



Educational Excellence Centered on Jesus Christ

# **Student- Parent Handbook 2018-2019**

**First Baptist Christian School  
P.O. Box 10275 APO  
Grand Cayman – KY1-1103  
Tel: (345) 945-7906**

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# **MISSION STATEMENT & STATEMENT OF FAITH**

## Mission Statement

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

## Statement of Faith- First Baptist Church, Grand Cayman

1. The **Holy Bible** is the divinely inspired record of God's revelation of Himself to the world. 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.  
*2 Timothy 3:16; Psalm 119:33-40*
2. **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 a **Trinity**: Father, Son and Holy Spirit – three distinct persons but without division of nature, essence or being. God is all-powerful, all loving and all-wise.  
*Matthew 28:19; Romans 1:4; 2 Corinthians 13:14; Galatians 4:6*
3. **God the Father** is the head of the Trinity. He is the one to whom we owe an infinite debt because of our sin, and to whom Jesus taught his disciples to pray. He sent His Son Jesus to earth to live and die and rise again to save His people from their sins. He is the one who gives glory to His Son, and who sent the Holy Spirit to help us.  
*Matthew 6:9; John 4:34; 14:26*
4. **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 died, 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.  
*Philippians 2:5-11; Hebrews 4:14-15*
5. 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 Savior. He continues a sanctifying work in the believer producing holiness of life and power of service.  
*John 14:26; 16:8; Galatians 5:22-23*
6. **All people have sinned** and consequently must be regenerated by the working of God's grace through the agency of the Holy Spirit. We are made in the image of God and loved by him, and thus every person possesses dignity and worth and is worthy of respect and Christian love.  
*Genesis 1:27; 9:6; Romans 3:23*
7. **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.

*John 1:12; 6:63; 2 Corinthians 15:17-18*

8. **The church** is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of believers' baptism by immersion and the Lord's Supper.

*Matthew 28:19; 1 Corinthians 1:2; 12:13*

9. **The second coming of Christ** could happen at any time and is the hope of his church, giving a sense of urgency in preaching the gospel to all people.

*Matthew 24:30 & 36; 1 Thessalonians 4:16-17; 2 Peter 3:9-11*

10. **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.

*Psalms 84:11; Matthew 25:14-30; James 1:17*

11. 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 also seek to bring industry, government, and society as a whole under the influence of Christian principles through our example and witness.

*Isaiah 1:17; James 1:27*



# General Information

## Admissions

Admission to FBCS is decided by an admissions committee. All decisions are made on complete application packets only, which are available from the school office.

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

**The following criteria serve as minimum requirements for admissions decisions.**

- Parents must agree to have their child educated in keeping with the FBCS 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.

## Application for Enrollment

- 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.

Parents must drop Kindergarten and Grade 1 students at their new location (what was known as the 'dorms').

Grade 2-6 students are to be dropped at the gym.

**PLEASE NOTE:** Parents must not drop their children at school before 7:30 a.m. There is no supervision available before this.

## After-school Care

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. Payment is in addition to the regular tuition fees. After-school snacks are currently provided by Food for Thought and these are included in the cost.

Full-time: \$190.00

Part-time: \$150.00 (up to three days)

Daily Drop in fee: \$5.00 per 15 minutes or \$50.00 from 3:00 -5:30 p.m. (FBCS students only)

After 5:30p.m. Late pick up fee: \$1.00 Late charges begin at 5:31p.m. **\$1 for every minute past 5:31p.m.**

**PLEASE 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. 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.

**NO NUTS ARE ALLOWED AT SCHOOL AS SEVERAL CHILDREN HAVE SEVERE NUT ALLERGIES.**

## Child Protection

FBCS has a written Child Protection Policy which is in compliance with the Cayman Islands Children Law (2012 Revision) **PLEASE ASK THE SCHOOL OFFICE FOR A COPY OF THIS POLICY.**

All school staff now are mandated by law to report evidence of child abuse.' This means that school-based volunteers as well as school staff must be trained to know what they should be looking for. Staff and volunteers must undertake the *Darkness to Light* training and the school must have a copy of their certificate on file. They must all be in possession of an up to date police clearance certificate.

