



# Student- Parent Handbook

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## **A Note From Our Principal**

Dear Parents,

I would like to extend my warmest welcome to all new and returning students! It is with great pleasure and excitement that we all begin the 2007-2008 school year.

First Baptist Christian School seeks to provide students with an educational foundation in the areas of the spiritual, physical, mental and academic success. Our teaching staff, which consists of well-trained professionals, is devoted to teaching and upholding the high standards and ideas of Christian Education.

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

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

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# School Introduction

## Mission Statement

The mission of First Baptist Christian School is to provide academic excellence in a Christ-centered environment, which meets the educational and spiritual needs of each individual; and to develop confident, disciplined, caring responsible citizens, and life-long learners who exemplify grace, knowledge, integrity, and godliness.

## Philosophy and Purpose

Our teaching program allows children to grow and develop as Jesus did, in "wisdom and stature and in favor with God and man." (Luke 2:52). We recognize the parent's primary responsibility in raising a child and strive to assist parents in this aim.

Our responsibility for the student encompasses the whole child; spiritual, intellectual, physical, social, and emotional areas. As spirituality affects all of the other areas, it is our aim to integrate the Bible throughout the total curriculum. The spiritual must permeate all areas to develop a Christian worldview from which will emerge a balanced personality and a proper understanding and acceptance of a person's role in life at home, work, play and worship.

Realizing that God made us to be unique individuals, we have designed a range of activities within the curriculum that meet the needs of children at their level of development and growth. Activities are carefully selected to help each child develop language, reading, writing, mathematics and problem solving skills appropriate to his or her stage of development. FBCS promotes high academic standards while helping the students to achieve skills in creative and critical thinking by using an integrated curriculum that meets international standards.

## Statement of Faith

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

- 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.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.

## 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 2:45 p.m. and ends at 5:30 p.m., Monday to Friday, and are in addition to regular tuition fees.

Full-time:	\$185.00 (FBCS student) \$220.00 (non-FBCS student)
Part-time:	\$145.00 (FBCS student – up to three days) \$175.00 (non-FBCS student – up to three days)
Daily Drop in fee:	\$5.00 per 10 minutes up to a Max of \$25.00 (FBCS students only)
Late pick up fee:	\$5.00 for each 10 minutes after 5:30 p.m.

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. Please check with the teacher if you want to bring a cake to celebrate your child's birthday.

## 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 clear 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 Dr. Cross. If you wish for your donation to remain confidential, Dr. Cross 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 Dr. Cross 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. This includes items (but is not limited to) such as: Cell phone Tape player CD player Personal computer Walkman Computer game Beeper MP3 player/iPod

If a student is found in possession of an electronic item, it will be taken away and stored in the school office where it can be retrieved *personally* by the guardian at the end of the school day. If a student brings any electronic device to school twice, it will be held in the school office until a parent or guardian *personally* retrieves it. If a student brings any electronic device to school a third time, the item will be held in the school office until the end of the term. A guardian will have to *personally* retrieve the item. If a student brings any electronic device to school a fourth time, the item will be held in the school office until the end of the term. A guardian will have to *personally* retrieve the item.

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.

Students are able to use the School Office telephone ONLY for emergencies with the approval of their teachers and at the convenience of the office staff.

## 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 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.

## 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.*

*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.*
3. *This procedure applies to Board members who are acting in their capacity as parents\patrons and not as representatives of the Board.*
4. *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 8:15 a.m.

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

School ends at 2:30 p.m. grades K-4, and 2:45 p.m. grades 5-8

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/Snacks – Provided by JLM Food Serviced Ltd.

Dear Parents/Guardians,

First of all, we would like to introduce ourselves. We are a Caymanian owned company which has extensive knowledge of the catering business. We operate canteen/cafeteria facilities for schools as part of our business.

We have signed an agreement with First Baptist Christian School to operate their canteen facilities starting April, 2007.

It is our policy with the agreement of the school's administration, that our lunches, etc. are a pre-paid program and as such should always maintain a credit balance. You can open an account in your child/children's name. We provide a menu which lists what we have to offer as well as our prices on a monthly basis. There is a form that you would have to fill out for your child/children if you would like to take advantage of our services. Students can purchase lunch on a daily basis as well.

