

2023–2024  
Junior & Senior High  
Parent/Student Handbook



**Faith Baptist Schools**

7644 Farralone Avenue ■ Canoga Park ■ California

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

[myfbs.org](http://myfbs.org)



**Western Association of Schools and Colleges**

Accrediting Commission for Schools

533 Airport Boulevard, Suite 200

Burlingame, California 94010

(650) 696-1060

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

**Welcome to Faith Baptist Schools!** You have chosen to provide your child with an unparalleled college-preparatory education, one that is known for its balanced combination of academic, social, and biblical instruction.

Many of our graduates have expressed their gratitude for the training in self-discipline they acquired while they were students at Faith Baptist. Initiative and integrity are trademarks of our graduates. They are qualities that have been instilled through our solid, Bible-centered curriculum.

Our graduates have benefited not only from our character instruction, but also from our academic instruction. Faith Baptist Junior High School is a member of the California Junior Scholarship Federation. Faith Baptist High School is a member of the National Honor Society and the California Scholarship Federation, which validates our courses and course content as meeting the high standards of admission for the University of California. In addition, Faith Baptist Schools is fully accredited for kindergarten through twelfth grade by the Western Association of Schools and Colleges.

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

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

Guidance for the heart and the mind gives Faith Baptist students an advantage that has enabled our graduates to excel and achieve with the very best. Welcome to our school family. It is our prayer that the Lord will have His very best in your child's life.

Sincerely,

Stephania Rasmussen  
Secondary Principal

## ADMISSIONS POLICY

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

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

**Faith Baptist Schools admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administered programs.**

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

## SEARCHES

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

## MODEL RELEASE

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

## DISPUTE RESOLUTION

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

## HANDBOOK REPRODUCTION AND REVISIONS

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

## MISSION STATEMENT

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

## THE DIRECTOR

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

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

## THE ADMINISTRATION

Mr. Roland Rasmussen, Jr., is a graduate of Pensacola Christian College. He holds a Master's degree in Elementary Education as well as a Bachelor's degree in Teaching, and he has been a member of the Faith Baptist staff since 1993. It is his fervent desire to pursue the objectives of the school and to strive to keep Faith Baptist unsurpassed in its combination of academic, moral, and Biblical instruction.

Mr. Rasmussen is assisted by a staff of highly qualified and gifted individuals whose common goal is the loving, caring Christian education of children. He serves as a support to both the Secondary Principal and the Director of the School.

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

Miss Hazel Martinez is a graduate of Golden State Baptist College. She holds a Bachelor's degree in Elementary Education and has been a member of the Faith Baptist staff since 2012. It is her heart's desire to pursue the mission of Faith Baptist Schools and to keep the standard of excellence in academic and biblical instruction. It is her goal and prayer to see each child not only gain an excellent education but also develop a thriving relationship with Christ.

## MINISTRY OF FAITH BAPTIST CHURCH OF CANOGA PARK, CA

Faith Baptist Schools is a ministry of Faith Baptist Church of Canoga Park, California. As such, the School promotes and abides by the Statement of Faith as set out in the Church By-Laws of Incorporation.

1. **WORD OF GOD.** We believe that all Scripture is given by inspiration of God, and that God has preserved His inspired words, which under His care and providence, have been translated without error in the 1611 King James Version. We further believe that the King James Version is the final authority in all matters of faith and practice.
2. **THE TRINITY.** We believe that there is one living and true God, eternally existing in three persons: that these are equal in every divine perfection, and they execute distinct but harmonious offices in the work of creation, providence and redemption.

3. **GOD THE FATHER.** We believe in God, the Father, an infinite personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and spiritual death all who come to Him through Jesus Christ.
4. **JESUS CHRIST.** We believe in Jesus Christ, God's only begotten son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.
5. **THE HOLY SPIRIT.** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide.
6. **REGENERATION.** We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Saviour are regenerated by the Holy Spirit.
7. **THE CHURCH.** We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world.
8. **CHRISTIAN CONDUCT.** We believe that a Christian should live for the glory of God and the well being of his fellowmen; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions, and that he should seek to realize for himself and others the full stature of maturity in Christ.
9. **THE ORDINANCES.** We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.
10. **RELIGIOUS LIBERTY.** We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions and fulfilling its duties free from dictation or patronage of the other.
11. **THE LAST THINGS.** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body; the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.
12. **HUMAN SEXUALITY.** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a naturally-born man and a naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)  
  
We believe that the only legitimate marriage is the joining of one naturally-born man and one naturally-born woman. (Gen 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22, 23)
13. **LAWSUITS BETWEEN BELIEVERS.** We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Cor. 6:1-8; Eph. 4:31-32)

14. **GIVING.** We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe to the local church as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; I Cor. 16:2; II Cor. 9:6-7; Gal. 6:6; Eph. 4:28; I Tim. 5:17-18; I John 3:17)

15. **FAMILY RELATIONSHIPS.** We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)

We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7)

16. **DIVORCE AND REMARRIAGE.** We believe that God disapproves of and forbids divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon. (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2, 12; Titus 1:6)

17. **ABORTION.** We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, and birth or population control are acceptable. (Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44)

18. **EUTHANASIA.** We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment. (Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28)

19. **LOVE.** We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18)

20. **AUTHORITY OF STATEMENT OF FAITH.** The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole final source of all that we believe. We do believe, however, that the forgoing Statement of Faith accurately represents the teaching of the Bible, and therefore, is binding upon all members. All literature used in the church shall be in complete agreement with the Statement of Faith.

