

2011-2012 Elementary Parent/Student Handbook



Faith Baptist Schools

7644 Farralone Avenue · Canoga Park · California

Phone (818) 340-6131 · Fax (818) 592-0279

www.faithbaptistschools.com



Western Association of Schools and Colleges

Accrediting Commission for Schools

533 Airport Boulevard, Suite 200

Burlingame, California 94010

(650) 696-1060

“...earnestly contend for the faith which was once delivered to the saints.” Jude 3

Dear Parent,

Over the years, Faith Baptist Schools has developed a reputation for offering children a high-quality, truly Christian education. This reputation has been established by the Lord as He has worked through our loving, dedicated, Christian teachers and staff.

You have entrusted us with your child, and we regard that trust as a privilege and a God-given responsibility. We will endeavor to provide your child with the best in character training and academic instruction. Ultimately, we desire to see your child grow as the Lord Jesus Christ grew – intellectually, physically, spiritually, and socially.

Guidance for both the heart and the mind gives Faith Baptist students an edge, enabling them to achieve with the best. It is our prayer that the Lord will have His best in your child's life in the coming years.

Sincerely,

Roland Rasmussen, Principal

ADMISSIONS POLICY

Since Faith Baptist Schools (the "School") is interested in enrolling a specific type of student, each student and parent must give complete support and cooperation to the School Administration, faculty, and staff in order for a child to attend the School.

Attendance at Faith Baptist Schools is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The School may request the withdrawal of any student at any time, who, in the opinion of the School, does not fit into the spirit of the institution, regardless of whether he conforms to the specific rules and regulations of the School. Faith Baptist does not discriminate in its policies regarding a person's race, ethnicity, or national origin, but does reserve the right to discriminate on the basis of religion and to discipline students who do not adhere to the School's policies and procedures.

As more fully set forth in this Handbook, students enrolled in Faith Baptist Schools may not at any time smoke, drink, dance socially, use narcotics, threaten or commit acts of violence, misuse controlled substances, or engage in lewd conduct or any type of behavior that the Administration of Faith Baptist Schools considers to be immoral or inconsistent with the religious mission and tenets of the School (i.e., premarital sex of any kind). This prohibition applies to acts committed both on and off the School property.

SEARCHES

Faith Baptist Schools reserves the right to search students' belongings, including but not limited to lockers, backpacks, purses and bags, provided reasonable suspicion for an investigation exists.

MODEL RELEASE

Any student's or parent's picture taken at a School function may be used in any Faith Baptist Schools' publication.

DISPUTE RESOLUTION

Each parent or guardian agrees that any controversy or claim against Faith Baptist Church and Schools, its employees or agents, or any claim arising during or out of his child's enrollment, that cannot be resolved within Faith Baptist Church and Schools, shall be resolved with the assistance of the Center for Conflict Resolution through mediation or, as a last resort, through legally-binding arbitration, also by the Center for Conflict Resolution. The parent/guardian expressly waives the right to file a lawsuit against Faith Baptist Church and Schools, its employees or agents, except to enforce a legally-binding arbitration decision, and agrees to pay legal fees for Faith Baptist Church and Schools, should Faith Baptist Church and Schools be deemed by the arbitrator(s) to be the prevailing party.

HANDBOOK REPRODUCTION AND REVISIONS

No part of this handbook may be reproduced or copied in any manner without the written authorization of the Administration of Faith Baptist Schools. All policies stated herein are subject to change by the Administration and School Board at any time.

MISSION STATEMENT

The mission of Faith Baptist Schools is to lead students to a personal relationship with our Lord and Saviour, Jesus Christ, and to prepare college-bound students through an arduous program of academic excellence by Christ-centered teaching and example.

**ELEMENTARY SCHOOL CALENDAR
FIRST SEMESTER 2011-2012**

First Day of School	September 12, 2012
Elementary School Pictures	September 21-23, 2011
K3 – 6th- Grade New Student/Parent Meeting	September 19, 2011
6th- & 7th-Grade Parent Meeting	September 26, 2011
Spirit Week	October 10-14, 2011
Homecoming Preparation (<i>Half-Day of School</i>).....	October 14, 2011
Homecoming.....	October 15, 2011
Elementary & Junior-High Drama	October 28 & 29, 2011
Faith Baptist Church Fall Revival.....	October 31-November 2, 2011
School Picture Retakes.....	November 1, 2011
6th-Grade Graduation Pictures.....	November 2, 2011
K5 Graduation Pictures	November 3 & 4, 2011
Candy Sale Begins	November 9, 2011
*Parent/Teacher Conferences (<i>No School K5-6th Grades Only</i>)	November 10, 2011
*Veterans Day.....	November 11, 2011
Coffee with the Principal Meeting.....	November 17, 2011
Colonial Day	November 18, 2011
*Professional Development Days	November 21-22, 2011
*Thanksgiving Holiday	November 23-25, 2011
School Resumes	November 28, 2011
Guys Night Out.....	December 2, 2011
Elementary Christmas Program	December 8 & 9, 2011
Winter Concert.....	December 10, 2011
JOY Party	December 15, 2011
*Winter Recess	December 16, 2011-January 2, 2012
School Resumes	January 3, 2012
Re-Enrollment Forms Available	January 9, 2012
Re-Enrollment Begins.....	January 10, 2012
*Dr. Martin Luther King, Jr. Day.....	January 16, 2012
Sixth-Grade Final Exams.....	January 23-27, 2012
First Semester Ends (No School – Grade 6 Only).....	January 27, 2012
*School or legal holidays. The School is closed on these days.	

**ELEMENTARY SCHOOL CALENDAR
SECOND SEMESTER 2011-2012**

First Day of Second Semester	January 30, 2011
Open House (<i>Half-Day of School</i>)	February 9 & 10, 2012
*Observe President Lincoln's Birthday	February 13, 2012
Report Cards Mailed	February 14, 2012
*Observe President Washington's Birthday/Presidents' Day	February 20, 2012
West Coast Fine Arts Competition	March 1 & 2, 2012
Faith Baptist Church Missions Conference	March 4-7, 2012
Winter Camp (Grades 4-6)	March 15-17, 2012
Parent/Teacher Conferences (<i>No School K5-6th-Grades Only</i>)	March 29, 2012
Last Day to Receive \$100 Credit per Family	April 10, 2012
*Spring Recess	March 30-April 6, 2012
School Resumes	April 9, 2012
Elementary Speech Contest.....	April 25, 2010
Last Day for Tuition Payment to be paid without \$100 Late Charge	May 10, 2012
Faith Baptist Church Bible Conference	May 20-23, 2012
*Memorial Day.....	May 28, 2012
Sixth-Grade Final Exams.....	May 29-June 1, 2012
Elementary Sports Awards	May 30, 2012
Elementary Awards Night	June 1, 2012
Stanford Achievement Test	June 4-8, 2012
Sixth-Grade Graduation	June 8, 2012
Five-Year-Old Kindergarten Graduations.....	June 9, 2012
School Picnic & Last Day of School	June 11, 2012
Report Cards Mailed	June 18, 2012
Day Camp	June 18-August 24, 2012
Summer School	June 25-July 27, 2012

*School or legal holidays. The School is closed on these days.

THE DIRECTOR

Pastor Tim Rasmussen, Pastor of Faith Baptist Church and Director of Faith Baptist Schools, is vitally interested in Christian education. Pastor Rasmussen is a graduate of Hyles-Anderson College, holding a Bachelor of Science, Master of Arts, and Master of Theology degrees. In addition to his studies in the fields of Bible, theology, and education, he has taught in a Christian university and in a Christian day school. As director of Faith Baptist Schools he believes that the challenging curriculum, the passionate teachers, and Christian principles are what make Faith Baptist Schools one of the greatest schools in the nation.

It is his desire that each student come to a personal knowledge of Jesus Christ as Saviour and grow into a citizen that honors the Lord. Pastor Tim Rasmussen is known for his kindness in dealing with faculty, staff, and students.

THE ADMINISTRATION

Mrs. Stephania Rasmussen is a graduate of Pensacola Christian College. She holds a Master's Degree in Secondary Education and has been a member of the Faith Baptist staff since 1993. It is her fervent desire to pursue the objectives of the School and to strive to keep Faith Baptist unsurpassed in its combination of academic, moral, and Biblical instruction.

Mrs. Rasmussen is assisted by a staff of highly qualified and gifted individuals whose common goal is the loving, caring Christian education of children. She serves as a support to both the Elementary Supervisor and the Director of the School.

PHILOSOPHY

Faith Baptist Schools is based upon the Word of God. The primary objective and purpose of the School is to train the student in the way of life presented in the Scriptures while giving him a good general education.

Since the primary reason for the existence of the School is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. We emphasize the mastery of the fundamental blocks of material necessary for satisfactory achievement and stress the acquisition of facts and concepts in the various areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student and teacher to do his best. We believe the traditional system of education educates the mind and builds character, encourages competition, and teaches the value of living under a free-enterprise system of government.

Character training is an important element in Faith Baptist Schools. We believe that the heart of character training is obedience (doing right), that eventually will cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure one's attitudes against the principles laid out in the Scriptures are characteristics we strive to

instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

OBJECTIVES

The educational and spiritual objectives of the School are to maintain the highest possible academic and moral standards in a Christian atmosphere, while emphasizing the teachings of the Bible, which we recognize as the Word of God.

EDUCATIONAL FACILITIES

The School uses the modern facilities of Faith Baptist Church that were designed with a school program in mind. Because our School is on the church property, we kindly request that there be NO SMOKING on the church property at any School function.

CHRISTIAN TRAINING

Christian training can have a positive effect upon children's attitudes, behavior, and scholastic excellence as has been testified by parents and teachers alike.

IT IS ONLY IN A CHRISTIAN SCHOOL that knowledge and human experience can be interpreted in light of God's Word.

IT IS ONLY IN A CHRISTIAN SCHOOL that children are encouraged to pray, read the Bible, and memorize Scripture.

IT IS ONLY IN A CHRISTIAN SCHOOL that teachers have the right to help children understand and accept the New Testament moral values and to educate them so that the practice of these Christian virtues becomes the rule and not the exception.

IT IS ONLY IN A CHRISTIAN SCHOOL that the total education of the child—spiritual, moral, mental, social, and physical—can take place.

IT IS ONLY IN A CHRISTIAN SCHOOL that discipline is interpreted in light of New Testament teachings.

DEVELOPING LEADERSHIP

Leadership at Faith Baptist Schools is developed not only through student leadership opportunities on our student council, but also through numerous public speaking opportunities.

Students gain the knowledge of how to walk to the platform, how to stand, and how to project their voices effectively. Through this program students gain greater confidence and poise, which are reflected in their personality and academic achievements.

CONTENDER QUALITIES

Although Faith Baptist Schools' Christian philosophy is imbedded into our curriculum, its academic scope and sequence is fully aligned with California State Content Standards. Faith Baptist's Contender Qualities state the knowledge, proficiencies, and appreciation for education students should possess upon graduation from Faith Baptist Schools.

Faith Baptist graduates will be:

- I. Spiritually-minded individuals who:
 - Trust Jesus Christ as their personal Savior.
 - Accept the Bible as the Word of God and as a sure source of wisdom and instruction.
 - Learn how to pray.
 - Apply Biblical values to fundamental academic disciplines and to everyday life.

- II. Academically capable individuals who:
 - Seek to achieve above average skills in reading, writing, and arithmetic. (*accuracy, precision, relevance, depth, breadth, logicalness, and significance in thinking.*)
 - Develop self-discipline and sound study habits.
 - Utilize technological resources effectively and appropriately.
 - Demonstrate a personal commitment to continuing education.

- III. Physically sound individuals who:
 - Respect their body as a gift from God.
 - Understand their body's systems and functions.
 - Achieve age appropriate physical fitness standards.
 - Choose to honor God with a pure and wholesome lifestyle.
 - Determine not to abuse their body.

- IV. Socially developed individuals who:
 - Recognize their patriotic responsibilities, including respect for law and properly constituted authority.
 - Seek wholesome, Christ-honoring relationships.
 - Value humility, honesty, integrity, empathy, and perseverance.
 - Work effectively in a team.

When the elementary student council met in October of 2008, they were given the opportunity to review our Contender Qualities and to put them into their own words. The following list is the student version of our Contender Qualities:

- I. Spiritually Minded – Do your best for God.
- II. Academically Capable – Do your best at school.
- III. Physical Sound – Do your best with the body God gave you.
- IV. Socially Developed – Do your best with people.

ACADEMIC INSTRUCTION

The curriculum is made up of the total program of the School, whether it be the academic teaching, physical education, music training, Bible instruction, or special events. All phases of the curriculum are directed to assist in the ultimate development of the child. Emphasis is placed upon student achievement, mastery, and understanding of academic fundamentals.

