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FIRST BAPTIST CHRISTIAN  
SCHOOL

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STUDENT  
HANDBOOK

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2011 - 2012

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## INTRODUCTION

### OUR MISSION

First Baptist Christian School is a ministry of First Baptist Church whose mission is to offer a Christ-centered academic program of excellence. It is our desire to support actively involved Christian parents in their God-given responsibility to train their children to glorify God and to be fully equipped as moral, intelligent, productive, and responsible citizens who will serve and witness to the world.

### OUR OBJECTIVE

The objective of our school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a. “And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words which I command thee this day, shall be in thine heart: *and thou shalt teach them diligently unto thy children.*” -and-Proverbs 22:6 to “*...train up a child in the way he should go.*” Teaching is training. Training for life must include training for eternity. First Baptist Christian School is an extension of the Christian home here to train young people for time and eternity in a Christian environment.

### OUR PLEDGE

We pledge to work closely with parents to provide a high quality education with consistent discipline and practical Bible teaching. Our staff strives to model and encourage a Godly life in a loving Christian atmosphere. We take the task of Christian education very seriously, and consider it an honor and a privilege that you would entrust this responsibility to us. We pray that your student will find God’s purpose for his or her life here at First Baptist Christian School.

## ARTICLES OF FAITH

- I. We believe the Bible, consisting of the sixty-six books of the Old and New Testaments, to be the inspired, inerrant, and infallible, authoritative Word of God. At First Baptist Church we use the King James Version from the pulpit and in the classroom.
- II. We believe that there is one triune God, as revealed in the Bible, eternally existent in the persons of Father, Son, and Holy Spirit. These three are one in essence, but distinct in person and function.
- III. We believe that God the Father is the first Person of the trinity. As infinite Spirit, He is the source, support, and end of all things. He is the Designer of creation, Speaker of revelation, the Author of redemption, and the Sovereign of history.
- IV. We believe that Jesus Christ is the second Person of the trinity. By His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, and His bodily resurrection, He became the physical manifestation of the Godhead to mankind.
- V. We affirm that the Holy Spirit is the third Person of the trinity. He is the Agent of conviction, regeneration, indwelling, sanctification, and illumination of all who are born into God's family through Jesus Christ.
- VI. We believe the universe was created in six literal days out of nothing.
- VII. We believe that salvation is the free gift of God received only by personal faith in the Lord Jesus Christ and His finished work on the cross. We believe this salvation is once-for-all: that God will not take this gift of salvation back.
- VIII. We believe in the resurrection of both the saved and lost: those that are saved unto the resurrection of eternal life and those that are lost unto the resurrection of eternal death in Hell and the lake of fire.
- IX. We believe in the spiritual unity of all believers in our Lord Jesus Christ, known as the bride of Christ.
- X. We believe that God has ordained the local church for the perpetuation of His truth and work in the world.
- XI. We believe in the imminent return of Jesus Christ for all believers. The rapture of the saints will be followed by the seven-year period of tribulation, one-thousand-year earthly reign of Christ, and the eternal reign of Christ in the new heaven and new earth.

**A FULLER EXPLANATION OF THESE DOCTRINES CAN BE FOUND IN THE  
FIRST BAPTIST CHURCH CONSTITUTION. ALL QUESTIONS MAY BE  
REFERRED TO THE PASTOR, WHO WILL BE HAPPY TO EXPLAIN ANY  
POSITION THE CHURCH AND SCHOOL TAKE.**

## SCHOOL INFORMATION

### NOTICE OF AFFILIATION

First Baptist Christian School is a ministry of First Baptist Church. Therefore, the Pastor of First Baptist Church is overseer and administrator of the school. All staff members of FBCS are members of First Baptist Church.

### NOTICE OF NON-DISCRIMINATORY POLICY TO STUDENTS

The First Baptist Christian School of Park Rapids, Minnesota, 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. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

### ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may or may not be Christians.

First Baptist Christian School has not sought accreditation by any governmental agency for several reasons. We would be required to use textbooks adopted by the state. Such texts are developed by secular writers who in many ways reject our Lord Jesus Christ, and in fact extol concepts contrary to teachings of the Bible. Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often inferior or in opposition to those of Christian institutions. It seems unreasonable for us to expect parents to withdraw their student from a government school with its academic and moral ills and place him in a private institution with the same curriculum, methods, and objectives.

Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus they evaluate each applicant's academic aptitude through nationally standardized tests.

