

# Student Parent Handbook 2022-2023



**First Baptist**  
ELEMENTARY

*First Baptist Elementary School  
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# First Baptist Elementary School Overview

## Mission Statement

The mission of First Baptist Elementary School (FBES) is to provide a Christ-centered foundation of Biblical truth integrated in strong academics, and well-rounded extracurricular programs, and to teach and to train the students so that their lives may be touched for eternity. FBES makes a difference in the hearts and lives of all the students who enter its doors. FBES educates students in Godly wisdom, knowledge, and understanding so that as they grow and develop, they will make choices that are rooted in a faith, committed to Jesus Christ, and grounded in the truth of the Scriptures. First Baptist Elementary School will align with the First Baptist Church Statement of Faith as contained in the Constitution and Bylaws of First Baptist Church of Marble Falls, Texas.

## Purpose

FBES is a ministry of the First Baptist Church (FBC), Marble Falls to serve the students of the Highland Lakes area. Its purpose is to provide care, education, and development of each student as Jesus did. FBES, a ministry of FBC serves a purpose of “helping people find life in Jesus Christ by following Him.”

## Objectives

FBES believes that students need to see Christ in all things, including people, and experiences that are part of their environment. Therefore, a love and appreciation for Christ and things that Christ has made are stressed through appropriate activities. FBES curriculum design helps each student develop in all facets of their life – physically, mentally, emotionally, socially, and spiritually.

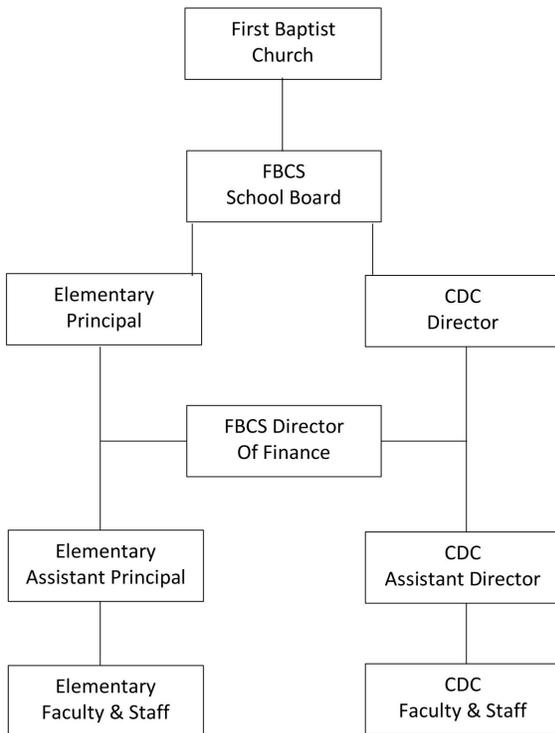
## Nondiscrimination Policy

First Baptist Elementary School admits students of any race, color, national or ethnic origin, or religious affiliation, to all rights, privileges, programs and activities available to students at the school. It does not discriminate on the basis of gender, race, creed, color, national or ethnic origin in administration of its education policy, scholarship, or other school-administered programs.

## Goals of a Christian Education

1. To teach students to love God with their heart, soul, mind, and strength through a transforming, redemptive, personal relationship with Jesus Christ of Nazareth as Lord and Savior (*Mark 12:30*).
2. To enable each student to become an effective, responsible, and pleasing servant of our Lord Jesus Christ, trained for works and service that He has prepared for each one to do by loving one's neighbor as one's self (*Mark 12:31*).
3. To disciple students so they may develop a characteristic lifestyle that conforms to the image of Jesus Christ (*Romans 8:29*).
4. To help the Christian student organize, articulate and account for the hope that lies within him/her with gentleness and reverence (*I Peter 3:15*).
5. To formulate a distinctively Christian mind that is able to think and act according to Biblical principles (*Philippians 2:3-8; 4:8, 9*).
6. To provide a knowledge of the universe, man's place in it, and God's perspective on man and human history in such a way that each student will weigh the value of their relationship to Jesus Christ and accept the challenge of lifelong commitment to knowing Biblical principles and obeying His commandments.
7. To guide the students in knowing, comprehending and applying the fundamental doctrines of the Christian faith and their practical implications for life in the age ahead.
8. To provide a clear perception of truth and the motivation to act in a morally and socially responsible way; to obey God in the fulfillment of His mandate for His people.

## Organizational Structure (Chain of Communication)



## Parent School Communication Guidelines

### School and Home Communication

COMMUNICATION between school and home is of primary importance. To see that this communication goes through the proper channels, First Baptist Elementary School uses the Matthew 18 Principle for solving school issues, beginning at the lowest level possible. Our desire is to keep communication between home and school open and healthy. Solving issues according to these guidelines ensures the best possible situation for our school, school personnel, you as a parent, and for your child. Small issues remain small and are dealt with at the most effective level for all involved.

To keep parents informed of grievance procedures, the school will print them in the student handbook, include them in student materials at the beginning of the school year, and refer to them at the parent orientation in the fall.

The Matthew 18 Principle states that the following lines of authority should be followed when seeking resolution to concerns:

1. Discuss the concerns DIRECTLY with the teacher or school staff member involved.
2. If not resolved, go to the Principal along with the teacher or school staff member.

3. If not resolved with the Principal, go to the Board President, along with the Principal, teacher, or school staff member.
4. If not resolved by the Board President and other involved parties, go to the School Board of Directors for a final decision.

If a decision is reached that differs from a parent's request, the parent should accept that decision as one that has been thoroughly explored by the administration and determined to be in the best interest of the school and the persons involved.

As set forth by school policy, formal evaluations of faculty are done by professionally trained administrators. The administration determines who will be recommended for employment each year. Recommendations are based on formal evaluation, attitudes, relationships, conduct, spiritual life, and job performance. All matters that concern First Baptist Elementary School and its personnel shall be handled through the First Baptist Elementary School's Principal's Office.

