

First Baptist Elementary School
*Student/Parent
Policy Handbook*

Distinctly Christian ~ Academically Excellent

Revised February 2009

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SCHOOL POLICIES FOR FIRST BAPTIST SCHOOL

VISION

First Baptist School, a model of Christian and academic excellence, will provide a challenging and creative curriculum based on Biblical truths. Christian education goes beyond physical, intellectual, and emotional development to encourage spiritual growth of students and families that lead to a lifetime walk with Christ.

MISSION STATEMENT

First Baptist School is a ministry and cooperating part of First Baptist Church. Every child is challenged to achieve their academic excellence and their spiritual awareness through the opportunity to know Jesus Christ as Lord. All FBS staff are vital team members in developing the whole child. FBS team members are encouraged to continually grow as a Christian role model through: a devotional life, a prayer life, and being an active member in their local church.

First Baptist School is an advocate of the family. Families are the center of faith development for their child. FBS partners with families in the child's faith and intellectual development.

GOALS

1. First Baptist School admits qualified students without regard to race, color, ethnic background or national origin and promotes an atmosphere of acceptance among all people.
2. First Baptist School will provide the best professional staff that is committed to Christ and seeks to live by Christian principles, demonstrates Godly conduct, and has a deep love for all God's children.
3. First Baptist School will provide a high level of academic excellence that is provided through a challenging and creative curriculum based on Biblical truths and exceeds the T.E.A. Standards.
4. First Baptist School will foster active mission involvement that enhances the quality of education provided for the student.
5. First Baptist School will assist students in developing and accepting responsibilities for learning decisions and actions.
6. First Baptist School's goal is for every child to achieve success. To that end, placement of grade level through an interviewing process, student testing, and/or assessment by educators will be administered prior to enrollment.
7. First Baptist School will provide a meaningful learning experience giving students the opportunity to become critical thinkers, problem solvers, and self motivated creative individuals striving for physical, intellectual, emotional, social and spiritual growth.
8. First Baptist School will provide and support the continuous professional development of the faculty and staff.
9. First Baptist School will meet the criteria for both a quality accredited academic school program and a quality licensed day care program.
10. First Baptist School will seek to provide Biblical discipleship and a nurturing relationship with Christ by integrating God's word with academic curriculum and structured Bible classes.
11. First Baptist School will form caring relationships with parents to enhance the continuation of academic and spiritual growth of the students.

12. First Baptist School will remain an active, vital part of the ministry of First Baptist Church and will cooperate with the Sunday School and other church programs in the dual use of facilities. The school programs allow opportunities for families who are not affiliated with another church, to take part in worship, spiritual growth, and church activities.
13. First Baptist School will strive to attract and hold qualified teachers, administrators, and staff members by continuously upgrading staff salary scales, and providing opportunities for continued training to advance their skills and knowledge.

STUDENT INFORMATION

ADMISSION AND SCHOLASTIC REQUIREMENTS

Although First Baptist School has something special to offer in the field of education, it cannot meet the needs of all students. The curriculum is geared to the average and above average student.

The following must precede admission to First Baptist School:

- A. Registration forms must be completed, including the signing of the parent contract, and must be turned into the office along with the non-refundable registration fee.
- B. Applicants must present a report card, scores from a standardized or nationally recognized achievement test, and any previous school records. Grades and scores must be at grade level or above to be eligible for admission to that grade level.
- C. Applicants new to the school must have:
 1. Passing grades from previous school.
 2. No major discipline infractions from previous school.
 3. A conference with the principal.
- D. The Texas Education Agency policy of enrolling only those first grade students, who are six by September 1, will be followed. In order to facilitate proper placement, a child entering preschool must be two by September 1, and totally potty trained; a child entering pre-kindergarten must be four by September 1; and a child entering kindergarten must be five by September 1. Children entering grade school must also demonstrate appropriate grade level performance on a standard achievement test.