In lieu of accreditation, First Baptist Christian School is a member of the American Association of Christian schools (AACCS) and the Minnesota Association of Christian Schools (MACS). We also have model status with the ACE School of Tomorrow, the Christian organization that writes and develops our curriculum.

First Baptist Church also offers, in lieu of accreditation, dual enrollment in Lighthouse Christian Academy, which is a program designed especially for schools using the A.C.E. curriculum. Lighthouse Christian Academy is accredited through the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Through LCA, students at First Baptist Christian School can receive an accredited transcript and diploma. Applications for enrollment in this program must be received before October 1<sup>st</sup>. Any interested parties can contact staff at First Baptist Christian School.

### CURRICULUM

Our curriculum and instructional program is designed and implemented to properly train students who wish to continue their education beyond high school. The curriculum currently used is developed by the School of Tomorrow curriculum, which contains a full scope and sequence of materials from grades Pre-K through 12. We have successfully used this material for more than 35 years and it is constantly being updated to keep up with the changing times. We have the freedom, however, to supplement the A.C.E. curriculum with other curricula as we see fit and within A.C.E. guidelines.

# ADMISSIONS POLICIES

## ADMISSIONS PROCEDURES AND REQUIREMENTS

First Baptist Christian School is not intended to be a corrective institution. Therefore, students must have a desire to attend First Baptist Christian School. ***Please refer to the following considerations when enrolling your child in FBCS.***

1. FBCS is a ministry to Christian families. Therefore, students and parents are required to regularly attend and belong to a Bible-believing church.
2. Because FBCS is a ministry of First Baptist Church, if space is limited, students who are members of FBC and returning students will be considered for enrollment first.
3. To enroll your child, the following items must be completed and returned to the FBCS office prior to the first day of school:

✓ Application Form	✓ Copy of Last Report Card
✓ Registration Fee	✓ Medical Form
✓ Parent/Student Agreement	✓ Immunization Form
4. Once the application is completed, the Administration will contact you to set up your enrollment interview with both parents and students.
5. Once accepted for enrollment, a diagnostic test will be administered to determine grade/pace placement.
6. Parents and students should read this handbook thoroughly and show agreement by signing and returning the agreement form in the back of this book prior to the first day of school.
7. Parents should also schedule an orientation class. This serves to familiarize parents with the FBCS curriculum and answer all questions concerning school policies and procedures. The mandatory meeting will be held on August 23, 2011.
8. First Baptist Christian School, as a Christian institution, reserves the privilege of setting and maintaining its own standards for admission and student conduct. The school maintains the right to refuse admittance to any applicant on the basis of its enrollment criteria.
9. Exclusions - The following students cannot be admitted to FBCS:

✓ Expectant mothers
✓ Students who will be 21 years of age at time of graduation
✓ Students who use tobacco, alcohol, or drugs
✓ Students who have been arrested
10. All new students will be accepted on a 1st quarter probation status. They should be in agreement with and abide by the standard of conduct, maintain a good attitude towards their school work while maintaining proper academic balance, and be in submission to and have respect towards authority. Any student who violates the Standard of Conduct as set forth by this school may be subject to dismissal.

## RE-ENROLLMENT PROCEDURE

Students re-enrolling must do so by July 15th to be guaranteed preferential enrollment and to reserve a place for them for the coming school year. Students are not automatically considered for re-enrollment. The previous school bill must be paid in full before students are accepted for re-enrollment. The re-enrollment form and the re-enrollment fee must be turned in to the school office. Please note: Applications for re-enrollment will be approved at the discretion of the Administration's enrollment criteria.

## WITHDRAWAL PROCEDURE

If a student desires to withdraw from the school for any reason, a notice should be submitted to the school in writing seven days prior to withdrawal to guarantee reimbursement of tuition. A tuition refund will be given only for full months of the remaining school year which were paid ahead. All other school fees, such as pace charges, registration fees, etc. will not be refunded and must be paid in full.

First Baptist Christian School reserves the right to request the withdrawal of any student that is not in compliance with school policies. A one week notice will generally be given if a student withdrawal is requested.

## FINANCIAL INFORMATION

### TUITION AND FEE SCHEDULE

<b>Tuition and Fees</b>	<b>Non-Members</b>	<b>Members</b>
Registration Fee (non-refundable)	\$145	\$145
Re-enrollment Fee (non-refundable)	\$120	\$120
Monthly Tuition and Book Fees:		
1st Student	\$195	\$165
2nd Student	\$175	\$145
3rd Student	\$155	\$135
Additional Students	\$135	\$125

Pre-enrollment by July 25, 2011 will earn enrollees a \$20 discount on their Registration Fee.