SPIRITUAL INSTRUCTION

Every student in elementary school attends chapel or Bible class five days per week. This instructional and motivational time period filled with Bible-based preaching and teaching is considered a full academic subject at Faith Baptist Schools. In addition to this, biblical principles are integrated in every subject studied at Faith Baptist Schools.

Students are required to attend all chapel and Bible sessions. Mandatory attendance is not an infringement of personal liberty, since the student, by registering, voluntarily places himself under this requirement. In other words, no student may be excused from chapel or Bible class at any time unless there is an emergency or other similar extenuating circumstances.

ACADEMIC INSTRUCTION

The curriculum is made up of the total program of the School, whether it be academic, physical, spiritual, or social. All phases of the curriculum are directed to assist in the ultimate development of the child.

Emphasis is placed upon student achievement, mastery, and understanding of academic fundamentals. Bible is a vital part of the daily curriculum.

THREE-YEAR-OLD KINDERGARTEN CURRICULUM

As a new addition to our School's educational program, our three-year-old kindergarten program maintains our School's distinctive. By creating a warm, nurturing atmosphere, Christian teachers are able to implement an academic curriculum which enables our three-year-old children to learn to count and to write to fifty, to understand and apply numerical values, and to say and write the letters in the alphabet. The age of the children is a constant consideration in the scheduling, teaching, and activities conducted at this level, yet by building precept upon precept, the foundations for reading and arithmetic are established.

FOUR-YEAR-OLD KINDERGARTEN CURRICULUM

The four-year-old kindergarten program sets the foundation for our School's accelerated curriculum. This program offers intensive pre-kindergarten training in phonics, manuscript writing, spelling, arithmetic, Bible, art, and music. Reading is taught to all children, and most children demonstrate the capability to master the basics in this area of learning. For those children who are capable of working all day, Faith Baptist offers a full-day program that greatly expands each four-year-old's learning opportunities.

FIVE-YEAR-OLD KINDERGARTEN CURRICULUM

Our five-year-old kindergarten program is established upon the traditional philosophy of education, achievement, and conduct. Our students excel unlike any other kindergarten students; read at the second-, and third-grade levels, and score in the top 3% in the nation on reading, math, and language exams.

PHONICS – An intensive program of phonics is taught to all kindergarten students. Short vowel sounds are taught first; then the consonants. Subsequently, the children learn to blend their consonants with the short vowels and in the first nine weeks of School, every child begins reading.

READING – Reading is taught to all students, most of which read at the second-grade level by the end of the School year. All students must be able to read before they are passed to first grade.

WRITING – Manuscript writing is taught to all students and it is integrated carefully into our reading and arithmetic curriculum.

SPELLING – Because all students learn to spell phonetically, they are able to spell hundreds of words accurately. Each week, the children are tested over words that follow specific phonetic rules.

ARITHMETIC – Both the meaning and the writing of numbers are taught. The students learn to write their numbers from 1-100 by the end of the first semester, and many students write 1-200. All students learn to add and subtract hundreds of different combinations, and they are capable of doing so in two and three columns.

SPEECH – All students are taught how to approach a stage, how to speak clearly and effectively while incorporating interpretation and gestures.

BIBLE – Bible verses, stories, and songs help build a desire in each child to know God personally. Lessons from the Bible are used to give the students guidance for their lives at home and at School.

COMPUTER – Integrating a telecollaborative approach to Faith Baptist's existing curriculum has been an exciting venture involving a great investment in fiber optics, wi-fi, computers, internet filters, and a myriad of other technological necessities. Faith Baptist's goal is to utilize appropriate resources via the Internet to maximize each child's learning experience.

FIRST- THROUGH SIXTH-GRADE CURRICULUM

ARITHMETIC – The language of science is arithmetic; and as God created the universe with order, Faith Baptist Schools teaches mathematics in an orderly manner building precept upon precept.

The primary objectives of our arithmetic program will be first, to bring about an understanding of numbers and the number system; second, to bring about complete mastery of basic mathematic skills, and third, to introduce algebraic and geometric concepts enabling many of our seventh-grade students to successfully complete Algebra I.

READING – Since reading is an essential skill relevant to many phases of learning, Faith Baptist utilizes the best possible methods and techniques throughout our reading program. It is not unusual for many of our students to read two-to-six years above the national average.

PHONICS – Phonics is a vital part of any good reading program. Through phonics, a student is able to sound out more than 80% of the words in the English language, enabling him to quickly become an effective and independent reader.

ENGLISH – We interpret this skill to mean not only the correct formation and spacing of letters but also the ability to write stories and articulate ideas effectively while using correct grammatical structure and proper spelling. Diagramming, short stories, book reports, essays, and term papers are a few of the tools used at Faith Baptist Schools to develop effective language skills.

SCIENCE – From insects and invertebrates to molecules and mass, students learn how man has classified and organized God’s creation, building upon discoveries from the past and reaching out to explore the future.

HISTORY AND GEOGRAPHY – Students study United States, state, and world history as well as geography through these subjects. They learn how God uses men to accomplish His tasks. Students are also taught that being a good citizen requires one to be a participating citizen.

SPEECH – Speech is an excellent confidence-building vehicle. Competitions, coaching, and frequent speeches help many of our students to become excellent public speakers.

COMPUTER INSTRUCTION – Integrating a telecollaborative approach to Faith Baptist’s existing curriculum has been an exciting addition involving a great investment in fiber optics, wi-fi, computers, internet filters, and myriad of other technological necessities. Faith Baptist’s goal is to utilize appropriate resources via the Internet to maximize each learning opportunity. Children in the 4th, 5th, and 6th grades are given the opportunity to utilize our computer labs, and they learn to use much of the latest software technology through the integration of their computer skills with regular course work.

SPELLING – Our complete spelling program is phonetically centered. All students first learn the consonant and vowel sounds, then blends and specific rules that apply to thousand of words. Instead of memorizing a list of 15 or 20 words, our students are taught the spelling rules which enable them to spell thousands of words accurately. Once rules are learned, approximately 80 or more words, which are examples of the rules, are tested over during the week. Consequently, there is little limitation in what most of our students can spell.

BIBLE – Bible verses, stories, and songs help build a desire in each student to know God personally. Lessons from the Bible are used to give the students guidance for their lives at home and at School.

SCHOOL SCHEDULE AND POLICIES

SCHOOL HOURS

Grades 1-6 begins	8:30 A.M.
Five-Year-Old Kindergarten begins	8:45 A.M.
Full-Time Three- and Four-Year-Old Kindergarten begins	8:45 A.M.
Morning Three- and Four-Year-Old Kindergarten begins	9:00 A.M.
Afternoon Three- and Four-Year-Old Kindergarten begins	12:15 P.M.

First bell rings five minutes before class begins.

Dismissal for Morning Three- and Four-Year-Old Kindergarten	12:00 P.M.
Dismissal for Afternoon Four-Year-Old Kindergarten	3: 00 P.M.
Dismissal for Full-Day Three- and Four-Year-Old Kindergarten	3:00 P.M.
Dismissal for Five-Year-Old Kindergarten	3:00 P.M.
Dismissal for Grades 1& 2	3:10 P.M.
Dismissal for Grades 3 & 4	3:20 P.M.
Dismissal for Grade 5 & 6	3:30 P.M.

ARRIVAL AND DEPARTURE

From 8:15 to 8:30 A.M. and from 3:15 – 3:40 P.M., we kindly request that parents of students in grades 1-6 use the drop-off & pick-up zone outlined in the traffic map, and not use the parking lot. (The parking lot is reserved for K3, K4, & K5 parents who are required to sign their children in and out. Kindergarten parents should not park on the East side of Farralone or the West side of Glade. These traffic zones are for loading and unloading only.)

Upon arrival in the morning, all elementary children are to go directly to the play area. Teachers will pick-up their classroom from the playground at 8:30 A.M. On rainy days, children will go directly to their rooms at 8:25 A.M. At no other time is anyone, parent or child, to enter the classroom before 8:00 A.M. as the teachers use this time to get their classrooms and day’s work ready.

Upon arrival in the morning, students in K3, K4, and K5 can be dropped-off and signed-in a their classroom at 8:00 A.M. Before 8:00 A.M., students can go to day care at their respective playgrounds. Upon being dismissed, kindergarten students are to be met at the classroom door and signed out by their parent or guardian. NO pre-school or kindergarten student will be allowed to leave the classroom by himself. Students not picked-up at the classroom can be picked-up at daycare.

IMPORTANT – At no time is a student to be picked up by anyone other than parents, guardians, or persons authorized to do so on the authorization form. If someone other than those designated on the authorization form comes to pick up a student, the student must have a note written by the parent or guardian.

***If an elementary student is to ride their bike or walk home, the office must be given a release in advance in writing by the parent or guardian authorizing them to do so. A “Release to Walk Home” form can be found in the Administration Office.**

K3, K4, & K5 PROCEDURES & SAFETY

All K3, K4, and K5 **MUST** be signed in and out of school and day care each day. To insure the safety of the students, we will release the students to the following people:

1. A student’s parent;
2. A person designated on a student’s release form;
3. A person designated on a note which has been written, signed, and dated by a student’s parent.

We are sure that you understand that we cannot allow students to leave with other students or with adults who have only verbal instructions to pick up a student. Also, we cannot release a student if we have only instructions given by telephone.

Additionally, once a student is signed out from school or daycare, that student becomes the responsibility of the parent or guardian. For the safety of the child, please be sure to hold your child's hand as you walk through the parking lot to your vehicle.

BEDDING FOR NAPTIME

All full-time K3, K4, and K5 students will nap every afternoon. The following procedures will be followed:

1. Rollee Pollee bedding.
 - a. Includes a crib sheet, bedding, and a pillow
 - b. Available for purchase in the school office
2. Bedding will be sent home each Friday to be laundered.
3. Bedding must be returned every Monday.
4. State law requires students to have bedding at school every day.

ATTENDANCE

Regular attendance is essential to successful School work. Absenteeism causes hardships for everyone involved; therefore, we ask each parent to do your best to avoid unnecessary absences. (See Truancy.)

Faithful class attendance is vital for a student's success. Consequently, the Administration may determine that a student who misses more than twenty days (excused or unexcused) in a given class in a semester must drop that class.

If a student is absent, we request that the parent call the School Attendance Office before 10:00 A.M.

TARDINESS

Punctuality is a character trait we strive to instill in each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress and their character development.

Because each day at Faith Baptist Schools is tightly scheduled to maximize learning opportunities for each child, we begin class immediately and there is no grace period. First through sixth grade students will be considered tardy after 8:30 A.M.

If a student accumulates six unexcused tardies in a quarter, the student will be suspended for a day. After the second suspension, the student and one of his parents are required to meet with a School administrator before the student will be able to return to School. Any work missed or test given on a suspension day will be recorded as a 59% E and cannot be made up.

EMERGENCY ABSENCES

If an emergency should arise making it necessary for the student to leave School early, the parent is to sign their child out at the School Attendance Office, and the attendance secretaries will have your child brought to the School office with all of his things. If the student returns, the student should be signed back in at the School Attendance Office.

ABSENCE EXCUSES

When a student returns to School after an absence, the student must have a written note from a parent stating an excuse that conforms to the legal reasons for absences as listed below from the California Education Code and Administrative Guide of the Los Angeles City Board of Education. In the event a student has an extended illness, however, the student must obtain permission from a physician in order to return to School.

If a student returns to School and inadvertently forgets his absence note, the student will be asked to call his parent, who, in turn, will call the School secretary to confirm the legality of the excuse. Upon such confirmation, the student then will be permitted to return to class. However, the student must bring a note written by his parent the following day.

When a student cannot arrange a medical, dental, or similar appointment during non-School hours, the student must obtain an excuse from the doctor's office. If a student must miss the entire School day due to an appointment, please be sure that the receptionist indicates such extended absence on the excuse. If possible, regular appointments should be made at different times during the School day so that a student does not miss the same class period each time.

The only legal reasons constituting an "excused" absence according to state law are the following:

1. Illness of the student
2. Bereavement
3. Dental, medical, or optical appointments
4. Religious holy days
5. Court appearances
6. Authorized school functions

Listed below are some illegal excuses for non-attendance as stated in the California Education Code and Administrative Guide of the Los Angeles City Board of Education:

1. To take music or other lessons
2. To run errands for parents
3. To carry or deliver newspapers
4. To entertain friends/family members
5. To help care for children
6. To help someone ill
7. To work at a job
8. To assist with housework
9. Lack of proper clothing
10. Lack of transportation

Note: Although missing School for one of the above reasons is considered unexcused, a student will not receive an academic penalty if the student has a note from a parent; however, **a student is permitted to have only five "unexcused absences – no penalty" per semester.** The sixth absence during a semester will become an "unexcused absence - with penalty."

MEDICAL/DENTAL APPOINTMENTS

If the occasion arises where it is absolutely necessary for a child to leave early for a medical or dental appointment, a written request should be sent to the teacher at least a day in advance. (No child will be released to anyone other than those authorized in writing by the parent.)