### School Family Partnership

First Baptist Elementary School affirms a strong partnership with its parents in the education and development of our students. As such, the school values the tremendous involvement and support of its parent body, and understands parents provide important feedback that aids school improvement. At the same time, should a parent's involvement with the School become disruptive and/or counterproductive, the Administration reserves the right to render judgment that the relationship between the School and family is not working well and is not in the best interest of the School or family. In such cases, the student(s) in this family may not be invited to return to FBES. In extremely difficult or unproductive situations, the student(s) may be dismissed during the academic year. Emails or letters with concerns about the school or its employees or volunteers must be directed ONLY to the employee, volunteer and/or Principal where the Matthew 18 Principle will be applied.

### Accreditation and Licensing

First Baptist Elementary School is proud that its educational excellence has earned the distinction of accreditation by state, regional and denominational accrediting bodies.

First Baptist Elementary School is recognized by the Texas Education Agency as accredited by the Texas Private Schools Accrediting Commission (TEPSAC). FBES is fully accredited by the Accreditation Commission of the Texas Association of Baptist Schools (ACTABS). The Southern Association of Colleges and Schools (Cognia) granted accreditation to FBES following on-site visitations conducted in the early spring of 2011. FBES conducts on-going self-studies and receives regular visits from accrediting approval teams.

Child Abuse and Neglect Statement: As specified in Minimum Standards from Department of Family and Protective Services, First Baptist Elementary School will comply in cases of abuse and

neglect of children. When staff or administration suspect abuse or neglect we will notify the Department of Family and Protective Services. We at FBES have the right to notify DFPS without notification or permission of the parents. To report suspected abuse or neglect, DFPS can be reached at 1-800-252-5400.

### Teacher Qualifications

First Baptist Elementary School requires that all teachers employed be “born again believers.” That is, they acknowledge that Jesus Christ is the Son of God, that He has died to forgive their sins, that He arose from the dead, and now lives to intercede for them.

Elementary Teachers must meet accreditation standards. Teachers of core subjects must hold a Texas teaching certificate or be working toward it.

FBCS does not require their teachers to be vaccinated.

### Admissions Information

Admissions will be granted to students who are mentally, physically, socially, emotionally and behaviorally capable of participating in classroom college preparatory academics and activities.

Admission decisions will be made on the basis of age, a positive behavioral history and achievement. For elementary school students, qualifications for admissions will be test scores, school records and recommendations from the school previously attended, and by testing and parent interviews done by our staff. FBES Administrators will assess individual cases and will make the final decision based on what is best for the child and whether their needs can be adequately met at FBES. The Principal will reserve the right to make the final decision of placement of the student in the proper grade level and teacher’s classroom.

### Procedures and Required Documents

Parents will complete the application form and pay the application fee.

For elementary students, the requirements for consideration for admission are:

- copies of all report cards
- copies of all standardized test scores
- an official birth certificate
- a photo of the student
- a Teacher Recommendation Form,
- current immunization record,
- testing for entering students will be administered by the teachers and signed
- signed and completed enrollment papers, including all state required forms and needed documentation

This information must be returned to the School Office before admittance of a child will be allowed.

### Discipline Policy Signature for Admissions

When the application for admission is sent to a family, the discipline policy is included. The Discipline Policy and Philosophy Statement must be signed and agreed to before a student will be admitted. This must be signed as part of the application for the admission process. The discipline policy is as follows:

- Students are expected to respect and abide by general school rules and by those of the individual classroom teacher.
- Possible disciplinary steps may involve conferences with the Principal, parents, teacher and student to inform the student of the serious effects of continued misconduct.
- See the Discipline Section of this handbook for further information.

### Birth Certificates

State law requires First Baptist Elementary School to have a birth certificate on file for each student enrolled in the school. Hospital certificates, baptismal records and confirmation certificates are not acceptable. An official birth certificate may be obtained from the Bureau of Vital Statistics from the state or county of birth and must be submitted to the school with the student's application.

### Emergency Medical Treatment

Parents are asked each year to complete the mandatory Emergency Medical Form. Emergency care information, especially parent and other emergency numbers, should be updated throughout the year if there are any changes. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school office to update any information.

FBES is not responsible for medical costs associated with a student's medical condition.

### Invitation to Return

Each spring, the status of each student is reviewed to determine if the student will be offered a contract to return the following year. The areas reviewed each year are academic success, behavior, attitude, or special needs that First Baptist Elementary School may be unable to meet. All decisions on whether an invitation to return is extended to a student are left to the sole discretion of the Administration. A student has no expectation or right of continued enrollment at the School. Unsupportive actions of a student or the student's family are grounds for dismissal during the school year.

## FINANCIAL INFORMATION

First Baptist Elementary School makes every effort to keep tuition and fees as reasonable as possible while continuing to maintain a quality educational experience for students.

### Tuition

Tuition must be paid by the 7th of each month. Those entering the school during the school year will be assessed tuition based on the portion of the school year yet to be attended.

### Delinquent Accounts, Late Fees and Insufficient Funds

A charge of \$25.00 will be assessed for late payments and/or insufficient funds. If an account is delinquent beyond 30 days, the student(s) may be withdrawn from school at the request of the Administration. Final records and report cards cannot be released until all accounts are paid in full. If a family is experiencing financial difficulty which may prevent the timely payment of tuition, it is the parent's responsibility to schedule an appointment with the administrative assistant or administrator in charge of finance to discuss the situation and seek resolution. Re-enrollment for the following year will not be accepted unless the student(s) account is current.

### Contract Release Policy

FBES has financial and contractual obligations to faculty, staff and others. Therefore, it is necessary for families to make a firm financial commitment.