#### 21. **A BELIEVER'S RESPONSIBILITIES.**

- a. The necessity of regular Bible reading. II Timothy 2:15
- b. The bringing of the whole tithe to the house of God. Malachi 3:10

c. Regular attendance at the prayer meeting and church services. Acts 2:42, Col. 4:2, Heb. 10:25

## 22. THE CHURCH COVENANT.

Having been led, as we believe, by the spirit of God to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been led to be baptized in the name of the Father and of the Son and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love;

To strive for the advancement of this church in knowledge, holiness, and comfort;

To promote its prosperity, and spirituality;

To sustain its worship, ordinances, discipline, and doctrines;

To give it a sacred pre-eminence over all institutions of human origin;

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all the nations.

We also engage to maintain family and private devotions;

To religiously educate our children;

To seek the salvation of our kindred and acquaintances;

To walk circumspectly in the world;

To be just in our dealings, faithful in our engagements, and exemplary in our deportment;

To avoid all tattling, backbiting and unrighteous anger;

To abstain from the sale and use of intoxicating drink as a beverage and to be zealous in our efforts to obey the missionary command of our Saviour.

We further engage to watch over one another in brotherly love;

To remember each other in prayer;

To aid each other in sickness and distress;

To cultivate Christian sympathy in feeling and courtesy in speech;

To be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Saviour, to secure it without delay.

We moreover engage, that when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and principles of God's Word.

## PHILOSOPHY

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

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

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

Character training is an important element in Faith Baptist Schools. We believe that the heart of character training is obedience (doing right), that eventually will cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered

firmly but fairly. To obey, to do right, to love God and country, and to always measure one's attitudes against the principles laid out in the Scriptures are characteristics we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

### OBJECTIVES

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

### EDUCATIONAL FACILITIES

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

### CHRISTIAN TRAINING

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

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

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

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

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

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

### MORALITY POLICY

As stated in Faith Baptist Church's Statement of Faith, Faith Baptist Schools adheres to the following beliefs on Human Sexuality:

**HUMAN SEXUALITY.** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a naturally-born man and a naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one naturally-born man and one naturally-born woman. (Gen 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22, 23)

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes, but is not limited to, immoral actions as well as advocating for sinful behavior. The following will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or



pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

*Definition of "immoral act"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

*Definition of "identifying statement"*

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral; words to that effect including language or behavior that a reasonable person could believe is intended to convey the statement that a student engages in or has a tendency or intent to engage in, immoral, transgender, and/or homosexual acts.

*Definition of "identifying act"*

Any act taken by a student that shows a tendency toward, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

In accordance with the Human Sexuality Statement of Faith and the Morality Policy, a student may be refused admission, dismissed, expelled, or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the School whether on or off property as determined by the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

### **PARENTAL SUPPORT FOR THE STATEMENT OF FAITH**

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are first to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, ministry staff, or the standards articulated in the ministry's Statement of Faith, the Administration reserves the right to deny the student continued enrollment in the school.

### **DEVELOPING LEADERSHIP & PATRIOTISM**

Leadership at Faith Baptist Schools is developed not only through student leadership opportunities on our student council but also through numerous public speaking and service-oriented opportunities. At Faith Baptist, we believe it is imperative to teach the next generation how to use their voice for the cause of Christ. Romans 13:1-7 says, "Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God. Whosoever therefore resisteth the power, resisteth the ordinance of God: and they that resist shall receive to themselves damnation. For rulers are not a terror to good works, but to the evil. Wilt thou then not be afraid of the power? do that which is good, and thou shalt have praise of the same: For he is the minister of God to thee for good. But if thou do that which is evil, be afraid; for he beareth not the sword in vain: for he is the minister of God, a revenger to execute wrath upon him that doeth evil. Wherefore ye must needs be subject, not only for wrath, but also for conscience sake. For for this cause pay ye tribute also: for they are God's ministers, attending continually upon this very thing. Render therefore to all their dues: tribute to whom tribute is due; custom to whom custom; fear to whom fear; honour to whom honour." Because God ordained government and showed how it is the responsibility of a Christian to submit to government, students at Faith Baptist Schools will be required to stand and participate appropriately during the pledge of allegiance.

### **CONTENDER QUALITIES**

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

Faith Baptist graduates will be:

- I. Spiritually-minded individuals who:
  - Trust Jesus Christ as their personal Saviour.
  - Accept the Bible as the Word of God and as a sure source of wisdom and instruction.
  - Learn how to pray.
  - Apply biblical values to fundamental academic disciplines and to everyday life.
  
- II. Academically capable individuals who:
  - Seek to achieve above-average skills in reading, writing, and arithmetic. (*accuracy, precision, relevance, depth, breadth, logicalness, and significance in thinking*)
  - Develop self-discipline and sound study habits.
  - Utilize technological resources effectively and appropriately.
  - Demonstrate a personal commitment to continuing education.
  
- III. Physically sound individuals who:
  - Respect their body as a gift from God.
  - Understand their body's systems and functions.
  - Achieve age-appropriate physical-fitness standards.
  - Choose to honor God with a pure and wholesome lifestyle.
  - Determine not to abuse their body.
  
- IV. Socially developed individuals who:
  - Recognize their patriotic responsibilities, including respect for law and properly constituted authority.
  - Seek wholesome, Christ-honoring relationships.
  - Value humility, honesty, integrity, empathy, and perseverance.
  - Work effectively in a team.

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

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

### **SPIRITUAL INSTRUCTION**

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

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

### **ACADEMIC INSTRUCTION**

The curriculum is made up of the total program of the School, whether it be the academic teaching, physical education, music training, Bible instruction, or special events. All phases of the curriculum are directed to assist in the ultimate

development of the child. Emphasis is placed upon student achievement, mastery, and understanding of academic fundamentals.

