

# **2025-26 PARENT/STUDENT HANDBOOK**



**Fourth Baptist Christian School  
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# Welcome to Fourth Baptist Christian School

Dear Parents and Students,

The purpose of the Parent/Student Handbook is to help you better understand the workings of the school, its philosophy, and its requirements. Please read and study the handbook carefully. If there are any questions about any statement in the handbook, please come to the administration for clarification.

We hope this will be a wonderful school year for you.

Sincerely,

A handwritten signature in black ink that reads "Jared Page". The signature is written in a cursive style.

Pastor Jared Page  
*Administrator*

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# ABOUT FBCS

## A. HISTORY OF FBCS

Fourth Baptist Christian School was the vision of Dr. Richard V. Clearwaters, Pastor of Fourth Baptist Church from 1940—1981. Fourth Baptist Christian School opened in the fall of 1966 with 45 kindergarten through 4th grade students. Over the years, the school grew to add a complete K4 through 12th grade program. Fourth Baptist Church decided to move the ministry to the Plymouth area in 1998. Our facility houses Fourth Baptist Church, Fourth Baptist Christian School, Central Baptist Theological Seminary and WCTS radio.

## B. MISSION STATEMENT

Fourth Baptist Christian School, as a ministry of Fourth Baptist Church, is committed to the development of a student's spiritual life in Jesus Christ, while pursuing academic excellence in a manner which honors and glorifies God, based on the only infallible Word, the Bible.

## C. PURPOSE OF FBCS

The ultimate goal and purpose of Fourth Baptist Christian School is to lead boys and girls to a personal relationship with Jesus Christ and then train them in the knowledge of God, the Christian way of life, and offer them an excellent education. It is our desire to work with parents in bringing the child up in the nurture and admonition of the Lord, thus equipping him/her to identify, evaluate, and relate properly to life's problems. We exist to provide a Christ-based education for students in our church, as well as those in our community who see the need for Christian education.

## D. PHILOSOPHY OF FBCS

The mission of FBCS is to reproduce the image of Christ in the saved student, resulting in the student's godliness of character and action. This is accomplished in two stages. The first step is conversion. The second step is Christian character development.

Our mission is reflected in our admissions policy, staff placement, choice of curriculum, music, sports, library, standard of conduct and discipline. It is involved in every area of school life. This includes aid and assistance to parents in fulfilling their obligation to teach and train their children according to God's Word. The example of Jesus is set forth in Luke 2:52: "Jesus grew in wisdom [intellectually], stature [physically], and in favor with God [spiritually], and man [socially]."

God's purpose and plan for each child is also the desire and design of FBCS for the fullest development of the student. We believe that academic excellence must be a priority in the lives of our students. God has promised the believer that He will "teach us all things," (John 14:26). Therefore, we must learn these things and do them, for this is true education.

Fourth Baptist Christian School places great emphasis upon the greatness of America's heritage and the sacrifice of its heroes. America is a republic which guarantees liberty to educate our children and freedom to worship God as we choose. We teach the Biblical truths of self-discipline, respect for those in authority, and obedience to the law.



We strive for a school climate that is friendly, relaxed, and conducive to good education. The school has an emphasis on academics, spiritual values, patriotism, family life, and respect for authority.

## E. STATEMENT OF FAITH

We believe and teach these basic principles:

1. The Bible is the Word of God, inspired by the Holy Spirit, and our rule of faith and life.
2. There is one living and true God, eternally existing in three persons, Father, Son and Holy Spirit.
3. Jesus was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died for our sins, rose bodily from the grave, ascended to heaven, and will be personally and visibly returning to this earth at the end of this age.
4. All men are sinful by nature and practice. Thus, they must receive Jesus Christ by faith to be delivered from sin and its penalty, to have eternal life, and to become a child of God.
5. Every child of God should be growing in grace and knowledge of the Lord Jesus Christ, living a life of righteous works, and being a witness of His saving grace to others.
6. Everything was created by God, through direct creation in six solar days, without the process of evolution, and the early chapters of Genesis are to be taken as literal and accurate history.
7. The Holy Spirit convicts, regenerates, baptizes, indwells, seals, and fills the believer at the point of his/her salvation. The filling of the Spirit is manifested by the fruit of the Spirit rather than by any specific spiritual gift.
8. As a vital ministry of Fourth Baptist Church (FBC), FBCS functions as an arm of the church. FBC is a non-ecumenical non-charismatic ministry that seeks to honor all of the truth which God has revealed for this age. Our convictions are enumerated in greater detail in our doctrinal statement, found in the back of this handbook.

## F. OUR POSITION ON HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, transgenderism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex.<sup>1</sup> We believe that God disapproves of and forbids any attempt to alter one's gender.<sup>2</sup> We believe that the only legitimate marriage is the joining of one man and one woman.<sup>3</sup>

<sup>1</sup> Gen 2:24; 19:5, 13; 26:8-9; Lev 18:1-30; Rom 1:26-29; 1Cor 5:1; 6:9; 1Thes 4:1-8; Heb 13:4

<sup>2</sup> Gen 1:26-28; Deut 22:5

<sup>3</sup> Gen 2:24; Mt 19:4-6; Rom 7:2; 1Cor 7:10; Eph 5:22-23

Lifestyle choices of our students and students' parents must be consistent with the above position communicated in our faith statement. (*Expanded Statement of Faith can be found at the end of the handbook.*)

# ADMISSIONS POLICIES AND PROCEDURES

Fourth Baptist Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. FBCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. However, we are not able to provide for mentally or severely disabled students.

Fourth Baptist Christian School reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. FBCS reserves the privilege of refusing admittance to anyone it so chooses without defining reason, and to suspend or expel anyone who violates the standards or spirit of the school, or anyone uncooperative with the overall purpose and program of the school. The Administrator shall determine when and how to discipline offenders of both written rules and the general spirit and/or direction of the institution.

Fourth Baptist Christian School does not accept any government money of any kind, allowing us to operate in a manner consistent with our Christian beliefs.

Therefore, membership in the student body of FBCS is a privilege, not a right. If at any time, in the opinion of the administration (Pastor, Administrator, Pastoral Staff of Fourth Baptist Church), it is determined that a student is not in congruence with the goals and ideals of the school, he/she may be asked to leave or not be invited to return the following year.

Transferring students are tested prior to admission. ***(Please see Academic Requirements for more information)***. For Kindergarten, an assessment appointment should be made for prospective students. A kindergartner must be five years old by September 1.

## A. ENROLLMENT STEPS

The Administration has established enrollment policy and procedures.

### **Enrollment steps:**

1. Request a school tour through a link on our website.
2. Once provided with an email, the office will send a link for a student to apply online along with a link to pay the \$50 application fee. For 7 – 12<sup>th</sup> Graders, a testimony of salvation is required as part of the admissions process.
3. Schedule an admissions presentation with the Administrator.
4. A family interview (admissions presentation) with parents, prospective student(s), and the Administrator is required. The purpose of this family interview is two-fold:
  - a) It gives the Administrator an opportunity to explain the school's philosophy and policies.
  - b) It helps the family determine if our educational goals mutually coincide.

### **Upon acceptance:**

1. Parents will need to submit the following items before entrance can be authorized:
  - Birth certificate (copy)
  - Immunization record or notarized exemption form
  - Most recent physical
2. Copies of any medical alerts/allergy or asthma action plans must be submitted to the school office. (Epi-pens and inhalers, *if prescribed*, must be brought in before the student begins attending school.)
3. Copies of any legal documents describing custody arrangements in the case of a divorced situation must be submitted to the school office.

## **A. REENROLLMENT PROCESS**

Re-enrollment begins early February for continuing students. An email with a link for reenrollment will be sent, and parents will confirm or update any information in our system at this time. Parents will also be notified of re-enrollment fees and tuition costs for the upcoming year.

There will be a link at the end of the re-enrollment process to pay a \$50 deposit to reserve class roster position. The remainder of the registration fee is due June 15<sup>th</sup>.

Open enrollment will begin in March, at which point anyone may apply to be accepted. If current students have not re-enrolled by this time, no reservation will be held for them.

## **B. HEALTH & IMMUNIZATION REQUIREMENTS**

The Minnesota Department of Health has established requirements for health records which schools must maintain for all students. A school physical is required for all students entering kindergarten, as well as immunization records, or exemption form signed and witnessed by a notary public.

***(You may bring your form into the school office as Mrs. Shannon Fure is a notary public.)***

## **C. INTERNATIONAL STUDENTS**

International students should go through the process of application and may download all necessary admissions forms on our international student page on our school website:

[www.fourthbaptistchristianschool.org/international-students/](http://www.fourthbaptistchristianschool.org/international-students/)

Upon acceptance into our program, the school will issue an I-20 form which will allow the student to apply for a visa from their country. There are a limited number of international students allowed into our program each year, and these students are required to take ESL classes during the school day. They are also required to become a part of their host family and attend the family's church services and activities throughout the week. There is often a video conference with the student and Administrator prior to acceptance. Please contact the Administrator for more information.

***FBCS parents who desire to become a host family are encouraged to contact the Administrator.***

## D. PART-TIME STUDENT INFORMATION

All students desiring acceptance to any of our school programs must follow the admissions guidelines set forth in this Parent/Student Handbook. Part-time students are those taking fewer than four core academic classes. Any homeschooled student in grades 9–12 wishing to participate in our athletic program must take at least ONE class onsite. Any student enrolled in another high school or college PSEO program may not participate as a part-time student or athlete at FBCS.

**The application process for a part-time student is as follows:**

1. Fill out the application, reference forms, etc. and pay the \$35.00 Application Fee.
2. Upon receipt of the application, an interview will be scheduled with the Administrator, parents and student (for new part-time students only). Testing may be necessary if the student is taking academic classes with us.
3. After the interview (and academic testing), the Administrator will make a decision and communicate with the prospective family.
4. Part-time students who take courses on the campus of FBCS must provide the school with immunization and health records.

**For Participation in the FBCS Sports Program: prospective part-time students must complete the following steps...**

1. Interview with the Administrator and be accepted through the application process.
2. Pay the \$35 Registration fee and the Sports Activity Fee\*.
3. Provide the school with a sports physical clearance form and an insurance card.
4. Submit a signed copy of the FBCS Parent/Administration Partnership Agreement each year.
5. Take at least ONE on-site course (Grades 9–12 only. Waived for JH sports.)

**\*Fees: (See *Part-time Student Fees in the FINANCIAL section*)**

**Please note:** Any student participating in any school activity must adhere to the Handbook requirements **including following the school dress code and standards of behavior**. Handbooks are available in the school office. Part-time students or athletes are subject to dismissal for disregarding school rules, policies, and/or behavior that does not represent the standards of FBCS.

# FINANCIAL INFORMATION

## A. GENERAL FINANCIAL POLICY

Accounts not current by the 10<sup>th</sup> of the following month will be contacted via phone, email or letter stating that the student will not be allowed to continue in school if the account is more than 30 days past due. Special financial arrangements are made **only** through the Administrator.

No permanent records, transcripts, or diplomas will be issued if there is an outstanding balance for any tuition, charge for damage, etc., or if any school property has not been returned or replaced. No child may re-enroll the following year without the previous school year's account paid.

## B. TUITION PAYMENT SCHEDULE

Tuition is divided into 10 payments due the 15<sup>th</sup> of each month. If the payment due date falls on a weekend or a non-school day, payment is due the following day that school is in session. Tuition must be paid in person or by mail to the school office. Bill Pay payments (through your bank) are accepted and encouraged. (Check with your bank how to set up Bill Pay.) We now accept credit cards as well, but a nominal service charge will apply. Ask the office how this option works.

**All tuition must be paid in full by May 15, 2025.** (No grace period in May.)

Payment	Period	Payment Due	Payment	Period	Payment Due
1	Initial Payment	15-Aug	6	January	15-Jan
2	September	15-Sep	7	February	15-Feb
3	October	15-Oct	8	March	15-Mar
4	November	15-Nov	9	April	15-Apr
5	December	15-Dec	10	May	15-May

## C. TUITION RATES

Grade	Tuition Rate	Tuition FBC Member Rate*
Senior High (Grades 9-12)	\$7,750 per year	\$7,340 per year
Junior High (Grades 7-8)	\$7,550 per year	\$7,140 per year
Elementary (Grades 1-6)	\$6,750 per year	\$6,315 per year
M thru F Kindergarten (K/4 & K/5)	\$6,750 per year	\$6,315 per year
M, W, F Kindergarten (K/4 & K/5)	\$5,950 per year	\$4,450 per year

1. **Returned Check Fee** - Any check returned to us due to insufficient funds will be assessed a \$35.00 fee in addition to the replacement of the funds with a money order or cash.
2. **Late Account Fee** - If an account is not current by the 25<sup>th</sup> of the month, a late fee of \$10 will be charged.

## D. TUITION DISCOUNTS

1. **Multiple Child Discount** – Families who register more than one child from their home receive a reduction in the annual tuition of \$150 for the 2<sup>nd</sup> child and \$350 for the 3<sup>rd</sup> child. Families with four children attending FBCS at the same time receive additional discounts. Tuition cost for the 4<sup>th</sup> – 6<sup>th</sup> child is \$550/child. 7<sup>th</sup> child (or more) receives free tuition. Fees still apply for all students.
2. **Tuition Paid in Full Discount** – To take advantage of the Tuition Paid in Full Discount, the initial payment must be made by August 15 (see payment schedule), and tuition must be paid in full by September 15. **You may deduct \$100 per child 1 – 3.** No additional discounts for other children.

## E. STUDENT WITHDRAWALS & PRORATED TUITION

All students withdrawing from FBCS must complete the appropriate withdrawal form. All textbooks and library books must be returned, and fees paid. No grades, diplomas, credits, or transfer records will be released until all outstanding tuition and fees are paid in full.

Those withdrawing will be charged tuition until the school office is notified by the completion of the proper withdrawal form, which must be signed by the parent or guardian. Notification must be at least one week in advance. When a student is withdrawn, the payment of tuition will be charged through the date of withdrawal. If a student withdraws, pre-paid tuition will be prorated weekly.

FBCS will send the withdrawing student's records to the new school after a signed Request for Records Form has been received. Parents cannot personally transfer records. Records cannot be transferred until all fees and tuition have been paid in full.

## F. FEES

1. **Application Fee** - There is a \$50 application fee for all new K4 through 12th grade students, as well as those returning students who have not been enrolled at FBCS for more than one school year. This fee is to be paid at the time of the entrance test or when submitting the application, whichever comes first. The application fee is non-refundable and non-transferable.
2. **Building and Grounds Fee** – A Building and Grounds fee of \$250 is charged per family per year. This fee is divided into 10 monthly payments unless the fee is paid in full at the beginning of the school year. This fee is waived for members of Fourth Baptist Church. This amount will be prorated if the student withdraws during the school year, only prepaid months will be refunded.
3. **Registration Fee** - The registration fee is \$300 per child in K4 through 12th grade. This fee is to be paid in full for all students and is non-refundable and non-transferable, except in cases

where the student is not accepted as a student. No portion of the registration fee may be prorated if the student withdraws during the school year.

Payment of the registration fee represents a family's intent to enroll or re-enroll their student and reserves the student's place on the roster. It also helps the administration better plan for the needs of the next year.

Registration fees help defray the costs of:

- a) Lunch juice and milk
- b) School insurance (secondary coverage up to \$500 per occurrence)
- c) Field trip transportation costs
- d) Consumable materials such as workbooks and teacher-generated handouts
- e) Updates to curriculum
- f) Student textbook rental
- g) Membership in the Minnesota Association of Christian Schools (MACS) and the American Association of Christian Schools (AACS)

4. **Course Fees** - All course fees for secondary classes are due with the October 15 payment unless otherwise stated. Fees are invoiced on the school account.

Description	Amount
Art/Woodshop	\$30 Lab Fee (9th hr. electives) <i>plus supplies</i>
Ignitia online Course Fees	Cost varies (\$40+)
Honors Bible – (Jrs./Srs.) FBBC Bible college course credit	\$375/ 3-credit class per semester (\$125/credit)

5. **Miscellaneous Fees** – Fees are invoiced on the school account.

Description	Amount
MACS Fine Arts Festival Fee	\$10 / student (Grades 7 – 12)
Tux Cleaning Fee	\$10 / Senior High music student (boys)
Graduation (Kindergarten)	\$10 / graduate (due April 15)
Graduation (Senior)	\$50 / graduate (due April 15)

6. **After-School Care Fees** – Fees are invoiced on the school account.

After-School Care Fees ( <i>Elementary Only</i> )	
\$10.00 per hour (\$2.50 per 15-minute block unit)	3:30-5:30 p.m.
Late pickup fee - \$10.00 per 15 minutes late	after 5:30 p.m.

**7. Athletic Fees (Full-Time Students) – invoiced on the school account.**

Junior High Sports (Gr. 6 – 8)	\$150.00 per sport*
JV/Varsity Sports	\$175.00 per sport*

\*All secondary student-athletes are expected to participate in the Sportswalk fundraising activity, raising at least \$50 personally or a \$50 fee will be invoiced on their account.

Refund Policy: There are no refunds for sports fees if the activity is dropped.

Athletic Fees due dates – Fall Sports fees due October 15; Winter Sports fees due December 15; Spring Sports fees due April 15. Fees are invoiced on the school account.

Additional Athletic charges will be assessed for tournaments, soccer socks, varsity warmups, etc.