Careful consideration will be used in an honest effort to enroll those who desire an education in a Christian atmosphere. Priority of acceptance for admission to First Baptist School is determined by the applicant's status as follows:

- A. Pupils continuing in First Baptist School
- B. Siblings in families who already have one or more children in the school
- C. Children of members of First Baptist Church
- D. Children of parents who are not members of First Baptist Church in the order applications are received

First Baptist School does not discriminate on the basis of race or religious creed in administration of its educational or admission policies. In order that we may comply with state licensing requirements, ***all children from pre-school and up***, must have current health information, which includes an up-to-date immunization record, on file in the office upon entering school.

ATTENDANCE

School hours for kindergarten through fifth grades are from 8:00 a.m. to 3:00 p.m.

Attendance is vital to the success of a student. Students are required by state law to be in school, unless they are ill, for 94%, (164.5 days) of each academic year; the year is 175 days. The school can grant an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside of school hours. All other activities should be scheduled for after school hours. No student may leave for illness unless they have first been to the school office. A sick child does not need to be in school. **If a child has a fever, (99.4 or higher) he/she may not return to school for 24 hours after his/her fever has abated. If a child becomes sick at school, (such as vomiting or diarrhea) the parent will be called to pick up the child.**

A student must be present 2 ½ hours in the morning (8:00 a.m. – 12:00 noon) and 2 hours in the afternoon (12:00 noon to 3:00 p.m.) to be considered present. A student, missing more than 1½ hours in the morning, or more than 1 hour in the afternoon, will be considered absent for ½ day. ***Anyone, parent or other, picking up a child before class time is over, or anyone picking up a child, other than a parent or guardian, MUST sign the child out in the school office and present a note from the office to the teacher. Students in daycare will be signed out through the day care teacher.***

ABSENCES

When a student is absent from school, the parent/guardian should call the office before 9:00 a.m. to verify the student's absence at (361) 884-8931. If a call is not received, the office/teacher may contact the parent/guardian. It is imperative that we have updated work numbers for both parents in the office. A call should be made for each day a student is absent. If the parent wishes to pick up any assignments for a student who is ill, all requests should be made to the school before noon to be picked up at the end of the school day. Upon returning to school, the student/parent should bring a note from the parent explaining the absence to the office before reporting to his/her class. A note from the doctor is required for any student who is absent more than 2 days. If a student needs to be excused for a medical appointment, written or verbal permission from a parent/guardian must be given. We request that if possible all medical appointments be made after school hours.

EXCUSED ABSENCES

1. Absences because of personal illness, medical/dental appointments that cannot be scheduled after school, death in the family, school activities or having prior approval from the principal are excused absences. Make-up work (with credit) will be given. If a student's work was clearly assigned before the absence, the student should be prepared to turn in/take tests the day he/she returns. A student has the same number of days to make up an assignment as the number of days he/she was absent (i.e., absent three days, three days to make up the work and hand it in). It is the **student's responsibility** to make up missed work.
2. Students are responsible for turning in all assignments missed because of absence from class. This requirement also applies when students are in school but have missed class because of a special activity. In either case, the student should confer with his/her teacher and clearly understand the due date of each assignment.
3. When a student is hospitalized, absences from school must be excused by a doctor's note with instructions for the release back to school.

UNEXCUSED ABSENCES

1. Absence without permission from school authorities is considered unexcused. The student will be held responsible for making up all work.
2. Students will be allowed a maximum of ten days excused absence per year for such things as family and/or educational trips, but only at the discretion of the administration.

Any days taken beyond the ten days will be considered unexcused, which may result in grades being lowered.

CLASS SIZE

First Baptist School classes are organized and structured depending on grade level and room size. The maximum per class average is 18 students to 1 teacher.

CLASSROOM VISITS

Parents or other visitors are always encouraged to visit the classrooms. However, we do limit the visit to not more than 30 minutes on a scheduled basis. (This is not to be considered time for parent-teacher conferences. Conferences should be scheduled with the teacher at a time that is convenient for both

parents and teacher.) All visitors MUST check in with the office and obtain a visitor pass before going to the classroom. This will help minimize interruptions and help insure a safe environment for the children.

