the After School Care section. Please park in a designated parking spot, not in the pick up area.

Children cannot decide on any given day to visit friends or go home with another family unless you have notified the school office in writing one day in advance.

## **Text Books and School Supplies**

Teachers are responsible for assigning textbooks to children. Your child's books will all be assigned the same number to help locate missing books, if necessary. The school keeps records of assigned books. Please emphasize to your child the importance of caring for all books, especially those that belong to the school.

At the end of the school year, all textbooks **MUST** be returned to your child's teacher. If your child is missing a textbook and it is not returned, you will be charged for that book to be replaced.

Elementary school children can keep their books in their desk. To minimize extra weight in their backpacks, children need only carry books they need for homework.

School supply lists vary with each grade. Please check with your child's teacher or the school office for a list of school supplies you need to purchase. Supply lists for the following year will be sent with students' final report cards.

## **Visitors and Volunteers**

All visitors and volunteers at the school must sign in at the office, sign the confidentiality agreement in order to volunteer in classrooms. All visitors to the school are expected to abide by the Confidentiality Policy. Any information visitors encounter as they are working at the school is confidential unless expressly deemed public information. Visitors are reminded to exercise discernment about what matters are appropriately discussed in a public setting in the presence of students.

Regular volunteers will be required to participate in volunteer training provided by the school administration> Volunteers must take the Stewards of Children Sexual Abuse Training, and participate in the Child Abuse Reporting Policy and Procedures training, provide a police clearance, and should apply under the requirements of the Volunteer Policy. Check with the school office to set up an appointment regarding volunteering.



# Academics

## **Academic Honesty**

While it is tempting for students, in a wide range of ways, to claim credit where it is not earned, it is imperative to maintain high standards of academic honesty. In the course of an evaluation exercise, students shall not obtain or attempt to obtain information from another student or other unauthorized source, or give or attempt to give information to another student. Academic dishonesty will be considered a serious matter and will be dealt with accordingly.

Academic or academic-related misconduct includes, but is not limited to, unauthorized collaboration or use of external information during tests or quizzes; plagiarizing or representing another's ideas as one's own; falsely obtaining, distributing, using or receiving testing materials, falsifying academic records; defacing or tampering with library materials; or engaging in any conduct which is intended or reasonably likely to confer upon one's self or another an unfair advantage or unfair benefit respecting an academic matter.

The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Students are encouraged to consult appropriate handbooks to obtain information on proper methods of documentation. In keeping with its mission, First Baptist Christian School seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the FBCS community. Academic honesty includes adherence to guidelines established by FBCS, the faculty, the librarians, and the computer lab.

## **Curriculum**

### ***Curriculum***

The curriculum at FBCS is based on the North American system, allowing our students to seamlessly and successfully integrate into the continuing school system. We are proud to say that our students effortlessly join various high school programs, be it on island or abroad, and were well prepared with a solid educational background. We also incorporate the National Curriculum of the Cayman Islands.

We place special value on teaching our children Christian principles and live them every day by practicing kindness, respect and diversity. Our school is truly multinational, with students from all around the world, as well as many local students from the Cayman Islands.

We use the STAR Reading and Mathematics assessments in addition to classroom teacher assessment. These computer-based tests allow teachers to keep track of individual student's progress in mathematics and reading, providing immediate feedback on the abilities of each student.

## Numeracy

Every year we cover the following areas in our Math/Numeracy curriculum: Number Sense and Numeration, Measurement, Patterning and Algebra, Geometry and Spatial Sense, Data Analysis and Probability.

As this forms the foundation of all Math and Numeracy, we build on these concepts every year. Students are exposed to these concepts and how it connects to everyday life.

## Elementary School Program (Grades 1—6)

Language arts for first through sixth grade is a combination of whole language and phonics. Trade books and novels are carefully selected and used in conjunction with the reading series. Grammar and spelling are also emphasized. For math, hands-on learning using manipulatives is used in order to make abstract ideas become concrete. Skills are reinforced in and out of class by applying math strategies from classwork and workbooks. While a whole school strategy for literacy and numeracy is used, other subjects given to students at each grade are social studies and science.