**8. Part-Time Student Course/Athletic Participation Fees**

Application Fee.....\$35  
 Registration Fee.....\$35 (includes student insurance & MACS student fees)  
 Book Rental .....\$50 per academic class

Annual Tuition (academic classes)	Athletic Fees Per Sport	Music Fees
One class - \$1,050	JH, JV and Varsity - \$225/Student	Band - \$750
Two classes - \$2,035		Choir - \$750
Three classes - \$3,025		Handbells - \$300



# ACADEMICS

## A. CURRICULUM

FBCS utilizes curricula which meets or exceeds state standards. We have chosen Abeka Book primarily for kindergarten through third grade. In fourth grade and up, we utilize the BJU Press primarily. Our goal is to integrate Bible truth in all subject matter. We review curriculum annually to make sure standards and objectives are met which meet and exceed grade level objectives. Other curriculum used includes Saxon Math and Townsend Press for Vocabulary.

## B. FBCS GRADING SCALE

A+	100
A	95-99
A-	94
B+	93
B	87-92
B-	86
C+	85
C	78-84
C-	77
D+	76
D	71-75
D-	70
F	69 and below

## C. ACADEMIC REPORT CARDS

1. **Emails** may be sent to parents for any child who failed a test or quiz, who has an excessive number of incompletes, or who is in danger of failing the quarter. Please reply for verification of receipt.
2. **Progress reports** will be compiled after half of the nine-week grading period has been completed. Questions about grades and grading procedures should be addressed to the appropriate teacher directly. Please remember that a test will count more heavily than a daily grade when figuring averages. Parents must download the Gradelink app and periodically review their child(ren)'s grades. Parents may sign up for alerts about their child's grades.
3. **Report Cards** are issued for each nine-week quarter. If you have questions, email is the most efficient way to communicate between parent and teacher. Note the faculty email addresses at the end of this handbook Appendix B section titled **STAFF DIRECTORY**.

## D. ACADEMIC & ATTENDANCE AWARDS

1. **All "A" Honor Roll** - All courses except physical education (secondary) and handwriting (elementary) must receive 94% or above.
2. **"A" Average Honor Roll** - No C's or D's are allowed. All courses, except physical education (secondary) and handwriting (elementary) must average 93.5% or higher.
3. **"B" Honor Roll** - No D's or F's are allowed. All courses, except physical education (secondary) and handwriting (elementary) must average between 85.5% and 93.4%.
4. **Honor Roll Eligibility** - Students in grades 1-12 will be eligible for these awards.
5. **Elementary Awards** - Awards for handwriting and attendance with no more than 3 tardies are given quarterly to qualifying elementary students. Perfect attendance certificates will be given to all elementary students who have not been absent or tardy during the school year.

## E. AWARDS GIVEN TO GRADUATING SENIORS

Senior Awards are special presentations made to deserving seniors in academic subjects as well as Music, Art, Home Economics, Woodshop, Christian leadership, Valedictorian\* and Salutatorian\*. These are presented at the graduation ceremonies. \*Students must attend FBCS for their junior and senior years and be on the honors track\*\* to be considered for these awards. Gold honor cord at graduation is given to graduates maintaining a G.P.A. of 3.4 or higher. (\*\*see *Dual Enrollment (PSEO)/College Track*)

## F. BOOK REPORTS & MEMORIZATION

1. **Bible Verses:** Weekly Bible memory verses are required at every grade level. The New King James Version is used for memory purposes.
2. **Poems:** Throughout the year, elementary teachers (except K4 & K5) will assign a poem, prose selection, or scripture passage to be committed to memory by the students. This selection will be recited or written in class by the appointed day.
3. **Book Reports:** all students in grades 2-6 will be assigned book reports, which may be in the form of a written report, oral presentation, or project. Due dates will be communicated.

## G. HOMEWORK

It can be expected that most elementary and secondary students will have some homework each night. It is difficult to determine a definite amount of time that each child will spend, since each child works at varying speeds in different subjects. *(A general guide would be from 30 minutes to 2 hours a night.)*

The faculty desires to be as reasonable as possible, but it will be virtually impossible to prevent an occasional grouping of assignments in a number of subject areas. Normally, some class time is given so that students will have an opportunity to get an understandable start on the assignment. Complaints about excessive homework are often traced back to the student's failure to effectively use his/her class time or study halls. The kind and amount of homework depends upon the grade level involved, but areas in which some homework might be anticipated include drill, poem and verse memorization, reading and math assignments, and research projects. Any parent who feels that his or her child has too much homework is asked to immediately call the appropriate teacher.

## **1. Daily Work:**

All daily work is due on the date assigned. The value of the assignment drops 10% of its initial value for each school day it is late. ALL assigned work MUST BE COMPLETED even if it has reached a grade of zero.

## **2. Non-Daily Work:**

For non-daily assignments and/or projects, tests, term papers and reports, no day of grace will be given. For example, if a student is present Monday and Tuesday, but absent Wednesday, all non-daily assignments need to be current on Thursday. Students who are present for the review for a test but are absent on an intervening day may, at the teacher's discretion, be required to take the test on time. Note: Any assignments covering more than a week should fall under the non-daily assignments category. Exceptions may be granted by the administration as deemed appropriate (for example, a student is very ill and has a doctor's note). Non-daily late work drops 10% of the initial value for each day it is late. All home computers and printers should be checked for proper operation so that assignments may be produced on time. On the occasion that a home printer is not working, the student may come before school, at break, lunchtime, or a free period before the class for which the homework is due and print from the Computer Lab or school office.

## **3. Late Work & Make-Up Work Policies for Secondary Students (Gr. 7-12)**

It is the school's policy to teach our students responsibility. As they are here to learn, homework is not elective for our students. If a student has not completed a homework assignment, then the student is will receive a red INFRACTION slip from the teacher. Students serve a lunch detention (LD) for the first fifteen minutes of lunch in order to complete work due. If a student receives three lunch detentions in one week, then they must serve an after-school detention.

## **4. Missing Work Due to Early Dismissals (for any reason, including sports trips)**

Students must plan ahead when they have the privilege of participating in extra-curricular activities like athletics or when they are leaving early and missing classes. Students should collect and complete as many assignments as possible beforehand. If the student comes to class the next day without that work completed, he has earned an LD.

It is the student's responsibility to arrange taking quizzes/tests ahead of time if at all possible; otherwise, the student must take it the next day. The resource department is available to help with administering missed tests and quizzes. The student is held responsible to show up to take the quiz/test when scheduled.

## **5. Missing Work Due to Illness:**

- a) Students are generally given one day per day absent to make up missing work
- b) student will be expected to keep up with current classroom work (unless plan indicates otherwise—in case of cumulative material)
- c) students may be required to stay after school until 4:15 each day until all work is made up

## **6. Tardies, Unprepared for Class (Secondary Students)**

- a) Students receive 3 grace "unprepared for class" per quarter, per class; Lunch detentions are given for each succeeding unprepared.
- b) Students receive 5 grace tardies to school (monitored by homeroom teacher); Lunch detentions may be assigned for each succeeding tardy. For every 5 tardies to school, a \$20 fee will be assessed to the student's school bill.
- c) On bad weather days, the office determines the cut-off time for entering a tardy in Gradelink, meaning a few minutes of "grace time" may be given.

- d) Students receive 3 grace tardies to each class (monitored by classroom teacher); a lunch detention may be assigned for each succeeding tardy.

## H. HIGH SCHOOL CREDITS

A student must have a minimum of 26 credits of classroom work in grades 9-12 to graduate: 4 credits each in history, English, and Bible, 3 credits in Math and Science; 2 credits of Spanish; 1/2 credit of Speech; 1/4 credit of Health; plus 4 - 1/4 credits of electives. No full-time student will be allowed to take fewer than 6 class credits per year in grades 9-12 and will need 7 credits for at least 2 of his/her senior high years to attain 26 credits.

## I. GRADUATION REQUIREMENTS

Senior high classes are credited by semester. Senior high students who receive a semester grade below 70% will not receive credit for that semester and will be required to retake the class if it is necessary for graduation.

A senior must have passing grades in all subjects at the midpoint of the last quarter, all books turned in, and all fines and ordered services paid in order to walk the graduation line. All work (Ignitia, research papers, projects, etc.) must be completed before a senior may receive his/her diploma. All graduating seniors are required to attend commencement exercises unless approval is given by the Administrator, or they are excluded for disciplinary reasons.

## J. PSEO - DUAL ENROLLMENT/HONORS TRACK

Our PSEO program is also referred to as College/Honors track. Only students taking advantage of our PSEO/Honors courses may be considered for Valedictorian and Salutatorian.

Juniors and Seniors may take PSEO classes through Faith Baptist Bible College and the University of Northwestern. Students must be enrolled in a minimum of 5 classes at FBCS with 2 college courses or 6 FBCS classes and 1 college course. PSEO students must maintain a cumulative 3.0 GPA.

Students earn both high school elective and college credit. Three to four dual enrollment credit hours are equivalent to ½ high school credit. Because of the rigor of the college courses, students receive a GPA boost for all dual credit enrollment courses.

Students qualifying for the College/Honors Track for their junior/senior years may advance their education with a greater opportunity for college rigor courses and credit earning potential. Final approval for participation must be obtained from the Guidance Counselor prior to the upcoming school year.

For the University of Northwestern, St. Paul (UNWSP) deadlines – see chart below. There is a handout updated yearly for PSEO/Dual Enrollment on our website under “For Parents & Students/College Prep.”

All dual enrollment courses must be taken at FBCS through an approved college.

Any questions about PSEO program should be directed to the designated school Guidance Counselor.

PSEO students may bring their personal laptop to school to use during their designated PSEO class hours to do PSEO coursework.

## K. DROPPING & ADDING CLASSES

Students may drop or add an elective course with permission from their parents and the Administrator. Students are obligated to continue in the originally scheduled course pattern until the request for change has been approved. A drop/add slip must be completed by the office. The dropping of a course must be completed prior to the beginning of the first five-week progress period in order to be handled without academic penalty.

## L. TRANSFER STUDENTS

Students transferring to FBCS will not be required to make up the Bible courses offered before the date of transfer. We will recognize legitimate credits from previous schools. In most cases, testing will be done to determine academic class placement.

## M. RETENTION POLICY

1. Students in grades K-3 who fail reading and one other subject, and students in grades 4-8 who fail two academic subjects (including Bible) may be retained. Senior high students (grades 9-12) who fail a required course must repeat that course in order to graduate.
2. In an effort to pass a class, a special summer session of tutoring equaling 30 class hours is possible for junior and senior high students if the final grade percentage is 65% or above.
3. Any student who is repeating a grade will be on academic probation during the second year. If he/she is failing at the end of the first semester, he/she will be withdrawn from the school.
4. Students with absences in excess of 40 days may be retained in grade or risk forfeiture of all academic work.

## N. SPECIAL EDUCATION

Students with disabilities are valued at Fourth Baptist Christian School. Our special education program exists with the belief that all students including those with disabilities can and should reach their full, God-given potential. The special education department not only services students with disabilities but any student that struggles academically or shows a need for support. We strive to partner with families to find the best solutions for students who need additional assistance. Because Fourth Baptist Christian School is a private institution, special education support may differ in practice and philosophy than in a public school.

Students with disabilities at private institutions are protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The school receives no supplemental income for students with disabilities. Due to this, special education services may be more limited in scope than those in public schools. Fourth Baptist Christian School complies with ADAAA and Section 504 of the Rehabilitation Act in the following ways:

1. Fourth Baptist Christian School makes individual, reasonable accommodations at no cost to students with documented disabilities. (Please note that accommodations that would cause an undue hardship will be considered but may not be granted).
2. Provides equal access and participation to enrolled students with documented disabilities.
3. Makes modifications “as necessary” to ensure that academic requirements are not discriminatory to students with documented disabilities.
4. Informs parents and students of available services and the name of the teacher for those services.
5. Provides written information of how to access accommodations and services.

**a). Receiving Services**

If your child has a diagnosed disability, documentation may be provided to Fourth Baptist Christian School, special education staff will review the documentation and be in touch with the parent or guardian of the student.

**b). Transferring Services**

When a student with a diagnosed disability transfers to Fourth Baptist Christian School, we request that the parent provide one of the following:

1. The student’s neuropsychological evaluation
2. An evaluation report/IEP from previous public school
3. A 504 or learning plan from a private institution
4. Special education staff at Fourth Baptist will coordinate with the public school when IEPs need to be transferred to the Wayzata School district.

**c). Expectations**

Fourth Baptist Christian School recognizes that students with disabilities have greater academic and social challenges facing them. Fourth Baptist Christian School will support and accommodate students utilizing intervention plans, service plans, or follow outlined accommodations/modifications within a student’s IEP. With these outlined supports in place, students with disabilities are expected to work toward organization and improvement of social skills, while they also are expected to turn in assignments on time, study for tests and quizzes, and attend required school events. Students are also expected to attend scheduled tutoring sessions as outlined in their intervention or service plan.

In addition, students with disabilities are expected to follow the student handbook and abide by school conduct standards. Aggressive or violent behaviors cannot be tolerated within the school environment. Students with disabilities are subject to the same student discipline as their non-disabled peers as outlined in the student conduct and discipline section of the student handbook.

**c). Contact Information**

Pastor Jared Page, Administrator: [jpage@fourthbaptist.org](mailto:jpage@fourthbaptist.org)

Mrs. Jessica Farish, Special Education Teacher: [jfarish@fourthbaptist.org](mailto:jfarish@fourthbaptist.org)

## O. TEXTBOOKS AND LIBRARY BOOKS

1. **Textbooks remain the property of the school.** Students are loaned textbooks and are supplied with workbooks for most of their classes. Textbooks must always be covered, and the student is responsible for the care and maintenance of his/her books. Workbooks may or may not be written in. Textbooks are not to be left outside or in the hallways at any time. Students are asked to take care with their backpacks, as dropping or throwing them can have a detrimental effect upon textbooks.
2. **Textbooks are very expensive.** A damage fee is assessed for excessive wear or damage to any book. This fee is usually \$10-\$25 per book. Book replacement costs range from \$40-\$70. Replacement costs are assessed for any student who loses a book, turns in a book other than the one that was assigned to him/her, or damages their textbook in an irreparable way. Note: It is common for teachers to assess small wear and tear fines of \$1-\$5 at the end of the school year depending on the condition in which the book is when returned.
3. **Textbooks are to be always covered properly.** Book covers are not to be taped to the book. Stretchy covers may not be used on paperback books. Classroom teachers may levy a small fine each time a book is found uncovered.
4. **Textbooks needing repair:** Books with ripped covers or ripped pages, pages that have fallen out or broken bindings are to be brought promptly to the school office for repair.
5. **Textbook replacement and damage fees** must be paid prior to the release of the final grades or school records. In the case of lost, unreturned, or damaged library books, all fees must be paid prior to the release of midterm or quarter grades.

# ATTENDANCE REQUIREMENTS

Parents are asked to notify the office by 9:30 a.m. on the day of their child's absence, **giving the reason** their child is absent that day, unless prevented by emergency circumstances. Please use the link in the Gradelink app to fill out the absence form. The absence will be considered unexcused until parent communication is provided. If the parent fails to notify the school by 9:30 a.m. on the day of the absence, the school office will attempt to reach the parent via phone.

**Minnesota is a compulsory school attendance state.** In other words, absences must not exceed FBCS limits and must be carefully planned so that your child complies with state truancy laws.

**Parent notification does not mean an automatic excused absence.** The Administrator makes the final excused/unexcused determination. The student will have one day to make up work for each day absent.

## A. REQUIRED SPECIAL ACTIVITIES/PROGRAMS/CONCERTS

All students are expected to attend school programs and activities in which they are scheduled to participate. Failure to do so will result in disciplinary measures and/or academic penalties.

**The Administrator must approve a student's release from participation.** Parents are encouraged to consult the school calendar given at the beginning of the year and note the scheduled school events.

## B. EXCUSED ABSENCES

Excused absences include:

1. Illness of student
2. Death in the immediate family
3. Medical appointment which cannot be scheduled for non-school hours
4. Impassable roads/car trouble
5. Inclement weather conditions
6. Exceptionally urgent reasons\*

\*These urgent "extraordinary absence" reasons may include special family occasions such as weddings, college graduations, or a situation of extenuating circumstance approved by the Administrator. (see **PLANNED ABSENCES**).

\*\*Note: If a junior/senior high student is absent from any class more than ten (10) times per semester (excused or unexcused), he/she may have his/her semester grade reduced by 5% (approximately half a letter grade) for each additional day absent. **If there is a situation of extenuating circumstances approved by the Administrator, this policy may be modified.**

**Students missing school for illness will need a doctor's note for each absence after ten (10) absences in a given semester.** Again, special consideration will be given for extenuating medical circumstances at the discretion of the Administrator.

Any student absent from school on the day of an activity is NOT permitted to take part in that activity on that day or evening. Exceptions will be granted if the student is attending an approved activity such as



required testing, receiving an award, etc., he or she has passed the required 24-hour waiting period on medication to permit them to return to school, or other circumstances as approved by the administrator.

*These exceptions are for a school program or concert, not athletic games. Participation in athletic games and practices has different criteria. (see SERVICES, EXTRA-CURRICULAR ACTIVITIES, ATHLETICS)*

**NOTE: To qualify as an exception, the involvement MUST be pre-approved by the Administrator.**

Our policy is that parents must notify the school office by 9:30 a.m. on the day of the child's absence as this helps the teacher plan for the student's absence. Parent notification must include the reason for the absence.

An attempt will be made to have make-up work ready for after-school pick-up if it is requested. However, requests for homework made after 10:00 a.m., may not allow adequate time for the teacher to have work ready by the end of the day.

For secondary students, teacher websites have homework calendars which are maintained weekly. It is advised that the student check the website for homework due to help him/her be prepared when returning to class. Parents are welcome to stop by to pick up books from their child's locker.

