

**FIRST BAPTIST CHRISTIAN SCHOOL  
STUDENT HANDBOOK**

**2024-2025**



**First Baptist Christian School**

*"...they shall mount up with wings as eagles..."*

**Isaiah 40:31**

**201 WEST CONVENT STREET**

**LAFAYETTE, LA 70501**

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## **MISSION STATEMENT**

**First Baptist Christian School is committed to partnering with parents to equip students to reach their full potential by providing academic excellence in a Christian environment.**

## **CORE VALUES**

- **Embracing a Christian worldview**
- **Excelling in academics**
- **Educating with a Biblical curriculum**
- **Equipping in discipleship**
- **Exemplifying Christian leadership**
- **Engaging parents and families**
- **Encouraging evangelistic focus**

**FBCS is approved by the Louisiana Department of Education and is a candidate for accreditation by Cognia. FBCS is a member of the Association of Christian Schools International (ACSI) and the National Alliance of Christian Schools (NACS/SBACS).**

## **F.A.I.T.H.**

**A simple way to understand God's plan of salvation**

**Forgiveness. "In Him we have redemption through His blood and the forgiveness of sins..." Ephesians 1:7**

**Available. His forgiveness is available to all. John 3:16**

**Impossible. It is impossible for sin to enter Heaven. Man is sinful. "For all have sinned and fall short of the glory of God." Romans 3:23**

**Turn. Turn means to repent, to turn from sin and self. "...But unless you repent, you will all likewise perish." Luke 13:3 Where should one turn? Turn to Christ. "...Christ died for our sins according to the Scriptures, that He was buried, that He was raised on the third day..." 1 Corinthians 15:3-4 "If you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved." Romans 10:9**

**Heaven. Heaven is eternal life offered by Christ. "I have come that they may have life and that they may have it more abundantly." John 10:10 "And If I go and prepare a place for you, I will come again and receive you to Myself, that where I am, there you may be also." John 14:3**

**After accepting Christ as your Lord and Savior, FAITH takes on a new meaning-- Forsaking All, I Trust Him.**

## **CHAPEL**

**“Worship the Lord in the beauty of holiness.” Psalm 29:2**

**Chapel and worship services are important to us at FBCS. Each school day begins with prayer and pledges to the American Flag, the Christian Flag, and the Bible. All our students attend Bible classes every school day. Divisional and all-school chapel services are scheduled. FBCS conducts special large chapel services in the FBC Sanctuary during the school year where our students help lead in worship, and guests are invited to attend.**

## **ADMISSION POLICY**

**To be considered for admission to FBCS, every student must have submitted a completed application via Gradelink. With the submission of the application the following documents are needed:**

- Immunization records**
- Copy of Social Security card**
- Copy of birth certificate**
- Discipline records from previous school(s)**
- Report cards from previous school(s)**
- Attendance records from previous school(s)**
- Test scores from previous school(s)**

**After admission testing, the student's scores will be reviewed, and the student will be considered for admission. Our curriculum is designed for students who perform academically at or above grade level. No modifications are made for students with learning differences.**

**If a student were to be admitted to FBCS, official school records must be transferred from school to school. Homeschool students must also submit official records.**

**FBCS does not discriminate on the basis of race in the administration of its educational policies, admission policies, scholarship programs, and other school administered programs.**

## **Health Records**

**Current immunization records of students must be on file prior to the first day of school for each school year. Immunization records must be updated as needed.**

## **Student Fees/Tuition**

**The parent/guardian is responsible for payments of all student fees and tuition. The enrollment fee is non-refundable and non-transferable. A full refund of tuition will be made if a student were to withdraw before the first day of classes. Half of the tuition will be refunded if a student withdraws from school before the second semester begins. Refunds are not given if a student were to withdraw after the second semester begins. If payment of tuition were to be delinquent, the student may not be admitted to classes until payment is received.**

## **Tuition Payment Options**

**Option 1:** If payment were to be made in full on or before July 2, 2024, a \$100 discount will be given per student. The family may not have an outstanding balance in other categories such as but not limited to: Curriculum Fees, Security Fees, balance from previous year.

**Option 2:** Fifty percent of a family's tuition is due on or before July 2, 2024, and the remaining fifty percent is due on or before January 7, 2025.

**Option 3:** Tuition may be paid monthly for 10 months by bank draft only. Payments must be drafted each month, July 15 through April 15. Draft documents and draft agreements must be signed in the Business Manager's office before students begin classes.

**Multi-Student(s) Discount:** \$150 off tuition of second child, \$350 off tuition of third child and any children thereafter.

**EBA Church Member Discount:** \$200 off tuition per student with Membership Letter from a church in good standing in the Evangeline Baptist Association. Letter must be provided by August 31 or within 30 days of enrollment. If church leaves EBA, discount will be discontinued the following year.