## Kindergarten

Kindergarten is an integral part of the total educational program at First Baptist Christian School. The Kindergarten program is designed to encourage and support children's social, emotional, physical, and cognitive development. Children are involved in daily learning experiences with Bible, language arts, mathematics, social studies, science/cooking, physical education, Spanish, music, and technology. A key focus is placed on early literacy skills such as knowing the letter sounds and how to use these sounds to read and write. Numeracy skills such as counting, patterning, estimating and number stories are also highly emphasized. Small and large group activities provide children with opportunities to develop a positive self-image and the social and cognitive skills necessary for later learning.

## Extra-Curricular Activities

All students attend our weekly chapel service, and Bible Classes are an integral part of the curriculum. Our teaching program will allow children to grow and develop as Jesus did: in "wisdom and stature, and in favor with God and man" (Luke 2:52). Realizing that God made children to be active learners, a range of activities will be provided that are designed to meet the needs of children at their level of development along the growth continuum.

## Computer Lab

Our computer lab enables our students to explore technology. Students learn keyboarding, various applications including Microsoft Office programs, flight simulation, video conferencing, digital photography, and programming. FBCS also has two mobile laptop carts, and a set of Ipad3's that allow technology to be integrated in core subjects in the classroom.

## **NEW**

At First Baptist Christian School, we provide a safe, positive and supportive technological environment in which our students can achieve their greatest educational potential. Now and into the future, we recognize the importance of being technologically literate, discerning analytical and critical users of technology and creating a positive digital footprint.

Our computer lab enables our students to explore technology. Students learn keyboarding, various applications including Microsoft Office programs, video conferencing, social collaboration, digital photography, and programming. FBCS also has two mobile laptop carts, and a set of Ipad3's that allow technology to be integrated in core subjects in the classroom.

## Spanish Lessons

Spanish lessons start in Kindergarten and continue through Sixth Grade, and gradually increase the students' knowledge and language abilities in speaking and writing the Spanish language.

## Music Program

Music is given to students from K-6th grade. In the younger years children explore music and movement, core concepts, and learn a variety of children's vocal repertoire. In grades 5 & 6 students take Beginning Band, and learn to play a band instrument. Students also learn to play the recorder, handbells, rhythm and orph instruments. Vocal repertoire and performing in our annual concerts are also integral to the program. (See the Band Handbook for additional information as well as instrument rental information.)

## Physical Education

Our physical education program is designed to promote physical fitness and well-being, as well as improve their motor skills, and strengthen their team building and social development. FBCS PE Department holds several annual events in which the entire school participates.

## Library, and Accelerated Reader Programs

Our library offers many fun and exciting books. Students are encouraged to borrow and to partake in our Accelerated Reader Program. We also participate in the Scholastic Book discount program, which we pass on to our students, so they can start their own library and discover the joy of books and reading.

## Homework

We consider homework to be an essential part of the FBCS curriculum, and the educational process in general. Homework is a valuable extension of in-class learning activities. Its intention is to reinforce concepts learned in the classroom and extend students' mastery of various skills as well as develop responsibility, independent work habits, and self motivation.

Homework also allows for parental involvement in their child's educational experience. FBCS recognizes the importance of home/school collaboration and the parent as the primary educator.

Students are responsible each day for writing homework assignments in their planner. Some teachers may elect to put the homework on their website each day also. Each teacher assigns the necessary daily homework. The duration of homework will usually increase per grade level.

**We believe that teachers should be responsible for:**

- Communicating their homework procedures clearly to students and parents at the beginning of each school year.
- Assigning homework that is purposeful and meaningful to the child.
- Using homework to encourage each student to use his/her initiative.
- Providing for students' needs through homework assignments. These assignments typically include reading, spelling, research, writing, math and language skill reinforcement, and/or a project in a special area.
- Assigning homework that is consistent with the ability of the child.
- Assisting students in making up work missed due to excused absences by assigning homework to the student prior to their departure.
- Providing advance warning of tests and major assignments on the teacher's website or in the newsletter.
- Correcting homework daily.
- Expecting their students to do their best!