**Extended Illnesses greater than two school days for which the student is required to stay at home:**  
Teachers will coordinate with parents and students regarding distance learning.

## C. PLANNED (PRE-ARRANGED) ABSENCES

Under extraordinary circumstances, parents may believe it highly advantageous to take their child out of town because of business, church camp, family trip, or similar reasons. **Special pre-arranged permission must be granted by the Administrator. Each request for a planned absence must be made at least five days before the absence is to occur.** Prearranged absences count against the total number of absences for the semester/year. **Parent notification does not mean an automatic excused absence.** Should a student need special tutoring as a result of a planned absence, parents will need to arrange after school tutoring with the child's teacher and pay for their tutoring at a rate of \$20 per hour. Failure to seek permission for a planned absence at least five days before the absence is to occur may result in a \$50 fee added to the school bill, per student. Any planned absence of this sort which lasts more than three school days will incur a \$20 fee added to the school bill, per student.

Students taking planned absences must make up the work as prescribed by the individual teacher. For planned/pre-arranged absences, **homework must be completed and turned in ahead of time.**

Pre-arranged absences may not exceed five days per year. Students with cumulative averages of "D" or "F" for all classes or who are on Academic Probation will not be granted pre-arranged absences.

## D. FAMILY EMERGENCIES

In the event a student must be contacted by a parent or excused early from class due to a family emergency, the parent may call the school office at (763) 417-8240. Students may use the phone in the school office or their cell phone after receiving permission from the office.

## E. TARDIES

1. **Tardy to School:** Students are expected to be at school on time. Punctuality is a virtue. All students will be considered tardy if they are not in their classrooms ready to begin school at 8:30 a.m. when the bell rings. Students in the hallway at the time the opening bell rings are considered tardy.
  - a) **Walking into the school building at 8:30 a.m. does not constitute an on-time arrival.** Please plan your arrival time at school accordingly so that your student will have sufficient time to put their coat, backpack and lunchbox away in their locker, and be in their seat in the classroom ready to go at the 8:30 a.m. bell.
  - b) **Elementary students arriving after 8:30 a.m.** when the upstairs entrance gets locked, must enter the main school office entrance, and receive a tardy pass.
  - c) **Secondary students (Grades 7–12) arriving after 8:30 a.m.** are to come straight into the office and get a tardy pass before going to class.
  - d) **Grace tardies:** For secondary students, five grace tardies are given per quarter without penalty. Additional tardies are considered unexcused. On the sixth tardy, students may begin to serve lunch detentions, regardless of the reason. On the student's ninth tardy and each successive tardy, the student may serve an after-school detention at the Administrator's discretion. For every 10 tardies to school, a \$20 fee will be added to the family's school bill.
2. **Tardy to Class:** Secondary students are expected to be in every class on time when the bell rings. A maximum of three unexcused tardies are allowed per class period each quarter. This record is monitored by the classroom teacher. A lunch detention may be issued on the fourth unexcused tardy and each one thereafter. Excused tardies are given by the teachers or by the school office. The school office will give excused tardies if the student is tardy as a result of a transaction carried out in the school office, or at the administrator's discretion.

## F. LATE ARRIVALS

Late arrivals due to a morning medical/dental/ortho appointment, illness, or other approved appointment are not counted in the total for tardies. Please send advance notice of appointments to the school office. Unexcused late arrivals are counted in the totals for tardies.

## G. EARLY DISMISSAL FROM SCHOOL

Upon arrival at school, students are not permitted to leave campus without both school and parental permission. A student who leaves without permission is considered truant. When it becomes necessary for the parent to take a child out of class for doctor appointments or other reasons during the day, arrangements must be made through the school office. **Parents are required to notify the school office first thing in the morning, with an estimate of the return time back to school** (if coming back). Parents should use the forms in Gradelink to report early dismissals. Teachers will assume that the parent has notified the school office. Pick-ups must be made at the school office door.

A parental note does not guarantee that the absence will be excused. The Administrator makes the final determination in those cases.

Parents are encouraged to let the office know of future appointments well in advance ... this way, the teachers can prepare for this planned absence time and the office can put the early dismissal on the daily attendance report.

Before a student in grades 7–12 leaves the school property, the student must sign out in the school office and sign back in upon returning to the school. Parental notification is required for a student to drive himself/herself to and from an appointment.

## H. MEDICAL/DENTAL/ORTHO APPOINTMENTS

Medical, dental and orthodontist appointments are acceptable reasons for a late arrival or early dismissal if before/after school times are not available. See procedures noted above for Early Dismissals.

## I. UNEXCUSED ABSENCES

Absence from school (with or without the parent's knowledge), without having made prior arrangements with the school, and/or absences for reasons unacceptable to the school will be classified as unexcused, and will result in academic penalty (zeroes for the work missed), meaning no credit will be given for the work. The final decision of whether an absence is excused or unexcused is at the discretion of the Administrator.

## ILLNESS POLICY

### A. GENERAL ILLNESS POLICY

For the welfare of your child and the school population, please keep your child at home if he/she is ill. All children who have been ill must be kept home until they are free from a fever (without the aid of fever-reducing medication) or a vomiting/diarrhea episode **for a minimum of 24 hours** before returning to school. (This is a state health code for schools.)

### B. NOTIFYING THE SCHOOL IF YOUR CHILD IS ILL

If your child is absent due to illness, please use the forms in Gradelink to report the absence.

### C. SENDING A SICK CHILD HOME FROM SCHOOL

You will be called to pick your child up from school if he/she has a fever of 100 degrees or more, a constant cough, diarrhea or vomiting, a suspicious rash, or suspected pinkeye during the school day. **If a parent is called to pick up a student due to illness, the expectation is that the child will be picked up within one hour.** The student will remain in the office sick room until the parent arrives.

## When does a child need to stay home from school?

### D. GENERAL SYMPTOMS OF ILLNESS

1. **Cough**—If a cough is due to the common cold or a respiratory condition such as bronchitis, a student should remain out of class if the cough is constant and not able to be calmed with cough medication or would be disruptive to the class. Parents are encouraged to send cough drops with their child to mitigate classroom coughing. The office also has cough drops.
2. **Eye Drainage/Discharge/Pinkeye**—If there is redness of the eye with thick yellow or greenish discharge, the student may return to school 24 hours after medication was started to render the condition non-contagious. (Reddish eyes with clear watery discharge resulting from allergies do not require absence). If a student is sent to the office for red and/or itchy eyes, the office may call the parent requesting that the child be seen by a physician and receive a doctor's note before he/she may return to school.
3. **Diarrhea/Vomiting**—If a student has had diarrhea or vomiting, he/she may not return to school until 24 hours AFTER the last episode. This follows the MN State Health Code.
4. **Fever**—Defined as an oral temperature of 100°F or higher. If a student has a fever, he/she may not return to school until 24 hours AFTER the temperature returns to normal (without the aid of fever-reducing medication). This follows the MN State Health Code. A fever generally means either a viral or bacterial infection. Persistent or high fevers should be checked by a doctor.
5. **Rash**—Rashes may be caused by various conditions including allergies, skin conditions such as eczema, and illness. If a rash may be illness-related or the cause is unknown, the student must be seen by a physician before returning to school to make sure the rash is non-communicable. If a student is sent to the office during the school day for a questionable rash, the office will call the parent to come pick up the child and take him/her to a physician to have it checked. In both cases, the child will need to bring a doctor's note to the school office stating the rash is non-communicable before he/she may return to class. Examples of rashes indicating communicable diseases include impetigo, strep throat, chicken pox, hand/foot/mouth, and scabies.
6. **Runny Nose**—If due to allergies or the common cold, a student may be in class unless the runny nose is deemed overly "messy" and/or constant to the point where learning is not possible.

### E. COMMON COMMUNICABLE ILLNESSES

1. **Chicken Pox**—Chicken pox is uncommon because most children are now vaccinated against it, but it is a very contagious and painful condition resulting in itchy, red rash blisters all over the body. Student may return to school when all the blisters have dried into scabs, generally about 6 days after the onset of rash.
2. **Common Cold**—The "common cold" is a viral infection common in the United States during the winter months. Symptoms may include cough, congestion, fever, sore throat, and/or runny nose. Students may be in school as long as their symptoms are not severe, are well controlled, and they do not have a fever exceeding 100°F. Students are expected to cover their cough, blow their nose, and wash hands to limit exposure to others.

3. **Covid-19** – viral infection of the respiratory system with a wide range of symptoms, including: fever, rash, extreme fatigue, coughing, difficulty breathing, congestion/runny nose, stomach issues, nausea, vomiting, diarrhea. This list is not exhaustive. For school purposes, Covid is treated the same way as influenza, in that students may return to school when symptoms are well-controlled (no fever, no diarrhea, vomiting for 24 hours).
4. **Hand/Foot/Mouth Disease**—A viral infection that causes painful blister-like rash involving the hands, feet and mouth, this infection occurs most commonly in children less than 10 years of age. This virus is easily communicated through respiratory droplets or close contact with infected blister fluid. Students may return to school after the accompanying fever has been gone for 24 hours without the aid of fever-reducing medication, and the student is well enough to participate in normal activities.
5. **Impetigo**—Impetigo is a contagious bacterial skin infection, which forms red sores around the nose and mouth and requires antibiotics as treatment. Students must be on medication for a minimum of 24 hours to render them non-contagious before returning to school.
6. **Influenza**—Influenza is a viral infection of the respiratory passages marked by high fever, body aches, extreme fatigue and buildup of mucus causing a general feeling of unwell. The student may return to school 24 hours AFTER the temperature returns to normal (without the aid of fever-reducing medication), and the student is well enough to participate in normal activities.
7. **Lice**—If live lice are found in your child’s hair, your child will be sent home until the problem is eliminated. A handout will be given for effective removal of lice. A re-check in the office will be required before they can return to class.
8. **Pinkeye**—Pinkeye is a bacterial infection which causes redness of the eye with thick white to yellow or even greenish discharge, often with itchiness. This condition is very contagious. The child must be seen by a physician and receive a doctor’s note. The student may return to school 24 hours after antibiotic medication treatment began to render the condition non-contagious.
9. **Ringworm**—Ringworm is a contagious itchy skin disease occurring in small circular patches, caused by any of a number of fungi and affecting primarily, but not limited to, the scalp or the feet. The most common form is athlete's foot. Student must be on medication for a minimum of 24 hours to render them non-contagious before returning to school.
10. **Scabies**—Scabies is a contagious skin disease marked by itching and small raised red spots, caused by the itch mite. Student may return 24 hours after treatment was started.
11. **Stomach Flu**—The stomach flu generally does NOT have a fever and lasts 24-48 hours. Symptoms include nausea, vomiting, diarrhea. The student may return to school 24 hours following the last episode of diarrhea or vomiting.
12. **Strep Throat**—Strep throat is a common bacterial infection and may include any or all of these symptoms: fever, nausea, vomiting, headache, sore and inflamed and/or itchy throat, swollen tonsils with or without white spots, and a red skin rash. Strep throat requires antibiotics as treatment, and student may return 24 hours after antibiotics are started.

**This is not an exhaustive list.** Other communicable illnesses include measles and pertussis (whooping cough) which are both uncommon now due to vaccinations, but can occur, especially in unvaccinated children. Please seek out medical attention for suspected cases of measles and pertussis and follow a doctor’s guidelines for when a student may return to school.

## F. MEDICATIONS AT SCHOOL

1. **Tylenol, Ibuprofen, TUMS, and cough drops** are available from the school office. The parent must fill out the **Authorization to Administer Medication** form, which gives permission for their child to receive these medications. If you would like us to contact you first, indicate “CALL FIRST” on the form, and give us the appropriate telephone number of the person to call. (The office will call K4 & K5 parents before administering any medication).
2. **Special medication:** any student needing **special medication** (antibiotics, cough/cold medicine, allergy medicine, or any prescription medications) must bring the medication to the school office –along with a note including the name/type of medication, dosage, time of day the medication is to be administered, and reason for the medication signed by the parent. This note will be attached to the medication in the school office. Students are not allowed to have any vitamins, supplements or any other medication in their possession while in school, with the exception of cough drops.
3. **Inhalers/EPI pens:** Elementary student inhalers are to be kept in the office. Students in grades 6–12 may keep their inhaler with them. EPI pens are kept in the school office for students who have an allergy that would require use in an emergency situation. The inhalers/EPI pens kept at school will also be sent with the student’s teacher for field trips and other off-campus outings.

## BULLYING POLICY

### A. PURPOSE

Fourth Baptist Christian School – hereafter referred to as “the School”, recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The School finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

### B. DEFINITIONS

1. “Bullying” means systematic, repeated, or recurrent conduct committed by a student or a group of students against another student that serves as the greatest or sole cause of a student’s measurable physical harm or emotional distress accompanied (or not accompanied) by physical manifestations. Significant single, targeted events may also fall under the definition of bullying. Purely verbal expression, whether oral, written, or electronic, may only be considered “bullying” provided that it otherwise meets the definition of bullying and, or:
  - a) Such expression is lewd, indecent, obscene, advocating for illegal conduct, likely to incite an immediate breach of peace, or the severe and pervasive use of threatening words that objectively inflict injury; or
  - b) The School Administration or officials reasonably and objectively determine that such expression will cause a substantial and material disruption of schoolwork.
  - c) In the case of cyber-bullying, school administration may contact parents to address an issue that has come to their attention. Issues of cyber-bullying toward students or staff at the

School may result in suspension or expulsion.

2. School Premises means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by the School or one of its schools, including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school.
3. School-Sponsored Functions or Activities means a field trip, sporting event, or any other function or activity that is officially sponsored by the School.
4. School-Sponsored Transportation means a motor vehicle owned, operated, leased, rented or subcontracted by the School.

## C. PROHIBITION

The School prohibits all bullying on school premises, at school-sponsored functions or activities, or while students are being transported by any means of transportation provided or supported by the School.

## D. REPORTING

Any student who believes he or she has been or is currently the victim of bullying may report the situation to the Administrator. The student may also report concerns to a teacher who shall notify the Administrator. School officials are not required to investigate a report if made anonymously unless good cause is shown or stated for filing anonymously or the school officials have good reason to believe that a student may be at imminent risk of physical harm. Students and parents are encouraged to report an incident when it occurs and not wait. This will allow school administration to deal with issues right away rather than waiting and allowing the situation to escalate/worsen.

## E. INTENTIONALLY FALSE REPORTS

Making intentionally false reports about bullying is prohibited and is subject to discipline.

## F. PARENTAL NOTIFICATION

The School reserves the right to question a student or students, just as they would in any other discipline matter, to investigate a complaint. If an issue of bullying has been determined, the parents of the child suspected of bullying will be contacted by the administration.

## G. INTERPRETATION AND APPLICATION

1. This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views.
2. It shall be presumed that all verbal expression, whether oral, written, or electronic, relating to religious, philosophical, or political topics or viewpoints is protected by the First Amendment and shall not be classified as “bullying” under this policy unless specific facts demonstrate otherwise.

3. This section does not impede or preclude a student, the student's parents or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law.

## H. POSTING

Copies of this policy shall be provided to all employees, students and parents and is included in this Parent/Student Handbook as of the date of this policy.

(Policy date: September 12, 2013. Added to Handbook October 7, 2013. REVISED May 2016).

## CODE OF CONDUCT

Christian conduct must be the goal for all FBCS students. An orderly and disciplined environment, with opportunity for self-development, is fundamental to learning and enables the student to be happy and content. Teachers will seek to deal with students in a Christ-like manner. The individual teacher will handle the need for the correction of any student. While discipline is basically positive training in the right direction (Proverbs 22:6), there is the need for correction and adherence to rules. Corrective measures will be taken as each need warrants. If these measures do not result in changed behavior, the parents will be asked to deal with the student. Suspension or expulsion may be necessary in extreme situations. (Refer to 'Discipline' section.)

It would be impossible to make rules to cover every type of need. Good behavior must eventually come from within, a change of heart, and not from mere conformity to man-made regulations. However, courtesy to teachers, school employees, other students, and visitors is required. Each student should strive to be considerate of others despite differences. Rudeness will result in disciplinary measures.

Fourth Baptist Christian School is distinctly a Christian school. Its purpose is to assist the home in training up a child in Christlikeness. Toward that end, certain expectations have been established regarding student behavior and deportment. Thus, discipline is positive training that equips children to meet the demands, challenges, and responsibilities of life.

**Proper Lines of Parental Communication** – It is paramount that the home and school cooperate fully with one another. If questions arise, the parent should first contact the teacher. Parents should never undermine any aspect of the program and should, therefore, never make derogatory remarks about a teacher or the school in the presence of their child, other students, or other parents. To do so not only violates Scripture and ethics, but tears down the credibility and authority of the teacher. Even further, it diminishes the submission of the child to all types of authority and weakens his/her confidence in Christian education.

There are proper channels through which problems or disagreements may be discussed. It is only through these channels that anything constructive can be accomplished. We ask our parents to go to the teacher should concerns arise. If after speaking to the teacher, concerns still exist, parents are to come to the Administrator.



## A. BEHAVIOR IN GENERAL

1. Students at FBCS are expected to refrain from cheating, swearing, off-color language, smoking, vaping, or other tobacco use, gambling, profane music, drinking alcoholic beverages, and using or talking about drugs in any form. Sexualized speech and joking, including the perjorative use of terms relating to homosexuality, is deemed inappropriate and will be dealt with as profanity. Racist speech and joking, including the demeaning of any ethnicity will be dealt with as profanity.
2. They are to act in an orderly and respectful manner, maintaining Christian standards in courtesy, honesty, kindness, language, morality, and decorum. Students must agree to strive toward unquestionable character in speech, conduct, and attitude.
3. Students are expected to respect the property of the school and of others. Marked-on or defaced property is to be replaced at the offending student's expense. Students may not go into another student's locker, backpack, gym bag, or other personal belongings.
4. Some items have no place at school – gum, water guns, matches, lighters, comic books, pocket knives, MP3 players, iPods, iPads, tablets and electronic games are not permitted.