SCHOOL NURSE

The School does not have a campus nurse. However, our staff has been trained in basic first aid and basic life support CPR. Our staff will provide assistance to students according to the universal health precautions while maintaining the safety of those involved. Because the staff members are the first to respond, they will assess and address the needs of the injured student(s) providing medical care as needed, unless an injury is beyond basic first aid. For any injury that may require more than basic first aid, the child's parent and/or 911 will be called.

ILLNESS OR INCAPACITY

If a student has a fever or any other symptom of illness, the student should not be sent to School. If the student is sent to School under such circumstances, the parents will be called to pick him up. If a parent, legal

guardian, or emergency contact cannot be reached, professional care may be sought, and an injured or ill student may be transported via ambulance to the hospital to receive appropriate medical attention.

If for some important reason, a student is not able to participate in regular School activities, the School must be notified in writing by a physician of the nature of his incapacity and the probable length of its duration.

COMMUNICABLE DISEASES

Upon having the following diseases or conditions listed by the Department of Health Services, a student must have written consent from either a physician or the Health Department to return to School:

Head Lice	Scarlet Fever	Ringworm
Whooping Cough	Streptococcal	Pinworms
Hepatitis	sore throat	Mumps
Salmonellosis	Tuberculosis	Conjunctivitis/"Pink Eye"
Measles		

A physician, Health Department official, or administrator may re-admit a student to School upon having the following diseases:

Chickenpox	Colds	German Measles
Influenza	Pneumonia	Skin diseases: Scabies, Impetigo

MEDICINES

1. Parents should talk to their child's doctor about making a medicine schedule so that the child does not have to take medicine while at school.
2. If a child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, parents must give a written note to the school employee at the receptionists' desk at the beginning of the school year. Parents must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it. (EC Section 49480).
3. If a child must take medicine while at school, the school must receive a written note from the parent **and** a written note from the child's doctor or other health care provider. The written statement from the prescribing physician must detail the medication, method, amount and time schedules by which the medication is to be taken and a written statement from the parent or guardian of the child at the beginning of each school year **and** whenever there are any change in the medicine, instructions, or doctor. (EC Section 49423).
4. A parent or guardian must supply the school with all medicine the child must take during the school day. A parent or another adult must deliver the medicine to school.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. A parent or another adult who delivered the medicine should verify the count by signing the log.

6. Each medicine the child takes must be in a separate container labeled by a pharmacist licensed in the United States. The container must list the child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Parents must pick up all discontinued, outdated, and/or unused medicine before the end of the school year.

EPIPEN PROCEDURES

In addition to following the procedures for medicines listed above, if a child requires an EpiPen in the event of an allergic emergency, parents must provide one EpiPen to the child's teacher and one EpiPen to the school office. The school office will insure quick access to the EpiPen when the child is in before- or after-school day care.

INHALERS

Due to the quick response needed in the event of an asthma attack, students are allowed to carry their prescribed inhaler with them at all times. In addition, please follow the above procedures for medicine and notify the School and child's teacher of the child's asthma condition.

REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE

Section 11166 of the Penal Code requires that any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or *reasonably suspects* has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Reasonable Suspicion "occurs when "it is objectively reasonable for a person to entertain such a suspicion, when based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse." (California Penal Code 11166[a].

BLOOD-BORNE PATHOGENS

Immunization – Communicable Disease/HIV & HBV Policy

1. Students infected with HIV, except for those subject to conditions described in 3 below, will be permitted to attend School in an unrestricted manner because of the *de minimis* risk of transmission of HIV in the normal school setting. These students will be eligible for all rights, privileges, and services of the School.
2. Assessment of the risk to the immuno-suppressed student attending school in an unrestricted setting will be made by the student's physician who is aware of the student's immune status.
3. Students (whether HIV/HBV or not) who display behaviors that, in the sole judgment of the School, may pose a risk of harm to others, such as biting, and with communicable medical conditions such as oozing lesions, will not be permitted to attend School in an unrestricted manner.

Students in the above categories, with questionable behaviors and who have had medical conditions (including HIV positive or HBV) or neurological impairments, will be placed or retained only after a

decision is reached by the School Administration. The School's evaluation team will include, but not necessarily be limited to, the following:

- Student's parents and physician
 - School's attorney
 - Doctor representing the School
 - Public health consultant to the School
 - Chairman of the Board of Directors or his appointed official
 - School Principal/Supervisor
4. The policy of the School is to use recognized "universal precautions" established by the Centers for Disease Control and Prevention in handling all blood or bodily fluids. The bodily liquids may contain several infections including HIV; therefore, all such fluids will be handled by the School staff in such manner.
 5. The educators of an HIV infected student must respect the student's right to privacy and the confidentiality of School and medical records information. Those who are aware of the student's condition should be limited to the minimum number needing to know of such condition in order to assure proper care of the infected student and to detect situations where the potential for transmission may increase (e.g., bleeding type injury). Unauthorized disclosure of a person's HIV status is a breach of ethical conduct.
 6. Students are not permitted to participate in any School activity if an open, oozing, or bleeding lesion is not covered or protected. Any blood-soaked item (e.g., clothing or uniform) must be changed. It is the responsibility of the teacher/coach/supervisor to see that this procedure is followed. If an injury occurs and surfaces of equipment are contaminated, the teacher is to see that the area is secured until the surface is disinfected as noted above.

IMMUNIZATIONS

In accordance to California School Immunization Law and the California Department of Health Services, all immunizations must be up-to-date before the first day of school. Furthermore, a parent must submit proof of up-to-date immunizations to our school offices before a child can begin school. If the school does not have proof of a child's up-to-date immunizations by the first day of school, then the child will be excluded from school. This policy pertains to all pupils: re-enroll, new, and homeschool students.

California School Immunization Law, California Department of Health Services, and Faith Baptist Schools cannot allow a child to start and/or be in school without proof of up-to-date immunizations.

TB SKIN TEST

Students entering K5 kindergarten and students who have never attended a California school must present evidence of a TB Mantoux (PPD) skin test. All K5 students must receive this test within one year prior to the first day of school. (TB tests received over one year prior to K5 entrance are not valid.) Furthermore, proof of this test must be submitted to our school offices. An up-to-date immunization form must include the following:

1. The type of test. Mantoux (PPD) only.
2. Date of test
3. Skin test results

4. Signature of doctor or designee

The LA County Department of Public Health and Faith Baptist Schools cannot allow a child be in school if this requirement is not met by the first day of school.

HEALTH EXAMINATION FOR FIRST GRADE

A child must receive a health examination within 18 months prior to starting first grade. Furthermore, a physician must completely fill out and sign a "Report of Health Examination for School Entry" form and the parent must submit this form to our school offices before the first day of school. ("Report of Health Examination for School Entry" forms and examinations completed over 18 months of starting first grade are not valid) If the school does not have proof of a "Report of Health Examination for School Entry" form by the first day of school, then the child will be excluded from school. This policy pertains to all pupils: re-enroll, new, and homeschool students.

Faith Baptist Schools will not allow a student to start and/or be in school if this requirement is not met by the first day of school.

Tdap

A new school immunization law requires all students entering 7th through 12th grades in the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap. Furthermore, a parent must submit proof of this vaccine by the first day of school. If the school does not have proof of a child's Tdap vaccination by the first day of school, then the child will be excluded from school. For the 2012-2013 and future school years, all student entering 7th grade will need proof of a Tdap shot before they begin school. This policy pertains to all pupils: re-enroll, new, and homeschool students.

Faith Baptist Schools will not allow a student to start and/or be in school if this requirement is not met by the first day of school.

UNMET IMMUNIZATION REQUIREMENT AFTER ADMISSIONS

If, after a child is admitted, he or she is discovered to lack one or more immunizations, there will be a 10 day period in which that child's immunizations must be made up-to-date. After 10 school days, the child must be excluded from further attendance if he or she has not come into compliance with the requirements. This policy pertains to all pupils: re-enroll, new, and homeschool students.

California School Immunization Law, California Department of Health Services, and Faith Baptist Schools cannot allow a child to be in school if immunization are not made up-to-date after this 10 day period.

DISASTER PREPAREDNESS/EARTHQUAKE EMERGENCY

In the event of a disaster, no student will be dismissed from school unless a parent (or individual designated by a parent on the school "Information Card") comes for him. Because phone lines may be down in a catastrophe, notes may not be faxed to the school for the release of a student during an emergency. All parents, or designated parties, who come for students must have them signed out at the office or at the temporary student release station with a school official at the entrance to the school yard.

In the event of an emergency, the School is prepared to provide each child with emergency food and water. These supplies are regularly purchased and stored in an earthquake-safe location on our campus. If you are unable to reach the school, we will care for your child here. We have a number of people with first-aid

certificates, and we will be in communication with various local emergency services. We do ask for your help in the following areas:

- Please do not call the school – we must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the school – streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
- Tune your radio to KFWB (980) or KNX (1070) on the AM dial. Information and directions for Faith Baptist students will be given over the radio. If internet access is available, please check the school website at www.faithbaptistschools.com.

SCHOOL CLOSURE INFORMATION

In the event of an emergency (fires/floods/earthquakes/heavy rain), please check the following for school closure information:

- www.faithbapistschools.com
- Call (818) 340-6131. A temporary phone greeting will be added to our phone system.
- Local radio and television news agencies may or may not broadcast the information. Tune your radio to KFWB (980) or KNX (1070) on the AM dial.

LUNCHES

Students are to buy their lunches at School or bring their lunches in a sack or lunch box, clearly marked with their name. **STUDENTS ARE NOT PERMITTED TO LEAVE CAMPUS FOR LUNCH.**

HOT LUNCH PROGRAM

The lunch program at the School is provided by Regent School Catering. Students may choose to purchase a complete meal which includes the main dish, the side items listed on the menu, and their choice of a beverage (milk, chocolate milk, juice, or bottled water). The main dish may be substituted for one of the five different substitute entrées listed on the monthly menu.

The cost of the complete meal is \$4.50; however, a student may choose to purchase just the entrée for \$3.75.

The entrée is the main dish or one of the substitutes listed above without the fruit, vegetables, starch, and dessert that would be included in the price of the complete meal. The entrée does include the child's choice of drink.

The hot lunch program operates on a ticket system. Tickets are sold through the Financial Office at the following prices:

- 1 book of 10 complete-meal tickets for \$45
- 1 book of 5 complete-meal tickets for \$22.50
- 1 book of 10 entrée-only tickets for \$37.50**

Because the School cannot be responsible for lost lunch tickets, we encourage parents to write their child's name in pen on the back of each ticket and to instruct their child to carry his ticket in a secure place.

In addition to the items on the monthly menu that will be sent home, the junior and senior-high students may purchase with cash items from the à la carte menu that is posted in the lunch area.

Assorted beverages, snacks, breakfast items, and ice cream may be purchased with cash before and after school, as well as during nutrition breaks.

FORGETTING LUNCHES

Over the years, it has been reported that as many as twenty students per day forget their lunches. This would necessitate twenty extra calls which would tie up the phones, take secretarial time, and, of course, contribute to congestion in the office. Parents, please see that your child leaves home with his lunch. If your child forgets his lunch, please take it to the OFFICE and not to his room.

If a student comes to school without a lunch and a parent is not able to bring a lunch for him, that student may use cash to purchase a lunch in the lunch line. If a student does not have cash, he must obtain an emergency lunch ticket which may be used to purchase an entrée and a drink. Parents will be responsible to pay \$5 for each emergency lunch ticket. These payments must be made to Regent Catering through the School's financial office within 14 days. Unpaid fees for emergency lunch tickets will be posted to a student's account at the end of the semester.

LOCKERS – SIXTH GRADE

Sixth-grade students are expected to keep the inside of their lockers neat and clean at all times. Under NO circumstances are the students allowed to share their combinations or change lockers with another student. Students must use the lock and combination on the locker assigned to them. No personal locks may be used. School lockers are to provide a storage space for sports equipment, uniforms, and books; they should not be used as safes, and the School will not be responsible for lost money or valuables.

LIBRARY

The library will be available for students to check out books and other materials, use the internet, and use the copy machine. All items may be checked out for a two-week period. Students are permitted to check out four items from the library, only one of which may be a media item. Once issued, student ID cards are required to check materials out. Temporary replacement library cards, containing name and barcode only, are available in the library for \$1. There is no limit to the number of times an item may be renewed unless it is on special reserve. Overdue items and items on hold may not be renewed. Late fees will apply. A late fee of 20¢ per item will be charged for each day it is overdue. Materials which are not returned within 6 weeks of the due date or by the last day of school will be considered lost, and will be charged both the overdue fine and the replacement cost of the item. School-related items may be printed off the internet at no charge; however, non-School related pages or pages printed without permission will be charged 15¢ per sheet. No color printer is available. Daily late fees will not exceed the replacement value of the checked out item, plus handling fees. If materials are not returned by the last day of School, a \$15 fee will be charged as well as the replacement value of the item.

