

**FAITH BAPTIST SCHOOL  
2010-2011  
PARENT/STUDENT HANDBOOK  
Kindergarten - Twelfth Grade**



## **Training for Life!**

A Ministry of Faith Baptist Church  
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# FBS HANDBOOK

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# MISSION STATEMENT

As an educational ministry of Faith Baptist Church, Faith Baptist School works in cooperation with Christian families for the purpose of training for life young men and women to be academically equipped and spiritually prepared for Christian service and leadership beyond their school years.

## STATEMENT OF PHILOSOPHY

The primary reason for the formation of Faith Baptist School is to teach young people in a Christian atmosphere, based on a biblical philosophy of life. The Bible curriculum includes a weekly chapel program and a daily Bible class. We expect every student enrolled to study, memorize, and take to heart God's Word as it is presented on his respective age level.

The underlying philosophy of this school is that all truth is from God and that God's Word, the Bible, is truth (John 14:6; John 17:17). In view of this belief, every course in Faith Baptist School is taught from a biblical perspective. The textbooks and curriculum information are evaluated and interpreted from truth as embodied in the Bible. It is our goal to reproduce what we are as a church ministry in the lives of every student.

## SCHOOL HISTORY

In the fall of 1974, Dr. Don Forrester and his family moved to Fredericksburg, Virginia, to start Faith Baptist Church. After meeting in a townhouse in Falmouth for three months, the church moved to an office building on Route 1 in Fredericksburg, where the congregation grew to about 45.

On January 19, 1975, the church was officially chartered in the state of Virginia. The church moved to its present location on Plank Road in February of 1975.

The church first met in a small house, which existed on the Plank Road property. The first auditorium was completed in January 1976. After several years of growth, the church built a new auditorium and educational complex, which was dedicated on May 27, 1979. The ground floor of the new building was built to house the church's expanding educational ministry, while the original auditorium building was given to the preschool ministries and offices.

In the summer of 1981, Faith Baptist Church purchased an additional 1.6 acres of adjoining property. The house purchased with the property is used for staff housing. Construction of a 1400 square foot addition to the original building was begun in 1983 and was completed in the summer of 1985. In April of 1985, Faith Baptist Church acquired another two acres, completed the construction of an activity field, reworked church grounds and relocated staff housing to the present locations. The church purchased a lot and house on Heatherstone Drive, which is also used for staff housing. This transaction was made in August 1986. In 1991 the one-acre lot fronting on Route 3 with a two-story brick home was purchased for much needed parking and playground space. A large 28,000 square foot, three-phase building program was begun in May of 1991. Phase one, the second floor classroom section, was completed in the summer of 1992. The remaining two phases containing the gymnasium, locker rooms, library, and offices were completed by 1998. In 2002, the church purchased another one-acre lot and house fronting Route 3 for the Virginia Baptist College offices and bookstore. In 2003, the church purchased adjoining property which included a 12,000 square foot building. Renovations on the building were completed in spring, 2005. This building, named the Courtney Building, houses Virginia Baptist College, the church library, the computer lab, and several classrooms.

A twenty-year site plan was also developed in 2002 in cooperation with the Depasquale Gentilhomme Group of Architects and Planners. Construction for the first phase of this plan began in November 2006. The first phase includes a new auditorium, fellowship hall, and a music suite with band and choir rooms. The new auditorium was completed in May, 2008, and was dedicated in September, 2008. The band room and fellowship hall/cafeteria adjacent to the new auditorium were completed in the summer of 2009.

In August 1979, the Faith Baptist School Preschool Division ministry was begun with 16 pupils. In August of 1980, the elementary and intermediate divisions began with an approximate enrollment of 70 pupils. In August of 1981, Faith Baptist School added the high school division, which brought enrollment that year to 120. In the spring of 1982, Faith Baptist School graduated its first senior class. The school has experienced a steady increase in enrollment over the years.

## LEGAL STATUS

Being a religiously exempt educational institution, Faith Baptist School chooses not to seek state accreditation since doing so compromises its objectives and philosophy. Faith Baptist School received its accreditation with the American Association of Christian Schools in September, 2002, and with the North American Christian School Accrediting Association, a Virginia Council of Private Education state recognized accrediting organization, in September, 2006. The educational goals, curricula, methodologies, standards, and so forth are to be governed by the beliefs of Faith Baptist Church as stated in the doctrinal statement. Faith Baptist Church believes that the Bible is the only absolute standard given to man by God. In other words, every aspect of the church's ministry will be founded upon the truth as given in the Scriptures. Every course's content will be evaluated and taught in the light of the truth of the Bible, in order that the spiritual goals, as given in the Bible, are reflected in the lives of the pupils.

Faith Baptist School does not discriminate on the basis of race or national origin. Faith Baptist School admits students of any race, color, or natural origin to all the rights, privileges, programs, and activities available to students attending the school. Enrollment in Faith Baptist School is a privilege and not a right. Students choosing not to conform to the spirit or standard of conduct of the school forfeit their privilege of attending.

## STATEMENT OF DOCTRINE

As a ministry of Faith Baptist Church, the faculty and staff of Faith Baptist School hold to the following truths. We believe in the Bible as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice. We believe in the one true God who exists in three persons: God the Father, God the Son (the Lord Jesus Christ), and God the Holy Spirit. We believe that all men are by nature and choice sinful and lost and that salvation is given by grace through faith. This salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life and the divine guarantee that they shall never perish. We believe that apart from Christ there is no possible salvation.

Parents and students are expected to cooperate spiritually, academically, and in matters of conduct and discipline. We expect students to show respect to God, country, family, faculty, and fellow students. Criticism, griping, and uncooperative attitudes are therefore not tolerated.

# REGISTRATION

Enrolled students may register for the next school year in February of the current school year. Siblings of enrolled students may also register at the same time. Completed re-enrollment/enrollment forms and payment of the registration fee are necessary to complete the registration process.

Open registration for the next school year begins in March of the current school year. Parents wishing to enroll their children in Faith Baptist School may begin the registration process on-line at [www.fbsnet.org](http://www.fbsnet.org). or may request an application packet from the school office. The parent should mail or bring to the office the completed application forms and the registration fee. The registration fee is **non-refundable**, except when the school does not accept the registration. An interview will be scheduled once the registration fee and completed forms are received. One parent or guardian and all prospective students must be present for the interview. The purpose of the interview is to establish acceptance of a student application and for the administration of a placement test. Parents will be contacted regarding acceptance following the interview and placement test.

Enrollment is limited and is based on a priority and first-come basis. Returning students are registered first. **NO REGISTRATION CAN BE ACCEPTED OR SHOULD BE CONSIDERED AS FINAL WITHOUT THE REGISTRATION FEE AND COMPLETED ENROLLMENT FORMS.** For fees and tuition rates, please refer to the finance sheet for the current school year.

# ADMISSION

A student is admitted to Faith Baptist School based on the interview, former records and placement/diagnostic tests. The administrative staff reviews each student's record yearly to decide reenrollment for the next year. New enrollees must complete the registration process, the interview, and placement testing to be considered for admission. Upon acceptance, new enrollees must complete a tuition management form for tuition or pay tuition in full to complete the admissions process.

The age requirement for kindergarten admission is five years old on or before September 30 of the school year. Exceptions to this age requirement are not considered.

Faith Baptist School, as a church ministry, reserves the privilege of setting and maintaining its own standard for student conduct, dress, cleanliness, and scholarship. The administration maintains the right to refuse admittance, to suspend, to discipline, or to expel any student who violates the standards set down in this *FBS Handbook*. It is considered a privilege to attend Faith Baptist School. Any student who does not wish to attend will not be admitted or allowed to remain in school.

Seeing that it is the mission of Faith Baptist School to reproduce in the life of every student the same spiritual convictions as Faith Baptist Church, it becomes necessary to enact a policy that will protect the Biblical doctrines foundational to the ministries of Faith Baptist Church. Therefore, the administration requires that in addition to the initial interview, which establishes a relationship between home and school and includes diagnostic testing, a follow-up interview with families and students will be scheduled between the conclusion of the sixth grade and before the start of the seventh grade year in order to reinforce the school's mission.

# FINANCES

Faith Baptist School is a private, non-profit ministry. The school receives no state or federal funds. Income from tuition is insufficient to fully cover the cost of operating the school. Individuals are invited to contribute to the operation of the school. Gifts could include providing scholarships, participating in school fund raising projects, and donating equipment and supplies.

## NOTES ON FEES AND TUITION RATES – APPLICABLE TO STUDENTS IN KINDERGARTEN THROUGH TWELFTH GRADE

1. Extended care services will be available for the following hours: 7:00 a.m. - 6:00 p.m. (See Extended Care Program.)
2. Faith Baptist Church members, who are regular tithing members, will receive a 15% discount on their tuition. The registration fees and book rental fees remain the same for all students.
3. Tuition for the second and third students in the same family will be discounted as shown on the financial sheet. There will be no tuition charge for additional siblings. Registration and book fees are to be paid for each student enrolled.
4. A tuition discount of 2% is available to those who pay the entire yearly balance in full before August 15. Registration and book rental fees remain the same for all students.
5. Any child left at the school past the dismissal time, allowing fifteen minutes for pickup, will be placed in extended care. Extended care charges will accrue by the hour (or any portion thereof). There is an additional charge for any child not picked up by closing time (6:00 p.m.). This additional charge will be added to the family's account balance. Extended care fees are listed on the tuition sheet for the current school year.
6. All students will pay an **academic fee** each year. The academic fee is due June 1 and is considered late if received after July 31. A late fee of \$25.00 will be charged for all academic fees received after July 31. The academic fee is **non-refundable**. The academic fee covers textbook rental, SAT testing, ODACS membership, and student insurance. If a student withdraws at any time during the school year, the academic fee is not refunded. Textbooks remain the property of the school.

## PAYMENT SCHEDULES

All extended care payments will be made weekly. All tuition and book fees for the elementary, junior and senior high school divisions are to be paid in full unless arrangements for monthly payments are made in advance.

Payment plans are applicable for the current school year only. All tuition must be paid in full no later than May 20th each year in order to be eligible for enrollment the following year. Monthly payments are accepted through our automatic debit/credit card program. The tuition amount will be divided into 10 monthly payments and debited on the 1st or 15th of each month. There is a \$25 charge to resubmit any transaction as well as a \$25 late fee for all return items. Any account that becomes delinquent will no longer be eligible for the monthly payment program and may be required to be paid in full. Delinquent accounts will not be eligible for enrollment the following school year and records will be held until the financial obligations are met.

## GRADUATION FEE

Graduates will be charged a fee to cover graduation costs. This fee is billed in the fall of each year. Diplomas for twelfth grade graduates are held in the finance office and may be picked up one week after graduation. Diplomas and certificates for all graduates will be held until the following criteria are met:

1. All school bills and graduation fees are paid.
2. The senior checklist is completed and turned in to the homeroom teacher.  
All library books, textbooks, and school materials are returned in good condition.
3. All course work is completed and submitted to the appropriate instructor for evaluation.

## ABSENCES, TARDIES, AND WITHDRAWALS

Good attendance is a life skill that we strive to develop at Faith Baptist School. Absences are excused only for the following reasons: legitimate illness, death in the family, doctor and dentist appointments, or family trips approved by the administration. School hours are as follows:

|   |                        |
|---|------------------------|
| Extended Care:                                    | 7:00 AM - 6:00 PM      |
| Morning Preschool:                                | 8:30 AM - 11:30 AM     |
| Afternoon Preschool:                              | 12:00 (noon) - 3:00 PM |
| Kindergarten:                                     | 8:30 AM – 3:07 PM      |
| Elementary:                                       | 8:30 AM - 3:07 PM      |
| Junior High (7 <sup>th</sup> -8 <sup>th</sup> ):  | 8:30 AM – 3:10 PM      |
| Senior High (9 <sup>th</sup> -12 <sup>th</sup> ): | 8:30 AM - 3:10 PM      |

### ABSENCES

If the student is to be absent for any extended period due to illness or any other reason, the school office must be notified. Parents should attempt to make medical and dental appointments after school so that the student will miss a limited amount of instruction time.

