

**Faith Bible  
Christian School**



**Blanton Campus  
Elementary & Jr. High  
Student/Parent Handbook**

## Table of Contents

Mission Statement .....	1	Absences .....	12
Vision Statement.....	1	Vacations .....	12
Faith Bible History .....	1	Elementary Tardy Policy .....	12
Statement of Non-Discrimination .....	1	Junior High Tardy Policy .....	13
Our Responsibilities .....	1	Academic Progress .....	13
Statement of Faith.....	2	Reports .....	13
Pledges.....	2	Grading Scale .....	13
School Hours .....	4	Physical Education .....	13
Driving on Campus.....	4	Incompletes .....	14
Drop Off and Pick Up Procedure.....	4	Academic Probation .....	14
After School Program.....	4	Academic Awards .....	14
Communications .....	5	Valedictorian and Salutatorian .....	14
Dress Code.....	6	Homework.....	14
Transportation of Students.....	7	Library Policies and Procedures .....	14
School Bus Procedures.....	7	No Harassment Policy .....	15
School Bus Discipline Policy .....	7	Student Conduct .....	15
Campus Policies .....	8	Five School Rules.....	15
Bikes.....	8	Detentions .....	15
Campus Restrictions.....	8	Suspensions .....	16
Chapel Rules .....	8	Dismissal .....	17
Closed Campus.....	8	Hazing .....	17
Eating/Drinking .....	8	Due Process .....	17
Electronic Devices.....	8	Internet and Network Working Policy .....	18
Field Trips .....	8	Student Activities .....	18
Fire Drills .....	8	Chapel .....	18
Gum.....	9	Choir.....	18
Harmful Items .....	9	Junior High Retreat .....	18
Lockers .....	9	Outdoor School .....	18
Lost & Found .....	9	Student Activities .....	18
Lunch.....	9	Spirit Week.....	18
Medical Policy.....	9	Worship Team.....	18
Money .....	9	Eligibility for Student Activities.....	19
Movies and Educational Films .....	9	Outdoor School .....	19
Parental Involvement.....	10	Worship Team .....	19
Roller Blades/Skateboards .....	10	Student Council .....	19
Safety Procedures .....	10	Athletic Policies.....	19
Students Leaving Campus .....	10	Sports Participation .....	19
Truancy .....	10	Eligibility for Sports Participation.....	19
Use of School Building .....	10	Attendance.....	19
Visitors .....	10	Behavior .....	19
Playground Rules .....	11	Uniforms .....	20
Recess, Lunch, and Dismissal Schedule .....	12	Conflict Resolution.....	20
Attendance and Punctuality .....	12	S.E.R.V.E. Program.....	20

## **The Mission of Faith Bible Christian School**

*...dedicated to building academic excellence, developing Christ-like character, and equipping students to serve others.*

## **The Vision of Faith Bible Christian School**

*...to develop our students to be leaders and influencers to impact our world as servants of Christ.*

*...to inspire and motivate academic diligence through high-quality Bible-based curriculum.*

*...to help each individual live their life in a manner worthy of the Lord, demonstrating the fruit of the Spirit wherever God calls them to serve.*

## **Faith Bible History**

Faith Bible Christian School opened a campus in Aloha in 1976 with a student population of 77 students. The purpose of the school was to provide sound academic training while helping students to develop Christian character. From the beginning, the Bible has been the very center of our curriculum. While we offer many classes in required and elective subjects (Jr. High), we make every attempt to teach each class from the perspective of a Christian worldview.

In 1996, the high school opened a new campus in Hillsboro. Although the school has grown and changed in some ways, students still receive personal attention and professional help from caring teachers. Through the years, hundreds of students have received quality education and have grown in their Christian lives.

## **Statement of Non-Discrimination**

Faith Bible Christian School is committed to a policy of non-discrimination on the basis of race, color, national and ethnic origin in the administration of its education policies, admission policies, athletics, and other school-administered programs. FAITH BIBLE CHRISTIAN SCHOOL reserves the right to select students on the basis of academic performance, religious commitment, and personal qualification, including willingness to cooperate with the school administration and abide by its policies.

## **Our Responsibilities**

### **Students will show responsibility by:**

- Following school rules
- Coming to school each day and being in class on time
- Working hard to do their best in class and in school work
- Helping to keep their school safe
- Asking for help when they need it
- Showing respect for and cooperating with adults and other students
- Reporting infractions of school rules to staff

### **Parents will help children learn to take responsibility by:**

- Having high expectations for their children as individuals
- Ensuring their children attend school and arrive on time
- Finding a quiet place at home for school work and checking work to make sure it is completed
- Helping their children to learn and to solve conflicts in positive ways
- Communicating and working with teachers and other school staff to support and challenge their children
- Respecting school staff

### **Educators will help parents and students by:**

- Believing that all students can achieve
- Showing that they care about all students
- Having challenging academic and behavioral expectations for students
- Providing a positive learning environment
- Creating an atmosphere of open communication for students seeking help
- Upholding the students in prayer

## Statement of Faith

**We believe** that the Scriptures of the Old and New testaments are inspired by God, inerrant in the original writing, and of supreme and final authority in faith and life.  
Mark 12:26, 36; II Timothy 3:16-17; II Peter 1:20-21.

**We believe** in one God existing in three persons, Father, Son, and Holy Spirit, co-equal and eternal. Deuteronomy 6:4; Matthew 28:19-20; John 1:1-20; Acts 5:3; II Corinthians 13:14; Hebrews 1:1-2; Revelation 1:4-8; Revelation 22:12-13.

**We believe** that man was created in the image of God, that he sinned and that he thereby incurred not only physical death but also spiritual death which is separation from God. All human beings are born with a sinful nature and if and when they reach the age of moral responsibility, as determined by God, become sinners in thought, word, and deed. Genesis 1:26, 2:17; Psalm 14:1-3; John 1:1-2; Romans 3:10-19, 23; Ephesians 2:13.

**We believe** that Jesus Christ was begotten of the Father by the Holy Spirit, born of the Virgin Mary, and is true God and true man. John 1:1-2; Luke 1:35; I Peter 1:3a; I Timothy 2:5; Philipians 2:5-8.

**We believe** that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified by His shed blood. Leviticus 17:11; Isaiah 64:6; Romans 3:24-25; Romans 4:25; Romans 5:6-9; Philipians 3:4-9; I Peter 1:18-19, 23; I Peter 1:3-5.

**We believe** in the resurrection of the crucified body of our Lord Jesus, in His ascension in to Heaven, and in His present life there for us as a High Priest and Advocate. Hebrews 7:25; Romans 8:34; I John 2:1-2; I Corinthians 15:3-8, 20; Ephesians 4:8; Acts 1:9.

**We believe** in that blessed hope, the personal, visible return of our Lord and Savior Jesus Christ. I Thessalonians 4:13-18, 1:10; John 14:1-3; Titus 2:11-14; II Thessalonians 1:7; Matthew 24:30, 44b.

**We believe** that all who receive, by faith, the Lord Jesus Christ, become born again of the Holy Spirit and thereby become children of God. John 5:24; Romans 5:1; Ephesians 2:8-10; I John 5:13; John 3:16-18; John 1:12; I John 3:1-2.

**We believe** in the eternal preservation and everlasting blessedness of the saved, and the eternal conscious punishment of the lost. Romans 8:1, 38-39; John 6:37-40; Ephesians 1:4-7, 13-14; John 10:27-30; I Corinthians 1:4-8; Revelation 20:15; Revelation 22:3-5; Revelation 22:11.

**We believe** that the grace of God gives each believer freedom, not freedom to sin, but freedom to respond to God in a trust relationship as the Holy Spirit directs our lives, and this direction will cause each believer to live an abundant Christian life. Ephesians 5:17-19; John 10:10b; Romans 6:18, 22; Romans 8:2.

## Pledges

### American Flag

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

### Christian Flag

I pledge allegiance to the  
Christian flag,  
and to the Savior for whose  
kingdom it stands.  
One Savior, crucified, risen,  
and coming again  
with life and liberty for all  
who believe.

### Bible

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

## School Hours

Pre-school through third grade are dismissed at 2:45 PM. The 4<sup>th</sup> – 8<sup>th</sup> grades are dismissed at 3:00 PM. If you have students in both time slots, you must wait until 3:00 PM to pick them up. **Please do not start lining up before 2:40 PM as this will only cause traffic jams** and block the entrance for the afternoon activity and P.E. buses returning to campus. If you are picking up a student who is taking the Inter-campus bus, please do not pick up your student(s) until 3:15 PM.

School hours are 8:15-3:00. Students may arrive on campus no earlier than 7:30 AM. There is student supervision from 7:30 AM – 3:15 PM. Therefore, any child that arrives before 7:30 AM **is not supervised**. This situation is very unsafe for your child. It is therefore **absolutely imperative** that parents or guardians follow the published school day schedule regarding the drop off and pick up times. If a child is picked up after **3:15 PM** there may be a \$20.00 charge.