## **Withdrawal and Transfer**

**Before a student is officially withdrawn from FBCS, a withdrawal form must be signed by the parent/guardian. All school property must be returned. Completion of all obligations must be cleared through the office.**



## **Student Record Duplication**

**Duplication of student records for the purpose of enrolling in another school is free of charge for the first copy. For each subsequent copy, five dollars (\$5.00) will be charged. Official records must be transferred from school to school. No student records shall be released unless all accounts due to the school have been paid in full and then only when the proper procedures have been followed.**

## **Age Requirement**

**The minimum age for a student entering preK3 shall be age 3 by September 30, of the year in which the student enters preK3. The minimum age of a student entering preK4 shall be age 4 by September 30, of the year in which the student enters preK4. For students entering preK3 or preK4, students must be fully potty trained. The minimum age of a student entering K5 shall be age 5 by September 30, of the year the student enters K5. The minimum age of a student entering first grade shall be age 6 by September 30, of the year the student enters first grade.**

## **ATTENDANCE POLICY**

**Regular attendance is necessary for each student to achieve his/her best in school. If a student were to be absent, the school may be contacted by 9 a.m. the day of the absence, so that the student's class work and homework can be collected for pick up by a parent.**

**In accordance with Louisiana state attendance requirements and our school calendar, students shall have no more than 15 unexcused absences to receive credit for the school year or credit in a high school subject. Students in high school who do not meet the attendance requirements in each class, may lose Carnegie units (credits). Elementary students who do not meet attendance requirements may not be promoted to the next grade.**

**Excused absences include:**

- **Illness with a doctor's note**
- **Illness with a handwritten, dated, and signed note from a parent/ guardian stating the nature of the illness**
- **Immediate family bereavement**

**Unexcused absences include but are not limited to:**

- **Family vacations**
- **College visits (Seniors are encouraged to make college visits. They should talk with their teachers and take care of their work that would be missed before the college visits.)**
- **Non- school sponsored extracurricular activities**

**For further clarification, contact the school office.**

**For a student in Grades preK3 through 6 to be counted present for the entire day, he/she must be present 51% or more of the school day. For students in Grades 7-12, attendance will be taken in each class; and if a student were to be tardy for at least half of the class period, the tardy becomes an unexcused absence for that class.**

**It is mandatory that a student must be free from fever for at least 24 hours before returning to school.**

**For a student to receive a Perfect Attendance Award for the year, a student must be present every school day with no tardiness and no early check out.**

### **Attendance and Test Policies**

**If a student has an excused absence, the student will be given the same number of days to make up tests and complete assignments as he/she was absent.**

**If the absence were to be unexcused, all tests must be taken immediately upon return, and all classwork and homework is due upon return. The highest score that the student may receive is 91%.**

**Students must also consider this policy when checking out early from school. It is the student's responsibility to check with the teacher about taking a test and completing all assignments before checking out.**

**If there were to be questions, the student should talk with the teacher or contact the front office.**

## **Signing In/Signing Out/Tardiness**

**Students who are late reporting to school in the morning must sign in at the front desk. Students arriving after 8 a.m. must enter using the West Convent Street doors. The West Convent Street doors are not for student admission until after 8 a.m.**

**A parent or guardian must come to school to sign a student in or out. For self-driving high school students, parents must call the school office and send an email to give permission to check out. Students who are leaving early must check out in the front office before 2:30 p.m. Unless there were to be an emergency, please do not call the front office after 2:30 p.m., as this time is spent finishing the school day and preparing for dismissal.**

## HIGH SCHOOL ACADEMIC PROGRAM

### Program of Studies

Students who enroll in high school at FBCS will take a college prep curriculum and all 5 of the following subjects each year: Bible, English, math, science, and history/social studies. In addition to these core subjects, FBCS offers additional courses in fine arts, foreign languages, and physical education to meet the TOPS requirements for graduation. Graduates will complete the following course of study in accordance with Louisiana state TOPS requirements.

<b>English, including writing &amp; grammar</b>	Fundamentals of Literature, Elements of Literature, American Literature, British Literature	<b>4 units</b>
<b>Math</b>	Algebra I, Algebra II, Geometry, Precalculus	<b>4 units</b>
<b>Science</b>	Physical Science, Biology, Chemistry, Physics	<b>4 units</b>
<b>History</b>	World Geography, US History, World History, Civics	<b>4 units</b>
<b>Bible</b>		<b>4 units</b>
<b>Foreign Language</b>	Spanish I, Spanish II	<b>2 units</b>
<b>Physical Education</b>		<b>1.5 units</b>
<b>Health</b>		<b>0.5 units</b>
<b>Fine Arts</b>	Music appreciation & performance	<b>1 unit</b>
<b>Electives</b>		<b>Minimum of 1 unit</b>

## **TOPS**

The Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships. Students must apply for TOPS by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Information about TOPS may be found at [www.osfa.state.la.us](http://www.osfa.state.la.us).

## **Dual Enrollment**

Students who are participating in Dual Enrollment will be given grades by the university criteria. Students enrolled in Dual Enrollment are reminded that grades will be included on their transcripts and may affect a student's TOPS status. Tuition and fees for DE courses are determined by the university and are paid directly to that university. A copy of the transcript of DE courses must be submitted at the end of each semester to the school office.

## **Special Testing**

- PreACT is administered to students in Grs 8-10.
- PSAT is offered to students in Grs 10-11 who have at least a GPA of 3.5.
- ASVAB Test is given to students in Grade 11.

## **High School Honor Student Selection**

Valedictorian, Salutatorian, and Historian honors are determined by the overall GPA of all high school classes and dual enrollment classes.