When a student returns from an absence, a note stating the date(s) of absence, student's name, and reason for absence must accompany him upon his return to school. The note must be signed by a parent and must specifically state why the student was absent. Failure to provide an excuse note on the day of return will result in the absence being classified as unexcused. A parental note does not ensure that the absence is excused. Absences for any reason other than illness or medical appointments will be unexcused unless approved by the administration in advance. An absence request form must be filled out and turned into the school office two days before a known absence. An unexcused absence means the student may not participate in any practices, games, or performances for that day and will receive a zero for all work due or assigned on the date(s) of the unexcused absence(s). The student may be required to complete the work even though the grade will remain a zero. Suspensions are considered unexcused absences. Truancy may result in expulsion.

Any student who is absent for 20% of the school days throughout the course of the year may be required to repeat the year. Senior high students who miss 20% of school days from a class may lose credit for that course.

Any student missing more than fifteen days per semester for any reason will find his grades for the semester's work in jeopardy. Parents will receive a letter from the school office when the student has reached the tenth absence in a semester and, again, when the fifteenth absence has occurred.

It is the student's responsibility to talk with his teacher regarding making up work when he receives an excused absence. In the primary grades, we ask parents to work with the teacher.

No student may leave school without permission. Parents who wish to pick up a student early must write a note to the teacher indicating the time of early dismissal. Once the parent arrives for early pick up, he is to wait in the reception area. Students with early dismissal notes are sent to the reception area at the appointed time. A parent's signature is required in the sign-out book for early dismissals. Student drivers must have parental permission to leave school early.

## TARDIES

All students coming late to school need to bring a note from their parents stating specifically why they are late and check in with the receptionist or the school office in order to receive a green (excused) or pink (unexcused) Admittance Slip. Parents of preschool age children are requested to walk their children to class for late admittance. Students in first grade and up should present a note for late admittance. The note does not guarantee that the tardy is excused. If no note is presented, the tardy will be unexcused. In the kindergarten and elementary grade levels, three unexcused tardies will result in one unexcused absence. Starting with the fourth unexcused tardy in each nine-week grading period, the student will receive a one point deduction in his/her nine-week grade for Bible for every three additional tardies. In the high school, tardies will be addressed through the demerit system. Doctor's appointments, severe road conditions, and car trouble are some excused tardies, while oversleeping, stopping for gas, etc., are unexcused.

If a student arrives at school at 12:01 p.m. or after, this is considered a half-day absence and requires a note from the parent and a green or pink Admittance Slip from the office or reception desk.

## WITHDRAWAL

Parents who wish to withdraw a student from Faith Baptist School must contact the finance office and sign a Student Withdrawal Form. Tuition billing and recorded attendance will continue without a signed withdrawal form. If the student withdraws from school for any reason, and his tuition was paid in advance, a refund will be made prorated for the month he last attended. Financial records must be clear and school materials returned before records can be released. This includes all textbooks. Academic fees are nonrefundable. No grades will be processed, transcripts made, or promotions given until the account is current.

# STUDENT WELFARE

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Faith Baptist School has complied with the federal Asbestos Hazard Emergency Response Act (AHERA) [40 CFR 763.93 (e) (10)]. The building was found to be entirely free of any asbestos-containing building materials accessible to inspectors. The inspection results are available for review in the administrative office.

## CHILD ABUSE POLICY

### **Purpose**

Child abuse as defined in this policy statement includes child sexual abuse. Historically, child abuse strikes children from every social background, race, ethnic culture, and age. Often it occurs in settings in which students completely trust adults. It can and regrettably has happened in the most trusted of all environments — the church. We have a profound moral and legal obligation to reduce the possibility of child abuse from ever occurring. By God's grace, and as stewards of His holy work at FBS, it is our desire

to make FBS as safe a place as possible for our most prized possessions — our children, that child abuse would never occur on these premises. More specifically, therefore, the purpose of this policy is to-

- Safeguard the children and youth of FBS from child abuse.
- Protect employees and volunteers from allegations of child abuse.
- Limit the extent of the school's legal risk and liability due to child abuse.

### **Action**

General. In order to take every reasonable precaution to provide a safe environment for the children entrusted to FBS' care, the following broad guidelines are to be placed in effect:

- The screening of all employees, paid or volunteer.
- Necessary precautions against child abuse and neglect occurring on FBS premises.
- The use of classrooms and materials that are in good condition.
- The use of school vehicles that are in compliance with state safety standards and are operated by qualified drivers.
- An initial and on-going training program for all employees of FBS.

### **Reporting Obligations**

State compliance — legal obligation. The Virginia Code is very clear regarding the reporting of child abuse and includes every employee and volunteer at FBS. The Code states in part "...any person associated with or employed by an private organization responsible for the care, custody, or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately" (Article 63.1-248.3). Reports are to be filed within 72 hours to the Spotsylvania County Department of Social Services.

## **COMMUNICABLE DISEASE POLICY**

While it is not the desire of Faith Baptist School to discriminate against any student, we are charged with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to mortal illness.

We recognize also that the school, with its limited finances, is not equipped to physically care for the needs of very ill students or any student with a serious continuing or chronic communicable disease.

Therefore, because we are moved with sympathy for the sick child and the well child, it will be the policy of Faith Baptist School to deny admission or to require dismissal from the school of any child with a serious and continuing communicable disease. The concern is twofold: it is that other students not be infected and that the ill student will not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at Faith Baptist School or who seek to enroll at Faith Baptist School who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease shall be denied admission or dismissed from the school. They will not be permitted to enroll or re-enroll in regular classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to such diseases as, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human

Immunodeficiency Virus) or who are infected with ARC (AIDS Related Complex) are included in this policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

In adopting this policy, Faith Baptist School recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statements in light of significant new information on such diseases.

Faith Baptist School also does everything necessary to prevent the spread of common communicable diseases. Students with an acute (short-term) contagious disease should not return to school until released to do so by their physician. Students with certain types of diseases may be asked to provide an attending physician's statement giving them permission to return to school or participate in school activities.

Students who have had fever or obvious signs of contagious illness, such as flu or other viral infections, should not return to school until the student has been without fever and symptom-free for 24 hours without fever-reducing medications. Example: Student is absent with flu symptoms and fever on Monday and Tuesday but is feeling better and free of fever on Wednesday morning. He should not return to school until Thursday.

## ILLNESSES AND ABSENCES/TARDIES

For the welfare of your child and the others in the school, all children who are ill must be kept at home. If your child becomes ill (vomiting, fever, signs of contagious illness) during the school day, you will be notified to take your child home. Please make sure your school information card stays updated with current phone numbers and contacts.

Any special medication needed by your child should be given to the school secretary with a completed **Medication Consent Form**. All medications need to be kept in the school office. If a spoon or other administration tool is needed with any medication, please send it along with the medicine. The instructions should be taped to the medication with the child's name clearly affixed. All medications **must** be in the original box with original instructions, including pharmacy leaflets. Some medications (nebulizers) must have a doctor's signature on the Medication Consent Form accompanying the medication.

## IMMUNIZATIONS

Every child must have all the proper immunizations as required by Virginia law and have his completed State Immunization Form at the time of registration. A form showing any updated shots should be turned in to the office during the year to keep your child's file current.

## INTERNET

The internet is a great tool; however, it can be a detriment to the spiritual growth of our students. At Faith Baptist School we expect our students to live according to Scripture and to be separate from the world. Inappropriate material and inappropriate or harmful conversations should not be a part of Christian conduct anywhere including websites and blogs. Keep in mind that information on the internet is considered to be public domain and is never truly private. Any student found with material deemed inappropriate to the purpose and mission of the school may be subject to disciplinary action through the school discipline system.

All students must have a signed current internet use form on file in the school office in order to access the internet while at school or on school property from FBS computers, including library computers, the computer lab, and classroom computers, or from personal computers brought to school. Access to the internet at FBS is designed for educational purposes. Students are not permitted to access personal websites or email accounts while using computers (school-owned or personal) on school property.

## SEXUAL HARASSMENT POLICY

We believe that there is adequate Scriptural basis for a policy against sexual harassment. Our Lord admonishes us to treat others as we would want to be treated (Mt. 7:12). Ephesians 5:29 gives the Christian guidance in language which would edify the hearers.

Faith Baptist School prohibits any form of sex discrimination, including sexual harassment. Sexual harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior of a sexual nature that has the purpose or effect of substantially interfering with an individual's well being or which interferes with a person's ability to do his/her job. This policy against sexual harassment extends to both employees and students of Faith Baptist School.

Any student who feels that he or she has been the victim of sexual harassment should contact either the school administrator or one of the teachers, who will then report to the administrator.

It is the policy of Faith Baptist School that no teacher or other employee of the school may date a student who is currently enrolled in the school or have a romantic relationship with any student.

## EXTENDED CARE PROGRAM

Faith Baptist Church will operate an extended care program from the hours of 7:00 a.m. to 6:00 p.m. These services are only available for the extended care needs of Faith Baptist School. Extended care is separated into three divisions. Children ages 2½ - 5 will attend the preschool division located in the preschool wing. Children first - third grades will attend the elementary division located in the gymnasium before normal school hours and in the fellowship hall after normal school hours. The extended care for fourth grade and up is located in the gymnasium before normal school hours and in the fellowship hall after normal school hours. All students not picked up from school fifteen minutes after dismissal are delivered to extended care. No student is permitted to leave school without written parental permission. Any student wishing to walk home from school must have a note on file in the office for the current school year signed by the parent giving him permission.

All students who arrive before 8:00 a.m. or who stay later than 3:25 p.m. need to register for extended care. Any student not in an organized, faculty-directed activity before or after the designated times is required to be in extended care. Once the activity is completed, the student is to report to extended care. Parents calling before 8:00 a.m. or after 3:00 p.m. who receive the auto attendant may dial the following extensions for the appropriate extended care division:

Before 8:00 a.m.

Preschool: 244 or 233  
1<sup>st</sup> - 12<sup>th</sup>: 244 or 233

After 3:00 p.m.

Preschool - 12<sup>th</sup>: 244 or 233

Extended care charges will accrue by the hour (or any portion thereof). There is an additional charge for any child not picked up by closing time (6:00 p.m.). This additional charge will be added to the family's account balance. Extended care fees are listed on the tuition sheet for the current school year.

If a student is not a regular part of the extended care program and parents desire this service on a particular occasion, a note should be sent to the school explaining the day and hours for which the student needs extended care. If the pupil is to stay for a specified time on a regular basis, then registration with extended care is needed. For example, if a fourth grade student is to stay until 5:00 p.m. every Thursday, registration is needed.

Extended care charges for the previous week will be sent home with the student at the beginning of the school week. Parents need to make sure they receive the bills from their children regularly. Please contact the finance office if extended care bills need to be mailed. Payments are due the following day. The extended care charges are to be paid weekly, *every week*, for the entire school year. Any exceptions must be cleared with the finance office. Any bill left unpaid by Friday each week will be charged a \$10.00 late fee.

Any balance left unpaid by the fifteenth day could result in dismissal from the extended care program until all daycare, tuition, and late fees are paid.

The extended care center only accepts children who are 30 months old or older and completely toilet trained.

## CURRICULUM

To ensure the best academic program coupled with a biblical philosophy of life, the administration carefully selects the textbooks and curricula. The school receives materials from such publishers as ABEKA Book Publications, Bob Jones University Press, Saxon Math, McDougal/Littell and Positive Action for Christ.