CONFERENCES

Parents may ask for a conference at any time. Please make an effort to find a mutually convenient time. Should there be a problem finding such a time, please contact the office. The principal will attend any conference if invited by the teacher or parent. **Conferences will not be held during classroom time with students present or during any special events (including Open House).**

CURRICULUM

First Baptist School seeks to be both student and Christian centered in every area; therefore, the *A Beka Curriculum* is used as the base curriculum for each grade level. We believe spiritual resources must be used in order to develop the whole child. This makes Christian education different from all other education; it includes, yet goes beyond, mere intellectual development and activity. The school offers a variety of classes for children from age two through grade eight.

The standards of the Texas Education Agency shall be used as guidelines for the grade school academic curriculum; however, we will reach higher than these minimum standards, challenging our students to reach their greatest potential. We attempt to satisfy the child's urge to create and express ideas and feelings through special programs and to encourage growth, appreciation, and understanding of the creative efforts of others. It is intended that the curriculum will help each student reach his or her potential as a resourceful, productive, and creative Christian citizen.

Computers

Parental permission granted by **signing the form at the front of the booklet signifies that you affirm student access to the Internet** to gather valuable information related to various topics throughout the year. All Internet sites will be previewed and deemed suitable for young learners. An adult will supervise each Internet activity. Please note students are not allowed to visit "chat rooms" or have free access to the Internet. Thank you for supporting our efforts to provide a safe and educational opportunity for our students!

DISCIPLINE PLAN

The First Baptist school-wide discipline plan applies to all children, at all times, in all situations: classroom, library, playground and lunchtime. The entire staff will be implementing this plan including principal, teachers, lunch supervisors, secretaries, custodians and volunteers.

Our Philosophy is:

- Anything that stops learning is unacceptable.
- Anything that stops teaching is unacceptable.
- Anything that endangers another is unacceptable.

Our School RULES are as follows:

1. I will be in the right place at the right time, that means:
 - On time to school.
 - In my seat on time.
 - Ready to work with books and homework.
2. I will show respect for all people and property, that means:
 - Keep hands/feet/objects to self.
 - Speak to others in an appropriate manner.
 - Keep the school looking attractive and clean of litter.
3. I will use common sense in the classroom and outside, that means:
I will follow the 4 –step rule if someone is bothering me:
 - Tell person to stop.
 - Walk away.
 - Ask an adult for help if needed.
 - Ask myself: Will I get hurt or hurt someone else – if the answer is yes, do not do it.
4. I will leave gum, candy, toys, all electronics, including cell phones, and other valuables at home unless approved by the teacher and/or principal.

Students Who Behave Appropriately Will Earn:

- Personal and positive recognition from staff.
- Positive written recognition from staff through notes or certificates of commendation.
- Class level recognition activities.
- School-wide recognition.

If a Student Chooses to Break a Rule:

The rules of our classrooms are posted. These rules are based on **Job 1:8** “**A man who fears God and shuns evil.**” If a problem arises the following procedures will be followed:

1. Warning
2. Warning
3. Warning recorded; parent/guardian contacted; brief student/teacher conference.
4. Warning recorded; student assigned to detention on a designated day and at a designated time; written contact to parents.
5. Warning recorded; office discipline referral.
6. Warning recorded; behavior probation/behavior will be reviewed by principal, teacher, parents, and expulsion may be recommended.

For students who are chronically disrupting or show repetitive misconduct, the following will occur:

- Suspension: OR
- An Individual Behavioral Contract between student-home-staff regarding expectations and sequential consequences; OR
- Recommendation for expulsion.
- In cases of permanent expulsion, the parent has the right of appeal before the School Committee. In cases of suspension or expulsion, there will be no adjustment on the monthly tuition.

Parents and students should be aware that:

- Causing bodily injury to another person or other severe disruptions can result in immediate suspension or expulsion.

Authority to suspend or expel rests with the principal.

