

First Baptist School Warriors



Parent-Student Handbook 2026-2027

TABLE OF CONTENTS

1. GREETINGS FROM FIRST BAPTIST CHURCH.....	4
2. MESSAGE FROM THE ADMINISTRATOR.....	4
3. FIRST BAPTIST SCHOOL BOARD.....	5
4. ARTICLES OF FAITH.....	5
5. SCHOOL PHILOSOPHY.....	5
MISSION STATEMENT.....	6
VISION.....	6
HONOR CODE.....	6
Our Continuous Improvement Statement.....	7
6. GENERAL.....	7
Office Hours.....	7
7. SCHOOL HOURS.....	7
8. EMERGENCY SCHOOL CLOSING INFORMATION.....	8
9. SCHOOL DROP-OFF AND PICK-UP PROCEDURES.....	8
General Pick-up and Drop-off Procedures:.....	8
Before School Procedures:.....	8
After School Procedures:.....	9
10. HEALTH CARE.....	9
11. ATTENDANCE.....	10
ABSENCES.....	10
CO-CURRICULAR DAYS (Kindergarten - 5th Grade).....	11
TARDY.....	11
12. ASSIGNMENTS.....	11
MAKEUP.....	11
LATE ASSIGNMENTS.....	11
13. CHAPEL.....	12
14. SNACKS AND LUNCH.....	12
15. NAP TIME.....	12
16. PARTIES.....	12
BIRTHDAYS.....	12
SCHEDULED PARTIES FOR THE YEAR.....	12
Water Activities.....	13
17. FIELD TRIPS.....	13
18. PHYSICAL EDUCATION.....	13
19. STUDENT EXPECTATIONS.....	14
20. DISCIPLINARY CONSEQUENCES.....	15
Wee-Threes.....	15
Pre-Kinder.....	15
Kindergarten – 2nd.....	15
Third Grade and above.....	16
Disciplinary Consequences.....	16
HONOR CODE.....	17
CHEATING POLICY.....	18
Kindergarten – 3rd Grade :.....	18
EXPLANATION OF CONSEQUENCES.....	19

Infraction Notices/Written Warnings.....	19
Detention.....	19
Restitution.....	19
In - School Suspension.....	19
Out - of School Suspension.....	20
Disciplinary Probation.....	20
Dismissal.....	20
Disciplinary Steps of Appeal.....	20
Corporal Punishment.....	20
21. DRESS CODE.....	21
Statement of Rationale.....	21
Standard of Dress (all ages/grade levels).....	21
Standard of Dress (K – 5th).....	21
22. PROGRESS REPORTS AND REPORT CARDS.....	22
Athletics/Extra-Curricular.....	23
23. HONOR ROLL.....	23
24. PROMOTION AND RETENTION.....	23
25. PARENT VISITATION ON CAMPUS AND CODE OF CONDUCT.....	23
26. PARENT VOLUNTEERS.....	24
27. COMPLAINT PROCEDURES.....	24
IF YOU HAVE A COMPLAINT OR IF YOU OVERHEAR A COMPLAINT.....	24
28. LOST AND FOUND.....	24
29. FBS SCHOOL GUIDELINES.....	25
30. EMERGENCY PLANS.....	25
31. BULLYING POLICY AND PROCEDURES.....	26
First Baptist School Bullying Policy and Procedures.....	26
32. POLICY FOR CONFLICT RESOLUTION.....	27
33. ELECTRONIC DEVICE POLICY.....	29
CONSEQUENCES:.....	29
FINES:.....	29

1. GREETINGS FROM FIRST BAPTIST CHURCH

Dear Parents,

We are honored that you have chosen First Baptist Church School as the organization for your child's education. We value your child.

Our principle is not only to offer a well-rounded education through robust curriculum but a healthy biblical environment where your child can develop spiritually.

The Bible says in Luke 2:52, "And Jesus increased in wisdom and in stature and in favor with God and man."

Our staff is dedicated to insuring your child is loved, encouraged, and ministered to while they are in our care.

We are looking forward to a great school year. If we can be of assistance, please contact the school office; we would be glad to speak with you.

In His Service,

First Baptist Church

2. MESSAGE FROM THE ADMINISTRATOR

"Train up a child in the way he should go, even when he is old, he will not depart from it."
Proverbs 22:6

Dear Parents,

We feel so blessed each day we show up to work because we can go through our day sharing God's love and how Christ has changed our lives. We know that He inhabits the praise of His People, and we are so grateful that we can express our love for Him through Chapel, our conversations, our studies, and our daily walk. Our students and our staff are truly a beacon of light in the community for Christ! We, as First Baptist Staff, want nothing more than to equip your student for a fulfilling future - academically, physically, and spiritually. First Baptist School's vision is to partner with you to develop a Christ-centered, well-disciplined, well-rounded child that models the character of Christ – the foundational cornerstone of life.

Please join me in daily prayer for our mission, "To train, equip, and educate our students to impact the world for Christ." With God by our side and as our guide, we can overcome any challenge and accomplish spectacular things for your student, the community, and our nation.

The school and First Baptist Church are here to serve you. Please let us know if we can help you in any way. We are looking forward to another fantastic year!!

With love in Christ,

Administrator

We are licensed by the Texas Department of Protective and Regulatory Services to enroll children from Wee-Threes (3 years of age by Oct 15 of that year) through Eighth Grade for daycare.

3. FIRST BAPTIST SCHOOL BOARD

First Baptist School Board consists of seven (7) church members who are recommended first to the Deacon Body and then to the entire Church Body by the Committee on Committees.

Each board member serves a maximum of four (4) years and rotates off the board for a minimum of one (1) year.

The board's primary function is to approve the budget, policies, and procedures of the school; to approve the school personnel; and to act as a liaison between the school and the church, and between the school and the parents.

Board meetings are normally held on the 2ND Monday of each month at 6:30 p.m. and are open to parents as well as church members. If anyone wishes to address the board, they may do so with a prepared statement, and the board may designate a timeline. If groups are in attendance, a spokesman must be designated. Parties wishing to address the board must contact the Administrator or board chairperson at least one week before the meeting for placement on the agenda.

4. ARTICLES OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful men, regeneration by the Holy Spirit is necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe God's design for marriage is the uniting of one man and one woman in covenant commitment for a lifetime.
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
8. We believe that heaven and hell are definite places.
9. We believe in the Spiritual unity of believers in our Lord Jesus Christ.

5. SCHOOL PHILOSOPHY

First Baptist was established in 1981 to provide an opportunity for children to receive a Christian quality education and daycare service. Since its inception FBS has held Proverbs 22:6, “Train up a child in the way he should go even when he is old, he will not depart from it” as our school philosophy. This scripture is the guiding light for our Mission *to train, equip, and educate our students to impact the world for Christ*. We believe that the key to education is Christ, for in Him are hidden all the treasures of wisdom and knowledge. Our school believes in laying a sure foundation spiritually, academically, developmentally, socially, and physically that the student can build upon for the rest of his/her life.