## **UNIVERSITY PREPARATION**

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

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

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

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

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

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

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

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

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

## **ACADEMIC POLICIES AND REQUIREMENTS**

Each course is five credits unless otherwise indicated. A student must accumulate 230 credits in grades 9 through 12 in order to receive a high school diploma. Any specific changes in the prescribed curriculum must meet with the approval of the Administration. A maximum of 20 credits for remedial coursework to fulfill graduation requirements may be earned at other high schools, unless a student transfers from another school.

Faithful class attendance is vital for a student's success. Therefore, a student who misses more than ten periods in a semester will be required to drop the class. Five credits are granted for most courses offered. If a course lasts an entire semester, then five credits will be awarded for successfully passing. If a student fails to complete the semester requirements for a subject, he will not be granted any credit for the course.

Any student receiving an E in English, Bible, math, history, science, or any course required for graduation must attend summer school. However, if a student fails (F) more than two of these subjects in a complete school year, it is imperative that a **parent** initiate a conference with the Administration to determine if the student may return the next year. If a student has never been retained, there is an option of retention.

A student may receive credit for a C or D in a course and thereby receive credits toward a high school diploma. However, in order for a course to be considered advantageous to a student's transcripts when applying to college, he should earn at least a B. Consequently, any time a student makes a D or F in a course, he should retake that subject. If a student receives an E in a class and makes the class up, the "old" grade and "new" grade will then be factored together in computing a student's overall grade-point average, and both grades will appear on the student's transcript. If a student receives a D in a class and makes the class up, the "old" grade will be factored in computing a student's overall grade-point average, but the "new" grade will not; however, both grades will appear on the student's transcript.

Math classes are assigned based on a student's performance the preceding year. This policy may apply to other academic areas as well.

A student who takes a mathematics or history course during the summer at Faith Baptist Schools for credit to get ahead the following school year must receive at least a C or better in order to receive credit for that class and to be exempt from taking the course during the school year. In addition, students who desire to take a math course during the summer for credit must earn at least a 95% A in the second semester of the current math class and also receive a recommendation from their current math teacher.

Students who take high school courses at schools other than Faith Baptist will have these courses indicated on their high school transcripts and will receive credit toward a high school diploma, only if the student has received prior approval from the Administration and if the student does not exceed the 20-unit outside course limit. These grades will be included in calculating a student's grade-point average, honor roll, and Valedictorian and Salutatorian honors.

Only pre-approved college courses will be weighted and considered in the reported GPA and in valedictorian and salutatorian honors. All other college courses will be noted on the student's transcript, including the school where the class was taken; however, the courses will not be counted in the GPA calculation. Students may not take a college course outside of the School for which the equivalent is offered through the School.

In order to enroll in a course at a community college, students must submit the college's Concurrent Enrollment for Students in Grades K-12 form. Students must notify Mrs. Packer, the Academic Counselor, of which classes they are enrolling in and during which term before submitting the form.

Immediately after completion of the college class, students must request an official transcript from the college to be sent to the records clerk at Faith Baptist in order to have the course appear on the high school transcript. College transcripts received after the last day of final exams for the second semester of senior year will not have the credits calculated for awards and honors.

The following courses offered through Los Angeles Pierce College are the only ones approved for weighted credit:

COURSE CODE	COURSE NAME	AP EXAM/PORTFOLIO EQUIVALENT
ART 201 AND ART 202	Drawing I AND Drawing II	AP Drawing

ART 502	Beginning Three-Dimensional Design	AP 3D Art and Design
BIOLOGY 003	Intro to Biology I	AP Biology
CHEM 060	Intro to General Chemistry	AP Chemistry
CHIN 003	Intermediate Chinese I (not currently offered at Pierce but offered through Santa Monica College CHNESE 3)	AP Chinese Language & Culture
CS 116	Programming in C++	AP Computer Science A
CS 130	Introduction to Computer Architecture and Organization	AP Computer Science Principles
ECON 001	Principles of Microeconomics	AP Microeconomics
ECON 002	Principles of Macroeconomics	AP Macroeconomics
ENV SCI 001	Introduction to Environmental Science	AP Environmental Science
FRENCH 003	Intermediate French I	AP French Language & Culture
GEOG 002	Cultural Elements of Geography	AP Human Geography
GERM 003	Intermediate German I (not currently offered at Pierce but offered through Valley College GERM 003)	AP Chinese Language & Culture
HISTORY 002	Introduction to Western Civilization II	AP European History
HISTORY 087	Introduction to World Civilization II	AP World History: Modern
ITALIAN 003	Intermediate Italian I (not currently offered at Pierce but offered through Valley College ITALIAN 003)	AP Italian Language & Culture
JAPAN 003	Intermediate Japanese I (not currently offered at Pierce; available through Santa Monica College JAPAN 3)	AP Japanese Language & Culture
LATIN 003	Intermediate Latin I (not currently offered at Pierce)	AP Latin
PHYSICS 006	General Physics I	AP Physics 1: Algebra-Based
PHYSICS 007	General Physics II	AP Physics 2: Algebra-Based
PHYSICS 101	Physics for Engineers and Scientists I	AP Physics C: Mechanics
PHYSICS 102	Physics for Engineers and Scientists II	AP Physics C: Electricity and Magnetism
POLI SCI 001	The Government of the United States*	AP United States Government and Politics