DRESS CODE

THE DRESS CODE WILL BE STRICTLY ENFORCED!!!!

Clothing Items	Acceptable Dress	Special Comments
Shirts	Shirts	Shirts
Grades K through 5	Shirt length – 4 inches below beltline and <i>tucked in</i> at all times	Shirts – No form fitting, over-sized or tight shirts.
	Monday – Any FBS T-Shirt or Polo Shirt may be worn – Spirit, Science Fair, Accelerated Reading, Summer Joy or Christian T-Shirt.	Shirts – No rips/slashes or holes.
	Tuesday through Friday (except Chapel Day) – School Polo Shirt – Mandatory. Solid color Polo shirt – Green, Gold, Blue, Pink, Red, White or Grey	Shirts – No emblem or logo not affiliated with FBS.
	Chapel Day – only Dark Green Polo shirt with FBS logo.	
	Field Trips – only Dark Green Polo shirt with FBS logo	
Pants/Slacks/Capri's	Pants/Slacks/Capri's	Pants/Slacks/Capri's
Grades K through 5	Pants – must be Denim, Black, Navy or Khaki.	Pants – no other colors or materials accepted
	Pants – must be belted, neatly hemmed.	Pants – standard slacks or 5 pocket jeans. No carpenter style, baggy, oversized, fringed or conspicuous holes.
	Pants – must be fitted at the waist, crotch, legs and ankles.	Pants – must not have sequins or designs, spandex or other form-fitting materials.
	*Waist is determined by placing hands above the hipbone or the navel area	Pants – no athletic apparel – basketball shorts or wind pants except on game day. No cut-offs
Skorts/Shorts/Skirts	Skorts/Shorts/Skirts	Skorts/Shorts/Skirts
Grades K through 5	Skorts, skirts and shorts – must be only Denim, Black, Navy or Khaki.	Skorts, skirts and shorts – no highly slashed, baggy or oversized. Solid colors, no sequins or designs.
	Skorts, skirts and shorts must be belted, neatly hemmed and fitted at the waist, crotch, legs and modest in appearance.	Skorts, skirts and shorts – no immodestly split at the hem or seams.
	Skorts, skirts and shorts – shall be no more than 2 inches above the knee.	No athletic apparel – basketball shorts Except on game day.
Sweatshirts/Jackets/Sweaters	Sweatshirts/Jackets/Sweaters	Sweatshirts/Jackets/Sweaters
Grades K through 5	Sweatshirts/Jackets/Sweaters –only solid Green, Gold, Blue, Pink, Red, White or Grey with or without FBS logo.	Sweatshirts/Jackets/Sweaters – no rips, slashes or holes. No emblem or logo not affiliated with FBS.
	Sweatshirts/Jackets/Sweaters – must be properly sized.	
Belts/Shoes	Belts/Shoes	Belts/Shoes
Grades 2 through 5	Belts – plain belts – everyday	Must not have any embellishments or oversized buckles.
Grades PS through 5	Shoes – athletic shoes only; laces must be properly tied.	Shoes – no sandals or backless shoes, cleats or roller shoes.
	Shoes – must be <i>worn at all times</i> for safety and health reasons.	
Hair	Hair	Hair
Grades K through 5	Hair – be well groomed, non-distracting, away from the face and eyes.	Hair – boys hair cannot touch the bottom of the shirt collar.

The Principal has the final authority to determine whether a student's attire is within the requirements of the FBS dress code. The Principal's judgment will determine whether any item(s) of attire, mentioned or not mentioned in the FBS dress code, will be considered inappropriate school attire.

DRUG POLICY

First Baptist School strives to maintain a nurturing environment conducive to a Christian-based education with high academic standards. In order to meet these goals, it is necessary to maintain a facility free of illegal drugs and alcohol. Parents and students should have a clear understanding of this policy.

- 1) Possession/Under Influence
 - A student in possession of or under the influence of tobacco, an illegal drug or alcohol will be removed from the school. Re-admittance may be allowed only on a probationary status and will be monitored and evaluated on a continuum.
 - A second offense will result in expulsion.
- 2) Distribution/Possession with Intent to Distribute
 - A student found distributing or in possession with intent to distribute an illegal drug will be immediately and permanently suspended.