**We believe that students should be responsible for:**

- Recording homework assignments and turning in assignments when they are due.
- Advising parents what homework has been assigned and when it is due.
- Making up assignments that are missed due to absences or neglect.
- Learning directions for each assignment before leaving school and telling the teacher if they do not understand the directions.
- Completing assignments to the best of their ability.

**We believe that parents should be responsible for:**

- Arranging a quiet, comfortable, well-lit place for their child to study and work on homework assignments.
- Providing encouragement, support, and suggestions when their child is working on homework (but refusing to do the assignment for him/her).
- Communicating with the teacher when questions arise about an assignment or what is expected of the student.
- Rousing their child's interest in various subjects through exposure to a variety of reading materials, visiting special places, and enjoying hobbies and new learning experiences.
- Remembering to praise both effort and finished product, being mindful that the greatest reward is parent approval and the child's own self satisfaction.
- Expecting their children to do their absolute best!

## Internet Use

Our students have access to the internet to explore various sources of information. We have installed filtering software to block out web sites that contain illegal, offensive, defamatory and inaccurate information. All students are required to sign the Internet Use Policy agreeing to behave appropriately when using the school network and refrain from bypassing the filtering software.

Your child must have your permission to use the Internet at school. Complete and sign the *Internet Use* form and return it to the Computer teacher.

## Library

The FBCS Library contains books for all age groups. The books can be checked out for a one-week period. Please check your child's library books to ensure that they are not overdue. Students will be charged for lost books based on the replacement value of the book.

## Report Cards/Grading Periods

FBCS school year will consist of three grading periods. Report cards will be distributed each term. Please watch the Newsletter for updates and information on grading periods and grade reports.

We distribute the first report card of the year to the parents at the parent/teacher conference at the end of Term One. This conference is mandatory to discuss the progress of students with their parents. All other report cards are sent home via email.

We recommend that you:

- Review the report card and take the time to discuss it with your child, giving praise for good marks and encouragement where help might be required.
- Contact your child's teacher if you want to discuss the report card.

*Your child will not receive a Report Card if any school bills are outstanding.*

## Testing

All students who are applying for enrollment will be given an admission screening.

Every child at FBCS takes the computerized Star Reading and Star Mathematics tests twice each year, first in September and again in June.

Students in grades 1-6 take the Terra Nova Standardized Tests in April/May of each year to assess competency. The test is conducted in the classroom over a one-week period.

## Tutoring / Lessons

### Education

We offer tutoring to children who need extra attention in any subject at an additional cost outside of school hours.

If your child requires a tutor, contact the school principal, and she will help arrange tutoring for your child with a suitable staff member.

### Music

We offer musical tutoring/lessons to children. Please contact the school office if you are interested in musical tutoring for your child. All tutoring will be done outside of school hours.



# Communication

## **Parent Orientation**

Parents are encouraged to attend Parent Orientation night at the beginning of each school year. This meeting allows parents to meet their child's teacher and to receive information concerning curriculum, goals, and activities for the year.

## **Parent-Teacher Conferences**

There is one mandatory parent-teacher conference during the year. This occurs at the end of the first term. If you do not attend this conference, your child will not receive his/her report card. Your child's teacher will advise you of the time and place for your meeting.

Other meetings between parents and teachers can occur during the school year to discuss a child's performance, behavior and so on. Please call the school office if you want to set up a meeting with a teacher or the school principal.

## **Teachers Newsletters/Emails and Websites**

Teachers will regularly communicate with guardians about school events through either email or through the website and class blog. Your child's teacher will work with you to ensure you are receiving this information.

Our teachers communicate on an as needed basis by telephone, written notes or by e-mail. Information can include your child's school performance or behavior, upcoming field trips, guest speakers, class parties and so on. Notes are sent home in your child's homework folder or backpack.

Check your child's backpack and homework folder each day for teachers' notes and communications.



# Conduct & Student Life

## Attendance / Tardiness

### Attendance Policies and Procedures

#### Attendance Philosophy

FBCS is committed to providing a full and efficient educational experience to all pupils. We recognize that parents have the primary God-given authority over their children. We expect students to be in regular attendance, and on time for school, as to comply with the standards set by the Cayman Islands Education Department.