## 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 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**

**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 by policy.**

**At First Baptist Christian School we believe that confidentiality is important.** The appropriate sharing of information between school staff, administration parents and other educational professionals is essential to ensuring our students' well-being, safety, and education. However, we will respect confidentiality by following these guidelines:

### **Confidentiality with student educational information**

Personal information about students is only 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.

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

### **Confidentiality with student counselling information**

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

Students, 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 understand that no one can offer absolute confidentiality at all times. Confidentiality must be broken when the safety of another is at risk, and therefore any information that indicates that a child is in a situation 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. That person will decide the most appropriate means of resolving the situation.

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

### **Confidentiality within the School Community**

All information shared at staff meetings or private, closed-door meetings at school are considered confidential unless stated otherwise.

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

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 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 do not 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**

#### **Parents**

Parents have the right to know:

- Educational information about their child(ren).
- 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 forfeit 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 right to know:

- About students in their class(es) as it relates to their education.
- A student's medical/health information when under their supervision.
- About matters relating to their employment.

#### **School Administrators**

School administrators have the right to know:

- Information about all students at the school when it is related to their interactions with students or formal reporting of information, for example, The Office of Education Standards, Government Reports or Accreditation.
- All staff members' employment information in order to fulfill their duties as administrators, for example, checking references or police reports.

#### **Support Staff**

The school secretary / administrative assistant has the right to know:

- Financial records, custody information, medical/health information as it relates directly to their duties.

## **The Student Ministry Team and FBC Leadership**

The Student Ministry Team and FBC Leadership have the right to know:

- Any information regarding the school, its employees and students if it is directly related to fulfilling their duties as overseers of the school ministry.

## **Volunteers**

Volunteers, although unpaid, have the right to know medical information (life-threatening allergies or serious medical conditions) and emotional conditions that might affect their supervision and safe-guarding of a child.

## **Donations**

FBCS does accept donations. However, please check with the school prior to donating specific items. As these must be within all insurance and building code regulations. Any donations that will require installation by building staff should be cleared by the building supervisor.

Financial donations will be acknowledged in writing and automatically fall under the Not-for Profit Law.

## **Electronics**

Students are not allowed to bring electronic devices to school. These include:

**Cell phones, CD players, Computer games, MP3 players/iPods, iPads and 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.

## **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 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 ministry team. These decisions will be made on an individual basis.

## **School Closing Procedure**

- The administrative team and/or school ministry team will confirm the official government announcement and officially close the school. This includes both FBCS and WEE Care.
- 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 into 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 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**

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

FBCS has an annual "Special Activity Permission Waiver" which gives your child permission to go on approved field trips. Please sign this at the start of the year.

If you are asked by the school to help by driving students, we ask 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 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 School Ministry Team.

### **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 Director or Head of School.

**Parent to administrator:**

If parents 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 Director.

**Note:** This procedure applies to FBCS Student Ministry Team members who are acting in their capacity as parents and not as representatives of the Student Ministry Team. This procedure applies to all staff members who are acting in their capacity as parents and not as representatives of the school.

## Health and Safety

### First Aid

If an injury occurs at school, limited first aid will be administered. If the injury is more serious, the school office will contact the parents.

### Medication

No internal medical treatment, not even Tylenol, will be given without parental permission and this is recorded in a log book in the school office.