BEFORE- AND AFTER-SCHOOL CARE PROGRAM

The Before- and After-School Care Program has been set up so that it may be a help to those parents who must be at work early or who must work late. Before- and After-School Care is FREE and available **ONLY** to students attending Faith Baptist Schools.

The hours for the Before- and After-School Care Program are before school from 7:00 A.M. – 8:00 A.M. and after-school until 6:00 P.M.

Any student (including students who carpool) who have not been picked up by 3:40 P.M. will be taken to After-School Care. Students must never be instructed to wait for their parents outside a designated, supervised care area. Supervised child care is required for the **SAFETY** of the children!

IMPORTANT – At no time is a student to be picked up by anyone other than parents, guardians, or other persons authorized on the authorization card to do so.

Faith Baptist Schools reserves the right to deny the use of Before- or After-School Care to any student, who in the opinion of the Administration, is causing harm to other students and/or is uncooperative with the day care staff.

In order to help insure the protection of the students, we will release the students in the After-School Care Program to the following:

1. A child's parent or legal guardian;
 2. A person designated on the child's release form;
 3. A person designated on a note or FAX which has been written, signed, and dated by a child's parent.
- STUDENTS WILL NOT BE RELEASED BY PHONE.**

PLEASE NOTE: Due to zoning requirements, we promised our neighbors that we would not regularly have children on the School property after 6:00 P.M. Therefore, a **fee of \$10.00 for every five minutes past 6 P.M. will be charged to those remaining in After School Care.** A student who is left in Day Care past 6:00 P.M. three times may lose his Day Care privilege.

SPECIAL COSTUMES

There are three School functions during the year in which the students are asked to wear "special" dress.

Students should wear an appropriate costume of their choice for our annual Spirit Week Celebration, Colonial/Thanksgiving Day, and Heritage Day. All costumes must be consistent with the "modesty" standards of the uniform dress code. Girls should not wear pants, unless they are worn with a coordinating tunic-type dress over the pants.

MARKING POSSESSIONS

All sweaters, lunch boxes, and other possessions should be clearly marked with the student's name. This is to help avoid confusion in case something is misplaced and put in our lost-and-found. (See "Lost and Found".)

KINDERGARTEN AND SIXTH-GRADE GRADUATION

The five-year-old kindergarteners and the sixth graders will participate in their respective graduation exercise in June. There will be a graduation fee of \$40 for each student. This fee helps cover the cost of the children's graduations gowns, medals, and other expenses. Students are responsible for partial graduation fees even if they do not participate in the ceremony.

PHYSICAL EDUCATION

We feel that physical fitness is of utmost importance. Aerobics, calisthenics, and other physical activities will be taught in all grades. Participation in physical education is required by the state. If a student is to be excused from physical activity, a note from a doctor will be necessary.

INTERSCHOLASTIC SPORTS – GRADES 4, 5, & 6

To be eligible for after-School sports, a student must consistently maintain a minimum of a C average. There is no cost to participate in sports, however, a \$50 fee will be charged to those students who do not return their uniform.

CHEERLEADERS– GRADES 5 & 6

In order to try out for and participate in cheerleading:

1. Re-enrollment forms must be received by the Financial Office prior to tryouts.
2. The student must maintain a passing grade in Bible.
3. The student must agree with the following statement:
“I have been and will be loyal to Faith Baptist Schools; and I will in no way criticize the administration, teachers, policies, or rules.”

BIRTHDAYS

Parents are welcome to bring cupcakes, cookies, donuts, or other snack like foods on their child’s birthday. The office and the teacher should be notified in advance to arrange an appropriate time. No gifts should be given during School time.

K3 & K4 – An individual treat may be shared with the class. **No punch please.** This will be served at our regular snack time. Parents are not required to be present.

K5 – The teacher will designate the time that treats may be brought to the class.

Grades 1-6 – Snacks may be done only during a break time.

Parents are kindly requested to do all the serving and be responsible for the clean-up, except for K3 and K4. All tabletops, sinks, and countertops should be washed.

HONOR PATROL AND SAFETY PATROL

Sixth grade boys and girls are selected to serve as the Schools’ volunteers. These students are recommended by their fifth grade teachers and a final decision is made by the administration.

TEXTBOOKS

Some textbooks are rented to the student. It is required, however, that parents reimburse the School for any textbooks which the student may lose or damage, and report cards will not be released until the books are found or reimbursement is made. In the event of a lost or damaged rental book, the parent will be billed the full cost of the book in addition to the rental fee.

Book fees are included in the annual School tuition. Book fees include the purchase of consumable workbooks as well as rented textbooks. Discounts will NOT be given for unused books. A student who withdraws from a class or from the School will still be responsible for the consumable workbook fees in full.

All hardcover textbooks must be covered with an acceptable cover. Adhesive covers or newsprint and lightweight papers, as well as covers with language or images that are inconsistent with the religious tenets of the School, are unacceptable.

ASSIGNMENTS

Homework assignment and test-schedule sheets will be sent home on Mondays. This is to be kept readily available and used daily by all parents and students so that each person will be fully aware of homework assignments and tests. Teachers will make assignments to pupils as clear as possible. The pupil must take the initiative and responsibility in being certain the student understands and completes these assignments. An important part of a child's education is to independently complete class assignments and homework assignments at the time prescribed. Any homework assignments not done will affect the child's grades.

LATE WORK

All work must be done on time. If, however, a student does not complete a project on time, when it is done, the grade will be **at least one letter grade** lower for each School day that it was late. The only exception to this would be in the case of an excused absence.

HOMEWORK – YELLOW SLIPS

"Yellow slips" will be used to notify parents of homework or classwork not completed. If a student receives six yellow slips per quarter, the student will be suspended, and a conference with a parent and the teacher will be scheduled with the administration. Any work missed or test given on a suspension day will be recorded as a 59% F and cannot be made up. Students will lose 5 points on their work habits grade for each yellow slip they receive per quarter.

MAKE-UP WORK

Students who have an excused absence will be given as many days as they were absent to make up their work. Work that is not made up may not receive credit.

HOMEWORK ENVELOPE SYSTEM

In order to be of more help to parents and students, Faith Baptist Schools has an "envelope system." A large envelope (9" by 12") is sent home every Tuesday, with the previous week's tests, assignments, unsigned/unreturned yellow slips, and other important information. This envelope needs to be signed by the parent and returned to School with the tests inside by Thursday of the same week it is given. **In the event the envelope is lost, the student will be charged 50¢ for a replacement.**

FINAL EXAMS – GRADES 5 & 6

Fifth-grade students will take final examinations in arithmetic, English, and reading only.

Sixth-grade students will take final examinations in all major subjects at the end of both semesters.

All accounts must be current or paid in full BEFORE EXAMS. If your account is not paid in full by this time, your child **will not** be allowed to take final exams. If accounts are cleared after exams, the exams must be rescheduled, and an additional \$50 fee will be charged per final, per student, to administer the exams.

SPECIAL ADMINISTRATIVE RECOMMENDATIONS

Some students may demonstrate behavior at School which may lead the administration to insist on physical or psychological intervention in order for a student to remain at Faith Baptist Schools.

Furthermore, the outcome of such examinations may cause the administration to conclude that a student may not continue attending Faith Baptist Schools.

GRADING SCALE AND STANDARD

The following will be used by the School:

A+ - 97-100%	B+ - 87-89%	C+ - 77-79%	D+ - 67-69%	F - 0-59%
A - 93-96%	B - 83-86%	C - 73-76%	D - 63-66%	
A- - 90-92%	B- - 80-82%	C- - 70-72%	D- - 60-62%	

GRADE PORTALS / EDLINE

All students' grades can be viewed via Edline which can be accessed through the school's website. Activation codes for each student and specific instructions for viewing student's test/quiz grades on-line will be distributed in September. Parents are strongly encouraged to utilize the grade portal on a weekly basis to monitor their children's progress. Vital communication will be sent home electronically; therefore it is very important for parents to activate their child's Edline account.

REPORT CARDS

Report cards are issued two times during the School year to all students. All report cards will be held in the office for students who have delinquent accounts with the School.

Please understand that if an account is not closed by May 10, an additional fee of \$100 will be charged.

Because Faith Baptist Schools is a non-profit organization, we are not financially capable of maintaining outstanding accounts.

RETENTION – K5

Any student who is enrolled in the Faith Baptist five-year-old Kindergarten will be required to repeat the School year if, in the opinion of the teacher he does not show proper progress in the various areas of our Kindergarten curriculum. We believe it is important for a student to demonstrate readiness for entrance to the next grade.

On the June report card, if a student receives a D or E in both of the following subjects, the student will be retained the following year:

Arithmetic Reading

MANDATORY SUMMER SCHOOL – K5

Reading, writing, and arithmetic are the core subjects that every student must master before they are promoted to the next grade. If a student receives a D or an E in one or more of the following subjects, summer School at Faith Baptist Schools will be mandatory and a decision for promotion to the next grade will be made at the end of that time: Arithmetic Phonics Reading Spelling

Faithful attendance is vital for a student's success. Consequently, the Administration may determine that a student who misses more than three days (excused or unexcused) in a class taken for credit must drop that class; and no refund will be given.

RETENTION – GRADES 1-6

On the June report card, if a student receives a D or F in all of the following subjects:

Arithmetic English Reading

The student will be retained the following year if the student has never been retained or repeated a grade, or the student will be asked to withdraw from the School.

MANDATORY SUMMER SCHOOL – GRADES 1-6

On the June report card, if a student receives a D or F in one or more of the following subjects, summer School at Faith Baptist Schools will be mandatory, and a decision for promotion to the next grade will be made at the end of that time:

Arithmetic Composition English
Phonics Reading Spelling

Faithful attendance is vital for a student's success. Consequently, the Administration may determine that a student who misses more than three days (excused or unexcused) in a class taken for credit must drop that class; and no refund will be given.

E-MAIL ADDRESS REQUIRED

Because important information is communicated to parents through electronic correspondence, the School requires that all families have at least one parent e-mail address on file. Parents must check their e-mail regularly for updates and memos from the School.

APPOINTMENTS WITH TEACHERS

If you have a question about your child's grade or regarding a classroom matter, please talk to your child's teacher before calling the Administrative Office. Nearly every problem that arises can be solved with your child's teacher. Since our teachers are very busy during the School day, you should leave a message asking for a return telephone call or an appointment. It is not possible for teachers to leave their School responsibilities for unscheduled appointments with parents.

APPOINTMENTS WITH OFFICE STAFF / DEPARTMENT HEADS / ADMINISTRATORS

If you have a problem, question or concern and are unsure to whom you should speak, please call the School office before coming to School. We certainly want to help you, and we will be able to do so more efficiently if we can work with you by telephone to direct you to the appropriate person and make an appointment, if necessary.

If you do not receive a timely reply (48 hours) from the person you wish to reach, please call Mr. Roland Rasmussen. All questions or concerns regarding a teacher should be directed to the teacher first.

HONORS ELIGIBILITY REQUIREMENTS AND AWARDS

STRAIGHT A HONOR ROLL – 1ST – 6TH GRADE

To be eligible for Straight A Honor Roll, students must be enrolled by October 1 through the end of the School year. Students who enroll second semester will not qualify.

Students must achieve straight A's (a 4.0 GPA) on both semester report cards and in every area, including citizenship, obedience, work habits, and attitude. Trophies and certificates will be awarded to students who qualify in this category,

A HONOR ROLL – 1ST – 6TH GRADE

To be eligible for first semester A Honor Roll, students must have been enrolled and in attendance in Faith Baptist Schools by October 1. To be eligible for second semester A Honor Roll, students must have been enrolled and in attendance within the first three weeks of the start of the second semester. Students must achieve straight A's (a 4.0 GPA) on either semester report card and in every area, including citizenship, obedience, work habits, and attitude. Certificates will be awarded to students who earn straight A's for first or second semester.

A-B HONOR ROLL – 1ST – 6TH GRADE

To be eligible for first semester A-B Honor Roll, students must have been enrolled and in attendance in Faith Baptist Schools by October 1. To be eligible for second semester A-B Honor Roll, students must have been enrolled and in attendance within the first three weeks of the start of the second semester.

Students must earn a 3.5 GPA or higher on either semester report card to qualify for A-B Honor Roll. The overall citizenship grade will be included in ascertaining the average for A-B Honor Roll. Certificates will be awarded to students who qualify for A-B Honor Roll either or both semesters.

B HONOR ROLL – 1ST – 6TH GRADE ONLY

To be eligible for first semester B Honor Roll, students must have been enrolled and in attendance in Faith Baptist Schools by October 1. To be eligible for second semester B Honor Roll, students must have been enrolled and in attendance within the first three weeks of the start of the second semester.

Students must achieve a 3.0 GPA on either semester report card to qualify for B Honor Roll. Certificates will be awarded to students who qualify for B Honor Roll either or both semesters.