MISSION STATEMENT

To train, equip, and educate our students to impact the world for Christ.

Core Values:

1. Spiritual Growth and Development

- a. “The fear of the Lord is the beginning of wisdom” (Psalm 111:110). A study of the character of God leads the student to an understanding of his/her purpose for life and resulting responsibilities which are his/hers as a Bible-centered Christian.
- b. Identity in Christ: Reminding students who they are and whose they are.

2. Academic Development

- a. Proverbs 2: 1-7 is our basis for instruction. We emphasize in the order God has designed: a. Wisdom, b. Understanding, and c. Knowledge. Attention to the fundamental subjects is presented through a Christ-centered academic curriculum.
- b. Educational Excellence: Preparing minds to think critically and creatively from a Biblical worldview.
- c. God’s Word: Aligning hearts with truth, wisdom, grace, and love.

3. Social Development

- a. Social Development is a highly significant aspect of education. Relationships are the foundation of effective Christian modeling and, as such, are exemplified by Christian teachers. Christ-centered values are taught as the reference point for personal decision making.
- b. Spirit-filled Unity: Cultivating community between church, family, school, and one another.
- c. Humble service: Valuing servanthood.

4. Physical Development

- a. Proper bodily care and development is emphasized in 1 Corinthians 3:16. Each child is led to an appreciation of the value of his body and its care as a “Temple holy unto God.”

VISION

First Baptist School strives to partner with families, First Baptist Church, and the community to equip students for life, academic success, and their spiritual calling.

HONOR CODE

By God’s grace and for God’s glory, it is our belief that our students’ behavior, whether on or off campus, should honor God, family, peers, and First Baptist School with their words, their actions, their heart, and their mind.

Our Continuous Improvement Statement

FBS's goal is for 100% of our students to perform above 70% on curriculum-based chapter tests. Those falling below 70%: parents will be notified and students will receive remediation over the unmastered concepts, with the opportunity to pass the test by retaking the entire "failed" test a second time. The 2nd attempt should be taken within 3 school days of the day that they are notified that they failed the test. The two grades will be averaged together for a final grade. In the event of extenuating circumstances, a retake waiver may be granted subject to approval by school administration, the teacher, and the parent of that child.

Iowa Test of Basic Skills results will be an added indicator of success/progress. FBS follows student progress through the years, comparing their standing to their peers on a national level. Our goal for our students is to perform at or above the national average. Subject matter curriculum and teacher instruction techniques will be investigated when decreases in scoring occur over consecutive years at a given grade level.

6. GENERAL

Office Hours

Monday – Friday, 7:15 a.m. – 5:45 p.m.; August - May

Anyone making calls before or after office hours may leave a message on the answering machine. A return call will be made upon arrival at the office.

The school office is located at the First Baptist Educational Building, 501 W Mustang, Caldwell, TX 77836. We operate as a school and, therefore, are in operation August-May.

Information about the school can be found online at www.fbscaldwell.org.

If for any reason you need to pick your child up early from school, please come to the office. Wee-3 and Pre-K students that leave early will be signed out by the teacher. Kindergarten-5th Grade students will be signed out by their teacher when they are called to the office. Students become the responsibility of the parent, not the school, when they are signed out.

The teacher should be notified in writing if anyone other than those designated on the emergency form is to pick up your child. We will accept a phone call in an emergency. Persons authorized by phone or note that are not recognized by the teacher will be required to show proof of identification and sign the Authorized Person Verification form.

Parents are encouraged to personally make changes, with a signature, to enrollment information such as: address, home, or work phone numbers, or people who may or may not pick up your child etc. Changes may be made by note or email. ***We must have current information on your child.***

7. SCHOOL HOURS

Wee-Threes and Pre-Kindergarten:
(M, W, F) or (M – F)

7:50 a.m. – 5:45 p.m.

Kindergarten – 8th Grade: Monday – Friday,
Drop off from

7:50 a.m. – 3:25 p.m.

7:15a.m. – 7:50 a.m.

PLEASE SEE THAT YOUR CHILD ARRIVES ON TIME AS THE TEACHERS HAVE ACTIVITIES PREPARED FOR THEM TO DO. This is also when teachers mark attendance and record prayer requests.

Students K-8 still on campus after 3:35 will be sent to after-school care.
On bad weather days, we will close if Caldwell I.S.D. is closed.

8. EMERGENCY SCHOOL CLOSING INFORMATION

First Baptist School will be in contact with Burleson County Sheriff Office and Caldwell I.S.D. as they survey weather and road conditions. The early morning decision to close is made by 6:30 a.m., and KBTX TV Channel 3 will be contacted. A text will be sent out via Class Dojo to parents who subscribe.

9. SCHOOL DROP-OFF AND PICK-UP PROCEDURES

Parents should drive through to pick up and drop off their children as follows:

Drop-off: 7:15 a.m.– 7:50 a.m.

All children should be dropped off under the covered drive on Mustang Street.
Enter the car line from Moore Street turning onto Mustang Street.

Mustang Street is one way during drop off and pick up times.

Pick-up: 3:25 p.m. ([non]after-school care children)

K– 2nd grade:

3rd – 5th grade:

After School Care (3:25 – 5:45 p.m.):

Pick up under covered drive on Mustang Street by the flagpole.

Pick up on Harvey Street at the side door.

Call office or pick up at playground/front of school.
(see Note)

After Noon Pick up for Wee 3's and Pre-K

From 3:00 to 4:00 p.m. pick up children by the playground in back of the school. After 4:00 p.m. pick up children at their door at the front of the school.

General Pick-up and Drop-off Procedures:

Please say your goodbyes beforehand and drop off your children in the designated drop-off area ONLY rather than walking them inside.

Do not have students walk across the street for drop-off or pick-up. Students are to be dropped off or picked up on the same side of the street as the school.

Do not use the drop-off/pick-up line to talk with a Teacher, Administrator, or other Parent. We ask that you make an appointment for these conversations or park along the street and walk up to the building.

Do not get out of your car in the drop-off/pick-up line. If you need to enter the building, park in one of the open parking spots or along the street.

Make sure that you are driving carefully and slowly on and near the campus.

By law, there is to be no cell phone usage in the school zone.

Cars should remain in the line and avoid pulling out and trying to go around the car in front of you, unless instructed by a member of FBS staff.

Before School Procedures:

Parents are to drop off students under the covered drive on Mustang Street. Staff will be monitoring the drop-off area. After entering the building, students are to report to their homeroom class (class starts at 7:50 a.m.).