## Driving on Campus

We appreciate the number of families that carpool and assist one another in order to transport their children. **Our desire** is for drivers to drive slowly and carefully in our parking lot. **DRIVE SLOWLY AND WATCH CAREFULLY AS YOU NAVIGATE THE PARKING LOT.**

## Drop Off and Pick Up Procedure

### Morning Drop Off

The three lanes closest to the Chapel building will be the **ONLY** drop off lanes in the morning. There will be no parking between the Chapel and Administration buildings or on the north end of the Chapel building. There will also be **NO** loading or unloading between the chapel building and the first modular. That is simply a waiting area.

Everyone must use the designated crosswalks. If you need to park to conduct business in the administration building, please park on the west side of the Chapel building **ONLY!** We ask that at that point you walk your children over to the crosswalk and then conduct your business. The crossing guard will stop traffic for children in the crosswalks, and for the Inter-campus bus. Only Inter-campus bus students are to be waiting on Blanton campus for their ride. No loitering from other students is allowed.

### Afternoon Pick Up

- As you enter the driveway and proceed through the car lane between the parked cars on the **west side** of the Chapel building, maintain a single lane of cars.
- Stop at the bright yellow speed bump. Proceed only when traffic monitor directs your car past the yellow speed bump into the lanes between the Administration and Chapel buildings.
- As you pull up and wait in between the two buildings, put the pink sign in the window on the driver's side of the car. This will cue the teachers to release those children to your vehicle.
- When your vehicle is loaded, please remove the sign from your window. This cues the traffic monitors that your car is loaded. Do not proceed until the front traffic monitor motions for your lane to go. This is very important for you to remember because there still might be children loading in cars or crossing at the crosswalk.
- When the front traffic monitor is notified by the back traffic monitor that all cars are loaded, the front monitor will allow the flow of traffic to begin again. As you exit and approach the driveway, we ask you to stop again before entering the exit.
- Please hang up while in the parking lot. **NO CELL PHONES**, please. We need your full attention!

If your child will be going home with a friend, you will need to send a note with your child to give to the teacher so he/she knows which car your child should load into in the afternoon. **Please try to make these arrangements before school begins for the day.**

It is most important that we set an example for our children by honoring those in authority. The traffic monitors are there to ensure your children's safety as well as to keep the flow of traffic moving and to protect the bus's schedule. **Please do not drop off or pick up your children on Blanton near the Faith Bible Christian School sign as it blocks traffic in both directions. The county will fine us for this infraction.**

## After School Program

The After School Program (ASP) is a scheduled program of after school care. Attendance must be scheduled in advance. Fees are charged, and ASP is for currently enrolled Faith Bible Christian School students only. Homework assistance will be available to all students, and a light snack will be provided each day. All adult staff are first aid/CPR trained.

## Communications

### **Flyers**

Occasionally flyers with special announcements will be sent home with students. Parent flyers need approval.

### **Grade Reports**

In order to keep parents informed of their child's progress, we have developed reports that communicate academic progress. They may include 3-week, 6-week, mid-quarter, weekly and final grade reports. These reports are described in the section entitled "Academic Progress".

### **Moms In Touch**

A number of parents meet one day a week to pray for the students and staff. All parents are welcome to participate in this group. Give the office a call and they will give you the number of a contact person.

### **Office Hours**

The school office will be open and available for business or phone calls between the hours of 7:30 AM and approximately 4:00 PM.

### **Open House**

Early in the first quarter, an evening will be scheduled for Open House for parents of enrolled students. During this evening, parents will have the opportunity to follow their child's schedule. They will visit classrooms, meet teachers, and hear about class guidelines, content, and grading.

### **Pagers/Cell Phones**

Students may have pagers or cell phones; however, they may not be turned on during the school day. If a student uses their cell phone during the school day, the device will be confiscated and returned at a later date. Please contact the office if you desire to get a message to one of our students.

### **Parent / Teacher Conferences**

Shortly after the first quarter ends and grades are received, conferences will be scheduled for all elementary students. Parents wishing to schedule a conference for Junior High, please contact the office. A reminder postcard will be mailed with date and time of conference.

### **Parent Connections**

Each quarter the Board and Administration will hold a meeting for all parents. The administration will talk about the most recent news related to each campus and the Board will communicate current issues and long range planning for the good of the school. This is a great time to be informed of things that will directly affect your child. Parents earn S.E.R.V.E. hours for attendance.

### **Requesting Teachers**

We ask that you do not request a specific teacher in a doubled elementary grade. It is our goal to balance our double classes in regard to academic achievement, the development of interpersonal relationships, and class size. Because we are dedicated to creating the best possible learning environment for each child, we reserve the right to assign any student to a particular class and/or teacher.

### **School Closures**

Due to weather or emergency conditions, school may be closed for the day. We will make a determination about 5:30AM, and the local TV and radio should have the message shortly after that. We will also post the information on our website, Faithkids.org. We will post a message on every questionable weather day with one of two options: Faith Bible Christian School -Normal School Day or Faith Bible Christian School – Cancelled

### **Telephone Use**

Parents who wish to contact their child may call the school office, and the message will be forwarded to the classroom. If an emergency exists, we will send for the child immediately. The school phones are mainly for office use. Students may be allowed to call home with permission and at the teacher's discretion.

### **Website ([www.faithkids.org](http://www.faithkids.org))**

The Faith Bible Christian School website will be the principle form of communication. The website is frequently updated with the latest information.

## Dress Code

*Scripture states that "Man looks at the outward appearance, but the Lord looks at the heart." (I Samuel 16:7). However, since man only sees our "outward appearance," it should reflect a heart which is sensitive and obedient toward God. The way we dress is a testimony to the community of Christian character and is a reflection of our school.*

### GENERAL GUIDELINES

The dress code shall apply to all students during any school-sponsored function. This includes retreats, school sponsored parties or picnics, and athletic events at both FBCS campuses and at other schools.

Clothing designs or endorsements must be consistent with the Christian commitment and abide by the following guidelines. Decals, logos, symbols, text, pictures and advertisements must not be off-color, suggestive, or inappropriate, and may not refer to gambling, alcohol, tobacco, skulls, skeletons, drugs or drug paraphernalia, secular music groups or individual artists, secular music radio stations, or negative mass media. This includes clothing, patches, jackets, backpacks, binders, lockers, or any personal item.

All attire must be neat, clean, and modest.

Parents are primarily responsible for compliance with these guidelines. However, the administration, staff, and teachers will ensure compliance. FINAL JUDGMENT CONCERNING ALL QUESTIONS RELATED TO PROPER DRESS WILL BE MADE BY THE ADMINISTRATION.

### SHIRTS

T-shirts: These are allowed any day except Chapel Day.

(Boys) No sleeveless shirts.

(Girls) Must have at least three inch wide shoulder seam on any sleeveless garment. Tops must be modest and hang at least 3 inches over the top of the pants when standing. No skin should show while sitting. Necklines should be no more than 3 inches below the collarbone. No tight fitting, oversized, low-cut or see-through tops are permitted.

### PANTS

Sweats or nylon athletic pants with no elastic at ankles are acceptable for 1<sup>st</sup>-4<sup>th</sup> grade only. 5<sup>th</sup>-8<sup>th</sup> grade can only wear sweats/athletic pants for P.E. All pants are to fit properly in waist and length. They must be clean, neat, and hemmed (no fraying.) Pants should be worn at waist level (on or above the hipbone.) No pajama pants or saggy, baggy, or tight fitting pants.

### SHORTS

Shorts are allowed year-round. All shorts must fit properly and be appropriate and modest in length (mid-thigh) and style. No cut-offs or frayed shorts. Loose fitting athletic shorts are OK. Shorts rules apply to all skorts (these are shorts which appear as shorts from the back and a skirt from the front.)

### SKIRTS AND DRESSES

Hemlines should be at the top of the kneecap or longer. Slits are to extend no higher than three inches above the knee. All dresses must follow the same appropriate and modest guidelines.

### HATS

Hats or hoods are not permitted inside the building unless specifically designated days for wearing them have been approved. Scarves and bandanas are permitted for girls.

### TATTOOS

Students are not permitted to acquire any type of tattoo once they become a student at Faith Bible.

### UNDERGARMENTS

All students must wear appropriate undergarments to school and school related functions. Undergarments must not be visible at any time.

### CHAIN/SPIKES

No chains, studs, or spikes may be worn as part of jewelry or clothing. No apparel or jewelry shall be worn that could be considered "Counter-cultural." "Punk," "Goth," "grunge," are all unacceptable.

### HAIR

Extreme or unnatural hair color and hair engraving is not acceptable for both boys and girls.