POLI SCI 002	Introduction to Comparative Governments	AP Comparative Government and Politics
SPANISH 003	Intermediate Spanish I	AP Spanish Language & Culture
SPANISH 005 AND SPANISH 006	Advanced Spanish through Latin American Literature AND Advanced Spanish through Spanish Literature	AP Spanish Literature & Culture (weighted credit for both courses)

**\*NOTE: Starting with the Class of 2024, all Faith Baptist High School students must take US Government at Faith Baptist High School. The *may* take a college US Government class for weighted credit, but that class will not meet the Faith Baptist US Government graduation requirement.**

Physical fitness is of great importance, and participation in aerobics, calisthenics, and other physical activities is required. Participation in physical education is also required by the State. In order to pass a PE class, students are required to complete the Fitness Grams prescribed by the State of California. If a student is to be excused from physical activity, a note from a doctor and approval by the Administration are necessary. Faith Baptist includes physical education grades in a student's grade-point average. Students in ninth- and tenth- grade will receive PE credit for each School sport in which they participate. For students in eleventh- and twelfth-grade, two and one-half credits will be given for each School sport. The 2.5 credits earned for strength training will count as an elective, not as P.E. credits.

Some courses or electives may be offered in alternating years. Also, some classes may be offered only upon sufficient demand. A counselor or administrator may alter a prescribed course of study to better fit a student's academic needs.

#### GRADING SCALE

The following grading scale is used by the School:

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

## JUNIOR HIGH SCHOOL

### GRADUATION REQUIREMENTS

1. One year of world history
2. One year of United States history
3. Two years of English
4. Two years of mathematics
5. Two years of physical education
6. Two years of Bible

### SEMESTER ENROLLMENT MINIMUMS

All students must be enrolled in a minimum of 5 classes between first hour and seventh hour. This 5-class minimum does not include study halls, Bible, or any 0-hour classes or after-school activities that receive credit.

### BIBLE REQUIREMENT

Faith Baptist Schools requires that all students in grades seven through twelve take a Bible course. Since no credit is given for an E, and since Bible is required for graduation from Faith Baptist Schools, any student receiving an E in any Bible course at the end of the semester (January or May) must make up the course in order to obtain the necessary credit. Students may make up the course by successfully passing the independent study Bible course. Independent study Bible courses are available through the Administrative Office.

### 7TH-GRADE COURSE OF STUDY

Course	Required for Graduation	Regular Class	Elective Class
Bible: Life of Christ OR Advanced Bible Quiz	•		
English Grammar & Composition	•		
Pre-Algebra OR Honors Algebra I*	•		
World History	•		
Physical Education	•		
Physical Science		•	
Word Processing		•	
Applied Algebra			•
Band, Beginner			•
Band, Intermediate			•
Choir, Junior High			•
Coding			•
Conversational Spanish			•
Digital Video & Photography			•
Drama			•
Drawing & Animation			•
Entrepreneurship			•

First Aid & CPR			•
Home Economics			•
Junior Lifeguarding			•
Math & English Help Class			•
Photoshop			•
Positively Science			•
Study Hall			•
Reading Academy			•
Robotics			•

Many courses have prerequisites. Please refer to the “Prerequisites” section later in this handbook.

### PREREQUISITE FOR 7TH-GRADE HONORS ALGEBRA 1

Students with at least a **90% A** in *math* and at least an **80% B-** in *English and reading at the end of second semester of sixth grade* are **automatically enrolled** in the program.

Students who earn between an **80% B-** and an **89% B+** in math *at the end of sixth grade* are eligible for the honors program, provided they pass the Algebra I Readiness Test with at least a 40 out of 50 **or** they pass the first semester Algebra I summer school class at Faith Baptist with a 70% C- or higher.

NOTE: Students who do not pass the Algebra I Readiness Test **MAY NOT RETAKE** the test. If students have at least a B- in math and they do not pass the test but still want to be placed in the honors program, they must enroll in first semester Algebra I summer school at Faith Baptist and pass with a 70% C- or higher.

Students who do not have at least an **80% B-** in math at the end of sixth grade are ineligible for the honors program, regardless of test scores. Additionally, they will not be allowed to enroll in Algebra I Summer School, but they may enroll in first semester Pre-Algebra in Summer School.

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

### 8TH-GRADE COURSE OF STUDY

Course	Required for Graduation	Regular Class	Elective Class
Bible: Joshua & Judges OR Advanced Bible Quiz	•		
English Grammar & Composition	•		
Pre-Algebra OR Algebra I OR Honors Geometry	•		
US History	•		
Physical Education	•		
Health Science		•	
Business Computer		•	



Applied Algebra			•
Band, Beginner			•
Band, Intermediate			•
Choir, Junior High			•
Coding			•
Conversational Spanish			•
Digital Video & Photography			•
Drama			•
Drawing & Animation			•
Entrepreneurship			•
First Aid & CPR			•
Home Economics			•
Industrial Arts			•
Junior Lifeguarding			•
Math & English Help Class			•
Photoshop			•
Positively Science			•
Study Hall			•
Reading Academy			•
Robotics			•

Many courses have prerequisites. Please refer to the “Prerequisites” section later in this handbook.

