

**FIRST BAPTIST CHRISTIAN SCHOOL**

**STUDENT HANDBOOK**

**2017-2018**



**First Baptist Christian School**

*"...they shall mount up with wings as eagles..."*

**Isaiah 40:31**

**201 WEST CONVENT STREET**

**LAFAYETTE, LA 70501**

**337-237-1546**

**FAX 337-237-9970**

**[www.fbcslafayette.com](http://www.fbcslafayette.com)**

## **MISSION STATEMENT**

**First Baptist Christian School is committed to partnering with parents to equip students to reach their full potential by providing academic excellence in a Christian environment.**

## **CORE VALUES**

- **Embracing a Christian worldview**
- **Excelling in academics**
- **Educating with a Biblical curriculum**
- **Equipping in discipleship**
- **Exemplifying Christian leadership**
- **Engaging parents and families**
- **Encouraging evangelistic focus**

**FBCS is approved by the Louisiana Department of Education and maintains membership with the Association of Christian Schools International (ACSI) and the Southern Baptist Association of Christian Schools (SBACS).**

## **F.A.I.T.H.**

### **A simple way to understand God's plan of salvation**

**Forgiveness.** "In Him we have redemption through His blood and the forgiveness of sins..." Ephesians 1:7

**Available.** His forgiveness is available to all. John 3:16

**Impossible.** It is impossible for sin to enter Heaven. Man is sinful. "For all have sinned and fall short of the glory of God." Romans 3:23

**Turn.** Turn means to repent, to turn from sin and self. "...But unless you repent, you will all likewise perish." Luke 13:3 Where should one turn? Turn to Christ. "...Christ died for our sins according to the Scriptures, that He was buried, that He was raised on the third day..." 1 Corinthians 15:3-4 "If you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved." Romans 10:9

**Heaven.** Heaven is eternal life offered by Christ. "I have come that they may have life and that they may have it more abundantly." John 10:10 "And If I go and prepare a place for you, I will come again and receive you to Myself, that where I am, there you may be also." John 14:3

**After accepting Christ as your Lord and Savior, FAITH takes on a new meaning Forsaking All, I Trust Him.**

## **CHAPEL**

**“Worship the Lord in the beauty of holiness.” Psalm 29:2**

**Chapel and worship services are important to us at FBCS. Each school day begins with prayer and pledges to the American Flag, the Christian Flag and the Bible. All of our students attend Bible classes every school day. Weekly chapel services are scheduled where the FBC ministers speak. FBCS conducts special large chapel services in the FBC Sanctuary throughout the school year where our students help lead in worship, and guests are invited to attend.**

## **ADMISSION POLICY**

**To be considered for admission to FBCS, every student must have submitted a completed and signed application. Immunization records, copies of Social Security cards, birth certificates, and copies of the latest report card and test scores are required. If a student were to transfer to FBCS from another school, a discipline form provided by FBCS must be completed by the principal or disciplinarian of that school and faxed from that school to FBCS at 337-237-9970.**

**After admission testing, the student's scores will be reviewed, and the student will be considered for admission. Our curriculum is designed for students who perform academically at or above grade level. No modifications are made for students with learning differences.**

**If a student were to be admitted to FBCS, official school records must be transferred school to school.**

**FBCS does not discriminate on the basis of race in the administration of its educational policies, admission policies, scholarship programs, and other school administered programs.**

### **Health Records**

**Current immunization records of students must be on file prior to the first day of school for each school year. Immunization records must be updated as needed.**

## **Student Fees/Tuition**

**The parent/guardian is responsible for payments of all student fees and tuition. The registration fee is non-refundable. A full refund of tuition will be made if a child were to withdraw before the first day of classes. Half of the tuition will be refunded if a child withdraws from school before the second semester begins. Refunds are not given if a child were to withdraw after the second semester begins. If payment of tuition were to be delinquent, the student may not be admitted to classes until payment is received.**

## **Tuition Payment Options**

**Option 1: If payment were to be made in full prior to the beginning of school in August, a \$100 discount will be given per student.**

**Option 2: Fifty percent of a family's tuition is due before the first day of classes, and the remaining fifty percent is due the following January.**

**Option 3: Tuition may be paid monthly by bank draft only. Payments must be drafted each month. Draft documents and draft agreements must be signed in the accountant's office before students begin classes.**