All prescription or over-the-counter drugs such as ibuprofen, acetaminophen, PMS formula, cold/allergy, cough syrup, throat lozenges, cough drops, topical cream, nose spray, eye drops, chap stick, sun screen, aspirin, etc., must be kept in the office. Parents must sign for all medications in the office.

EARLY RELEASES

1. All parental requests for an early dismissal of a student must be made verbally or in writing. Requests for early dismissals should be made no later than 9:00 a. m. To pick up a student, the parent must report to the school office. For the safety of our students and to ensure that the school can fulfill its responsibility to parents in caring for students' safety, students are required to report to the office where they will meet their parents or the parents' designated representative.

2. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to check in at the office immediately on returning to school.

EVALUATION

Each reporting period is approximately nine weeks in length. Report cards are given out at the end of each grading period. Grades given are as follows: A= 90-100; B= 80-89; C= 70-79; F= 0-69. Social and Personal Development are graded by: S= Satisfactory; I= Improvement Needed; U= Unsatisfactory.

FOOD SERVICES

Students should have breakfast before coming to school; we do not serve breakfast, and we do not have a place for them to eat it here at school. **Lunch tickets are purchased in the school office. Lunch menus are sent home each month. Children are encouraged to eat hot meals at school but are allowed to bring their lunch if desired. Milk, juice, and water are furnished free.** Soft drinks are not allowed at school. **Kindergarten – 2nd grade – NO MICROWAVEABLE FOOD ALLOWED, DUE TO TIME CONSTRAINTS AND SAFETY.**

HOMEWORK POLICY

First Baptist School (FBS) teaches children to evaluate themselves and all their experiences according to God's word. We help them integrate all aspects of their life into a lifestyle of faith: school learning, family activities, social experiences, hobbies, sports, service activities, and church experiences.

Consequently, our students and their families often have a full schedule of important activities. Even though schedules can become very busy, FBS believes homework is one of the important activities of the week.

GOALS FOR HOMEWORK

At FBS, homework promotes three important keys for student success: academic learning, character development, and family involvement.

- 1) To further academic learning, homework:
 - Helps students retain knowledge and practice skills
 - Stimulates creativity, communication, and thinking skills
 - Allows access to resources not available in classroom
 - Motivates or prepares students for later assignments.
- 2) Homework also provides the opportunity for students to develop:
 - Efficient management of time and materials
 - Concentration and task-oriented behavior
 - A sense of responsibility
- 3) **Finally, homework involves parents by:**
 - Communicating classroom activities
 - Providing positive family learning experiences

TYPES OF HOMEWORK

Teachers assign different types of homework to accomplish specific purposes. **Practice Homework** helps students master specific knowledge and skills that have been presented in class. This type of homework includes completing worksheets, playing learning games, writing short papers or sentences, reading together, and studying for tests.

Sometimes students need to communicate their mastery of knowledge and skills by using different media. To provide such opportunities, teachers assign **extension homework** such as writing compositions, preparing a demonstration, and making dioramas, maps, models, or other visual displays.

Other times teachers want students to complete projects that combine many skills and require a depth of knowledge. They assign projects, called **integrative homework**, such as preparing oral reports, written reports, science projects, class newspapers, or artistic productions.

Preparation homework, on the other hand, is designed to motivate or prepare students for knowledge and skills that they have not yet mastered. Teachers may assign students to read text, take notes on reading, work on solving a problem that will illustrate the need to learn upcoming material, or gather information from resources outside of class.

STUDENT RESPONSIBILITIES

1. It is the student's responsibility to be aware of assignments.
2. The student will organize his/her time to work on assignments.
3. The student will turn assignments in on time.
4. The student will have high standards regarding quality and completeness of work.