### OTHER EXPENSES

Parents will be responsible to pay for school materials used by the students. Extra Pace charges are \$3.00 per pace. A \$10 monthly usage fee per student will be charged for computer and library resource use. Students **may** be asked to purchase a PE shirt, which will vary in price according to size. Parents will also be responsible for other minimal fees such as craft projects, Home-Ec and Shop projects, as well as field trips.

### BILLING

School bills will be sent out on the first of the month and are due by the 15th of that month. If payment is more than 3 days late you will receive a courtesy call of reminder. A late fee of \$25 may be added if payment is not received by the 25<sup>th</sup> of the month. If the school bill is not paid in full by the next billing period, the student may not attend school until the account is reconciled.

Parents are asked to contact the school immediately if it is necessary to make other arrangements. Delinquent school bills may be turned over to a collection agency.

## ATTENDANCE POLICIES

Since school is preparing students for life, and teaching them responsibility, it is important that they learn to take school seriously just as they would a job.

### ABSENCES

Doctor, dental, music or other appointments are to be made after school hours whenever possible. Absences other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor, and the student is sufficiently advanced in his/her work. Students will be counted absent for half a day if arriving later than 10 AM or leave before 1:30 PM.

### TARDINESS

A student is considered tardy if he/she is not in the Learning Center ready at their desk at 8:25 AM. If a student is tardy three days without a legitimate excuse, he/she will be counted absent for one full day. Tardiness is unexcused unless otherwise inhibited by circumstances beyond your control.

### EXCUSE NOTES

If a student is absent or tardy, he/she must bring a note to school when he/she returns. The note must explain why the student was not in school. If a student is absent three or more days due to illness he/she must bring a note from the doctor giving the student's illness or reason for being unable to attend school. If a note is not provided, the absence will be unexcused. All unexcused absences must be made up after school unless goals are current. If the absence is foreseeable, a note should be sent in advance. A demerit will be issued each day afterward until a note is brought in. If a student is going to be absent unexpectedly, parents must place a phone call to the school each day the child is absent, between 8:00am and 8:30am.

### TRUANCY

Excessive absences will inhibit the student's progress. A student will be considered truant if he is not in school for one week and does not have a reasonable excuse for being absent. Truancy must be reported to the authorities according to state law. The authorities, in our case is Social Services. If a student is absent 45 days of the school year, he will receive an incomplete on his/her report card unless all work for that grade is completed.

## STUDENT CONDUCT POLICIES

1. Students of First Baptist Christian School are to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Talking-back, sarcasm, showing disrespect to proper authority, complaining, or gossiping are behaviors that will not be allowed. We expect students to use language which glorifies the Lord. This is exemplified in kind speech that builds others up and does not tear down. It includes keeping conversations on topics that would not displease the Lord. Cussing/swearing, street language, ungodly signs and body language are unacceptable at First Baptist Christian School.
2. The school maintains a HANDS-OFF policy for the control and safety of the students. This includes kicking, hitting, hugging, pushing, tripping, rough-housing, scratching, biting, and other actions of this nature.
3. Any student caught: using drugs (illegal drugs or misuse of legal drugs), alcohol, or tobacco; reading or viewing pornography; involved in homosexuality or fornication will be subject to immediate dismissal. The school reserves the right to require drug testing at the parent's expense when deemed necessary.
4. Matches, lighters, knives, guns of any sort, or other weapons are not permitted on the school grounds. Any weapons found will be confiscated by school authorities. Consequences will be determined by the staff. First Baptist Christian School reserves the right to search students, their belongings, and their car for weapons, drugs, or other forbidden articles without prior notice. Registration of the child in school constitutes parental consent to such searches.
5. Media of any kind (e.g. tape recorders, CDs, CD players, DVD, DVD players, game systems, MP3 players) are not allowed to be in the student's possession unless the student has been given permission by the staff to use it in a particular class. These forms of media are not to be used before, during, or after school on school grounds or on field trips.
6. We encourage students not to bring money to school unless they have been requested to bring it for a specific purpose.
7. Students must at all times conduct themselves in a manner becoming of a Christian. Cheating, stealing (including borrowing without permission), vandalism, offensive, vulgar, and slang expressions are not acceptable at First Baptist Christian School.
8. Marked on or defaced property is to be replaced at student's expense.
9. Resolution of Complaints: If your child complains of a problem, give the school the benefit of the doubt. Call or drop by to obtain all information.