## **GRADING POLICY**

### **PreK3, preK4 (All subjects)**

**92-100 E (Excellent)**

**83-91 G (Good)**

**75-82 S (Satisfactory)**

**67-74 N (Needs improvement)**

**0-66 U (Unsatisfactory performance)**

### **K5 through high school (All subjects)**

**92-100 A**

**83-91 B**

**75-82 C**

**67-74 D**

**0-66 F**

### **Semester and Final exams**

**No semester or final examinations will be given in Grades 1-6. Semester examinations will be given in Grades 7-12 and will be administered during regularly scheduled class times. First semester exam grades will be included in the Quarter 2 average. Final exam grades will be included in the Quarter 4 average. In Grades K5-12, final course grades will be by averaging the four quarter averages.**

## **Athletic Eligibility**

**For a student to be academically eligible to participate in sports at FBCS, he/she must maintain a minimum GPA of 2.0 in subjects in which students are regularly tested. In high school (Grades 9-12), this includes all subjects. Grades will be reviewed at the end of each quarter.**

## **Homework**

**Grade appropriate homework will be assigned. For academic success, it is necessary for students to complete assigned homework, complete unfinished classwork, study for tests and quizzes, complete ongoing projects, and exercise good academic time management.**



## **GRADE REPORTING**

**To keep parents well informed, the following procedures will be followed:**

- 1. Teachers of Grades preK3 and preK4 will send home daily work, along with the daily conduct sheet, in the students' folders.**
- 2. Teachers of Grades K5 through 3 will send home weekly tests/quizzes and a conduct report in a test folder. These are to be signed and returned to the teacher.**
- 3. For students in Grades 4 through 12, tests/quizzes will not be sent home. Individual papers may be viewed in the office at the request of the parents. Students in Grades 7 through 12 will receive no conduct grades.**
- 4. Parents will be given passwords to view their students' grades online through Gradelink.**
- 5. Report cards for all FBCS students will be posted on Gradelink at the end of each quarter.**
- 6. A hard copy of the year-end report card will be sent home.**

**Note: Because of the significant curriculum adjustment in Grade 4, graded tests will be sent home only during the first nine weeks. This will equip parents to help their children adjust to the testing methods and the curriculum load in Grade 4.**

## **Parent Conferences**

**Parent/Teacher Conferences will be scheduled on a day after or near the end of Quarter 1. Students will not report to school on that day. If other parent/teacher conferences are needed, a parent may make an appointment with the teacher, or the teacher may make an appointment with the parent. Do not text a teacher during school hours. The teachers are busy instructing and supervising students.**

## **RETENTION**

### **PreK3 and preK4**

**After reviewing the grades, retention may be suggested if a student in preK3 or preK4 has had difficulty academically or in maturing. The teacher and parent must remain in communication during the school year.**

### **Kindergarten (K5)**

**A student will be retained if he/she were to fail either reading or numbers or if he/she were to fail both reading and numbers.**

### **Grades 1-8**

- 1. A student will be retained if he/she were to fail two major subjects as listed.**
- 2. A student will be retained if he/she were to fail one major and two minor subjects.**
- 3. All retentions must be reviewed by the principal and teachers involved.**
- 4. If a student were to fail reading or mathematics, summer tutoring will be required as approved by the principal. If grade level were not to be achieved during the summer tutoring, as determined by a proficiency exam, in-house tutoring during the school year will be required until the student reaches grade level work.**

## **Major Subjects (Grades 1-8)**

**Grades 1 through 3: reading, language, spelling, Bible and mathematics**

**Grades 4 through 8: reading, English, spelling, Bible, mathematics, social studies, and science**

## **High School (Grades 9-12)**

**If a high school student were to fail a subject, he/she would not be awarded a Carnegie unit (credit) for that subject. Meeting course requirements through an approved credit recovery summer program or correspondence coursework may be allowed for the student to receive Carnegie units (credits).**

## **ACADEMIC HONORS**

**After each grading period, the students in Grades 1 through 12 who achieve Principal's List or Honor Roll will be acknowledged.**

### **Requirements for Principal's List (Grades 1 through 6)**

**To receive Principal's List, a student must have no grade below an A (Grades 92 or higher). If students in Grades 1-6 were to receive detentions or suspensions during a quarter, they may not receive Principal's List during that quarter. A detention received during a quarter results in an automatic conduct grade of a B. Principal's List is based on core subjects (Bible, English, math, reading, science, spelling, social studies, PE). Handwriting is not considered a subject for Principal's List.**

### **Requirements for Honor Roll (Grades 1 through 6)**

**To receive Honor Roll, a student must have no grades below a B (83). If students in Grades 1-6 were to receive two or more detentions or a suspension during a quarter, they may not receive Honor Roll during that quarter. Honor Roll is based on core subjects (Bible, English, math, reading, science, spelling, social studies, PE). Handwriting is not considered a subject for Honor Roll.**

### **Requirements for Principal's List (Grades 7 through 12)**

**To receive Principal's List, a student must have no grade below an A (Grades 92 or higher) in all classes. If students in Grades 7-12 were to receive a suspension(s) during a quarter, they may not receive Principal's List during that quarter. (Grades 7-12 do not receive conduct grades.)**

### **Requirements for Honor Roll (Grades 7 through 12)**

**To receive Honor Roll, a student must have no grades below a B (83) in all classes. If students in Grades 7-12 were to receive a suspension(s) during a quarter, they may not receive Honor Roll during that quarter. (Grades 7-12 do not receive conduct grades.)**

## **DISCIPLINE POLICY- Grades preK3 through 6**

**BE READY. BE RESPECTFUL. BE RESPONSIBLE.**

The Discipline Policy for FBCS requires that students at FBCS shall conduct themselves on and off campus in a manner consistent with their status as FBCS students and with the policies as set forth in this FBCS Student Handbook. The School Administration shall determine violations of this policy and shall rule on and administer the consequences of detention, suspension, and/or expulsion. The violations referred to above shall be personal and shall include, but not be limited to, the use of texting, emails, and/or social media.