A brief outline of the basic structure of curriculum content is as follows:

### PRESCHOOL

**PRESCHOOL PLUS (AGES 2½ - 3):** In a variety of delightful ways children learn the alphabet with its phonetic sounds, counting to 30, health, manners, safety, science, Bible, art, nursery rhymes, manual printing of vowels, Scripture memory, and singing.

**PRESCHOOL PLUS (Four year olds):** Phonics: alphabet, sounds, blends, and words. Reading words on the chalkboard and booklets. Writing: manuscript printing. Numbers: concepts from 1 -20, counting to 100. Poetry: enjoyment and memorization. Bible, Scripture memory, art, music, social living skills, fun activities.

### KINDERGARTEN/ELEMENTARY SCHOOL

**KINDERGARTEN:** Phonics: letter sounds, special rules, blends, and words. Reading: 450-word vocabulary. Numbers: counting to 100, counting by 2's, 5's, and 10's, number concepts to 20, telling time, money, introduction to fractions, number sequences and combinations. Writing, art, computer, poetry, music, Bible, Scripture memory, social living skills, social studies, and science.

**FIRST GRADE:** Reading: advanced program with Christian readers, plans for children in all levels of achievement. Phonics: drill and word analysis skills. Arithmetic: emphasis on addition, subtraction, telling time, story problems. Writing, spelling, poetry, Bible, Scripture memory, science, art, music, and computer.

**SECOND GRADE:** Review of first grade material. Reading: Christian readers, phonics, vocabulary. Spelling, grammar, penmanship (manuscript and cursive), Bible, Scripture

memory, introduction to U.S. History, science. Arithmetic: addition and subtraction facts through twelve, time, money, story problems, simple fractions, and introduction to multiplication. Art, computer, and music.

**THIRD GRADE:** Reading: complete plans for teaching from a variety of readers, phonics, vocabulary. Grammar, penmanship, poetry, Bible, Scripture memory, music, art, science, U.S. History, and computer. Arithmetic: addition, subtraction, multiplication, division, story problems, fractions.

**FOURTH GRADE:** Reading: character building, patriotic stories, improving reading speed, book reports. Spelling and vocabulary: 30 words per week plus definitions. Penmanship: daily work on correct letter formation and writing. English: grammar, creative writing, book reports. American and Virginia History. Science: survey of earth science, the body, weather, plants, insects, water. Math: drill in speed and accuracy in the four math processes, multiplication and division facts through twelve, multiplying by two-digit numbers, working with fractions, long division and measures. Poetry, art, music, P.E., computer, Bible, Scripture memory.

**FIFTH GRADE:** Reading: character-building, patriotic stories, improving reading speed, book reports. Spelling and vocabulary: 36 words and definitions per week. English: grammar and usage, creative writing, library research project. History: world geography and old world history. Science: creation, plants, animals, matter, energy, light, minerals. Math: fractions, decimals, percentage, graphs, metric system. Poetry, art, Bible, Scripture memory, music, band, P.E., and computer.

**SIXTH GRADE:** Reading: character building, patriotic stories, improving reading speed, comprehension, book reports. Spelling and vocabulary: 36 words and definitions per week. English: grammar and usage, creative writing, library research project. History: world geography and new world history. Science: creation, plants, invertebrates, forces of the earth, the universe, space travel. Math: fractions, decimals, percents, graphs, metric system, ratios, square roots, exponents, signed numbers, geometric formulas. Poetry, art, Bible, Scripture memory, music, band, P.E., and computer.

## JUNIOR HIGH SCHOOL

**SEVENTH GRADE:** Grammar, literature, spelling, math, world history, Bible, life science, P.E., vocal music, band, speech, art, computer.

**EIGHTH GRADE:** Grammar, literature, spelling, pre-algebra, U.S. history, Bible, physical science, P.E., vocal music, band, speech, art, computer.

## SENIOR HIGH SCHOOL - Course Rotation List

### FRESHMAN

Bible 9  
English 9  
Algebra  $\frac{1}{2}$   
Algebra 1  
Earth Science  
World Geography  
Computer  
P.E./Health  
Art

### SOPHOMORES

Bible 10  
English 10  
Business Math  
Consumer Math  
Algebra 1  
Geometry  
World History  
Biology  
Spanish 1

### JUNIORS

Bible 11  
English 11  
Consumer Math  
Business Math  
Algebra 2  
Advanced Math  
Geometry  
U.S. History  
Chemistry

### SENIORS

Bible 12  
English 12  
Consumer Math  
Business Math  
Algebra 2  
Advanced Math  
Calculus  
Geometry  
U.S. Government

Band  
Choir

Computer  
P.E.  
Art  
Band  
Choir

Spanish 1  
Spanish 2  
Computer  
P.E.  
Art  
Band  
Choir  
Yearbook

Virginia History  
Physics  
Spanish 1 or 2  
SAT Preparation  
Life Management Skills  
Computer  
P.E./Health  
Art  
Band  
Choir  
Yearbook  
Student Aide

**GRADES NINE THROUGH TWELVE:** To graduate, a student must complete a minimum of 24 units of work satisfactorily. The student will be required to complete study in Bible, English, science, social studies, math, P.E., and various electives. Any adjustments in required courses or required number of credits for graduation must be approved by the administration.

## GRADUATION

A minimum of one year attending FBS is required for graduation. The records of students transferring from other high school programs will be evaluated and appropriate requirements established for graduation. Failed courses may be retaken through summer school or correspondence courses approved in advance by the administration. The student's high school grade level is based on credits earned as follows:

|                 |                              |                  |
|-----------------|------------------------------|------------------|
| Freshman .....  | 9 <sup>th</sup> grade .....  | 0 to 6 credits   |
| Sophomore ..... | 10 <sup>th</sup> grade ..... | 7 to 13 credits  |
| Junior .....    | 11 <sup>th</sup> grade ..... | 14 to 20 credits |
| Senior .....    | 12 <sup>th</sup> grade ..... | 21+ credits      |

At the high school level, a student will continue to advance to the next grade as far as his homeroom is concerned. The credits earned, however, determine his actual grade level. Credits earned outside the normal school day or year must be approved by the administration in advance. High school students are required to have a full day schedule.

Four Bible credits are required for graduation. For a student transferring from a school not requiring Bible, the administration reserves the right to waive Bible credits in those cases and require the student to take additional elective credits.

The measure of a credit consists of at least 140 hours of instruction per unit of credit. One unit of credit is given for one school year's work meeting one academic hour each day for the school year. A student's semester grades will be averaged for the course, producing a year average. Students must have a passing year average and sufficient attendance in that course to receive credit for the course.

The current graduating class will need to meet the following general diploma or academic diploma requirements. Credits listed are earned in the ninth through twelfth grades.

## ACADEMIC DIPLOMA

| <u>COURSE</u>   | <u>CREDITS REQUIRED</u>  |
|---|--------------------------|
| <b>English</b> .....  | <b>4</b>                 |
| <b>Math</b> .....   | <b>4</b>                 |
| <u>Academic Track #1</u>  | <u>Academic Track #2</u> |
| Geometry  | Algebra 1                |
| Algebra 2   | Geometry                 |
| Advanced Math   | Algebra 2                |
| Calculus  | Advanced Math            |
| <b>History</b> .....  | <b>4</b>                 |
| World Geography, World History, U.S. History,<br>U.S. Government/Virginia History |                          |
| <b>Science</b> .....  | <b>4</b>                 |
| Earth Science, Biology, Chemistry, Physics  |                          |
| <b>Foreign Language</b> .....   | <b>2</b>                 |
| Spanish 1-2   |                          |
| <b>Physical Education</b> .....   | <b>2</b>                 |
| <b>Fine Arts</b> .....  | <b>1</b>                 |
| Art, Choir, Band, Yearbook  |                          |
| <b>Electives</b> .....  | <b>2</b>                 |
| Additional Fine Arts, Computer, PE  |                          |
| <b>Bible</b> .....  | <b>4</b>                 |
| <b>Total Credits Required</b> .....   | <b>27</b>                |

## GENERAL DIPLOMA

| <u>COURSE</u>  | <u>CREDITS REQUIRED</u> |
|--|-------------------------|
| <b>English</b> .....   | <b>4</b>                |
| <b>Math</b> .....  | <b>3</b>                |
| Pre-Algebra, Algebra 1, Algebra 2, Geometry,<br>Advanced Math, Calculus, Consumer Math,<br>Business Math |                         |
| <b>History</b> .....   | <b>4</b>                |
| World Geography, World History, U.S. History,<br>U.S. Government/Virginia History                        |                         |
| <b>Science</b> .....   | <b>3</b>                |
| Earth Science, Biology, Chemistry, Physics   |                         |
| <b>Foreign Language</b> .....  | <b>1</b>                |
| Spanish 1-2  |                         |
| <b>Physical Education</b> .....  | <b>2</b>                |
| <b>Electives</b> .....   | <b>3</b>                |
| Fine Arts, Computer, Band, PE  |                         |
| <b>Bible</b> .....   | <b>4</b>                |
| <b>Total Credits Required</b> .....  | <b>24</b>               |

The academic diploma requires completion of math courses as listed in either academic track #1 or academic track #2. Courses must be taken in sequence. High school credit must be earned for each course. Students earning an academic diploma must take a math course each year while in senior high school (9<sup>th</sup> – 12<sup>th</sup>). **The academic diploma will be awarded to students with a cumulative 3.0+ GPA and the required 27 credits.**

Choir and band electives require performances outside of school time. These performances will affect a student's grade. There is a special dress code assigned to these performances. See dress code for ODACS.

**The SAT I or ACT College Board test is required for graduation.** One of these tests must be taken by the student as a junior or senior **prior** to graduation. **Official score reports must be sent to and received by the school before the diploma can be issued.** Students must put the school code for FBS on the College Board registration form in order for FBS to receive official score reports. **The school code for FBS is 470-877.**

The cumulative grade point average (GPA) will be used to determine valedictorian, salutatorian, and honor graduates. Grade point averages will be calculated on an un-weighted, 4-point scale from the student's final grades in 9<sup>th</sup> – 12<sup>th</sup> grade classes:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| A | 4 | C | 2 | F | 0 |
| B | 3 | D | 1 |   |   |

The distinction of honor graduate will be given to graduating seniors with a cumulative GPA of 3.0 or higher, regardless of diploma earned. The graduating senior with the highest cumulative GPA and who has earned the academic diploma will be honored as valedictorian. The graduating senior with the second highest cumulative GPA and who has earned the academic diploma will be honored as the salutatorian. Both valedictorian and salutatorian must attend Faith Baptist School as full-time students. If the top two graduating seniors (who have earned academic diplomas) have the same GPA, then the

cumulative numeric average will be used to determine the valedictorian (highest numeric average) and salutatorian (second highest numeric average). These honors may be forfeited due to the discipline and/or attendance records of the student.

## PROMOTION/RETENTION

### ELEMENTARY

Students who fail three or more subjects (yearly average) will automatically repeat the grade level. Failure for the year or of the last semester of math or English requires completion of an approved summer school program (tutoring) before the student may be promoted (unless the student is being retained). The promotion will be on a probationary basis. Summer tutoring is recommended for students who receive a "D" (yearly average) in math, English, or reading.

### JUNIOR AND SENIOR HIGH

Seventh and eighth graders do not accumulate credits toward high school graduation. Failure of three or more subjects (yearly average) automatically requires retention for seventh and eighth grades.

Junior high school students who fail the year in math or English are required to complete an approved summer school in the failed subject. Without completion of summer school, the student will automatically be retained. Summer school or summer tutoring is highly recommended for junior high students who fail the last semester of math or English. A final grade of 78 or higher in pre-algebra is required before the student may take Algebra 1; therefore, the junior high student who does not obtain a final average of at least 78 in pre-algebra has the option to retake the course during summer school or retake the course during the following school year in lieu of summer school.