(Boys) Hair must be neatly trimmed and groomed. Hair length must be above the eyebrows and mid-ear, and not over the shirt collar.

### MAKE-UP

Make-up must be natural looking, applied conservatively, and in good taste.

### PIERCINGS

(Boys) Male students may not wear earrings of any style or any body piercing.

(Girls) Girls may wear pierced earrings, but no other body piercing.

### FOOTWEAR

Footwear needs to be worn at all times and laced when appropriate. No shoes with wheels are allowed at school.

### **CHAPEL DRESS**

(Boys) Dress pants and a collared button down shirt are required. No blue or other colored jeans are allowed on Wednesday. Shirts must be tucked in on Chapel day. On Chapel Day, Junior High boys must wear ties all day and may not wear sweatshirts (nice dress sweaters worn over a dress shirt with the tie clearly visible are acceptable).

(Girls) Skirts or dresses must be worn on chapel days.

### **GRADUATION DRESS**

(Boys) Slacks, shirts and ties or suits (no tuxes.)

(Girls) Previous dress guidelines apply. No formal, dance, prom or cocktail dresses allowed. No spaghetti straps or bare shoulders.

### **PE UNIFORMS**

All students are required to dress down for P.E. (regardless of weather conditions) in appropriate P.E. clothing. Athletic shoes, with tie laces or Velcro, must be worn on P.E. days. For older students (see below) shorts must be within 5" of the kneecap.

- 1<sup>st</sup>-4<sup>th</sup>: Change into mandatory P.E. shirt as directed by teacher. P.E. shirts are provided by FBCCS.
- 5<sup>th</sup>-8<sup>th</sup>: Required to wear mandatory P.E. shirt and shorts or athletic pants. P.E. shirts are provided by FBCCS. Students are required to change out of P.E. clothing after class, unless otherwise instructed by teacher.

### **DRESS CODE ENFORCEMENT POLICY**

Warnings will be given the first week of school only. After that, the following guidelines apply. Administration retains the right to review each situation individually.

**First offense:** If the infraction involves clothing, the student will be removed from the classroom and the parent will be immediately notified. The student will remain in the office until appropriate clothing is available. This will either be provided by the school or brought by a parent.

If the infraction involves an item other than clothing, such as a backpack or binder, that item will be confiscated and a Dress Code Violation will be sent home to be signed and returned.

**Second offense:** Same as the first.

In addition, 7<sup>th</sup> and 8<sup>th</sup> graders will serve a 15 minute detention plus receive appropriate demerits.

**Third offense:** Same as the first but with parent contact.

In addition, 7<sup>th</sup> and 8<sup>th</sup> graders will serve a 30 minute detention plus receive appropriate demerits.

**Fourth offense:** Same as the first but with in-person meeting with student, parent, and principal.

In addition, 7<sup>th</sup> and 8<sup>th</sup> graders will serve a 60 minute detention plus receive appropriate demerits.

**Fifth and subsequent offenses:** One day out-of-school suspension regardless of grade level.

## **Transportation of Students**

The Board of Faith Bible Christian School has worked diligently to supply the best transportation for our students. Each of our buses receive regular examinations and service during the school year and a thorough examination during the summer. This service for our vehicles complies with the state and federal standards set up for all school buses.

Faith Bible Christian School will arrange for all transportation to field trips, athletic activities, and other school related events. All bus drivers possess appropriate DMV and Oregon Department of Education certificates and participate in an established drug and alcohol-testing program. They are experienced and drive in a safe and prudent manner. On occasion parent drivers and cars may be used for transportation. In these cases, a certificate of insurance for the vehicle should be on file in the school office.

### **School Bus Procedures**

- On and off-loading of the bus is to be done in an orderly, supervised manner. Students are to remain seated while the bus is in motion. "Horsing around" will not be tolerated.
- Violation of these procedures will result in the student forfeiting the right to use the bus for a period of one week.
- One warning will be given before this penalty is enforced. Parents will be notified of this warning.
- Students may board the bus at 7:30 AM when riding the shuttle to the high school. Parents must stay with their student until they board the bus. Do not leave your student unattended. There is no supervision until 7:30 AM.

### **School Bus Rules and Regulations**

- Pupils being transported are under the authority of the bus driver.
- Pupils shall **only** use the emergency exits in case of emergency or with permission from the bus driver.
- Pupils will be on time for the bus both morning and evening. Please review the bus schedule.
- Pupils shall remain seated in the upright position, facing forward, with their feet on the floor at all times.
- Pupils shall **not** open or close windows without permission from the bus driver. When permitted, windows may only be down halfway.
- Pupils shall **not** extend their hands, arms, head, or any other body parts through the bus windows.
- Pupils shall converse in normal tones; loud or inappropriate language is prohibited.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall be courteous to the driver, to fellow students, and passers by.

- The bus driver may assign seats if necessary.
- Pupils shall not bring firearms, weapons, or other potentially hazardous materials on the bus.
- Pupils shall keep the bus clean and must refrain from damaging it. Food and/or drink are only allowed on the bus at the discretion of the bus driver. Privileges may be revoked.
- Pupils who refuse to promptly obey the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
- All discipline will be handled in accordance with the school bus procedures and student conduct policies in the Student/Parent Handbook.

## **Campus Policies**

### **Bikes**

Bikes are off limits during the day and are to remain locked during school hours.

### **Campus Restrictions**

Some areas of the property are restricted for students. During the school day the following areas are off limits:

- The west side of the Chapel building (flag pole side).
- The gravel parking area.
- The areas behind all buildings not already marked as a play area.
- All classrooms unless supervised by an adult.

Sports activities played on the asphalt parking lot such as basketball, foursquare, soccer, etc. will stop at 7:50 AM each morning due to traffic. Also, there is to be no ball playing on the asphalt areas from 2:45-3:30 PM.

### **Chapel Building Rules**

1. There are to be no students in the Chapel without adult supervision.
2. Students are not to be in the hallway or the entry (foyer) of the Chapel before school. (No exceptions).
3. Students are not to touch or use the music equipment in the Chapel without expressed authorization from the music teacher or a worship team director. The soundboard is off limits to all.
4. No eating or drinking in the Chapel. (No exceptions).

### **Respect for Chapel and Assemblies:**

All Elementary students are required to attend and sit with their homeroom class. The Junior High sits by grade level. The impression we make on invited guests is important. All students should use the following suggestions as guidelines for student conduct in chapel and assemblies.

1. Practice courteous attention to all speakers and performers.
2. Avoid whispering and talking which disturbs the program and makes listening difficult. The only thing you'll hear if you try to listen and talk at the same time is the sound of your own voice.
3. The finest complement to a speaker is courteous attention and applause. Whistling and yelling are not acceptable forms of applause.
4. Remember that good audience conduct displays good school spirit and Christian character.

### **Closed Campus**

Faith Bible Christian School has a closed campus policy. Students are to remain on campus during the school day. Students leaving campus without permission will be suspended. Students may not walk to the store before or after school while in the school's care.

### **Eating/Drinking**

Students may bring food or drink from home or purchase it from the lunch ladies. Students may eat and drink before school, during morning break, lunchtime, and after school only. No eating or drinking is allowed in the Chapel by students or staff unless a specific event is scheduled by the administration.

### **Electronic Devices**

iPods, MP3's, iPod Shuffles, etc. are not allowed on campus, on field trips, or in school buses unless directly related to a school project or activity and under the supervision of the adult in charge. Students may have pagers or cell phones; however, they must be turned off during the school day. Items brought to school may be confiscated and returned at the administrator's discretion.

### **Field Trips**

- These off-campus trips are designed primarily as learning experiences, and the students may be required to take notes and tests pertaining to these trips.
- Self-control and gracious Christian behavior is expected from each student on every field trip. Student misbehavior during a field trip will not be tolerated and will result in that student losing the privilege of attending the next scheduled field trip.

### **Fire Drills**

Practice fire drills will be held each month during the school year. An escape plan will be posted in each room of the school.

## **Gum**

Gum chewing is not permitted at anytime on school property because of sanitation and cleaning problems. The no gum rule applies to all student activities, traveling to and from school activities, in school provided transportation, and at all sports events, both home and away. Students chewing gum will be asked to dispose of it in a sanitary manner under teacher supervision, and the following detentions will be assigned:

- 1st offense - verbal warning (After October 1<sup>st</sup>, no warnings)
- 2nd offense- 30 minute detention
- 3rd offense - 60 minute detention with referral to Principal

## **Rough-housing**

Students are not to hit, push, choke, grab, or strike out at one another at any time while at school. This includes "playing" and "messing around." They are not to touch one another's personal property without permission. **Do not harm anyone, inside or out.**

## **Harmful Items**

Items such as knives, lighters, matches, guns, etc. are not allowed on campus or at any student activity. Possession of weapons may be grounds for dismissal.