## B. BUS BEHAVIOR

FBCS uses its buses for field trips and sporting events. Students who do not follow the bus rules will be subject to the regular disciplinary procedures of the school.

1. Students are not allowed to get on, get off, or move about within the bus while the bus is in motion.
2. The driver/teacher/coach is the authority on the bus. He/she may assign seats if necessary. Students are not to change seats without permission and are to use the seatbelts when available.
3. Outside of ordinary conversation, students will observe classroom conduct while on the bus. Yelling is not permitted.
4. No food, beverage, or gum is allowed on the bus unless specific permission is given.
5. A student's body (arms, head, etc.) must not be extended out of the bus window, door, or roof hatch at any time. It is a violation of the state law to throw anything out of the bus.

## C. CARE OF PROPERTY

Students are expected to take proper care of all books and school equipment. Carving and defacing desks, eating in restricted areas, throwing things, littering, etc., are not permitted. Willful damage to school property will not be tolerated. All damage must be paid for, whether willful or accidental.

Suspension and possible expulsion may accompany willful damage by any student. All students are expected to report any damaged furniture or other school property to their teacher immediately.

## D. DATING GUIDELINES

FBCS does not encourage dating but encourages students to be friendly and form friendships with all of the students around them. Proper Christian conduct between boys and girls will be emphasized and upheld in school. Students loitering in hallways or out-of-the-way places as small groups or couples will be subject to disciplinary action. We uphold a “hands-off” policy between boys and girls: no holding of hands, arms around each other, or other physical contact will be permitted on school time or at school functions (including field trips, sports events, school programs, social events, etc.) For Junior/Senior Banquets, secondary students may escort classmates. However, the above guidelines remain in effect.

## E. IMMORALITY

In accordance with the ministry’s statement of faith and in recognition of biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for sinful behavior. The following will constitute grounds for expulsion: any immoral act or identifying statement concerning fornication, adultery, homosexuality, bestiality or transgenderism, as will sexting or the sharing of any pornographic material with another student. (Gen. 2:24; Gen. 19:5, 13; Gen 26: 8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 1 Cor. 6:9; 1 Thess. 4:1-8; Heb. 13:4).

1. ***Definition of “immoral act”***

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral act.

2. ***Definition of “identifying statement”***

A statement in person or through social media that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

3. ***Examples:*** “I am gay.” “I am transgender.” Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Fourth Baptist Christian School, and is a basis for dismissal.

## DISCIPLINE SYSTEM – ELEMENTARY

### A. DISCIPLINE PHILOSOPHY

1. It is our desire to instill in our students patterns and attitudes that will produce Godly, others-directed, and self-disciplined individuals. Our goal is to administer discipline in love as a preventive and corrective measure to achieve these goals.
2. Since the elementary student is under the direct supervision of one teacher most of the school day, each teacher maintains a disciplinary record for each student. FBCS uses “assertive discipline” techniques. The advantages of the system are as follows:

- a) The assertive discipline system consists of both positive and negative consequences for behavior, providing a balanced approach to discipline.
- b) Correction often takes place on the day of the infraction; immediacy is an essential component of any effective discipline program.
- c) The assertive discipline system provides a consistent program of discipline, yet it can be tailored to meet the needs of a specific grade level.

## B. DISCIPLINE PROCEDURE – ELEMENTARY

- 1. Elementary staff have the freedom to create their own specific discipline systems.
- 2. In general, discipline will progress from warnings, to loss of privileges and rewards, to office referrals, to conferences with parents, to detentions, suspensions and expulsions. As recurrent problems are observed, parents will be notified.

It is the goal of FBCS to be fair and discerning in its discipline code. We will do our best to discern between conduct issues and irresponsibility, and we will work to address issues with the goal of correcting and setting positive patterns of behavior and habits. Serious infractions will be sent immediately to the Administrator and will be dealt with accordingly. It is the desire of the administration to discipline students in the process of a discipline issue. Parents will be contacted in order to be a part of the process of correction in all serious matters.

## DISCIPLINE SYSTEM – SECONDARY (GRADES 7-12)

**There are four types of discipline for school infractions:**

- 1. Lunch Detention (LD)
- 2. After-School Detention (PM)
- 3. Suspension
- 4. Dismissal from FBCS (Expulsion)

### A. LUNCH DETENTION (LD)/INFRACTION SLIP

A student will receive a red infraction slip when an infraction of minor significance occurs. This is to let the student know in a visible way that he/she has crossed the line. Each infraction notice results in a lunch detention (LD). Accumulated infraction notices may become an after-school detention. **Three infraction notices across the board for any reason received in the same calendar week will result in an after-school detention.** All infraction notices are given to the student in writing and are signed by the student. These slips are kept on file in the school office. Parents will be emailed when a lunch detention is served, and the total number of lunch detentions and after-school detentions are listed on each quarterly report card.

**Examples of infractions which will earn an infraction slip: (this list is NOT exhaustive)**

1. Intentional distractions or disruptions in class
2. Dress code violations
3. Chewing gum
4. Writing, passing, or receiving notes in class
5. Horseplay/running/shouting in the halls
6. Unprepared for same class 2x in one week for 5-day/week classes
7. Assignments overdue will result in a lunch detention so that the student will complete their assignments on time.
8. Cheating (first-time offense)
9. Accumulated tardies

## **B. AFTER-SCHOOL DETENTIONS (PM)**

A student will receive a PM detention when an infraction of more significance occurs. Therefore, the discipline is more stringent, and the parents will be called about the student needing a PM detention. A PM detention lasts for 30 minutes and may involve doing work.

If a student earns a **sixth detention in the same quarter**, that student is *automatically suspended for one day*. A seventh detention means another one-day suspension. *Any student who earns a third suspension for accumulated infractions in the same quarter places himself in serious jeopardy of dismissal from FBCS.*

PM detentions will be arranged by the Administrator or Assistant Administrator. Students are to report to the Assistant Administrator to serve their detention. After the detention is served, a copy is kept on file in the school office for the remainder of that school year.

**Examples of infractions that will earn an after-school detention: (this list is NOT exhaustive)**

1. Lying
2. Disrespect for authority
3. Use of restricted areas without permission
4. Assignments at least 5 school days overdue
5. Profane, vulgar, or improper language
6. Repeated infraction notices
7. Forging parental signatures
8. Deliberate/continued harassment of others
9. Minor vandalism (compensation required)
10. Accumulated tardies/absences
11. Cheating

## **C. SUSPENSIONS:**

Suspensions are assigned for repeated or serious violations of school rules as well as accumulation of detentions. The suspension is 1-5 days in length depending on the severity of the infraction and may be

assigned as in-school or out-of-school at the administration's discretion. All daily work assigned during the suspension receives an automatic zero (0%), and all quizzes and tests will begin with a grade of D (75%) with incorrect answers deducted from there. A student that receives a suspension automatically becomes ineligible for that quarter for all extra-curricular activities. Depending on the severity of the offense and at the administration's discretion, the student may not be allowed to represent the school at public events or programs, including all athletic, music, speech/drama events, graded or extra-curricular.

**Examples of infractions that will earn a suspension:** (this list is NOT exhaustive):

1. Fighting
2. Vandalism
3. Repeated or accumulated incomplete assignments (In-school)
4. Rebellious attitude or blatant disrespect
5. Accumulated PM detention offenses

## D. DISMISSAL (EXPULSION):

Dismissal from school is reserved for repeated or very serious rule violations. The possession of, or association with tobacco, alcohol, or non-medicinal drugs (in or outside of school); arrest and conviction of breaking the law; gambling; inappropriate sexual behavior; Accumulated bullying or severe bullying incidents; breaking into the building, a room or locker; vandalism; stealing; bringing a weapon to school; actual or threatened bodily harm with a weapon; or an accumulation of suspensions are examples of such violations that could result in dismissal from FBCS. *Suspensions and dismissals will be noted on the student's permanent record.*

## DRESS CODE

### A. GENERAL POLICY

Choosing to attend FBCS implies an agreement between the school and the student's family, and **signing the Parent/Student/School Partnership Agreement Form** indicates that parents and students agree to abide by the standards of dress set forth by the school.

We ask our students to dress in a way that meets these criteria:

1. **Modest and God-honoring** – Fourth Baptist Christian School desires that its students dress and conduct themselves in a manner that is pleasing to God. We ask that our students dress modestly and in good taste.
2. **Business Casual** – We wish to dress in such a way that our school environment conveys a tone appropriate to serious-minded learning. If we were to sum up our dress code, it would be that we are seeking to teach our students to dress in a **business casual** style of dress that promotes learning and minimizes distractions. We also expect our students to practice good grooming & hygiene practices. **Please make sure you read this dress code carefully.**
3. **Blue Jeans and Warrior Spirit T-shirt Day** – Occasionally we have a special jeans day as a senior class fundraiser. On these days, students may pay \$1 to wear nice, loose-fitting blue jeans with any with any FBCS T-shirt or an official FBCS hoodie (the only day you can wear a

hoodie to class!) The cost for participation is \$1/student or \$2/family. Only nice jeans may be worn (loose-fitting, without distressing or holes, hemlines not frayed).

**Questions about Dress Code?** If parents or students are unsure if an article of clothing meets dress code, please bring that article of clothing into the school office so that we can see it before the student wears it to school, and we will let you know if it meets dress code.

If a student arrives at school in **violation of the dress code**, he or she will be asked to report to the school office and remain there until proper attire is secured. The school maintains a collection of various dress code items to help students change into proper apparel, however, it is not guaranteed that we will always have a suitable item for your child. When necessary, parents will be called to bring in appropriate clothing. All class periods missed for this reason are considered unexcused.

Repeated disregard for the dress standard is cause for further disciplinary action.

## B. ELEMENTARY GIRLS DRESS CODE (K4 – 6<sup>TH</sup>)

### 1. Tops (shirts, sweaters)

- a) **WEAR**—Loose-fitting tops/sweaters with a high neckline. Any screen-printed images must be in keeping with our Christian school standards. FBCS crew-neck sweatshirts are allowed.
- a) **DON'T WEAR**—shirts with WORDS across the front, back or sleeves (unless it is an official FBCS shirt or sweatshirt, or the words are a small part of small logo on the front). Please avoid Super hero, video game, and Disney characters, etc.
- b) **DON'T WEAR**—sleeveless, cold-shoulder, fabrics that are sheer (lace/eyelet/chiffon), low-neckline, skin-tight, or cropped. No camouflage.
- c) **LENGTH**—Shirts must be long enough to cover her entire torso when both arms are raised, as in during games in recess/P.E., or on the playground equipment.
- d) **UNDERGARMENTS**—Young ladies must wear proper undergarments so that they are not visible under clothing. Bra and camisole straps are not to be visible at the neckline.
- e) **LIGHT JACKETS/CARDIGANS**— A plain sweater, cardigan, microfleece jacket, track jacket, fleece vest that is worn in the classroom falls under the same guidelines as shirts. No hoodies or outdoor winter jackets may be worn in the classroom.

### 2. Skirts and Dresses

- a) **WEAR**—Skirts/Dresses that are the proper length
  - **K4—3rd grade:** skirts and dresses no shorter than 2" above the kneecap.
  - **4th—6th grade:** skirts and dresses should reach the top of the kneecap. Slits should be sewn to that point.
- b) **DON'T WEAR**—Anything made of tight/clingy or sheer fabrics.
- c) **LEGGINGS/SHORTS**—We encourage elementary girls to wear close-fitting playground shorts, knit pants or leggings UNDER SKIRTS & DRESSES for recess/P.E. and playground modesty.

### 3. Pants

Leggings are NOT to be worn as pants, and school pants must NOT fit like leggings.

- a) **WEAR**—Loose-fitting school uniform-type pants that come at least to the top of the ankle. Pants may be solid or printed. Nice-looking colored denim/twill pants (except blue) are also fine. Pants should have the proper fit, not too tight and not too baggy.
- b) **DON'T WEAR**—Knit pants that are thin (think T-shirt material) or too form-fitting, Spandex, velvet/velour, leather/faux leather, camouflage, overalls, one-piece jumpsuits, capris, and all athletic-type pants (yoga, joggers, Adidas, sweatpants, etc.).
- c) **BLUE JEANS**—Blue jeans are not allowed except on “Blue Jeans and Warrior Spirit T-Shirt” days. Blue jeans are to be loose-fitting and NOT ripped/distressed, frayed at the hem, or acid-washed. NO jean jeggings.

### 4. Shoes

- a) **WEAR**—athletic shoes are the most practical choice for elementary students. Students must have an additional pair of clean-soled athletic shoes gym use. Shoes should be worn secured to the ankle/foot.
- b) **DON'T WEAR**—Crocs, flip-flops, athletic/beach-type slides, and any shoes/boots that have heels higher than 2 inches (measured at the BACK of the shoe/boot).

### 5. Jewelry/Accessories

- a) **WEAR**—If any jewelry is worn, it should be minimal and small. Only ears may be pierced, and earrings are to be on the lower earlobe only.
- b) **DON'T WEAR**—ear cuffs, hats, visors, sunglasses, or any distracting objects.

### 6. Hair/Makeup

- c) **WEAR**—Hairstyles that give a neat, feminine appearance. Proper hygiene is expected.
- d) **DON'T WEAR**—Unnatural hair colors. No Makeup for elem. girls.

### 7. Attire for P.E./Team Practices and Attending Warrior Games

- a) **6<sup>TH</sup> GRADE P.E. & TEAM PRACTICE WEAR**—T-shirts – *NO sleeveless or tank tops* – and the FBCS gym shorts for P.E., and long shorts – *noticeably below the mid-point of the thigh* – for all Warrior team practices. Students not wearing the appropriate clothing will be required to change.
- b) **ATHLETIC GAMES & TOURNAMENTS**—All students may wear nice jeans or loose-fitting athletic pants to home/away games. No shorts, leggings or ripped-up jeans. (Only athletes participating in the games may wear their team shorts and must change into their warm-up pants when their game has finished.) Students are allowed to wear hoodies (Warrior hoodies are preferred) to athletic events.

## C. ELEMENTARY BOYS DRESS CODE (K4 – 6TH)

### 1. Shirts

- b) **WEAR**—Gr. K4 – 6 Boys may wear nice short/long-sleeved t-shirts, henleys, polos, rugby shirts, turtlenecks, button-ups, quarter-zips and sweaters. FBCS crew-neck sweatshirts and long sleeved T-shirts are allowed. A collar is not required for elementary boys.
- a) **IMAGES**—Shirts with images are okay as long as they are appropriate for a Christian school. Please avoid Super hero, video game and Disney characters.
- b) **DON'T WEAR**—WORDS across the front, back or sleeves (unless it is an official FBCS shirt OR the words are a small part of a small logo on the upper chest area.)  
No camouflage.
- c) **LIGHT JACKETS/CARDIGANS**—A cardigan, microfleece jacket, track jacket, fleece vest worn in the classroom falls under the same guidelines as shirts.  
No hoodies or outdoor winter jackets may be worn in the classroom.

### 2. Pants — “School Uniform” style

- a) **WEAR**—Plain chinos, twill, corduroy, cargo, or solid-colored denim (not blue).  
Pants should have the proper fit, not too tight and not too baggy. Pants must be clean and in good condition/repair with no holes when a student arrives at school. (If an elementary student rips a knee during the school day, he may continue to wear the pants that day, but the pants should be repaired before being worn again to school.)
- b) **DON'T WEAR**—Camouflage, frayed/torn pants, excessively long/baggy pants, or athletic-type pants (sweatpants\*, joggers, Adidas, etc.).
- c) **BLUE JEANS**—Blue jeans are NOT allowed, EXCEPT on pre-announced “Jeans and Warrior Spirit T-Shirt” days. Blue jeans are to be loose-fitting and not ripped, distressed, frayed at the hem or acid-washed.
- d) **BELTS**—Pants are to be worn at the waist—if the pants are too loose to stay at the waist, a belt must be worn.

\*K4/K5 boys may wear sweatpants/joggers

### 3. Shoes

- a) **WEAR**—athletic shoes are the most practical choice for elementary students.  
Students must have an additional pair of clean-soled athletic shoes gym use.  
Shoes should be tied securely for safety's sake.
- b) **DON'T WEAR**—Crocs, flip-flops, athletic/beach-type slides

### 4. Jewelry/Accessories

- a) **WEAR**—Watches and rings only.
- b) **DON'T WEAR**— Necklaces, bracelets, ear/body piercings, tattoos, hats, visors, bandanas, sunglasses.



## 5. Hair

- a) **WEAR**—Conservative styles that are off the ears, eyebrows, and collar. Proper hygiene is expected.
- b) **DON'T WEAR**— Unnatural hair colors; designs cut into hair, long sideburns.

## 6. Attire for P.E./Team Practices and Attending Warrior Games

- a) **6<sup>TH</sup> GRADE P.E. & TEAM PRACTICE WEAR**—T-shirts – *NO sleeveless or tank tops* – and the FBCS gym shorts for P.E., and long shorts – *noticeably below the midpoint of the thigh* – for all Warrior team practices. Students not wearing the appropriate clothing will be required to change.
- b) **ATHLETIC GAMES & TOURNAMENTS**—All students may wear nice jeans, loose-fitting athletic pants, or long shorts (as stated above) to home/away games. Students are allowed to wear hoodies (Warrior hoodies are preferred) to athletic events.