The Annual Fees Payment must be paid by all who enroll or re-enroll for the upcoming school year. A student enrolled for any part of the month is financially obligated for the whole month. The Annual Fees Payment or Summer Camp Activity Fees will not be refunded. No previously paid tuition will be refunded for a student who is either dismissed or withdraws from school for disciplinary or academic reasons. Each student's place on the enrollment roster stands independently. Tuition cannot be transferred from one student to another. Written notification of withdrawal must be made to the FBES Office at least two weeks prior to withdrawal. The withdrawal of any student during the current school year will not terminate the obligation of the parent to pay outstanding tuition and fees incurred while the student was in attendance.

## THE ELEMENTARY SCHOOL AND SUMMER PROGRAM WILL BE CLOSED FOR THE FOLLOWING DAYS:

- Week of July 4<sup>th</sup>
- Professional Development (1 day in August)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Week

- 2-Weeks in December
- New Years Day
- Martin Luther King, Jr.
- President's Day
- Good Friday
- Easter Monday
- Memorial Day

The Elementary School may have additional school holidays each year to correspond with the Marble Falls ISD school calendar.

## STUDENT HEALTH POLICIES

### Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical, religious or conscience reasons, the student will not be immunized (<https://www.dshs.texas.gov/immunize/school/exemptions.aspx>). Students enrolling in Texas schools are required to meet the current "Minimum State Vaccine Requirements for Texas Children" as recommended by the Texas Department of Health ([www.vaccineinfo.net](http://www.vaccineinfo.net)). Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

Exclusions from immunization compliance are allowable on an individual basis for medical contraindications or reasons of conscience, including a religious belief.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (who is duly registered and licensed to practice medicine in the United States) stating that, in the physician's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. Unless it is written in the statement that a lifelong condition exists, the exemption is valid for only one year from the date signed by the physician.

To claim exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the student's parents or guardian, stating the student's parent or guardian declines vaccinations for conscience reasons or religious beliefs. These affidavits may only be obtained by submitting a written request to TDH Bureau of Immunization and Pharmacy Support, 1100 West 49th Street, Austin, Texas, 78756. The affidavit is valid for a two-year period. Students who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergencies or epidemics declared by the commissioner of public health.

All Elementary students will be required to have a vision and hearing test. The results of these tests will be included in the student’s file.

### Communicable Diseases

Parents of a child showing symptoms of a communicable disease will be contacted to come immediately for him/her. An emergency phone number must be given identifying a person who agrees with the parent, in advance, to take full responsibility for the child in case the parent cannot be located.

Fever, diarrhea, and vomiting are common symptoms for which a parent will be asked to come for their child. Parents are requested not to bring a child to school who has had any of these symptoms during the night or morning before school begins. We will not accept any child back in class who was sent home with fever, diarrhea, or vomiting until they have been free from these symptoms for a 24-hour period and has been readmitted by the school. A child will not be allowed to stay or return if any of these symptoms are present.

### Medical Release

Parents are requested to provide a medical release from a physician upon returning to school following hospitalization, or major illness/injury.

### Medical Symptoms for School Absence

Students should not attend school if one or more of the following symptoms exist:

| <b>SYMPTOMS</b>                    | <b>CHILD MAY RETURN TO SCHOOL WHEN:</b>  |
|------------------------------------|--|
| Fever                              | Fever free for 24 hours without the use of Tylenol or other fever reducer.                 |
| Vomiting or Diarrhea               | Child is free of vomiting or diarrhea for 24-hours.  |
| Rash                               | You have consulted a health care professional.   |
| Irritated Eyes and/or Eye Drainage | You have consulted a health care professional for appropriate antibiotic therapy.          |
| Ear Pain                           | You have consulted a health care professional for care.                                    |
| Head Lice                          | Proper shampoo treatment and removal of all lice and nits with final approval from School. |
| Chicken pox                        | Seven days after onset.  |
| Strep Throat                       | 24 hours after antibiotic treatment has begun/after fever subsides.                        |

## Medical Regulations

Medication administration is an important issue in schools. Some students require medication at school in order to maintain their health status. Others need medications in order to help them focus and learn. Occasionally, students require antibiotics for bacterial infections.

The goal of our School is to administer only those medications which are absolutely necessary during the school day. All other medications should be given at home either before or after school.

For the safety of all students, absolutely no medications are to be carried to school by students. The only exception to this rule is students who have parental consent to carry asthma inhalers, after requirements and appropriate forms are signed.

## Parent / Guardian Responsibilities

Provide the School with:

- A completed signed Parent Permission Form before medications can be administered at school. Please keep in mind that a change in dose or a change in medication will require a new medication order form and permission form.
- Provide all Medicine in the ORIGINAL PHARMACY LABELED CONTAINER. MEDICATIONS ARE TO BE DELIVERED TO THE SCHOOL BY A RESPONSIBLE ADULT, NOT A STUDENT. FBES WILL NOT ADMINISTER ANY OVER THE COUNTER MEDICATIONS OR BREATHING TREATMENTS AT SCHOOL.

## GUIDELINES: ELEMENTARY CAMPUS WEAR

First Baptist Elementary School is a Christian school where students come together to study in a disciplined environment. It is the belief of the school that the personal appearance of the student is important to the overall environment of the school; therefore, parents and students should select student clothing appropriate to both an academic and a Christian atmosphere. It is necessary that student dress be consistent with the standard of the school; conservative, neat, clean, and modest.

The purpose of the campus wear guidelines at First Baptist Elementary School is to encourage self-respect, school pride, respect for one another, good taste in personal appearance, and to provide an atmosphere for study which is free from distractions. Therefore, the following norms for student dress and appearance are required. Parents are responsible for sending their students to school with correct dress and grooming. All students are expected to follow the campus wear guidelines, which will be strictly enforced.

The campus wear guidelines detailed below are not intended to anticipate and explicitly prohibit all inappropriate attire; rather, the faculty and administration hope that parents and students will use common sense in following these straightforward guidelines. The school administration is the final authority on the interpretation and application of the guidelines.