For your information, payment may be mailed to the address below, credited to our account at Bank of Butterfield with your child/children's reference numbers or paid directly to the Canteen during opening hours. If payment is to be made by cheque it should be made out to JLM Food Services, Our opening hours are 7:00 am – 3 pm Monday to Friday.

Please feel free to give Mary Trumbach or Gregory Trumbach or Gregory Trumbach a call at 945-1556, 324-1977 or you can email us if you have any questions or concerns.

Jlm Food Service Limited  
P.O. Box 11358 PLO  
Grand Cayman Islands  
945-1556 / 324-1977  
Email – [jlmfoods@candw.ky](mailto:jlmfoods@candw.ky)

The Management  
JLM Food Services Ltd.

## Parent Visits

Parents are encouraged to 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.

## Rules for Student Behavior in Cafeteria

- Students must obey all staff instructions while in the cafeteria. This includes kitchen staff.
- Students may not run or shout in the cafeteria.
- Students are to form an orderly line when they arrive. Do not cut in front of other students.
- All students must remain seated while eating.
- All students must remain seated or standing in line until they are dismissed.
- Students are expected to place their trays, glasses and silverware in their designated areas after they are finished eating.
- Each student is responsible for cleaning loose food and liquid from their tray or from the table and floor before going outside.
- All tables must be cleaned before classes may go to recess.
- Students may not play in the cafeteria during lunch.
- Any student who has been given a detention is expected to bring study materials to work on. If s/he fails to do so they will automatically receive another detention the following day.
- All students must address the cafeteria staff politely and say thank you when they receive their lunch.
- The microwave may be used by students who have brought their food in microwave safe containers or microwave safe cling film. Any spills must be cleaned up immediately by the child responsible.

## Snacks

We provide morning snack for children in Kindergarten to Grade 2. Snacks are usually apples, bananas, cheese and crackers and graham bear crackers. Students in Grades 3 – 8 need to bring a snack from home, if they wish. Remember to send healthful foods and drinks.

## Soda/Gum:

Gum is prohibited in the school. Soda will no longer be available for purchase by students at the school. Students are prohibited from purchasing sodas from the vending machine for consumption on school property. Students are prohibited from bringing soda to school to drink unless expressly requested to as a part of a school function. As a school, we will encourage the consumption of juice, water and milk rather than soda.

## Parent Visits

Parents are encouraged to 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:

- Compiling the School Directory of all parent contact information;
- Organizing luncheons and dinners throughout the year;
- Organizing Family Fun Days and the school photos;
- Providing the school with our First Aid kits;
- Holding a bake sale every Friday; and
- Giving generously to various school programs such as Discovery, Computer, Music, Art and Accelerated Reading.

## PTF Bake Sales

The PTF organizes a Bake Sale every Friday. Each class takes turns providing the baked goods and drinks for the sale. Your child's teacher will let you know when your child needs to bring something for the sale.

## 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 (5) 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.

## 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.

## 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 2:30 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.

If your child needs to walk home or catch a bus to go home, contact the school principal, in writing, with your permission. A student must be 12 years or older to walk home unaccompanied.

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.

Middle school students can keep their books and school supplies in their backpacks.

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

FBCS encourages parents and guardians to volunteer in and around the school. Check the Monthly Newsletter and classroom communication for opportunities to volunteer.

All visitors to the school must sign in at the office, sign the confidentiality agreement and receive a visitor's badge. 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.



# 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 at a Christian school. 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.

## Computer Lab

All FBCS students are given weekly instruction in the computer lab.

Students are allowed to use the computer lab for research under the supervision of a teacher. Please contact the school's Computer Teacher if you have any questions about your child's instruction on computer usage.

## Curriculum

The Christ-centered curriculum of First Baptist Christian School is a medium through which a student is oriented to a life in Christ and to the Christian worldview. The curriculum at FBCS is arranged with Bible as the centrally integrated theme within all disciplines. The curriculum meets international standards.