## D. GRADES 7-12 GIRLS DRESS CODE – BUSINESS CASUAL

### 1. Tops (Blouses, Shirts, Sweaters)

- c) **WEAR**—Loose-fitting business casual tops, sweaters, with a high neckline. Any images must be in keeping with our Christian school standards. Please refrain from Superhero, video game and Disney characters. Blouses/tops may be worn tucked or untucked, as long as a neat, business casual look is maintained. *All FBCS crew-neck sweatshirts and long-sleeved T-Shirts are allowed. (Purchased Warrior Wear or Team-issued shirts)*
- d) **DON'T WEAR**—WORDS across the front, back or sleeves unless the words are a small part of small logo on the front). No camouflage.
- e) **DON'T WEAR**—sleeveless, cold-shoulder, fabrics that are sheer (lace/eyelet/chiffon)\*, low-neckline, skin-tight, or cropped. Shirts may not have a large open “keyhole” in the back neckline unless it is completely covered by a shrug, sweater, etc.
- f) **LIGHT JACKETS/SWEATERS/CARDIGANS**— A plain sweater, cardigan, microfleece jacket, track jacket, fleece vest that is worn in the classroom falls under the same guidelines as shirts. No hoodies or outdoor winter jackets may be worn in the classroom.
- g) **UNDERGARMENTS**—wear proper undergarments so that they are not visible under clothing. Bra and camisole straps are not to be visible at the neckline.
- h) **LENGTH**—Shirts must be long enough that no midriff or back skin is exposed, regardless of the student’s posture/position.
- i) **NECKLINE**—No lower than 3 finger widths below the collar bone. How to measure: In the front—place index finger on collar bone (clavicle); in the back—place index finger at base of the neck. Necklines should remain high (not gaping) regardless of the student’s posture. NO cleavage or undergarment straps may be visible at any time.
- j) **CAMISOLES**—A solid camisole (cami) may be worn under a shirt with a lower neckline to help it meet dress code. Camisoles may need to be pinned up to stay in place, and that

should be done at home before the student comes to school. That being said, the student may come to the office for safety pins if needed.

- k) **SCARVES**—A note about scarves: Scarves are an accessory and may not be used to try to camouflage an item that does not meet dress code.
- l) **SLEEVES**—Cap sleeves/short sleeves or longer. No sleeveless items.
- m) **FABRICS**—Anything fabric that is sheer, lace, eyelet, chiffon, etc. requires a top worn underneath that meets dress code, like a T-shirt, not just a cami.  
No Clingy fabrics.

## 2. Skirts and Dresses

- a) **WEAR**—skirts and dresses that cover the kneecap when standing for all girls in grades 7–12. (Skirts/Dresses may be of solid or printed fabrics). Slits should be sewn to the knee.
- b) **DON'T WEAR**—Anything made of tight/clingy or sheer fabrics. If a skirt does not cover the kneecap when worn at the waist, it does not meet dress code.
- c) **TIGHTS**—Solid color nylons/tights/leggings may be worn underneath dresses.

## 3. Pants — “School Uniform Pant” style preferred

**\*\* Leggings are not pants, and pants must not fit like leggings. \*\***

- a) **WEAR**—Loose-fitting, tapered, straight-leg, or boot-cut pants in a plain chino, corduroy, or dressy style that come at least to the top of the ankle. Pants may be solid, striped or dressy plaid. Colored denim (not blue) and twill pants are acceptable as long as they are nice-looking. All pants/slacks must meet the criteria of our business casual dress standard. Pants should have the proper fit—without being either too tight or too loose.
- b) **DON'T WEAR**—Thin knit pants (think T-shirt material), leggings, Spandex, velvet/velour, leather/faux leather, camouflage, overalls, jumpsuits, pants made of patterned fabrics (besides stripes or plaid), elastic or zippered ankles, capris, and all athletic-type pants (yoga pants, sweatpants, joggers, Adidas, etc.).
- c) **BLUE JEANS**—NOT allowed, EXCEPT on pre-announced “Blue Jeans and Warrior Spirit T-Shirt” days. Blue jeans are to be loose-fitting and not ripped or distressed, frayed at the hem, or acid-washed. NO jean jeggings.

## 4. Skirts and Dresses

- a) **WEAR**—Casual and dress shoes, athletic (tennis) shoes, dressy tall boots or ankle boots and sandals. Shoes must be laced and tied securely around the ankle/foot for safety.
- b) **DON'T WEAR**—Crocs, flip-flops, athletic/beach-type slides, and any shoes/boots that have heels higher than 2 inches (measured at the BACK of the shoe/boot). Dress boots that go up over the knee are not acceptable.

## 5. Jewelry/Accessories

- a) **WEAR**—Accessories that are minimal, tasteful, and appropriate for Christian young ladies. Earrings are to be on the lower earlobe only.
- b) **DON'T WEAR**—Earrings up along the side/inside/top of the ear, ear cuffs, body piercings, tattoos, hats, visors, sunglasses, and any other items which detract from our business casual dress style.

## 6. Hair/Makeup

- a) **WEAR**—We desire a clean and neat feminine appearance with conservative hairstyles, and minimal, natural-looking makeup. Proper hygiene is expected.
- b) **DON'T WEAR**—Unnatural hair colors, excessive makeup.

## 7. Attire for P.E. & Warrior Athletics

- a) **P.E. CLASS & TEAM PRACTICES**—Students in P.E. or sports team practices are to wear appropriate T-shirts – *NO sleeveless or tank tops* – and longer shorts – *noticeably below the midpoint of the thigh* – for all Warrior team practices. (JH Students are required to wear FBCS Gym shorts for P.E.). Students not complying will be required to change into something that is appropriate.
- b) **ATHLETIC GAMES & TOURNAMENTS**—Students may wear nice jeans or loose-fitting athletic pants to home/away games. NO shorts, leggings or ripped-up jeans. Only athletes participating in the games may wear their team shorts and must change into their warm-up pants when their game has finished. Student spectators are never to wear shorts to athletic events regardless of the season or location of the event. Students are allowed to wear hoodies (Warrior hoodies are preferred) to athletic events. Jeans are to meet the jeans day criteria.

# E. GRADES 7-12 BOYS DRESS CODE – BUSINESS CASUAL

## 1. Shirts/Jackets

- a) **WEAR**—Collared shirts—polos, rugby shirts, turtlenecks, button-ups, nice quarter-zips and sweaters. Shirts with smaller logos on the upper chest area are acceptable, and small words as part of the logo are allowed. Button-ups may have the top button unbuttoned; polos may have two buttons unbuttoned. Shirts with a relatively square-cut hemline may be left untucked; shirts with a pronounced rounded hem must be tucked in. *All FBCS crew-neck sweatshirts and long-sleeved T-Shirts are allowed, without a collared shirt underneath. (Purchased Warrior Wear or Team-issued shirts)*  
  
**DON'T WEAR**—WORDS across the front, back or sleeves (unless it is an official FBCS shirt OR the words are a small part of a manufacturer's logo); No Greek or any other foreign language letters, large logos or camouflage.
- b) **LIGHT JACKETS/SWEATERS/CARDIGANS**— A plain sweater, cardigan, microfleece jacket, track jacket, fleece vest that is worn in the classroom falls under the same guidelines as shirts. No hoodies or outdoor winter jackets may be worn in the classroom.

## 2. Pants — “School Uniform Pant” style

- a) **WEAR**—Solid color chino-style twill, corduroy, conservative cargo, or dress pants that are straight or slim cut. Colored denim (not blue) or twill pants are acceptable as long as they look nice. Pants should have the proper fit—without being either too tight or too loose. Pants must be clean and in good condition/repair with no holes when a student arrives at school.
  - b) **DON'T WEAR**—Plaids, camouflage, or other patterns, pants with elastic or zippers at the ankles, frayed/torn pants, ripped knees, excessively long or baggy pants, drawstring-waist pants, and all athletic-type pants (sweatpants, joggers, Adidas, etc.).
  - c) **BLUE JEANS**—No Blue jeans, EXCEPT on pre-announced “Blue Jeans and Warrior Spirit T-Shirt” days. Blue jeans are to be loose-fitting and not ripped, distressed, frayed at the hem or acid-washed.
- BELTS**—Pants are to be worn at the waist—if the pants are too loose to stay up, a belt must be worn.

### 3. Shoes

- a) **WEAR**—Casual or dress shoes, athletic (tennis) shoes. Shoes with laces must be laced and tied securely for safety's sake.
- b) **DON'T WEAR**—Crocs, flip-flops, athletic or beach-type slides

### 4. Jewelry/Accessories

- a) **WEAR**—Watches and rings only.
- b) **DON'T WEAR**— Necklaces, bracelets, ear/body piercings, tattoos, hats, visors, bandanas, sunglasses.

### 5. Hair

- a) **WEAR**— Conservative styles that are off the ears, eyebrows, and collar. Clean-shaven appearance (no facial hair); sideburns no longer than the middle of the earlobe. Proper hygiene is expected.
- b) **DON'T WEAR**— Unnatural hair colors; designs cut into hair, facial hair

### 6. Attire for P.E. & Warrior Athletics

- a) **P.E. CLASS & TEAM PRACTICES**—Students in P.E. or sports team practices are to wear appropriate **T-shirts** – *NO sleeveless or tank tops* – and **LONG shorts** – *noticeably below the midpoint of the thigh*—for all Warrior team practices. (JH Students must wear FBCS Gym shorts for P.E.) Students not complying will be required to change into something that is appropriate.
- b) **ATHLETIC GAMES & TOURNAMENTS**—Students may wear nice jeans or loose-fitting athletic pants to home/away games. NO shorts or ripped-up jeans. Only athletes participating in the games may wear their team shorts and must change into their warm-up pants when their game has finished. Student spectators are never to wear shorts to athletic events regardless of the season or location of the event. Students are allowed to wear hoodies (Warrior hoodies are preferred) to athletic events.

# DAILY SCHOOL OPERATIONS

## A. SECURITY

Our School has a secure entry. **During school hours, the only door accessible for entry into the school building is the School Office door.** We have a buzzer entry system that allows our staff to see who is at the door and allow entrance. If you are recognized, our staff will push the button to momentarily unlock the door and allow entry. PLEASE STAY IN FRONT OF THE CAMERA so our staff can see you and identify you. If you are not recognized, our staff may ask you to identify yourself. Please help us by following these procedures.

## B. HOURS OF OPERATION

1. **School Office Hours:** School Year (8:00 a.m. – 4:30 p.m.); Summer (10 a.m. – 4 p.m.); Closed Fridays in June and July.
2. **School Class Hours:**
  - a. Elementary – 8:30 a.m. – 3:10 p.m.
  - b. Secondary (Grades 7-12) – 8:30 a.m. – 3:15 p.m.  
When a Zero “0” hour class is offered to the Secondary, it begins at 7:50 a.m.  
 (“0” hour classes are: Sr. High Band and Platinum Handbells)
3. **Early Drop-Off Hours:** Students may be dropped off in the Atrium for supervised care before school, beginning at 7:45 a.m. There is no charge for this.
4. **After School Care Hours:** After care Hours are 3:15 p.m. to 5:30 p.m. Students must be picked up from school by 5:30 p.m. Elementary After Care is in the School Library. There is a charge for Elementary students beginning at 3:30 p.m. Secondary After School Care begins in the Atrium. There is no charge for Secondary students. ***See the section on AFTER SCHOOL CARE for more information.***

## C. SCHOOL CLOSINGS

In the event of a school closing due to emergency or bad weather:

Decisions regarding weather-related school closings or delays will be made the evening before if possible. We have an emergency calling system (ONE CALL) that will make calls to the entire FBCS family in the event of a school emergency, delayed opening, or school closing. All school closing announcements due to weather, etc., will also be posted on the FBCS website and social media.

**ONE CALL alert system:** The call will be from an “800” number and will be an automated voice message that begins with “This is a priority message from Fourth Baptist Christian School.” It may be in a man’s or woman’s voice.

Please DO NOT “opt-out” of these calls, as this service is our only means of contacting everyone efficiently in case of emergency or school closing.

## D. CONTACTING STUDENTS (DURING SCHOOL HOURS)

Messages and deliveries from home should be left in the school office. They will be delivered at an appropriate time so as not to disturb a class in session. Students will be called out of class for a phone call only in an emergency. Students may return calls from parents at break times or lunchtime but must do so in the school office. Parents, please do not text your child during school hours. Students are also not allowed to contact you by text during the school day as student phones must be put away for the duration of the school day. If a student's cell phone goes off in class, it will be confiscated.

## E. CONTACTING TEACHERS (DURING SCHOOL HOURS)

If it is necessary to contact a teacher by telephone, please email the teacher your phone number or call the school office. Teachers will not answer the telephone during teaching time. Please do not make it a practice to call teachers at their home. They will return your call in a timely manner sometime after school. Email is generally the best way to contact a teacher. Teacher emails are listed in the **Staff Directory** at the end of this handbook.

## F. DRIVING TO/FROM SCHOOL

1. **CARPOOLS** – Parents wanting to carpool may inquire of the office about students living in their area.
2. **STUDENT DRIVERS** – Licensed high school students may drive their cars to school as long as the vehicle is registered (make, model, color, and license plate) in the school office. Students are to park in the upper lot in the 2<sup>nd</sup> row facing the soccer field. Students are not to park in the last row directly facing the soccer field. They are not to return to their cars for any reason during the school day without approval from the school office or the Administrator. Automatic consequences will result from failure to comply with this policy. Please remember that FBCS views driving as a privilege which can be taken away at any time.
3. **SPEED LIMIT** - **The speed limit in the parking lot is 10 MPH.** Parents will be notified immediately of any infraction involving their child's vehicle and of temporary or permanent revoking of driving privileges.

## G. STUDENT DROP OFF & PICK UP

As always, extreme care must be exercised by all drivers at these high volume, high activity times. Please follow any instructions from the designated adult on crosswalk duty in the p.m. We will seek to release the students as safely and promptly as possible. Please do not talk on your cell phone while you are driving and take care when pulling out of the carline once your student is safely in your vehicle.

**NOTE: After doors are locked, all students, parents, and visitors must enter through the school office,** located on the lower level just inside the southeast stairwell doors. All students entering late must come to the office.

**Please do not leave your vehicle unattended along the curbs.** The curbs at both the upper elementary entrance and by the school office and atrium are designated **FIRE LANES** and may only be used as "drop and drive" areas. If parents need to walk their children into the school building or conduct business in the school office, please park in a regular parking space out of the flow of traffic.

## 1. A.M. Drop-Off:

**The school day begins at 8:30 a.m. for all grades.** Supervision in the Atrium begins at 7:45 a.m. for those needing to arrive at school early. The Atrium doors are open as early as 7:15 a.m., but the Atrium is unsupervised by a teacher until 7:45 a.m.

**All students arriving BEFORE 8:00 a.m. are to enter the building through the Atrium.** This is the entrance of several glass doors on the lower level at the south end of the building. Parents dropping off students at the Atrium entrance are to follow the traffic pattern shown on the Traffic Flow Map on the following page. Please enter the school property from the frontage road on the McDonald's side of the school and proceed along the EAST side of the school turning the corner at the south side of the school (soccer field side). This will keep a uniform flow of traffic and place all incoming vehicles on the school side of the drive.

**Secondary students are to use the Atrium entrance before 8:30 a.m.,** unless their carpool has elementary students as well, and then they may enter at the upper elementary entrance.

**Elementary students arriving BETWEEN 8:00 a.m. and 8:30 a.m. may use the upper-level Elementary entrance near the library.** Parents dropping off students at the upper-level entrance are to follow the traffic pattern shown on the Traffic Flow Map on the following page. Please enter the parking lot from the WEST (Honeywell) side of the building and come across the parking lot at the 2<sup>nd</sup> to last row, coming up alongside the curb for drop-off/pick-up at the library entrance.

**Any student arriving late to school after 8:30 a.m.** will need to enter at the school office entrance and come into the office to receive a tardy pass from the office before going to class.

## 2. P.M. Pick-Up at Dismissal Time: *Carline lasts from 3:10 p.m. to 3:30 p.m.*

**K4 – 3rd Grade students and their siblings** will be dismissed to the sidewalk at the Elementary Entrance Door. Please enter on the WEST side of the property by Honeywell. Please follow the traffic pattern of the Traffic Flow Map on the following page.

**All other students will be dismissed through the Atrium or the stairwells on either side of the Atrium.** 4<sup>th</sup> - 5<sup>th</sup> Grade teachers walk their classes out to stand on the sidewalk in "carline" to await parent pick-up. **Please use the same traffic pattern as in the morning—travel along the EAST side of the building (the McDonald's side), then across the front of the Atrium.** This will bring all vehicles along the sidewalk. Please follow the traffic pattern shown on the Traffic Flow Map on the following page.