- Uniform clothing **may not** include logos other than FBES logos.
- Slogans or pictures promoting alcohol, drugs, tobacco products or behavior that is unacceptable at FBES will not be allowed.
- Shirts may not be worn as jackets or tied around the waist.
- T-shirts are not acceptable except on special announced school T-shirt days or as a plain white shirt under clothing.
- Shirts and blouses should be long enough to be tucked in. Skirts, slits in skirts, and shorts (for both boys and girls) must be no shorter than three inches above the knee.
- The Campus Wear Guidelines will be in effect during regular school hours, regular school activities and on school property.
- Students may wear jeans and sport clothes to athletic events that are not a part of the regular school day.
- The administration reserves the right to correct improper (immodest) dress at any time at school activities or on school property.
- Student dress should be free from alterations, additions and omissions not originally intended for the garment. Clothing should be clean, pressed, and worn correctly.
- Belts should be worn with pants, skirts and shorts that have belt loops. All pants, skirts and shorts are to be worn at the natural waistline.
- Head coverings such as hats, caps and bandannas are not to be brought to school or worn at school (except on the playground).
- Hats, caps, or other head coverings that are part of an athletic uniform are not allowed to be worn at school, but may be brought to school in the student's athletic bag to be worn at an athletic event.
- Shoes should be sensible, safe, clean and snug. Laces must be tied and socks worn with all boys' shoes. Open shoes (sandals) are not allowed.
- No bizarre or distracting haircuts, styles or colors will be allowed. No ponytails, facial hair, or earrings are permitted for boys, and hair for boys should be no longer than the top of the shirt collar. Bangs should not fall into the eyes for either girls or boys. Visible tattoos and body piercing are prohibited except for girls having two earrings per ear.
- Parents of students who do not comply with the dress guidelines will be contacted and asked to correct the situation. If the students make it a habit not to comply with the dress code, they may be sent home or asked to wait in the office until appropriate clothing is brought to them.

### Dress Code Rules

- Shirts should be tucked when possible.
- Belts should be worn with any clothing that has belt loops.
- FBES Spirit Wear may be worn on specified days.

- Jeans are only allowed on designated “jeans” days.
- Skirts, jumpers, shorts and skorts must be no more than 3” above the knee.
- Clothing may not be altered or have other logos, emblems or brand names other than the FBES logo.
- All clothing must be well fitting and in the appropriate size. It should be in good condition without holes or fraying.
- Hair length for boys should be no longer than the top of the shirt collar.
- Bangs should not fall into the eyes for both boys and girls.
- No hats, caps or bandannas are allowed except on the playground or athletic events.
- All shirt styles may be long or short sleeves.

### Dress Code Violations

The interpretation of violation of these policies will be left up to the campus administration. Teachers will be responsible for monitoring the dress code each morning and will send home a message regarding those students out of compliance. When there are repeated dress code infractions or propriety of dress is in question, a teacher shall refer the individual involved to the administration for appropriate action. The administration will have a conference with the students involved. The parents may be contacted and asked to bring an appropriate change of clothing to the school. If a parent cannot be contacted, the student will be kept at school, but may not be permitted to attend class. Any student kept from their regular class for violation of the dress and grooming code may not be allowed to make up work that has been missed.

All participants in all school activities including field trips will meet this code of dress and grooming. Modest shorts/swimsuits will be allowed at school sponsored swim parties and/or track and field days and on school picnics. The code does not allow for any variation on the policy.

The administrators, in connection with the teacher(s), coach, or other persons in charge of the extra-curricular activity, may regulate the dress and grooming of students who participate in the activity if it is believed that the student’s dress or grooming (1) will create a hazard to the student’s safety or to the safety of others, or (2) will prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Optional: Outerwear for boys and girls: Navy jacket OR Navy sweat jacket with FBE logo.

Layered clothing for cooler weather: Boys and girls may wear plain, same-color or white long sleeve shirts under short sleeve uniform shirts.

### Elementary Uniform Policy & Specifications

The official uniform is required for all elementary students taking academic classes. Parents have the option of purchasing approved school uniforms from the school's annual garage sale or from any vendor preferred by the parent. The only exception is that the embroidered logo must

be a logo that was provided by the school administration for embroidery printing or from an embroidery company that has been provided the school logo from the school administration. Students will be required to wear the embroidered polo knit shirt with the FBES logo at special events, field trips and off-campus events.

Uniform requirements are navy or white polo, navy or white button down, navy or white polo or button down with crest, navy or khaki pants, shorts, skorts, skirts, jumpers. All shorts, skirts, skorts, and jumpers must be at least 3 inches above the knee. No boots are allowed for safety purposes.

## DISCIPLINE POLICIES

### General School Rules

It is the aim of our school administrators that all who attend our school will be orderly school citizens and will display respect and good manners at all times. Students should avoid running, throwing, fighting, shouting, destruction of property, or chewing of gum.

The students are responsible for helping to keep buildings and playgrounds clean and without litter.

Every teacher, school, and church staff member has authority over any student. A student may be corrected by any teacher, school and church staff member and should do as instructed. Any elementary school student found cheating on a test will receive a consequence regardless of the type of test.

Students are discouraged from bringing various items (i.e. toys, electronic games, gadgets, tape recorders, CD players, iPad, pagers, or radios) to school that are not necessary for the performance of schoolwork. These items will be considered “unnecessary” and will be taken by the teacher if not kept in the student’s backpack during school hours.

Students may not bring money or personal items to school to sell or trade. If a student brings a cell phone to school for after-school purposes, it must be turned off and kept out of sight in a backpack. If a cellular phone is used by the student during the school day without the teacher's permission, it will be picked up by the teacher and given to the School Office. Parents and students will have to make an appointment with the School Office to retrieve the cellular phone.

Non-enrolled students will not be permitted to visit during school hours without permission from the administration.

Students must always move from one area of the building to another in groups of two or more. Students are not allowed to go alone anywhere outside of the building.

Students will not be allowed to linger or stay in the office, playground, gym, or other areas of the school or church unless they have permission and are supervised.