WHAT PARENTS CAN DO

While the pupil should assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the pupil's homework by the following:

1. Provide a study area that is quiet, comfortable and free from major disturbances.
2. Provide a definite time for study or other home activities.
3. Make available, if possible, such resource materials as reference books, magazines, newspapers, dictionary, computer, Internet etc.
4. Assist pupils with mastery of specific skills (i.e., math facts).
5. Check the pupil's work for neatness and legibility. (Primary children should use pencils for written work.)

6. Arrange with the teacher for limited homework assignments when the child's physical condition necessitates it.
7. **Monitor your child's daily and/or weekly assignment sheets/books and long-range assignments.**
8. Arrange with the school to secure assignments during a period of absence.
9. Parents are permitted and encouraged to assist their child with homework. If a child's homework is consistently too difficult or exceeding the recommended time allotment, the child's teacher should be notified.
10. Ensure that your child places his/her completed homework in his/her homework folder and backpack as soon as it is completed.
11. Assist your child with obtaining a "study buddy" or classmate who he/she can call if homework assignments are unclear.

A carefully planned program for homework assignments is an effective means of increasing student learning. A well-planned program of homework activities provides another opportunity for the home and school to work together.

TIME ALLOTMENTS

The time allotted to homework should increase gradually from grade to grade. The following is a list of approximate daily time allotments (may vary according to the child):

Guidelines

Grades K-2	-	10-30 minutes
Grades 3-4	-	30-45 minutes
Grade 5	-	Up to 60 minutes
Grade 6-8	-	60-90 minutes

Students should also read for 20 or more minutes per night, in addition to their homework assignments.

*These times are approximate. Individual student needs must be taken into consideration. We request that problems/concerns be communicated to the teacher.

Wednesday – no homework will be assigned on Wednesday to allow for family and church activities.

No homework will be assigned on the night of Open House or other school wide evening events.

However, all students should read 20 minutes or more **each night** including Wednesday night.

MEDICATIONS

Parents must fill out a medicine form in the school office when it becomes necessary for the child to receive medication during school hours. The student may NOT keep ANY medicine in the classroom whether it is prescription or over-the-counter (this includes sunscreen and cough drops.) The Student will be required to go to the school office to take the medicine. Medications will be administered at 12:00 noon and 3:00 p.m.

OFF-CAMPUS LUNCHESES:

Students must provide a written note or a parental phone call to request to be off campus for lunch with an approved adult. The request should be turned in to the office; however, the school reserves the right to refuse the request. All students must return before the end of the lunch period, which is 30 minutes. Excessive tardiness will be given a disciplinary warning.

ORIENTATION

First Baptist School will hold a parent orientation at the beginning of the school year to assist parents with policies and procedures of the school and classroom. At this time, parents will meet with the individual teachers without students present.

PARTIES

- A. Birthdays may be acknowledged at school if the parent makes prior arrangements with the teacher. Gifts will not be allowed. Invitations to parties may be passed out only if all children in the class are included. Summer birthdays may be acknowledged as well.
- B. Birthdays are celebrated monthly by the school in the Birthday Room for Kindergarten through 5th grade students.

SAFETY PROGRAMS

These programs are in place to help ensure the safety of our students:

- Parents of preschool, pre-k, and kindergarten are required to walk their children to the classroom each morning. Parents will pick up these students at their classroom or Day Care.
- Parents of School Only students will be required to pick up their children outside the classroom or at a designated Parent-Pickup location. For the safety of all First Baptist School students it is imperative that students are picked up in the assigned locations promptly. After 15 minutes your child will be taken to a Day Care room. A Day Care fee will be assessed after 3:15 p.m.
- A fire drill is conducted regularly.
- A “suspicious” stranger drill takes place when scheduled. The teacher locks the classroom door, and the children assemble in the corner of the room away from the window in the door and await the all-clear signal.
- A “bad-weather” drill includes filing into the hall where there is no glass, sitting quietly with backs against the wall until the all clear is sounded. The teacher may be instructed to take the students to Elmore Hall. Parents will be required to pick up their child in Elmore Hall. In the case of “bad weather” emergencies, parent pick up will not take place. When picking up your child be sure to check him/her out with the teacher.
- **Shelter in Place lock down for chemical emergency. The school would be locked; windows shut and air conditioners turned off. Parents would not be allowed in the building until the all clear is given.** This would only occur under an extreme condition and we ask for your full cooperation and understanding.