If your child must take medication prescribed by a doctor during school hours, you must complete a *Medication Authorization Form*. **(See page 41)** The school must have written instructions stating the following information:

- Student's name
- Name of medication
- Dosage
- Time medication is to be administered
- How long the student is expected to be on the medication.
- Medication must be in the original container / packet.
- **STUDENTS ARE NOT ALLOWED TO 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 8:10 a.m.
- Students should be on their way to class by 8:05. 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

Please note:

- **FBCS IS A NUT FREE ENVIRONMENT: SEVERAL CHILDREN HAVE SEVERE NUT ALLERGIES.**

Lunches are currently provided by Food for Thought at a cost of \$5.50 per day. From November 5, 2018, lunches will be provided on site by Jump Start Café. Please contact the school office by the end of October for more information if you would like to order breakfasts or lunches.

Parents may, however, choose to send a packed lunch with their child. **We ask that you do not send anything that will need to be re-heated as we do not have the facilities to do this.**

Kindergarten and Grade 1 eat their lunches at their classrooms. Grades 2-6 eat in the gym.

### 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.
- 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 healthy foods and drinks daily.

### Soda/Gum:

Gum is not allowed at school.

Students are prohibited from purchasing sodas from the vending machine. As a school, we 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 whose activities include:

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

## **PTF Fruity Fridays**

The PTF organizes a 'Fruity Friday' every month. 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 education in a Christian environment. We have special concern for 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 Fees**

Please check with the school office for our current schedule of fees. We encourage you to use online payments as we have arrangements with many banks. 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 of a month or more will not be permitted to continue to attend school.

## **School Ministry Team**

As FBCS is a ministry of First Baptist Church, the School Ministry Team members are required to be members of First Baptist Church.

Parents are asked not to contact members of the School Ministry Team with problems directly. If you have any concerns you would like to voice, contact your child's teacher first. If a problem persists, please contact the Elementary Director. Please see the grievance policy.

## **School Pictures**

Class and individual student photos are taken in September or October each year. Parents will be notified of the dates and will receive special instructions for ordering photos. Please follow the instructions carefully and submit your order and payment within required deadline.

## **Student Drop-off**

Students may be dropped off beginning at 7:30 a.m.

**Kindergarten – Grade 1:** Parents must drop their children at the ‘dorms’ where Kindergarten and Grade 1 are now located.

**Grades 2-6** should be dropped at the gym.

**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, please park in a marked parking space and come in.**

## **Student Pick-up**

**Please provide for the school office the names of persons who are authorized to pick up your child.**

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, please park in a marked parking space.

If you pick up your child *after* 3:00 p.m., please 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 and have given permission for your child to go with an authorized person. **(See form to be signed on page 40)**

## **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 Darkness to Light 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 must 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
- Engaging in any conduct which is intended to or is reasonably likely to confer an unfair advantage concerning 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

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.

## Curriculum

The curriculum at FBCS is based on the North American system, specifically the Virginia State Standards, and allows our students to seamlessly and successfully integrate into the continuing school system. We place special value on teaching our children Christian principles and live them every day by practicing kindness and respect. Our school family is diverse with students from all around the world, as well as many local students from the Cayman Islands. We promote Cayman culture through specials days and events, as well as teaching the Cayman Islands Social Studies Curriculum.

STAR Reading and Mathematics assessments are used each term to track student progress. These computer-based tests, 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 these form the foundation of all math and numeracy, we build on these concepts every year.

**Language arts** for Grades 1-6 is a combination of whole language and phonics. Novels are carefully selected and used in conjunction with the reading series. Grammar and spelling are taught both as integrated and individual subjects.

A whole school strategy for literacy and numeracy is used. Other subjects taught at each grade are social studies, science, Bible, physical education, Spanish, music and technology.

**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 blend and segment 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.

**Bible Class & Chapel** - All students attend our weekly chapel service on Mondays at 8:10 a.m. 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).

**Technology Class** - Our technology class provides students with keyboarding skills and a basic understanding of Microsoft Office programs. Students also are exposed to coding, programming, and robotics. FBCS strives to allow technology to be integrated in core subjects in the classroom. Students are expected to follow the school's policy on internet safety.

**Spanish Class** - Spanish lessons start in Kindergarten and continue through Grade 6, gradually increasing students' knowledge and language abilities in speaking and writing the Spanish language.