Threatening and/or harassing behavior (cyber bullying) and/or any inappropriate name-calling or defaming the name of FBCS, an FBCS employee or an FBCS student are some of the actions which are in violation of this Discipline Policy.

For Grades preK3 through 6, there are five levels of discipline applied at FBCS: infractions, demerits, detentions, suspensions, and expulsions. A student usually begins at the infraction level; although, there are certain behaviors that warrant action at upper levels of discipline and at the principal's discretion.

- **3 infractions = 1 demerit**
- **4 demerits = 1<sup>st</sup> detention**
- **8 demerits = 2<sup>nd</sup> detention**
- **12 demerits = 3<sup>rd</sup> detention**

- **16 demerits and/or 4 detentions = one-day in-school suspension**
- **20 demerits = two-day in-school suspension**
- **24 demerits = three-day in-school suspension**
- **28 demerits = possible expulsion**

**Once a suspension is assigned, after 4 additional demerits or one detention, the next level suspension will be assigned.**

**Detention will be served after school and be supervised by a teacher at the cost of twenty dollars (\$20) per student per detention, to be paid on or before the day of the detention. Checks must be made payable to FBCS. Cash or checks must be submitted to the FBCS office or paid on Gradelink.**

**In-school suspensions will be supervised by a paid adult at the expense of the parent/guardian at the rate of \$75 per day, to be paid on or before the day of the suspension. Cash or checks must be submitted to the FBCS office or paid on Gradelink.**

**If a student were to be expelled, he/she may not apply for re-enrollment to FBCS for at least one year from the date of expulsion.**

**At any time, FBCS reserves the right to search students and all students' belongings including, but not limited to, backpacks, lockers, cell phones, and clothing.**

**FBCS Drug Policy is attached hereto and made part hereof the same being marked Exhibit "A".**



**If a threatening remark or harassing behavior is made, pending investigation, the student will be removed from campus until consequences are determined.**

#### **Examples of behavior that may result in infractions**

- **Talking in class without permission**
- **Out of seat without permission**
- **Violation of the dress code**
- **Chewing gum, eating in class, or drinking beverages other than water**
- **Violation of class/playground rules**
- **Failing to return a signed infraction the day after it was given**

#### **Examples of behavior that may result in demerits**

- **Disturbing others in classroom/hall/playground, including horseplay**
- **Unexcused tardiness—3 unexcused will equal one demerit-cumulative for the year**
- **Drawing/writing offensive words or pictures**
- **Drawing/writing on school property**
- **Throwing objects at others**
- **Failing to return a signed demerit the day after it was given**
- **Public display of affection**
- **Minor bullying incident/cyber bullying**

## **Examples of behavior that may result in automatic detentions**

- **Vandalism**
- **Cell phones/smart watches found at school**
- **Cheating**
- **Plagiarism**
- **Stealing**
- **Possession of unauthorized electronic devices**
- **Deliberate damage to another's property**
- **Excessive horseplay resulting in injury to another student**
- **Fighting**
- **Lying**
- **Leaving class without permission**
- **Profanity by gesture or word**
- **Throwing objects at others with intent to harm**
- **Forging a signature**
- **Arguing with or showing disrespect of an adult**
- **Misbehavior while serving a detention**
- **Harsh bullying incidents/cyber bullying**

**No homework is to be done during detention. If a student were to have an unexcused absence the day of a scheduled detention, that detention must be reassigned and an additional detention must be given.**

## **Examples of behavior that may result in automatic suspensions**

- **Willful disobedience**
- **Physical violence toward another student or adult**
- **Severe disrespect**
- **Fighting**
- **Continuous or severe bullying/cyber bullying**
- **Repeated incident of cheating or plagiarism**

**Upon suspension, a letter will be sent to the parents regarding the suspension. Students in Grades 1-6 who have been issued a suspension will receive a failing grade in conduct for the nine-week period in which the suspension was served.**

**Students in all grades with suspensions on their record for the year may not be allowed to attend field trips.**

## **Examples of behavior that may result in expulsion \* (see page 31)**

- **Possession of firearms, tobacco products, alcohol, illegal drugs, knives, and homemade weapons, and/or at the discretion of the principal**
- **Possession of prescription containers or non-prescription medications**
- **Excessive and/or repeated physical violence towards adults or students or severe bullying incidents**
- **Threatening comments directed toward students or FBCS employees**

## **DISCIPLINE POLICY- Grades 7-12**

**BE READY. BE RESPECTFUL. BE RESPONSIBLE.**

The Discipline Policy for FBCS requires that students at FBCS shall conduct themselves on and off campus in a manner consistent with their status as FBCS students and with the policies as set forth in this FBCS Student Handbook. The School Administration shall determine violations of this policy and shall rule on and administer the consequences of detention, suspension, and/or expulsion. The violations referred to above shall be personal and shall include, but not be limited to, the use of texting, emails, and/or social media.

Threatening and/or harassing behavior (cyber bullying) and/or any inappropriate name-calling or defaming the name of FBCS, an FBCS employee or an FBCS student are some of the actions which are in violation of this Discipline Policy.

For Grades 7-12, there are four levels of discipline applied at FBCS: demerits, detentions, suspensions, and expulsions. A student usually begins at the demerit level; although, there are certain behaviors that warrant action at upper levels of discipline and at the principal's discretion.