FBCS uses a variety of curriculum materials, including both distinctively Christian curricula and secular curricula. FBCS seeks to choose the very best in educational materials whether from Christian or secular publishers. No matter the publisher, all curriculums are taught from a Christian worldview.

## Discovery Program

The Discovery Program is designed to help students reach their grade-level expectations. The program offers supportive services on two different levels; Resource and Discovery.

### The Resource Program

This program reinforces instruction that is presented in the regular classroom. It is designed for students who can understand concepts, but need additional assistance. The Teacher's Aide assigned to this aspect of the Discovery Program usually assists students in the Resource Program.

### The Discovery Program

This program assists children who have difficulty understanding concepts and/or maintaining the pace of the regular classroom. Children in this program receive Discovery daily instruction in reading, language arts, spelling, or math. This instruction takes the place of instruction presented in the regular classroom.

Discovery reports go home each term with the regular report card.

Discovery Referral Process is completed as follows:

1. The student's classroom teacher or parent completes a *Discovery Referral* form.
2. Parents meet with teacher
3. Parents complete and sign *Parental Consent* form, which gives the school permission to evaluate the student's current academic achievement.
4. The school evaluates the student.
5. Parents meet with teachers to discuss assessment results, recommendations, and the Discovery curriculum best suited to their child.

## 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. Parents in grades 3 – 8, are requested to check your child's homework assignments in his / her planner. 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 do have access to the internet to explore libraries, databases, museums and other sources of information. Students can also exchange personal information with other Internet users around the world. Please be assured that 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 two-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.

## Music Department

The Music department has published a handbook of guidelines that must be read by all students and their parents. Please contact the Music Teacher to obtain a copy of the Music Handbook.

## Report Cards/Grading Periods

FBCS school year will be made of four nine-week grading periods. Report cards will be distributed each quarter. Please watch the Eagle's Eye 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 with students.

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.
- Sign the appropriate space on the report envelope as proof that you have seen the Report Card.
- Return the Report Card in the envelope to the teacher via the student.
- 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.

All grades take the Standard Achievement Test (SAT) in April of each year to assess competency in all subjects. The test is conducted in the classroom over a one-week period.

FBCS now provides the DIBBLES testing program for all K – 3 students. The testing program tracks reading progress, problems and strengths throughout the year.

## Tutoring / Lessons

### Educational

We offer tutoring to children who need special attention in any subject. The cost for educational tutoring services is \$25.00 per hour. Children cannot be tutored by their classroom teacher. All tutoring will be done outside of school hours.

If your child requires a tutor, fill out a tutoring form. Return the form to the school office. The tutor will contact you to arrange a time and a place to meet with your child.

### Musical

We offer musical tutoring/lessons to children. The cost for musical tutoring/lessons is \$25 per half hour. The lessons vary by year according to the availability of teachers. 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

## Breezeway Bulletin Boards

You can find messages concerning school activities and news on the left-hand bulletin board on both sides of the breezeway. The other bulletin boards are for church use. Please check the board for current news and messages.

## Newsletter

The Eagle's Eye newsletter is sent home on Friday with each student, and is sent via email to any parent of FBCS or supporter who requests it. Please review these newsletters for upcoming events and information, and for pleasure.

Extra copies of newsletters are available outside the school office. Also, please feel free to obtain copies to send to family, friends, and other acquaintances. If desired, relatives and friends may be added to the email list by providing the name and email address to the school office. Newsletters will also be posted on our website.

This newsletter will help parents and students become aware of school activities and to stay current with any changes in school policy.

## 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 quarter. 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 and Websites

Teachers will regularly communicate with guardians about school events through either a regularly published newsletter or through a website. 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

## 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 also recognize that there is a need to establish strong home-school links and communication systems that can be utilized whenever there is a concern about a student's attendance.

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

## 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.

## Policies

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 five (5) times or more in a grading period, the teacher will advise the School Principal who may, in turn, inform the Department of Education. Students who are absent 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.

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 or missing any special classes for elementary students.