#### In the classroom, the students should:

- Upon entering the classroom, prepare to go to work as soon as possible.
- Never make fun of a classmate. Be kind, understanding, loving, and helpful.
- Refrain from interrupting the teacher.
- Wait their turn if the teacher is busy. Never crowd around a teacher's desk.
- Accept corrections in a cooperative spirit.
- Keep rooms free from paper, litter, or trash.

#### In Chapel, students should:

- Bring a Bible to Chapel
- Enter quietly. Go directly to assigned seating areas.
- Give attention as soon as the speaker stands.
- Never exhibit disrespectful attitudes toward the speaker.
- When dismissed, leave the Chapel with the teacher and go directly back to class in an orderly fashion.

#### Love, Respect, and Anti-Bullying Policy

As Christians, we are called to love one another, encourage one another, and bear one another's burdens. The First Baptist Elementary School system is committed to providing a safe and encouraging environment which will allow each student to strive toward their God-given potential.

"Carry each other's burdens, and in this way, you will fulfill the law of Christ." ~ Galatians 6:2

"Therefore encourage one another and build each other up, just as in fact you are doing."  
~ 1 Thessalonians 5:11

As a school system we strive to develop a policy of love and respect that can be clearly articulated, broadly communicated, and consistently enforced. We will strive to put in place procedures and programs that backup and reinforce the policy. The school community endeavors to stand together to help eliminate peer aggression, bullying and other demeaning behaviors.

The following procedures will be followed when dealing with repeated or serious incidents of peer aggression, and other demeaning behavior:

- The incident will be referred to the Principal or administration, who may consult with the appropriate teachers.

- Students and teachers will be interviewed by the Principal or administration as soon after the incident as possible and the interview will be documented.
- Parents of the students involved will be informed, if necessary, and may be asked to attend a conference with the Principal or administration and classroom teacher.
- The students found to be involved in bullying will be counseled by the Principal or administration and the appropriate consequences will be discussed.
- Consequences may include loss of privileges, detention, suspension, and expulsion.
- In the event that the situation is not resolved or continues, the Principal or administration, after discussing the situation with involved staff members, will determine further action or consequences.

### Discipline Policies for Elementary Students

When the application for admission is sent to a family, the general discipline policy is included. This must be signed as part of the application for the admission process. The discipline policy is as follows:

- Students are expected to respect and abide by general school rules and by those of the individual classroom teacher.
- Possible disciplinary steps that follow may involve conferences with the Principal, parents, teacher and student to inform the student of the serious effects of continued misconduct.

### Classroom Discipline

- Each classroom teacher is responsible for setting conduct guidelines or rules.
- Students who commit an offense are subject to actions by the Administration which include the following:
  - Verbal reprimand or correction
  - Withdrawal of privileges
  - Counseling by teachers or administrative personnel
  - Assigned school duties or work crew
  - Detention
  - Parent-Teacher-Administration conference
  - Suspension (one to five days)
  - Expulsion

Repeated infractions will be reported to the parents and to the administration. It must be clearly understood by all who enter the school that continued classroom disruption and/or aggressive behavior toward any student or faculty member will constitute due cause for dismissal from the school.

### Misconduct Resulting in Dismissal from School

Students enrolled at First Baptist Elementary School or who have been accepted as students are representatives of First Baptist Elementary School at all times, and conduct based upon Biblical principles and the principles outlined in the handbook is expected of all students at all times.

1. The following actions on school property or at school-sponsored activities will result in AUTOMATIC EXPULSION and forfeiture of all tuition and fees paid. (In appropriate cases, the student may also be turned over to an appropriate law enforcement agency.)
  - Possession, distribution, and/or use of a firearm or other device considered to be a weapon, at school or school-sponsored activities
  - Excessive physical assault, excessive verbal assault or harassment, or threats upon others, including other students and staff
  - Possession, distribution, and/or use of illegal drugs or controlled substances
  - Major vandalism or destruction of public or private property
  - Active involvement in break-in, vandalism, or theft
  - Conviction by civil authorities for crime against persons or property (Students will be suspended upon arrest for offense until case is resolved and/or is reviewed by the Board of Directors and Principal)
  - Possession, distribution, use, or being under the influence of alcohol or drugs
  
2. The following actions may result in EXPULSION and forfeiture of all tuition and fees paid. A lesser disciplinary action may be imposed, in light of extenuating circumstances, at the sole discretion of the School. On school property or at school-sponsored activities
  - Possession, distribution, and/or viewing of pornographic material
  - Possession, distribution, and/or use of knives of any size (including pocket knives)
  - Possession, distribution, and/or use of tobacco (Violation will result in no less than a three-day suspension, but Administration reserves the right to expel on the first offense also.)
  - Repeated infractions of misconduct offenses

### Other Acts of Misconduct

The following may result in dismissal from First Baptist Elementary Elementary/Middle School:

- Assaulting an employee of the school or church or another student
- Cheating or copying the work of another student
- Showing disrespect toward school or church personnel
- Fighting
- Using profanity, vulgar language, or obscene gestures
- Engaging in verbal abuse, such as name calling, racial or ethnic slurs, or derogatory statements toward others
- Being tardy, missing class, or leaving school grounds when not authorized to do so
- Disrupting classroom activities, or eating or drinking in class without permission
- Committing or attempting to commit theft or extortion; i.e., obtaining or attempting to obtain something of value from an unwilling person
- Wearing inappropriate clothing
- Failing to comply with lawful directives issued by school personnel or failing to comply with other school policies or rules.

### Academic Dishonesty

The School will not tolerate any instance of academic dishonesty. Disciplinary action will be administered. Parents will be contacted. Repeated offenses can result in suspension.

## GENERAL INFORMATION

### Arrival Time

Elementary school hours are from 7:45 a.m. to 3:15 p.m. and students will be considered tardy at 8:25 a.m. Elementary School teachers are on duty each school day beginning at 7:45 a.m. Elementary School teachers are not on duty after 3:15 p.m. to supervise students. Parents may make arrangements for elementary students to go to the After School Program for an additional fee.