During the first week of school, parents of Wee-3's through Kindergarten students may escort them to their homeroom class. ***After the first week, we ask that you follow the above rules.***

After School Procedures:

Teachers will remain with K – 8 students at the designated pick-up areas until 3:35 at which time they will go to after-school care and all rates will apply. ***-Please remain in your vehicle during pick-up, as this will keep traffic flowing and wait time to a minimum. If you must visit with a teacher, pull into the parking spots, and wait until pickup has been completed. It is critical that teachers and students not be distracted at a time when safety is such an important issue.***

Elementary students who will be walking home from school will need a signed form in the school office granting permission (valid for a year). If a student will only walk home occasionally, please provide a note on the days the child will walk home.

Students needing reentry to classrooms for forgotten supplies after 3:30 may do so without consequence *if a teacher or office staff* is still on campus.

10. HEALTH CARE

If your child is ill, running a temperature of 100.4 or above, or feeling too bad to be up and around, **DO NOT SEND HIM/HER TO SCHOOL.**

Licensing/accreditation guidelines require children to participate in daily outside play. If a child is well enough to be at school, he/she is well enough to play outside.

Children with any communicable disease, such as chicken pox, strep throat, ringworm, pink eye, head lice etc., must be kept at home until they are no longer contagious. In some cases, a statement from the physician treating your child may be required stating that he/she is no longer contagious. You will be notified if your child has been exposed to any contagious disease. Please report any such illnesses to the office.

We will call and require that you pick up your child should he/she become ill at school. As soon as you are contacted, please arrange to pick up your child and sign the Incident/Illness Report, if necessary. If you fail to have your child picked up in a timely manner (within an hour) upon the third occurrence, you will be asked to leave FBS.

If your child is taking medication, and should need it during school hours, the school must have written permission to administer it. Please fill out an "Authorization for Dispensing Medication" form (school website) and give it and the medication to a staff member.

Prescription medications must be in the original container labeled with the child's name, date filled, directions, and the physician's name. The school must administer the medication as stated on the label directions. Any changes in dosage must be authorized by a note from the doctor. Non-prescription medications must also be in the original containers labeled with the child's name. **PLEASE DO NOT PUT MEDICATIONS IN YOUR CHILD'S BACKPACK OR LUNCH BOX, AND DO NOT**

PERMIT YOUR CHILD TO ADMINISTER HIS/HER OWN MEDICATION. Inhalers and EpiPen's will be carried in the classroom clipboard and accompany the child everywhere.

New students, four years old and above, must have a Hearing and Vision screening administered by their physician. Students enrolled at FBS will be screened by a certified screener in Pre-K, Kindergarten, 1st, 3rd, and 5th.

All teachers are certified in CPR and First Aid, but if your child requires immediate medical attention, 911 will be called.

11. ATTENDANCE

ABSENCES

The school day is from 7:50 a.m. – 3:25 p.m. for K – 8th. A student will be counted absent at 10:30 a.m. A student who does not miss a day of school will receive a perfect attendance certificate at the end of the year. All subjects, including PE and Chapel, have required attendance and absences will be recorded. **Missing more than 6 class periods in a single subject per six weeks will result in a parent/teacher conference and consequences and may result in detentions or going before the Academic/Behavior Group to develop a Plan of Action. (POA)**

School attendance is a priority to a quality education. A student's record of more than 15 absences per year (no more than 8 a semester) will be subject to review by the First Baptist School Board. Parent attendance at this review will be required. Excused and unexcused absences will be considered at this time. Consequences for excessive absenteeism could be, but are not limited to: Truancy Charges, Probation, Repeat Grade Level or Dismissal from First Baptist School. The records of absences for students placed on probation will be reviewed monthly for the following year.

If your child is ill or must be absent for any reason, please notify your child's teacher. Following an absence, a note is required, signed by the parent stating the dates of absence and specific reasons for the absence. If a note is not received **within two (2) days** of the student's return, the absence is unexcused.

Absences documented for the following reasons will be recognized as excused:

1. Personal Illness
2. Death in the family
3. Medical or dental appointments. We do request that such appointments be made after school hours if possible.
4. Weather or road conditions making travel dangerous
5. Family trips with prior notice given to the teacher and approved by the Administrator

Absences that are not excused according to the preceding list will be designated as unexcused, even if the student has permission from parents to be absent from school (i.e., shopping trip, staying home because relatives in town, haircut, etc.). Excessive unexcused absences, including being consistently absent on Fridays, consistently missing a particular class, or skipping PE, being picked up early or dropped off late, will result in consequences at the discretion of the Administrator.

CO-CURRICULAR DAYS (Kindergarten - 5th Grade)

Given advance notice, the Administrator may approve up to 5 additional days, without absence, for students participating in activities during the school day. These include, but are not limited to: UIL events, school-sponsored activities, and Burleson County 4H activities. All work will still need to be completed within a timely manner.

TARDY

Students should be at school on time each day. Punctuality is necessary throughout life, and it is important that good habits are formulated now.

Kindergarten–5th Grade students that arrive after 7:50 a.m. are considered tardy. All classes begin promptly at 7:50 a.m. Tardies will be recorded and printed on report cards.

Every 3 tardies will equal one absence.

Wee-3 and Pre-K students arriving after 8:00 a.m. need to be escorted by their parent through the main front doors and into the office to be signed in.

12. ASSIGNMENTS

MAKEUP

When a student is absent, parents should pick up student's assignments no earlier than 3:25 p.m. This gives staff time to collect all work. Any quizzes, tests or exams that were missed are to be made up within two days of returning to class. Since most tests are the same day of each week, the student has prior knowledge of tests scheduled after his return and will be expected to take them as scheduled. **The number of days allowed for daily work to be completed and returned is equal to the actual number of days absent plus one.**

LATE ASSIGNMENTS

GRADES 1ST – 5TH:

When homework is incomplete or not handed in on the due date, it will have the following point reductions:

- | | |
|--------------------------|---|
| 1 st day late | The assignment will be graded and then have a 10 point reduction. |
| 2 nd day late | The assignment will be graded and then have a 20 point reduction. |
| 3 rd day late | The assignment will be graded and then have a 30 point reduction. |
- No work will be accepted after the 3rd day late.***

A Student Responsibility Slip will be issued for student and parent signature.

Teachers, at their discretion, may give a one-day extension (without point deduction) if they believe it is warranted. However, no extension may be given on the day an assignment is due. Extensions must be arranged in advance.

13. CHAPEL

Chapel services are an important part of First Baptist School's educational program. They are held in the church auditorium and are provided to inspire the children and teachers. Bible-based stories, songs, and Scripture memorization are geared to the level of the children. Class prayer requests are shared and prayer time follows.

14. SNACKS AND LUNCH

Morning snacks will be served to Wee-Threes through Kindergarten children, and afternoon snacks will be served to all after-school care children.

Parents of students requiring a special diet will need to furnish a snack.