Research confirms that punctuality and good attendance are crucial for students to benefit from education. Each class period contributes significantly to the curriculum objectives of FBCS, and the instructional program is progressive and sequential, therefore it is necessary to encourage student attendance in all classes. Attendance is a critical factor of a productive and successful school career.

#### Attendance Principles:

FBCS will:

- Provide opportunities for students to become involved in the learning community at FBCS.
- Actively promote and encourage 100 % attendance for all our pupils.
- Give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.
- Identify and address punctuality and attendance problems as quickly as possible.
- Ensure that all staff members are aware of and enforce the tardy/attendance policies and procedures which comply with Cayman Islands laws.
- Ensure that teachers complete accurate attendance records.
- Have procedures in place which allow absentees to make up missed work without disrupting the learning of other class members.
- Inform guardians of their student's attendance.
- Ensure regular evaluation and revision of attendance policies and procedures by the administration team.
- Ensure FBCS Policies meet or exceed standards set forth by the Cayman Islands Education Department as set out in Cayman Islands Laws.

#### Attendance Policies

##### FBCS Attendance

### Attendance / Tardiness

#### Philosophy

FBCS is committed to providing a full and efficient educational experience to all pupils. The Education Law (2015) establishes that the parent or legal guardian of any child of compulsory school age will ensure that the child receives full-time education suitable to the child's requirements by attendance at school or otherwise provided for. At FBCS we expect all students to be in attendance every day that the school is open as stated in the education law unless the absence is caused by an illness, or other unavoidable cause making the child's attendance at school not reasonably practicable.

Research confirms that punctuality and good attendance are crucial for students to benefit from education. A students' attendance should be at 97% to have the greatest opportunity to be successful in their academics. Each class period contributes significantly to the curriculum objectives of FBCS. In addition to this, the instructional program is progressive and sequential, and therefore it is necessary to encourage student attendance in all classes. Attendance is a critical factor of a productive and successful school career.

Please note that students with tardies in excess of our school policy will not be eligible for Perfect Attendance Awards.

## Principles:

FBCS will:

- Actively promote and encourage 100 % attendance for all our pupils.
- Give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.
- Identify and address punctuality and attendance problems as quickly as possible.
- Ensure that all staff members are aware of and enforce the tardy/attendance policies and procedures which comply with Cayman Islands laws.
- Ensure that teachers complete accurate attendance records.
- Have procedures in place which allow absentees to make up missed work without disrupting the learning of other class members.
- Inform guardians of their student's attendance.
- Ensure regular evaluation and revision of attendance policies and procedures by the administration team.
- Ensure FBCS Policies meet or exceed standards set forth by the Cayman Islands Education Department as set out in Cayman Islands laws.

## Policies

### Absence

In accordance with the Cayman Islands Educational Department Attendance Policy for Schools: "All students are expected to be in attendance at school for every day of the 190-day school year."

If your child is absent three (3) times or more in a grading period that is considered unexcused, the Principal will be notified. Students who have unexcused absences for 10 or more days in a grading period will be reported to the Department of Education Attendance officer for truancy.

Students with 10 days or more of unexcused absences in a year will be subject to failure. Students with 20 days or more of combined absences (excused plus unexcused) will be subject to failure.

Students that miss 2-3 days of school must return with an official doctor's note in order for absence to be excused. Students with 3 days or more unexcused absences per term will be considered in excess of our policy.

### Tardiness

Students are expected to arrive at school and be in class by 8:10 a.m. each day. Students will be considered late who arrive at 8:20 a.m. or after must report to the school office to sign in. Parents must bring the student to the office or send a written note stating the reason for the tardy arrival. The administrative team has the final discretion on whether a tardy is deemed excused.

If a student is late three times in a term the parents will be notified in writing that students are approaching the term limits. If a student is late six times in a term, parents will be notified by letter that students have reached the term allowance of tardies. If a student exceeds the limit and is late nine times in a term parents will be invited for a parent conference with the principal to discuss their child's attendance.

The school administration team may review each individual case and may waive any part of these policies and procedures. Some factors that may be considered may include student achievement, student grades, teacher recommendations, student behavior records, standardized test scores, effort grades, and class participation and student attitude. The decision of the administration team is final and binding.