### PROBATIONARY STATUS

When a student's attitude or actions are not in accord with school policies or principles, the student will be placed on probation. Parents will be called for a conference, and terms of the probationary period will be discussed. If the administration feels that improvements have not been made during the probationary period, parents may be asked to withdraw the student.

### PHILOSOPHY OF DISCIPLINE

First Baptist Christian School is dedicated to the training of youth in a program of study, activity, and living that is Christ-centered. We believe that "...all things should be done decently and in order" and that our students should be taught to "...walk honorably before all men". Thus, discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for the students. Refer to the following verses of scripture about Biblical

## Discipline.

- 📖 “Children obey your parents in all things: for this is well pleasing unto the Lord.” Colossians 3:20
- 📖 “Let every soul be subject unto the higher powers.” Romans 13:1a
- 📖 “Obey them that have the rule over you, and submit yourself.” Hebrews 13:17a
- 📖 “For the commandment is a lamp; and the law is light, and reproofs of instruction are the way of life.” Proverbs 6:23
- 📖 “He is in the way of life that keepeth instruction; but he that refuseth reproof erreth.” Proverbs 10:17
- 📖 “Chasten thy son while there is hope, and let not thy soul spare for his crying.” Proverbs 19:18
- 📖 “Foolishness is bound in the heart of a child: but the rod of correction shall drive it far from him.” Proverbs 22:15

## MUSIC

FBCS strives to maintain Godly separation from worldly/secular music. Music that glorifies the Lord will often be played for the students during pace work. Additionally, we do not promote music artists or Christian rock music artists and therefore ask that there be no mention of names of rock groups or music, and no display of such on anything in the student’s possession.

## DEMERIT SYSTEM

### MINOR OFFENSES

- Out of seat without permission
- Talking in Learning Center without permission.
- Wasting study time.
- Writing & passing notes.
- Improper Pace methods.
- Unfinished homework.
- Failure to return signed homework slip or school correspondence (envelope & its contents)
- No physical education clothes on physical education days.
- Chapel / Assembly disturbance.
- Entering another student’s office or off limits areas.
- Not bringing an excuse note after an absence.
- Other actions/attitudes unbecoming to a Christian or Handbook violation.

### MAJOR OFFENSES

- Cheating of any form (including improper scoring)
- Disrespectful action or attitude to students/staff.
- Un-Christian actions (Language, appearance, etc.)
- Defacing or destroying school property.
- Leaving school property or group activity without permission.
- School work unsatisfactorily completed due to defiance.
- Threatening or fighting with other students
- Other actions/attitudes unbecoming to a Christian or Handbook violation.

For Minor offenses one to five demerits will be issued for each infraction. For major demerits, six to ten demerits will be issued for each infraction. The amount of demerits will be based on the teacher or monitor's discretion. A student may be sent to the Pastor's office for a Major offense. Some infractions may be subject to immediate consequences.

The level of demerits received will determine the punishment, and will accumulate throughout the entire school year. The punishments and their levels are as follows:

- 15 Demerits - Take away break for 1 week
- 30 Demerits - Take away break for 1 month
- 45 Demerits - In-school suspension
- 60 Demerits - Out-of-school suspension
- 75 Demerits - Expulsion

In-school suspension will mean the student will work by himself/herself with only five minutes per break. Parents will be notified for each punishment being meted, as well as for every demerit given. Parents are expected to take action to ensure no further demerits will be issued. These are general guidelines. The school reserves the right to punish more thoroughly for actions they deem inappropriate or harmful.

#### AUTOMATIC EXPULSION

A student is also subject to immediate expulsion for possession of a weapon at school or for threatening staff or students.

A weapon is:

- anything used or intended for use in causing death or injury to persons whether designed for that purpose or not; anything used or intended for use for the purpose of threatening or intimidating any person;
- any "firearm" or "destructive device";
- or any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm including, but not limited to: *any gun (whether loaded or unloaded), all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.*

Action taken by school for an offense shall include: immediate out-of-school suspension pending investigation; confiscation of weapon; immediate notification of police; notification of parent or guardian; recommendation of suspension for up to one year or expulsion.

A student may also be subject to immediate expulsion for possessing or using alcoholic beverages, tobacco, drugs, rock music, or pornography.