First Baptist School does not serve hot lunches daily. Your child should bring a nutritious lunch, with limited sugar, requiring no refrigeration or warming as we have limited personnel. As for drinks, juice, Kool-Aid, tea, and water are options. However, **carbonated beverages** (Coke, Sprite, etc.) and **coffee** are **not** acceptable. Milk is available for purchase at lunch.

Water fountains are available. Students may bring a refillable bottle. To be allowed in the classroom, it must contain **plain water only**.

15. NAP TIME

A supervised nap period on numbered cots is provided for all children (Wee-Threes through Pre-K) after the noon meal. Children should bring a **small blanket or beach towel marked with his/her name. This must be small enough to fit in an individual cubby hole approximately 10x10 along with a change of clothes. Please take-home blanket each Friday for washing. DO NOT SEND PILLOWS OR STUFFED ANIMALS.**

16. PARTIES

BIRTHDAYS

We like to celebrate each child's birthday. Parents may provide refreshments, take pictures, etc. Please notify your child's teacher at least one (1) day in advance if you are providing refreshments. **NO BIRTHDAY PARTY INVITATIONS ARE TO BE GIVEN OUT AT SCHOOL UNLESS EVERY CHILD IN THE CLASS RECEIVES ONE. BALLOONS/FLOWERS, ETC. MAY ONLY BE DELIVERED TO THE OFFICE.**

SCHEDULED PARTIES FOR THE YEAR

(other parties are up to teacher discretion):

- Thanksgiving Feast – entire school (TBA)
- Christmas Party - Last school day before break – last 2 hours of the school day
Theme: Luke 2:11, Birth of Jesus
- Valentine's Day Party – Valentine's Day or the closest school day – last 1-2 hours of the day
- Easter Party - Wed. or Thurs. before, last 1-2 hours of the school day
Theme: Mark 16:6, resurrection, new life, and spring flowers.
- End of the Year – During the last week of school, to be scheduled by the teacher.

Water Activities

Since FBS does not routinely engage in water activities, prior approval must be obtained from the office.

At the end-of-the-year party, if parents want to have water activities with the students due to the hot weather, splashing pools with less than 6 inches of water and sprinklers may be used as long as the following conditions are met:

- Splashing pools must be sanitized prior to use, filled the day of the party, and not hold more than 6 inches of water.
- All water activities must be supervised by a minimum of 2 adults per pool, sprinkler, etc.
- Sprinklers cannot be used on or near a hard surface.

17. FIELD TRIPS

Notices will be given out by your child's teacher at least 48 hours in advance of any field trip. All students will be allowed to participate in **educational** field trips. **But any student consistently violating the Honor Code will be required to have an approved adult accompany and supervise them on the trip.**

Student transportation to the destination will be in a church bus or private vehicles approved by the office. Parent drivers of private vehicles will need to provide a copy of a valid driver's license, proof of insurance, birth date, and social security number. Parents may make arrangements with the teacher to take their child home **from** the activity. All students must wear safety restraints. All child passenger safety seat systems must meet the federal standards as set by the National Highway Traffic Safety Administration. Thereby, if your child is 8 years of age or younger, you must supply a child safety seat for all field trips if they are riding in the van.

Each vehicle needs an adult helper as well as a driver. This parent-in-charge will help with the care and supervision of the children. All other parents are welcome to attend, but we request that you be an active participant in supervision of the class and strive to uphold the Christian principles on which the school stands.

18. PHYSICAL EDUCATION

All grades, Kindergarten and above will be required to attend and participate in P.E. activities. Please see that your child wears tennis shoes for PE. All students should wear shorts or pants unless instructed otherwise by the PE teacher. Any student who needs to be excused for one (1) day from participation in P.E. must bring a note from his/her parents stating the reason. **A doctor's statement is required for additional days.** Notes should be shown to the homeroom teacher upon arrival since **a child**

excused from PE will also be excused from recess. Notes will be given to the PE instructor who will then take them to the office. PE is a required course and missing more than 3 running days (test grade) will result in a parent-teacher conference and consequences, which may include detentions or going before the Academic/Behavior Group.

19. STUDENT EXPECTATIONS

1. Treat others kindly in words and actions to create a community of mutual respect.
2. Roughhousing can result in unintentional harm; therefore, to maintain a safe and secure environment, none will be allowed. Students are expected to refrain from physical interference such as tripping, poking, hitting, and the like.
3. Appropriate response to authority is critical to the shaping of a student's life in every way. Students must instantly obey and exhibit respect toward teachers, the school's staff, and its supporting adults, thereby avoiding a display of negativism of tone, body language, and attitude.
4. Words have an integrity of their own, and God expects man to be a steward of thoughts and expressions. Students will refrain at all times from language which is vulgar and inappropriate, and which demeans either God or others.
5. Students may have food in designated eating areas only. Chewing gum is not permitted on campus or at extracurricular activities.
6. Electronic devices (including but not limited to cell phones, laptops, smart watches, e-readers, tablets, Bluetooth devices or any device that can make or receive calls or texts) are required to be on silent mode and are not permitted to be out of student's backpacks while on campus or at extracurricular activities. See 33. Electronic Device Policy for more information.
7. Students should protect the property rights of others and refrain from meddling with the personal or assigned property of others.
8. Clean, neat, and wholesome surroundings contribute to the educational environment of everyone. Students should do all in their power to keep themselves, the school and its campus neat and clean; they should avoid destruction or defacement of school property in any form.
9. Students should remain only in authorized areas of the building or grounds.
10. Students should walk quietly and in an orderly manner between locations (this includes in the hallway, walking to Chapel, going to recess, and going to lunch).
11. Since the school cares about the health and well-being of its students, the possession or use of drugs, alcohol, vaping and tobacco products, or weapons on campus is forbidden.
12. Since the school desires to eliminate distracting behavior while promoting mutual respect, students will refrain from public displays of affection or dislike.
13. Students will be prompt in their arrival to class and for other school events.
14. Students will exhibit honesty in all their dealings with the staff and students of the school and during activities.
15. The above Student Expectations also apply to online learning and virtual classrooms.
16. The school, as needful and advisable, may add to or refine the above Student Expectations in the best interests of the students and mission of the school.

17. Students who violate the spirit of this Code will be subject to counsel and disciplinary action.

20. DISCIPLINARY CONSEQUENCES

First Baptist School believes that children should be taught early that there are acceptable and unacceptable forms of behavior, and that they are responsible for their actions. The word "discipline" comes from the word disciple, and it is the goal of First Baptist School to aid parents in the discipline of their children for the glory of God. Children thrive best in an atmosphere of genuine love (I Cor. 13:4-8), undergirded by *reasonable, consistent* discipline. Therefore, a biblical approach to discipline will be used. Rules must be enforced in order that proper habits are formed to enable the student to become self-disciplined in obedience to God.