## Definitions

### 1. Absence:

Missing ½ of an instructional day for elementary students.

## 2. Excused absences:

Illness of student

Illness of immediate family member

Death of a family member

Other exceptional family emergencies (with prior written approval of the administration team)

Scheduled medical appointments (with prior notification to teacher)

Court Appearance or Official Summons by a law enforcement agency (with official documentation of appearance)

Pre-Approved Absences (may be allowed with written approval of the administration team)

If you are planning an extended leave, this must be pre-approved by the principal in writing. Do not make arrangements with teachers directly. Make-up work will be provided to students by the teacher with the approval of the school principal. Students have one week to make-up work missed. Teachers may grant a homework extension on deadlines as applicable. Even though absences are recorded as excused, they will still count in the overall total number of days absent as reported in our official school records.

## 3. Unexcused Absences:

Any absence that is not defined as excused is counted as unexcused. All absences that result from disciplinary action are unexcused.

**Students will not receive credit for any work missed during an unexcused absence.**

## 4. Tardy:

Being five minutes late for the school day.

Three unexcused tardies equal one day of unexcused absence. Tardies are totaled each month and the parents of students in excess of the policy will receive notification.

## 5. Excused Tardy:

A tardy may be deemed excused for the following reasons if student is accompanied by parent to the office or if written note is brought to the office:

- Illness
- Car Trouble
- Car Accidents
- Medical or dental appointments

If a student receives an excused tardy for one of the above reasons, the student will still be recorded as tardy, but with a note added as to the reason for being late to school.

## 6. Unexcused Tardy

Any tardy not deemed excused by the administration team.

**Students will not receive credit for any work missed during an unexcused tardy.**

# Procedures

## Absences

Absences due to illness or emergency

- Call the school office (not the teacher) before 8:15 a.m.
- Call the school office before 8:15 a.m. Inform the office daily if your child requires additional days off of school due to illness
- Send a note explaining the reason for the absence with your child upon returning to school.
- Send a note from the child's doctor if your child has been out of school for more than 3 days.

Death of a family member and/or family emergencies

Call the school office to inform them of the expected absence. Please let them know the expected length of time the student will be out of school.

Absences due to medical appointments or court appearances

Notify the school office in writing at least 2 days prior to the absence.

Provide a note from the doctor or a copy of the official request for appearance.

Pre-Arranged Absences

The school administration team may permit a pre-arranged absence for special circumstances.

The following steps must be followed for the request for a pre-arranged absence to be considered:

1. Submit your request to head school administrator (principal) in writing. This request should detail the dates of the child's absence from school and explain why this trip justifies absence from school.
2. This request must be made at least two calendar weeks (14 days) prior to the student's absence from school.
3. You will receive approval in writing from the administration team (principal). Teachers will be notified of the approval by the administration and then may distribute work that will be missed.

## Leaving School During the School Day

### Checking-out of school due to illness

On becoming ill, students must notify the teacher. The teacher will notify the office who will contact the guardian or emergency contacts before action is taken. Student will report to the office where he/she will remain until parent comes to sign the child out. Please ensure that your child's emergency contact information is kept up-to-date so a responsible party can be contacted in case of illness or emergency.

### Checking-out of School for pre-arranged appointments

If students must leave campus during the school day for a pre-arranged appointment (i.e. Doctor's appointment, court appearance, etc.), the office should be notified. On the day of the appointment, the student must present a parental note to the teacher who will submit it to the school office at the beginning of the day. The parent must sign the student out at the office prior to leaving the campus. If a student will be returning to campus that day, he/she must report to the office to sign in upon returning to school. If this procedure is not followed, the student is given an unexcused absence from class. Absences from classes due to checking out of school for pre-arranged appointments may be deemed excused upon receipt of a doctor's note, court summons or official notification of appointment.