**Music Program** - Music is provided for students from K- Grade 6. 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, hand bells, 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 students' motor skills, and strengthen their team building and social development. The FBCS PE Department holds several annual events in which the entire school participates.

## Library, and Accelerated Reader Programs

Our library offers many exciting books. Students are encouraged to borrow and to participate 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.

The following is a basic guide to the amount of homework expected at each grade level per day:

Grade	Reading	Written work	Total
Kindergarten	Families and children spend time together reading books		15 minutes
Grade 1	15 minutes	15 minutes	30 minutes
Grade 2	20 minutes	15 minutes	35 minutes
Grade 3	20 minutes	20-25 minutes	40-45 minutes
Grade 4	20-30 minutes	25-35 minutes	45-60 minutes
Grades 5 & 6	25-30 minutes	35-40 minutes	60-70 minutes

### 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.
- 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 and providing feedback to help students improve.

### **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 (**see Page 31**) agreeing to behave appropriately when using the school network and refrain from bypassing the filtering software.

### **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. **An overdue fee of 10 cents per book per day will be charged.**

Students will be charged for lost books based on the replacement value of the book.

### **Report Cards/Grading Periods**

The FBCS school year will consist of three grading periods. Report cards will be distributed each term. Please watch the weekly R.O.A.R. communication 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 in September, March 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 Elementary Director, 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 towards 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 progress. Please call the school office if you want to set up a meeting with a teacher or the Director.

## **Communication from teachers**

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. Your child's teacher will work with you to ensure you are receiving this information.

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



# Conduct & Student Life

## Attendance Policy and Procedures

FBCS expects students to be in regular attendance and on time for school. 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.

The Education Law (2016) establishes that the parent or legal guardian of any child of compulsory school age must 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 the school is open as stated in the Education Law unless the absence is caused by illness or another unavoidable cause.

Staff are expected to be in regular attendance and on time for school.

### Definitions:

**Absence:** Missing  $\frac{1}{2}$  of a day of school

**Excused absence:** Time away from school that has either been pre-approved by the director for a serious reason or is approved as soon as the child returns to school if the emergency precluded pre-approval.

**Unexcused absence:** Any absence not defined as excused is counted as unexcused. All actions that result from disciplinary action such as suspension, are counted as unexcused.

**Tardy:** Being 10 minutes late for the school day.

**Excused tardy:** A tardy may be excused by the teacher for a serious reason, but the student must either be accompanied by a parent or must bring a signed note from their parent.

The student will still be recorded as tardy, but a note will be added with the reason for being late.

**Unexcused tardy:** Any tardy not deemed to be excused by the teacher.

Three unexcused tardies equal one day of unexcused absence. Tardies are totaled each month and if there have been more than three, parents will be notified.

### Absences

- Students are expected to attend school every day according to the school calendar.
- If there is an emergency and the student cannot attend, parents are expected to call the school office (not the teacher) as soon as possible. The school office will relay the information to the class teacher.
- Students who have unexcused absences for 10 or more days in a term will be reported to the Department of Education Truancy Officer.
- Students who miss 3 days of school due to illness must return with an official doctor's note in order for the absence to be excused.

## **Tardiness**

- Students are expected to arrive at school and be in class by 8:10 a.m. each day.
- Students who arrive at 8:20 a.m. or after will be considered late and 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 homeroom teacher has the final decision on whether a tardy is deemed to be excused and will annotate the attendance record if necessary.
- If a student is late three times in a term, parents will be notified in writing that students are approaching the term limit.
- If a student is late six times in a term, parents will be notified by letter that students have reached the term limit and parents will be invited for a conference with the deputy director to discuss their child's attendance.