## SENIOR HIGH SCHOOL

### GRADUATION REQUIREMENTS

1. One year of world history
2. One year of United States history
3. One semester of government **taken at Faith Baptist High School**
4. One semester of economics
5. Four years of English
6. Three years of mathematics (a minimum of pre-calculus for UC schools)
7. Two years of science (one year of laboratory science, including at least one biological and one physical science)
8. Two years of foreign language (three years preferred for UC schools)
9. One year of fine arts
10. Four years of electives
11. Two years of physical education
12. Four years of Bible
13. SAT or ACT by January of senior year

### MINIMUM UNIVERSITY OF CALIFORNIA GRADUATION REQUIREMENTS

- I. Complete 15 Area A-G courses (11 by your junior year):
  - A. Two years of history, three preferred (one year of world history and one year of United States history)
  - B. Four years of English

- C. Three years of mathematics, four preferred (including Algebra I, Geometry, and Algebra II), four recommended
- D. Two years of lab science, three recommended
- E. Two years of language other than English in the same language, three preferred
- F. One year of visual and performing arts in the same discipline
- G. One year of college preparatory electives, two preferred

II. Other requirements include the following:

1. Minimum grade of a C on all courses listed in section I, A–G
2. Minimum 3.0 GPA on all courses listed in section I, A–G
3. Extracurricular activities

Please refer to UC A–G List for Faith Baptist High School at the following web address:

<https://hs-articulation.ucop.edu/agcourselist/institution/2885>.

### SCHOLASTIC APTITUDE TEST AND AMERICAN COLLEGE TEST

Unlike most schools, all of our seniors are required to take either the ACT (American College Test) or the SAT (Scholastic Aptitude Test). In addition, all of our eighth- through eleventh-grade students take either the PSAT 8/9 or PSAT each October.

### SEMESTER ENROLLMENT MINIMUMS

All students must be enrolled in a minimum of 5 classes between first hour and seventh hour. This 5-class minimum does not include study halls, Bible, or any 0-hour classes or after-school activities that receive credit that may be offered.

### BIBLE REQUIREMENT

Faith Baptist Schools requires that all students in grades seven through twelve take a Bible course. Since no credit is given for an E, and since Bible is required for graduation from Faith Baptist Schools, any student receiving an E in any Bible course at the end of the semester (January or May) must make up the course in order to obtain the necessary credit. Students may make up the course by successfully passing the independent study Bible course. Independent study Bible courses are available through the Administrative Office.

### GRADE DEFICIENCIES

If a ninth- or twelfth-grade student fails a required course or is deficient in credits, he may participate in the graduation exercises providing there are no more than ten deficient credits. The student will not receive a diploma until all deficiencies are completed. All deficiencies must be completed within six months of the student’s graduation in order for a student to receive a diploma from Faith Baptist High School.

**Some courses or electives may be offered in alternating years. Also, some classes may be offered only upon teacher availability and sufficient demand. A counselor or administrator may alter a prescribed course of study to better fit a student’s academic needs.**

### 9TH-GRADE COURSE OF STUDY

Course	Required for Graduation	Meets UC Requirements	Elective Class
Bible: Old Testament Survey OR Advanced Bible Quiz	•		
English Grammar & Composition	•	UC Area B	
Algebra I	•	UC Area C	

OR Geometry OR Algebra II			
World History	•	UC Area A	
Biology	•	UC Area D	
Physical Education	•		
Spanish I	•	UC Area E	
<b>College Prep Electives:</b>			
CCU Introduction to the Arts <sup>3</sup>		UC Area F	•
Band, Senior High <sup>3</sup>		UC Area F	•
CCU Music Theory 1: Fundamentals of Music <sup>3</sup>		UC Area F	•
Studio Art, Intermediate <sup>3</sup>		UC Area F	•
Theatre Arts <sup>3</sup>		UC Area F	•
<b>General Electives:</b>			
Choir, Senior High			•
Debate			•
Home Economics			•
Introduction to Digital Media Production			•
Instrumental Ensemble			•
Journalism			•
Lifeguard Training			•
Photoshop			•
Reading Academy			•
Strength Training (2.5 credits)			•
Study Hall (0 credits)			•
Teacher's Assistant (2.5 credits)			•
Vocal Ensemble			•
Web Page Design			•

<sup>3</sup>One year of fine arts is required for graduation, but only certain fine arts electives are approved for UC Area F Fine Arts credit. Many courses have prerequisites. Please refer to the "Prerequisites" section later in this handbook.

## 10TH-GRADE COURSE OF STUDY

Course	Required for Graduation	Meets UC Requirements	Elective Class
Bible: Apologetics OR Advanced Bible Quiz	•		

English Grammar & Composition	•	UC Area B	
Algebra I OR Geometry OR Algebra II OR Pre-Calculus OR CCU College Algebra/ Trigonometry/CCU Calculus I	•	UC Area C	
Speech <sup>3</sup> OR CCU Music Theory <sup>3</sup> OR AP Studio Art <sup>3</sup>		UC Area F	
Earth Science OR CCU Anatomy and Physiology I with Lab	•	UC Area G  UC Area D	
Physical Education	•		
Spanish II	•	UC Area E	
<b>College Prep Electives:</b>			
CCU Introduction to the Arts <sup>3</sup>		UC Area F	•
Band, Senior High <sup>3</sup>		UC Area F	•
CCU Business Applications in Technology <sup>1</sup>		UC Area G	•
Chemistry <sup>1</sup>		UC Area D	•
CCU Introduction to Psychology		UC Area G	•
CCU Music Theory 1: Fundamentals of Music <sup>3</sup>		UC Area F	•
Studio Art, Intermediate <sup>3</sup>		UC Area F	•
Theatre Arts <sup>3</sup>		UC Area F	•
CCU Western Civilization I		UC Area A	•
<b>General Electives:</b>			
Choir, Senior High			•
Debate			•
Home Economics			•
Introduction to Digital Media Production			•
Instrumental Ensemble			•
Journalism			•
Lifeguard Training			•
Strength Training (2.5 credits)			•
Study Hall (0 credits)			•
Teacher's Assistant (2.5 credits)			•
Vocal Ensemble			•

Web Page Design			•
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<sup>1</sup>Students must successfully pass at least one of the following courses for graduation: Accounting, CCU Business Applications in Technology, AP Chemistry, Chemistry, Finance, or Physics.