Missing ¾ of any class period for middle school 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)

Make-up work will be provided to students by the teacher. Students have one week to make-up work missed.

Teacher may grant an extension on deadline upon request of the parents.

## 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 and for special classes for elementary students.

Being five minutes late for an instructional period for middle school students.

Three unexcused tardies equal one unexcused absence. Tardies are tallied per term.

## 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

Repeated tardies for the same reason will be deemed unexcused.

Make-up work will be provided to students by the teacher. Students have one day to make-up work missed.

A teacher may grant an extension on deadline upon request of the parents.

## 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. EVERY day that your child is absent.
- 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 teacher 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 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. Teacher will be notified of the approval by the administration.

Make-up work will be at the teacher's discretion.

## Tardiness

Students are expected to arrive at school and be in class by 8:15 a.m. each day. Latecomers must report to the school office for a late slip before proceeding to class. 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.

Students are also expected to be on time to each class when changing classes. Teachers will keep a record of tardies to their class. Three unexcused tardies when changing classes equal one unexcused absence.

Please note that tardiness will directly affect your child's effort grade and will ultimately affect subject grades since instruction time in the classroom will be missed. Continual tardiness to a class may result in a student serving a detention, suspension, making up missed class time on a Saturday, or possible loss of credit. The administration may consider extenuating circumstances in the application of this policy.

If a child is tardy three (3) times in a two-week period, the teacher will advise the School Principal who may, in turn, inform the Department of Education Attendance Officer. Parents will be sent a letter by the Principal.

## 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. If this procedure is not followed, the student is given an unexcused absence from class.

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 teacher should be notified at the time the appointment is made.

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 receive an admittance pass 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.

## Discipline Philosophy

### Purpose

First Baptist Christian School's philosophy of discipline is based on explicit principles for behavior found in Scripture, and on the unique student/parent/educator relationship inherent to the ministry of Christian school education. Our intention is to help students learn to live a well-rounded, well-disciplined Christian life so they can enjoy an unhindered relationship with God.

### Definition

Discipline is both a person's ability to choose to have Biblical actions, thoughts and speech in all circumstances and a long-term process of training a person to choose to have Biblical actions, thoughts and speech.

### Discipline Objectives

- To teach the Biblical standards for actions, thoughts and speech.
- To train students to adhere to Biblical standards of behavior no matter the circumstances.
- To use misbehavior as an opportunity to teach Biblical concepts.
- To admonish and correct misbehavior.
- To restore offenders to a right relationship with God and others.
- To recognize and correct patterns of misbehavior which indicate a misunderstanding of Biblical principles.
- To teach students how the misbehavior is harmful to their relationship with Christ.
- To train students in strategies for dealing with conflicts in their lives.
- To train students toward a development of a lifestyle that is pleasing to God.
- To encourage a positive response to authority so that students can more readily yield their will to God's will.

*"... We have had human fathers who have corrected us, and we paid them respect. Shall we not much more readily be in subjection to the Father of spirits and live? For they indeed for a few days chastened us as seemed best to them, but for our profit, that we may be partakers of His holiness."*

- To protect and build respect for others.
- To encourage responsibility for speech, thoughts and actions.
- To maintain an optimum learning environment.
- To partner with parents in training up a child in the way he should go.
- To hold students accountable to Biblical standards with grace, fairness and compassion.
- To protect the optimum learning environment for all students.

## Serious Misconduct

Students committing infractions of a serious nature, including, but not limited to, violence, threats of violence or harm to an individual or property, theft, vandalism, criminal acts or civil misdemeanors, sexual immorality, harassment, or possession of illegal drugs or alcohol will be immediately referred to the administrator and/or the appropriate Cayman Islands authorities. The principal will contact the parents to inform them of serious infractions.

The principal and/or school board has full authority to suspend or expel a student for serious misconduct and/or for repeated incidences of misbehavior. If a student is expelled, the parents are still obliged to pay the balance of the semester's tuition.

Students who are suspended will not be eligible for certain school privileges, which may include pre-arranged absences, participation in sports events, participating in clubs or other extra-curricular activities, attending field trips, participating in school plays or choral production, etc. If a student is suspended on a Friday, they will not be allowed to participate in any school activities until Monday of the following week.