### Release of Students and Dismissal Time

Release of children will be allowed to parents by the First Baptist Elementary School faculty and staff in accordance with the Texas Minimum Standards, unless the school has been provided with a court order denying access to the child. No child shall be released to any persons other than those indicated by the parents. Any parent wishing to release their child to a person other than those designated in the child's file must notify the FBES office.

Any person beside the parent who is picking a child up shall be required to be 18 years of age or older and required to show a valid driver's license or picture ID and the Administrative Staff shall record the license or ID number in the student's file.

Elementary school is dismissed at 3:15 p.m. Students will be accompanied to designated areas by the faculty. If you are not going to be "on time" to pick up your child/carpool, notify the school office or teacher of this delay.

Please note the following regulation: Elementary School students who are not picked up by 3:25 p.m. will be brought inside to the After School Program. Parents must come inside to pick them up. This is a security measure that applies to all students.

For parents who must deliver or pick up students before or after these hours, arrangements for before and after school care for elementary school students can be made through the First Baptist Elementary School Office (830-693-3930).

### Attendance

Regular and punctual attendance on the part of all students is necessary for successful academic accomplishments in school. An absence for elementary school students will be considered excused in the case of a death in the family, doctor's appointment or illness. Arrangements for make-up work should be made with the teachers. Make-up work is the

responsibility of the students and parents. Elementary school students who have not arrived by 9:00 a.m. are considered absent for the day.

Notes for Elementary School students explaining absences must be sent to the teacher on the day the student returns to school. Phone calls to the office on the day of the illness are requested. Excessive absences and tardies could result in a review by the Principal or administration. Texas law for elementary school students requires compulsory attendance at school.

### Elementary Tardies

First Baptist Elementary School believes that it is the direct responsibility of the parents to see that students arrive at school on time. This plays a very important role in shaping the attitude of the student for the entire day. One of the most important times of the day is the first few minutes after the class has assembled with the teacher. Opening Assembly begins promptly at 8:15, therefore students are considered tardy at 8:25 a.m. when all students report to their class. All tardies will be recorded on the student's report card.

Teachers are requested to inform the Principal of any students accumulating excessive tardies. The Principal will contact the parents to remind them that consistently arriving late to school is a serious infraction of school policy.

### School Grade Reporting Periods

School report cards are sent out at the end of each reporting period, for a total of four report cards during the school year. Parents may ask parents for a conference as the need arises.

### School Testing Programs

Standardized achievement tests are administered to all students during the last portion of the Spring Semester. Conferences with parents are scheduled to review test results.

Regular assessments are given in the reading and math programs, as well as the other subject areas, to determine mastery of particular skills. Should a classroom teacher, or the Principal feel there is a need for a student to be tested by a specialist for further direction on a student's needs, this recommendation will be made in a conference with parents.

### Conferences

Parent-Teacher Conferences are scheduled each year by the teachers. Parents who have questions regarding their student's progress should confer with the classroom teacher at any time during the school year. If concerns continue, the Principal should be contacted. In instances where the child is not functioning well, the School considers it very important for parents, teachers, and the Principal to work together to seek a solution that is in the best interests of the student and the class.

It is important for parents or teachers to schedule appointments for conferences. To ensure that the most productive conference will take place, please make an appointment to meet with the teacher during one of the daily scheduled conference periods or after school. Impromptu conferences are not advisable because the teacher is responsible for supervising all students. Therefore, the teacher will ask that a scheduled time be arranged when they are not supervising other students and can give the matter their undivided attention.

### Classroom Visitors

First Baptist Elementary School welcomes visitors, however, for the protection of students and teachers, any visitor must check in at the school office and get permission before entering the classroom. Parents are welcome and encouraged to visit the classrooms during the year. In the best interest of instructional time, please limit the amount of time visiting the classroom. Classroom visitors are allowed to spend thirty (30) minutes in a specific class if an appointment has been scheduled. Other classes may be visited by following the 30-minute per classroom limit. It is advisable to call ahead and schedule appointments with the teacher to visit classrooms (because of field trips or schedules), especially if interest is expressed concerning specific classes.

Every parent, volunteer or visitor to the building should sign in at the School Office before going to the classroom or other areas of the building. This is for the safety of First Baptist Elementary School students, and for the security of the facilities.

Teachers are not available to conference with parents accompanying students to the classroom in the mornings before school. Appointments must be set up at the teacher's regularly scheduled conference time or at other times that fit in with the teacher's schedule.

### Textbooks and Library Books

Elementary Students may be taken to the public library on a regular schedule and are allowed to check out books. Students are fined for "overdue" books; therefore, we urgently insist on books being returned promptly. All book records must be cleared, and any delinquent charges or fines must be resolved in order for the final report card to be released.

In the event that books are lost, the student will be charged with the replacement amount. If a book is damaged, a charge will be made, which is approximately a proportion of the cost of the book and the extent of the damage. These amounts must be paid in order to clear all book records.

### Technology Policy

The technology system for First Baptist Elementary School System includes access to computers and computer support equipment (i.e. printers, scanners, cameras, projectors, etc.), the school

system wide area network resources, and the Internet. The network resources monitor inappropriate use of this system.

#### Rules for Appropriate Use:

- Classroom computers are to be used for support of academic goals.
- The school system makes reasonable efforts to block inappropriate internet sites, but it is not possible to completely prevent access. If a student accidentally accesses an inappropriate site, the student should turn off the screen and contact a teacher immediately.
- Use of personal disks or jump drives by students is expressly forbidden on the PC machines. Students using PC machines will save all documents to a portable school-use only jump drive.
- Chat rooms are expressly restricted at First Baptist Elementary School.
- Downloading executable programs without the express permission of the technology coordinator is restricted.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal is restricted by law.
- Vandalism of technology equipment is restricted by law.
- Gaining access to unauthorized network resources is inappropriate.
- Wasting school resources for personal use is restricted.