- 4 demerits = 1<sup>st</sup> detention
- 8 demerits = 2<sup>nd</sup> detention
- 12 demerits = 3<sup>rd</sup> detention
- 16 demerits and or 4 detentions= one-day in-school suspension
- 20 demerits = two-day in-school suspension

- **24 demerits = three-day in-school suspension**
- **28 demerits = possible expulsion**

**Once a suspension is assigned, after 4 additional demerits or one detention, the next level suspension will be assigned.**

**Detention will be served after school and be supervised by a teacher at the cost of twenty dollars (\$20) per student per detention, to be paid on or before the day of the detention. Checks must be made payable to FBCS. Cash or checks must be submitted to the FBCS office or paid on Gradelink.**

**In-school suspensions will be supervised by a paid adult at the expense of the parent/guardian at the rate of \$75 per day, to be paid on or before the day of the suspension. Cash or checks must be submitted to the FBCS office or paid on Gradelink.**

**If students in Grades 7-12 were to receive suspensions during a quarter, they may not receive Principal's List or Honor Roll during that quarter. (Students in Grades 7-12 do not receive conduct grades.)**

**If a student were to be expelled, he/she may not apply for re-enrollment to FBCS for at least one year from the date of expulsion.**

**At any time, FBCS reserves the right to search students and all students' belongings including, but not limited to, backpacks, lockers, cell phones, and clothing.**

**FBCS Drug Policy is attached hereto and made part hereof the same being marked Exhibit "A".**

**If a threatening remark or harassing behavior or remark is made, pending investigation, the student will be removed from campus until consequences are determined.**

**Examples of behavior that may result in demerits**

- **Talking in class without permission**
- **Out of seat without permission**
- **Violation of the dress code**
- **Chewing gum, eating in class, or drinking beverages other than water**
- **Violation of classroom/ cafeteria/ campus rules**
- **Disturbing by word, actions, or horseplay in area of the school campus, including but not limited to the classroom, hallways, parking lots, cafeteria, and gym**
- **Unexcused tardiness—3 unexcused will equal one demerit-cumulative for the year**
- **Drawing/writing offensive words or pictures**
- **Drawing/writing on school property**
- **Throwing objects at others**
- **Failing to return a signed demerit the day after it was given**
- **Public display of affection**
- **Minor bullying incident/cyber bullying**

## **Examples of behavior that may result in automatic detentions**

- **Vandalism**
- **Cell phones/smart watches found at school**
- **Cheating**
- **Plagiarism**
- **Stealing**
- **Possession of unauthorized electronic devices**
- **Deliberate damage to another's property**
- **Excessive horseplay resulting in injury to another student**
- **Fighting**
- **Lying**
- **Leaving class without permission**
- **Profanity by gesture or word**
- **Throwing objects at others with intent to harm**
- **Forging a signature**
- **Arguing with or showing disrespect of an adult**
- **Misbehavior while serving a detention**
- **Harsh bullying incidents/cyber bullying**

**No homework is to be done during detention. If a student were to have an unexcused absence the day of a scheduled detention, that detention must be reassigned and an additional detention must be given.**

## **Examples of behavior that may result in automatic suspensions**

- **Willful disobedience**
- **Physical violence toward another student**
- **Severe disrespect**

- **Fighting**
- **Continuous or severe bullying/cyber bullying**
- **Repeated incident of cheating or plagiarism**
- **Deliberately skipping class without permission**

**Upon suspension, a letter will be sent to the parents regarding the suspension.**

**Students in all grades with suspensions on their record for the year may not be allowed to attend field trips.**

**Examples of behavior that may result in expulsion\***

- **Possession of firearms, tobacco products, alcohol, illegal drugs, knives, and homemade weapons, and/or at the discretion of the principal**
- **Possession of prescription containers and nonprescription medications**
- **Excessive and/or repeated physical violence towards adults or students or severe bullying incidents**
- **Threatening comments directed toward students or FBCS employees**

**\*Expulsion procedure**

**The student will be removed from campus; the Principal and the Dean of Students will investigate; the Discipline Committee will make a decision about expulsion; parents will be notified of the decision. If the student were to be expelled, a letter of expulsion will be given to the parents and filed in the student's permanent record.**



## **DRESS CODE POLICY**

**FBCS believes in Biblical standards of discreetness and modesty in dress. Uniform standards help to instill training that molds academic, moral, and ethical behavior. Items of clothing should be marked with the student's name. All emblems and/or insignia on clothing not related to FBCS are not to be worn.**

**The FBCS administration reserves the right to determine if the student meets the FBCS dress code.**

**Under no circumstances shall crossdressing be allowed or tolerated.**

**Official uniforms may be purchased at:**

**School Time**

**1875A W. Pinhook Rd, Lafayette**

**337-234-1248**

**Young Fashions**

**2722 Kaliste Saloom Rd, Lafayette**

**337-988-3600 or 1-800-824-4154**

**PE uniform shirts and shorts and FBCS spirit gear such as spirit shirts and sweatshirts, are to be purchased online through the FBCS spirit shop- [fbcslafayette.store](http://fbcslafayette.store)**

## **DRESS CODE POLICY (Girls in Grades preK3-12)**

**Hair-----Hair should be neat and clean and out of the eyes. Extreme hair colors/styles are not accepted. Shaving or carving into the natural hairline, excessively dyed hair, or bleached hair are not acceptable.**

**Caps-----Baseball caps, bandanas, hats, and sunglasses are not to be worn in the classrooms. During cold weather, winter hats may be worn outside only.**