At the senior high school level, the number of earned credits will determine a student's grade level. Students who fail a course during the school year may be required to attend summer school in order to meet the graduation requirements. Summer school or summer tutoring is highly recommended for senior high students who fail the last semester of math or English.

The prerequisites for high school math courses are as follows:

|               |  |
|---------------|--|
| Algebra 1     | final grade of 78 or higher in Algebra ½     |
| Geometry      | final grade of 78 or higher in Algebra 1     |
| Algebra 2     | final grade of 78 or higher in Geometry      |
| Advanced Math | final grade of 80 or higher in Algebra 2     |
| Calculus      | final grade of 80 or higher in Advanced Math |

In keeping with our philosophy, students in grades 7 – 12 who fail their Bible course (yearly average) will be required to complete the following summer project: keep a journal outlining weekly devotions and sermon topics. The journal will be evaluated at the end of the summer by the administration with the student's parents in order to determine the enrollment status of the student.

Summer school will not be used to gain credits for the purpose of advancing in grade level.

## REPORT CARDS AND GRADING

## ACADEMIC GRADING SCALE

All students (1<sup>st</sup> – 12<sup>th</sup> grades) will receive an evaluation report every nine weeks. The evaluation will include the student's rating in each area of the curriculum. The academic areas of the curriculum will be graded using the following evaluation system:

|              |    |            |    |
|--------------|----|------------|----|
| 99-100 ..... | A+ | 80-83..... | C  |
| 96-98 .....  | A  | 78-79..... | C- |
| 94-95 .....  | A- | 76-77..... | D+ |
| 92-93 .....  | B+ | 72-75..... | D  |
| 88-91 .....  | B  | 70-71..... | D- |
| 86-87 .....  | B- | 0-69.....  | F  |
| 84-85 .....  | C+ |            |    |

## PROGRESS REPORTS

Student grade cards (1<sup>st</sup> – 12<sup>th</sup> grades) are prepared and distributed at the end of each nine-week grading period. Kindergarten students will receive a grade card beginning with the second nine-week grading period. Grade reports will be posted to Edline accounts twice during each quarter. Parents and students are encouraged to view these reports and to evaluate their progress.

## CONDUCT GRADING SCALE

The school will also use the following system in certain areas of deportment, character development, social living skills, and various non-academic subjects:

|                        |                     |          |
|------------------------|---------------------|----------|
| 21 - Excellent         | 24 – Poor           | P - Pass |
| 22 - Good              | 25 – Satisfactory   |          |
| 23 - Needs Improvement | 26 - Unsatisfactory |          |

## HONOR ROLL

Elementary, junior high, and senior high school honor rolls are compiled for the first three grading periods. Kindergarten honor rolls are compiled for the second, third, and fourth quarters. There is an all “A” honor roll and an “A-B” honor roll. An incomplete in any subject on a report card will automatically disqualify that student from the honor roll for that grading period. High school students who receive three 'unsatisfactory' conduct grades are disqualified from the honor roll.

## INELIGIBILITY

Academic ineligibility is determined as follows:

1. A student has two or more “F’s.”
2. A student has one “F” and an overall grade point average below 2.0.
3. A student has an overall grade point average below 2.0.

Eligibility is determined three times during each quarter. Eligibility is determined at each Edline posting of grades and using the results of the nine-week report card and is in effect until the next posting of grades. Semester and exam grades are not used for determining eligibility. Eligibility affects student participation in athletics, student council, and other school-related organizations and extra-curricular activities. Students who earn a minimum of 40 demerits are subject to probation penalty (see Junior and Senior High Discipline).

## PARENT/TEACHER FELLOWSHIP

Once every nine weeks, at the end of the grading period, a parent/teacher fellowship will be scheduled. The parent will pick up the report card at this meeting with the exception of the final PTF, when report cards are mailed home. Parents will have a time to meet the teachers, tour the facilities, and gain insight into his child's progress.

Report cards not picked up at the meeting will be mailed home the day after the parent/teacher fellowship. Report cards are not issued before the parent/teacher fellowship.

## HOMEWORK

We believe that homework is an integral part of the school program, and each teacher is at liberty to give reasonable homework assignments to aid students in their studies. The school and teachers expect complete homework assignments. Incomplete assignments affect a student's deportment and academic grades. Teachers have the liberty to assign after school time for completing missing or incomplete assignments.

The discipline system decides how to handle late homework. A student with an unexcused absence must make up all missed assignments, tests, and quizzes, but he will receive a grade of zero for this work. Failure to turn in homework receives appropriate discipline. All students record daily assignments in an assignment notebook. Students must have an assignment notebook. A parent signature in the assignment notebook is required for students in kindergarten through the sixth grade.

When a student has an excused absence, it is the student's responsibility to make up the work missed. The teacher will determine the due date for missed assignments. The make-up time for assignments should not exceed twice the number of days missed. A student submits all assignments made before an absence on the day he returns. Tests and quizzes assigned before the absence will be completed on the day the student returns to school at the latest.

The following is a guideline to help parents evaluate the amount of homework time for their student:

Kindergarten .. 0 to 10 minutes

Grades 1-3.....10 to 30 minutes

Grades 4-6.....40 to 60 minutes

Grades 7-12....60 to 90 minutes

If you find that your child is consistently spending more time doing homework than the above guidelines suggest, **contact the teacher**. Perhaps your child needs additional help in that subject area or perhaps a teacher is unaware of how long an assignment is taking.

We want to encourage faithful church attendance; therefore, FBS has a “no homework” policy on Wednesday evenings. This provides opportunity for school families to attend church services.

## COMPREHENSIVE TESTING PROGRAM

Each student in grades K5 – 11<sup>th</sup> takes the Stanford Achievement and the Otis-Lennon School Ability Tests annually. The school sends a parent copy of the SAT test results home. Please refer to the current school year calendar for the SAT testing dates. Parents should avoid scheduling any appointment that takes the student out of school during this week. The administration decides if a new student requires SAT testing before enrollment. Enrollment is not final until the test results are evaluated by the administration.

# ATHLETICS

## PHYSICAL EDUCATION

Students in grades 4 – 12 who have physical education class must wear the appropriately-sized physical education uniform. The P.E. uniform includes the following:

- Men: plain black gym shorts (knee-length) and a gray crew shirt with the school insignia. (Swish pants and sweatshirt are optional. Swish pants and sweatshirt must be plain black, plain red or black with the school insignia.)
- Ladies: plain black gym shorts (knee-length) and gray crew shirt with the school insignia. (A plain black, plain red, or black with school insignia sweatshirt is optional.) Girls in grades 4 - 6 may wear black swish pants for recess or P.E. Ladies in grades 7 – 12 may purchase a pair of FBS swish pants directly from the school to wear during P.E. class. These are not available from Rose uniforms. Only the school-purchased swish pants may be worn during P.E. class for grades 7 – 12.

Students who compete in track may be required to wear swish pants for warm-up activities.

## SPORTS

A comprehensive sports program exists for the high school (7<sup>th</sup> –12<sup>th</sup> grades). We offer soccer, volleyball, basketball, baseball, cheerleading, and track for interscholastic competition. Those students interested in particular sports programs should contact the school office. The sports program does require academic and deportment eligibility. Practice attire for team members is the school P.E. uniform as described above or the FBS sports team uniform.

Academic ineligibility is determined as follows:

1. A student has two or more “F’s.”
2. A student has one “F” and an overall grade point average below 2.0.
3. A student has an overall grade point average below 2.0.

Eligibility is determined three times during each quarter. Eligibility is determined at each Edline posting of grades and using the results of the nine-week report card and is in effect until the next posting of grades. Semester and exam grades are not used for determining eligibility. Eligibility affects student participation in athletics, student council, and other school-related organizations and extra-curricular activities. Students who earn a minimum of 40 demerits are subject to probation penalty (see Junior and Senior High Discipline).

Students who are tardy on the day of a game must report to school no later than 9:30 AM or they will not be eligible to play that day’s game. The only exception to this guideline is a student who has a medical appointment or who must attend a funeral. The student in this case must be in attendance for at least half of the school day before the time the team departs for the game. Students who go home ill may not return and participate in that evening’s game.

Student and parent spectator involvement is encouraged. School dress code is to be observed at all school activities. Students may wear denim dress as described in the handbook (see Dress Code) for all home games.

## FOOD SERVICES

The tuition and extended care charge provide for the cost of the snacks for extended care in the preschool division of the school. Everyone may bring his own lunch in any division of the school or participate in the school lunch program.

A student who has forgotten his lunch money on a particular day may make an emergency charge for that day. Charges must be paid before the privilege may be used again.

School lunch accounts operate on a credit basis only. Lunch money sent to the school by the parent is credited for student lunch charges. When the credit is used, no more charges can be made.

No student is allowed to carry a lunch box (or other items) with objectionable pictures, slogans or logos. Students may not take opened food or drink items from the lunch room. Gum chewing is not permitted anywhere on the school property.

Orientation night information includes the school lunch menu and pricing.

## SCHOOL VISITS

Parents are encouraged to keep a close relationship with the school. The administration and faculty stand ready to help in any way possible. Parents wanting a teacher conference should call the school office and schedule a meeting after school hours. Parents should refrain from visiting the classroom without first making arrangements through the office, as it may disrupt the teaching process.

Students who want to bring visitors to school must secure permission from the administration at least twenty-four hours in advance of the visit. Students in grades 7 – 12 may only have visitors during their lunch period. Perspective students are the only exception. **All visitors are to abide by the school dress code.** The administration reserves the right to reject visitors. Dismissed students may not return to the school grounds before, during, or after school without permission from the administration. All visitors are to first check in at the reception desk or school office.

## DRESS CODE

The student dress code is not a standard of righteousness. The standard of dress does not attempt to measure spiritual maturity. It exists to promote a comfortable and structured school environment. It is the goal of Faith Baptist School to maintain a biblical philosophy of dress. *Modesty, gender distinction, identification with the Lord and not the world, appropriateness, and the motivation of the heart are just a few guidelines established by Scripture.*

***The dress code is in effect for all school activities and functions including those that may occur outside the normal school hours (7:00 a.m. to 6:00 p.m. Monday through Friday). If a student does not follow the dress code, his or her parents will be called, the student will change, and all classes missed will be counted as unexcused absences.***

Faith Baptist School works to maintain a consistent dress style among the students from K5 through grade 12. We request all staff, faculty, students, and parents to direct questions concerning attire to the administration. Questions concerning a specific piece of clothing should be directed to the administration **before** the student wears it to school. Working with the area of dress requires a cooperative attitude on the behalf of the school and the home. Parents who enter the building to pick up children are requested to dress modestly (no shorts) and not to smoke on school property.

## KINDERGARTEN DRESS CODE

Dress code is in effect for all school events including PTF's and all athletic events (even those that occur on weekends) with the following modification: kindergarten students may follow the denim dress code described below for all home games.

Logos, slogans, or pictures other than the school insignia are not permitted on clothing or school supplies. Socks must be visible above the shoes for all students.

Clothing and hairstyle must result in a neat and well-kept appearance. Students' hair must be a natural hair color.

For special activities (field trips, activity days) students shall dress according to the dress standard prescribed for that day.

Tattoos of any kind are not permitted.

The administration reserves the right to decide if the student's dress and appearance are proper and to prohibit objectionable styles and jewelry.

The following types of outerwear may be worn during the academic school day: the school logo sweatshirt, the school logo sweater, a solid red, white, or black cardigan sweater, or a solid red, white, or black fleece (no hood). No other outerwear, i.e. jackets, coats, or hooded attire, may be worn during the academic school day.