#### Consequences for Inappropriate Use:

- Suspension or revocation of access to the system
- Removal from computer class without credit
- Financial responsibility for damages intentionally inflicted on the technology system
- Disciplinary or legal action, in accordance with the school system policy and applicable laws.

#### Transportation and Field Trips

Transportation from home to school is not provided by First Baptist Elementary School. Parents may provide transportation for field trips and are responsible for students riding in their vehicle. During the field trip activities, parents are responsible for supervising the behavior of assigned students. Parent field trip drivers are not allowed to make unapproved stops during the field trips (i.e., for drinks or lunch). Use of DVD's and music on field trips is subject to teacher approval. Parents should dress appropriately and modestly on field trips. No alcoholic beverages are allowed when driving or supervising children. Parent field trip drivers or sponsors may be asked to submit information for a security background check. When a parent volunteer drives a school/church van, they must have their driver's license copied in the Church Office.

#### Seat Belt and Airbag Policy

When school employees, parents, or volunteers drive on field trips, First Baptist Elementary School requires the following:

- The doors to the school van or private vehicle should be locked and children secured in booster seats and safety belts prior to leaving the school driveway.
- Each vehicle must have one working seat belt per child.
- Children second grade and below must be buckled in booster seats.
- Only one child may be buckled in each seat belt.
- It is the driver's responsibility to see that each child's seat belt is securely fastened before starting the vehicle.
- In private cars, children must be buckled in seat belts IN THE BACK SEAT(S) ONLY. CHILDREN ARE NOT ALLOWED TO SIT IN THE FRONT SEAT WITH THE DRIVER of private vehicles, even if the driver for the field trip is the child's own parent.
- Children under twelve years of age will not be allowed to sit in the front seat with the driver. This practice will prevent possible injury to our students from front seat airbags.

### Parent Cell Phone Usage Policy

Parents are not allowed to use cell phones while transporting children on field trips or transporting children on other school outings. If it is necessary to make or accept a call for directions or other emergency situation, parents are asked to pull over, stop the vehicle, and then make or accept the call.

### Lunch and Snacks

We request that parents of school students see that their child has a good breakfast before coming to school. Morning snacks are planned by some classes, depending on their schedules. School parents may be requested to send a very small nutritious snack on a particular day.

Students should bring lunch from home. Lunch must include a drink. Parents and family members are invited to join their own children for lunch at the tables outside the school near the Coffee Bar. Parents can only bring food for their own children.

### Allergies

Please remember that some students at First Baptist Elementary School are allergic to nut products. When bringing snacks or refreshments for class parties, please be sure that those food items DO NOT CONTAIN NUTS OR NUT PRODUCTS. All items must have a visible label of ingredients.

### Playground

While teachers and staff are trained to supervise the children carefully at all times, the playground is a site of active play. The children are encouraged to run, stretch, climb, jump and use their large and small muscles. Thus, proper attire for the playground is encouraged. Additionally, parents need to appreciate that occasionally bumps or scrapes may occur. The children are permitted a choice of activities, as long as the choice does not violate rules of safety and courtesy or damage equipment and property. It is also important for teachers and parents to remember that any information that the parent needs to tell the teacher about the

child, while important, must be given quickly so that teachers may return to supervising the children.

### Birthday Recognitions at School

To recognize a child's birthday at school, parents may provide cookies or cupcakes (nothing that requires cutting, please) that will be served to the child's class at lunchtime or the afternoon snack time. Please check with the teacher on the best time. Parents may join the class for this time. We do want to recognize your child's birthday. However, we cannot have full "birthday parties" during school hours.

### Exclusive Party Invitations and Valentines

Parents should not send party invitations or Valentine cards to school to be handed out UNLESS EVERY CHILD in the classroom receives an invitation or Valentine card. Invitations or cards should be mailed or distributed outside school property if every child in the class will not receive one. If arrangements are made for attention-getting transportation to pick up only a few students from school for a special occasion, parents are asked to arrange to meet away from school and out of the sight of other children who are not included.

## CRISIS MANAGEMENT PLAN

Fire drills, tornado drills, and intruder drills are conducted with students, faculty and staff. An emergency evacuation plan for each classroom is posted in each classroom.

### Locked Doors

On both the first and second floors of the First Baptist Elementary School areas of the building, inside doors will be locked during the school day. All parents and family members must check in at the receptionist desk..

### Fire

- The teacher should be familiar with the fire escape plan on the wall in the classroom. An extra copy will be included in the teacher's emergency bag.
- The alarm is an intercom emergency announcement and a shrill beeping alarm sound.
- The teacher should grab their cell phone and the emergency bag in their classroom which contains written instructions, another copy of the Fire Escape Plan, a roster of their students with emergency numbers, a flashlight, and 3 colored cards:
  - GREEN means- all students accounted for,
  - YELLOW means - extra student is with class,
  - RED means – students missing.
- When the alarm sounds, teachers will quickly line children up to be taken to the designated areas outside of the building according to the plan.

- Teachers must lead the line! If a passage is blocked because of a fire, the teacher should lead in a secondary route depending on the situation. If smoke is thick, students should stay low to the floor as they exit the building. Remember the firemen’s advice to STOP, DROP AND ROLL, if necessary.
- The fire protection doors at the front entrances on both floors of the school wing will automatically close when the sprinkler system is engaged. The fire door may be pulled back open manually to allow an exit if necessary.
- Designated staff will search for any remaining individuals in the building by doing a sweep of classrooms, restrooms, the Loft and the gym before exiting the building.
- When teachers and students have reached the designated areas outside the building, the teacher will hold up colored cards and wait for the “all clear” from administration.