## **Lockers**

Lockers will be provided for each student in the 7<sup>th</sup> and 8<sup>th</sup> grades at Faith Bible Christian School. Students may use a combination or keyed lock if the combination or an extra key is provided for the office. For the safety of all students, the administration reserves the right to search lockers or any others items and their contents at any time without prior notice and hold in possession any questionable items for inquiry.

## **Lost & Found**

Lost and Found will be kept in a container accessible to students. At the end of each quarter, all items not claimed will be donated to a charitable organization.

## **Lunch**

A daily hot lunch program will be offered at Faith Bible Christian School. Our Pocket Lunch computer program allows the lunch staff to track each family's lunch account balance. When a family's account has just enough money left to cover three lunches for each student in that family, you will receive a written notice with the remaining balance, except for the families who pay as they go. Students can order and purchase lunch and drinks at the beginning of the school day. No charges will be allowed for lunches. If a student forgets his/her lunch, instant soup will be available for purchase. Families will be invoiced monthly (for soup only) if students are unable to pay. Students who arrive late to school may order lunch before they go to class or at the 10:00 AM break. If the student will be later than 10:00 AM, the parent must call in the lunch order prior to 10:00 AM or the student will not receive lunch.

## **Medical Policy**

- All students must be current in their immunizations and vaccinations. If immunizations are not current, Oregon State Law requires that the child be suspended from school until necessary immunizations are complete. An immunization report must be on file in the school office for each child.
- A completed *Student Profile/Medical Form/Field Trip Release* must be on file in the school office (for each child) in order for the student to attend school. A new form must be completed each year when the student is enrolled or re-enrolled. If there is a special medical condition, instructions from the student's doctor must be attached. This allows medical attention to be given when the parent cannot be reached. When medical help is needed, the Principal or secretary will call the parent, family doctor, or paramedics.
- In accordance with State Law, no staff member will be allowed to administer any prescription or nonprescription medications to any student without the proper written authorization from the parent/guardian. The *Medication Permission and Record Form* is available in the office. **All medications (prescription and nonprescription) must be kept and administered in the school office.** Medications must be kept in their original container with the doctor's orders clearly printed on the container and a *Medication Permission and Record Form* filled out, signed by parent, and kept on file in the office. School personnel will not be held liable for any dosage of medication given to a student in accordance with written instructions. Medication (prescription and nonprescription) should be transported by the parent/guardian to ensure the safety of all students. It is the parent's responsibility to inform the school in writing (not verbally) of any changes made in medication amount or frequency. The parent is responsible for alerting school personnel if there are any food interactions associated with medication taken at school.
- Students with asthma or diabetes may carry and administer their own medication if their parent(s) complete and comply with the *Self-Medication Agreement* form required by the State of Oregon.

## **Money**

We seek to discourage students from carrying large sums of money on campus. Since we do not want to unduly tempt our students and also want students to protect their valuables, we strongly suggest that you do not allow them to bring large sums of money to school. If there is some important reason to do so, please deposit the money in the school office for safekeeping.

## **Movies and Educational Films**

Educational Films: The staff of Faith Bible Christian School seeks to maintain the highest standards in our instructional content and methods. Occasionally, educational films may be used to supplement and enhance our classroom instruction. The use of such films often provides an alternative mode of instruction that helps many students understand the story, concept, event in history, etc., in a more meaningful way. The staff will make every effort to refrain from using films that contain questionable material and language. Generally, films containing unacceptable language or immoral scenes contrary to our Christian faith will be avoided. A classroom teacher may plan to show educational films during the year that may have an

occasional questionable word that seems justifiable within the context and setting. This may include a quote from a historical figure or a line from a literary classic. Teachers will send home permission slips when necessary.

**Movies:** On occasion, our teachers may wish to use movies as a classroom reward. Movies rated G will be used at the teachers' discretion. No PG, PG-13, or higher ratings will be used unless specifically approved by the Principal. Movies for pure entertainment will be limited.

### **Parental Involvement**

Parents are encouraged to be involved in the school. (See S.E.R.V.E. Program.) There are a number of important ways you can volunteer your time to enhance the work of our staff and promote better relationships between home and school. Listed below are a number of opportunities for you:

- Working in the library
- Monitoring playground recess
- Assisting a teacher
- Chaperoning a field trip or class party
- Coaching a team
- Helping in the office with mailings

All volunteers are required to wear an ID badge or visitor sticker while on campus.

### **Friends**

The development of friendships is an important part of each child's personal growth. We encourage boys and girls to learn how to be good friends. We promote healthy conduct both verbally and in activities between boys and girls. Gossip is unacceptable at FBCS. We discourage the development of exclusive relationships such as cliques or boys and girls going together.

#### **Guidelines:**

- We do not allow the giving or exchanging of gifts between boys and girls except during special designated class parties such as Christmas and Valentine's Day.
- Terms such as "going together," "going steady," "boyfriend/girlfriend," "getting dumped," or "going out," etc. will be discouraged at all grade levels.
- Physical contact or display of affection is not permitted at school or during school sponsored activities away from the school. This includes kissing and holding hands.
- "Note passing" is not allowed during class time.
- Party invitations must be given to all students or mailed to individuals.

### **Roller Blades/Skateboards/Wheelies**

Roller blades, skateboards, and shoes with wheels are not to be brought to school or used on school grounds unless it is an authorized school skating activity. Items being taken to afterschool activities may be stored in the office for the day.

### **Safety Procedures**

The school provides each teacher (classroom) an emergency handbook covering procedures for all emergency situations. The teacher will be familiar with all procedures and all students will participate in monthly drills.

### **Students Leaving Campus**

Students may not leave campus during the school day without written permission from their parents. School day departures and classroom absences generally detract from individual student progress and cause additional work for teachers of the student. Parents must strive to minimize school day departures and use them only for vital needs such as illness, medical care or family emergencies. Parents need to sign out students in the administration office when leaving the campus. Students leaving campus without permission during the regular school day are in violation of the closed campus policy and will result in a one day suspension. Permission to leave campus must be granted by the parent, the supervising teacher, or the school administration.

### **Truancy (Staying out of school without permission)**

If a student does not attend school and has not been authorized by his/her parent/guardian to be absent, they are considered to be truant and will be given a minimum of a one day suspension followed by a conference between the administration and the parents. **Students leaving school grounds anytime between drop-off and pick-up without permission or authorization by the administration will be considered truant and be subject to suspension.**

### **Use of School Building**

All use must be related to school activities and purposes. Any requests for use of the chapel or other facilities will be evaluated on that basis. Generally, the facilities are not open to the use of the community or other organizations.

### **Visitors**

Generally Faith Bible Christian School does not allow visitors on campus. The following exceptions **may** be allowed:

- Individuals who are interested in admission to Faith Bible Christian School may visit the campus during the school day if he/she:
  1. Arranges the visit and receives approval from the administration at least 3 days prior to the proposed visit.
  2. Brings a note from his/her parents stating the purpose of the visit. The administration may require one parent to accompany the visiting student.
  3. Abides by all rules required of Faith Bible Christian School students.
  4. Meets school dress code for the day including clothes, hair, jewelry, etc.
- Former students of Faith Bible Christian School may visit during the lunchtime if it is pre-arranged with the administration or teacher.

- The staff or administration of Faith Bible Christian School may invite other individuals at their discretion. Special consideration may be made for visitors during school chapels.
- Parents of current students are welcome at any time. Advanced notice is appreciated.

Note: All visitors must sign in and receive a visitor's pass at the school office before entry into school buildings. The pass must be clearly visible at all times for security reasons.

## Playground Rules

All students are expected to behave in a manner that gives honor and glory to God as they willingly obey those who are supervising them on the playground. All adults are to be given respect, attention, and complete obedience.

### General Playgrounds

- Obey those in authority. Obey whistles.
- Be safe, be kind, and be careful. Think of others first.
- Keep all play equipment away from the play structures.
- Play tag in the field and open front parking lot area only.
- Respect school and other students' property. No banging on walls of buildings when you walk by them.
- Do not go behind the portable buildings (except first and second grade buildings.)
- When playing wall ball, do not go beyond the red cones without permission. You need a teacher with you to enter into the parking lot.
- Do not hang from trees or pull leaves, needles, or branches off.
- Line up at classrooms when the whistle blows or the bell rings.
- Do not grab clothing or push other students down.

### Play Structure

- No chasing games or running of any kind.
- Do not jump from one piece of the structure to another.
- Do not climb on the outside or push anyone off the play structure.
- Railings are for hands only. Do not sit, slide or stand on them.

### SLIDE:

- Face forward on your bottom only. Do not run up the slide or leap over it.
- Do not jump from the slide to the monkey bars.

### MONKEY BARS:

- Swing with your hands only. Do not stand or sit on top.
- Do not dive on top of people or play chicken.