**Jewelry-----If jewelry were to be worn, earrings should not dangle below the ear lobe. Only one earring per ear lobe is allowed. The ear is the only body part that may be adorned with pierced jewelry. Only one necklace may be worn.**

**Makeup----- Must be a minimal amount. If students in Grades preK3 through 6 wear artificial fingernails, they must not extend past the fingertip.**

**Shirts----- Official navy knit polo shirts with the school crest must be worn and tucked in. Banded polo shirts may no longer be worn. FBCS Spirit Shirts may be worn every Friday unless otherwise noted.**

**Dresses-----Only students in preK3, preK4, and K5 may wear the official navy and white gingham dresses, not shorter than 3” above the knee when kneeling. Navy shorts must be worn under the dresses.**

**Skirts-----Official plaid skirts may be worn by girls in Grades 1-12. The length of the skirts must not be shorter than 3” above the knee when kneeling. Navy shorts must be worn under the skirts.**

**Pants/Shorts-----Official plaid shorts or official khaki shorts may be worn by girls in Grades preK3-12 and must be worn at the natural waist. Shorts must be no more than 3” above the knees when kneeling. Official khaki pants may be worn by girls in Grades preK3-12. Pants and shorts must be modest in fit.**

**Girls in Grades preK3 through 12 may wear uniform khaki shorts or pants purchased at Academy. On Fridays, students in Grades 9-12 have the option to wear athletic pants that are solid navy or navy with white stripes and may be worn with FBCS Spirit Shirts or FBCS athletic hoodies.**

**Belts----Belts are required in grades 1-12 and must be navy, black, or brown. Belts are not required to be worn if plaid shorts or skirts do not have belt loops. Only preK3 through kindergarten may wear elastic waist shorts or khaki pants with no belt loops.**

**Socks-----Plain solid white, navy, or black socks must be worn and must be visible. Navy or white tights may be worn under skirts or jumpers.**

**Shoes-----Only athletic shoes may be worn. No boots, clogs, crocs, sandals, flip-flops, Hey Dudes, Sperry Topsiders, “Mary Jane” style shoes, light up shoes, shoes with wheels, or backless shoes may be worn. Students in preK3, preK4, and K5 are encouraged to wear Velcro closures on shoes.**

**Outerwear-----Coats must be removed when entering the classroom. Only official cardigan sweaters and official V-neck sweaters with the school crest on each or FBCS hoodies/ sweatshirts may be worn in the classrooms. The FBCS athletic letter jacket may be worn inside. If the temperature is 75 degrees or above, students may not wear sweatshirts or jackets to PE or outdoor recess. Holes or tears are not permitted in sweatshirts and hoodies.**

**Tattoos-----Tattoos that are visible at any time are not allowed.**

**Spirit Day Dress Code (on Fridays unless otherwise announced):**

**FBCS Spirit Shirts may be worn with uniform bottoms on Fridays unless otherwise announced. Spirit shirts must be purchased through the FBCS spirit shop- [fbcslafayette.store](http://fbcslafayette.store). PE shirts may not be worn as spirit shirts. To be worn as a Friday spirit shirt, all club shirts, athletic shirts/jerseys, and class shirts must be navy, white, and gray. When jean days are announced and allowed, the jeans must be full-length jeans with no holes or tears in them. No leggings or jeggings may be worn. Students in Grades 9-12 may wear long athletic pants in solid navy or navy with white stripes on Fridays unless otherwise announced.**

**Dress Code for Special Events (at or sponsored by FBCS- including, but not limited to, graduation, banquets, athletic awards ceremonies, and special ceremonies and chapel services):**

**Dresses must be modest in fit , not tight, and may not be cut below the bust-line in the front. There may be no cut-outs below the bust-line. There must be no exposure of cleavage, and dresses must not dip below the bra line in the back. Dress and romper length and slits must be no shorter than three (3) inches above the knee. No spaghetti straps. No strapless dresses or tops. No off-the-shoulder tops or dresses. No shorts are to be worn. Appropriate dress attire will be determined by the FBCS staff member or administrator on duty.**

## **DRESS CODE POLICY (Boys in Grades preK3 through12)**

**Hair-----Hair should be neat and clean, moderate length in the front, back, top, and sides, not touching the collar and not touching eyebrows and no longer in length than mid-ear. No carved designs are permitted. Dyed, bleached, or tinted hair for boys is not acceptable. Boys must be clean-shaven.**

**Caps-----Baseball caps, hats, bandanas, or sunglasses are not to be worn in the classrooms. During cold weather, winter hats may be worn outside only.**

**Jewelry-----No earrings are to be worn by boys. Only one necklace may be worn.**

**Shirts----- Official navy knit polo shirts with the school crest on each must be worn and tucked in. Banded polo shirts may no longer be worn. FBCS Spirit Shirts may be worn every Friday unless otherwise noted.**

**Pants/Shorts-----Official khaki shorts or pants must be worn and worn at the visible waist. Shorts must be no more than 3” above the knees and must be modest in fit.**

**Boys in Grades preK3 through 12 may wear uniform khaki shorts or pants purchased at Academy. On Fridays, only students in high school have the option to wear athletic pants that are solid navy or navy with white stripes. These may be worn with FBCS Spirit Shirts.**

**Belts-----Belts are required in Grades 1-12 and must be navy, black, or brown. Only preK3 through kindergarten may wear elastic waist shorts or pants with no belt loops.**