<sup>2</sup>Students must take at least two of these mathematics courses or two CCU courses in order to fulfill MINIMUM University of California Admission requirements.

Students must take at least Algebra I, Geometry, and Algebra II for graduation. Additional levels of mathematics are not required for graduation but are highly recommended to meet college admission requirements.

<sup>3</sup>One year of fine arts is required for graduation, but only certain fine arts electives are approved for UC Area F Fine Arts credit.

Many courses have prerequisites. Please refer to the “Prerequisites” section later in this handbook.

**11TH-GRADE COURSE OF STUDY**

Course	Required for Graduation	Meets UC Requirements	Elective Class
Advanced Bible Doctrines OR Advanced Bible Quiz	•		
English Grammar & Composition/ American Literature OR CCU English Composition <sup>1</sup>	•	UC Area B	
Geometry OR Algebra II OR Pre-Calculus <sup>2</sup> OR Statistics <sup>2</sup> OR CCU Calculus I OR CCU Calculus II OR CCU Statistics and Their Application	•	UC Area C	
US History OR CCU American History	•	UC Area A	
<b>College Prep Electives:</b>			
CCU Introduction to the Arts <sup>3</sup>		UC Area F	•
Band, Senior High <sup>3</sup>		UC Area F	•
CCU Business Applications in Technology <sup>1</sup>		UC Area G	•
Chemistry <sup>1 2</sup>		UC Area D	•
CCU Foundations of Kinesiology		UC Area G	•
CCU Introduction to Psychology		UC Area G	•
Law, Order & Public Policy		UC Area G	•
Marine Biology		UC Area D	•
CCU Music Theory 1: Fundamentals of Music <sup>3</sup>		UC Area F	•
CCU Photography I		UC Area F	•
Physics <sup>1 2</sup>		UC Area D	•
Spanish III <sup>2</sup>		UC Area E	•

Studio Art, Intermediate <sup>3</sup>		UC Area F	•
Theatre Arts <sup>3</sup>		UC Area F	•
CCU Western Civilization I		UC Area A	•
<b>General Electives:</b>			
Accounting <sup>1</sup>			•
Choir, Senior High			•
Debate			•
Finance <sup>1</sup>			•
Home Economics			•
Introduction to Digital Media Production			•
Instrumental Ensemble			•
Journalism			•
Lifeguard Training			•
Reading Academy			•
Strength Training (2.5 credits)			•
Study Hall (0 credits)			•
Teacher's Assistant (2.5 credits)			•
Vocal Ensemble			•
Web Page Design			•
Yearbook			•

<sup>1</sup>Students must successfully pass at least one of the following courses for graduation: Accounting, CCU Business Applications in Technology, AP Chemistry, Chemistry, Finance, or Physics.

<sup>2</sup>Students must take at least two of these mathematics courses or two CCU courses in order to fulfill MINIMUM University of California Admission requirements. Students must take at least Algebra I, Geometry, and Algebra II for graduation. UC and CSU require students who took Algebra I and Geometry in junior high to take at least two math courses in senior high. Additional levels of mathematics are not required for graduation but are highly recommended to meet college admission requirements.

<sup>3</sup>One year of fine arts is required for graduation, but only certain fine arts electives are approved for UC Area F Fine Arts credit.

Many courses have prerequisites. Please refer to the "Prerequisites" section later in this handbook.

## 12TH-GRADE COURSE OF STUDY

Course	Required for Graduation	Meets UC Requirements	Elective Class
Advanced Biblical Application OR Advanced Bible Quiz	•		
English Grammar & Composition/ English Literature	•	UC Area B	

OR CCU Intro to Literature			
Algebra II OR Pre-Calculus <sup>2</sup> OR Statistics <sup>2</sup> OR CCU Calculus I OR CCU Calculus II OR CCU Statistics and Their Application	•	UC Area C	
US Government OR CCU Introduction to American Politics <b>*NOTE: All Faith Baptist High School students must take US Government at Faith Baptist High School.</b>	•	UC Area A	
Economics OR CCU Economics	•	UC Area G	
<b>College Prep Electives:</b>			
CCU Introduction to the Arts <sup>3</sup>		UC Area F	•
Band, Senior High <sup>3</sup>		UC Area F	•
CCU Business Applications in Technology <sup>1</sup>		UC Area G	•
AP Chemistry <sup>1</sup>		UC Area D	•
Chemistry <sup>1,2</sup>		UC Area D	•
CCU Foundations of Kinesiology		UC Area G	•
CCU Introduction to Psychology		UC Area G	•
Law, Order, & Public Policy		UC Area G	•
Marine Biology		UC Area D	•
CCU Music Theory 1: Fundamentals of Music		UC Area F	•
CCU Photography I		UC Area F	•
Physics <sup>1,2</sup>		UC Area D	•
Spanish III <sup>2</sup>		UC Area E	•
Studio Art, Studio <sup>3</sup>		UC Area F	•
Theatre Arts <sup>3</sup>		UC Area F	•
CCU Western Civilization I		UC Area A	•
<b>General Electives:</b>			
Accounting <sup>1</sup>			•
Choir, Senior High			•
CCU Honors Choir			•
Debate			•
Finance <sup>1</sup>			•

Home Economics			•
Introduction to Digital Media Production			•
Instrumental Ensemble			•
Journalism			•
Lifeguard Training			•
Reading Academy			•
Strength Training (2.5 credits)			•
Study Hall (0 credits)			•
Teacher's Assistant (2.5 credits)			•
Vocal Ensemble			•
Web Page Design			•
Yearbook			•

<sup>1</sup>Students must successfully pass at least one of the following courses for graduation: Accounting, CCU Business Applications in Technology, AP Chemistry, Chemistry, Finance, or Physics.