## **Leave during the school day**

- No student is allowed to leave the school campus without being signed out by a parent. A book will be available at the school office.
- If a student becomes ill, the student must notify the teacher.
- The teacher will notify the school office who will contact the parent or emergency contact before any other action is taken
- The student will be taken to the office where he/she will remain until a parent comes to sign the child out.
- Please ensure that your child's emergency contact information is up to date.
- If the student returns to school that same day, the parent is required to sign the student back in.

# **DISCIPLINE POLICY AND PROCEDURES**

## **Rationale**

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. One of the ways in which this is done is by focusing on positive behavior, and at times assigning consequences for negative behavior. 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 for students. In addition to our "All School Rules", each classroom establishes clear and effective, age appropriate, classroom discipline rules and procedures.

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 sixth grade use a leveled system in the classroom to monitor student behavior. All classes use daily logbooks that are also circulated to the special classes. The classroom teacher is required to maintain the discipline log.

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.

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 should report it to the classroom teacher. The student, parent and teacher should report on-going bullying to the Deputy Director, who at her discretion, will involve the Elementary Director.

### **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 discretion of the Deputy Director or Elementary Director, depending on the level of offense.

## **Progressive Discipline Level 1- Classroom Teacher**

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**
- **Gum chewing**
- **Drinking or eating in classroom without permission**

**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,**
- **Lunch detention** as a means of handling these problems.

**Teachers will maintain a log of these offences.**

## **Progressive Discipline Level 2- Office Referral using Behavior Report Form**

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 Deputy Director** in charge of behavior management in writing, using the ***discipline referral form***. Support for consequences assigned by the Deputy Director which may include:

- **Lunch detention**
- **After- school detention**
- **In-house suspension.**

### **Progressive Discipline Level 3- Office Referral using Behavior Report Form**

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 Deputy Director and Elementary Director** in writing using the ***discipline referral form***. A parent conference will be held at this level.

**Consequences may include:**

- **In-house suspension**
- **External 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 Elementary Director.

## HUMAN DIGNITY POLICY

FBCS intends to provide its staff and students with a safe Spirit-filled environment that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another

person to unwanted attention, comments or actions because of race, national origin age, physical characteristics or disability is not permitted. All persons are expected to treat others with respect.

- No harassment of others by teachers, administrators, support staff, students or other persons at school or school events is condoned or allowed.
- Any person who believes he/she has been subjected to harassment should report it immediately to the head of school, director or one of the assistant directors.
- Reports of harassment and subsequent investigation will be handled discreetly.
- Any person who is determined to have violated this policy will be subject to disciplinary action, including the possibility of employment termination (staff members) or expulsion (students).
- Sexual harassment includes:
  - Making inappropriate sexual advances
  - Engaging in improper physical contact
  - Making improper physical comments
  - Writing a note, 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 work environment
  - Any form of ridicule of others. Persons engaging in this misbehavior will be disciplined.
- All students and school employees are expected to conduct themselves with respect for the dignity of others.

## INTERNET POLICY

The computer lab is available for use by all teachers when regular computer classes are not scheduled in the mornings. No student should be in the computer lab unattended. There are also laptop carts and iPads that should be utilized by every class.

FBCS is pleased to offer students access to a computer network and internet. To gain access to the internet all students must obtain parental permission as verified by signatures on the *Internet Use Form*.

### What is possible?

Access to the internet will enable students to explore a vast amount of information. Families should be aware that some material accessible via the internet might contain items that are defamatory, inaccurate or potentially offensive. FBCS has installed filtering software to block inappropriate websites.



## **What is expected?**

Students are required to sign the internet use policy, agreeing to engage in appropriate behavior on the school network and refrain from attempting to circumnavigate the filtering software.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school playground. Communications on the network are often public in nature.

General school rules for behavior and communications apply and students must comply with the school standards and specific rules set out below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

## **What are the rules?**

### **Privacy:**

Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity that will ensure that students are using the system responsibly.

### **Storage capacity:**

Users are expected to remain within allocated disk space and delete photos or other material which takes up excessive storage space.