Our Honor Code: By God's grace and for God's glory, it is our belief that each students' behavior, whether on or off campus, should honor God, family, peers, and First Baptist School with their words, their actions, their heart, and their mind.

Students who violate the spirit of this code will be subject to counsel and or disciplinary action.

Wee-Threes

Wee 3 students use a Behavior Log for conduct. This is a daily way to know what kind of day your child had, even if you are unable to speak to the teacher. This form will be in your child's folder, and it will need to be returned daily.

Pre-Kinder

Pre-K students use a Behavior Log for conduct. This is a daily way to know what kind of day your child had, even if you are unable to speak to the teacher. This form will be in your child's folder, and it will need to be returned daily.

Kindergarten – 2nd

Students use a Behavioral Log with a reward system. Teachers will explain in more detail.

****Any time outs will be age appropriate.**

Class rules....

1. Obey right away!
2. Keep your hands, feet, objects, and unkind remarks to yourself.
3. Walk, do not run, in the classroom, hallways and chapel.
4. Show respect for your teacher and classmates by listening when they are speaking.
5. Observe quiet times.
6. Practice playground safety.

If a child refuses to stand and accompany their class, a staff member will remain with the child, and the parent will be asked to remove the child from care for the day. On the third occurrence, the child will not be allowed to return to care, and no refund will be given for the remainder of that month's tuition.

If a child becomes violent (throwing items, crying/screaming, or attacking others), the parent will be asked to remove the child from care for the remainder of the day. If this behavior continues, a conference will be held with the parent, teacher, and Administrator to determine a Plan of Action (POA). The POA will be monitored, and changes made. Possible consequences may include: a cooling-off period, transfer to another teacher (in-house suspension), or possible suspension no more than 2 days. If the POA is not getting desired results, then a meeting with the Academic/Behavior Group will be held with a recommendation from the group as to the next steps and a specified period of time for the behavior to be corrected. If there is no improvement at the end of the time period, then a recommendation to the School Board could be made for a possible suspension or possible dismissal from the program.

Third Grade and above

"Train up a child in the way he should go" Proverbs 22:6. A child's attitude toward his parents provides the basis for his attitude toward all other people in authority. Respect for parents and those in authority must be taught. We set out to mold respectful, responsible young citizens. ***Respect needs to be shown to everyone.*** Best results come when the home and the school partner together.

There are two basic rules at First Baptist School:

1. The teacher is the leader.
2. Instant Obedience.

If these two rules are adhered to the need for corrective action is almost eliminated.

Disciplinary Consequences

Any discussion concerning disciplinary consequences for violations of the code of conduct must recognize **that not all violations are equal**; therefore, they should not be treated as such. **It is important to apply a disciplinary consequence which is appropriate in comparison to the offense.** It is also important that the disciplinary system keep in focus the **goal of nurturing and instructing young men and women toward self-discipline and maturity.** If assigned a detention, it should cause the student to consider their improper actions or choices and encourage them in the direction of making wiser choices in the future. With this in mind, the following guidelines will be used to help determine the consequences when a student violates First Baptist School's Student Expectations. **Conferencing with the student will always be brought back to the Biblical reason that we follow a rule or adhere to Student Expectations.**

****Due to confidentiality laws, we cannot discuss the disciplinary actions of other children that result from any investigation.**

HONOR CODE

By God's grace and for God's glory, it is our belief that our students' behavior, whether on or off campus, should honor God, family, peers, and First Baptist School with their words, their actions, their heart, and their mind.

Student Expectations:

1. Treat others kindly in words and actions to create a community of mutual respect.
2. Roughhousing can result in unintentional harm; therefore, to maintain a safe and secure environment, none will be allowed. Students are expected to refrain from physical interference such as tripping, poking, hitting, and the like.
3. Appropriate response to authority is critical to the shaping of a student's life in every way. Students must instantly obey and exhibit respect toward teachers, the school's staff, and its supporting adults, thereby avoiding a display of negativism of tone, body language, and attitude.
4. Words have an integrity of their own, and God expects man to be a steward of thoughts and expressions. Students will refrain at all times from language which is vulgar and inappropriate, and which demeans either God or others.
5. Students may have food in designated eating areas only. Chewing gum is not permitted on campus or at extracurricular activities.
6. Electronic devices (including but not limited to cell phones, laptops, smart watches, E-readers, tablets, or any device that can make or receive calls or texts) are not permitted.
7. Students should protect the property rights of others and refrain from meddling with the personal or assigned property of others.
8. Clean, neat, and wholesome surroundings contribute to the educational environment of everyone. Students should do all in their power to keep themselves, the school and its campus neat and clean; they should avoid destruction or defacement of school property in any form.
9. Students should remain only in authorized areas of the building or grounds.
10. Students should walk quietly and in an orderly manner between locations. (This includes in the hallway, walking to Chapel, going to recess, and going to lunch.
11. Since the school cares about the health and well-being of its students, the possession or use of drugs, alcohol, vaping and tobacco products, or weapon on campus is forbidden.
12. Since the school desires to eliminate distracting behavior while promoting mutual respect,
13. Students will refrain from public displays of affection or dislike.
14. Students will be prompt in their arrival to class and for other school events.
15. Students will exhibit honesty in all their dealings with the staff and students of the school and during any activities.
16. The above Student Expectations also apply to online learning and virtual classrooms.

The school, as needful and advisable, may add to or refine the above Student Expectations in the best interests of the students and mission of the school. Students who violate the spirit of this Honor Code will be subject to counsel and disciplinary action.

Student Expectations are to be observed on campus, on field trips, and while attending Games.

Parents / Adults attending functions or present at school are expected to follow the guidelines for student expectations as well; as we are role models and examples for Christ everywhere we go.

The follow steps outline the disciplinary action plan that will be followed as violations to the Honor Code occur.

- 1st Violation Action Taken: Warning and Phone Call Home
- 2nd Violation Action Taken: After School Detention 2 to 4 Days *(After this action contact parent to inform them that the next step will be ISS and parents will be responsible to pay for the ISS sub.)*
- 3rd Violation Action Taken: In House Suspension

- 4th Violation Action Taken: Suspension 2 days
- 5th Violation Action Taken: Parents and student meet with the School Board

- Major Offenses: Automatic Suspension until the FBS Board meets with parents and students. Offenses that may fall in this category are listed below. Others may apply.
 - Fighting
 - Threat
 - Vandalism; damaging property
 - Going on a site or downloading explicit material
 - Cheating
 - Plagiarism
 - Drugs or alcohol
 - Weapons
 - Vaping or Tobacco Products
 - Stealing
 - Lying to hurt others
 - Viewing or exposing others to inappropriate pictures and/or inappropriate content (Must involve the police)