<sup>2</sup>Students must take at least two of these mathematics courses or two CCU courses in order to fulfill MINIMUM University of California Admission requirements. Students must take at least Algebra I, Geometry, and Algebra II for graduation. If students took both Algebra I and Geometry in junior high, students will need to take at least two math courses in senior high, per UC and CSU guidelines. Additional levels of mathematics are not required but highly recommended.

Many courses have prerequisites. Please refer to the course descriptions later in this Handbook for the prerequisites.

### CCU DUAL ENROLLMENT/AP EXAMS & PORTFOLIOS

Faith Baptist Schools offers 16 dual enrollment classes through Colorado Christian University. Because CCU is a four-year liberal arts university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, CCU Dual Credits transfer to most colleges and universities across the nation. Because every institution varies on how they accept, or do not accept, dual credits, it is the responsibility of the student to contact universities prior to registering for CCU Dual Credit courses so they gain an understanding of how credits may or may not transfer.

In some cases, taking an AP exam may be more advantageous to a student than taking a dual enrollment course without the corresponding exam. AP exams will be offered for CCU courses that have AP exam equivalents. The deadline to sign up for the AP exams and portfolios (including AP Macroeconomics) is the end of the first quarter. Students will need a College Board account, form of payment, and AP exam registration code (available from Miss Castner [allisoncastner@myfbs.org](mailto:allisoncastner@myfbs.org) or the instructor). Once students have registered for an AP exam, the College Board will charge an unused-test fee of \$40 if the student later decides not to take the exam. All AP Art students will submit a portfolio. AP exam/portfolio registration link: [apstudents.collegeboard.org](http://apstudents.collegeboard.org)

Preliminary fall-semester registration for AP and CCU classes is handled through a form link emailed to parents during the summer. Many CCU classes have summer homework assignments that must be completed before the fall semester begins. Once classes begin, students must also register through the CCU website in order to receive college credit. Spring-semester registration for CCU Economics is processed through the Faith Baptist instructor and also the CCU website. Summer sessions are registered through the Faith Baptist summer school application and the CCU website.

**NOTE: Students taking a CCU-level course must enroll for CCU credit, which is \$200 per semester paid to Colorado Christian University through online registration. The corresponding AP exam/portfolio is optional, which is \$97. However, in order**



for your student's course to be weighted on his GPA, he must be registered through the CCU website. [Colorado Christian University Enrollment Link](#)

CCU COURSE NAME & COURSE CODE	GRADE	REGISTRATION
American History HIS 205	11	11th-Grade Fall Semester
Introduction to the Arts HUM 120	9–12	9th-Grade Fall Semester 10th-Grade Fall Semester 11th-Grade Fall Semester 12th-Grade Fall Semester
Business Applications in Technology CIS 101	10–12	10th-Grade Fall Semester or Summer 11th-Grade Fall Semester or Summer 12th-Grade Fall Semester or Summer
Calculus I MAT 141	10–12	10th-Grade Spring Semester (Honors Trig/Calc 1 sequence) 11th-Grade Fall Semester (Full Year Students) 12th-Grade Fall Semester
Calculus II MAT 241	11–12	11th-Grade Fall Semester 12th-Grade Fall Semester
College Algebra MAT 111	10th	Summer School Between 9th and 10th Grades
Economics ECO 215	12	12th-Grade Spring Semester
English Composition ENG 102	11	11th-Grade Fall Semester
Foundations in Kinesiology KIN 210	11–12	11th-Grade Fall Semester 12th-Grade Fall Semester
Human Anatomy and Physiology w/ Lab BIO 201 (lecture) BIO 211 (lab)	10	10th-Grade Fall Semester (register for the lab as well)

Introduction to American Politics POL 207	12	12th-Grade Fall Semester
Introduction to Literature ENG 201	12	12th-Grade Fall Semester
Introduction to Psychology PSY 101	10–12	10th-Grade Fall Semester 11th-Grade Fall Semester 12th-Grade Fall Semester
Music Theory I: Elements of Music MUS 112	9–12	9th-Grade Fall Semester 10th-Grade Fall Semester 11th-Grade Fall Semester 12th-Grade Fall Semester
Photography ART 231	11–12	11th-Grade Fall Semester 12th-Grade Fall Semester
Statistics and Their Application MAT 212	11 or 12	11th-Grade Fall Semester 12th-Grade Fall Semester
University Choir MUE 197	12	12th-Grade Fall Semester (must be in their 7th semester of choir) Since this is a year-long course, students should plan to be in CCU Honors Choir for both the fall and spring semesters. Our transcript will show "CCU Choir." Their transcript may show "University Choir." It is listed in the elective descriptions as "CCU Honors Choir."
Western Civilization 1 HIS 185	10	10th-Grade Fall Semester

In order to register at CCU, please use the link provided.

<https://www.ccu.edu/academy/dual-credit/registration/>

Keep in mind that in order to register, you will need your student's social security number, his GPA (check with Mrs. Linda Packer or Dr. Rasmussen for current GPA.), and his ACT/SAT scores (if he has taken the exams). Parents will need to pay \$200 per course directly to CCU at the time of registration in order to receive college credit from CCU. Additionally, grades below a C- will not be awarded college credit.