ATTENDANCE AWARD – GRADES K3-6

To be eligible for the Attendance Award, students must not have been absent or tardy for the entire year. Students who start School after September 12, 2011, do not qualify for the Attendance Award.

MERIT AWARD – GRADE 6 ONLY

To be eligible for the Merit Award, students must receive five or fewer demerits for a semester. Certificates will be awarded to students who qualify for either or both semesters.

SPEECH AWARDS – GRADES 1-6

Speech trophies will be awarded to students in each first- through sixth-grade classroom who place first through fourth place in the annual speech contest. Ribbons will be awarded to the top-ten speech winners in each first- through sixth-grade classroom.

SCHOLASTIC EXCELLENCE – GRADE 6

To qualify for this award, a student must not have accumulated more than six B's in the first through sixth grades. Also, the student can have no more than two B's in a year. A student must have been enrolled in Faith Baptist Schools for six full years (grades 1-6).

MARGARET RASMUSSEN FOUNDER'S AWARD—GRADE 6

This award is presented to the scholastic excellence recipient with the highest grades (95% or above) in Faith Baptist Elementary grades 1-6 upon his graduation from sixth grade. A student must have been enrolled in Faith Baptist Schools for six full years (grades 1-6). The recipient of this award will be given a full year's tuition (minus book fees) and registration for the seventh grade at Faith Baptist Schools.

CODE OF CONDUCT

Attendance at Faith Baptist Schools is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The School may request the withdrawal of any student at any time, who, in the opinion of the School, does not fit into the spirit of the institution, regardless of whether he conforms to the specific rules and regulations of the School.

It is assumed that each pupil will maintain a high standard of personal integrity, and that only minimum disciplinary action by the School will be necessary.

Faith Baptist Elementary School expects the cooperation of its students in the development of respect for the enforcement of the rules and regulations of the institution. The support of each parent is vital to the development of each student.

Any student who conducts or publicizes an off-campus activity where offenses not permitted by the School Code of Conduct are committed is liable for the number of demerits which corresponds to each particular offense occurring at the activity in question.

The above statement pertains to, but is not limited to the following, as listed in the student policy statement: drinking, social dancing, smoking, use of narcotics, misuse of controlled substances, acts or threats of violence, lewd conduct, immorality (premarital sex, etc.) on or off campus, or any other behavior that the administration considers inappropriate.

K3, K4, & K5 BEHAVIOR POLICY

In order to maintain a safe environment, conducive to educating small children, repeated disobedience and/or loss of self-control will not be tolerated. It is our desire to teach and instruct the children how to properly behave; therefore, a graduated disciplinary policy has been initiated. The following protocols have been established to ensure that an optimal learning environment is maintained throughout the School year.

Loss of control can be defined as but is not limited to the following:

1. Being a danger to self, others, or to teachers
2. Any physical aggressiveness
3. Throwing anything at someone
4. Hitting
5. Kicking
6. Pushing
7. Biting (broken skin- phone parents and immediate suspension)

- 1st offense: Tally sent home and either a phone call to the parent of a parent-teacher conference
- 2nd offense: One day suspension
- 3rd offense: Two day suspension
- 4th offense: Three day suspension
- 5th offense: Four day suspension
- 6th offense: Withdrawn from School. May not return to School for the remainder of the School year. Admittance for the following year will be based upon a good recommendation from their current School and improved behavior (see "Disciplinary Probation").

SUSPENSIONS

When a student is suspended from Faith Baptist Schools, the following consequences occur:

- He is not allowed to attend School for a designated period of time.
- He will receive a 59% E on all tests that were to be taken during the term of suspension.
- He will receive an unexcused absence on his attendance record.
- He will not be allowed to participate in any sporting event during his term of suspension.

DISCIPLINARY PROBATION

If a student receives a D or E in obedience or in the cumulative citizenship grade, on the first-, second-, or third-quarter report card, he will automatically be on disciplinary probation for the following nine weeks.

If he has not brought his grade up to a C by the next report card, the parents will be required to remove the student from Faith Baptist Schools.

If a student receives a D or E in obedience or in the cumulative citizenship grade on the June report card, he will not be able to return to Faith Baptist Schools in the fall.

If a parent whose child has been expelled wishes his child to re-enroll in Faith Baptist Schools at a later time, he should call the registrar for information. The administration will then consider the student for summer school at Faith Baptist Schools. If the student attends summer School and performs well in work habits, obedience, and academics, he may then be considered for re-admission under a temporary disciplinary probation.

The following is a partial list of reasons students may be suspended or expelled:

- | | | |
|--------------------------------|---|-------------------------------|
| Fighting | Biting | Excessive tardiness |
| Using profanity | Excessive disobedience | Pulling the school fire alarm |
| Rock throwing | Bringing a weapon (real or "toy") to School | Excessive yellow slips |
| Bringing pornography to School | | Alcohol or drug abuse |

Any student who is expelled from Faith Baptist Schools will not be permitted to re-enroll for a minimum of one full semester. If, after this time, the student wishes to return to School, he will be required to meet certain conditions. These conditions include, but are not limited to, church attendance, an exemplary academic

record, and recommendations from a youth pastor and principal. The expelled student must also attend a meeting with the administrators to state why he wants to re-enroll at Faith Baptist Schools. If the administrative board approves of the student's return, the student will be placed on disciplinary probation for one semester. Expelled students will not be permitted to return to Faith Baptist unless a notable change in behavior and attitude is evident to the administration; and students must have done well at their new School for one full semester.

DEMERITS (GRADE SIX ONLY)

At the start of each semester, each student's demerit record begins at zero. Once a student reaches 50 demerits, a mandatory meeting will be scheduled for the student and his parents to meet with the administration. Any student who accumulates a total of 150 demerits in one semester will be expelled.

Disciplinary probation is interpreted as follows: Any student who accumulates 75 demerits in one semester will be suspended from school for one day and will be placed on disciplinary probation during the next semester. The student will not be able to run for any class/student body office. If the student accumulates 75 additional demerits during the semester a student is on disciplinary probation, the student will be automatically expelled. However, if a student demonstrates improvement and does not accumulate 75 demerits, the student will resume normal disciplinary status the following semester.

If a student receives 150 demerits during a semester, he no longer will be permitted to attend the School for the duration of the semester. No expelled student may be readmitted without the invitation of the Administration.

Any student who is suspended or expelled is not permitted to be on School grounds at any time during the normal school day, and he will not be permitted to attend or participate in any School activity during this period. (See "loitering.") If a student leaves the School (withdraws or is expelled), he loses all privileges of attending banquets or School functions, since he is no longer enrolled in the School.

All students will receive a list of demerit offenses on the first day of School. Students will acknowledge by their signature on this demerit schedule that they are aware of the rules and agree to abide by the policies found therein.

Any student who accumulates 30 or more demerits during a semester is no longer qualified to run for any class office. Class and student body officers who accumulate 30 or more demerits during a semester will be required to resign as officer. Students must maintain fewer than 30 demerits for an entire semester in order to meet the qualifications for class officer.

Demerits will be posted to Edline for parents to view after a student has had the opportunity to meet with the Discipline Committee.

APPEALS PROCESS – SIXTH GRADE

If any student or parent wishes to question or appeal a particular demerit, it must be done **within ten school days** of the time it was issued. Otherwise, the demerits will become part of the student's semester record. The appeal must first be made to the teacher who reported the demerits before being brought to the attention of the Discipline Committee or administration.

WEAPONS

Any student who brings a weapon (real or “toy”) to School, regardless of intent, is subject to immediate suspension or expulsion.

FIGHTING

If students have any differences, they are to report to the teacher on duty. Fighting or hurting other students (regardless of who started the fight) will lead to suspension for each student involved. After repeated suspensions, expulsion will result.

ROCK THROWING

If a student throws a rock, dirt clod, or any other harmful object, whether the student has been warned or not, the student will be suspended for at least one day.

BITING

Because human bites are very painful, and according to the Health Department, are more infectious than dog bites, the following procedures will be followed when biting occurs:

If a student bites and breaks the skin, that student will be suspended from School for one day. If a student bites and leaves an imprint on the skin, a warning will be given to the student and the parents called. If the student bites again, there will be a day of suspension given. If a child continues to bite after his/her suspension, expulsion will result.

FIRE ALARM/911 CALLS

If a student pulls the fire alarm or calls 911 wrongfully, his citizenship grade will be significantly lowered, and suspension or expulsion may result.

PORNOGRAPHY

Because we feel that pornography is damaging to Christian character and morals, any young person circulating or having in his possession any type of pornographic material whether physical or electronic will be disciplined. A large number of demerits (75 or more) may be given and/or expulsion may result.

PROFANITY

Any student using profanity or obscenity in any form may be suspended or expelled. Repeated offenses will result in expulsion.

STEALING

Exodus 20:15 says, “Thou shalt not steal.” Students are taught that they must never take anything that is not theirs. If a student finds something that does not belong to him, he is to take it directly to the “Lost & Found” in the School Attendance Office.

A strong penalty, including suspension or expulsion, will be given to a student who steals or takes something that does not belong to him.

CHEATING/DISHONESTY

We instruct the students to do their work on their own without the aid of another student. This applies to tests, homework, classwork, or projects. **Cheating is dishonest, and dishonesty in any form will not be tolerated at Faith Baptist Schools.**

The specific academic subject and obedience grades will be lowered. Such action may result in a 0% F on the work in question for fourth- through sixth-grade students. Other disciplinary measures will apply for students in grades one through three. **A student who repeatedly cheats or is repeatedly dishonest may be suspended or expelled.**

BOOKS

Books may not be brought to School unless they are part of the student's classwork or have been approved in writing by the teacher or have been obtained from the School library. Any student who brings a book to School that is inappropriate in the opinion of the School will receive disciplinary action. Inappropriate books include books with writing or pictures that are explicitly sexual or suggestive of sexual experiences, books that contain profanity, books that contain full or partial nudity, and books containing references to witchcraft or the occult. This includes any material from *Harry Potter*, *Twilight*, and other fantasy/fiction that describes spells, curses, and other references to witchcraft. This is not to be taken as a complete list of unacceptable material but is intended to give you an idea of what we consider unacceptable.

COMPUTER USE

A student who tampers with, gains unauthorized access to, or otherwise uses the School's computer system in a manner that is inconsistent with the terms contained in this Handbook or the School's religious tenets is subject to disciplinary action, up to and including expulsion from Faith Baptist Schools.

STUDENT WEBSITES

Any student who operates a personal online website or contributes to a blog must register the website/blog with the pastoral staff (e.g., myspace.com, facebook.com, blogger.com, xanga.com, etc.) The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending the School must register the website/blog as soon as he/she is accepted as a student. All websites/blogs may be monitored periodically for content. Any student, including home school students, found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of the School may be subject to disciplinary action up to and including suspension or expulsion from the School.

ILLEGAL SUBSTANCES

Any student who uses illegal drugs, consumes alcohol, or smokes cigarettes will be suspended or expelled.

GUM CHEWING

Gum chewing by students has proven to be destructive of School and personal property and will not be permitted. In addition to receiving demerits, any student who chews gum may be held liable for damage done to School property.

BICYCLES / SKATEBOARDS / ROLLERBLADES / SCOOTERS

Students may ride their bicycles to and from school. Students must dismount upon entering the School premises and walk their bikes to the bike rack, which is located at the east end of the elementary playground. No bicycle will be allowed on campus without a lock, since we cannot be responsible for theft. Students, upon going home, are to walk their bikes while leaving the premises. Skateboards, rollerblades, skates, and scooters are not permitted on the School property. Students who walk or ride a bicycle to or from School must have a "Release to Walk Home" form on file to do so.

NOTEBOOKS/BACKPACKS/LUNCH BOXES/BOOKS

Notebooks, backpacks, lunch boxes, books, etc., which do not adhere to the scriptural philosophy and standards of Faith Baptist Schools (ex. Those bearing the names of rock stars, representing anarchy, witchcraft, Harry Potter, Power Rangers, or Ninja Turtles, etc.) are not allowed on campus.

TRUANCY

If a student is truant off the School property without his parents' knowledge, the student will receive twenty-five demerits for each period of class the student missed, up to fifty demerits, regardless of whether the student arrived on the School property at any time. In addition, the student will receive "zeros" for all work done in the classes the student missed. Bringing a parental note after truancy has occurred will not be satisfactory.

If a student is truant, but remains on the School property, the student will receive ten demerits for each class the student misses (up to fifty per day), as well as the accompanying academic penalty of "zero."

If a student shows any type of absentee pattern, such as missing the same time period or day of the week, a conference with the student, a parent, and a School administrator will be necessary to find a solution to the problem.

LEAVING PROPERTY WITHOUT PERMISSION

No student may leave the property for any reason without permission and checking out in the School Attendance Office. Although a student may have a note from a parent to leave the property during the day, the student **must** check out in the School Attendance Office before the student leaves the School property.