CHEATING POLICY

Cheating is a serious offence which involves plagiarism and tampering with documents. It involves taking information from some **source other than the student's own mind** and presenting it as if it came from his own mind. Cheating also involves reporting of false information, as a grade, and providing information to another student. Thus, it involves both components of stealing and lying. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment to protect students from unnecessary temptation. If it is determined that a student has indeed cheated, the following actions will be taken: (Every instance of cheating must be documented to follow the formula below)

Kindergarten – 3rd Grade :

First Offense	=	Call Parents/Guardian, redo assignment
Second Offense	=	Call Parents/Guardian, meeting with Administrator, zero on assignment
Third Offense	=	Call Parents/Guardian, parents/guardians and student required to meet with the School Board, zero on assignment

4th grade – 5th Grade :

First Offense	=	Zero on assignment, call parent, 2 day afterschool detention, study for assignment, redo assignment but average with a zero for final grade
Second Offense	=	Zero on assignment, call parent, 2 day in-school suspension, no make-up option, on campus meeting with Administrator to discuss next steps
Third Offense	=	Zero on assignment, 2 days out of school suspension, no make-up, parents/guardians and students required to meet with the School Board to discuss next steps

EXPLANATION OF CONSEQUENCES

Below is a description of the most common consequences issued for failure to meet the Student Expectations. Other consequences may be issued as well, including but not limited to, loss of privilege, restrictions, probationary status, etc.

Infraction Notices/Written Warnings

In the school or school related activities the expectation of student's conduct is high. Students should maintain a disciplined attitude and refrain from being a disruption or distraction to the learning environment established by the school. **A teacher's or Administrator's request for a student's attention or behavior change should be responded to quickly and appropriately.** This request is considered an infraction notice with the expectation of the student's quick and timely compliance. This infraction notice will be sent home for a parent signature. An accumulation of written warnings will cause additional actions to be taken.

Detention

Detention days and times will be designated by the Administrator. **These detentions preclude all other school related activities.** The detention time is for reflection on one's conduct or behavior and therefore school or personal work during this time will not be allowed. Detentions will be assigned the day following the infraction, and detentions will include some level of work detail.

Restitution

Reimbursement for loss, damage, or injury is a part of Biblical justice. It demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and is a necessary part of reconciliation. Appropriate restitution will be made a part of every decision where it applies, and continued enrollment at FBS will be contingent upon meeting that obligation.

In - School Suspension

In-school suspensions will be served on campus for the academic day(s) assigned by the Administrator. A student will be given their assignments for the day and sent to an alternate classroom to complete them. The student will need to complete their assignments to the best of their ability. Instruction and assistance will not be given.

That privilege was lost when the student chose to behave improperly in a regular classroom environment.

Out - of School Suspension

A student is temporarily denied the right to be on the school grounds and/or participate in school activities that take place on or off First Baptist School property. A suspension will be a reasonable time not to exceed three days. Upon suspension, the parents will be notified, and a conference will be necessary before re-admission to the school is allowed. Zeros will be given for all daily grades missed. Long-range assignments, unit tests, chapter tests, research papers, and quizzes must be completed or turned-in the day of return and will be docked 20 points. Parents are welcome to obtain assignments/reviews given while their student is suspended, in order help the student stay caught up, but teachers will not reteach for the suspended student.

Students who are suspended from school may not participate in extra-curricular activities or be on campus after hours until the full suspension is served.

Disciplinary Probation

A period set by the Administrator (not to exceed one year) during which a student must be clear of any major infractions, or they must forfeit the privilege of attending FBS.

Dismissal

The school may ask for the dismissal of any student whose conduct is detrimental to the school's reputation and good name. The Academic/Behavior Group will consider the evidence and any other testimony bearing on the issue, paying special attention to the guidelines specified in the Student Expectations. The decision to dismiss a student rests with the Academic/Behavior Group but may be appealed to the board in writing. During this period, it is hoped some strong soul searching will take place. The school will be praying and looking for the student to exhibit the following:

1. A repentant heart.
2. An interest in spiritual growth as evidenced by a disciplined relationship with an appropriate spiritual leader. (parent, teacher, administrator, pastor, counselor, etc.)
3. A desire to make things right by asking for forgiveness and/or restoration.
4. A genuine desire to return to FBS and be under school authority.

Disciplinary Steps of Appeal

Parents will be notified by email or phone on the day an infraction notice is given and notified again when punishment is administered. If a parent is not satisfied with a decision rendered by a teacher, the following chain of action is available:

1. Parent/teacher conference
2. Parent/teacher/ Administrator conference
3. Parent/ Administrator /Academic/Behavior Group/School Board President
4. Parent/ Administrator /Entire School Board meeting (to be held within 7 days)

Corporal Punishment

The Staff and Administration of First Baptist School will not, under any circumstances, administer corporal punishment to a First Baptist School student. Also, the staff and Administrator of First Baptist School will not witness or support corporal punishment administered on the First Baptist School property or at a First Baptist School activity. This practice is not intended to make a statement about the use of corporal punishment.

21. DRESS CODE

Statement of Rationale

First Baptist School is an outgrowth of the ministry of First Baptist Church. The school is based on Christian principles, and we expect our students to dress in a manner consistent with those principles. It is our desire at First Baptist School to do all things as pleasing unto the Lord and in a manner that will honor Him. By our dress and our actions, we represent the feelings of our hearts; therefore, our clothing and the way we wear it should represent our desire to please God and honor Him. The dress and grooming of students convey an image of the school and students, influencing how others respond to and judge First Baptist School, as well as contributing to the school climate to which students themselves respond. All students are expected to act in an orderly and respectable manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty; and striving toward unquestionable character in dress, conduct, attitude, and respect for authority. Since it is impractical to list every possibility of dress and grooming, final decisions concerning what is acceptable shall be made by the school administrator.

Standard of Dress (all ages/grade levels)

1. Students' clothing must meet the standard of being conservative, neat, clean, and modest.
2. T-shirts, backpacks, lunch kits, etc. with logos that dishonor our Christian principles are not allowed during the school day or at school parties and activities. This includes the skull and cross-bone emblem.
3. **Sandal-type shoes must have a back strap on the heel for Wee-3's – 2nd.** No shoes with cleats or steel toes. Tennis shoes must be worn for all P.E. classes. (P.E. is for K-5th Grade).
4. No caps or hats will be allowed. Exceptions: Hat Day and winter toboggans (Outside)
5. Hair must be kept clean, neat, and out of the eyes, with boys' hair no longer than bottom of the ear and not touching shoulder. No tails or designs cut into the hair.
6. Boys may not wear earrings or spacers of any type.
7. Noisy or distracting jewelry or accessories may not be worn.
8. Bizarre styles, fads, badges, pins, emblems, tattoos, hairstyles, etc. are calculated to call attention to the wearer and will not be permitted.
9. Shorts must be worn under all dresses/skirts.
10. Sports bras and undergarments should not be visible.