#### DRESS CODE

The Apostle Paul instructed Timothy to "Study to show thyself approved unto God, a Workman that needeth not to be ashamed." (II Timothy 2:15) Therefore it is our desire to have a school program that in every way is approved before God and unashamed before man.

First Baptist Christian School's Dress Code has been established to promote godliness, modesty, good personal hygiene, and cleanliness. A copy of our dress code will be given to each student on the first day of school or when they begin school with us.

Students are to arrive at school and leave school in the proper school dress. The staff at FBCS reserves the right to determine if dress codes are being properly adhered to.

## UNIFORM FOR GIRLS

- ✓ Loose fitting Khaki, Blue, or Black skirts that cover the knee (when sitting). Slits in skirts should not go above the knee.
- ✓ Solid colored polo shirts or Oxford shirts (with sleeves and buttons).
- ✓ School sweatshirts may be purchased and worn during the school day. Patterned or solid-color sweaters are also permitted over collared shirts as long as there is no writing or pictures.
- ✓ Brown or Black casual shoes (no tennis shoes, slippers, clogs, Crocs, etc.)
- ✓ Hair must be neatly groomed. Hair should not be colored with colors other than would be considered normal. Streaks of green or blue (for example) would not be appropriate.
- ✓ Earrings may be worn on the ear lobe only and only one per ear. Other jewelry must be tasteful and non-descript.
- ✓ Excessive makeup is not allowed. No under-liner may be worn.
- ✓ Clothing should not be FORM FITTING.

## UNIFORM FOR BOYS

- ✓ Khaki, Blue or Black slacks or dress pants are to be worn (not cargo or carpenter pants or jeans).
- ✓ A belt must be worn on all pants with belt loops.
- ✓ Solid colored polo shirts or Oxford shirts.
- ✓ School sweatshirts may be purchased and worn during the school day. Patterned or solid-color sweaters are also permitted over collared shirts as long as there is no writing or pictures.
- ✓ Brown or black casual shoes (no tennis shoes, slippers, clogs, Crocs, etc)
- ✓ Hair must be kept cut and neatly groomed at all times. It must be above the ears, out of the eyes, and off the back of the collar.
- ✓ Older boys must keep their faces neatly shaven.
- ✓ Sideburns may not be below the bottom of the ear.
- ✓ Boys are not permitted to wear jewelry (exceptions include watches or a class ring)

## UNIFORM FOR PHYSICAL EDUCATION (GIRLS AND BOYS)

- ✓ Socks and Tennis Shoes required
- ✓ Loose fitting athletic shorts that cover knee or loose fitting athletic pants may be worn.
- ✓ A gym shirt should be purchased from the school.

### NOTICE! (Boys and Girls)

Facial or body piercings are not allowed for FBCS attire.

Clothes must be worn as designed - not inside out or backwards.

Shoes are to be kept neat and clean, and replaced when needed.

Students should dress for the weather and should not ask for the Dress Code to be adjusted simply because of discomfort.

# ACADEMIC POLICIES & PROCEDURES

## -THE LEARNING CENTER-

### GENERAL INFORMATION

Students are not permitted to communicate with other students or to be out of their office without permission.

No activities are to be carried on in their offices that are not directly related to the learning of prescribed instruction unless they have earned the privilege. The student is to raise his/her flag to summon a supervisor or monitor. The Christian flag is used for academic questions or help and the American flag is used for the student to obtain permission to score or get up from his seat for some reason. Personal questions should be asked during break time.

The student should also use the restrooms and get drinks during break time.

### OFF LIMITS AREAS

1. Other Student's Offices.
2. Teacher's desk, files, etc.
3. All church facilities except where authorized.
4. School office without permission.
5. First Baptist Christian School has a closed campus policy: students cannot leave the school area during school hours without permission. If a student needs to leave the school property for some reason, he/she must bring a signed note from the parent giving permission for that day.
6. No handbills will be posted in the school.

### STUDENT OFFICES

- ✓ Offices are assigned and changed only by the school staff.
- ✓ Anything placed in the student offices must be approved by the school staff.
- ✓ Offices must be kept clean and neat. The student will be required to remove or replace any defacing he/she might do.
- ✓ When a student leaves his/her office or a table, the chair must be pushed in to keep the learning center neat and orderly.
- ✓ Staff have a right to search an office and remove anything they need to. Personal items of value may be confiscated, and will be returned to the student after school.