## **Withdrawal and Transfer**

**Before a student is officially withdrawn from FBCS, a withdrawal form must be signed by the parent/guardian. All school property must be returned. Final completion of all obligations must be cleared through the office.**

## **Student Record Duplication**

**Duplication of student records for the purpose of enrolling in another school is free of charge for the first copy. There will be a five dollar charge for each subsequent copy. Official records must be transferred school to school.**

## **Age Requirement**

**The minimum age for a student entering preK3 shall be age 3 by September 30, of the year in which the student enters preK3. The minimum age of a student entering preK4 shall be age 4 by September 30, of the year in which the student enters preK4. The minimum age of a student entering K5 shall be age 5 by September 30, of the year the student enters K5. The minimum age of a student entering first grade shall be age 6 by September 30, of the year the student enters first grade.**

## **ATTENDANCE POLICY**

**Regular attendance is necessary for each student to achieve his/her best in school; however, if a student were to be absent from classes, he/she must return with a dated statement, signed by a parent/guardian, explaining his/her absence. When possible, a doctor's excuse should be given explaining the reason for absence. If a student were to be absent, the school may be contacted by 9 a.m. the day of the absence, so that the student's class work and homework may be collected for pick up by a parent. A student must be free of fever for 24 hours before returning to school.**

**In order to be eligible to receive grades, high school students shall be in attendance a minimum of 26,400 minutes (the equivalent of 80 days of 330 minutes each) per course each semester or 52,800 minutes (the equivalent of 160 days of 330 minutes each) per course during a school year. Elementary students shall be in attendance a minimum of 52,800 minutes (the equivalent of 160 days of 330 minutes each) a school year. Students in high school who do not meet the attendance requirements in each class, may lose Carnegie units (credits). Elementary students who do not meet attendance requirements may not be promoted to the next grade.**

**In order for a student to be counted present for half day attendance, he/she must be present 25%-50% of the school day. In order for a student to be counted present for the entire day, he/she must be present 51% or more of the school day.**



## **GRADING POLICY**

**PreK3, preK4 (All subjects)**

**92-100 E (Excellent)**

**83-91 G (Good)**

**75-82 S (Satisfactory)**

**67-74 N (Needs improvement)**

**0-66 U (Unsatisfactory performance)**

**K5 through high school (All subjects)**

**92-100 A**

**83-91 B**

**75-82 C**

**67-74 D**

**0-66 F**

**No mid-term or final examinations will be given in Grades 1-5. Final examinations will be given in Grades 6-8. Both mid-term and final examinations will be given in high school (semester finals). No conduct grades will be given in Grades 5-12.**

**In K5 through 8<sup>th</sup> grades, final course grades will be determined by averaging the four nine week grades. For high school, the four quarter grades will be 80% of the overall course average, and the mid-term and final examinations will be 20% of the overall course average.**

## **GRADE REPORTING**

**In an effort to keep parents well informed, the following procedures will be followed:**

- 1. Teachers of Grades preK3 and preK4 will send home daily work, along with the daily conduct sheet, in the students' folders.**
- 2. Teachers of Grades K5 through 3 will send home weekly tests/quizzes and a conduct report in a test folder. These are to be signed and returned to the teacher.**
- 3. For students in Grades 4 through 8 and high school, tests/quizzes will not be sent home. Individual papers may be viewed in the office at the request of the parent. Student in Grades 6 through 12 will receive no conduct grades.**
- 4. Grades for students in K5 through high school should be updated online once each week. Parents will be given passwords to check their students' grades.**

**Note: Because of the significant curriculum adjustment in Grade 4, graded tests will be sent home only during the first nine weeks. This will equip parents to help their children adjust to the testing methods and the curriculum load in Grade 4.**

**Report cards for all FBCS students will be issued at the end of each nine-week period.**

## **RETENTION**

### **PreK3 and preK4**

**After reviewing the grades, retention may be suggested if a student in preK3 or preK4 has had difficulty academically or in maturing. The teacher and parent must remain in communication during the school year.**

### **Kindergarten (K5)**

**A student will be retained if he/she were to fail either reading or numbers or if he/she were to fail both reading and numbers.**

### **Grades 1-8**

- 1. A student will be retained if he/she were to fail two major subjects as listed.**
- 2. A student will be retained if he/she were to fail one major and two minor subjects.**
- 3. All retentions must be reviewed by the principal and teachers involved.**
- 4. If a student were to fail reading or mathematics, summer tutoring will be required as approved by the principal. If grade level were not to be achieved during the summer tutoring, as determined by a proficiency exam, in-house tutoring during the school year will be required until the student reaches grade level work.**