Standard of Dress (K – 5th)

1. **Tops:** Nice shirts or t-shirts may be worn. Emblems or logos can be worn if they do not dishonor our Christian beliefs. The official FBS logo is encouraged. Midriffs must be covered even when reaching upward with elbow area of arm touching the ears. On game days, all students are encouraged to show their spirit by wearing any FBS t-shirt (bike-a-thon, field trip, sports)
2. **Bottoms:** *Proper fitting* nice jeans, slacks, dresses, and shorts must be worn. Patches on jeans are acceptable as long as no skin is showing, and the jeans do not look as if they have been through a shredder. Jeans with frayed hems are

acceptable. Examples of acceptable shorts are jean, cargo, or khaki shorts. Students may not wear "cut offs". Hiking pants, athletic Adidas or Nike style Active Wear pants may be worn. (See examples) Leggings for girls may be worn as long as the shirt comes to the fingertips with the shoulders relaxed. Shorts and skirts must be, when the student is upright on his/her knees on the floor, 7 inches or less from floor.

Adidas or Nike
Style Pants



Hiking Pants



Jeans with Patches
(No bare skin)



Leggings with
Fingertip length
Shirt



3. **Footwear** :K– 2nd sandals must have a back strap.

In the event of objectionable dress or accessories, parents will be given notification with an explanation of why the item is objectionable. Consistent Dress Code infractions will be reported to the board. ***If there are too many school-wide infractions, the board will reinstate the solid color polo and jeans/khaki pants or skirts.*** A report of the notice will be given to the First Baptist School Board at the next regular Board meeting. All removable clothing such as sweaters, jackets, coats, caps, gloves, etc. MUST BE MARKED WITH THE CHILD'S NAME. All Wee-3's and Pre-K should have **Three** marked changes of clothing in a Ziploc bag with his/her name on it. This should be changed to coincide with the seasons

22. PROGRESS REPORTS AND REPORT CARDS

The FBS grading system for 1st-5th grade is 60% tests and projects:40% daily, homework, and quizzes. Letter grades are assigned with 90-100 being an A, 80-89 being a B, 70-79 being a C, and below a 70 being an F.

Weekly folders with students' work will be sent home for all classes. Please see that indicated documents are signed and returned along with all papers that are found in the return to school section. For grades 1st – 5th, progress reports will be sent home at 3- and 6-weeks intervals with report cards being issued in the 9th week of each grading

period. Report cards for the Wee-Threes through Kindergarten will be sent home every 12 weeks on the following Friday. All other report cards will be sent home every nine (9) weeks on the following Wednesday. Our staff is available to help you with any questions about our curriculum. We hope you will contact us if the need arises. Be sure to check your child's backpack daily for notes and special announcements.

Athletics/Extra-Curricular

FBS offers the following sports for our athletes: girls-volleyball and basketball, boys-flag football and basketball. A sport will be chosen for the Spring Semester.

Students that participate in school-sponsored sports or extra-curricular activities must meet academic requirements. Progress Reports will be measured at 3- and 6- week intervals with report cards going out in the 9th week. At the end of nine(9) weeks, any student with a subject grade average below 70 will be allowed to practice but not participate in scheduled events until the next 3-week time frame shows a passing grade. Report card grades can take students out of an activity, while progress reports can only put students back into an activity.

****Note:** Students must be in attendance on the day of scheduled game or activity to participate. Funerals of an immediate family member are an exception if the student wants to participate in the activity.

23. HONOR ROLL

To encourage students to put forth their best efforts, Honor Rolls will be posted for Grades 1 and above. First Baptist School has 2 levels of Honor Roll:

- | | |
|---------------------|--|
| "A" Honor Roll: | Students must earn A's in all subjects. |
| "A & B" Honor Roll: | Students must earn A's and B's in all subjects |

Honor Roll certificates will be recognized and awarded during Chapel. Honor Rolls will be published in the Caldwell newspaper and the bulletin of First Baptist Church.

The Heather Chennault Achievement Award has been established to celebrate Heather's life and her commitment to academic excellence. *A trophy will be awarded to each*

student in grades 3-5 that meet the following criteria:

1. Must be enrolled at First Baptist School for the first five grading periods.
2. Must have all A's for the first five grading periods.
3. Must have exemplary conduct (no more than 2 Level 1 infractions, no Level 2, 3, or 4 infraction notices)

24. PROMOTION AND RETENTION

To be promoted from one grade level to the next in grades 1-8, a student shall attain at least an average of 70 or above in language arts/reading and in mathematics. The student must have a cumulative overall average of 70 or above derived by averaging the yearly grades for language arts/reading, math, social studies, and science.

25. PARENT VISITATION ON CAMPUS AND CODE OF CONDUCT

Parents/guardians are welcome at any time to visit your own child's classroom to observe if Covid restrictions allow and with Administrator permission. Visitation is encouraged, but a visitor's badge must be obtained from the school office for each visit. This observation/visitation time is **not** a time for conferencing. Teacher conferences should be arranged in advance and not take place while the staff is on duty in the classroom or on the curb. Please be understanding when you are asked to adhere to these guidelines as they are designed to benefit the education of your child as well as the other children in the classroom. If unable to adhere to this code of conduct, you will be asked to leave the premises. Due to space limitations and concern for the safety of all, guests are restricted to two related adults at any given time. A related adult is defined as parent, grandparent, or sibling. If you bring your child's lunch to school, deliver it to the school office with their name written on it, to avoid class interruptions. The office will deliver it to the student. When on campus or at school-sponsored events, parents must refrain from using tobacco, alcohol, profanity, and inappropriate public displays of affection, as well as inappropriate dress.

26. PARENT VOLUNTEERS

You are extended an invitation to serve as a parent volunteer. Everyone is qualified to help our school in some way, and it is a welcome expression of support. Volunteers could be subject to a background check. Individual teachers will contact you concerning activities and opportunities to serve.

27. COMPLAINT PROCEDURES

IF YOU HAVE A COMPLAINT OR IF YOU OVERHEAR A COMPLAINT:

1. Express it promptly to the person who should hear it, and only to that person.
2. Complaints about school policy or operation should be expressed directly to the Administrator. Complaints about specific individuals should be expressed to the Administrator *only if you cannot work it out between yourselves or if you feel s/he should know about it*. A written report will likely need to be completed.
3. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory of His kingdom.
4. If a parent is not satisfied with a decision rendered by a teacher, the following chain of action is available:
 - a. Parent/teacher conference
 - b. Parent/teacher/Administrator conference
 - c. Parent/ Administrator /Academic/Behavior Group / School Board President
 - e. Parent/ Administrator /Entire School Board meeting (to be held within 7 days)
5. *We respect each family's right to free speech, but if the school board believes that gossip spread by a school family is unfairly affecting the school, the student(s) of that family may be dismissed from FBS, as per the FBS School Compact signed by each family.*

28. LOST AND FOUND

Please report lost items immediately to the school office. We will call you if item is located. At the end of each semester, items remaining will be donated to a local charity.