### Tornado or Severe Weather

- In case of a tornado alert, the alarm is an intercom announcement.
- Teachers will grab their cell phone and the emergency bag in their classroom which contains written instructions, another copy of the Tornado or Severe Weather Plan, a roster of the students with emergency numbers, a flashlight, and 3 colored cards:
  - GREEN means- all students accounted for,
  - YELLOW means - extra student is with class,
  - RED means – student(s) missing.
- The children will be moved quickly to the downstairs hallways and designated areas at the end of the downstairs hallways without windows according to the class evacuation plan for Tornado or Severe Weather.
- Children should position themselves close together and cover their neck and head with their hands.
- The First Baptist Church building is rated for an E-4 wind event/tornado.
- Designated staff will search for any remaining individuals in the building by doing a sweep of classrooms, restrooms, music room and the gym.
- When teachers/students have reached the designated areas in the hallways on the first floor of the building, the teachers will hold up a card and wait for the “all clear” or further instructions from administration.

### Intruder Lock Down

- In the case of an intruder, the building will be locked down.
- The teacher will be alerted of a possible intruder with a secret code.
- The teacher will lock the classroom door, turn out the lights and move the children to a location in the room where the students cannot be seen from the window in the door. A black out card to cover the window will be with the teacher’s emergency bag. Blinds should be closed.
- Text one of the following colors to the Principal.
  - GREEN means- all students accounted for,
  - YELLOW means - extra student is with class,
  - RED means – student(s) missing.

- Cell phones should be put on silent.
- The children should be quiet until an “all clear” for the lock down has been issued by assigned personnel with a secret code. If the exact code is not heard or texted, it will mean that things ARE NOT CLEAR. Teachers and students are not to move from their positions until the exact code is spoken or texted to them.

### Gang Free Zone

First Baptist Elementary School is a Gang Free Zone. In accordance with the Texas Penal Code, any area within 1000 feet of a child development center or school is a gang-free zone, where criminal offenses related to organized criminal activities are subject to harsher penalties.

### Emergency Evacuation

- A large-scale emergency such as a fire, bomb threat, hazardous spill, or gas leak will require evacuation of the First Baptist Elementary School buildings for an indefinite period of time.
- Upon notification of emergency evacuation, teachers and students will listen for instructions from the administration on the emergency situation and the plan for transporting students.
- Students will be transported to an appointed location. Parents will be notified to pick up their students as quickly as possible.
- Younger students will be transported first.
- Students will be transported in Church and School vans and school and church employee vehicles according to the emergency evacuation plan.

### Automatic Electronic Defibrillator (AED)

There are two AEDs in the building should an emergency occur that requires the use of an AED. They are located on the wall in the teacher workroom on each floor of the school building. There is an additional AED attached to the wall South of the elevators on the first floor.

\*\*\* The church Security Team is constantly researching and seeking out security improvements and safety protocols.

### Inclement Weather Policy

In case of severe weather, the First Baptist Elementary School will post updates to the Website and Social Media. A notification will also be sent through the ProCare App. Families can also watch KXAN News 36 and other local television stations for closure or delayed start information. An email will be sent to parents.

## STUDENT CONFIDENTIALITY

The Family Educational Privacy Protection Act (FERPA) laws were enacted to protect the privacy rights of students’ educational information, and educational records like the HIPPA (Health

Insurance Portability and Accountability Act of 1996) laws were enacted to protect the privacy rights of people's medical information and medical records. The FERPA laws prohibit the disclosure by verbal or written methods of educational record information such as a student's academic progress, learning disabilities, misconduct or consequences administered because of misconduct, and a wide range of other student information. Disclosure of such information requires prior written consent of the student's parents or limited conditions specified by law or as stated in school district or institutional policies. First Baptist Elementary School observes and follows the requirements of the FERPA and HIPPA laws.

### Address, Telephone, and eMail Exchanges

The School requests that parents report any change of address, email or telephone numbers to the office immediately. It is extremely important that we know where you can be reached when your student is in our care. There are several times during the year when important information is sent out to parents by mail, text and/or email. Current parent/guardian information on file at all times is extremely important.

### Parent Involvement and Communication

We welcome and encourage all parent and family participation and involvement at FBES. Research has shown that high levels of parent involvement produce more successful students and schools. Weekly communication with parents is maintained through the "cubbies" or a folder of the student's work and emails from the teacher that is sent home each week. Communication will also be provided through the ProCare app. Included in the "weekly folder" or in the "daily cubbies" are important messages from the Principal and classroom teachers.

First Baptist Elementary School sponsors Parent Orientation – Meet the Teacher Night, which is a time for communication between school and home. The Parent-Teacher Fellowship will relate its plans for the year and encourage parents to become involved in this support, fundraising, and communication group of the school. The Principal and teachers will present to parents an overview of the school goals and objectives for our students for the school year.

FBES is fortunate to have excellent parent participation from a large number of parents who volunteer their time each year to help in the classroom, drive on field trips, assist with a variety of programs including the annual GALA and fundraising. We are able to do many things because of parental involvement that greatly enriches the total school program.

We encourage you to become involved as a "prayer warrior" for our school. Please remember to pray regularly for the students, teachers, families and the school in general. James 5:16 "The effectual, fervent prayer of a righteous person avails much!"

## PARENT STUDENT HANDBOOK

The contents of this book are not contractual and do not form the basis for the creation of a contract. The terms of this handbook apply to all First Baptist Elementary School students and parents as the handbook presently exists or may be amended in the future. Parents are asked to read this handbook with their children and return the signed Handbook Acknowledgment Form to the office. Parents will be notified of any and all policy changes by the administration via email.



**First Baptist**  
ELEMENTARY

## STUDENT PARENT HANDBOOK

### Student Parent Acknowledgement

I have read and understand the STUDENT PARENT STUDENT HANDBOOK of First Baptist Elementary School and agree to abide by policies and procedures stated therein. I have also read and discussed with my child the material contained in the handbook. The student and parent should read, sign, and return this form to school.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent / Guardian Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Revised August 2022