## FBCS Discipline Policy and Procedures:

The First Baptist Christian School endeavors to give children an education in an environment where each student is valued for their uniqueness and can achieve to the best of his/her ability. Discipline is a part of creating a safe learning environment, and a means of both training students in moral conduct, and of correcting student behavior. Assisting parents in the development of Godly character in their children is one of our primary goals. It is our desire at FBCS that our students would strive to obey the scriptures. Our key scripture verse is "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" Matthew 22:37-39. Character motivation, accompanied by scripture is used to positively influence behavior in the classroom.

The discipline policy of FBCS is a classroom centered, teacher focused policy that is designed to give teachers the tools they need to maintain an optimal learning environment. In addition to our "All School Rules", each classroom establishes clear and effective, age appropriate, classroom discipline rules and procedures. These are put together in a classroom contract format, and all students sign their names to it. Our all school rules are as follows: Be Kind; Be Safe; Be Cooperative; Be Respectful. These positive behaviors establish expectations across the school and in various locations such as: cafeteria, playground, classroom, transitions, morning activity time, and chapel.

Classroom discipline strategies include using verbal warnings for students, recovery areas, modified recess breaks, loss of privileges, reflection papers, lunchtime detention, and parent communication. Teachers may use progressive consequences, and will keep a record of student behavior. Kindergarten to second grade will also use a daily red/yellow/green light system to monitor student behavior. Grades Kindergarten to six use class logbooks and student agendas for behavior notes and daily parent communication. Each student is encouraged to set personal goals, and to take responsibility for their own actions. We strive to build positive peer pressure throughout the school by using strategies that teach children how to resolve conflict.

A balance of rewards and consequences are used at FBCS to motivate and encourage students. Rewards may take the form of something tangible, or in a preferred activity such as additional computer or reading time. Rewards are given in each class to both individuals and the class as a whole. All school reward days are given once per quarter, and students showing good, consistent effort and behavior may be rewarded at this level.

The Child Studies Team (CST) is a group of educators within our school that seek to ensure that a child who is having difficulties in the classroom is given reasonable accommodations and modifications to change classroom performance. Using strategies that draw on the individual child's strengths and meet their individual educational needs, the CST team will work to put strategies into action, and evaluate the impact on the child's success in the classroom. Students are referred to the CST by the classroom teacher.

FBCS does not tolerate bullying throughout the school in any way whether child-child, child-teacher, teacher-parent. Bullying is an act of repeated aggressive behavior in order to intentionally cause harm to others. Bullying is characterized by an imbalance of power or strength. Behaviors may include: verbal harassment, physical assault, name calling, exclusion, social isolation, coercion, cyber bullying through cell phones, use of internet or technology. Age appropriate anti-bullying training is given annually to students. If a student feels that they are being bullied, the student or parent may report it to the classroom teacher, and should report on-going bullying to the vice principal, who at his/her discretion will involve the Child Studies Team and/or the principal.

### **Progressive Discipline**

At the beginning of each school year, the teacher will communicate the classroom discipline policy to parents. The levels of offences and possible consequences given below have been created to effectively handle discipline issues at the most appropriate level. All consequences are at the discretion of the teacher, vice principal, or principal depending on the level of offense.

#### **Progressive Discipline Level 1**

Discipline issues may include, but are not limited to the following:

Dress code violations, not following teacher's instructions, not following classroom procedures, classroom disruption, name calling or teasing, inappropriate chapel behavior, excessive noise/talking out, chewing gum, eating at undesignated times. The classroom teacher handles these Level 1 offenses at their discretion. Teachers may use progressive consequences such as warnings, time outs, temporary placement in another teacher's classroom, modified recess, and lunch detention as a means of handling these problems. Teachers will maintain a log of these offences.

#### **Progressive Discipline Level 2**

Discipline issues may include but are not limited to the following:

Excessive or ongoing teasing, name calling, disrespect, lying, cheating, inappropriate language, major disruption of teacher or instruction, excessive roughhousing. A parent conference may be held at this level with the teacher, parent and student. These offences are referred by the teacher to the vice principal/principal in writing using the discipline referral form with support for consequences which may include: lunch detention, or in-house suspension.