**Socks-----Plain solid white, navy, or black socks must be worn and must be visible.**

**Shoes-----Only athletic shoes may be worn. No boots, clogs, crocs, sandals, flip-flops, Hey Dudes, Sperry Topsiders, light up shoes, shoes with wheels, or backless shoes may be worn. Students in preK3, preK4, and K5 are encouraged to wear Velcro closures on shoes.**

**Outerwear-----Coats must be removed when entering the classroom. Only official cardigan sweaters and official V-neck sweaters with the school crest on each or FBCS hoodies/ sweatshirts may be worn in the classrooms. The FBCS athletic letter jacket may be worn inside. If the temperature is 75 degrees or above, students may not wear sweatshirts or jackets to PE or outdoor recess. Holes or tears are not permitted in sweatshirts and hoodies.**

**Tattoos-----Tattoos that are visible at any time are not allowed.**

**Spirit Day Dress Code (on Fridays unless otherwise announced):**  
**FBCS Spirit Shirts may be worn with uniform bottoms on Fridays unless otherwise announced. Spirit shirts must be purchased through the FBCS spirit shop- fbcslafayette.store. PE shirts may not be worn as spirit shirts. To be worn as a Friday spirit shirt, all club shirts, athletic shirts/jerseys, and class shirts must be navy, white, and gray. When jean days are announced and allowed, the jeans must be full-length jeans with no holes or tears in them. No leggings or jeggings may be worn. Students in Grades 9-12 may wear long athletic pants in solid navy or navy with white stripes on Fridays unless otherwise announced.**

**Dress Code for Special Events (at or sponsored by FBCS- including, but not limited to, graduation, banquets, athletic awards ceremonies, and special ceremonies and chapels):**

**For banquets and graduation, dress slacks, dress shirts, socks, and dress shoes are required. No shorts are to be worn. No hats are to be worn. Appropriate dress attire will be determined by the FBCS staff member or administrator on duty.**



## **AFTERNOON CARLINE AND EXTENDED CARE**

**If you were to need to check out your student(s) early, please do so by 2:30 p.m. If you were to have an emergency after 2:30 p.m., call the front desk for assistance. If you were to need to give the school specific instructions for your child's dismissal, please do so by 2:30 p.m.**

**Unless otherwise instructed, all students will go to carline. If a student were not to be picked up in carline, that student will be sent to Extended Care after the carline is completed, and charges for Extended Care will begin at 3 p.m. like the other students in Extended Care.**

**Parents will be given an official FBCS car tag. Car tags must be clearly displayed for a student to be released. Additional car tags may be purchased in the front office. Car tag numbers remain the same from year to year. If the official car tag is not properly displayed, the driver must park and upon completion of carline, the driver may sign their student(s) out through extended care.**

**If a student were to ride home with someone other than an approved person as listed on enrollment paperwork, a handwritten, dated, and signed parent note must be submitted to the homeroom teacher and the front office.**

## **Extended Care**

**Extended Care is offered for the students enrolled at FBCS. This service is offered each school day unless otherwise noted until 5:30 p.m. while school is in session. Charges for Extended Care begin at 3 p.m. If your student is not picked up at carline, he/she will be sent to Extended Care, and charges begin at 3 p.m. just like the other Extended Care students. Parents of students in Grades 7-12 must pick up students by 3:10p.m. The students in Grades 7-12 who are left after 3:10 p.m. will be sent to aftercare.**

### **Extended Care Charges**

- **\$1.50 per 15 minutes, \$6.00 per hour**

**When a half day dismissal is scheduled, Extended Care will not be available.**

**Students who go to Extended Care may be picked up when Extended Care goes outside (around 3:15 p.m.). In the case of inclement weather, Extended Care students may remain inside after school. Any time Extended Care students are inside, parents will need to go to the doors near the flagpole and wait for their student(s). Please do not go inside the building to pick up your student(s), as this is a time when we are trying to remain organized in our dismissal. An Extended Care worker will walk your student(s) to the door to meet you.**

## **ILLNESS AND MEDICATION**

### **Communicable Diseases**

**Upon having any of the following diseases, a student should have the consent from either a physician or the Health Department to return to school: Measles, Mumps, Pneumonia, Whooping Cough, Impetigo, Lice, Pinworms, Scabies, Ringworms, Chicken Pox, Pink Eye, Strep Throat, Fifth Disease, Flu, and Covid.**

### **Medication**

**If it were to become necessary for students to take any form of prescribed medication at school, a Release from Liability Form must be signed by the parent in the presence of the office staff. Prescribed medication must be in its original container and will be kept and dispensed in the office. Epi pens must be registered in the front office; however, those will be kept stowed away with the teacher in the classroom for immediate use if needed. No prescription containers or nonprescription medication should be in a student's possession at school. Expulsion may occur if a student were to have medications in his/her possession. This includes cough drops, lip balm, eye drops, and other non-prescription drugs.**

## **CELL PHONES, SMART WATCHES, AND TECHNOLOGY**

**The office phone is for school business; and it may be used only with the permission of the office staff. In case of an emergency, please contact the school office between the hours of 8 a.m. and 3 p.m.**

**Students in Grades preK3 through 6 should not have cell phones or smart watches at school; however, if a parent were to deem this necessary, the cell phone must be given to the homeroom teacher and will be returned when the student leaves the campus. If a student's cell phone or smart watch were to be found at school between 7:30 a.m. and 5:30 p.m., the cell phone or smart watch would be confiscated, held in the school office until a parent/guardian comes to get the phone, and the student would be assigned an automatic detention.**