## **RETENTION (CONTINUED)**

### **Major Subjects (Grades 1-8)**

**Grades 1 through 3: reading, language, and mathematics**

**Grades 4 through 8: reading, language, mathematics, social studies, and science**

### **High School (Grades 9-12)**

**If a high school student were to fail a subject, he/she would not be awarded a Carnegie unit (credit) for that particular subject. Meeting course requirements through an approved credit recovery summer program or correspondence coursework may be allowed in order for the student to receive Carnegie units (credits).**

### **Report Cards**

**Report cards will be issued at the end of each nine week period. All students have one week from the date of issue to return report cards. Report cards must be signed by a parent or guardian. For transfer students, grades from the previous school will be averaged with grades from the current grading period at FBCS.**

## **Academic Honors**

**After each grading period, the students in Grades 1 through 12 who achieved Principal's List and Honor Roll will be announced.**

### **Requirements for Principal's List (Grades 1 through 12)**

**In order to receive Principal's List, a student must have no grade below an A (Grades 92 or higher). If students in Grades 1-4 were to receive detentions or suspensions during a certain quarter, they may not receive Principal's List during that quarter, due to the effect detentions and suspensions have on their conduct grades. If students in Grades 5-12 were to receive suspensions during a certain quarter, they may not receive Principal's List during that quarter. (Grades 5-12 do not receive conduct grades.) Handwriting is not considered a subject for Principal's List.**

### **Requirements for Honor Roll (Grades 1 through 12)**

**In order to receive Honor Roll, a student must have no grades below a B (83). If students in Grades 1-4 were to receive detentions or suspensions during a certain quarter, they may not receive Honor Roll during that quarter, due to the effect detentions and suspensions have on their conduct grades. If students in Grades 5-12 were to receive suspensions during a certain quarter, they may not receive Honor Roll during that quarter. (Grades 5-12 do not receive conduct grades.) Handwriting is not considered a subject for Honor Roll.**

## **Parent Conferences**

**Parent/Teacher Conferences will be scheduled on a day after the first quarter. Students will not report to school on that day. If other parent/teacher conferences are needed, a parent may make an appointment with the teacher, or the teacher may make an appointment with the parent. Do not text a teacher during the school hours. The teachers are busy instructing and supervising students.**

## **Athletic Eligibility**

**In order for a student in Grades 4-12 to be academically eligible to participate in sports at FBCS, he/she must maintain a minimum GPA of 2.0 in subjects in which students are regularly tested. Those subjects in Grades 4-8 include math, language, reading, spelling, history, science, and Bible. In high school (Grades 9-12), this includes all subjects. Grades will be reviewed at the end of each nine-week grading period.**

## **DISCIPLINE POLICY**

**There are five levels of school-wide discipline applied at FBCS: infractions, demerits, detentions, suspensions, and expulsion. A student usually begins at the infraction level; although, there are certain behaviors that warrant action at upper levels of discipline and at the principal's discretion.**

**3 infractions = 1 demerit**

**4 demerits = 1<sup>st</sup> detention**

**8 demerits = 2<sup>nd</sup> detention**

**12 demerits = 3<sup>rd</sup> detention**

**16 demerits = one-day in-house suspension**

**20 demerits = two-day in-house suspension**

**24 demerits = three-day in-house suspension**

**28 demerits = possible expulsion**

**Once a suspension is assigned, after 4 additional demerits, the next level suspension will be assigned.**

**Detention will be served after school and be supervised by a teacher at the cost of fifteen dollars (\$15) per student per detention, due the day of the detention. Checks must be made out to FBCS. Cash or checks must be turned in to the FBCS office.**

## **DISCIPLINE POLICY (Continued)**

**In-house suspensions will be supervised by a paid adult at the expense of the parent/guardian at the rate of \$60 per day, due the day of the suspension.**

**Students receiving a detention or suspension will not receive Principal's List or Honor Roll for the quarter in which the detention or suspension is given, thus affecting the end of the year Principal's List and Honor Roll.**

**If a student were to be expelled, he/she may not apply for re-enrollment to FBCS for at least one full year from the date of expulsion.**

**FBCS reserves the right to search any and all students' belongings including, but not limited to, backpacks, lockers, and clothing.**