29. FBS SCHOOL GUIDELINES

A. Classroom Guidelines

1. Follow directions.
2. Show respect to others.
3. Speak with an indoor voice.
4. Keep hands, feet, and objects to oneself.
5. Walk inside the school building.
6. Show respect for school property.
7. Sit in the correct classroom learning position.
8. Individual teachers may have additional guidelines.

B. Playground Guidelines

1. Walk to and from the playground in a line.
2. Go to the bathroom before going outside.
3. Stay within school boundaries.
4. Throw balls rather than sticks, dirt, or rocks.
5. No digging on playground surface.
6. Rough play (pushing, tackling, etc.) is not acceptable.

C. Cafeteria/Lunch Guidelines

1. Walk in a line to and from the cafeteria.
2. Sit in your chair properly at the designated table.
3. Do not get up from the table without permission.
4. As you are dismissed, throw trash away from the table and floor.

First Baptist School is a gang-free zone. Texas law specifies that gang related activity is prohibited within 1000 feet of a school or daycare facility. Engaging in organized criminal activity

within 1000 feet of our program is a violation of the new Texas law and therefore subject to increased penalty.

First Baptist School Board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to parents and students. (Revised 8-1-2022)

Licensing- Department of Family and Protective Services

Parents are welcome to review a copy of the Minimum Standards and our most recent licensing report in the school office.

Child-Care Licensing (local)
(state)

979-731-0119
www.dfps.state.tx.us
1-800-252-5400

Child Abuse Hotline

In an event of an emergency, teacher's priority is to calmly walk the children to the designated "safe area"

As part of the school's overall safety program, the school board has appointed School Safety Officers, who have completed a DPS-approved training program.

30. EMERGENCY PLANS

Fire Drill (1 per month in under 3 minutes):

- 1 Continual alarm will sound and lights will flash from fire indicators.
- **IF DRILL**, Go to the outside designated location through the closest safe exit.
- Teachers Need: Cell phone (if have one), Emergency Clipboard (Red/green cards, emergency forms to contact parents, sign-in/out sheets for roll call when arriving at the safe area), First Aid Bag including Safety Light.

Bad Weather Drill (1 every 3 months):

- Announced over the phones will be made, and classrooms will be walked to if safe and able to make sure message received.
- The following are “safe area” suggestions:
 - o Regardless of safe area suggestions, the room that is centermost, away from windows and outside walls should be chosen first. Safety takes precedence over suggested rooms.
 - o It is also preferable to not use bathrooms if possible or objects that could fall on students when realistic.
 - o Wee3's & Pre-K are the closets in their respective pod rooms.
 - o Kinder, 1st, 2nd **in computer lab.**
 - o 3rd - 5th **in the Art Room.**
- Teachers Need: Cell phone (if have one), Emergency Clipboard (Red/green cards, emergency forms to contact parents, sign-in/out sheets for roll call when arriving at the safe area), First Aid Bag including Safety Light.

Emergency Preparedness Plan (in case of EVACUATION)

- Announced over the phones. In extreme circumstances the fire alarm may also be activated.
- Depending on the type and size/severity of the emergency that causes the evacuation, primary fire evacuations may still be used but if there is danger in those locations they relocation locations below will be used.
- Relocate primarily to the basement of the church, 300 S Thomas, 979-567-3646
- Relocate secondarily to the Civic Center, 103 Presidential Corridor W, 979-567-6854
 - o Gerry Garcia-Emergency Preparedness- 979-567-2001 – to provide transportation to our secondary evacuation location (Civic Center)
 - o Teachers Need: Cell phone (if have one), Emergency Clipboard (Red/green cards, emergency forms to contact parents, sign-in/out sheets for roll call when arriving at the safe area), First Aid Bag including Safety Light.

Listen to Radio 1620 am for information

In the event of an emergency, the Administrator will contact local authorities, parents, and childcare licensing about the event.

****This should be posted by your evacuation map AND with your emergency forms***

31. BULLYING POLICY AND PROCEDURES

First Baptist School Bullying Policy and Procedures

First Baptist School believes that all students have a right to a safe and healthy school environment. The school, church, and community have an obligation to promote mutual respect, tolerance, and acceptance.

First Baptist School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

First Baptist School expects students and/or staff to immediately report incidents of bullying to the administrator or designee. Staff who witness such acts are to take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campus, FBS will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build First Baptist School's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and may be subject to disciplinary action up to and including school dismissal.

FBS will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including school dismissal.
- Students are expected to immediately report incidents of bullying to the administrator or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Administrator. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of

investigation confidential.

- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. Staff witnessing or experiencing bullying are required to report the incident; such reporting will not reflect on the target or witnesses in any way.

32. POLICY FOR CONFLICT RESOLUTION

First Baptist School believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, First Baptist School will incorporate conflict resolution education and problem-solving techniques into the curriculum and campus programs. This can be accomplished in Chapel and Bible classes. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

First Baptist School will provide training through Edu Hero to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. FBS will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict are to contact a teacher or staff member for help.
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. (Pastor or counselor through Twin City Mission. Staff and mediators will keep all discussions confidential.)
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

33. ELECTRONIC DEVICE POLICY

Electronic devices (including but not limited to cell phones, laptops, e-readers, tablets, Bluetooth devices or any device that can make or receive calls or texts) are required to be on silent mode and are not permitted to be out of student's backpacks while on campus or at extracurricular activities. These devices are not allowed to be out of backpacks before or after school while on a student is on campus without prior permission. Electronic devices such as watches that are designed to be worn (including but not limited to smart watches, Fitbit watches) are permitted to be worn while on campus and at extracurricular activities, however they are only allowed to be used to tell time.

All violations of the Electronic Device Policy will be reported to the Administrator and documented in the student's file.

CONSEQUENCES:

Warning: If a student's cell phone or other device is not on silent mode and is heard ringing while enclosed in a student's backpack, the student will receive a *warning* and will be required to silence the cell phone. The student's parent will be notified and the student's file will be documented. If a second incident occurs the student will move to 1st Offense discipline.

If a student is in violation of this policy the following discipline will be administered. In addition, the electronic device will be IMMEDIATELY confiscated, turned into the Administrator, and the parents will be notified of the violation.

1st Offense 2 Mandatory D-Halls and \$20 fine

2nd Offense 4 Mandatory D-Halls and \$40 fine

3rd Offense Same day ISS and a Mandatory Suspension the following school day

4th Offense First Baptist School Board will review and determine consequence

FINES:

All fines are required to be paid BY THE PARENT, IN THE OFFICE before the electronic device will be released to the parent. Students are not allowed to pay the fine or pick up the electronic device once confiscated.