### **Progressive Discipline Level 3**

Discipline issues may include but are not limited to the following:

Fighting, physical aggression, bullying, confrontation, intimidation/threats/harassment, gross disrespect, insubordination, inappropriate internet use, defacing or damaging property, theft, use of banned substances on the school grounds. These offenses are referred by the teacher to the vice principal and principal in writing using the discipline referral form. A parent conference will be held at this level. Consequences may include in-house suspension or suspension depending on the severity and the nature of the offense. Severe offences may also result in probationary status, or expulsion at the discretion of the principal.

## **First Baptist Christian School Uniform and Hair Policy**

“This policy has been developed to reflect the principles enshrined in Human Rights, sexual discrimination and gender discrimination legislation”.

### **Girls:**

Shall wear the FBCS uniform navy blue skort **or khaki skort** at a modest length and the FBCS uniform shirt. Both are available through the school. If they so choose they may also wear khaki pants which can be purchased locally or overseas.

### **Boys:**

Shall wear khaki color shorts or pants with pleats and the FBCS uniform shirt.  
Pants must not be oversized or worn in the ‘low’ fad manner. Shorts or pants may be purchased locally and need to be made from a durable fabric.  
Black belts must be worn at all times. Belts optional for K & 1.

### **Shoes:**

**Uniform days:** Solid Black shoes.

**P.E. days:** Any color trainers/sneakers **NO** flashing soles, cartoon characters or logos.

### **Socks:**

All students must wear plain white socks on uniform and P.E. days.

### **P.E. Uniform:**

Consists of FBCS black soccer sport shorts and the FBCS P.E. T-shirt that are available in the school office. Any color trainers/sneakers **NO** flashing soles, cartoon characters or logos.

### **Hair Policy**

Hair must be maintained in a healthy manner that is well-kept, tidy and appropriate to the wearing of school uniform. Hair should be groomed and if long worn tied back for health and safety reasons. Hair is required to be natural in color, and extremes of hair styles including mohawks, or shaved lines and words, are not permitted. Beads should not be worn in the hair.

### **Exemptions**

From time to time there may arise a situation where a short term or long term exemption is required to an aspect of the school uniform and hair policy. Any variations or exemptions should be agreed upon in writing with the school principal.

### **Short Term Exemption**

A short term exemption may be needed in extenuating circumstances that prevent the wearing of a school uniform. Short term exemptions may be provided for situations where there are temporary health issues, or extreme weather conditions that require additional clothing, or other unusual circumstances. This must be done through written communication with the school principal.

## **Long Term Exemption**

A long term exemption may be applied for when:

- An aspect of uniform and dress code prevents students from complying with a requirement due to their religious or ethno-religious background
- A student has a health issue or disability that requires a modification of the uniform requirements
- A student is disadvantaged in complying with an aspect of the uniform because of other personal circumstances outlined in anti-discrimination and equal opportunity legislation

## **Free Dress Day**

The 1st Friday of every month is designated as Free Dress Day. If the first Friday is a holiday, then the second will be used. Students may dress out of uniform on that day only.

Students are asked to contribute \$ toward a fund-raiser if they dress casually on Free Dress Day. Students are expected to wear their uniforms if they don't bring money to school that day. Clothing must be modest in style. No bare midriffs or bare backs. No spaghetti straps, nor short shorts/skorts/miniskirts. No flip-flops or other backless shoes.

## **Consequences for Infractions**

Students in violation of the dress code will be sent to the office for appropriate action, and will be required to call home for a change of clothes. Only after the student is dressed appropriately may the student return to class. Time missed from class for this infraction is unexcused. Dress code interpretation is at the discretion of the school administration.

## **Human Dignity Policy**

First Baptist Christian School intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, sex, national origin, age, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God himself.

1. We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons both at school or school events.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator, or if it is the administrator he or she is reporting, to the Chairman of the School board. Each report will be given serious consideration and investigated appropriately.
3. Reports of harassment and subsequent investigation will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff members) or expulsion (for students).
5. Sexual harassment includes:
  - Making inappropriate sexual advances,
  - Engaging in improper physical contact
  - Making improper physical comments

- Writing a note to someone else, either electronically or by hand, with content that may be construed as sexual.
  - Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
6. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.
  7. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

## **Telephone Usage**

Children are only allowed to use the telephone in the school office for emergencies. If your child is sick, you will be contacted by the office staff.