### CURLY POLE:

- Only one person on the curly pole at a time.
- Do not sit on top of the steering wheel.
- Only hang from the steering wheel with your hands.

### STEERING WHEEL:

- To be used by your hand only. Do not climb on it.

### Jump Ropes

- Used for jumping only. The rope must stay at ankle level if twirling around (one end free). No "helicopter" or "weed eater."
- No tying of rope around people or using ropes to play "horsey."

### Swings

- Swing forward and backward only, not side to side or 'bumper cars'.
- **Do not stand on swings. Keep your seat on the seat.**
- **Do not twist or jump out of the swing.**
- Only one person is allowed on the swing at a time.
- Stand clear of the swing set when waiting for a turn or when watching others.
- Count aloud to 100 when you want a turn. Each time the swing changes direction is considered one count.
- Do not touch anyone on a swing unless he/she has given you permission to push them.
- Do not run between, behind, under, or in front of the swings. Do not climb on the swing poles.
- Help make the swings a safe place to play.

### Team Sports

- Include all those who desire to play. Emphasize teamwork.
- Do not "hog" the ball. Show respect and be kind to one another.
- Use self-control. Do not grab, tackle, trip, hit, or kick other players.
- Keep all equipment away from the buildings and windows.
- Ball play – Only the soccer balls are meant for kicking.
- **Soccer:** Keep the ball below knee level at all times.
- **Football:** Do not kick or punt the ball, with exception of NERF balls.
- **Basketball:** Do not hang on the backboard or climb on the pole.
- **Wall Ball:** Can only be used on the wall ball walls. No kicking allowed.
- **Dodge Ball:** Is not allowed.

### Running

- Walk between buildings at all times.
- Never run or play on any classroom ramps.
- Walk all the way to lunch and all the way back.

### Junior High Students

- Obey the whistle at the end of lunch recess and go to your classroom (unless a teacher is with you).
- When playing basketball do not interfere with the younger students. Use the basketball hoop on the north end of the parking lot.

### Daily Schedule

<b>SCHOOL BEGINS</b>	8:15	Grades PK4 - 8
<b>BREAK</b>	9:45-10:00	Grades 1-3 (15 min)
	10:05-10:20	Grades 4-6 (15 min)
	10:05-10:20	Grades 7-8 (15 min)
<b>LUNCH</b>	11:20-12:05	Grade 1 (45 min)
	11:25-12:05	Grade 2 (40 min)
	11:30-12:15	Grade 3 (45 min)
	11:35-12:15	Grade 4 (40 min)
	11:45-12:25	Grades 5-6 (40 min)
	11:50-12:25	Grades 7-8 (35 min)
<b>DISMISSAL</b>	2:45	Grades K - 3
	3:00	Grades 4-8
<b>KINDERGARTEN ½ DAY</b>	8:15 – 11:00 A.M.	
<b>PRE – KINDERGARTEN 4 – 3 DAY</b>	8:15 – 11:00 A.M. Mon., Wed., Fri.	
<b>PRE – KINDERGARTEN 4 – 2DAY</b>	8:15 – 11:00 A.M. Tues., Fri.	

### Attendance and Punctuality

All students in attendance at Faith Bible Christian School shall be full-time students and shall not be permitted to attend any other school during their enrollment at Faith Bible Christian School. Students enrolled in the Homeschool Program may pay fees to attend class part-time. Normal school hours are from 8:15 AM to 3:00 PM (2:45 for All Day Kdgn.-3<sup>rd</sup> grades and 3:00 for 4<sup>th</sup>-8<sup>th</sup> grades), Monday through Friday. Regular school attendance is required by law and is necessary for good scholarship. Faith Bible Christian School expects parents and students to cooperate with school staff in promoting good attendance and punctuality. It is assumed that students will be in classes unless there is a death in the family, an emergency, or illness. Notes of explanation are to be sent with the child upon return from absences when prior notification was impossible. Please make every attempt to schedule doctor or dentist appointments at other than school times.

#### Absences

- Students are encouraged to have regular and consistent attendance in order to develop punctuality and dependability.
- Absences may affect a students grades.
- If a student has more than 5 consecutive absences, in any one quarter, the parents will be notified in order to alert them that regular attendance is required. The parents will be advised that 10 absences, in any one quarter, will result in the loss of credit for the course or courses affected.
- If the student's absences increase to 8 in a quarter, a conference will be called by the administration with the parents. A letter will be requested from the parents explaining the reasons for the absences. Confirmation from a doctor will be requested in cases involving absences of 3 or more days in a row.
- If a student is absent 10 or more days in any one quarter, the administration will recommend one of the following courses of action:
  1. Loss of credit for each class in which the student was absent 10 or more times in one quarter.
  2. Loss of credit for all classes due to 10 or more full days of absence in any one quarter.
  3. Extension of up to 13 days allowed in any one quarter provided adequate medical justification is presented and adequate motivation and follow-through are evident from the student in regard to assignments and make-up work.
- Thirteen absences will be the maximum number of days allowed during any one quarter and still be able to receive credit for classes taken.
- The Board may grant special consideration where absences go beyond 13 days.

#### Vacations

Parents requesting permission for a student's absence due to family vacation should write a note to the teacher and the Principal informing them of the dates they plan to be gone and to request assignments prior to leaving. Every effort should be made to complete any assignments given by the teacher prior to the vacation.

#### Elementary Tardy Policy

- Students arriving at school after 8:15 AM must report to the office for an admit slip to their homeroom/1<sup>st</sup> period. Teachers are not to admit students to their room without an admit slip when they are late. This also applies to tardiness at any other time of the day.

- If you wish to excuse your child(ren)'s morning tardiness, the office must be contacted by a parent phone call or a note when the child/ren arrives. **Morning tardies will be excused based on family emergencies, car malfunctions, special traffic difficulties, or medical/health problems only. Only 4 excused tardies allowed per quarter, thereafter, every tardy is considered unexcused.**
- Unexcused tardies will result in the following consequences:
  1. Three tardies - Conference with the teacher
  2. Six tardies - Conference with the teacher, loss of break, parents contacted
  3. Nine tardies - 30 minute detention after school, conference with Principal
  4. Twelve tardies - 60 minute detention after school
  5. Fifteen or more - One day suspension from school
  6. **Additional tardies** will mean one or more of the following:
    - a. Additional days suspension
    - b. Failure of courses
    - c. Suspension from school activities
    - d. Letter from the Board; possible dismissal from school
- Students start each new quarter with a clean slate.

**DETENTIONS TAKE PRECEDENCE OVER SPORTS PRACTICES, GAMES, AND OTHER SCHOOL RELATED ACTIVITIES.**

**Junior High Tardy Policy**

- School begins at 8:15 A.M. Students not in their homeroom at 8:15 AM must report to the office for an admit slip. Teachers will not admit students to their homeroom without an admit slip after 8:15 AM.
- If you wish to excuse your child's morning tardiness, the office must be contacted by a parent with a note when the child arrives or by a phone call to the office during the same morning. **Morning tardies are excused if based on family emergencies, car malfunctions, traffic, or medical/health problems only. Only 4 excused tardies allowed per quarter, thereafter, every tardy is considered unexcused.**
- Because of the changing class periods of the junior high's daily schedule, a record of tardies accrued by each student throughout each day and day by day will be maintained. For the class periods 2-7 (following the combined homeroom/first period which starts the day), each teacher will record the names of students who are late to their class. This tardy list will be sent to the school office by 2:30 PM of each day.
- A tardy to any of the 2<sup>nd</sup> – 7<sup>th</sup> period classes can be excused only by a note to the receiving teacher from another school staff person knowledgeable about that student's late arrival to a given class.
- Tardies accrue throughout each day and day by day until the end of the grading period. Each new grading period begins a new tardy record for every student.

\*\*Note: Tardies refer to being late to class without an excuse. Students must have a signed note from their parents by the **next school day**. Discipline for tardies will be as follows:

First unexcused tardy per quarter	Grace
Second	Grace
Third-Conference with the teacher	Note Signed by Parent
Fourth	30 minute detention-5 demerits
Sixth	60 minute detention-5 demerits
Ninth	90 minute detention-5 demerits
Twelfth	one day suspension-5 demerits
Additional	possible dismissal

## Academic Progress

### Reports

**Mid-Quarter Reports** will be sent home with each student in grades 4-6 and mailed to each student's home in grades 7-8 during the fifth week of the quarter. These reports will give you an update on your student's progress. Please note the opportunity to request a conference with the teacher.

**Final Grade Report Cards** will be hand carried by all students in grades K-6 during the week following the closure of each quarterly grading period. After the last week of each quarter the office will mail report cards for 7<sup>th</sup> and 8<sup>th</sup> grades.

**Three and Six Week Reports** will be sent home with each student in grades 4-5 and mailed home in grades 6-8 for students receiving D's and F's in any class up to that point in the quarter.