## **DISCIPLINE POLICY (Continued)**

### **Level 1-----Examples of behavior that may result in infractions**

- **Talking in class without permission**
- **Out of seat without permission**
- **Violation of the dress code**
- **Chewing gum or eating candy in class**
- **Violation of class/playground rules**
- **Failing to return a signed infraction the day after it was given**

### **Level 2-----Examples of behavior that may result in demerits**

- **Disturbing others in classroom/hall/playground, including horseplay**
- **Arguing or showing disrespect to others including adults**
- **Unexcused tardiness—3 unexcused will equal one demerit--cumulative for the year**
- **Drawing/writing offensive words or pictures**
- **Drawing/writing on school property**
- **Throwing objects at others**
- **Failing to return a signed demerit the day after it was given**
- **Public display of affection**
- **Minor bullying incident/cyber bullying**

## **DISCIPLINE POLICY (Continued)**

**Level 3-----Examples of behavior that may result in automatic detentions**

- **Vandalism**
- **Cell phones found at school**
- **Cheating/plagiarism**
- **Stealing**
- **Possession of unauthorized electronic devices**
- **Deliberate damage to another's property**
- **Excessive horseplay resulting in injury to another student**
- **Lying**
- **Leaving class without permission**
- **Profanity by gesture or word**
- **Throwing objects at others with intent to harm**
- **Forging a signature**
- **Disrespect of an adult**
- **Misbehavior while serving a detention**
- **Harsh bullying incidents/cyber bullying**

**No homework is to be done during detention. If a student were to have an unexcused absence for detention, that detention must be reassigned and an additional detention must be given.**

## **DISCIPLINE POLICY (Continued)**

**Level 4-----Examples of behavior that may result in automatic suspensions**

- **Willful disobedience**
- **Physical violence toward another student**
- **Severe disrespect**
- **Continued bullying/cyber bullying**
- **Repeated incident of cheating or plagiarism**

**In cases of suspension, the student may receive a zero on all work missed. Upon suspension, a letter will be sent to the parents regarding the suspension. Students in Grades 1-4 who have been issued a suspension will receive a failing grade in conduct for the nine week period in which the suspension was served. Students in Grades 5 through high school, who receive a suspension may not attend field trips.**

**Level 5-----Examples of behavior that may result in expulsion**

- **Possession of firearms, any and all tobacco products, illegal drugs, knives, and homemade weapons, and/or at the discretion of the principal**
- **Possession of prescription containers**
- **Excessive and/or repeated physical violence towards adults or students or sever bullying incidents**

## **DRESS CODE POLICY**

**FBCS believes in Biblical standards of discreetness and modesty in dress. Uniform standards help to instill training that molds academic, moral, and ethical behavior. Items of clothing should be marked with the student's name. All emblems and/or insignia on clothing not related to FBCS are not to be worn.**

**Official uniforms may be purchased at:**

**Young Fashions**

**2722 Kaliste Saloom Rd, Lafayette**

**337-988-3600 or 1-800-824-4154**

**High school color block shirts, FBCS Spirit Shirts, and FBCS hoodies must be purchased from the school office.**

**PE uniform shirts are sold at the FBCS Athletic Department.**

## **DRESS CODE POLICY (Girls in Grades preK3-12)**

**Hair-----Hair should be neat and clean and out of the eyes. Extreme hair colors/styles are not accepted.**

**Caps-----Baseball caps, bandanas, hats, and sunglasses are not to be worn in the classrooms. During cold weather, winter hats may be worn outside only.**

**Jewelry-----If jewelry were to be worn, earrings should not dangle below the ear lobe. Only one earring per ear lobe is allowed. The ear is the only body part that may be adorned with pierced jewelry. Only one necklace may be worn.**

**Makeup-----For Grades 6-12 only and must be a minimal amount**

**Shirts-----Shirts must be tucked in, unless a student were to wear the navy banded shirt. Official navy knit polo shirts (banded or unbanded) or official oxford cloth shirts with the school crest on each must be worn. High school girls may also choose to wear the official navy and white color block shirts with the school crest on each. White oxford shirts must be worn on Chapel days. For high school grades, Chapel days are usually scheduled on Wednesdays. For Grades preK3-8, Chapel days are usually scheduled on Thursdays. FBCS Spirit Shirts may be worn every Friday unless otherwise noted.**