Any student leaving the property or participating in any truancy in any way will be disciplined, and the student may be automatically suspended or expelled.

OBEDIENCE

The Bible teaches in Hebrews 13:17 to obey them that have the rule over you and submit yourselves. At Faith Baptist Schools students are expected to obey, and direct disobedience is not tolerated. If a student refuses to do what is asked of him and does not maintain a proper attitude, the student may be suspended or expelled.

RESPECT FOR PROPERTY

A genuine care and respect for private property is to be exhibited at all times by our students. A student defacing or writing names on any property of Faith Baptist Schools will have his citizenship grade lowered and will receive demerits if the student is in the sixth grade. In addition, the student may also be subject to further disciplinary action, such as suspension or expulsion.

Willful damage to or destruction of School property, staff property, or another student's property will not be tolerated. All damage must be paid for, whether the damage was willful or accidental.

Sixth Grade:

Twenty-five or more demerits will be given to any student who vandalizes any teacher's, administrator's, or staff member's house or personal property. Any student who damages an employee's property may be suspended or expelled, regardless of the number of demerits given.

GRIPING/COMPLAINING

Constructive suggestions made to the Administration of Faith Baptist Schools always will be welcome and appreciated; however, griping or complaining is an evil and destructive sin and will not be tolerated.

RESPECT FOR OTHER STUDENTS

God made us all; therefore, we must show our respect for Him by showing our respect for each other. Any form of derogatory, intimidating, or threatening actions or language will not be tolerated. Offenses deemed to be serious by the Administration, regardless of intent (joking or not), may result in disciplinary action, up to and including suspension or expulsion.

RESPECT FOR TEACHERS AND STAFF

Teachers must always be addressed as Mr., Miss, or Mrs. Students must address teachers in this manner both on and off campus, during and after School hours. Students are to demonstrate a respectful, cooperative attitude toward any employee of Faith Baptist Church and Schools.

No type of nickname will be tolerated in reference to a teacher or administrator.

Any form of disrespect to teachers or staff members may result in demerits as well as disciplinary action, up to and including suspension or expulsion.

BOY-AND-GIRL RELATIONSHIPS/DATING

Wholesome friendships are encouraged between boys and girls. This does **not** include hand-holding, petting, kissing, or any similar bodily contact at any time while at Faith Baptist Schools or at any school- or church-related activity. A student who possesses a contraceptive, engages in immorality (including, without limitation, premarital sex of any kind) or sexually harasses another student or teacher, is subject to disciplinary action, up to and including expulsion. We request that no note-writing or note-passing be done on the School premises.

PERSONAL POSSESSIONS ON SCHOOL PROPERTY

Personal materials may not be brought to School unless they are part of the student's class work and have been approved in writing by the teacher. Students will be held liable for any lost or stolen personal possessions. Items which should not be brought to school include, but are not limited to, the following:

CD's	Newspapers	Decals	MP3 Players
Tapes	Magazines	Stickers	Portable DVD players
Books	Catalogs	Posters	Portable game systems

Any student who brings an item to School that is, in the sole opinion of the School, inconsistent with the School's religious tenets, may be subject to disciplinary action, such as a minimum of 10 demerits and up to and including suspension or expulsion. Such items may include, but not be limited to, words or pictures that are suggestive of sexual conduct, that have pictures of a boy or a girl inappropriately dressed, or that contain references to profanity, nudity, immorality, witchcraft, or the occult.

Any student who possesses an item that contains material deemed unacceptable by the School will be subject to discipline, including expulsion, regardless of the awareness or intent of the student.

MUSIC PLAYERS/COMPUTERS/VIDEO GAMES

No radios, tape players, video games, Ipods, CD players, MP3 players, or computers may be brought to School unless they are part of the student's class work and have been approved in writing by a teacher. Students will be held liable for all lost or stolen items.

CELLULAR/CAMERA PHONES

Except as otherwise permitted herein, no pagers or cellular phones may be used for any purpose, including making or receiving calls, playing music, playing games, taking pictures, etc., during regular school hours. Any student who needs to be contacted must be reached through the School Office. Tallies or demerits will be issued to students whose cellular phones or pagers "ring" during class or to students who use their phones for non-emergencies. Students may use their cellular phones to call their parents after school or for emergencies only (i.e., earthquakes or other natural disasters). Students will be held liable for all lost or stolen items.

Please note: Students will be held liable for all content on their personal cellular phones brought on the School campus. Demerits may be issued to students in sixth-grade who have inappropriate content on confiscated cellular phones.

Students are not permitted to use a cell phone in the School building before or during school time. After school, students should not use cell phones until they have left the School building.

Any use of a cell phone in School during School hours by a student will result in disciplinary action. If a student brings a cell phone to School, the cell phone must be secured in the student's locker or backpack and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action; and the phone may be confiscated for the remainder of the day. (Confiscated phones may be returned by the Administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to School in the future.)

Note: "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the Administration.

No taking of or other use of cell phone photographs is permitted during the School day. Particularly, no cell phone photographs are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious disciplinary offense.

Parents who need to contact their child during the school day for emergency purposes should use the School's normal emergency contact process and call the main School phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the School day.

Note: These guidelines were formulated after careful review of school cell phone policies across the State and the country.

SCHOOL PICTURES

Any student whose appearance or conduct, in the sole opinion of the School, is in poor taste in a School photograph (yearbook, for example) will receive demerits and be required to pay for the costs incurred in taking another photograph.

STUDENT SEXUAL HARASSMENT POLICY

Faith Baptist Church and Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect where individuals do not abuse their personal and/or professional authority or power in interpersonal relationships, and one which is free from all forms of intimidations, exploitations, and harassment, including sexual harassment. Any type of sexual harassment, including employee-to-student, student-to-student and student-to-employee sexual harassment, is prohibited. Administration, faculty, staff, and students will not condone actions or works that a reasonable person would regard as either discrimination or harassment. Faith Baptist Church and Schools is prepared to take action to prevent and correct any violations of this policy. Anyone who violated this policy will be subject to discipline, up to and including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal/visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting that creates an intimidating, hostile, or offensive academic or work environment and that occurs under any one of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis for an academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this School.

WHERE TO REPORT SEXUAL HARASSMENT

Although any faculty or staff member of Faith Baptist Schools may assist a student in reporting a complaint, the following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment: Mrs. Packer or Mr. Roland Rasmussen, Jr.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome sexual conduct of this type can include a wide range of verbal, nonverbal/visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Nonverbal/visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;

6. Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations;
7. Physical conduct such as touching, assaulting, impeding, or blocking movements;
8. Exposing oneself.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the School officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the School officials designated below. All complaints will be promptly investigated.

WHERE TO REPORT SEXUAL HARASSMENT

Although any faculty or staff member of Faith Baptist Schools may assist a student in reporting a complaint, the following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment: Mrs. Linda Packer or Mr. Roland Rasmussen, Jr. All complaints will be promptly investigated.

EMPLOYEE-TO-STUDENT SEXUAL HARASSMENT

Employee-to-student sexual harassment is prohibited.

STUDENT-TO-STUDENT SEXUAL HARASSMENT

Student-to-student sexual harassment is prohibited.

STUDENT-TO-EMPLOYEE SEXUAL HARASSMENT

Student-to-employee sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the School officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the School officials listed here: Mrs. Linda Packer or Mr. Roland Rasmussen, Jr. All complaints will be promptly investigated.

CONFIDENTIALITY

Every effort will be made to protect the privacy of the parties involved in any complaint. However, Faith Baptist Church and Schools reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION

It is against Faith Baptist Church and Schools' policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATING THE COMPLAINT AND TAKING CORRECTIVE ACTION

When one of the School officials designated in this policy receives a complaint, he or she shall immediately inform the Administration. The Administration will then direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination of employment. The severity of the disciplinary action will be based upon the circumstances of the infraction.

GENERAL SCHOOL POLICIES

PARENT CODE OF CONDUCT

It is the objective of Faith Baptist Schools to provide children with a wholesome atmosphere that is complementary to their Christian education. Faith Baptist's mission is to lead students to a personal relationship with our Lord and Savior, Jesus Christ, and through Christ-centered teaching, application, and example to prepare children for college.

Because of the broad diversity among School families, it is important to express some basic guidelines regarding what we expect from you, our parents.

Please know that the Administration encourages your input, ideas, and suggestions, but please be careful to express these in a positive, constructive manner.

1. We will not tolerate any behavior on the campus or in the classroom which, in the Administration's opinion, is violent, aggressive, belligerent, disrespectful, disruptive to the work or academic environment of the School, or conflicts with the Christian mission or spirit that the School is trying to encourage.
2. Parents are expected to act in a professional manner when on the property of Faith Baptist Church and Schools. A professional manner includes refraining from intimate acts of affection between partners (i.e., kissing, hand-holding, petting, etc.)
3. Because Faith Baptist School's campus is located on the property of Faith Baptist Church, parents are asked to refrain from smoking on our property.
4. For the safety of the students, parents will be required to display a parking decal on their windshields. Additionally, they may be required to sign in and out with our security guard upon entrance and exit from the property.
5. No alcoholic beverages are permitted in the vicinity of Faith Baptist Schools or at any School function.
6. Appropriate dress is required of all adults visiting the School's campus.
7. The speed limit in the parking lot is 5 mph; please use extreme caution.
8. The conduct of guests is the responsibility of the adult whose child attends the School.
9. Parents should not remain on School property after dropping off their children. This policy is meant to reduce the number of non-staff personnel as quickly as possible in order to secure the campus. When parents remain on the property, the School staff may not be able to recognize someone who does not belong on campus. Teachers would never want to have a child taken off the School grounds by an adult who pretended to be a parent.

10. Tuition covers only a portion of the cost of the School's operation. Parents are expected to participate in fund-raising drives during the school year. Your support will allow us to improve the quality of our facilities, while at the same time, hold down the cost of tuition.
11. Board members, teachers, and staff are not exempt from these rules, and are in fact expected to set the example for others.

Failure to comply with these rules may result in the student, parent, or guest being asked to leave the premises, and could result in a student being asked to withdraw from the School.

SECURITY AND PARKING

As custodians of your children, we take their safety seriously. Please stay tuned to the local television and radio stations for important announcements during an emergency. You may also consult the School's webpage for information such as School cancellations.

Upon entering campus, vehicles without a current school-year decal will be stopped by the security guard. The drivers and any passengers will be required to sign-in. The occupants then will be given visitors' badges that must be worn while on campus. Upon exiting, the vehicle will be stopped again for the driver and passengers to sign-out.

To reduce the wait at the gate, ***a special decal can be placed inside the front left corner of your windshield.*** Cars with decals will be allowed to pass without signing in at the guard's desk, and cars without decals will have to wait.

Because we have children walking through our driving areas throughout the day, please keep your speed to **5 MPH** while on our property. Additionally, please follow the set traffic patterns. If the exit gate on Glade is open, please drive through the property to exit. No vehicles should exit onto Farralone if the Glade gate is open.

When in the Safety Zone for pick-up and drop-off, please obey all instructions given by the duty teachers and honor patrol. If your child is not ready when you are in the Safety Zone, you will be instructed to drive around the block. You will not be permitted to wait in the Safety Zone. Thank you very much for doing everything you can to help our traffic flow smoothly.

PROTECTION OF STUDENTS/LOITERING

Parents may not remain on School property after dropping students off. This request is strictly for the protection of the students.

When there are adults waiting on the property, the School cannot be certain of who should really be here. If some parents are allowed to stay on the grounds, everyone would have to be allowed to do this. The School would not want to have a student taken off the School grounds by an adult who appeared to be a parent. It is safer for your children if the School keeps the property clear of adults, other than teachers and staff members. This is true throughout the school day.

The Penal Code, State of California, Section 653b(a) states:

"...[E]very person who loiters about any school or public place at or near which children attend or normally congregate and who remains at any school or public place at or near which children attend or normally congregate, or who reenters or comes upon a school or place within 72 hours, after being

asked to leave by the chief administrative official of that school or, in the absence of the chief administrative official, the person acting as the chief administrative official, or by a member of the security patrol of the school district who has been given authorization, in writing, by the chief administrative official of that school to act as his or her agent in performing this duty, or a city police officer, or sheriff or deputy sheriff, or Department of the California Highway Patrol peace officer is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000) or by imprisonment in the county jail for not exceeding six months, or by both the fine and the imprisonment."

In light of this law, if any teacher notices an adult on the property during the day, the office will be notified immediately, and the person will be approached to find out his business. The School is very concerned with the responsibility given to it for the safety of your children and appreciates your complete cooperation in protecting the students.

EARLY DISMISSAL / BEFORE- AND AFTER-SCHOOL CARE DISMISSAL

Parents calling for students (during School hours) will go directly to the School Attendance Office for identification. The School regards the safekeeping of your students a primary responsibility and asks for your cooperation in this procedure. The student will be called to the office by the secretary.