Girls are to wear the appropriately sized uniform jumper (in school chosen red plaid) and white Peter Pan collar blouse/school logo polo shirt (red or white) to school daily. Uniform options include the navy culotte (which may be worn on Fridays and for field trips), a V-neck school logo sweater vest, a school logo cardigan sweater, and the school sweatshirt. Socks or tights are to be worn with shoes. Girls' hair is not to be short resembling a boy's cut or to be worn in a faddish style. No cartilage or body piercing is permitted for girls with the exception of pierced earlobes (no more than two holes/earlobe). Jumper and culotte length may not be shorter than to the bend of the knee.

Boys are to wear the appropriately sized black or blue uniform pants and school logo red or white polo shirt to school. Uniform options include a V-neck school logo sweater vest, school logo cardigan sweater, and the school logo sweatshirt. Socks must be worn with shoes. Boys are not to wear jewelry of any kind. Cartilage and body piercing of any kind are not permitted for boys. Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish.

#### **Denim Dress Code:**

- Boys: neat-fitting khakis or jeans  
Polo shirt (no logos except the school logo, no pictures, no words, etc.)  
Socks and tennis shoes  
School logo sweater, school logo sweatshirt, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)
- Girls: neat-fitting denim or khaki skirt or culottes, length must be at least to the bend in the back of the knee  
Polo shirt (no logos except the school logo, no pictures, no words, etc.)  
Tennis shoes  
School logo sweater, school logo sweatshirt, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)

## LOWER ELEMENTARY DRESS CODE

Dress code is in effect for all school events including PTF's and all athletic events (even those that occur on weekends) with the following modification: students in grades 1 – 3 may follow the denim dress code as described below for all home games.

Logos, slogans, or pictures, other than the school insignia, are not permitted on clothing or school supplies. Socks must be visible above the shoes for all students.

Clothing and hairstyle must result in a neat and well-kept appearance. Students' hair must be a natural hair color.

For special activities (field trips, activity days) students shall dress according to the dress standard prescribed for that day.

Tattoos of any kind are not permitted.

The administration reserves the right to decide if the student's dress and appearance are proper and to prohibit objectionable styles and jewelry.

The following types of outerwear may be worn during the academic school day: the school logo sweatshirt, the school logo sweater, a solid red, white, or black cardigan sweater, or a solid red, white, or black fleece (no hood). No other outerwear, i.e. jackets, coats, or hooded attire, may be worn during the academic school day.

Girls are to wear the appropriately sized uniform jumper (in school chosen red plaid) and white Peter Pan collar blouse/school logo polo shirt (red or white) to school daily. Uniform options include the navy culotte (which may be worn on Fridays and for field trips), a V-neck school logo sweater vest, school logo cardigan sweater, and the school logo sweatshirt. Socks or tights are to be worn with shoes. Girls' hair is not to be short resembling a boy's cut or to be worn in a faddish style. No cartilage or body piercing is permitted for girls with the exception of pierced earlobes (no more than two holes/earlobe). Jumper and culotte length may not be shorter than to the bend of the knee.

Boys are to wear the appropriately sized black or blue uniform pants and school logo red or white polo shirt to school. Uniform options include a V-neck school logo sweater vest, school logo cardigan sweater, and school logo sweatshirt. Crew length socks must be worn with shoes. Shirrtails are to remain tucked in while at school and school functions. Boys are not to wear jewelry of any kind. Cartilage and body piercing of any kind are not permitted for boys. Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish.

### **Denim Dress Code:**

Boys: neat-fitting khakis or jeans  
Polo shirt (no logos except the school logo, no pictures, no words, etc.)  
Socks and tennis shoes  
School logo sweater, school logo sweatshirt, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)

Girls: neat-fitting denim or khaki skirt or culottes, length must be at least to the bend in the back of the knee  
Polo shirt (no logos except the school logo, no pictures, no words, etc.)  
Tennis shoes  
School logo sweater, school logo sweatshirt, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)

## UPPER ELEMENTARY DRESS CODE

Dress code is in effect for all school events including PTF's and all athletic events (even those that occur on weekends) with the following modification: students in grades 4 – 6 may follow the denim dress code as described below for all home games.

Logos, slogans, or pictures, other than the school insignia, are not permitted on clothing or school supplies. Socks must be visible above the shoes for all students.

Clothing and hairstyle must result in a neat and well-kept appearance. Students' hair must be a natural hair color.

For special activities (field trips, activity days) students shall dress according to the dress standard prescribed for that day.

Tattoos of any kind are not permitted.

The administration reserves the right to decide if the student's dress and appearance are proper and to prohibit objectionable styles and jewelry.

The following types of outerwear may be worn during the academic school day: the school logo sweatshirt, the school logo sweater, a solid red, white, or black cardigan sweater, or a solid red, white, or black fleece (no hood). No other outerwear, i.e. jackets, coats, or hooded attire, may be worn during the academic school day.

There are special dress requirements for ODACS. Please refer to the ODACS section of this handbook.

PE uniforms are to be worn for physical education class. Please refer to the Athletics section of this handbook for the uniform description.

Girls are to wear the appropriately sized black or blue uniform skirt and white oxford blouse/school logo red or white polo shirt to school. Blouses/shirts are to remain tucked in during the school day. Uniform options include a V-neck school logo sweater vest, a school logo cardigan sweater, the school logo sweatshirt, and the navy culotte (which may be worn on Fridays and some field trips). Socks, tights, or hose are to be worn with shoes. Girls' hair is not to be short resembling a boy's cut or to be worn in a faddish style. No cartilage or body piercing is permitted for girls with the exception of pierced earlobes (no more than two holes/earlobe). If belts are worn, they must be plain blue, brown or black belts. Skirt and culotte length may not be shorter than to the bend of the knee.

Boys are to wear the appropriately sized black or blue uniform pants and white oxford/school logo red or white polo shirt to school. Uniform options include a white dress shirt, a V-neck school logo sweater vest, a school logo cardigan sweater, a black tie and the school uniform tie. Shirrtails are to remain tucked in while at school and school functions. Boys must wear a plain blue, black or brown belt to school. Crew length socks are to be worn with shoes. Boys are not to wear jewelry of any kind with the exception of a wrist watch. Cartilage and body piercing of any kind are not permitted for boys. Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish.

### **Denim Dress Code:**

- Boys:** neat-fitting khakis or jeans with a plain belt  
Polo shirt (no logos except the school logo, no pictures, no words, etc.)  
Polo shirt must be tucked in  
Socks and tennis shoes  
School logo sweater, school logo sweatshirt, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)
- Girls:** neat-fitting denim or khaki skirt, length must be at least to the bend in the back of the knee, slits may not be higher than the bend in the back of the knee  
Loose-fitting, modest polo shirt (no logos except the school logo, no pictures, no words, etc.)  
Tennis shoes  
School logo sweater, school logo sweatshirt, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)

## **HIGH SCHOOL DRESS CODE**

**Students in grades 7 – 12 are not permitted to wear denim attire or athletic/casual footwear during the academic school day.**

Dress code is in effect for all school events including PTF's.

Dress code is in effect for all athletic events (even those that occur on weekends) with the following modification: students in grades 7-12 may follow the denim dress code as described below for all home games.

Logos, slogans, or pictures, other than the school insignia, are not permitted on clothing or school supplies. Socks must be visible above the shoes for all male students. Crew length or cuffed socks are required for boys in grades 7-12.

Clothing and hairstyle must result in a neat and well-kept appearance. Students' hair must be a natural hair color.

For special activities (field trips, activity days) students shall dress according to the dress standard prescribed for that day.

Belts worn to school must be plain brown, cordovan, or black belts. Belts are mandatory for male students.

Tattoos of any kind are not permitted.

The administration reserves the right to decide if the student's dress and appearance are proper and to prohibit objectionable styles and jewelry.

The following types of outerwear may be worn during the academic school day: the school logo sweater, a solid red, white, or black cardigan sweater, or a solid red, white, or black fleece (no hood). No hooded attire or any other outerwear, i.e. jackets, coats, etc. may be worn during the academic school day.

Faddish clothing will often lead to questionable appearances. Parents and students are therefore advised to contact the administration before making such purchases or wearing such styles to school events.

### **Denim Dress Code:**

- Gentlemen: neat-fitting khakis or jeans with a plain belt  
Polo shirt (no logos except the school logo, no pictures, words, etc.)  
Polo shirt must be tucked in  
Socks and tennis shoes  
School logo sweater, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)
- Ladies: neat-fitting denim or khaki skirt, length must be at least to the bend in the back of the knee, slits may not be higher than the bend in the back of the knee  
Loose-fitting, modest polo shirt (no logos except the school logo, no pictures, words, etc.)  
Tennis shoes  
School logo sweater, solid red, white, or black cardigan sweater, or solid red, white, or black fleece (no hooded attire)

There are special dress requirements for ODACS. Please refer to the ODACS section of this handbook.

Dressy events, such as the Junior/Senior Dinner, require special attire and administrative approval of the attire **before** the event. The Junior/Senior Banquet is a formal event. Ladies' formal dresses must meet the dress code. Strapless dresses and dresses with spaghetti straps are not permitted. Shoulders must be covered with no less than two inch wide straps. Gentlemen are to wear suits or tuxedos with the appropriate compliments.

The special dress requirements for **high school graduation** are as follows:

- |   |  |
|---|--|
| Ladies: modest church dress within dress code<br>Hose (natural) and dark dress shoes<br>(dress should be knee length so as<br>not to hang below the gown) | Gentlemen: white dress shirt, black dress slacks<br>black dress socks, black dress shoes<br>uniform tie or black tie |
|---|--|

PE uniforms are to be worn for physical education classes. Please refer to the Athletics section of this handbook for the uniform description.

Young ladies are to wear the appropriately sized black or khaki uniform skirt (measured and worn at the waist) and white oxford blouse/school logo black, red, or white polo shirt to school. Skirt length is mid-calf or longer. Blouses and polo shirts are to remain tucked in during the school day. Uniform options include a V-neck pullover school logo sweater and a school logo cardigan sweater. Socks, tights, or hose may be worn with shoes. Athletic footwear may only be worn during physical education class or when attending a home athletic event. Casual footwear (Dr. Scholl's sandals, flip flops, hiking boots, casual sandals, casual clogs etc.), and footwear that resembles athletic footwear may not be worn to school. Ladies in grades 7-12 are to wear dress shoes to school. Ladies' hair is not to be short resembling a boy's cut or to be worn in a

faddish style. No cartilage or body piercing is permitted for young ladies with the exception of pierced earlobes (no more than two holes/earlobe).

Some field trips and special events will require that ladies wear dresses instead of the school uniform skirt and shirt. Dresses for these events are to be modest, may not be excessively tight, may not be denim, and shall be no shorter than to the bend of the knee. Slits in dresses should come no higher than the bend of the knee. Sleeveless attire and sundresses are not permissible. Dresses are not to be low in front or in back or to be considered as immodest or sloppy in any way by the administration. For dressy or formal occasions, strapless dresses and dresses with spaghetti straps are not permitted.

Young men are to wear the appropriately sized black or khaki uniform slacks with the white oxford shirt/school logo black, red, or white polo shirt to school. Uniform options include a pullover V-neck school logo sweater, a school logo cardigan sweater, a black tie and the school uniform tie. Crew length or cuffed socks are to worn with shoes (socks must be visible above the shoe). Athletic footwear may only be worn during physical education class or when attending a home athletic event. Casual footwear, boots and footwear that resembles athletic footwear may not be worn to school. Young men in grades 7-12 are to wear dress shoes or shoes similar to the Rockport Bridgeport boat shoe or Dockers tassel slip-on shoe to school. Shoes must be black, brown, or cordovan in color. Plain brown, cordovan, or black belts are to be worn daily. Shirrtails are to remain tucked in so that the belt is visible for a neat appearance. Dressy or formal occasions require men to wear dress shirts, dress slacks, dress shoes, coat and tie. Mock turtlenecks are not acceptable. Young men are not to wear jewelry with the exception of class rings and wrist watches. Cartilage and body piercing of any kind are not permitted. Young men in grades 7-12 are to be clean shaven with no facial hair. Side burns are to be no longer than the middle of the ear. Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows, and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish. The picture below is an example of an acceptable male haircut.