**Jumpers-----Only students in preK3, preK4, and K5 may wear the official plaid jumpers, not shorter than 3" above the knee when kneeling. Navy shorts must be worn under the jumpers.**

## **DRESS CODE POLICY (For girls continued)**

**Skirts-----Official plaid skirts may be worn by girls in Grades 1-12. The length of the skirts must not be shorter than 3” above the knee when kneeling. Navy shorts must be worn under the skirts.**

**Pants/Shorts-----Official plaid shorts or official khaki shorts may be worn by girls in Grades preK3-12 and must be worn at the natural waist. Shorts must be no more than 3” above the knees when kneeling. Official khaki pants may be worn by girls in Grades preK3-12.**

**Only students in high school have the option to wear uniform khaki shorts or pants purchased at Academy. On Fridays, only students in high school have the option to wear athletic pants that are solid navy or navy with white stripes and may be worn with FBCS Spirit Shirts or FBCS athletic hoodies.**

**Belts-----Belts must be navy, black, or brown. Belts are not required to be worn with the banded navy polo shirts.**

**Socks-----Plain solid white or black socks with no emblems must be worn and must be visible. Navy or white tights may be worn under skirts or jumpers.**

**Shoes-----Only athletic shoes may be worn. No boots, light up shoes, shoes with wheels, or backless shoes may be worn. Students in preK3, preK4, and K5 are encouraged to wear Velcro closures on shoes.**

## **DRESS CODE POLICY (For girls continued)**

**Outerwear-----Coats must be removed when entering the classroom. Only official cardigan sweaters and official V-neck sweaters with the school crest on each or FBCS hoodies may be worn in the classrooms.**

**PE Uniforms for Grades 7-12-----Solid navy knit shorts with no logo or writing on them and an FBCS PE shirt must be worn. The PE shirts must be purchased at the FBCS Athletic Department.**

**Tattoos-----No tattoos**

## **DRESS CODE POLICY (Boys in Grades preK3-12)**

**Hair-----Hair should be neat and clean, not touching the collar, cut above the eyebrows, no longer in length than mid-ear, and no extreme styles or colors. Boys must be clean-shaven.**

**Caps-----Baseball caps, hats, bandanas, or sunglasses are not to be worn in the classrooms. During cold weather, winter hats may be worn outside only.**

**Jewelry-----No earrings are to be worn by boys. Only one necklace may be worn.**

**Shirts-----Shirts must be tucked in, unless a student were to wear the navy banded shirts. Official navy knit polo shirts (banded or unbanded) or official oxford cloth shirts with the school crest on each must be worn. High school boys may also choose to wear the official navy and white color block shirts with the school crest on each. White oxford shirts must be worn on Chapel days. For high school grades, Chapel days are usually scheduled on Wednesdays. For Grades preK3-8, Chapel days are usually scheduled on Thursdays. FBCS Spirit Shirts may be worn every Friday unless otherwise noted.**



## **DRESS CODE POLICY (For boys continued)**

**Pants/Shorts-----Official khaki shorts or pants must be worn and worn at the visible waist. Shorts must be no more than 3” above the knees.**

**Only students in high school have the option to wear uniform khaki shorts or pants purchased at Academy. On Fridays, only students in high school have the option to wear athletic pants that are solid navy or navy with white stripes. These may be worn with FBCS Spirit Shirts or FBCS athletic hoodies.**

**Belts-----Belts must be navy, black, or brown. Belts are not required with the navy banded shirts.**

**Socks-----Plain solid white or black socks with no emblems must be worn and must be visible.**

**Shoes-----Only athletic shoes must be worn. No boots, light up shoes, shoes with wheels, or backless shoes may be worn. Students in preK3, preK4, and K5 are encouraged to wear Velcro closures on shoes.**

**Outwear-----Coats must be removed upon entering the classrooms. Only official sweater vests and official V-neck sweaters with the school crest on each or FBCS hoodies may be worn in the classrooms.**

**PE Uniforms for Grades 7-12-----Solid navy knit shorts with no logo or writing on them and an FBCS PE shirt must be worn. The PE shirts must be purchased at the FBCS Athletic Department.**

**Tattoos-----No tattoos**

## **ADDITIONAL SCHOOL POLICIES**

### **Fundraising Activities**

**All fundraising activities must be approved and scheduled by the principal. Organizations groups or individuals of this school will not participate in and/or accept benefits derived from any fundraising activity that has not received prior approval.**