**Weekly Progress Reports** are required for 6<sup>th</sup> – 8<sup>th</sup> grade students below 2.5 G.P.A.

These weekly reports are called "Friday Reports." Teachers will list assignments that are incomplete and that need to be turned in by the following Monday morning. Parents who feel their child is struggling and need a weekly progress report need to call the Principal.

**Daily Planner** use may be requested by the Principal or by the parent for their child. This may contain up-to-date grade and homework progress or other information. The student is responsible to hand-carry the planner home each day and the parents are responsible for providing any motivation necessary.

### Grading Scale

A+	100-98	B+	91-89	C+	82-80	D+	73-71	F	64-0
A	97-95	B	88-86	C	79-77	D	70-68		
A-	94-92	B-	85-83	C-	76-74	D-	67-65		

### Physical Education

The physical education grade will consist of the following areas: participation, Christian character, attitude, fitness, and occasional skill and written tests. Students in grades 5 – 8 are required to wear the school P.E. uniform and to participate actively on a daily basis. Students in grades 1 – 4 are required to change into mandatory P.E. shirt as directed by teacher. P.E. shirts are provided by FBCS and will have student names printed on them. If the student fails to wear the uniform or to bring adequate clothing, a non-dress violation will be assigned which lowers the student's grade. Students should be prepared to go outside at all times. Jr. High students may be required to make up non-participation days and/or absences. STUDENTS MUST AGREE TO STRIVE TOWARD UNQUESTIONABLE CHARACTER IN DRESS, CONDUCT, AND ATTITUDE.

### **Incompletes**

Students with incomplete grades will be given two weeks after the end of the quarter to complete all work due in order to receive a passing grade.

### **Academic Probation**

- All students are encouraged to work up to their ability level.
- All 4-8<sup>th</sup> grade students receiving a GPA of less than 2.0 will receive a letter after the quarter is over stating they are officially on academic probation.
- If the 2.0 GPA is not reached by the end of the next quarter, a conference will be set up with the parents. Individual contracts will be formulated and agreed to by the student, parents, and administration.
- JH students with a 2.5 GPA or less may be required to receive a "Friday Report" with updated progress to give to his/her parents to sign and return on Monday.

### **Academic Awards**

- Academic Awards will be given, as described below, in grades 4 - 8 at the end of each marking period.
  - "A" Honor Roll - 3.5 or better
  - "B" Honor Roll - 3.0-3.49
- Certificates will be awarded at the end of each quarter. Additional recognition may be given at the elementary level for Bible memory achievement.
- A special character awards chapel will be held in June for Elementary and Junior High students. Parents will be invited to this special chapel. Each student will receive a character trait certificate given by his or her teacher. Careful prayer and consideration is given by the teacher on how each child has developed a certain characteristic over the year to help determine the character quality awarded.

### **Valedictorian and Salutatorian**

- GPA Rank of 1 and 2 respectively calculated by the cumulative quarter grades for both the 7th and 8th grade school years.
- The student must have been a student for all eight quarters of JH.
- No suspensions for serious behavior problems.

### **Homework**

Regular homework is to be expected by students in 4th-8th grades. Preschool, kindergarten, and the primary grades are to restrict homework assignments as much as possible. The amount of time spent on homework will vary with individual students, but general guidelines are as follows:

- 4th grade 30-45 minutes
- 5th grade 30-60 minutes
- 6th grade 45-60 minutes
- 7-8th grades 1-2 hours

Less homework is to be given on Wednesdays as most families participate in church activities on that night. Jr. High teachers will communicate with each other to avoid excessive homework and/or tests on a particular day whenever possible.

## **Library Policies and Procedures**

The Blanton campus library has over 8000 items in its collection. In general, we no longer need donations. However, specific items are still needed and donations of those items are welcomed. Check with the librarian for more information. Cash donations are also appreciated.

The philosophy of the library is to provide resources for the students to supplement the learning that takes place in the classroom and to provide enrichment in their academic education. It is also to provide for the teachers' professional needs. Our collection includes many Christian books that are not available in the public library. However, we also have a large collection of secular authors and mainstream books. We do attempt to review books for content and appropriateness. However, if a concern arises, notify the librarian or teacher. The book will be taken off the shelf and reviewed. When the concern is valid the material will be removed. If the librarian is in doubt as to whether or not the concern is justified, the material will be reviewed by at least one other staff member for his/her recommendation. In some cases the administrator may be asked to make a final decision.

Books are checked out according to grade level. Pre-schoolers do not regularly visit the library as a class (they may come a few times a year.) Please visit the library with your preschooler if you would like them to check out books. Kindergartners are allowed two items for a one-week period and visit the library weekly as a class. First through eighth graders are allowed four items for a two-week period. Books can be renewed for longer periods as needed. Library visits are scheduled by each teacher — check with your student's teacher for specific times.

Overdue notices will be sent monthly. The final report cards, mailed in June, will include notices for any books that have not been returned. At that time, it will be asked that the books be replaced or paid for. If a book is damaged during the school year, it will need to be replaced or paid for at that time.

## **No Harassment Policy**

As a school dedicated to fostering the dignity of each person, Faith Bible Christian School strives to provide an environment that is free of discriminatory harassment. The search for truth and worth of each person as set forth in God's Word is integral to the purpose of Faith Bible Christian School and presumes the right for each member of the school community (administration, faculty, staff, coaches, students, employees, and others) to be respected as a person without regard to gender, race, color, religion, national origin, citizenship, handicap, and age.

All members of Faith Bible Christian School, especially faculty and other individuals who exercise supervisory positions, are dedicated to enforcing "no harassment" policies, many of which are also violations of federal and state laws.

Direct harassment is person to person. Indirect harassment is the creation of a hostile environment.

For the purpose of this policy, the following actions are considered to be discriminatory harassment:

- Conduct that by reference to the gender, race, color, religion, national origin, citizenship, handicap, age, ethnic origin, and economic class of a member or members of Faith Bible Christian School community intentionally or recklessly abuses, mocks, or disparages a person or persons so as to affect their educational performance or working environment at Faith Bible Christian School.
- Offensive sexual behavior where toleration of such conduct or submission to or rejection of it is the basis for a personal or academic decision affecting an individual, or such conduct has the purpose or effect of creating an intimidating, bullying, hostile, or stressful learning or working environment.

A student who believes that he/she has experienced harassment from another at Faith Bible Christian School is advised to discuss the incident with the administration. Complaints and allegations of harassment will be held in confidence insofar as is possible.

Faith Bible Christian School regards this entire issue with seriousness, and it will take disciplinary action in matters involving harassment ranging from verbal warning or letter of reprimand up to and including dismissal.

This policy on harassment is based upon Federal Laws, Title VII of the 1964 Civil Rights Act and Title IX or the Education Amendment of 1972.

## **Student Conduct**

The Board, Staff, and Administration of Faith Bible Christian School expect the highest standards in Christian character and attitude from each student. Our standards need not be compared with those from other schools; we are called by our Savior to live by a higher standard than those around us. The love God has shown us should be reflected in our:

*Respect for authority,  
Respect for other students, and  
Respect for school and private property.*

### **The Five School Rules**

1. Keep all communications honoring to the Lord.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.
4. Be a good steward of all things.
5. Always be prepared.

We at Faith Bible Christian School are dedicated to the task of helping students grow in their relationship with the Lord. However, at times, some students may have difficulty respecting the standards we have set. When students violate rules, a warning, detention, suspension, or dismissal may result.

Faith Bible Christian School has a no-tolerance policy with regard to the use and/or possession of tobacco, alcohol, and illegal drugs, possession of weapons at school, and involvement in sexual immorality. These rules apply to each student any time after enrollment and before dismissal or withdrawal. They apply to all students regardless of the time and place where the violation occurs.

Should any student become involved with any of the five items mentioned in the previous paragraph, the principal will determine the appropriate discipline. Significant offenses other than those listed may also be grounds for dismissal.

### **Detentions**

Detentions are for such offenses as littering, unexcused tardies, disturbances in class or chapel, excessive talking, eating in class or hallway, gum chewing, failure to return a weekly report or permission slips, writing notes in class, working on other homework during Junior High class at inappropriate times, and others at teachers' discretion. Detentions will be given for any suspendable offense that does not warrant full suspension.

Detention forms are sent home at least one day in advance of a detention. The student must return the form, signed by their parent/guardian on the next school day. If a student fails to return the form the next day with the parent's signature, they are referred to the administrator for action. Failure to comply and cooperate with the teacher/administrator in the above procedure may result in one of two courses of action:

1. The detention doubles.
2. Serving one day suspension in-school or at home.

### Elementary Only

**1<sup>st</sup> Detention:** Student must serve detention at the assigned time. If not served, the detention doubles.

**2<sup>nd</sup> Detention:** Student serves detention and is warned that the next detention for the same offense may result in a suspension.