### **Illegal copying:**

Students should never download or install any commercial software, shareware or freeware onto network drives or computers unless they have permission from the network administrator. Students should not copy other people's work or intrude into other people's files.

### **Inappropriate materials or language:**

No profane, abusive or inappropriate language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. If students should encounter inappropriate material by accident they should report it to their teacher immediately.

## **Guidelines to prevent loss of network privileges at school:**

1. Do not use a computer to harm another person or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware or freeware.

4. Do not violate copyright law.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as file size or printing capacity.
8. Do not trespass in another's folders, work or files.
9. Notify an adult immediately if by accident you encounter materials that violate the rules of appropriate use.
10. Be prepared to be held accountable for your actions and for the loss of privileges if the rules of appropriate use are violated.

## **School Uniform and Hair Policy**

Boys and girls are both expected to wear the FBCS uniform and to wear it correctly. They are expected to wear the PE uniform on days when their class is scheduled for PE.

### **Girls:**

- Khaki skorts at knee length and the FBCS uniform shirt. Both are available at the school.
- Khaki pants may also be worn. These can be purchased locally or overseas.

### **Boys:**

- Khaki shorts or pants and the FBCS uniform shirt. Shorts and pants may be purchased locally or overseas
- Pants/shorts must be plain (no 'cargo' shorts/pants) and must not be oversized and must be worn at the waist.
- Black belts must be worn at all times. Belts are optional for Kindergarten and Grade 1.

### **Shoes:**

- Uniform days: solid black shoes.
- PE days: Any color, plain trainers/ sneakers. No flashing soles.

### **Socks:**

- Plain white socks on uniform and PE days.

## **PE Uniform:**

- Black soccer shorts and the FBCS PE T-shirt – all available at the school office.

## **Hair:**

- Must be maintained in a healthy manner and must be well-kept, tidy and appropriate to the wearing of school uniform.
- If hair is long it must be worn tied back for safety reasons.
- Hair must be natural in color.
- No extreme hair styles such as mohawks or shaved lines or words.
- No beads are to be worn in the hair.

## **Exemptions:**

From time to time a situation may arise where an exception is required to an aspect of this policy. In such a case the parent must communicate with the Director in writing.

## **Free Dress Day:**

The first 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 do not bring any money to school that day. Clothing must be modest in style. No bare midriffs or bare backs. No spaghetti straps or short shorts, skorts or miniskirts. No flip-flops or backless shoes.

## **Consequences for Infractions**

Students in violation of the dress code will be sent to the office 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.

## **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 & Calendar**

## 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 in the gym every Monday morning from 8:10– 8:40 a.m. We use the time to pray, sing praise songs, read Bible verses and to learn a scriptural lesson. We encourage our children to come 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 students. Clubs are held after school from Monday to Friday, and the cost varies according to the club. The school office will be able to provide you with the club schedule for the first term which will give you the cost of each, the start and finish times of each club and the 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  
2018-2019 SCHOOL YEAR CALENDAR




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## Student-Parent Handbook Agreement 2018-2019

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

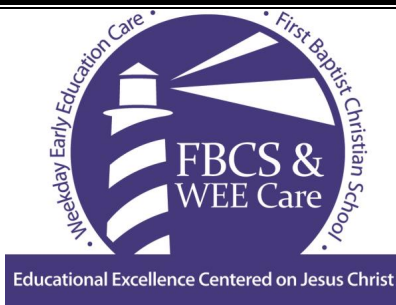
or

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

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

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

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



## FORMS YOU MAY NEED TO COMPLETE

### **CHILD PROTECTION** – if you want to volunteer at the school

#### **Safe Environment Policy and Code of Conduct Statement and Agreement**

I understand that as a person working with and /or providing services to children at FBCS and WEE Care, I am subject to a criminal background check. My signature confirms that I have read and understood the Safe Environment Policy and Code of Conduct and that I agree to comply with the standards contained therein. I understand that any action that violates these policies may result in disciplinary action up to and including removal from child and youth serving programs.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Witness (Name)** \_\_\_\_\_