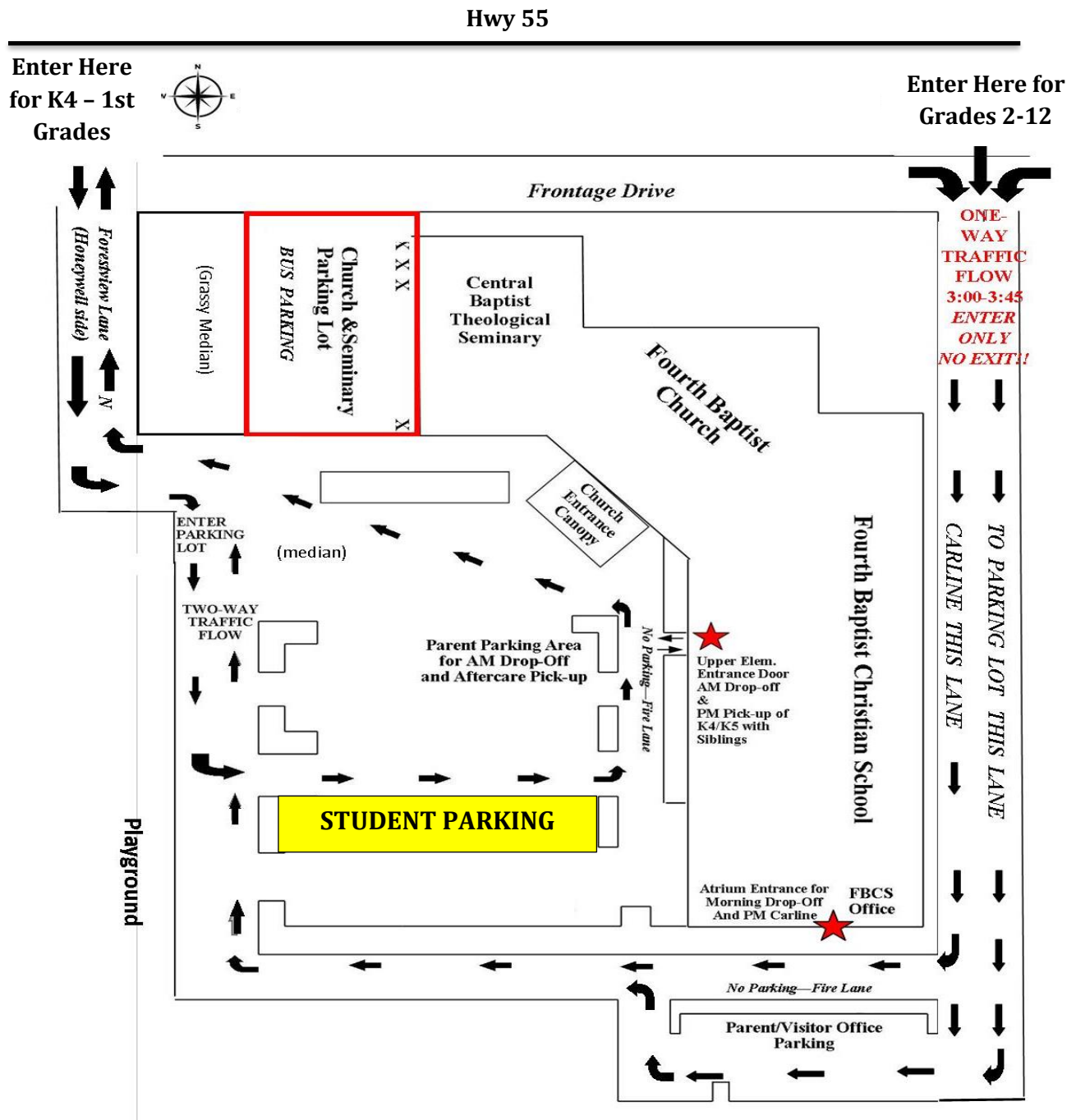
**All Students and Parents are to use the painted crosswalk** when going to and from the south parking lot, following the direction of the teacher on crosswalk duty. For the safety of the students, they may not cross the street without permission from the teacher on crosswalk duty. Please do not use the church and seminary entrances or the doors on the lower level near the industrial arts shop as pick-up points for students at the end of the school day.

**All students leaving the locker hallway to go to the field for sports practices** must also obey the teacher in charge of carline and use the painted crosswalk until 3:30 p.m. when carline ends.

***See Traffic Flow Map on the following page.***

## H. TRAFFIC FLOW MAP

### FBCS COMBINED A.M. & P.M. TRAFFIC FLOW MAP





## I. VISITORS AT SCHOOL

The administration stands ready to answer questions and to offer tours of the school to prospective school families.

All visitors (students, parents, and vendors) must sign in and receive a visitor's badge from the school office upon entering the building. The exception will be special open house days, field trips or special event/program days.

Prospective students may visit during class time with prior approval from the school office. Requests must be made at least one day in advance with the Administrator. All visitors must report to the school office first, properly dressed according to FBCS code, and with a lunch (or money for hot lunch) if spending the day.

Visits by non-prospective students are rare but may take place over the lunch period with prior permission from the school office. These visits are at the discretion of the Administrator. School rules apply to all visitors.

## EXTRA-CURRICULAR ACTIVITIES, ATHLETICS, MUSIC

### A. EXTRACURRICULAR ACTIVITIES

FBCS sponsors out-of-class activities to augment the in-class learning program. The purpose of these activities is to provide opportunities to apply knowledge, leadership and service skills, and especially to further direct and develop the training of the student. We encourage participation in extracurricular activities only for those students who are fully capable of taking on additional responsibilities.

### B. ATHLETICS

FBCS maintains an active interscholastic sports program. We are members of the Minnesota Association of Christian Schools (MACS) and the Minnesota Christian Athletic Conference (MCAC). We are proud of the testimony and reputation our athletic teams have built over the years and endeavor to set the standard for others. Our athletes are afforded a place of honor, and thus we expect them to always conduct themselves in an exemplary manner. Students in grades 6–12 are eligible to participate in FBCS athletics.

JV/Varsity Boys compete in our MCAC conference in soccer (fall) and basketball (winter). JV/Varsity Girls compete in volleyball (fall) and basketball (winter). Spring sports: girls' soccer and potentially boys' volleyball. JH athletics (grades 6-8) primarily take place within the NSPSL (North Suburban Parochial School League), but may include some additional games with MCAC schools. **(Please see the Warrior Athletics Addendum in Appendix C for our complete Warrior Athletics Policies and Procedures).**

#### 1. Student Eligibility

Students gain the privilege of participating in athletics by maintaining academic and conduct eligibility. **Academics** – Students must maintain an overall average of 77% (C-) or greater without having more than two D's and no F's in any subject at the end of the progress report period and at the end of each quarter. Students not meeting these criteria will be ineligible

for two weeks. **Conduct** – Athletes may be ineligible to play due to inappropriate behavior.

## 2. Required Athletic Paperwork

Each year, athletic paperwork must be turned into the office BEFORE the athlete may play in a game. (see the Warrior Athletics Addendum for details)

## 3. Attendance on the GAME DAYS and DAY AFTER

Generally speaking, athletes must be in attendance on game days and the day afterwards. Special circumstances will be evaluated by the Athletic Director and the Administrator. (see the Warrior Athletics Addendum for details)

## 4. Dress Code for Athletic Events

Students attending Warrior games, either home or away, may wear nice jeans or loose-fitting athletic pants and a school dress code shirt or Warrior wear shirt/hoodie. Student-Athletes should be dressed in warm-up clothes before and after games.

# C. MUSIC PROGRAM & PERFORMANCES

Students participate in required music classes and/or choirs from K4 – 8<sup>th</sup> Grade. Elementary choir begins in 4<sup>th</sup> grade. Chimes are also taught beginning in 5<sup>th</sup> grade, and students then progress to handbells in 7<sup>th</sup> grade. Mr. Kolwinski will help students choose a band instrument to learn to play in 5<sup>th</sup> grade.

Secondary Music opportunities include: JH/SH bands, handbell choirs, vocal choirs, mixed ensemble, and small musical group performances.

Piano lessons: Several piano teachers give lessons onsite during the school day. Parents will contract directly with the piano teacher to arrange for lessons, and the piano teacher will work with the child's teacher(s) to find a good time for the lessons. You may contact the office for piano teacher info.

FBCS is a member of the Minnesota Association of Christian Schools (MACS) which is affiliated with the American Association of Christian Schools (AACS). As a member of AACS, FBCS participates in various academic and fine arts competitions. A JH MACS Fine Arts Festival and a SH MACS Fine Arts Festival held each spring. There is a \$10 fee per student for participation in the MACS Fine Arts Festivals.

## 1. Music Concerts & Performances:

Our school calendar in our handbook on the last pages. That calendar was published in advance of the school year so that our parents can plan around major school events and activities that your child is involved in. Please look at the school calendar prior to committing your child to other activities outside of school. **Students are required and expected to be at all school concerts and special school events that are identified on the calendar.** Students missing required events due to unexcused reasons or planned absences may receive a \$20 fee on their school bill.

Should students miss these events for reasons other than emergency situations, grades may be affected (for secondary). Your commitment to our programs is what makes our fine arts, athletics, and other extracurriculars possible for our students. When your child misses because of a lack of commitment and foresight, your child, other students, and our programs suffer because of it.

Please look now at the calendar, notice the special school events, and plan accordingly so that your child will be there. Everyone is counting on you to do this. Thank you for your help and commitment.

## 2. FBCS Music Concert Attire:

Specific dress guidelines are given to parents and students prior to concerts and other music events (ministry days, choir tours, etc.). Students are to dress according to these guidelines. Often the Elementary student spring concert has different clothing options for dressing with the concert theme.

### a) Elementary

Christmas Concert: (dressy)

- **Girls:** knee-length dress or skirt/top, flat shoes are recommended for safety (heels may be only 2 in. max. height)
- **Boys:** dark dress pants, solid shirt, tie, dress shoes

Spring Concert: (casual)

- **Girls:** solid color pants or skirts, solid color shirts. Tennis shoes okay.
- **Boys:** solid color pants & solid color shirts. Tennis shoes okay.

### b) Junior High – All events

- **Girls:** black skirt (bottom of the knee or longer, not pencil type), solid short-sleeved or longer top (nothing form-fitting), flat black shoes recommended for safety (heels may be 2 in. max. height)
- **Boys:** dark dress pants, solid shirt, tie, dress shoes (no tennis shoes)

### c) Senior High – All events (see below)

- **Girls:** flat black shoes recommended for safety (heels may be 2 in. max. height)
- **Boys:** black socks and black dress shoes

## 3. SH Music Outfits:

- a) **SH Girls** are assigned a music dress to wear for events throughout the year. Ladies are responsible to wash their music dress according to the appropriate wash and care instructions and return it (washed) at the end of the year following the spring concert (seniors) or graduation (everyone else).
- b) **SH Boys** are assigned a tuxedo ensemble to use for music events throughout the year. The cost for the tux shirt rental is \$10 and the tux cleaning fee at the end of the year is \$10. Any missing items such as bowtie, studs or cufflinks will be assessed a replacement fee. Tuxes are to be returned promptly following the spring concert (seniors) or graduation (everyone else).

## D. SR. HIGH SPECIAL ACTIVITIES & EVENTS

**1. Kick-Off Retreat at IRBC** - At the beginning of the school year, students in grades 9-12 take a two-day retreat. This retreat will be at IRBC from Wednesday afternoon through Friday, August 27 - 29. The purpose of this retreat is two-fold:

- a) To provide an intense spiritual challenge to all students early in the school year.
- b) To develop unity in the student body.

This retreat is required; exceptions will normally be granted for medical reasons only. If a student is unable to attend as a result of medical reasons, the student must have a written note from a doctor stating the medical problem that prohibits the student from attending the retreat.

### **2. Junior/Senior Banquet**

This banquet is an opportunity for Juniors to honor Seniors; to provide a spiritual challenge to the students appropriate to the occasion; to further develop camaraderie between students and faculty; and to afford an opportunity to teach and encourage proper etiquette. The Junior class is responsible for the setup and clean-up of the event. All juniors and seniors are expected to attend.

- a) Students may attend as singles or couples. No requirement may be made (actual or implied) that anyone must have a date. The event may be on-site or off-site. Often there is a specified location for group pictures before the event.
- b) Students may invite a non-student guest (eleventh grade and above).
- c) Dress requirements and dress check procedures will be given to the students several weeks in advance of the event. All female students' and guests' dresses must be checked in the office prior to the event.

### **3. Senior Trip**

The Senior Class Trip is considered a very valuable part of our students' education; therefore, it is a required event. Normally the only exclusion would be for medical reasons. Seniors raise the money required for the senior trip through various class fundraising opportunities and selling concessions. Seniors and senior parents are expected to participate in these fundraising activities.

# STUDENT SERVICES

## A. AFTER-SCHOOL CARE (ASC)

**Elementary After-School Care (ASC) is available for parents not able to pick up their child at the 3:15 dismissal time.** Elementary parents will be charged a fee per quarter hour for the use of After-School Care. Children not picked up in carline by 3:30 p.m. will automatically be brought up to after care.

**Picking up Your Child from Elementary ASC:** Parents must sign their child(ren) out of ASC. Our school has secured entrances for the safety of our students. Once inside the upper elementary entrance doors (by the library), please push the call button on the box by the inside wooden doors to contact the ASC workers to buzz you in. You will be buzzed in once you have been identified. If you send someone else to pick up your child, you must notify the school office in advance.

On occasion, ASC may be held in the Atrium or Gymnasium on the lower level. In such a case, an email will be sent out to let the parents know. If ASC goes out to the Playground, a sign will be posted on the upper entrance doors.

Secondary students are to report to the Atrium by 3:30 p.m. if not picked up by that time. Any students not picked up by 4:30PM will be sent to After School Care at no charge.

Cell phones may be used by secondary students (Grades 7-12) after school.

Elementary students are not allowed to have cell phones or any other electronics in after-school care.

After School Care Fees ( <i>Elementary Only</i> )	
\$10.00 per hour (\$2.50 per 15-minute block units)	3:30-5:30 p.m.
Late pickup fee - \$10.00 per 15 minutes	after 5:30 p.m.

For example, if a student is in ASC until 5:30 p.m. on a given day, the charge will be \$20.00 for that day.

## B. FIELD TRIPS

Field trips are periodically taken by all elementary classes and on occasion, by secondary classes. They are intended to be educational and beneficial to the student. A permission slip is required each time a field trip is taken, along with the appropriate payment for the cost of the field trip. Teachers make every effort to minimize the cost of the field trip. Students are expected to take part in the field trips as part of the regular school day. Often, parents are encouraged to attend with their child and help chaperone the trip. *Refunds for field trips if the child/parent cannot attend may not be possible.*

Typically, a school bus will be used for transportation. On rare occasions, parents will be asked to drive and chaperone. The teacher will give a form to the parent driver to fill out with license and insurance information. The form will be kept on file in the school office for use during the year.

## C. HOT LUNCH PROGRAM

Students must provide their own lunches or pay for hot lunch. Hot Lunch will be available daily beginning the second week of school. Students have the option to purchase lunch at a cost of \$4 for regular meals and \$5 for pizza (usually on Fridays) which is a fundraiser for the senior class.

### 1. NEW CHANGES

- Order using the Gradelink App. There will be a link on the app for the monthly order form.
- Order Monthly - We will only take orders by the month this year (no weekly or daily orders). At the end of the month, your total will be added to your bill. Monthly orders will be due by the 20<sup>th</sup> of the previous month with the exception of September's order (due August 27<sup>th</sup>).
- New Options - We are excited to announce two new options this year.
  - Daily lunch pay in full for the year = \$600 per student (\$77 discount for the year)
  - Pizza lunch pay in full for the year = \$180 per student\*These two options will not be refunded in case of missing days due to the discount for daily lunch and due to pizza lunch being a fundraiser.

### 2. FORGOTTEN LUNCH

If a student forgets their lunch and the parents are unable to bring lunch, they will be provided a pizza Hot Pocket lunch (\$4) along with any side items excluding the entrée of the day.

### 3. BEVERAGES

One milk or juice is provided per student daily. (K4 & K5 students receive an additional milk/juice for snack time).

## SCHOOL POLICIES ON MISC. ITEMS

### A. BIRTHDAY TREATS & PARTY INVITATIONS

For elementary students, **please let the teacher know in advance** if you are planning to provide birthday treat for the class. If more than one student is planning on bringing treats the same day, the teacher may request that one student choose another day to bring treats. Treats will usually be served at lunchtime. Forms are available in the office and in your orientation packet.

Children hosting a birthday party may bring invitations to school if there is an invitation for every child in the classroom or if all of the same gender is invited to the party. Invitations that do not include every class member should be mailed out.

### B. STUDENT LOCKERS

1. Elementary student lockers are to be used for storing outdoor clothing, instruments and book bags while in school. Elementary students are not allowed to place locks on their lockers.
2. Secondary student lockers are considered private. Entering another student's locker is a serious offense and is subject to appropriate discipline.

3. Students may not provide their own locks for their lockers. Locks may be secured from the school office with a \$10 deposit which is refunded at the end of the school year when the lock is returned in good condition. To protect school textbooks and personal items, students should never divulge their locker combinations to other students.
4. Secondary student lockers are to be used only for books, lunch, water bottle and jacket storage. Lockers are to be cleaned periodically.
5. Locker areas (floor and hallway) must remain free of belongings during the school day. All students are requested to do their part in keeping this area clean and neat. All hallways are high traffic areas. Backpacks may be kept neatly in front of their locker if they do not fit inside the locker. Sport bags are to be put in the locker rooms. Sport bags found left out will be brought to the office. Students keeping books and papers on the floor outside of their lockers may be subject to fines and fees.
6. All lockers are to be completely free on the outside of any stickers, posters, door hangings, etc., with the exception of athletic team decorations or other school notices. Birthday decorations may remain up only for the birthday.
7. Items such as message boards, mirrors or photographs of family and friends may be affixed inside the locker provided they are hung with sticky tack or removable tape. Temporary dividers/organizers may be used.
8. Special administrative permission must be obtained to affix special honors/recognition upon lockers. The use of duct tape and packing tape is not permitted outside or inside a locker as it is very difficult to remove.
9. Student lockers and much of their contents are the property of the school. In the rare event that the administration should deem it necessary to enter a locker, student permission is not needed.