## STANDARD OF CONDUCT AND DISCIPLINE

Proper discipline is necessary for the welfare of the school and the student. **Faith Baptist School expects full cooperation from both students and parents in fulfilling every objective of the school.** All parents must sign the Statement of Cooperation. All students, from grades 7 through 12 must read and sign the Student Statement of Cooperation, as given in the Cooperation Agreement.

Faith Baptist School holds that the Bible is the infallible, divine Word of God, and that salvation by faith in Christ is the first step in the Christian life. There is adequate biblical basis for spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life. The result is a life consecrated unto God and separated from the world.

FBS must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us. Christians will endeavor to avoid worldly practices. Loss of sensitivity toward sin hurts a Christian's spiritual growth and maturity. FBS is a church-based

school, organized to protect a Christian's physical, mental, and spiritual well-being. (1 Corinthians 8:9, 12-13; 9:27; 10:32)

Because of these principles, Faith Baptist School has adopted certain standards. Whether at home, school, or elsewhere, the school requires each student to refrain from smoking, foul language, dancing, drug abuse, alcoholic beverages, and rock music (both religious and secular). These are detrimental to spiritual growth for Bible-believing Christians.

We expect all students to live by biblical values and morality, *both in school and out of school*. Some of these include honesty, chastity, sobriety, purity, submission to authority, decency, orderliness, loyalty, patriotism etc. Any student not abiding by these spiritual principles will be subject to counseling, discipline, suspension, or expulsion.

The school reserves the right to select the means of discipline including Saturday school, extra assignments, parental conferences, suspensions, or expulsion. The teacher or administrator notifies the parent of a student detention by a written note delivered by the hand of the student. Scheduled parental conferences are arranged at a convenient time during school hours. Suspensions and expulsions are normally not given until after a parental conference is held.

## KINDERGARTEN/ELEMENTARY DISCIPLINE

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

Kindergarten and elementary teachers use a visualized discipline chart in their classrooms. The chart is a measure of a student's progress or decline in his behavior. Rewards, verbal incentives, and positive reinforcement occur because of good behavior traits. Some of the character traits that will be noted are obedience, diligence, cooperation, kindness, joy, and patience. Verbal reprimands, loss of privileges, and classroom isolation occur because of poor behavior skills. Offences will be noted on the chart using a check or tally system.

The following offenses will be noted:

|  |                              |
|--|------------------------------|
| Talking/communicating without permission     | Homework notebook not signed |
| Inappropriate behavior/conversation          | Disrespectful to authority   |
| Failure to follow instructions               | Off-limits                   |
| Homework-incomplete or not turned in on time | Aggressive or rude behavior  |

Parents will be notified of behavior problems via the homework pad. Teachers will check pads each day. An elementary student refusing to improve his behavior requires parental assistance. Therefore, teachers will contact parents concerning additional measures of discipline. These include scheduled “after school” time for the student or a joint conference with parents, teacher, and the department supervisor. The latter conference automatically schedules a one-hour “after school.” Should the child's behavior not improve, the parents are contacted and the child receives a suspension from school. If behavior does not change following the suspension, the school office arranges a parental meeting. The parents, teacher, supervisor, and school administrator meet to discuss the consideration for expulsion from Faith Baptist School.

In the elementary school, lying, cheating, stealing, foul language and fighting are considered very serious offenses. In the lower elementary (grades 1 - 3), parents will be notified of the first offense. A second offense will result in an *After School* and parents will be contacted. A third offense will require a parent conference with the teacher and the supervisor and a possible one day suspension. In the upper elementary (grades 4 - 6), an automatic one hour *After School* will be given and parents contacted with the first offense. A second offense will result in a one day suspension and a parent conference with the teacher and supervisor. Subsequent suspensions may be longer than one day. All work missed during a suspension

is to be completed and turned in to the teacher. Suspensions are considered unexcused absences and will follow the policies/procedures for unexcused absences. The goal for the teachers and students is to avoid the offenses. Students will be encouraged and reminded of our goal.

## JUNIOR AND SENIOR HIGH DISCIPLINE

1 Corinthians 14:40 - "Let all things be done decently and in order."

The desire of Faith Baptist School is to develop Christian character. This requires a cooperative spirit among the parents, administration, faculty, and the students. A cumulative demerit and Saturday school structure has been established to maintain proper discipline at school. A demerit buy-back system has also been established to promote improved behavior among students.

The following system has been designed to provide consistent disciplinary procedures and to make the student aware of how he/she may avoid disciplinary action. A complete demerit system will be used to help with disciplinary procedures on the 7 – 12<sup>th</sup> grade levels. The privilege of attendance at FBS may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request at any time the withdrawal of any student who, in the opinion of the administration, does not fit in with the spirit of the school, regardless of whether or not he/she conforms to the school's specific rules and regulations. Students will be evaluated each semester in regard to their attitude, influence on others, academic effort, overall spiritual impression, self-control, etc. Saturday detention will be used for students who are involved in minor violations. Detentions may be utilized by the teacher as well as the principal for violations minor in nature. Detentions will be served on Saturday according to the schedule listed below. Students will serve one hour of time for each detention they have earned.

### **Saturday School and Saturday Detention Dates:**

October 2, November 6, December 4, January 15, February 12, March 5, April 2,  
April 30, June 4

Students must attend detention when it is assigned. Students failing to show up for a scheduled detention will receive an additional detention. Students will be charged \$5.00 for each detention. This \$5.00 payment needs to be given to the detention monitor when the student serves detention. Students will receive approximately two weeks notice for scheduled detentions.

Saturday school will be held one Saturday each month. Students will need to attend from 8:00 AM – 2:00 PM. Students attending Saturday school will be required to pay a \$30.00 fee. Students will be notified at least two weeks in advance of needing to serve Saturday school time. Students must serve a full day of Saturday school when they cross the 30, 60, and 90 demerit mark.

If a student commits a major offense, he/she will meet with the principal/administrator to be assigned detentions, demerits, restrictions (including sports), suspension or expulsion, depending on the seriousness of the offense and the student's previous conduct and attitude. This list includes activities away from the school property. Any major offense by itself may be grounds for suspension or expulsion. Major offenses are those offenses that carry a demerit weight greater than 10 demerits. Parents will be contacted in writing if their child is placed on suspension, probation or expulsion from FBS.

### **Demerit System:**

|             |                           |
|-------------|---------------------------|
| 5 demerits  | 1 hour Saturday detention |
| 30 demerits | 1 day of Saturday school  |
| 60 demerits | 1 day of Saturday school  |
| 90 demerits | 2 days of Saturday school |

100 demerits

The student will be expelled from FBS.

At the end of the first semester, students with less than 15 demerits will have their demerits cleared. The following is a list of offenses and applicable demerit amounts. This list does not attempt to be an all-inclusive list. It is impossible to think through every possible scenario that may occur during the course of a given school year. Students may earn back two demerits per week under the demerit buy-back system. Students may not earn back demerits into the negative numbers. One homework grace per quarter per class may be awarded by the teacher. Demerits remain on the student's record for the given school year.

**Offense Demerits**

|   |  |  |       |
|---|--|--|-------|
| No Homework   | 1  | Major Horseplay                                  | 15    |
| Excessive Talking   | 2  | Skipping Class                                   | 20    |
| Drinks in Classroom   | 2  | Misconduct on Trips/Special Events               | 20    |
| Food in Classroom<br>(not teacher distributed)                | 2  | Defacing School Property                         | 20    |
| Passing Notes/Writing Notes                                   | 2  | Leaving School Grounds<br>without Permission     | 25    |
| Dress Code/Hair Code Violation<br>(proper clothes brought in) | 2  |  |       |
| Excessive Hall Noise  | 2  | Harassment of Another Student                    | 30    |
| Unexcused Tardy to Class                                      | 2  | Disrespect                                       | 30    |
| Unexcused Tardy to School                                     | 2  | Direct Disobedience                              | 40    |
| Sitting on Tables/Desktops                                    | 3  | Plagiarism                                       | 40    |
| Gum Chewing   | 5 additional 5 each time                   |  |       |
| Repeated Dress Code/Hair Code<br>Violation                    | 5  | Lying  | 50    |
| Disruption of Class   | 5  | Cheating – first offense                         | 50    |
| Use of Unkind or Hurtful Speech                               | 5  | Cheating – second offense                        | 70    |
| Minor Horseplay   | 5  | Destruction of School Property                   | 50    |
| Not following Teacher Guidelines                              | 5 – 10                                     | Fighting   | 25/50 |
| Leaving Class without Permission                              | 10   |  |       |
| Phone Use without Permission<br>Including Cell Phones         | 10   | Profanity/Vulgarity<br>spoken, written, gestured | 60    |
| Inappropriate Language  | 10   | Stealing   | 75    |
| Reckless Driving in Parking Lot                               | 15 (loss of privilege as deemed necessary) |  |       |

Students of the opposite sex are not to be alone in a car or anywhere on the property and must keep a clear distance between each other. Any boy-girl couple shall not arrive to nor leave from school or school functions without an approved chaperon. Chaperons must be approved in the school office at least one day in advance.

Any student in possession of a weapon, before, during or after school hours, will receive a minimum of two days of Saturday school and possibly expulsion. Legal action will also be taken as necessary in dealing with a weapon possession incident.

Definition of a weapon – A weapon shall consist of any firearm, stun weapon or knife, except a pocket knife having a folded metal blade less than two inches. Weapons also include such items as throwing stars or flailing instruments.

FBS has a zero tolerance policy concerning all forms of racism, pornography, tobacco possession/use, alcohol possession/use, drug possession/use, immorality or homosexuality. Failure to comply in these areas will result in expulsion from school.

Students who reach 100 demerits are expelled from FBS and will not be allowed to return for a minimum of two semesters. Students are not guaranteed re-instatement even after two semesters. Students who are expelled from FBS may not be on school property during school hours or extra-curricular activities. FBS cannot be responsible for helping students with course work during the time of expulsion.

The administration determines the appropriate discipline and the number of demerits received by a student. Suspensions are considered unexcused absences and will follow the policies/procedures for unexcused absences.

| # of DEMERITS | RESULT   |
|---------------|--|
| 15            | Parent sent a warning letter                   |
| 30            | 1 day of Saturday school (8:00 – 2:00)         |
| 40            | Probation penalty * - in effect for two weeks  |
| 40            | Parent Conference                              |
| 60            | 1 day of Saturday school (8:00 – 2:00)         |
| 60            | Probation penalty * - in effect for four weeks |
| 80            | Probation penalty* - in effect for six weeks   |
| 90            | 2 days of Saturday school (8:00 – 2:00)        |
| 100           | Expulsion                                      |

\* Probation Penalty – Eligibility to participate in the sports program, student council, school play, Ministry Team, Honor Team, extra-curricular activities, etc. will be determined by the administration.

## FIELD TRIPS AND OFF-THE-PREMISES ACTIVITIES

All field trips are considered normal school days. Parents will be notified in advance of such trips in order that special arrangements can be made to bring students early or pick them up late, should that be necessary. All students are expected to participate in scheduled field trips. All seniors are expected to participate in the senior trip.

Parents are welcomed and encouraged to serve as chaperones. Chaperones must follow the school dress code and sign the insurance sheet before the activity. Since chaperones are responsible for FBS students, it is necessary that chaperones not bring other children with them for the activity. Chaperones are responsible for any extended care charges that may occur due to early departure or late return times.