**Witness (Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

**You may ask the office for a copy of the Child Protection Policy.**



## PERSONS AUTHORIZED TO PICK UP MY CHILD / CHILDREN FROM SCHOOL

**Name of child /children:**

\_\_\_\_\_: Grade \_\_\_\_\_

\_\_\_\_\_: Grade \_\_\_\_\_

\_\_\_\_\_: Grade \_\_\_\_\_

**Name of persons /s authorized to pick up my child/ children:**

\_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_

**Signed** \_\_\_\_\_

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

**Print name:** \_\_\_\_\_

## **AUTHORIZATION FOR ADMINISTERING MEDICATION**

**Name of student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Name of medication:** \_\_\_\_\_

**Taken for** \_\_\_\_\_ **(reason)**

**Dosage to be given:** \_\_\_\_\_

**Frequency of dosage:** \_\_\_\_\_

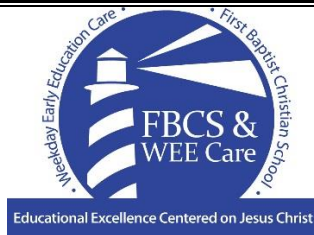
**How long is student expected to be on this medication?** \_\_\_\_\_

**Parent's name:** \_\_\_\_\_

**Parent's signature:** \_\_\_\_\_

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

**NOTE: MEDICATION MUST BE IN ITS ORIGINAL CONTAINER/ PACKET.**



## **SPECIAL ACTIVITY PERMISSION AND WAIVER**

**(PLEASE PRINT IN BLANKS AND SIGN BELOW)**

I, \_\_\_\_\_ hereby grant permission for my child, \_\_\_\_\_  
in Grade \_\_\_\_\_

to participate in field trips, competitions, and other off-campus activities/events throughout the school year running from September 3, 2018 – June 28, 2019. I give further permission for First Baptist Christian School to provide or arrange for my child's transportation to and from such activities/events, and I agree to release and hold harmless First Baptist Christian School, its employees, its volunteers, and its board of directors from any and all liability, damages, and/or claims arising from my child's participation in and/or transportation to and from First Baptist Christian School activities/events.

\_\_\_\_\_

**(Signature - Parent/Legal Guardian)**

**(PLEASE PRINT IN BLANKS AND SIGN BELOW)**

To be included in photos and/or feature First Baptist Christian School and/or its students during the school year running from September 3, 2018 to June 28, 2019, and I agree to release and hold harmless First Baptist Christian School, its employees, its volunteers, and its board of directors from any and all liability, damages, and/or claims arising from my child's inclusion in such photos/videos.

Date\_\_\_\_\_

# FIRST BAPTIST CHRISTIAN SCHOOL | 2018-2019 CALENDAR

20 Office Opens  
27 Staff In-Service  
31 Parent Orientation

AUGUST '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	

FEBRUARY '19						
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		

3 School Start

SEPTEMBER '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						

MARCH '19						
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						

4-8 Mid Term Break  
6 Ash Wednesday

19 Professional Development Day  
22-26 Mid-Term Break

OCTOBER '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			

APRIL '19						
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 Professional Development Day  
19 Good Friday  
21 Easter Sunday  
22-26 Easter Break  
29 Term 3 Begins

12 Remembrance Day  
22 Thanksgiving Day (½ Day)

NOVEMBER '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	

MAY '19						
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	

17 Professional Development Day  
20 Discovery Day

25 Christmas  
14 Term Ends (½ Day)  
17-Jan 2 Christmas Break

DECEMBER '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					

JUNE '19						
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						

10 Queen's Birthday  
28 Term 3 Ends ½ Day (Last Day Of School)

3 Term 2 Starts  
28 Heroes' Day

JANUARY '19						
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		

JULY '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			

4 School Office Open 10am – 2pm