## C. MONEY & VALUABLES

Students are cautioned not to bring large amounts of money, cameras or valuables to school, and if they wear glasses or watches, they must keep track of them at all times. Students – not the school – are responsible for their personal property. If it is necessary for a student to bring valuables to school, he/she may deposit them in the school office for safekeeping. Similarly, juniors and seniors bringing their own laptops to school for PSEO courses are responsible for them.

Elementary students are cautioned about bringing toys to school. If a teacher asks a child not to bring a certain toy to school for any reason, the child is expected to comply. If a teacher finds a toy to be a distraction or causing problems, the teacher may choose to take the toy away. The toy will be returned at a later time.

## D. PLAYGROUND

The playground is for use during school hours. Elementary students will not be allowed to play on the playground before or after school without teacher or parental supervision. On occasion, After School Care may use the playground. Pets should not be on the playground.

## E. PETS ON CAMPUS

During carline, please keep pets in vehicles. Generally speaking, pets should not be on campus during school or school events. If a pet is brought to school for show and tell or to an outdoor soccer game, the pet must be on a leash or under your full control at all times. If you desire to bring a pet for show and tell, please make advance arrangements with your child's teacher.

## F. SOLICITATION

Solicitation is forbidden at FBCS without the permission of the Administrator. It is discouraged at any time. This includes selling of tickets or candy, distribution of political materials, circulation of petitions, handing out event flyers, etc. The exception to this rule is FBCS authorized class fundraisers.

## G. YEARBOOKS

Annual yearbooks are produced through a private company. Each FBCS family receives **one** yearbook free of charge. Additional copies may be ordered and purchased at a cost of \$45 each if ordered by Christmas. Orders after Christmas will be \$50 (if extra books are available). Yearbooks are handed out in May. Near the end of the school year in May, the Yearbook Advisor presents the yearbook to the dedicatee(s) in a student assembly. After this presentation, yearbooks are passed out to the students. If no additional yearbooks were purchased, the oldest child in the family will receive the family yearbook.

# USE OF TECHNOLOGY & ELECTRONIC DEVICES

## A. ARTIFICIAL INTELLIGENCE (AI) USE

FBCS acknowledges the importance of generative AI (such as ChatGPT) and its impact on society as a whole. We believe in teaching our students how to use technological tools effectively, while also encouraging them to critically evaluate its influence on their education, future, and society. Our approach must be to educate and empower students to make informed decisions while promoting responsible attitudes they can take with them into the world. However, as AI can also be used to mimic work not actually completed, AI should not be used in the course of completing any assignment unless specifically directed by a teacher. For each activity or assignment where artificial intelligence is allowed, the teacher will direct the level of assistance provided by artificial intelligence.

## B. CELL PHONE & REGULAR PHONE USAGE

Students 6<sup>th</sup> grade and under should not bring cell phones to school. Cell phones may not be used by secondary students during the school day and should be kept in lockers throughout the day. If a cell phone goes off in class, or the student is discovered using the phone anywhere in the building – classroom, hallway, or restroom, etc. – the phone will be taken away and given to the school office. The student will need to see the Administrator after school has ended to get it back and an after school detention may be assigned.



**Students are not to text anyone – including parents – during the school day without specific permission from a staff member.** Parents, please do not initiate texting with your student during the school day. If something comes up and you need to speak with your child, please call the school office.

Cell phones *may* be used by students in Grades 7 – 12 after school.

During school hours, students must obtain permission to use the telephone in the school office. The school phone is not to be used to make after-school plans, etc. On occasion, a student may be allowed to make a call on their personal cell phone, but they must make the call in the school office.

## C. COMPUTER AND CHROMEBOOK USE

1. **Computer Lab** – The school has a computer lab for Grades 7-12 students to use for computer classes, yearbook and study halls taking place in the computer lab. The FBCS network has firewalls set up to block access to objectionable websites but students are expected to use discernment in their use of school computers.
2. **Chromebooks** – The school maintains a set of Chromebooks for both elementary and secondary student use. Chromebooks are set up with limited access to the Internet for student safety. Elementary students have a regular Chromebook time in the Chromebook Lab. A Secondary teacher may allow their students to use a Chromebook during a given class period to work on a project.
3. **Google Classroom** – Secondary teachers regularly use Google Classroom for coursework and communication with students. All students in Grades 5 and above are assigned a school email: *firstinitiallastname@fourthbaptistchristianschool.org* to use with Google classroom. Signing our **Acceptable Technology Use Agreement** is required for all students in grades 5 and above as well as their parent(s) at the beginning of the school year.
4. **Laptop computers** may NOT be brought from home by students to use in class. The exception to the laptop rule is for juniors and seniors who are taking PSEO courses who may use their laptops during their designated PSEO class hour(s) to do PSEO coursework.

## D. OTHER ELECTRONIC DEVICES

iPods, iPads, Tablets, hand-held gaming devices, or other such personal electronics are not allowed during the school day. Electronics in the classroom will be confiscated by the teacher. Elementary students are not to use electronics in After School Care.

Calculators are not allowed in elementary grades but are allowed in grades 7-12 for courses that require them and/or at the discretion and direction of the teacher.

## E. PHOTOGRAPH USAGE OF STUDENTS & STAFF

Unless notified by the parent or guardian, FBCS reserves the right to use school photographs of students, staff, parents and grandparents participating in various school activities in published materials such as the yearbook, website, social media, newsletters and advertisements.

## F. WEBSITE

The Fourth Baptist Christian School website is your go-to resource for FBCS news, calendar of events, admissions information, links to teacher websites, athletic schedules and venue addresses, weekly and quarterly newsletters, videos of music performances, PDF versions of the handbook, calendar and athletic schedules, etc. Visit: [www.fourthbaptistchristianschool.org](http://www.fourthbaptistchristianschool.org)

Links to both the Google School Events calendar and the Google Warrior Athletics calendar are on the website homepage.

# WHAT WE BELIEVE (APPENDIX A)

## 1. THE BIBLE

We believe that the sixty-six books of the Bible are the inspired Word of God in the original autographs,<sup>1</sup> that it was written by men controlled by the Holy Spirit,<sup>2</sup> and is therefore without error. It is the final authority in all matters of faith and practice.

<sup>1</sup> 2Tim 3:16-17

<sup>2</sup> 2Pet 1:20-21

## 2. THE TRINITY

We believe in the Trinity of the Godhead; there is one God<sup>1</sup> eternally existing in three equal but distinct persons: Father, Son, and Holy Spirit.<sup>2</sup>

<sup>1</sup> Deut 6:4

<sup>2</sup> Mt 28:18-19; 2Cor 13:14

## 3. GOD THE FATHER

We believe in God, the Father, and rejoice that He concerns Himself mercifully in the affairs of men,<sup>1</sup> that He hears and answers prayer,<sup>2</sup> and that He saves from sin and eternal damnation all who come to Him through Jesus Christ.<sup>3</sup> We believe He has a paternal relationship to believers only.<sup>4</sup>

<sup>1</sup> Dan 2:21; 4:17

<sup>2</sup> Jn 15:16;

<sup>3</sup> Jn 6:44; 3:16, 18

<sup>4</sup> Rom 8:15; Jn 8:41-44

## 4. GOD THE SON

We believe in Jesus Christ, God's only begotten Son,<sup>1</sup> born of a virgin,<sup>2</sup> sinless in His life,<sup>3</sup> Who atoned for the sins of the world by His death, burial, and bodily resurrection.<sup>4</sup> We believe in His ascension into Heaven,<sup>5</sup> His perpetual intercession for His people,<sup>6</sup> His personal coming in the air for His church prior to the seven year tribulation,<sup>7</sup> and His return to earth at the close of the tribulation to establish His millennial Kingdom.<sup>8</sup>

<sup>1</sup> Jn 3:16

<sup>2</sup> Mt 1:23

<sup>3</sup> 1Pet 2:21-22

<sup>4</sup> 1Cor 15:3-4

<sup>5</sup> Acts 1:9

<sup>6</sup> Heb 7:25

<sup>7</sup> 1Thes 4:13-18

<sup>8</sup> Rev 19:11-16; 3:10; 20:1-6

## 5. GOD THE HOLY SPIRIT

We believe in the personality and deity of the Holy Spirit<sup>1</sup> Who convicts,<sup>2</sup> regenerates,<sup>3</sup> baptizes,<sup>4</sup> indwells,<sup>5</sup> seals,<sup>6</sup> and fills.<sup>7</sup> We believe Spirit baptism takes place at the time of regeneration<sup>8</sup> and that the filling of the Spirit is manifested by the fruits of the Spirit rather than by any specific spiritual gift.<sup>9</sup>

<sup>1</sup> Acts 5:3-4

<sup>2</sup> Jn 16:8-11; 14:26

<sup>3</sup> Tit 3:5

<sup>4</sup> 1Cor 2:12-13

<sup>5</sup> 1Cor 6:19-20

<sup>6</sup> Eph 1:13

<sup>7</sup> Acts 4:31; Eph 5

<sup>8</sup> cf. Acts 10:44-47; 11:16

<sup>9</sup> Gal 5:16, 22-23; Acts 4:31; 1Cor 13:8

## 6. CREATION

We believe in the direct creation by God in six solar days, of the physical universe, all spirit beings, man, and lower forms of life, without the process of evolution; and also that the early chapters of Genesis are literal and accurate history. God sustains all creation but exists in no necessary relationship to it.<sup>1</sup>

<sup>1</sup> Gen 1, 2; Col 1:15-17; Jn 1:3

## 7. SPIRIT BEINGS

We believe that God created an innumerable company of sinless spirit beings.<sup>1</sup> One of these, though created holy by God, sinned through pride, thereby becoming Satan, the Devil, the enemy of his Creator, leading a host of angels in rebellion against God.<sup>2</sup> He became the god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal punishment in the lake of fire.<sup>3</sup>

<sup>1</sup> Col 1:16; Heb 12:22

<sup>2</sup> Ezek 28:12-17; Rev 12:7-9

<sup>3</sup> 2Cor 4:3-4; Eph 2:1-2; Rev 20:10; Mt 25:41

## 8. MANKIND

We believe that all men are sinners by nature<sup>1</sup> and under the condemnation of God.<sup>2</sup> The only remedy for this condition is Holy Spirit regeneration through faith in the shed blood of Jesus Christ as payment for one's sins.<sup>3</sup> We believe regeneration is the irrevocable act of God, thus securing the believer for all eternity.<sup>4</sup> We believe the Bible does not teach that God created any person for the purpose of condemnation.<sup>5</sup>

<sup>1</sup> Eph 2:3; Rom 3:9-20; 5:12

<sup>2</sup> Jn 3:16; 2Pet 3:9

<sup>3</sup> Jn 3:18, 36

<sup>4</sup> Rom 8:35-39; Jn 10:28-29

<sup>5</sup> 1Pet 1:18-22; Jn 3:8, 14, 18a; Heb 9:22

## 9. HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, transvestism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex.<sup>1</sup> We believe that God disapproves of and forbids any attempt to alter one's gender.<sup>2</sup> We believe that the only legitimate marriage is the joining of one man and one woman.<sup>3</sup>

<sup>1</sup> Gen 2:24; 19:5, 13; 26:8-9; Lev 18:1-30; Rom 1:26-29; 1Cor 5:1; 6:9; 1Thes 4:1-8; Heb 13:4

<sup>2</sup> Gen 1:26-28; Deut 22:5

<sup>3</sup> Gen 2:24; Mt 19:4-6; Rom 7:2; 1Cor 7:10; Eph 5:22-23

## 10. FINAL DESTINIES

We believe that the souls of believers in Christ do at death immediately pass into His presence<sup>1</sup> and there remain until the resurrection of the body at the rapture when soul and body reunited shall stand before Christ to be judged of their Christian works for the giving of rewards; and they shall then be associated with Christ forever in glory.<sup>2</sup> The souls of unbelievers remain after death in conscious misery until the final resurrection at the end of the millennium for judgment; the result of this judgment will be that all will be cast into the lake of fire, not to be annihilated, but to be punished with everlasting separation from the presence of the Lord and from the glory of His power.<sup>3</sup>

<sup>1</sup> 2Cor 5:8; Phil 1:23

<sup>2</sup> 2Cor 5:10; 1Cor 3:11-15; 1Thes 4:13-18

<sup>3</sup> Lk 16:19-26; 2Thes 1:6-9; Rev 20:11-15

## 11. THE CHURCH

We believe in the Church,<sup>1</sup> a living spiritual body of which Christ is the head<sup>2</sup> and of which all regenerated people are members.<sup>3</sup> We believe that a local church is a company of believers in Jesus Christ,<sup>4</sup> baptized on an acceptable confession of faith,<sup>5</sup> associated for worship, work, and fellowship,<sup>6</sup> and having two offices: pastor and deacon.<sup>7</sup> We believe that to these visible churches were committed, for observance throughout the church age, the ordinances of baptism by immersion and the Lord's Supper,<sup>8</sup> and that God has laid upon these churches the task of witnessing to a lost world to accept Jesus Christ as Savior<sup>9</sup> and of building up the saints

in the faith once for all delivered.<sup>10</sup> We believe that human betterment and social improvements are the inevitable by-products of the Gospel and edification.<sup>11</sup>

<sup>1</sup> Mt 16:18

<sup>2</sup> Eph 1:22; Col 1:16; Eph 4:15; 5:23

<sup>3</sup> 1Cor 12:12-13; Eph 5:30

<sup>4</sup> Acts 2:41-42

<sup>5</sup> Acts 10:47-48

<sup>6</sup> Acts 2:42; Heb 10:25

<sup>7</sup> Phil 1:1

<sup>8</sup> Mt 16:16-20; 1Cor 11:23-26

<sup>9</sup> Acts 1:8; Mt 28:18-20

<sup>10</sup> Eph 4:7, 11-16; Jude 3

<sup>11</sup> Eph 2:10; Gal 5:22-23

## 12. SEPARATION

We believe that separation is a doctrine as well as a practice and that the separation principle runs through the Bible from Genesis to Revelation. We believe that true spiritual fellowship is the result of a common faith and practice. We believe there are four aspects of Biblical separation.

1. Political separation - the separation of the church from the state (Lk 20:25).
2. Personal separation - the separation of the believer from the world and sin in order to serve God. This involves a separation from acts of sin, the world system, the unbeliever, heretics, and false teachers (Josh 24:15; Eph 5:15-18; 1Jn 2:15-17; 2Cor 6:14-7:1; 1Jn 4:1; 2Jn 10-11).
3. Ecclesiastical separation - the separation of the church from apostasy. Each local church is independent and autonomous and must be free from interference by any other ecclesiastical authority. We believe we are to reprove apostates rather than recognize them, to rebuke rather than to reason with them, to reject rather than to receive or unite with them. We believe that loyalty to Christ also demands separation from any group content to walk with or tolerate religious unbelief (2Cor 6:14-17; 2Jn 10-11; 2Tim 4:2-4).
4. Practical separation - the separation of the believer from an erring brother. We believe that we must separate from those who continue in disobedience to the Word of God. This includes the troublemaker, the disorderly, and the immoral brother (2Thess 3:6, 14-15; Rom 16:17; 1Cor 5:11; Tit 3:10).