### **Communicable Diseases**

**Upon having any of the following diseases, a student should have the consent from either a physician or the Health Department to return to school: Measles, Mumps, Pneumonia, Whooping Cough, Impetigo, Lice, Pinworms, Scabies, Ringworms, Chicken Pox, Pink Eye, Strep Throat, and Fifth Disease.**

### **Accidents**

**All accidents occurring in the school building, on the school grounds, or at any activity sponsored by the school must be reported immediately to the person in charge and reported to the office where an accident form may be completed.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Field Trips**

**Field Trips are worthwhile if properly utilized as a means of instruction. Teachers must follow this list:**

- 1. All arrangements for the trips must be made at least 2 weeks in advance. These arrangements must be made by the teacher with the principal.**
- 2. The purpose of the trip shall be made known to the principal and the parents.**
- 3. Written permission from the parent must be secured for each student prior to the field trip.**
- 4. Students shall be briefed before departure as to proper conduct, things to look for during the visit, etc.**
- 5. The teacher and principal are responsible for securing proper means of transportation.**
- 6. All trips shall be properly chaperoned.**
- 7. No siblings may attend the field trips.**

### **Extended Care**

**Extended Care is offered for the students enrolled at FBCS. This service is offered each school day unless otherwise noted until 5:30 p.m. while school is in session. When a half day dismissal is scheduled, Extended Care will not be available.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **After School**

**At the end of the school day, all full-time teachers are required to help with the dismissal of students and perform duties on the playground and at the loading area. The children of all employees are required to be in Extended Care or outside with the other students. All students must be under adult supervision. Students may not return to the classrooms without supervision by FBCS personnel.**

### **Student Supervision in the Mornings**

**FBCS is open for supervision of students at 7:30 a.m. each school day. Students should not be left unattended outside the school building before 7:30 a.m.**

### **Visitors**

**All visitors must report to the front office located at 201 West Convent Street. Visitors are required to wear Visitor Passes. Students may not bring visitors to school. A student interested in enrolling at FBCS should see the principal for scheduling a classroom visit. Parents are required to make an appointment to see a teacher, the principal, or to observe in a classroom.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Signing In/Signing Out/Tardiness**

**Students who are late reporting to school in the morning must sign in at the front desk. Students arriving after 8 a.m. must enter using the West Convent Street doors. The West Convent Street doors are not for student admission until after 8 a.m.**

**A parent or guardian must come to school to sign a student in or out. Students who are leaving early must check out in the front office before 2:30 p.m. Unless there were to be an emergency, please do not call the front office after 2:30 p.m., as this time is spent finishing the school day and preparing for dismissal.**

### **Medication**

**If it were to become necessary for students to take any form of prescribed medication at school, a Release from Liability Form must be signed by the parent in the presence of the office staff. Prescribed medication must be in its original container and will be kept and dispensed in the office. No prescription containers should be in a student's possession at school. Expulsion may occur if a student were to have medications in his/her possession. This includes cough drops and other non-prescription drugs.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Telephones/Cell Phones**

**The office phone is for school business; and it may be used only with the permission of the office staff. In case of an emergency, please contact the school office between the hours of 8 a.m. and 3 p.m. If an emergency were to occur after 3 p.m., please call Extended Care Director Jennifer Cradeur at 337-654-1539.**

**Students in Grades preK3 through 8<sup>th</sup> should not have cell phones at school; however, if a parent were to deem this necessary, the cell phone must be given to the homeroom teacher and will be returned when the student leaves the campus. If a student's cell phone were to be found at school between 7:30 a.m. and 5:30 p.m., the cell phone would be confiscated, held in the school office until a parent/guardian comes to get the phone, and the student would be assigned an automatic detention.**

**Students in Grades 9-12 may have a cell phone at school—turned off and in his/her backpack. It may not be used during the school hours of 7:30 a.m. until dismissal. If a cell phone were to be taken out of a student's backpack, it may be confiscated and held in the school office for a parent/guardian to get the phone, and the student would be assigned an automatic detention.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Lockers**

**If lockers were to be assigned to students, students must use only the lockers assigned. Students are cautioned not to keep money and/or valuables in their lockers. Lockers are the property of the school, and they are subject to periodic, unannounced inspections by the principal and/or teachers to assure the safety and well-being of our students and staff.**