### STUDENT STAR CHART

The star chart is used to record student progress for them throughout the school year. They are not to be marked on or defaced. There is a \$2.00 charge for a replacement star chart.

### GOAL CARD

Goal cards are to be kept posted on the student's office where they can easily be seen at all times. The goal card must be kept up to date.

Goals must be written in ink and **NOT** changed unless the supervisor approves of the change.

### PACES

Students are **NOT** to share pace answers with other students; each student needs to find the answers on his/her own. If the answers cannot be found, the student should ask the Supervisor for help.

After students have learned cursive writing, they will be expected to do all pace work in cursive writing unless otherwise specified.

Paces are to be kept in good condition. If a student defaces or destroys his/her pace, he/she will be required to purchase a new pace.

### SCORING TABLE

Students will score their work at the scoring tables. The score key, student pace, and red pen are the only items that are to be taken to the scoring table. Only work which the student has done is to be scored. Looking ahead for answers will constitute cheating. When an answer is wrong the student is to put a red check mark by it, so he/she can correct the answer when scoring is finished.

### TESTING TABLE

The pace test is issued after a pace is completed, scored, corrected, rescored, studied, and turned in. The student will take the test at the testing table where he/she will remain until the test is completed. Test results: An 80% or better is required in 2<sup>nd</sup> – 12<sup>th</sup> grades to advance to the next pace. It is recommended that students in grades K-1 get a 90% or better for mastery in order to advance to the next pace.

### PROGRESS REPORTS

The grading system is designed to give parents a true indication of the student's progress. Progress reports are given out at the end of each quarter, which is indicated on the annual school calendar. For a full year's work, the student must complete 12 paces per subject in the 5 core subjects (Math, English, Social Studies, Science, and Word Building) and either 6 or 12 paces in Literature depending upon the student's grade level. All high school courses are either half-credit (6 paces) or full-credit (12 paces) courses.

### GRADING SCALE

99-100 (A+)	86-87 (B-)
96-98 (A)	83-85 (C+)
94-95 (A-)	80-82 (C)
91-93 (B+)	0-79 (F)
88-90 (B)	

### SCRIPTURE MEMORY

Students will also be required to memorize the monthly Scripture passage, which may consist of approximately 8-15 verses per month. This is read thrice daily in the classroom to aid students in the memorization of it.

### STANDARDIZED TESTS

Yearly standardized achievement tests are administered in the spring to follow the student's progress.

## GRADUATION REQUIREMENTS

A \$100 graduation fee will be charged for graduating students, which will cover the diploma, gown, cap, and tassel.

A minimum of 24 units of credit (22 for Vocational Diploma) and seven semesters of attendance are required for High School graduation. Any student who completes the minimum of 24 units before he completes 7 semesters may take additional courses. (1 unit equals 12 paces.)

Mathematics	3 units
English	4 units
Social Studies	4 units
Science	3 units
Health Science	½ unit
Etymology	1 unit
Bible	2 units
Typing	1 unit
Computer	1 unit
Physical Ed	2 units
Electives	½ unit
Foreign languages	1 unit

Most colleges throughout the country accept graduates from Christian schools. The Marines and a few colleges have refused to accept students who did not attend a nationally accredited high school. Please contact us if you want more information regarding this, or refer to page 5

## HIGH SCHOOL COURSES OFFERED

### MATH

Algebra I	1 Credit
Geometry	1 Credit
Algebra II	1 Credit
Trigonometry	1 Credit
Business Math	1 Credit

### ENGLISH

English I	1 Credit
English II	1 Credit
English III - American Literature	1 Credit
English IV - English Literature	1 Credit

### ETYMOLOGY (SPELLING)

Level 9	1 Credit
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### SOCIAL STUDIES

World Geography	1 Credit
World History	1 Credit
American History	1 Credit
American Government	½ Credit
Economics	½ Credit

### SCIENCE

Biology	1 Credit
Physical Science	1 Credit
Chemistry	1 Credit
Physics	1 Credit
Geology	½ Credit