If a student is to be picked up by someone other than parents from Before- and After-School Care, verification must be obtained to guarantee the individual's identity.

Teachers and staff have no authority to release a student to a parent or another person, but must send the parent or individual to the office. If a person other than a parent comes to pick up a student from Before- and After-School Care, the person must be on the Authorization Form or the person must possess written permission from either parent. Otherwise, the student will not be released.

We will not release a student to anyone whose name does not appear on the Authorization Form or is not given to the attendance office in advance, in writing.

WALKING HOME / OFF CAMPUS

The School does not permit students to walk home without written permission on file. Students may obtain a "Release to Walk Home" form from the administration office. Regardless of whether a student has permission to walk home or not, students are not allowed to walk off campus to different locations other than their homes. These locations include, but are not limited to McDonald's, Taco Bell, El Pollo Loco, 7-Eleven, El Taco Llama, and Subway. These policies are for the safety of your children.

VISITORS

All visitors must secure **written permission from the Administrative Office at least one week before visiting any class or other regular School-time activities** (i.e., class meetings, lunch area, chapel, etc.). We are requesting that there be no visitors during the first two weeks of school and during the last three weeks of school, as well as the day prior to Thanksgiving, winter and spring recesses, and during the Speech Contest. We also request that there be no visitors the two weeks prior to and during the first-semester final exams. No visitors will be permitted to attend any rehearsals of any program produced by the School.

TRANSCRIPTS / RECOMMENDATIONS / EVALUATIONS

Faith Baptist Schools will submit one transcript and one recommendation or evaluation per student to the School of the parent's choice. If additional transcripts, evaluations, or recommendations are requested, there

will be a charge of \$10. Please allow ten working days for all requests to be appropriately and accurately completed by the teachers and administration. If your request is needed in less than ten working days, a fee of \$50 will be charged. There will be a \$1 charge for extra copies of report cards, health records, etc. If multiple requests are received, they may take longer than ten working days to complete.

All evaluations and recommendations we are asked to complete should be submitted to the Financial Office receptionist. Evaluations will then be given to the student's current School teacher and then mailed. Evaluations must meet the approval of the administration.

TUTORING

Students who have a D or lower in arithmetic, reading, or English may receive free tutoring one day per week by their teacher. Those with low grades must receive priority attention over those who have A's and B's, as we are sure you can understand.

In rare cases, a student may require additional tutoring by another person approved by the administration. Additional tutoring is available from teachers at a fee of \$35 per hour or students at a fee of \$15 per hour. Please contact Miss Swift in the administration office for more information or to request a tutor.

TUITION PAYMENTS

Teachers are hired on a yearly basis and the tuition is an annual fee. Consequently, the School will be unable to provide a tuition reduction in the case of a prolonged absence.

ALL tuition fees must be paid to Smart Tuition by check, credit card, money order, or cashier's check, making them payable to Smart Tuition. Families must enroll in the Smart Tuition program each School year and pay the annual \$43 enrollment fee per family. As of July 1, 2010, the School's financial office no longer accepts tuition payments for the regular School year.

For your convenience in making tuition payments, the annual fee is divided into ten or eleven payments. At the beginning of each payment period, a tuition statement will be mailed or e-mailed to you from Smart Tuition containing an account statement, on which the monthly charges are listed. All tuition and fees are due on the first of the month following receipt of the Student Statement of Account and are payable ABSOLUTELY no later than the tenth. *If you do not receive your statement in the mail or by e-mail, please understand that you are still responsible for making your monthly payment on time.

If the first tuition payment is not paid by August 20, the school will automatically assume the student is not attending Faith Baptist Schools in the Fall Semester and will automatically withdraw the student from the School.

If the first tuition payment is made on or before August 10 and the parent decides to withdraw the student from enrollment after August 10, the August tuition payment will not be refunded. Upon receipt of an official withdrawal form, the School will release the parent from the remaining yearly contractual obligations.

If the first and second tuition payments are made before school starts and the student never attends the School, only the second tuition payment will be refunded. Upon receipt of an official withdrawal form, the School will release the parent from the remaining yearly contractual obligations.

After the tenth of the month, a late charge of \$25 will be added to all accounts with an unpaid balance. **Each family is allowed one late payment without penalty per school year excluding the final tuition payment due May 10. No exceptions will be made on this date. Furthermore, if your account is delinquent 30 days, your**

child will be required to stay out of school until the account is made current. You will have 10 days from the date of withdrawal to bring your account current, or your child will not be allowed to return to Faith Baptist. At that time, collection procedures will be initiated.

All report cards will be held in the office for students who have delinquent accounts with the school, and notification to transferring schools will be made.

There will be a charge for any checks that are returned to the School from the bank. The first returned check charge will be \$25. The second returned check charge will be \$50; thereafter, only money orders, credit cards, or cashier's checks will be accepted for payment.

No application for a new student or a re-enrolling student will be accepted if there is an outstanding balance for any other student of the same family.

All tuition must be paid in full by May 10. There will be a \$100 late charge for all accounts not paid in full by May 10.

PARENT / OFFICE RELATIONSHIPS

Because the School has a large enrollment and very limited office space, we are kindly requesting that congestion be limited in our offices. If possible, please avoid bringing small children into the offices. The School is concerned that all business matters be handled properly and efficiently, and this is sometimes difficult to do when a great deal of noise and conversation is taking place in the office.

Please note: Although the office is willing to deliver forgotten items, such as clothing, to students, please understand that the School is not responsible for lost articles, as things may be inadvertently picked up by the wrong student.

STUDENT / TEACHER PLACEMENT

The Administration of Faith Baptist earnestly seeks to provide each student with the best possible classroom environment. Because the School has three or more teachers in each grade level, careful consideration is given to the placement of each child. When it comes to student placement, the following factors are considered: time of enrollment, teacher requests, academic ranking, teacher recommendations, and new student status. Requests for a particular teacher may not always be honored. At the commencement of each school year, parents will be asked to wait until the first of October before requesting a class change. If a change is needed, a meeting with the principal will be required.

TELEPHONE CALLS—OUTGOING

Students may ask to use the office telephone in the Attendance Office to change after-school plans or to call home to see if their parents have forgotten to pick them up, etc.

TELEPHONE CALLS—INCOMING

Neither teachers nor students will be called from the classroom for telephone calls. In case of an emergency, please notify the receptionist when calling so that your child can be contacted immediately. Messages may be left for your child's teacher through the school's voice mail system or e-mail.

If a parent is driving a group of students in a carpool, he is responsible for notifying the parents of the other students if he is late or his plans have changed. The School cannot assume this responsibility. If at 3:40 P.M. a parent has not arrived to pick up a car pool, etc., these students will be sent to the After-School Care

Program. If you are driving a group of students in a car pool, we trust that you will be responsible to notify parents of any extreme lateness or change in plans.

LOST-AND-FOUND

Since we do not have the storage space necessary to hold all items taken to the Lost and Found during the School year, all items in the Lost and Found will be put on display and disposed of periodically. Lost items, therefore, must be claimed promptly.

FAMILY CODE / SIBLING DISCOUNT

To be eligible for the family discount, a parent must present a birth certificate or proof of legal guardianship to the School at the time of enrollment or re-enrollment. Any exceptions will be made at the discretion of the School Board.

FINANCIAL AID QUALIFICATIONS

Financial Aid is available to families who qualify. Applications can be picked up from the Administration Office and must be returned by **June 1** for aid consideration for the fall semester and by **December 1** for aid consideration for the spring semester.

- All applicants must meet with the Financial Aid Committee.
- Any application received after the deadline will not be considered for assistance. An applicant who is granted assistance for the fall semester need not re-apply in December for the spring semester; however, he must submit a letter indicating if and how the family's financial status has changed. All applicants must submit a new financial aid form in June in order to be considered for assistance for the fall semester.
- Any applicant who is granted financial assistance will not receive more than a quarter of the tuition and must pay his portion of the tuition by the tenth of each month in order to avoid losing his financial assistance. All applicants must pay the registration fees and book fees.
- Financial assistance is offered on a semester basis only and is granted on the grounds of the family's financial need; the student's ability, behavior, and character; the school's availability of funds; and the applicant's payment history and the accuracy, completeness, and promptness in filling out the Financial Aid Application. All decisions are subject to the School Board's approval.
- In order for a family to receive assistance, both parents must be working full time or actively seeking full-time employment. Applicants who have been laid off from their position of employment must also submit proof of their job search.
- Financial aid is not available for students entering the K3 and K4 programs or for students entering a grade level that currently has a waiting list.
- Financial aid is not available to students in grades nine through twelve; however, the school does offer a work assistance program. Students who wish to participate in work assistance must have earned a "C" average on their report card the semester prior to working and must maintain a "C" average while employed. Additionally, a student on work assistance must not have earned more than 30 demerits

during the semester prior to their employment or at any time during their employment. If you wish for your child to participate in work assistance, please complete the Financial Aid Application. Students on work assistance typically earn \$200 to \$300 per month, depending upon how many hours they work.

FAITH BAPTIST ELEMENTARY SCHOOL UNIFORM DRESS STANDARDS

School uniform clothing must be worn at School and at all School functions, including field trips, unless otherwise stated. All students must maintain School uniform dress up to and including the last day of School, according to the School calendar.

If a student does not wear the School's uniform clothing, he will receive disciplinary action, including suspension from class. Specific disciplinary measures can be found in the demerit schedule for sixth-grade students.

DRESS CODE—ALL STUDENTS

Students must wear the School's uniform dress which is purchased from the Dennis Uniform Company. The Dennis Uniform Company has provided a large variety of items for our students to wear, but you do not need to purchase each one. Non-uniform accessories must coordinate with the School uniform colors, which are **navy, red, white, and hunter green**. Each child must have at least one polo shirt with a Faith Baptist logo. The students will be required to wear the logo on all field trips.

Students may not wear the following:

1. Hats/baseball caps/stocking caps
2. Sunglasses
3. Gloves/"ski" caps (except on excessively cold or windy days)
4. Tattoos/body markings/body piercings (permanent or temporary)
5. Form-fitting or revealing clothing
6. Gang-related clothing or accessories
7. Clothing and hair styles that are extreme or inconsistent with the religious tenets of Faith Baptist Schools (music groups, occult, etc.)

GIRLS must present a wholesome, feminine appearance.

HAIR—Girls may not change their hair color in any way. If a girl has changed her hair color, her hair must be changed back to its original color. Hair extensions must also match a girl's own hair color. Please refrain from any rock-inspired (rap, MTV, etc.) hairstyles. Hair must be long enough so that it does not appear to be a boy's haircut. Hair is not to be shaved or shaped in an extreme style.

EARRINGS—If earrings are worn, they must be a matched set. In a wide earring, the diameter is to be no more than 1 1/4 inches. In dangling earrings, the length should be no more than two inches from the bottom of the earlobe. Only one earring should be worn on the earlobe of each ear, and earrings should not be worn in places other than the earlobe.

BRACELETS—No more bracelets than would measure two inches on the wrist may be worn. "Noisy" bracelets are not to be worn to School. Jelly bracelets may not be worn.

MAKE-UP/NAIL POLISH—Girls may not wear makeup. Only clear lip gloss may be worn. Black nail polish and artificial (e.g., acrylics, tips, etc.) nails may not be worn.

DRESS—Uniform dress must be worn at School and at all School functions, including field trips, unless otherwise stated. Skirts must be at least mid-knee. Uniform clothing must not be oversized. Turtlenecks in School uniform colors may be worn. Layered shirts which are visible must be in School uniform colors: white, red, navy, or hunter green. T-shirts may not be worn, including class T-shirts and youth-group T-shirts. Girls may not wear hats. Color-coordinating “ski” caps and gloves may be worn on excessively cold or windy days. Girls may wear the Dennis skort to classes, as long as the skort meets the length requirement. Non-uniform School dress may be worn to sporting events.

UNIFORM LENGTH—K3- through fourth-grade girls are to wear their dresses or skirts no shorter than 2 inches above the top of the kneecap. Fifth and sixth-grade girls are to wear their dresses or skirts no shorter than the top of the kneecap.

NYLONS, TIGHTS, & SOCKS—Tights or socks may be worn in School uniform colors only. Nylons may also be worn in these colors and in flesh tones. Navy leggings may be worn as long as they meet the boot or the sock. No other pants or leggings should be worn underneath the uniform skirt or skort.

SHOES—Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable), and they must not be a style which the Administration deems inappropriate for school (hiking or combat boots, gang-related, etc.). Backless sandals with open toes, flip-flops, or high heels in excess of three inches may not be worn.