**3<sup>rd</sup> Detention:** Student receiving a detention for the same offense may be suspended.

### Suspensions

1. Attendance is a privilege not a right. The school's role is not to reform the student but to work with the home in building Christian character.
2. All new students are admitted on probation for the first nine weeks.
3. When a child's attitude or behavior is not in accordance with school policies or principles, the student's parents will be called for a conference. If a student is suspended twice from school during the school year, he/she will be subject to dismissal. NOTE: Suspension from school results in A ZERO ON ALL DAILY WORK and missing that day's athletic or other school sponsored events.
4. Any of the following activities may result in an immediate **one day suspension**, followed by a parent conference with the Principal at which time further action will be determined:
  - Vandalism of school and/or personal property
  - Cheating
  - Lying
  - Stealing
  - Fighting
  - Harming anyone inside or out
  - Swearing, abusive language, or inappropriate conversation
  - Possession of pornographic material or other inappropriate material (audio, print, video)
  - Direct defiance of authority (disobedience to an adult)
  - Showing disrespect to a teacher or anyone in authority
  - Leaving the school grounds without permission during school hours
  - Inappropriate behavior in boy/girl relationships
  - Excessive detentions due to behavior problems
  - Use of alcohol, tobacco, or drugs
  - Weapons
  - Willful destruction of property
  - Improper Computer or Internet use (see Internet and Network Working Policy)
5. All suspension forms are sent home with the student. The student must return the form, signed by their parent/guardian on the next school day.

**First Suspendable Offense:** Student suspended and parent/student conference with the Principal.

**Second Suspendable Offense:** Student suspended and parent/student conference with the Principal. The student may be dismissed from school or allowed to continue on probation recognizing that the next offense will result in immediate dismissal.

Two suspensions result in loss of activities such as Outdoor School, Field Trips, and Special Retreats.

**Third Suspendable Offense:** If the student is allowed to continue to this step, at this time he will be immediately dismissed. The student may be considered for re-admission in 1 year.

A half-day suspension may be issued due to the circumstances and deemed as a warning to the severity of the offense and situation. A half-day suspension may be at home or served at school and is equal to half of a whole suspension.

Faith Bible Christian School has a no-tolerance policy with regard to the use and possession of tobacco, alcohol, illegal drugs, weapons at school, and involvement in sexual immorality. These rules apply to each student anytime after enrollment and before dismissal or withdrawal. They apply to all students regardless of the time and place where the violation occurs.

**Note:** The Faith Bible Christian School Board and Principals reserve the right to immediately dismiss a student for any conduct that they deem warrants dismissal.

### JUNIOR HIGH DETENTION AND DEMERIT SYSTEM

The following is a list of other behaviors that are not acceptable at FBCS :

Description	Discipline	Demerits
Cheating (tests, quizzes)	1 Day Suspension	30
Willful Destruction to Property	1 Day Suspension	30
Fighting	1 Day Suspension	30
Being out of School without Permission	1 Day Suspension	30
Possession of Inappropriate Materials*	1 Day Suspension	30
Stealing	1 Day Suspension	30
Use of Profanity	60 minute Detention	20
Rude, Disrespectful Behavior	60 minutes	20

Cheating (homework, daily assignments)	60 minutes	20
Inappropriate Display of Affection	60 minutes	20
Inappropriate Contact	60 minutes	15
Out of Class w/o Permission	60 minutes	15
Failure to serve Detention	Time Doubles	10
Dress Code Violation	30 minutes	10
Disturbance in Chapel	30 minutes	10
Disturbance in Class	30 minutes	10
Littering	30 minutes	5
Tardies (See tardy chart) 3 <sup>rd</sup> and up**		5
Excessive Talking in Class 30 minutes		5
Eating and Drinking in Class or Chapel	30 minutes	5
Gum on Grounds or Bus (chewing)	30 minutes	5
Failure to Return Weekly Report	30 minutes	5
Misbehavior in Lunch Line 30 minutes		5
Writing Notes in Class	30 minutes	5
Working on Other Work	30 minutes	5
Other***	30 minutes+	5+

\*\*Also see pg. 13 for tardies

\*Note: Inappropriate materials include but are not limited to print, audio, or video materials that contain indecent statements or pornographic or excessively violent images. The school administration will be the final authority concerning the inappropriateness of such materials.

\*\*\*Note: "Other" denotes a student offense not specifically listed in the above list. A student may receive this discipline when he/she has failed to display respect for authority, respect for other students, or respect for school or private property.

We at FBCS are dedicated to the task of helping students grow in their relationship with the Lord. However, at times, some students may have difficulty respecting the standards we have set. When students violate some of the above listed rules, a warning, detention, suspension, or dismissal may result. In addition to the specific discipline, the preceding chart displays the maximum number of demerits that will be added to the student's record. At a staff member's discretion, fewer demerits may be given. Demerit totals will be calculated at the end of each reporting period, and students who earn dangerously high numbers of demerits will receive a warning letter and/or phone call from the principal.

**DETENTIONS AND SUSPENSIONS TAKE PRECEDENCE OVER SPORTS PRACTICES, GAMES, AND OTHER SCHOOL RELATED ACTIVITIES.**

## **Dismissal**

Should any student become involved with any of the five items mentioned in the previous paragraph, the principal will compile all information available and pertinent to the situation and present a summary and a recommendation for disciplinary actions to **the Superintendent**. **The Superintendent** will make a final determination for appropriate discipline or dismissal. During the time between the incident and **the superintendent's decision**, the student will be suspended. Significant offenses other than those listed may also be grounds for a recommendation for dismissal.

## **Hazing**

The administration and teaching staff of Faith Bible Christian School will not tolerate hazing of any kind. Hazing will be defined as any attempt to interfere with the personal rights of an individual with regards to their person, their possessions, or their well-being. Hazing can involve individuals or groups of individuals and is usually the action of those with more status or power against those with less status or power. The consequences of hazing may range from a personal conference with the Principal to dismissal from school depending on the situation.

## **Due Process**

When accused of a behavior violation, students are entitled to these following elements of "due process." Students have the right to:

- Be informed of the rules and regulations involved
- Be informed of the charges if a violation occurs
- A fair hearing
- Appeal, including an appeal to the School Board to receive a copy of all rulings regarding the case

## **Internet and Network Working Policy**

The purpose of the following statement is to serve as a reminder of the proper and acceptable use of our computer systems, networks, and Internet access. The Internet provides our students and staff with access to the world through links with media, colleges and universities, and other sites throughout the world. Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes the potential for abuse. Because access to the internet provides connections to other computer systems located all over the world, users must understand that neither Faith Bible Christian School nor any staff member controls the content of the information available on these other systems. Through filtering devices, Faith Bible Christian School will do all in its power to limit the availability of controversial and offensive materials through our systems. We do not condone the use of such material by any student or staff member.

The use of Faith Bible Christian School computer network and internet access is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Behaviors that can result in suspension/revocation of access privileges include but are not limited to:

- Sharing your own or another's password or using another's password
- Transferring, utilizing, or storing materials in violation of copyright laws or license agreements
- Trespassing in another's folders, work, or files
- Intentionally altering the contents, organization, or structure of any school computer (changing screen savers)
- Intentionally entering into any folder in the Control Panel
- IM use or chatrooms
- Downloading music or video games
- Playing computer games for non-educational, entertainment purposes
- Involvement in any activity prohibited by law
- Using profanity, vulgarities, obscenities, or other language which is offensive to or degrades others
- Using the network for financial gain or political lobbying except as expressly allowed during a school activity
- Intentional use of invasive software such as "viruses," "worms," and other detrimental activities
- Attempts to log on as a system administrator
- Viewing, storing, transferring, or transmitting obscene, sexually explicit, or pornographic materials
- Using or transmitting any type of chain letter, hate mail, threatening messages, harassment, or racial, sexist, or discriminatory remarks

All users of the Faith Bible Christian School network and Internet will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder.

Students may not reveal their personal name, home address, home phone number, or phone numbers of other individuals while on-line. Students must notify a parent/guardian and a teacher immediately if any individual is trying to contact them for illicit or suspicious activities. Students may not use chat rooms while on school computers.

## **Student Activities**

### **Chapel**

Each Wednesday the students and teachers join together for a time of worship and praise and to hear an inspirational message given by various guest speakers. These speakers may be pastors from the churches represented within our student body. Occasionally, student activities or service projects will replace chapel.

### **Choir**

Our Faith Bible Christian School choirs perform for a winter and spring concert.

### **Junior High Retreat**

Our entire Junior High staff and students enjoy a one night, two day retreat designed to help new students get to know others and to create unity among the student body. A fee is charged for this event.

### **Outdoor School**

Every year our 6<sup>th</sup> graders take part in Outdoor School. A fee is charged for this event. The cost of camp may be defrayed by fundraisers done by the sixth grade classes. The privilege to attend outdoor school may be revoked at the discretion of the administration.