Astronomy	½ Credit
Life Science	½ Credit
<b>BIBLE</b>	
Christian Growth	½ Credit
Introduction to Missions	½ Credit
New Testament Church History	1 Credit
New Testament Survey	1 Credit
Old Testament Survey	1 Credit
Soul winning	½ Credit
Life of Christ	1 Credit
<b>BUSINESS</b>	
Accounting	1 Credit
Business Math	1 Credit
Computer Courses	½ Credit
General Business	1 Credit
Typing (Keyboarding)	1 Credit
<b>FINE ARTS</b>	
Beginning Art	1 Credit
Advanced Art	1 Credit
Brush Art (Ka-Sha- Art Kit)	½ Credit
Literature I	½ Credit
Literature II	½ Credit
Music	½ Credit
Speech	½ Credit
<b>GOVERNMENT</b>	
Collectivism	½ Credit
The Constitution	½ Credit
<b>HEALTH</b>	½ Credit
<b>HOME ECONOMICS</b>	1 Credit
<b>LANGUAGES</b>	
Spanish I & II	1 Credit
Russian	1 Credit
Many more languages available	

## GENERAL INFORMATION

### HOMEWORK

The responsibility for scholastic achievement is placed on students in the ACE program. The goals set by the student and/or supervisors are no more than an elementary student of average ability should be capable of completing during the school day. Should the student not meet his goals for that day, he will be required to complete the work at home or after school in the classroom at the discretion of the supervisor. High school students should anticipate homework at least part of the time.

Should the student have homework, a homework slip will be sent home with the student giving the pages to be completed. The slip is to be signed by the parent and returned the following day. Parents should provide a time and place for their children to do their homework. Please check to see that the homework has been completed.

### MEDICAL PROCEDURES

A Medical Report must be filled out and submitted to the school office along with a statement signed by a physician affirming that each student has been immunized against MMR and other communicable diseases, and has received all necessary inoculations as required by the state of Minnesota before attending school. All students must maintain current immunization requirements unless parents sign the Conscientious Objector Form exempting them. First Baptist Christian School has the right to ask the parents to disclose if the student has a communicable disease. This will be noted on student records.

When medical attention is required, the school will notify the parent, family doctor, or other physician (in that order). In case of an injury or accident, the school staff will administer basic first aid, then notify the parent or doctor.

The staff will keep student medications locked up. Students are responsible for taking their medications and must have a written statement from the parent or doctor regarding any medication and the proper dosage. This includes over-the-counter medications such as Tylenol. Parents may send a small amount of headache medication with their student to keep at school. If parents choose to do this they must sign a form giving their student permission to take it and stating the guidelines for taking it (frequency and dosage). This statement will be kept in the student's file, and it releases the school from any liability.

### SCHOOL HOURS

School at First Baptist Christian School will be held from 8:30 AM to 2:45 PM Monday through Friday. The school will not be responsible for students arriving before 8:10 AM or leaving after 3:00 PM. Students are not allowed to roam the school grounds before or after these hours. First Baptist Christian School will not provide day care before or after school. Kindergarten students must be picked up by 12:00.

### BREAK TIMES

Morning Break times	10:00 - 10:15
Lunch Time	11:30 - 12:10
Afternoon Break times	1:30 - 1:45

All students will eat lunch at the same time in the designated lunch area. Eating is not allowed anywhere else but in the lunch area. A microwave and refrigerator are available for student use. Students are responsible for their own lunches. Hot lunches are not available at the school. If parents take their students out to lunch, they may leave at 11:30 and return by 12:30. The student must also bring a note stating that he/she is going out for lunch or must sign out before leaving. This should not be done on a regular basis.

## SCHOOL AND WORK

High School Juniors and Seniors may be allowed to work at a job during part of the school day providing certain requirements are met.

1. The student must be working above minimum requirements.
2. He/she must be above grade level.
3. He/she must keep up on daily school work and keep grades up.
4. The employer, parents, and staff must be in agreement on the schedule.

## PARTIES

Parties are not school sponsored unless parents receive a notification letter from the supervisor or principal.

## VISITORS

Students may bring friends to First Baptist Christian School. The student must have permission from the principal or supervisor before bringing their friends. Visitors must dress according to our dress code. Any other visitors must check in at the school office.

## TRANSPORTATION

Students driving cars to school must secure permission to do so from the school administration. The vehicle must be registered with the school office. The student must also obtain permission from their parents to drive on school property. This will be kept on file in the school office. The student obtaining such permission may carry only those passengers for whom permission has been granted by the parents of those students involved.

As soon as students arrive at school in a car driven by a student driver, all students must leave the car and come to the learning center to wait until school opens.

There is to be no loitering in the parking areas at any time. Student drivers will be assigned parking spaces. All automobiles must be locked. Parents of students driving to school and the student must agree not to hold the school liable for any accident.