The school administration expects the student body, faculty, and chaperones to bear a good testimony of Jesus Christ anywhere they may go. School dress code is still in effect and should be followed. Any student whose behavior is not becoming to a good testimony for Christ or contradicts the standards of conduct will be dealt with according to the school's discipline system. Any student who violates such standards of conduct may lose his privilege of representing the school in off-campus activities.

The following is a list of field trips a parent may expect for each grade level:

K5                      Pumpkin Patch (fall)

- Nursing Home (K5 – February)  
Strawberry Patch (spring)
- 1<sup>st</sup> Prince William Forest Park/Washington DC Zoo (alternate – fall)  
Nursing Homes (Christmas)  
Pope Creek Plantation (late spring)
- 2<sup>nd</sup> Historical Fredericksburg (spring)  
3<sup>rd</sup> Richmond Science Museum
- 4<sup>th</sup> Quantico Museum (fall)  
Montpelier
- 5<sup>th</sup> Quantico Marine Corps Museum (fall)  
Charlottesville
- 6<sup>th</sup> Air and Space Museum  
Mount Vernon
- 7<sup>th</sup> Fredericksburg Tour (spring)  
8<sup>th</sup> Luray Caverns (spring)
- 9<sup>th</sup> Solomon’s Island (fall)  
10<sup>th</sup> Baltimore Aquarium (winter)
- 11<sup>th</sup> American History Museum (Smithsonian) (fall)
- 12<sup>th</sup> Richmond Capital – ODACS State Government Day (January)  
Senior Trip/Activities

## AMERICAN CHRISTIAN HONOR SOCIETY

### PURPOSE

The ACHS seeks to:

- Advance Christian Scholarship
- Challenge Christian Leadership
- Honor Christian Character
- Stimulate Christian Service

### HISTORY

The American Christian Honor Society was founded by the American Association of Christian Schools in March of 1979. Many school administrators had expressed a need for honoring qualified students within the Christian school. These administrators desired an organization which would be uniquely Christian. For the Christian school to honor scholarship, leadership, character, and service was insufficient. The emphasis needed to be placed upon Christian scholarship, Christian leadership, Christian character and Christian service. Therefore, the American Christian Honor Society came into existence to fulfill this need.

### LOCAL CHAPTER

Faith Baptist School established its local chapter of the American Christian Honor Society in January 1998. The first members were inducted at that time. This local chapter includes student members and an advisor.

## MEMBER REQUIREMENTS

Every member must meet the following requirements:

1. Students must be selected from the tenth, eleventh, or twelfth grades.
2. Students must meet the qualifications for Christian scholarship, leadership, character and service.
3. Students must be enrolled for one semester prior to being inducted into the society and must attend the Christian school as a full-time student.
4. Students must have a minimum scholastic average of 90%.
5. Students may not have more than 16 demerits.

## ELECTION PROCESS

1. Scholarship—Cumulative scholastic average of 90% is calculated from the ninth grade to the present.
2. Christian Character—Staff and faculty evaluation in the areas of character, service, and leadership are assessed using a rating system of superior, average or weak (wait another year). Student evaluations must include at least 55% superior ratings and no more than four weak ratings to qualify. Faculty will evaluate the students using the ACHS Selection Guidelines.
3. Personal Evaluations
  - A. Service-Students must be actively involved in projects within the following areas:
    - church
    - youth group
    - school activities
    - community (optional)
  - B. Leadership in at least one school activity and one out-of-school activity.
  - C. Christian experience-salvation, daily walk, and spiritual growth.

## SELECTION GUIDELINES

In order to maintain an orderly and consistent means of determining eligibility for membership in the Christian Honor Society the following areas are evaluated by staff members who have contact with the candidate.

Character:

- takes criticism willingly and accepts recommendations graciously
- constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- upholds Christian principles of morality and ethics
- cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern, and respect for others
- observes instructions and rules, punctuality and faithfulness in obligations both inside and outside of the classroom

- exhibits powers of concentration and sustained attention as shown by perseverance and application to studies
- manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others
- actively helps to rid the school of bad influences or environment

Service:

- willingly upholds scholarship and maintains a loyal attitude toward the school
- participates in some outside activity such as Girl Scouts; Boy Scouts; church groups; volunteer services for aged, poor or disadvantaged; family duties
- volunteers dependable and well-organized assistance, is available on his own time, and is self-sacrificing, works well with others and willingly takes difficult or inconspicuous responsibilities
- renders cheerfully and enthusiastically any requested service to the school
- willingly represents his class or school in interclass and interscholastic competition
- shows courtesy by assisting visitors, teachers, and students

Leadership:

- is resourceful in proposing new programs, applying principles, and making suggestions
- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals; contributes ideas that improve the civic life of the school; shows ability to delegate responsibilities
- exemplifies positive qualities
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility, conducts business efficiently and effectively and is reliable and dependable without prodding

## SUGGESTED AREAS OF SERVICE

Church

- teacher/aide in Sunday school class
- children's church worker
- bus ministry worker
- choir, orchestra, or special music
- church work days
- help projects for the elderly
- other church related ministry work

Youth Group

- leadership functions
- visitation
- youth projects
- other youth related church work

School

- aide to classroom teacher
- library aide
- cleaning assistance
- office aide
- student projects
- other school related service

- Community
- aide in the hospital
  - involvement in service projects of Boy Scouts, Girl Scouts, etc.
  - poll worker
  - community volunteer
  - other community related assistance

## AREAS OF LEADERSHIP

Leadership is not necessarily synonymous with the holding of an office. A student who exhibits good leadership abilities might never hold an office. A leader must be able to take responsibility for a project, organize the activities, and properly direct the individuals involved to a successful conclusion. The evaluation of leadership potential can be subjective.

## DISMISSAL

Members who fall below the standards of evaluation will receive notification that their membership is in jeopardy. Members are given a nine-week period (or until the end of the next nine-week grading period) as a probationary period. At the end of the probationary period, standards are re-evaluated. If the member continues to fall below the standard, a council vote is conducted determining whether dismissal is warranted. A student that is dismissed cannot be reinstated. All ACHS material must be returned upon dismissal.

## ACTIVITIES

The ACHS will seek to serve the Lord Jesus Christ through established service projects, special meetings, and school-initiated functions.

## ANNUAL REPORTS

A yearly report is filed to the ACHS National Office. The report includes student membership and chapter activities.

## OFFICES

President  
Vice President  
Secretary  
Treasurer

## ODACS

The Old Dominion Association of Church Schools (ODACS) is an organization of church school ministries throughout the Commonwealth of Virginia. ODACS Competition is a regional and state-wide competition in Bible, Academics, and Fine Arts. The Bible/Fine Arts competition held in March includes five areas of competition: Bible, Music, Art, Speech, and Academics. The ODACS Track competition held in April/May includes track and field competitions.

Fourth through twelfth grade students may participate in the ODACS Competition. Some areas of competition may require that the student be a member of the classroom elective. For instance, band performers will need to be in band class and vocal music group competitors need to be in choir. However, this is not to say that a student not in band or choir could not compete in a solo instrumental or vocal category. All students participate in the preliminary in-school competition. Those selected from the in-school competition represent FBS at the regional competition. Students competing at level 2 and level 3 who receive first place at the regional level compete in a state competition. Students competing at level 3 who receive first place at the state level compete in a national competition in Greenville, South Carolina. There is no national competition for track and field. Dates for these competitions are found in the school calendar.

If you would like your student to participate in the preparation of ODACS activities in a certain area, please be sure to contact the homeroom teacher. Some categories involve **extensive** home assistance.

## AREAS OF COMPETITION

**Bible/Fine Arts Competition:** The five areas of competition are Bible, Music, Art, Speech, and Academics. An individual student can enter as many as three different categories of individual competition, plus an art project or a science fair project. He can only enter one category in each area (example: Steve can enter a Bible category, a speech category, an academic testing category, and an art category. However, he could not enter vocal solo, sacred piano, crafts, and drawing). A student may enter group competitions besides the three individual categories.

**Track Competition:** The two areas of competition are Track events and Field events. An individual student may compete in two track events, two field events, and one relay, for a total of five events. Boys and girls compete separately.

There are three levels of ODACS competition: Level 1 (grades 4-6), Level 2 (grades 7-9), and Level 3 (grades 9-12). Ninth graders may choose to compete at either level 2 or level 3.

## IN-SCHOOL COMPETITION

Students may sign up for competition areas at the beginning of the school year. Grades 4 through 12 will compete against each other at the in-school competition in February. Competitors for the regional competition will be selected from those who compete at the in-house competition. Those selected to compete at the regional level may not necessarily be the first place winners from the in-house competition.. Only one student for each individual category will represent our school at the ODACS Bible/Fine Arts Competition. Two students for each individual category can represent FBS at the track competition. Students may be required to follow the ODACS dress code requirements for the In-House Competition. Students will be notified in advance if this is required.

## AWARDS

In-school competition will award 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place ribbons. The regional ODACS will award 1<sup>st</sup> and 2<sup>nd</sup> place ribbons. The state competition awards 1<sup>st</sup> place trophies and 2<sup>nd</sup> and 3<sup>rd</sup> place ribbons.

## FEES

A transportation fee will be charged for the State ODACS competition. The cost for Nationals is \$14.00/person/category with the exception of band (cost varies depending on number of band students). Those who compete at the National level will also be responsible for transportation, food, and lodging costs.

## DRESS CODE FOR ODACS: Regional, State, and National Competitions

**Bible/Fine Arts Competition:**

**Level 1:**

**Girls:**

Muted floral pastel or solid pastel dress  
Length must be below the knee  
Skin-tone hose and black dress shoes  
No tennis shoes, boots, skirts, blouses

**Boys:**

Black school uniform pants with black belt  
Long sleeve white dress shirt and tie  
Dark socks, black dress shoes  
No jeans or tennis shoe

**A suit coat is required for preaching competitions.**

**Levels 2 and 3:**

**Band/Instrumental Solos/Instrumental Ensembles:**

**Ladies:**

White oxford shirt or dress blouse  
School uniform black skirt  
Black hose and black dress shoes  
Black Cardigan (Level 3 only)

**Gentlemen:**

White dress shirt and tie  
School uniform black dress pants, black belt  
Black dress shoes, black socks  
Black cardigan (Level 3 only)

**Choir/Vocal Solos/Vocal Groups:**

**Ladies:**

Light floral tea-length dress  
Light hose and dress shoes

**Gentlemen:**

White dress shirt and tie  
School uniform black dress pants, black belt  
Black socks, black dress shoes

The above dress code for choir/vocal solos/vocal groups and band may be modified by the director(s) in order to provide a more formal/uniform appearance for competition. Any modifications will be announced to the students involved before competition.

**All Other Competitions:**

**Ladies:**

Church dress within school dress code **or**  
Black school uniform skirt with white  
blouse and school cardigan  
Hose and dress shoes

**Gentlemen:**

White dress shirt and tie  
School uniform black dress pants and belt  
Dress shoes and socks  
A suit coat is required for preaching competitions.

**Track and Field Competition:** A clean school P.E. uniform is required for all levels. Sweatpants may be required for warm-ups. Appropriate socks and tennis shoes are necessary.

**COMPETITION AREAS FOR GRADES 4 - 12**

**Area One - Bible:**

**Bible Quiz Team:** A five-member team is quizzed orally over the following:

Level 1 – Galatians and Ephesians

Levels 2 & 3 – Galatians, Ephesians, Philippians, Colossians, Phileman

Students may be on the quiz team and compete in one other Bible area with one exception: Bible sword drill is strictly for elementary students.

**Bible Testing:** Old Testament Testing

Level 1 - Ruth

Levels 2 & 3 – 1 & 2 Samuel

New Testament Testing

Level 1 – John

## Levels 2 & 3 – 2 Corinthians, Galatians, Ephesians

A one-hour written test is taken over selected books from the Old or New Testament.