All absences because of suspension or expulsion will be deemed unexcused. A student will not be allowed to make-up work missed during the days and will receive a zero for all work missed.

## Behavioral Probation

A student may be placed on probation status when there are persistent and/or severe behavioral problems. The status alerts both student and parents that attendance at FBCS is jeopardized unless there is an immediate change. Students are placed on probation upon the recommendation of the teacher(s) and the school's administration. Parents will be informed in writing of the reasons for this action.

A student may be returned to good standing after review by the administration and teachers. Some factors that may be considered are the student's behavior record during probation, the student's attitude, the student's academic record, parent participation, etc. This may carry over into subsequent school years. An interview may be required for re-enrollment the following school year.

Students on probation will not be eligible for certain school privileges, which may include pre-arranged absences, participation in sports events, participating in clubs or other extra-curricular activities, attending field trips, participating in school plays or choral production, etc.

## Steps to Resolving Discipline Problems

Teachers move from step to step for repeated infractions when it has been less than 30 days between disciplinary infractions of similar nature.

(For instance if a student is disrupting class on September 3<sup>rd</sup> and repeats the same infraction on September 12<sup>th</sup>, the teacher would move from step 1 to step 2. But if the same infraction occurs again on October 12<sup>th</sup>, the teacher would repeat step 2.)

1. Teacher talks with, counsels and prays with student about the incident.
  - Teacher fills out an incident report which is filed in the class discipline notebook.
  - Teacher applies consequences in keeping with offence.
2. Teacher sends a note home with student to be signed by guardian and returned the following day.
  - Teacher fills out an incident report which is filed in the class discipline notebook.
  - A copy of note and incident report is filed in the office.
3. Teacher confers with guardian over the phone or in person.
  - Teacher fills out an incident report which is filed in the class discipline notebook.
  - Teacher fills out parent communication report.
  - A copy of incident report and parent communication report are filed in the office.
  - Disciplinary action, in keeping with the offense, may be taken.
4. Teacher confers with the Disciplinary Consultant to determine an appropriate intervention.
  - Teacher fills out an incident report which is filed in the class discipline notebook.
  - Teacher and/or Disciplinary Consultant fill out discipline/intervention report.
  - Teacher and/or Disciplinary Consultant confer with parents over the phone or in person.
  - Teacher and/or Disciplinary consultant fill out parent communication report.
  - A copy of incident report, discipline/intervention report and parent communication report are filed in the office.
  - Intervention and/or Disciplinary action, in keeping with the offense, (as recommended by the DC) may be taken.
5. Teacher confers with the Child Study Team to determine appropriate action.
  - Teacher fills out an incident report which is filed in the class discipline notebook.
  - Teacher and/or Child Study Team Representative fill out discipline/intervention report.
  - Teacher and/or Child Study Team Representative confer with parents over the phone or in person.
  - Teacher and/or Child Study Team Representative fill out parent communication report.
  - A copy of incident report, discipline/intervention report and parent communication report are filed in the office.
  - Intervention and/or Disciplinary action, in keeping with the offense, (as recommended by the CST) may be taken.
6. Student referred to the principal.
  - Teacher fills out an incident report which is filed in the class discipline notebook.
  - Teacher provides a copy of all documentation related to disciplinary infraction to the principal.
  - Principal communicates with parents.
  - Principal fills out parent communication report.
  - Principal administers disciplinary action, in keeping with the offence.

We endeavor to administer discipline fairly and consistently in all cases and at all times at FBCS. We pray for your support as we attempt to minister to your child, and to your family, by providing discipline to your child.

## Dress Code and Uniform Policy

All students are required to wear the school uniform to school and at school sponsored events. Uniforms must be clean, pressed and neatly presented each day. All dress code interpretation is at the discretion of the school administration. Uniforms are sold through the school office, with the exception of boys khaki shorts/pants.