### **Prohibited items**

**Students may not bring unauthorized electronic devices to school.**

**Toys that would be distracting in class should not be brought to school. Examples: Pokemon cards and Fidget Spinners**

### **Inclement Weather/School Closing**

**For school closings, the local television stations will be called. Also, each teacher will call and/or text his/her students.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Fire Drills**

**A fire drill shall be held at least once each month and twice the first month of school while school is in session. All students, staff, and visitors must evacuate. Students and adults may not run. Teachers are responsible to see that all students have safely exited the building. The teachers must take roll after they have taken their positions outside of the building. The principal must be notified immediately if any student were to be missing. Teachers should keep students acquainted with escape exits.**

### **Tornado Drills**

**Upon hearing the alert, students are to report to their assigned areas. Students should sit on the floor facing the wall with knees up, heads down, and arms wrapped over their heads.**



## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Hallways/Sidewalks**

**All students must remain quiet in the hallways and on the sidewalks when walking to the cafeteria, high school building, gym, library, or any other classroom. Students should stay on the right-hand side of the hallway and the sidewalk when passing other students and teachers.**

### **Lunches/Lunchroom Conduct**

**Students may purchase lunches from the school or bring lunches from home. Each school morning, we try to check and see that every student has a lunch and call parents if students were not to have lunch. If someone were to bring a lunch to a student, it will be left in the office until time for lunch.**

**Quiet talking is allowed in the lunchroom; however, students are encouraged to eat first before engaging in conversation. Students must sit in areas assigned by the teachers.**

**Due to the size of our eating areas, parents must limit their visitation during lunch times.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Carline**

**If you were to need to check out your student(s) early, please do so by 2:30 p.m. If you were to have an emergency after 2:30 p.m., call the front desk at 237-1546 for assistance. If you were to need to give the school specific instructions for your child's dismissal, please do so by 2:30 p.m.**

**Unless otherwise instructed, all students will go to carline. If a student were not to be picked up in carline, that student will be sent to Extended Care after the carline is completed.**

**Students who go to Extended Care may be picked up when Extended Care goes outside (around 3:20 p.m.). In the case of inclement weather, Extended Care students may remain inside after school. In these incidences, parents may pick up Extended Care students after carline is complete. If you were to have an emergency, please call the front desk at 237-1546 or Jennifer Cradeur at 654-1539 for assistance. An Extended Care worker will walk your students(s) to the door to meet you. Please do not go inside the building to pick up your student(s), as this is a time when we are trying very hard to remain organized in our dismissal.**

**Parents will be given carline numbers. These numbers need to be visible when driving in carline. Be sure that they are easily seen. Students must have their carline numbers memorized and listen as teachers call out the numbers.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Carline (continued)**

**Carline is not the time for parent/teacher conferences, as teachers are trying to safely and quickly load students.**

**For the safety of the students, do not allow younger siblings to get out of the cars while waiting for older siblings. Younger siblings do not need to walk around the parking lot or on the sidewalks.**

**Students in Grades 7-12 are not released from classes until 3 p.m. Parents of students in Grades 7-12 may arrive at 3:10 p.m. to pick up students. In doing this, parents of students in Grades 7-12 will not have to wait as long for their student(s).**

**Do not text teachers during the school hours. They must be teaching or supervising students or loading students during carline. If you need to give a teacher a message, please call the school office at 237-1546. The office personnel will relay your message to the teacher.**

**Parents must communicate with their students as to whether or not they are to go to carline or to Extended Care. Carline should not be stopped for teachers to call for a student who has gone to Extended Care. If afternoon plans have changed for parents, parents should wait until 3:15 p.m. to pick up their students.**

**For the safety of our students and teachers, all students need to be unloaded and loaded on the passenger side. Please make the necessary adjustments if a student requires a car seat.**

## **ADDITIONAL SCHOOL POLICIES (Continued)**

### **Carline (continued)**

**With written parental permission given to the office to be kept on file, high school students may walk to their parents or parents' place of business; however, they may not be released until 3 p.m. or 11:30 a.m. on early dismissal days.**

**With written parental permission given to the office to be kept on file, high school students may drive to school; however, they are not allowed to go to their vehicles during the school day.**

## **PLEDGES**

### **Pledge to the American Flag**

**I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.**

### **Pledge to the Christian Flag**

**I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one brotherhood uniting all Christians in service and love.**

### **Pledge to the Bible**

**I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.**