SPECIAL PROGRAMS

Special programs will be presented throughout the academic year. These programs may include Award Assemblies, special Chapel presentations, Christmas Program, Science Fair, Sports Events, Spelling Bee and many others. Notices of these programs will be announced in the newsletters, monthly calendars and on the school website.

STANDARDIZED TESTING PROGRAM

Students in first through fifth grades will be given a standardized achievement test each year in an effort to reveal progress or lack of progress. The results of these tests will be filed in the student’s individual permanent record files and copies of the evaluation are given to the parents.

STUDY TRIPS/FIELD TRIPS

Study trips/field trips that enhance the curriculum will be scheduled by the teacher and cleared through the office. Signed permission notes will be required. Transportation will be provided by parent volunteers. Any parent who is driving must present a valid driver’s license and proof of insurance in the office. All volunteers must have a background check completed and on file at the school.

TARDY POLICY

The school day has a full schedule of classes for all children. The school day begins at 8:00 a.m. It is essential for students to arrive on time to begin their day. A student will be marked tardy at 8:05 a.m. Perfect attendance will be awarded to students who have been present every day and tardy no more than 3 times in a grading period.

Consequences for unexcused tardiness (Student)

- i. **1st tardy** – A note is sent to the parent from the teacher informing them of their child's tardiness.
- ii. **2nd tardy** – Student will meet with principal to review the school rules and the need to be on time. A note is sent home to parents.
- iii. **3rd tardy** – A phone call from school to parent(s) to help resolve the problem.

Consequences for unexcused tardiness (Parent)

- iv. **1st tardy** – No consequence.
- v. **2nd tardy** – Letter to parent(s) explaining tardy policy and importance of being on time.
- vi. **3rd tardy** – Phone call from school to parent(s) to help resolve the problem.
- vii. **4th tardy** – Conference with the principal.
- viii. **5th tardy** – Referral to School Attendance and Conduct Board.

TELEPHONE CALLS

1. Phone use is restricted to important situations such as canceled practice, missed rides, etc.
2. Students must have a pass from their teacher and permission from office staff in order to use the phone.
3. Pagers and cell phones will not be used in school at all.

PLEASE NOTE: Calling your child at school should be reserved for emergencies or matters of extreme importance.

TRAFFIC AND PARKING

Please observe the "Handicapped Parking" areas. If you are ticketed by the police for a violation, there is a fine assessed by the Corpus Christi Police Department. **DO NOT LEAVE VALUABLES, SUCH AS PURSES, IN YOUR VEHICLE OR YOUR ENGINE RUNNING WHILE YOU ENTER THE SCHOOL BUILDING. DO NOT LEAVE CHILDREN UNATTENDED IN VEHICLES IN THE PARKING LOT. Observe all safety rules. Follow the pattern for drop off and pick up as per the map. Refer back to the first two items under Safety Programs.**

DAY CARE

State licensed day care is available from 7:00 a.m. to 6:00 p.m., Monday through Friday to all children enrolled in First Baptist School. A yearly calendar will be printed and available showing all school and day care holidays. Anyone, other than a parent or guardian, must sign the child out in the school office and present a note from the office to the day care teacher._

A late charge of \$1.00 per minute is charged for children who are not picked up from the day care by 6:00 p.m. according to the **school clock**. In the event the child is not picked up by 7:00 p.m., the school has not been contacted by anyone eligible to pick up the child, and the school has been unable to contact anyone on the "emergency call" list, the police will be called and Child Welfare will be contacted.