If you need to contact your child during school hours, please call the school office and leave a message. We will contact your child with your message.

**Students are not allowed to have cell phones at school.**



# School Activities

## Assemblies

Whole school assemblies will be held at various times during the year. Parents are invited to all school activities, including assemblies.

## Chapel

Chapel takes place every Monday morning from 8:20 – 9:00 a.m. We use the time in chapel to pray, sing praise songs, read Bible verses and to learn a scriptural lesson. We encourage our children to come to chapel expectantly, looking for God and asking him to help them grow in the Christian life. We encourage parents to attend as many days of chapel as they can.

## Clubs

In our effort to provide opportunities for growth for the whole child, we offer several after school clubs for our students. The minimum cost to join a club is \$10.00, however costs vary. Clubs are held after school from Monday to Friday. The school office will be able to tell you the start and finish times of each club and their duration.

If you are late picking up your child from an after school club, the supervising teacher will take him/her to our After School Program. You will be charged additionally for this service.

To register your child for a school club:

- Check with the school office for the list of clubs.
- Complete and sign *the Club Registration* form.
- Make your check payable in the required amount to the FBCS and submit it to the school office.

# First Baptist Christian School | 2017-2018 CALENDAR

**21-28** Inservice for Staff  
**28** Parent Orientation  
**29** First Day of School  
**29** First Term Begins

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**14** Ash Wednesday  
**15-16** Mid Term Break

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**20/23** Inservice (no school)  
**23-27** Mid Term Break

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**29** Inservice (no school)  
**30** Good Friday  
**29-Apr 6** Easter Break

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**13** Remembrance Day  
**23** Thanksgiving Day  
 (noon dismissal)

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**1** Easter Sunday

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**15** Noon Dismissal  
**18-Jan 2** Christmas Break

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**18** Inservice (no school)  
**21** Discovery Day

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**3** School Resumes  
**22** Heroes Day

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**11** Queen's Birthday  
**29** Noon Dismissal

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**2** Summer Break Begins

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



**“SEEKING EXCELLENCE”**

**Philippians 4:8**

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## **Student-Parent Handbook Agreement 2017-2018**

I have read and agree to abide by the Student-Parent Handbook. I have also discussed this information with my child(ren). Further, I agree to cooperate with the staff and administration in solving school-related problems in a Biblical manner and assisting their student(s) to learn and advance in the educational process.

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

_____ <b>Mother's Signature</b>	or	_____ <b>Father's Signature</b>
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1<sup>st</sup> Student's Name: \_\_\_\_\_

2<sup>nd</sup> Student's Name \_\_\_\_\_

3<sup>rd</sup> Student's Name \_\_\_\_\_

## **FBCS Internet Use Policy Statement**

All students will:

- use the computers and all other equipment responsibly and with care, and follow the rules set out by the teachers and the school;
- ensure that the computers and other equipment remain in the same state they were found in;
- ensure that any activities using the computers and other equipment will be for educational purposes and not for malicious reasons, that is, not to cause emotional harm to others;
- ensure that all messages and images displayed or generated are clean, positive, encouraging and uplifting;
- protect personal passwords and keep them confidential at all times;
- check with the teacher before attempting to install or run any program on the computers;
- only access information that is intended for them;
- report any problems with the computers, software or any other equipment to the teacher as soon as the problem arises;
- check with the teacher before printing any documents.

### **Policy Violations and Misuse of Resources**

Violations may be incidental or willful/malicious. It is possible for students to misjudge or accidentally violate a policy. In the event that this violation was of an accidental nature and FBCS is aware of the student's unintended violation, the student may be reprimanded taking into account the severity of the violation and the accidental nature of the act.

Willful or malicious violations of the student IT policies will result in immediate restriction in the use of computer resources; while further action may be taken upon the completion on an investigation into the matter.

Consequences for violations may include restricted access to ICT resources, payment for damaged equipment up to the full cost for replacement and any other appropriate consequence as outlined in the school's discipline policy.

### **User Commitment**

All students must read, accept and agree to this policy relating to the computing resources; and further accept to abide by the User Code of Conduct as set forth in this document.

Student Name: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_