### K – 4 Girls Dress Uniform (Elementary)

To be worn on non – P.E. days and for special events  
Dark Blue Polo shirts - Shirts must be neatly tucked in  
Knee – length navy blue skirts  
Black closed toe shoes (no skate shoes) – white socks

### 5 – 8 Girls Dress Uniform (Middle School)

Same as above with the exception of  
Light Blue Polo shirts

### K – 4 Boys Dress Uniform (Elementary)

To be worn on non-P.E. days and for special events  
Dark Blue Polo Shirts - Shirts must be neatly tucked in  
Optional white undershirt, visible only at the neck  
Option of shorts or pants, pleated and khaki colored. Pants must be worn on the waist.  
**Not acceptable, oversized or cargo style.**  
K & 1 optional black belts, 2 -4 must wear black belts  
Black closed toe shoes (no skate shoes) – white socks

### 5 – 8 Boys Dress Uniform (Middle School)

To be worn on non-P.E. days and for special events  
Dark Blue Polo Shirts - Shirts must be neatly tucked in  
Optional white undershirt, visible only at the neck  
Pants, pleated and khaki colored. Pants must be worn on the waist.  
**Not acceptable, oversized or cargo style.**  
Must wear black belts  
Black closed toe shoes (no skate shoes) – white socks

### K – 8 P.E. Uniform – Girls & Boys to be worn all day on P.E. days

Official school PE shirt  
Official black knee-length PE shorts  
White sneakers/trainers (no skate shoes) – white socks

## Jewelry

- Students can wear a watch to school. Girls can wear one necklace, one ring and one bracelet and one small pair of stud earrings.
- No jewelry, including watches, is to be worn on P.E. days. Jewelry worn during PE will be taken up by the PE teacher and held in the school office. A guardian will have to pick up the jewelry in the school office.
- The school will not assume any responsibility for lost or damaged valuables.

## Headwear

- It is recommended that students wear a hat in the sun, FBCS hats are available for sale in the school office. Hats may not be worn in the classroom or cafeteria. Other head coverings are not acceptable; headscarves and string ties may be worn on Free Dress Days only.

## Make-up

- Make-up including lipstick, eyeliner, eye shadow is not permitted at school. Colored nail polish is not allowed.
- Tattoos and any kind of body art are not acceptable.

## Free Dress Day

- The 1<sup>st</sup> 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 wear dress out of uniform on that day only.
- Students are asked to contribute \$1.00 toward a fund-raiser if they dress casually on Free Dress Day. Students are expected to wear their uniforms if they don't bring \$1.00 to school that day.
- Clothing must be modest in style. No bare midriffs or bare backs. No spaghetti straps, or short shorts, short skirts or 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. The student 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. Work missed can not be made up. See Attendance section for further information.

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 at 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. Students are not allowed to use the telephone to request that items such as lunches or homework be brought to school.

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. Please watch the Eagle's Eye Newsletter for information concerning assemblies.

## Chapel

Chapel takes place every Wednesday morning from 8:30 – 9:00 a.m. We use the time in chapel to pray, sing praise songs, read Bible verses and hear a devotional prepared by our School Chaplain. We encourage our children to come to chapel expectantly, looking for God and asking him to help them grow in the Christian life. Your child's class will be asked to give one chapel performance per year. 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 \$25.00, with some costing more. Clubs are held after school from Monday to Thursday. The school office will be able to tell you the start and finish times of each club and their duration.

We are participating in the Be Active Program for six weeks in the fall. The remainder of the clubs will be offered in November. Sign-up sheets will be available at the end of September.

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

“SEEKING EXCELLENCE”

Philippians 4:8

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### Student-Parent Handbook Agreement 2007 – 2008

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 \_\_\_\_\_

\_\_\_\_\_  
**Mother's Signature**

or

\_\_\_\_\_  
**Father's Signature**

1<sup>st</sup> Student's Name: \_\_\_\_\_

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

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

4<sup>th</sup> Student's Name \_\_\_\_\_

**Please have any children in Middle School (grades 6 – 8) sign below.**

**1<sup>st</sup> MS Student's Signature:** \_\_\_\_\_

**2<sup>nd</sup> MS Student's Signature:** \_\_\_\_\_