**Bible Memory:** Memorize a given list of verses with a common theme; quizzed spelling bee fashion.

Level 1 – God’s Promises  
Levels 2 & 3 – The Triune God

**Bible Teaching:** Prepare and teach a Bible lesson.

|              |  |
|--------------|--|
| Level 1      | Primary age children: 3-7 minutes                              |
| Levels 2 & 3 | Junior age children: 5-10 minutes & 10-15 minutes respectively |

**Bible Preaching:** Open only to young men; prepare and preach a message according to the following:

|              | <u>Level 1</u> | <u>Level 2</u> | <u>Level 3</u> |
|--------------|----------------|----------------|----------------|
| Expository   | N/A            | 5-10 minutes   | 10-15 minutes  |
| Evangelistic | 3-7 minutes    | 5-10 minutes   | 10-15 minutes  |
| Topical      | N/A            | 5-10 minutes   | 10-15 minutes  |

**Bible Sword Drill:** Students are given a topic, a reference, a Bible character, a book, or an unfinished quotation. A charge is given testing the speed and accuracy in locating the given information. Only elementary students are eligible.

### Area Two-Music:

Students may only compete in one individual competition in the fine arts area.

Music categories are chosen by auditions in music class.

|   |  |
|---|--|
| Small Vocal Ensemble                        | Sacred Piano                           |
| Large Vocal Ensemble ( Level 3 only)        | Classical Piano                        |
| Female Vocal Solo (No Level 1)              | Organ (Level 3 only)                   |
| Male Vocal Solo (No Level 1)                | Sacred Piano-Organ Duet (Level 3 only) |
| Choral Group (7 - 18 members)               | Sacred Piano Duet (Level 3 only)       |
| Youth Choir (19+ members)                   | Classical Piano Duet (Level 3 only)    |
| Instrumental Brass Solo                     | Handbell Choir (Level 3 only)          |
| Instrumental Woodwind Solo                  | Handbell Ensemble (Level 3 only)       |
| Instrumental String Solo                    | All School Band                        |
| Instrumental Ensemble (Large: Level 3 only) | Orchestral Ensemble (Level 3 only)     |

All music must be memorized except for band, organ, handbells, piano duet, organ-piano duet, and instrumental ensembles. Selections of music shall be religious, patriotic, or classical and no longer than eight minutes in length. Students are responsible for supplying the original composition with all measures numbered.

### Area Three-Speech:

Dramatic Interpretation  
Oral Interpretation of Poetry  
Religious Reading  
Declamation  
Humorous Interpretation  
Debate (No Level 1)

Duet Acting (No Level 1)  
Original Persuasive Oratory (No Level 1)  
Extemporaneous Speaking (Level 3 only)  
Oral Interpretation of Scripture (Level 3 only)  
Readers Theatre (Level 3 only)  
Choric Speaking (Level 3 only)

All selections are memorized. The author of the piece must be known. The lengths for speeches are as follows:

Level 1- 2 to 5 minutes

Level 2- 3 to 9 minutes (duet acting: 5 – 10 minutes)

Level 3- 5 to 10 minutes (duet acting: 8 – 13 minutes; readers' theatre and choric speaking: 6-13 minutes)

Teachers will aid students in selection of materials.

#### **Area Four-Art:**

Calligraphy  
Monochromatic Drawing  
Polychromatic Drawing  
Watercolor

Crafts  
Printmaking (Level 3 only)  
Photography: Black/White or Color  
Poster (No Level 3)

Oil/Acrylic Painting  
(These are separated in Level 3 only)  
Textiles  
Sculpture

Digital Photography  
Digital Media  
Woodworking (No Level 1)  
Mixed Media (Level 3 only)

#### **Area Five-Academics:**

**Testing:** Academic testing is evaluated with a one hour written test.

English Grammar

Creative Writing

Short Story (No Level 3)

Poetry

Expository Writing: Essay (Level 3 only)

Spelling (Students purchase the spelling book for a nominal fee)

Spanish (No Level 1)

Geography/History (Level 3 must choose U. S or World History/Geography)

Science (Level 3 must choose: biology, Chemistry, Physics)

Mathematics (Level 3 must choose Algebra/Geometry or Advanced Mathematics)

Political Science/Economics (Level 3 only)

Accounting (Level 3 only)

Home Economics (Level 3 only)

Music Theory (Level 3 only)

**Science Fair Project:** (Biological or Physical)

A student may enter a science project and be eligible to compete in another academic area at the regional and state competitions. A science fair project includes a display board stating the hypothesis, data

and conclusion of the experiment, the experiment itself, and a three to eight page, typed research paper on the chosen topic.

### **ODACS Annual Track Events**

#### **Track Events:**

50 meter  
100 meter  
200 meter  
400 meter  
800 meter  
4 x 100 relay  
1600 meter (no Level 1)

#### **Field Events:**

softball throw  
shot put  
long jump  
discus (no Level 1)  
triple jump (Level 3 only)

Your cooperation and support are greatly needed and appreciated as we prepare for this exciting competition.

## **CARS**

Student drivers should register for parking on the night of the FBS Orientation. Registrations for parking are also taken in the school office on the first day of school. Students who drive to school must park in the designated student parking area of the parking lot. The student placard must be displayed in the windshield while parked. Once arriving at school, the student driver may not return to his vehicle until the dismissal of school. Drivers displaying erratic or reckless behavior on or near school grounds or who are excessively tardy to school will forfeit the privilege of driving to and from school.

Student drivers will be dismissed no earlier than 3:10 p.m. If a student that drives has a need to leave school early, he must have a written note from home stating the time and reason he is to leave. He must also come to the office before leaving to sign himself out.

Any boy-girl couple shall not arrive to nor leave from school or school functions without an approved chaperon. Drivers arrange for chaperon approval in the school office at least one day in advance.

## **PARKING LOT**

Safety is a priority when picking up or dropping off students at the school. Therefore, the following rules regarding vehicle operation and use of crosswalks must be followed.

### **VEHICLE OPERATION**

1. A traffic director stationed in the lot has priority concerning the direction and manner that vehicles maneuver during pickup and drop off times.
2. Signs are posted as to speed and direction; please abide by them.
3. Parents entering the school facilities must park. **Do not park or leave your car in the lane of traffic unattended.**
4. Parents transporting preschool, kindergarten, and/or elementary children stay in the right lane of traffic for pickup and drop off.
5. Parents transporting preschool students only may procedure directly to the preschool area for drop off and pickup.
6. Parents transporting high school students stay in the left lane of traffic for pickup and drop off.

### **USE OF CROSSWALKS**

Crosswalks are to be used during the most congested times, which are 8:15 a.m. – 8:30 a.m., 11:30 a.m. – Noon, and 3:10 p.m. – 3:25 p.m. Staff members and students using the parking area should use a crosswalk and are to avoid walking through the middle of the parking lot. Parents transporting children should not park on or otherwise block the crosswalks. Doing so impedes the flow of traffic and could result in a tardy for other students.

**Remember that pedestrians using the crosswalk have the right-of-way!** Please drive with caution. We appreciate your cooperation to help make the parking lot safe for our students.

## DISMISSAL PROCEDURES

1. Stay in the right lane of traffic for pickup of preschool, kindergarten, and elementary children.
2. Stay in the left lanes of traffic for pickup of high school children.
3. Follow the directions of the traffic directors.
4. Students will be lined up in grade order and dismissed from the sidewalk.
5. Drivers who come into the building to pick up children must park their vehicles and wait in the Scott Center Foyer.

## PHONES/PERSONAL ELECTRONIC DEVICES

The administration requires that students obtain a pass from a supervisor before using a hallway phone. Students may use the hallway phones with a pass before 8:30 a.m., after 3:10 p.m., and during their lunch times. All calls must be business in nature; no personal or frivolous calls.

We ask that parents and students help us in keeping the phones as free as possible for those who do need to make urgent calls.

Because the faculty and staff are busy during the school day, parents will find it easier to use the voice mail system. Once you have reached the receptionist, tell her you would like to leave a message on voice mail. Name the individual, and she will connect you with his voice mail. Teachers and staff check their voice mail daily for important messages.

Students may not use any personal electronic communication or message devices during the academic school day (cell phones, pagers, beepers, etc.). These items are not to be turned on or to be with the student during the academic school day. These items will be confiscated by FBS personnel and given to the FBS administrator. Confiscated items will be returned to the parents of the student. Students will receive discipline consequences for this offense. Cell phones may be utilized after 3:30 PM by high school students; however, any student, including high school students, in extended care may not use a cell phone without the permission of an FBS faculty/staff member. Notebook computers, PDA's, and the like are allowed in the high school classroom with the permission of the teacher as long as their use is academic in nature and not distracting from the classroom environment. The internet may be accessed from these devices for educational purposes only and only if the student has a signed current internet use form on file in the school office. Students are not permitted to access personal websites or email accounts while at school. Kindergarten/Elementary students are not permitted to bring any of the aforementioned items to school. This includes cell phones.

## FIRE DRILLS

Each room contains the fire exit route to follow. Students will do drills monthly. Teachers demand NO TALKING in the hallway, stairwells, or exterior lines. Teachers instruct students to go quickly to their designated areas.

## LIBRARY

The Grafton Library stocks a good variety of fictional, non-fictional, and reference materials. Books needed for book reports, research papers, and leisure reading are found in the library. Teachers arrange visits to the library during the day. The responsibility for the safe return of materials checked out from the library rests with the parents. Items not returned to the library by the student are billed to the parent's account. Overdue library books are charged ten cents per day per item. Weekly overdue and fine notices will be sent home with the student. Any accounts that are not brought current in thirty days will be transferred to the finance office and applied to the family account.

## LOST AND FOUND

All found items are sent to a designated lost and found area for each department. KK-K5 should check with the preschool office. Grades 1-3 should check with the lower elementary supervisor or the child's teacher. Grades 4-12 should check with their homeroom teachers. Reclaiming items must be done before or after school. Periodically throughout the school year lost articles will be on display. Students can claim them during these times. Any items remaining afterward are discarded, donated to a charitable organization, or sold. Students are encouraged to label all uniforms worn to school as well as personal items brought to the school.

## SCHOOL CLOSINGS

It is the school's desire to notify parents when circumstances may warrant the closing of school due to weather or emergency conditions. Please understand that undesirable weather can occur at the most inopportune moment. Your patience and cooperation are important during these times.

If circumstances suggest the possibility of school cancellation, parents have three options: 1) Check the school website for cancellation status ([www.fbsnet.org](http://www.fbsnet.org)). 2) Call the school office at (540) 786-4953. Once you hear the auto attendant, enter ext. 432 for **Weather Cancellations** or ext. 226 for the **School Office**. The message will explain the school's status for the day. Check this message after 6:00 a.m. 3) Listen to the school-closing reports on area radio stations (WFLS-93.3 FM or 1350 AM, WTOP 107.7 FM, WFVA 101.5 FM or 1230 AM, WGRQ 95.9 FM, and WGRX 104.5). Please note that some radio stations list public and private school closings at different times.

If severe weather during the school day makes it necessary to pick up your child early, please call before coming.

Should the school need to close early due to increasingly bad weather conditions or other emergency conditions, the school will attempt to reach each parent by phone for pick up. If parents cannot be reached, the alternate contacts given on the information card will be contacted for pickup of students.

## PERSONAL INVITATIONS

Students or parents wishing to distribute invitations to members of any class must first receive permission from the teacher of the class. It is the parents' responsibility to distribute or mail approved invitations.

Solicitation is forbidden at Faith Baptist School without the specific approval of the administration. This includes selling of tickets, candy, distribution of political material, or circulation of petitions and flyers.

## END OF YEAR

All library books, textbooks, and school materials must be returned in good condition. Lockers and desks must be clean and free of damage. A fee will be charged for any damaged or lost item. This fee must be paid before report cards or records will be released.