# STAFF DIRECTORY (APPENDIX B)

ADMINISTRATIVE PERSONNEL	
<b>Pastor Jared Page</b> – Administrator M.Div., Central Baptist Theological Seminary BA, Bob Jones University Teaching Experience – 18 years Youth Ministry Experience – 26 years Years at Fourth Baptist – 18 years email: <a href="mailto:jpage@fourthbaptist.org">jpage@fourthbaptist.org</a>	<b>Dr. Matt Morrell</b> – President Senior Pastor, Fourth Baptist Church D.Min., Northland International University M.Div., Central Baptist Theological Seminary BA, Northland Baptist Bible College Years at Fourth Baptist – 18 years email: <a href="mailto:mmorrell@fourthbaptist.org">mmorrell@fourthbaptist.org</a>
<b>Mr. Mark Monroe</b> - Assistant Administrator BS, Bob Jones University Teaching Experience – 40 years Years at Fourth Baptist – 19 years email: <a href="mailto:mmonroe@fourthbaptist.org">mmonroe@fourthbaptist.org</a>	<b>Mrs. Shannon Fure</b> – Office Administrator Admissions, Student Records, Gradelink, Hot Lunch M.Ed., Sauk Village Baptist Bible College BS, Crown College, Knoxville, TN Teaching Experience – 10 years Office Experience – 10+ years Years at Fourth Baptist – 7 years email: <a href="mailto:sfure@fourthbaptist.org">sfure@fourthbaptist.org</a>
<b>Mrs. Alison French</b> – Administrative Assistant, P/T Publications, Website BS, Bob Jones University Office Experience – 20 years Years at Fourth Baptist – 18 years email: <a href="mailto:afrench@fourthbaptist.org">afrench@fourthbaptist.org</a>	<b>Miss Chloe Emslie</b> – Administrative Assistant, P/T School Accounts/Billing AA, Faith Baptist Bible College Years at FBBS – 2 years Email: <a href="mailto:cemslie@fourthbaptist.org">cemslie@fourthbaptist.org</a>
MUSIC FACULTY	
<b>Mr. Levi Kolwinska</b> – Music Director, Band, Choir, Bronze & Platinum Handbells MA, VanderCook College of Music BS, Maranatha Baptist University Teaching Experience – 24 years email: <a href="mailto:lkolwinska@fourthbaptist.org">lkolwinska@fourthbaptist.org</a>	<b>Miss Annelies Harmon</b> – Elementary Music, Silver & Gold Handbells MA in Music Ed., University of St. Thomas BS, Maranatha Baptist University Teaching Experience – 13 years email: <a href="mailto:aharmon@fourthbaptist.org">aharmon@fourthbaptist.org</a>
<b>Mrs. Marissa Fredericksen</b> – K4 & K5 Music BS, Maranatha Baptist University Teaching Experience – 8 years email: <a href="mailto:mfredericksen@fourthbaptist.org">mfredericksen@fourthbaptist.org</a>	

## ELEMENTARY FACULTY (BY GRADE)

<b>K-4 – Mrs. Stephanie Golightly</b> M.Ed., Maranatha Baptist University BS, Maranatha Baptist University Teaching Experience – 8 years email: <a href="mailto:sgolightly@fourthbaptist.org">mailto:sgolightly@fourthbaptist.org</a>	<b>Third Grade (sec. B) – Miss Jennifer Kovacik</b> MA in Teaching and Learning, Bob Jones University MA in Educational Leadership, Bob Jones University BS, Northland International University Teaching Experience – 27 years email: <a href="mailto:jhkovacik@fourthbaptist.org">jhkovacik@fourthbaptist.org</a>
<b>Kindergarten – Mrs. Char Miller</b> BS, Liberty University Teaching Experience – 27 years email: <a href="mailto:cmiller@fourthbaptist.org">cmiller@fourthbaptist.org</a>	<b>Fourth Grade (sec. A mornings) – Mrs. Amy Pickard</b> MA in Teaching, Liberty University BS, Pensacola Christian College Teaching Experience – 16 years email: <a href="mailto:apickard@fourthbaptist.org">apickard@fourthbaptist.org</a>
<b>First Grade (sec. A) – Mrs. Kaycee Leanger</b> BS, North Central University Teaching Experience – 7 years email: <a href="mailto:kleanger@fourthbaptist.org">kleanger@fourthbaptist.org</a>	<b>Fourth Grade (sec. B mornings) – Mrs. Patricia Coelho</b> MA in Bilingual Education Services, UniDomBosco BA, Unigran, Florida BA, Centro Universitario Teaching Experience – 18 years email: <a href="mailto:pcoelho@fourthbaptist.org">pcoelho@fourthbaptist.org</a>
<b>First Grade (sec. B) – Mrs. Jeanine Cheek</b> BA, Long Beach State University BA, Azusa Pacific University Teaching Experience – 19 years email: <a href="mailto:jcheek@fourthbaptist.org">jcheek@fourthbaptist.org</a>	<b>Fourth Grade (afternoons) – Mrs. Kim Morrell</b> BS, Northland International University Teaching Experience – 8 years email: <a href="mailto:kmorrell@fourthbaptist.org">kmorrell@fourthbaptist.org</a>
<b>Second Grade – Mrs. Diane Davis</b> BS, Pillsbury Baptist Bible College Teaching Experience – 35 years email: <a href="mailto:ddavis@fourthbaptist.org">ddavis@fourthbaptist.org</a>	<b>Fifth Grade – Miss Lily Canfield</b> BA, Bethel University Teaching Experience – 1 year email: <a href="mailto:lcandfield@fourthbaptist.org">lcandfield@fourthbaptist.org</a>
<b>Third Grade (sec. A) – Mrs. Hannah Macalus</b> BS, Faith Baptist Bible College Teaching Experience – 6 years email: <a href="mailto:hmacalus@fourthbaptist.org">hmacalus@fourthbaptist.org</a>	<b>Sixth Grade – Mrs. Sheila McLeish</b> BS, University of MN, Morris Teaching Experience – 6 years email: <a href="mailto:smcleish@fourthbaptist.org">smcleish@fourthbaptist.org</a>

## RESOURCE FACULTY

<b>Mrs. Heidi Caasi</b> – ESL (English as a Second Language) Services MA in ESL, Hamline University BA, Thomas Edison State University Teaching Experience – 11 years email: <a href="mailto:hcaasi@fourthbaptist.org">hcaasi@fourthbaptist.org</a>	<b>Mrs. Jessica Farish</b> – Special Ed; Resource Room BS, in Special Ed./Elem. Ed, Grand Canyon University Teaching Experience – 6 years email: <a href="mailto:jfarish@fourthbaptist.org">jfarish@fourthbaptist.org</a>
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## 7<sup>TH</sup>–12<sup>TH</sup> FACULTY

**Mr. Matthew Bruffey** – 9-12 Science, Computer Programming, CAD/3D Printing Electives, Senior Class Advisor  
BS, University of Minnesota  
Teaching Experience – 8 years  
email: [mattadmin@fourthbaptist.org](mailto:mattadmin@fourthbaptist.org)

**Dr. Roberto Coelho** – 9-10 Boys Bible, 11/12 Bible D.Min., Central Baptist Theological Seminary  
M.Div., Central Baptist Theological Seminary  
BA, University of Sao Paulo, Brazil  
Pastoral Teaching Experience – 27 years  
email: [rcoelho@fourthbaptist.org](mailto:rcoelho@fourthbaptist.org)

**Mr. Ben Coulson** – Woodworking I & II Elective  
BS, Northland International University  
Teaching Experience – 6 years  
email: [bcoulson@fourthbaptist.org](mailto:bcoulson@fourthbaptist.org)

**Mr. Erik Fredericksen** – Algebra ½, Concepts of Algebra  
1 & 2, Transitional Algebra,  
7-8 Boys Bible  
Sophomore Class Advisor  
BS, Maranatha Baptist University  
Teaching Experience – 6 years  
email: [efredericksen@fourthbaptist.org](mailto:efredericksen@fourthbaptist.org)

**Mrs. Beth Hank** – Algebra I & II, Geometry, GTA3, Calculus, Yearbook Elective  
8<sup>th</sup> Grade Class Advisor  
BS, Maranatha Baptist University  
Teaching Experience – 19 years  
email: [bhank@fourthbaptist.org](mailto:bhank@fourthbaptist.org)

**Mr. Jim Hunter** – Honors (PSEO) FBBC Bible Classes  
Th.M., Central Baptist Theological Seminary  
M.Div., Central Baptist Theological Seminary  
BS, Tufts University  
Teaching Experience – 36 years  
email: [jhunter@fourthbaptist.org](mailto:jhunter@fourthbaptist.org)

**Miss Kaylee Keck** – 7-8 Girls Bible, 7 English, Spanish I & II, Intro to Chinese  
7<sup>th</sup> Grade Class Advisor  
BA, University of Minnesota  
Teaching Experience – 2 years  
email: [kkeck@fourthbaptist.org](mailto:kkeck@fourthbaptist.org)

**Miss Julie Kovacic** – 8-12 English/Literature, Speech  
Freshman Grade Class Advisor  
MA in Christian Ed., West Coast Baptist College  
BS, Northland Baptist Bible College  
Teaching Experience – 24 years  
email: [jekovacic@fourthbaptist.org](mailto:jekovacic@fourthbaptist.org)

**Mrs. Sheila McLeish** – Home Economics elective  
BS, University of MN, Morris  
Teaching Experience – 6 years  
email: [smcleish@fourthbaptist.org](mailto:smcleish@fourthbaptist.org)

**Mrs. Colleen McQueary** – 6<sup>th</sup> Math, Algebra 1,  
7-8 Science, 7-8 Computer,  
Consumer Math  
Junior Class Advisor  
BS, Northland International University  
Teaching Experience – 17 years  
email: [cmcqueary@fourthbaptist.org](mailto:cmcqueary@fourthbaptist.org)

**Mr. Mark Monroe** – 7 American Republic, 8 World Studies, 9 Geography, 10 World History, 12 Gov't. /Economics  
Assistant Administrator  
BS, Bob Jones University  
Teaching Experience – 40 years  
email: [mmonroe@fourthbaptist.org](mailto:mmonroe@fourthbaptist.org)

**Mrs. Leah Rolling** – Health, 7-8 Physical Education  
BS in Kinesiology, University of Northwestern, St. Paul  
with an emphasis in Health and Wellness  
Teaching Experience - 2 years  
email: [lrolling@fourthbaptist.org](mailto:lrolling@fourthbaptist.org)

**Mrs. Sarah Stephens** – Athletic Director  
BS, Pillsbury Baptist Bible College  
Athletic Director Experience – 6 years  
Years at FBBCS – 8 years  
email: [sstephens@fourthbaptist.org](mailto:sstephens@fourthbaptist.org)

**Mrs. Becky Wredberg** – 9-10 Girls Bible  
BA, Northland International University  
Teaching Experience – 2 years  
email: [bwredberg@fourthbaptist.org](mailto:bwredberg@fourthbaptist.org)



## WARRIOR ATHLETICS ADDENDUM (APPENDIX C)

Dear Parents:

Our coaching and athletic staff are pleased that your son or daughter is contemplating the opportunity to play sports here at FBCS. It is indeed a thrill to represent our Lord on the athletic field or court. We encourage this opportunity for your student to develop spiritually, physically, and mentally by joining the athletic squad of his or her choice. It is a wonderful way to encourage your student to use and develop the talents that God has given them.

We suggest that you make this decision a prayerful one. Because it is a privilege to compete in a sport here at our school, a student makes a commitment to their team and their coach. This means that a student athlete is committed to being at every practice, that families schedule events around games and tournaments, and that support for teammates and coaches is honored. By allowing your child to participate, the parent is also making a commitment—a pledge, to honor the authority of the coach.

The selection of our coaches is not taken lightly. We are striving to place coaches who are godly examples and who are knowledgeable of the game and love to work with young people. Our coaches, like our teachers, must be honored, but more importantly, our parents must be willing to submit to their authority and encourage their child to do the same.

There is nothing wrong with our parents going to a coach and expressing concerns. Those concerns must be expressed with respect, without gossip or complaining to others. If those expressed concerns are not addressed, then the parent should go and speak with the Athletic Director. We ask for you to wait 24 hours after a game before emailing or talking to a coach with a concern. This gives time to pray, calms emotions and allows you to construct what you want to say respectfully.

The sports program at FBCS is an inter-scholastic program. This means that we compete against other schools in our conference in a competitive atmosphere. The sports program is very important in the Christ-centered development of our young people. Through our sports programs they learn self-discipline, goal setting, right attitudes, team work, how to celebrate with other teammates when they are honored, how to accept failure, how to win graciously, how to lose with a right attitude, how to share Christ with other teams, how to pray publicly, how to honor authority, and how to rely upon the Lord to accomplish all these things.

*"And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father." Col. 3:17*

**Please read through the following pages thoroughly and have your student-athlete do the same.**

## **OUR PHILOSOPHY OF ATHLETICS PARTICIPATION IS AS FOLLOWS:**

- 1. Junior High** — The Junior High teams are the foundation of our sports program. We work to train the entry level athlete to learn the fundamentals in order to have success at the higher levels. Students will all play in games provided they work hard in practice and do what their coaches tell them to do. This means that a young athlete must be coachable, have the right attitude, and work hard in practice. Believing that our athletes all will put forth this kind of consistent effort and attitude, our goal is to play every child in every game. Playing time may be limited due to eligibility or lack of school attendance.
- 2. Junior Varsity** — Players are being developed for Varsity play. All will play and participate based on their work effort. The degree of play and participation is up to the individual coach.
- 3. Varsity** — There is no guarantee of participation or play regardless of age or grade.

We believe that our Lord would have us prepare, play and work our hardest. It must be emphasized that winning at all costs is not what we are striving for. However, giving it our very best is the priority.

Athletics are an extension of the classroom, and we strive for excellence in them. We also want to recognize each athlete's abilities and play them for the benefit of the team.

To accurately understand the commitment that we want to see from our athletes and parents, the following summary of guidelines has been set.

### **ATHLETES' COMMITMENT:**

1. To participate in all practices and games
2. To eat properly and get a good night's rest
3. To study and keep grades up so as to remain eligible
4. To properly care for and maintain uniforms and equipment
5. To finish out the season
6. To be respectful to coaches and fellow teammates

### **PARENTS' COMMITMENT:**

1. To pray for and encourage your child each day
2. To provide balanced meals for your child (especially lunch)
3. To attempt to keep scheduling conflicts with practices and games to a minimum
4. To make an effort to be at games to encourage your child as much as possible
5. To be supportive to the athletic and coaching staff, especially in front of your child
6. To honor the authority God has placed over your child

## **PARENT VOLUNTEER REQUIREMENTS**

Parents are integral part of the Warriors sports programs to help make each season and game day a success! Areas where you can volunteer include admission table, running the clock, line judging keeping scorebook and clean up after games. Help is also needed on additional dates including Sportswalk, Tournaments and Sports Awards Nights. Sign-ups will be emailed to parents from the athletic director throughout the season. Some sign up positions are paid positions.

Understanding there are costs and risks involved for students who participate in all sports, parents and athletes must be aware that injury can occur in every sport and occasionally serious injury may result from an unfortunate accident or unusual circumstance in sporting activities.

### **ATHLETIC REQUIRED PAPERWORK**

- 1) **Sports physicals** must be up to date (every three years). The **MSHSL Health Clearance Form page 1** must be signed by a doctor and returned.

Or...

If your child is not due for a sports physical, an **Annual Sports Questionnaire** must be completed.

- 2) A current **copy of the athlete's health insurance card** (both sides) must be on file in the school office. Student Managers must also give their insurance card.

*\*These forms must be turned into the office before the student athlete may participate in any game. Please check with the school office for forms or if you are unsure whether your forms are up to date.*

### **FEES FOR PARTICIPATION**

All sports participation fees must be paid, whether or not the student athlete completes the season. This fee will be on your regular school invoice. Varsity away tournaments will require extra money for food/lodging. The athletic director will notify the players and parents of the amount of money needed for these tournaments.

### **ATHLETE CODE OF ETHICS**

Each athlete that competes for FBCS will be expected to strive at all times to reflect our Lord by doing the following:

1. Be committed to our Lord first, then the team (Ps. 37:5).
2. Be intense. Give maximum effort (Col. 3:23).
3. Be disciplined, self-controlled, and on time (I Cor. 9:25).
4. Be obedient to authority, coaches, captains, officials, and others (Rom. 13:1-2).
5. Leave any locker room, bus, court, etc., cleaner than when you found it.
6. Promote team unity (Phil. 2:2).
7. Strive for excellence (Phil. 3:14).
8. Treat teammates and others as more important than yourself (Phil 2:3).

### **TRANSPORTATION**

Unless otherwise stated by the coach or athletic director, all athletes, managers, etc. will travel to all away games by bus which will be driven by a certified driver. If a bus is not available, as is often the case for the younger teams, parents may be asked to drive to games. We do not allow student-athletes to drive to away games. Please talk to the athletic director or administrator if there are circumstances that may warrant this. Written parent permission and administration permission is required for a student to drive to a game.

An athlete may return home from an away game with their parents or a designated adult driver provided the parent has given oral or written permission for this in advance to the coach or Athletic Director.. Since the coach is legally responsible for all the athletes and students involved in the program, it is essential that parents and athletes follow this guideline.

Please pick up your child from school as soon as possible after the finish of a practice or game.

We greatly appreciate your help and promptness in this area, as coaches must remain at school until all athletes have been picked up.

### **SCHOOL ATTENDANCE**

Athletes must be in attendance all day to be eligible to participate in a game that same day. In addition to same day attendance, students may not be late to school the day after an away game. Special circumstances must be discussed, in advance, with the athletic director or the administrator. Exceptions are granted for pre-planned doctor/dentist/ortho appointments.

### **LIMITED TEAM MEMBERSHIP**

At the varsity level, after practicing or playing with a school sponsored sport, athletes may not participate on a non-school team of the same sport during the same season or of a different sport if it conflicts with school practice.

### **UNIFORMS AND EQUIPMENT**

1. Athletes are to take care of facilities and equipment for their respective sport at home and away games. Each athlete and or team will be held personally responsible for the replacement of any equipment damaged or lost by means other than normal wear or use.
2. Uniforms are the school's property. Therefore, each athlete is responsible for their proper care and prompt return to the coach or athletic director. Failure to do so will cause the school to charge the athlete the full cost of the new replacement.

### **PRACTICE**

Attendance at all team meetings and practices is required unless excused by the coach prior to the absence. Parents should notify coaches in advance with schedule conflicts.

**PRACTICE DRESS CODE**—Athletes should come to practice wearing school-approved clothing as outlined in the FBCS Student Handbook.

### **CELL PHONE/ELECTRONIC DEVICES**

Students are not to use their cell phone or electronic device during practice or games.

### **JOBS, EMPLOYMENT**

An athlete should not try to hold a job during the season if it conflicts with practices, games, or meetings.

**DRUGS, TOBACCO, ALCOHOL, ETC.**

The use of foreign substances by any athlete will not be tolerated. Use of any such substance will result in the immediate suspension from the team for the rest of the season.

**GAME DAY DRESS CODE**

As a general rule, all athletes are allowed to wear loose fitting warm-ups or jeans at all home and away games. Individual coaches may request boys to wear dress shirts and ties. There may also be dress requirements that athletes will cheerfully adhere to when we participate in tournaments.

**EARLY DISMISSAL FROM SCHOOL**

There will be times when the teams will need to leave classes early to get ready to go to an away game. It is the responsibility of each individual athlete to know what school work they will be missing, homework assignments, and any tests or quizzes that might be missed and that will need to be made up. Communication with the teacher is the athlete's responsibility and is of the highest importance so that the student/athlete does not fall behind in their assignments. Please note that this is the student's responsibility and not the teacher's.

**CERTIFIED ATHLETIC TRAINERS**

FBCS will continue to work to provide Certified Athletic Trainers for all our HOME Varsity games this season.

**AWARDS**

Special awards are given out at the end of the year at the Fall and Winter Sports Awards Nights.

*We are excited to have you participate with us!*

If you have any further questions, please contact Sarah Stephens, Athletic Director.  
sstephens@fourthbaptist.org or 763-417-8205.