HONOR CHOIR

To be selected as a member of the Honor Choir, a student must be able to sing on pitch. Honor Choir students are expected to have exemplary behavior both during rehearsals and at performances, and to attend all rehearsals and performances. Behavior unbecoming of a student and/or **one** absence that is not excused will result in dismissal from the Choir.

All students must maintain passing grades of 75 or above to participate in any performances.

FINANCIAL INFORMATION

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Change of address or telephone number must be reported to the office as soon as the change is made. It is important that the office records contain the correct information at all times. A school directory is available during the school year through the office.

INSURANCE

All employees and children enrolled in First Baptist School are covered with accident insurance. The school pays for this insurance coverage.

OPERATION EXPENSES

Tuition, fees, and gifts shall defray all of the operating expenses of the school. A monthly fee is paid to the church to help defray overhead expenses such as custodial services and utilities. This fee is currently \$7,000 per month, but is subject to change on a yearly basis. The church also charges the following expenses:

1. \$75 per day for use of church van
2. The school's portion of workman's compensation
3. \$550 monthly for use of the Recreation Center

Regular accounting services are rendered by an independent C.P.A. The school's entire financial records are studied on an annual basis and these reports are on file in the school office.

TUITION (PUBLISHED IN THE BROCHURE)

TUITION DISCOUNTS

- A. Discounts will be available to First Baptist Church Professional Staff Members
- B. Discounts will be given to First Baptist School full time employees
- C. Discounts will be given to First Baptist Church members (child, parent/parents, who are members; this does NOT include members of Sunday School only).
- D. Discounts for multiple children.
 1. First child – full rate
 2. Each child after the first receives a 5% discount

Neither credit nor refund is granted for a child's absence from school. In every case of withdrawal, tuition is payable to the end of the month in which the child is withdrawn. Tuition is due on the first of every month. **If tuition is not paid by 6:00 p.m. on the 5th of the month, a \$25 late fee will be assessed. If the balance of the tuition is not paid by the 20th of the month, the parent will be called and the child will have to be picked up and cannot attend school until the balance has been paid.** Balances not paid within two months will be turned over to a collection agency. There will be a \$25.00 returned check fee as well as any late fees that occur.

WITHDRAWAL PROCEDURES

Parents must submit in writing their plans, including dates, for withdrawing a child from First Baptist School. Charges will continue to incur until office personnel receive such notice.

PERSONNEL POLICIES

ACCREDITATION

FIRST BAPTIST SCHOOL IS ACCREDITED UNDER THE ACCREDITATION COMMISSION OF THE TEXAS ASSOCIATION OF BAPTIST SCHOOLS AND IS ON THE APPROVED LIST OF THE TEXAS EDUCATION AGENCY.

EMPLOYMENT OF PERSONNEL

The school personnel will be hired by the principal; with the approval of the School Committee. Applicants will be screened by a personal interview with the Principal and Day Care Director. Upon the completion of a written application form an applicant will be considered for employment. The School Principal will recommend the faculty and staff to the School committee.

PTO ~ PARENT TEACHER ORGANIZATION

The PTO is a parent teacher organization designed to enhance the operation of the school. All parents and teachers are encouraged to become members of this organization. Membership for the PTO is open to all.

SCHOOL COMMITTEE

The School Committee is nominated by the church nominating committee and elected by the church membership. The School committee shall consist of nine members and operate on a three-year rotation basis. The school principal shall be an ex-officio member of the School Committee. The committee shall follow the policies of the church in the administration of the school. In discharging its responsibilities, the School committee shall perform the following duties:

1. Determine policies and procedures for operating and administering the program
2. See that the school program complies with legal and licensing requirements
3. Organize efforts to inform church members about school program activities
4. Review reports and records to insure proper operation
5. Make regular reports to the church or approval and awareness.
6. Coordinate and work with other committees and groups in managing the activities and affairs of the weekday program.

TEACHER QUALIFICATIONS

First Baptist School recognizes that the very heart of its instructional program can be found in the teacher. The teacher must be a professing Christian dedicated to the task of Christian education. It is understood that all kindergarten and grade teachers will have an appropriate degree and certification.