## FIRE AND TORNADO DRILLS

Fire drills will be held regularly to comply with state fire regulations. A tornado drill will be held in the fall and in the spring, so students will know how to respond quickly and properly if necessary.

## PARENT INVOLVEMENT

Parent Orientation and Conferences promote a good understanding between parents (or guardians) and the faculty and administration of First Baptist Christian School. Every parent is asked to participate in these informative and helpful programs.

You will be notified of Parent Orientation and Fellowships. Parent Conferences with the Supervisor are scheduled following the first and second quarters.

## VACATIONS

The school discourages families from taking vacations during the school year. However if a family does take a vacation, it is very important that the student work ahead in their school work so that when the vacation is over the student is not behind in school work. It is very hard to get students to make up work after the vacation.

## TELEPHONE

The church telephone is reserved for official church and school business and emergencies only. Students desiring to place a call must get permission from the school office or supervisor. Parents or other designated person may contact the student during break times, which are listed in this handbook.

## BAD WEATHER

In the event of bad weather, it may be that the school will be closed. An announcement will be made over KPRM radio (97.5 FM). As a general policy - if the Park Rapids public school is closed because of the weather, we will also be closed. If the Park Rapids public school will be 2 hours late due to the weather, we will also be 2 hours late. You will be contacted by telephone should any other arrangements be necessary.

## CHRISTIAN AMERICANISM

First Baptist Christian School will place emphasis upon the greatness of America's Heritage and the sacrifice of its heroes. America is a republic which guarantees liberties to educate and to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for the Flag and for our Country. It is mandatory for all students to recite the pledges daily as a group.

### PLEDGE OF ALLEGIANCE 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 OF ALLEGIANCE TO THE CHRISTIAN FLAG












"I pledge allegiance to the Christian Flag and to the Saviour for whose kingdom it stands, one Saviour, crucified, risen, and coming again, with life and liberty for all who believe."

### PLEDGE OF ALLEGIANCE TO THE BIBLE

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

## SCHOOL SUPPLIES

### General Supplies for All Students:

-  Personal King James Version Bible (print size determined by student's reading ability)
-  Pencils #2 lead (two required at all times)
-  Standard notebook paper for reports and spelling (wide rules for grades K-4, college ruled for grades 5-12)
-  **Five** spiral notebooks (red, blue, green, yellow, orange or purple)
-  Eraser and small pencil sharpener
-  Ruler (12" English/Metric)
-  Blue or Black Ball Point Pen
-  Kleenex
-  Comb
-  Glue, Scissors, Colored Pencils, Crayons
-  *Jr. & Sr. High Students will need a compass and protractor.*

## FIELD TRIPS

Students are required to attend school sponsored field trips. Students will be expected to pay necessary fees and to dress according to the dress code set forth for the field trip.

## SCHOOL PICTURES

School pictures will be taken in the fall by a professional photographer. All students will have their pictures taken for the school records. Parents may purchase pictures and are financially responsible for any pictures they purchase.

## PHYSICAL EDUCATION

All students must participate in PE. If a student is unable to participate he/she must have a written excuse from a physician stating the reason and duration of time off. A student may be required to make up this time with extra work as determined by the instructor or staff.

## CELL PHONE USE

The use of cell phones by students at First Baptist Christian School is prohibited during school hours. If a student must bring a cell phone to school it must be turned off and kept in the student's backpack. Violations will result in the cell phone being confiscated, which must then be retrieved by the parent.

## CAMERAS AND CELL PHONE CAMERAS

If a student brings a camera or cell phone camera to school, the student must notify the staff and receive permission to take pictures. Cameras and cell phone cameras are prohibited in the restrooms. The staff has the right to confiscate and/or review any photos taken at school.

## STUDENT WEBSITES

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog with the staff. The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending FBCS must register the website/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of the school will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend FBCS.

## REGIONAL CONVENTION

All students aged 13 (by December 31st) and older are required to participate in ACE Regional Convention, which will take place In April. All students are required to participate in at least two events, one of which must be a non-athletic event. All students are also required to be in choir. Failure to participate in Student Convention for an inexcusable reason will result in extra work.

## PARENT/STUDENT CONTRACT

Please carefully read the information and policies of this handbook. Ask questions for clarification if necessary. Sign and return this page to the FBCS office.

By signing below, you attest that you have carefully read the information in this handbook. You also attest that you do understand and agree to abide by the policies in this handbook.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Guardian 1

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Guardian 2

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student