**Students in Grades 7-12 may have cell phones at school—turned off and in backpacks. Cell phones may not be used during the school hours of 7:30 a.m. until 5:30 p.m. If a cell phone or smart watch were to be taken out of a student's backpack, it may be confiscated and held in the school office for a parent/guardian to get the phone, and the student would be assigned an automatic detention. Students may not wear smart watches to school.**

**Cell phones and smart watches must remain in the students' backpacks during Extended Care.**

## **LUNCH POLICY AND PROCEDURE**

**Hot lunches are offered each school day at the cost of \$4.50 per hot lunch and \$5.00 per salad, including milk and water. Lunch menus will be sent home, and orders must be made in advance. Please follow the deadlines for ordering lunches as food is purchased for preparation in advance. In the event of school closure, lunch credits will be issued via Gradelink. All lunch credits will expire on April 15 of each school year. Please keep track of the lunch credits and document the use of the credit on your child's order form. Students will not receive refunds or lunch credits due to their absences.**

**Students may bring lunches from home, if desired. If it becomes necessary to bring lunches to a student during the school day, the food must be left at the front office. The student will be allowed to get it when the class goes to lunch. Delivery of student lunches from services such as Door Dash and Grub Hub are not permitted and will not be accepted.**

**Quiet talking is allowed in the lunchroom; however, students are encouraged to eat first before engaging in conversation. Students in Grades K5 through 6 will sit by grade level. Grades 7-12 will sit together in designated areas as determined by faculty.**

**Parents of students in Grades K5-12 may eat lunch with students in the cafeteria; however, they must check in the front office and receive Visitor's Passes.**

## **ADDITIONAL SCHOOL POLICIES**

### **Fundraising Activities**

**All fundraising activities must be approved and scheduled by the principal and if necessary approved by The First Baptist Church of Lafayette, LA. Organization groups or individuals of this school will not participate in and/or accept benefits derived from any fundraising activity that has not received prior approval.**

### **Accidents**

**All accidents occurring in the school building, on the school grounds, or at any activity sponsored by the school must be reported immediately to the person in charge and reported to the office where an accident form may be completed.**

### **Birthday and Party Invitations**

**Birthday and party invitations may not be sent to school.**

### **Student Supervision**

**FBCS is open for supervision of students at 7:30 a.m. each school day. Students should not be left unattended outside the school building before 7:30 a.m. After the 3:00 p.m. dismissal, students may not return to the classrooms without supervision by FBCS administration or teachers.**

## **Visitors**

**All visitors must report to the front office located at 201 West Convent Street. Visitors are required to wear Visitor Passes. Students may not bring visitors to school. A student interested in enrolling at FBCS should see the principal or the admissions assistant for scheduling a classroom visit. Parents are required to make an appointment to see a teacher or administration. Parents and visitors may not approach FBCS employees without making an appointment through the front office.**

## **Lockers**

**If lockers were to be assigned to students, students must use only the lockers assigned. Students are cautioned not to keep money and/or valuables in their lockers. Lockers are the property of the school, and they are subject to periodic, unannounced inspections by the principal and/or teachers to assure the safety and well-being of our students and staff.**

## **Prohibited Items**

**Students may not bring unauthorized electronic devices to school.**

**Due to the internet capabilities, smart watches may not be worn to school. Smart watches may be confiscated and held in the office until a parent/guardian comes to get them. An automatic detention will be given to the student.**

**Toys that would be distracting in class should not be brought to school. Examples: Pokemon cards and Fidget Spinners**

## **Safety Drills**

- **A fire drill shall be held at least once each month and twice in the first month of school while school is in session. All students, staff, and visitors must evacuate.**
- **Tornado drills will occur once a semester. Upon hearing the alert, students are to report to their assigned areas. Students should sit on the floor facing the wall with knees up, heads down, and arms wrapped over their heads.**
- **Shelter in place, evacuation, and lockdown drills will occur as needed.**



## **Hallways/Sidewalks**

**All students must remain quiet in the hallways and on the sidewalks when walking to the cafeteria, high school building, gym, library, or any other classroom. Students should stay on the right-hand side of the hallway and the sidewalk when passing other students and teachers.**

## **Pregnancy**

**We believe in the sanctity of life. We believe that children are a gift from God. FBCS wants to be clear in its dealing with pregnant students to not confuse the immoral act with the value of the child. Pregnancy cases will be evaluated on a case-by-case basis for both the female and male. FBCS reserves the right, in its sole discretion, to take disciplinary action (including dismissal from school) if deemed necessary considering the best interest of the student and/or other students and the mission of FBCS. Our students shall not obtain an abortion. This may result in immediate expulsion.**

## **Inclement Weather/School Closing**

**If Lafayette Parish School System (LPSS) closes for the entire day due to inclement weather, FBCS will also close. Confirmation will be sent from the office. In case of an early dismissal due to inclement weather, FBCS will make that decision and inform the families.**

## **Parent Teacher Fellowship (PTF)**

**Parents and families are encouraged to be actively involved at First Baptist Christian School. Please join our PTF at the FBCS Visitation and Expo or contact the front office for additional information.**

## **Classroom Parties**

**Classroom parties for Grades preK3 through 6 will take place at the end of the school day and may only be at Thanksgiving, Christmas, Valentines, and Easter with Christian emphasis, not secular. We do not celebrate Halloween. There will not be room moms, however teachers will plan parties and ask for parental assistance as needed.**