### **Student Activities**

Throughout the school year, students go skating, bowling, or swimming as a group (1st through 3rd, 4th through 6th, 7th and 8th). The cost for these activities is covered by enrollment fees. These activities are a privilege which may be revoked at the discretion of the teacher or administration.

### **Spirit Week**

Each spring one week is designated as Spirit Week. Students at Faith Bible Christian School have always enjoyed this tradition. Each day of the week is given a special name (Hero Day, Twins Day, School Spirit Day, etc), and students are encouraged to participate by dressing up in the spirit of the day.

### **Worship Team**

JH Worship Team is by audition only for students who have a desire to lead others in worshipping the Lord and want to use their gifts and talents for His glory. This may be done by singing or playing an instrument. Having an open heart to Jesus and a desire to lead others into His presence are also criteria for joining the Worship Team. The team leads worship Wednesday Chapel.

## Eligibility for Student Activities

### Outdoor School

Teacher will check eligibility on basis of:

- School work completed each week. No back assignments
- No F's in a subject due to lack of effort
- No detentions due to a severe behavior problems
- No suspensions for behavior problems

### Worship Team

- **Academic eligibility must be met.** Students wishing to participate in worship team must have earned a GPA of at least 2.0 with no "F's" during the previous quarter. (Eligibility for the fall try outs is determined from the spring quarter of the previous year.) A student will not be allowed to participate in worship team if they do not have a GPA of 2.0 or better with no "F's" at the beginning of the school year.
- **Academic eligibility must be maintained.** Students must maintain a minimum GPA of 2.0 with no "F's" for the duration of the school year. If this requirement is not met at each grading period within the year, the student will be placed on probation until the next grading period or the end of the year, whichever comes first.

### Student Council (Junior High)

Elected by classmates. Students must qualify on the basis of:

- Completion of the Leadership class
- GPA of 2.5 or above
- Approval of all classroom teachers

## Athletic Policies

### Sports Participation

The sports offered at Faith Bible Christian School Elementary/Junior High campus are fall volleyball for 5<sup>th</sup>/6<sup>th</sup> grade and 7<sup>th</sup>/8<sup>th</sup> grade girls, winter basketball for 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> grade boys, and winter basketball for 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> grade girls. There is a fee required per sport participated in during the year.

The Faith Bible Christian School Elementary/Junior High campus is a member of the Metro-Christian League. This league consists of Christian, private, and small public schools in the Portland-Vancouver metropolitan area. Its purpose is to promote harmonious relations within the league while emphasizing good citizenship and sportsmanship through the medium of athletics for students in elementary and middle schools.

### Eligibility for Sports Participation

#### Academics

- **Academic eligibility must be met.** Athletes wishing to participate in sports must have earned a GPA of at least 2.0 with no "F's" during the previous quarter. (Eligibility for the fall sports is determined from the spring quarter of the previous year.) A student will not be allowed to participate in a sport if they do not have a GPA of 2.0 or better with no "F's" at the beginning of that athletic season.
- **Academic eligibility must be maintained.** Athletes must maintain a minimum GPA of 2.0 with no "F's" for the duration of the season. If this requirement is not met at each grading period within the season, the athlete will be placed on athletic probation until the next grading period or the end of the season, whichever comes first.
- **Athletic probation requires weekly accountability.** Athletes placed on athletic probation will be removed from the team for a minimum of one week. If at the end of that week the athlete has no missing assignments and no "F's", he/she will be reinstated to the team for the following week. The athlete on athletic probation must then continue to meet the no missing assignments and no "F's" requirement on a weekly basis until the end of the season or until the next grading period, whichever comes first. If at the next grading period the academic eligibility requirement of a minimum 2.0 GPA and no "F's" has been met, the athlete will be removed from athletic probation and fully reinstated to the team. If, however, the academic eligibility requirement of a minimum 2.0 GPA and no "F's" has not been met, the athlete shall be removed from the team for the remainder of the season.

### DETENTIONS TAKE PRECEDENCE OVER SPORTS PRACTICES, GAMES, AND OTHER SCHOOL RELATED ACTIVITIES.

#### Attendance

Athletes must attend school for the scheduled day of classes in order to participate in any athletic practice or game. Athletes missing class for doctor or dental appointments must provide the office with a note from their doctor or dentist excusing their absence.

#### Behavior

The athlete is to conduct him/herself according to the standards set in the Faith Bible Christian School Student Handbook and in a manner that will bring honor to the Lord.

- **Unsportsmanlike conduct** in any form will be grounds for immediate removal from the contest and may result in suspension from the team for one or more games.

- **Inappropriate behavior (including dress code violations)** while participating in an activity associated with the team may also result in suspension from the team. Such activities may include but are not limited to attendance at practices, games, and tournaments; visiting eating establishments; and transportation to and from those activities.

### **Uniforms**

Athletes are responsible for the uniform issued to them. This includes being in uniform at the proper time, laundering it with care, returning it at the end of the season, and replacing any lost or ruined uniforms.

## **Conflict Resolution**

As a Christian institution we will strive toward resolving conflict in a biblical manner. This means that we will follow the Matthew 18 Principle for solving problems:

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that **‘by the mouth of two or three witnesses every word may be established.’** And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.” Matthew 18:15-17

### **Principles**

#### **Privacy:**

(Matthew 18:15 – “If your brother sins against you, go and show him his fault, just between the two of you..”) Difficulties are always compounded when we include those who were not directly involved in a problem. Care must be given to keep the circle of involvement as small as possible.

#### **Direct Information:**

(Matthew 18:16 – “...every matter may be established by the testimony of two or three witnesses.”) Communication is never 100% accurate. Therefore we must not draw conclusions bases on second-hand information regardless of the reliability of the source. Draw conclusions only upon what you have seen and heard.

#### **Resolution:**

(II Corinthians 5:18-19 – “God...gave us the ministry of reconciliation...”)  
Restoration of relationships and resolution of the problem must motivate all we do.

#### **A Spirit of Gentleness:**

(Galatians 6:1 – “...you should restore him gently.”)  
The attitude with which we approach people is of utmost importance.

#### **Looking to Yourselves:**

(Matthew 7:3-5 – “...first take the plank out of your own eye, and then you will see clearly to remove the speck from your brother’s eye.”)

Self-examination must always precede any attempt to correct a problem. Check your motives and your attitudes before any action is taken.

### **Procedures**

Step 1 – Self-examination and prayer

Step 2 – Meet privately with the person involved to seek resolution

Step 3 – Meet with the principal to seek resolution

If resolution is not achieved:

- If the administrator cannot facilitate a resolution or if the administrator feels that the severity of the problem warrants additional help, he or she will take the matter to the Superintendent. If the Superintendent fails to take the matter to the Board, the party with the grievance may do so.
- If the Board is unable to facilitate a resolution, the party with the grievance has the option of seeking Christian mediation/arbitration (if applicable). This is the preferred remedy for any controversy of claim as opposed to filing a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

If a question arises concerning administrative policies and procedures, begin with Step 3.

## **S.E.R.V.E. Program**

(Scholastic Excellence Reflects Volunteer Effort)

**Shared Goals** — All parents at Faith Bible Christian School seek excellence in education, a fair distribution of volunteer work, and reasonable tuition rates. One way to keep tuition costs from growing out of control is through the S.E.R.V.E. Program.

**The Value of Involvement** — Studies show that the more parents are involved, the better their children’s overall school experience. In short, “Scholastic Excellence Reflects Volunteer Effort”...that’s why this program is called S.E.R.V.E.

**Families Committed to Excellence** —All volunteer time by either parent applies. All families are required to get involved in certain activities, such as participating in at least one work day, and attending some of the Parent Connection/Board meetings. Each family can choose the rest of their involvement based upon their areas of interest. (Student volunteer time does not apply to the S.E.R.V.E. requirement.) Families are required to serve volunteer time for the school or that time may be paid for at the following rates:

<b>Pre 4s</b>	10 Hours or \$100.00
<b>Kindergarten</b>	15 Hours or \$150.00
<b>1<sup>st</sup> -12<sup>th</sup> Grade</b>	30 Hours or \$300.00

Parents may pay the full amount at registration if they elect not to participate in volunteer time at the school.

**Maintaining Accountability** — Parents will record their own time on a form (available in the school office) which may be mailed to either office and will be kept on file for each family. Total hours will be checked at the end of the first semester and second semester. Families who have completed less than half their hours by the end of each semester will be billed 10 dollars for each hour they are lacking.

**Exemptions**— Exceptions to this policy due to hardship must be approved by the Faith Bible Christian School Board. All single parents are exempt from the S.E.R.V.E. program.

**SERVE Opportunities** – Library, classroom assistance, office help, field trips, paper grading, repair and maintenance, landscaping, and more.