JACKETS/COATS/SWEATSHIRTS—All outerwear must be in keeping with the philosophy of the School (i.e., slovenly, oversized, rock-inspired, or gang-related outerwear may not be worn). The only outerwear that may be worn in the classroom is the Faith Baptist Schools’ sweatshirt and jackets, or a solid navy sweatshirt. Other jackets may be worn to School and to and from class, but only the Faith Baptist Schools’ outerwear or a solid navy sweatshirt may be worn in the classroom as an official part of the uniform. The only sweater or sweatshirt that may be worn is the Faith Baptist Schools’ sweater or sweatshirt, the Faith Baptist sports’ team outerwear, or a solid navy sweatshirt. Non-uniform sweaters or button-up blouses may not be worn as accessories over the uniform shirt.

NON-UNIFORM SCHOOL DAYS—Occasionally, we may have special days where costumes or casual, non-uniform dress is permitted. On these days, girls must wear dresses or skirts that are no shorter than the middle of the knee. Clothing that is sheer, tight, or revealing in any way must not be worn. No shorts, mini-skirts, tube tops, pants, tank tops, or midriff-baring dresses or tops may be worn. Sundresses may be worn only if a blouse is worn underneath. T-shirts which look like undershirts or have sayings, pictures, or words which are inconsistent with the philosophy of Faith Baptist Schools may not be worn. All other regular dress code rules must be followed.

BOYS must present a clean masculine appearance.

HAIR—I Corinthians 11:14 teaches that it is a shame for a man to have long hair. At Faith Baptist Schools, all boys must have short haircuts which are tapered on the top, back, and sides. Hair is not to be shaved (not less than a “two” setting on the hairclippers) or shaped in such a way that it would not

present an even, gradually tapered look. Braids, corn rows, and spiked hair would be inconsistent with this standard and are not permitted. Hair is not to be disproportionately longer on the top than on the sides (“step” haircut, extra long on top and slicked back). Boys may not change their hair color in any way. If a boy has changed his hair color, his hair must be changed back to its original color. Please refrain from any rock-inspired (rap, MTV, etc.) hair styles. Sideburns must be neatly trimmed, and they can be no longer than the bottom of the ear opening. Facial hair, up to and including moustaches and beards, are not permitted.

DRESS—Uniform clothing must be worn at School and at all School functions, including field trips, unless otherwise stated. Uniform clothing must not be oversized. Belts must be worn with pants. Shirts must be tucked in. White, red, green, or navy turtlenecks may be worn. Layered shirts which are visible must be in School uniform colors: white, red, navy, or hunter green. T-shirts may not be worn, including class T-shirts and youth-group T-shirts. Boys may not wear hats, stocking caps, earrings, bracelets, or necklaces. Color-coordinating “ski” caps and gloves may be worn only on excessively cold or windy days. All boys are required to wear Dennis Uniform pants which have the Dennis Uniform Company tag. Non-uniform School dress may be worn to sporting events.

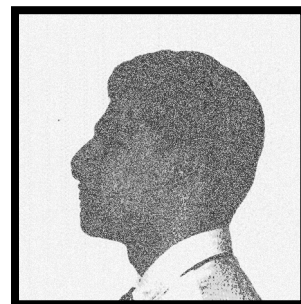
SOCKS—Socks must be worn with shoes. Socks may be worn in School uniform colors only.

SHOES—Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable), and they must not be a style which the Administration deems inappropriate for School (hiking or combat boots, gang-related, etc.). Sandals may not be worn.

JACKETS/COATS/SWEATSHIRTS—All outerwear must be in keeping with the philosophy of the School (i.e., slovenly, oversized, rock-inspired, or gang-related outerwear may not be worn). No denim jackets or flannel jackets are permitted. The only outerwear that may be worn in the classroom is the Faith Baptist Schools’ sweatshirt and jackets, or a solid navy sweatshirt. Other jackets may be worn to School and to and from class, but only Faith Baptist outerwear or a solid navy sweatshirt may be worn in the classroom as an official part of the uniform. The only sweater or sweatshirt that may be worn is the Faith Baptist Schools’ sweater or sweatshirt, the Faith Baptist sport team outerwear, or a solid navy sweatshirt. Non-uniform sweaters or button-up shirts may not be worn as accessories over the uniform.

NON-UNIFORM SCHOOL DAYS—Occasionally, we may have special days where costumes or casual, non-uniform dress is permitted. On these days, tank tops may not be worn. Shorts that are no shorter than mid-thigh and no longer than the knee may be worn. Pants must have legs which are traditional (not baggy), classic cut. Blue jeans may be worn, but they must not be baggy or torn. T-shirts which look like undershirts or have sayings, pictures, or words which are inconsistent with the philosophy of Faith Baptist Schools may not be worn. All other regular dress code rules must be followed.

EXAMPLE OF A BOY’S HAIRCUT—Kindly note that the hair is tapered in layers on the back and sides. It is NOT SHAVED in part or in total. Hair is not to be disproportionately longer on the top than on the sides, such as “step,” long hair on the top of the head, “slicked back,” etc.



LOOKING AHEAD TO JUNIOR AND SENIOR HIGH

Many parents realize the importance of having their sons and daughters in a Christian atmosphere until the child has reached the junior high age. It is the opinion of many, however, that there is not a more crucial time in the life of a boy or girl than the years spent in grades seven through twelve.

Social and character improvements are vital elements in the Faith Baptist educational program which seeks to combat the laxity of morals and self-discipline that is prevalent. We believe that this improvement can be found only by emphasizing the Scriptural principles of doing right; finishing the job; respecting God, people, and property; as well as many other principles that are revealed in God's Word, the Bible.

When a student has the Lord Jesus Christ as the foundation of his life, he can better appreciate and comprehend the world of knowledge that surrounds him. At Faith Baptist Junior and Senior High, he is taught by teachers who know the Lord as their personal Saviour and can, therefore, effectively communicate truth as it is found in the Word of God.

JUNIOR HIGH COURSE LIST

ENGLISH:

English Grammar & Composition
Honors English Grammar & Composition

HISTORY:

United States History

FINE ARTS:

Beginning Art
World History Band
Choir
Drama
Intro to Instrumental Music
Speech

BIBLE

PHYSICAL EDUCATION

MATHEMATICS:

Pre-Algebra
Algebra I
Geometry

COMPUTER:

Keyboarding
Business Computer

ELECTIVES:

Home Economics
Health Science/First Aid
Junior Lifeguarding

SCIENCE:

Physical Science

HONORS ALGEBRA I—A returning seventh-grade student must receive an 80% or higher in math on the second semester report card, a passing grade on our placement test, and Administrative approval in order to take Algebra I.

Those students who receive a 90% or higher in math on their last sixth-grade report card automatically qualify to take Algebra I in seventh grade.

New students entering the school in seventh grade must receive an A in math on their last report card in sixth grade, score in the ninetieth percentile in math on the current standardized test, earn a passing grade on our placement test, and obtain Administrative approval in order to qualify to take Algebra I in seventh grade.

NOTE: All sixth-grade students will be administered the Algebra I Readiness Test at the end of the School year as part of our standardized testing for the grade level. However, only those students receiving a B in math at the end of the year will have their results used to place them in Algebra I in the fall semester. Students may take the test only one time.

SENIOR HIGH COURSE LIST

ENGLISH:

English Grammar & Composition
AP English Language & Composition
Literature

PHYSICAL EDUCATION

MATHEMATICS:

Algebra I
Geometry
Algebra II
Math Analysis
Trigonometry
Pre-Calculus
Statistics
AP Calculus AB
AP Calculus BC
AP Statistics

SCIENCE:

Earth Science
Biology
Marine Biology
Honors Anatomy & Physiology
Chemistry
AP Chemistry
Physics

LITERATURE:

English Literature
American
Spanish II
World Literature

RELIGION:

Bible
Bible Quiz
Comparative Religion
Early Church Literature
Hebrew Poetry
Ancient Hebrew History

HISTORY:

History
World History
United States History
AP World History
AP United States History
Government/Economics
AP Government & Politics: U.S

COMPUTER:

Advanced Computer Apps.
Photoshop
Web Page Design

FOREIGN LANGUAGE:

Spanish I

Spanish III
AP Spanish

ELECTIVES:

Accounting
Annual
Driver's Education
Finance
Home Economics
Journalism
Law, Order, & Public Policy
Lifeguard Training
Strength Training
Understanding the Times

FINE ARTS:

Studio Art
Intermediate Art
AP Studio Art
Intro to Instrumental Music
Band
Choir
Speech
Theatre Arts

In addition to receiving an outstanding secondary-level education, Faith Baptist junior- and senior-high school students are eligible to become members of the National Honor Society, the nation's oldest and premiere student recognition program (grades 10-12). Many Faith Baptist students are also members of the California Junior Scholarship Federation (grades 7-9) or the California Scholarship Federation (grades 10-12). CJSF and CSF recognize Faith Baptist's courses as meeting the high admission standards of the University of California.

Faith Baptist Schools is fully accredited for kindergarten through twelfth grade by the Western Association of Schools and Colleges. This status validates the academic program of Faith Baptist Schools.

Extracurricular activities compose an important part of a student's growth, and Faith Baptist presents many opportunities for student participation. Drama, band, speech, and classroom projects provide students with opportunities to develop leadership. We also encourage students to be active, positive contributors in their communities.

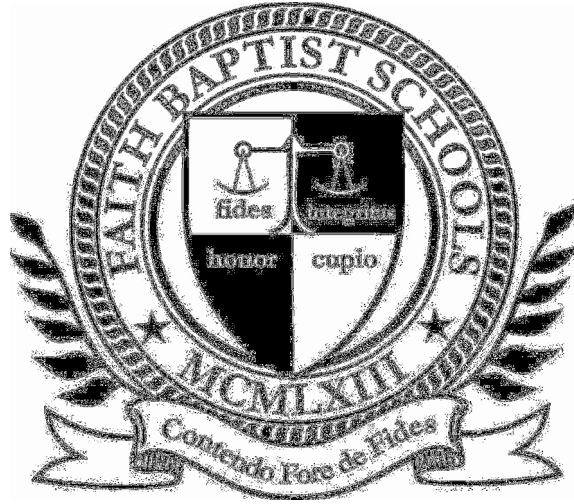
Faith Baptist High School offers a successful sports program. Boys' and girls' teams have competed in the CIF-SS playoffs in football, basketball, baseball, softball, and volleyball. An interscholastic sports program is offered for junior-high students as well.

Faith Baptist Schools provides a counselor who is able to meet with both students and parents regarding graduation requirements and college admissions. Mrs. Packer, the Academic College Counselor, monitors the progress of students in grades 9-12 and suggests courses for transcript remediation and enhancement. She provides guidance regarding a student's choice of college and communicates scholarship and financial aid information to parents and students.

As each year passes, you will see the advantages of having your child at Faith Baptist Schools. With all that the junior- and senior-high schools offer, a student can acquire the academic and extracurricular edge that he needs in the competitive, college admissions process. Acquiring this advantage can best take place in a school where the entire administration and faculty are dedicated to the intellectual, spiritual, and social growth of each student.

Because of their high grades, through academic preparation, and high national test scores, our students are accepted by many of our nation's top universities. The following is only a portion of the schools that have accepted Faith Baptist graduates:

USC	Azusa Pacific University	University of Kansas
UCLA	Biola University	University of Oklahoma
UC Berkeley	Bob Jones University	University of Michigan
UC Davis	California Lutheran University	University of the Pacific
UC Irvine	Grand Canyon University	Arizona State University
UC Riverside	Liberty University	Gardner-Webb University
UC San Diego	Pennsylvania State	George Mason University
UC San Francisco	Pensacola Christian College	Loyola Marymount University
UC Santa Barbara	Southern California College	Northern Arizona University
UC Santa Cruz	Loma Linda University, School of Medicine	Northrop University
CSU, Northridge	Johns Hopkins University, School of Medicine	Purdue University
CSU, Long Beach	Vanderbilt University, School of Medicine	Utah State University
CSU, Los Angeles	Pepperdine University	Colorado State University
CSU, Fresno	Franklin Pierce College	Baylor University
CSU, Sacramento	University of the Sciences in Philadelphia	Ithaca College
CSU, Chico	Cal Poly, Pomona	University of San Diego
CSU, Humboldt	Cal Poly, San Luis Obispo	University of Redlands
University of Virginia	US Coast Guard Academy	Stanford
University of Puget Sound	US Military Academy, West Point	New York University
Duke University, School of Medicine	US Naval Academy, Annapolis	West Coast Baptist College
George Washington University	Massachusetts Institute of Technology	Hofstra University
Westmont College	Southwestern University, School of Law	Trinity Baptist College
Taylor University	Loyola University, School of Law	



**ELEMENTARY SCHOOL HANDBOOK
SIGN-AND-RETURN 2011-2012**

I understand that the 2011/2012 Elementary School Handbook is posted on the schools website at www.faithbaptistschools.com. ***I understand that it is my responsibility to be familiar with every School rule as stated in the handbook.***

Parent's Signature

Date

Student's Signature

Date

Student's Name (Printed)

Grade/Section