AP Chemistry students will take the AP exam to receive college credit.

#### **ADVANCED PLACEMENT STUDIO ART & CHEMISTRY**

The Advanced Placement program is offered by the College Board to allow students to earn college credit while fulfilling high school requirements. These students are taught at an extremely high level and require a full commitment from the students. Each Advanced Placement class has summer assignments, and some actually begin instruction during the summer. In many cases, students will have two- to- four hours of homework each night in each Advanced Placement class.

All Advanced Placement Courses have prerequisites for enrollment. In May, the College Board administers examinations for each Advanced Placement Course. AP Studio Art students do not take an exam, but they do submit a portfolio. The students sign-up for the exams and portfolios at the end of the first quarter.

Every student in AP Studio Art must submit an AP portfolio to remain in the class and receive credit. All students in AP Chemistry must sign up for the AP Exam in order to remain in the class and receive credit.

In order to be eligible to continue in the second semester of AP Chemistry and AP Studio Art, students must complete the first semester course with a **75% C** or higher.

AP Instructional Fee EACH SEMESTER:	\$200	(in 3 payments of \$67 each per semester): 1st: November, December, January 2nd: February, March, April (billed on April tuition statement)
Exam/Portfolio fee:	\$97*	

If a student drops an AP course or a CCU course for which he has signed up for an AP exam or portfolio, he must notify Miss Castner ([allisoncastner@myfbs.org](mailto:allisoncastner@myfbs.org)) that he has dropped the course and will not be taking the corresponding exam or submitting the portfolio. Students who cancel an exam or portfolio after November 14, 2022, will still be billed \$40 for a canceled exam/portfolio.

Advanced Placement and CCU courses can be used to meet University of California Requirements. Advanced Placement and CCU English, social science, and some fine arts classes can be taken in place of traditional English, history, government, economics, and fine arts classes. CCU/AP mathematics and science courses are taken in addition to the traditional courses in those disciplines. **\*NOTE: Starting with the Class of 2024, all Faith Baptist High School students must take US Government at Faith Baptist High School. The *may* take a college US Government class for weighted credit, but that class will not meet the Faith Baptist US Government graduation requirement.**

Students in tenth grade may take only two of these CCU/AP courses: CCU Western Civilization I, CCU Music Theory I: Elements of Music, CCU: Intro to the Arts, CCU: Intro to Psychology, CCU: Fundamentals of Kinesiology, and AP Studio Art. Students in eleventh and twelfth grades may take as many CCU/AP courses as will fit in their schedules; however, unless a student is an exceptional student, Faith Baptist Schools does not recommend that a student take more than three CCU/AP courses in one school year.

Due to the level of difficulty of a CCU or AP course, the grade point average is weighted by 1 additional quality point. By taking Advanced Placement courses and earning As in those courses, the student is able to obtain a cumulative GPA greater than 4.0.

LETTER GRADE	TRADITIONAL QUALITY POINTS	CCU/AP QUALITY POINTS
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0.0	0.0

## ADVANCED PLACEMENT AND DUAL ENROLLMENT COURSE OFFERINGS AND PREREQUISITES

CCU COURSE	GRADE LEVELS	TAKEN IN PLACE OF	PREREQUISITES
<b>English:</b>			
CCU English Composition ENG 102	11	11th-Grade English Grammar & Composition/American Literature	minimum of 3.0 GPA overall and a minimum grade of a 90% A- average over both semesters in 10th-grade English class
CCU Introduction to Literature ENG 201	12	12th-Grade English Grammar & Composition/English Literature	minimum of 3.0 GPA overall and a minimum grade of a 90% A- average over both semesters in 11th-grade English OR a minimum grade of an 80% B- average over both semesters in CCU English Composition
<b>Mathematics:</b>			
CCU College Algebra/ (summer) MAT 111 Honors Trigonometry/(fall) CCU Calculus I (spring) MAT 141	10	Pre-Calculus	minimum of a 90% <u>A-</u> at the end of Algebra II (This course sequence starts during the summer between ninth and tenth grades.)
CCU Calculus I MAT 141	11/12		minimum of an 90% <u>A-</u> in second-semester Pre-Calculus and recommendation of Pre-Calculus teacher
CCU Calculus II MAT 241	11/12		minimum of a 80% <u>B-</u> in second-semester CCU Calculus I
CCU Statistics and Their Application MAT 212	11/12		minimum of an 85% <u>B</u> in second-semester Pre-Calculus
<b>Social Sciences:</b>			
CCU Western Civilization 1 HIS 185	10-12		minimum 3.0 GPA for previous 2 semesters AND minimum of an 85% <u>B</u> in 9th-Grade World History (second semester), plus completion of summer work
CCU American History HIS 205	11	11th-Grade US History	minimum 3.0 GPA for previous 2 semesters AND ONE OF THE FOLLOWING: minimum of an 85% <u>B</u> in 9th-Grade World History (second semester) OR a minimum of a 73% <u>C</u> in CCU: Western Civilization I for both semesters [or equivalent], plus completion of summer work
CCU Introduction to American Politics POL 207	12	12th-Grade US Government	minimum 3.0 cumulative GPA for high school for previous 2 semesters AND an 83% <u>B</u> minimum in grades 9th–11th history classes OR 73% <u>C</u> minimum for CCU history classes, plus completion of summer work
CCU Introduction to Psychology PSY 101	10–12		at least a sophomore standing & a minimum 3.0 cumulative GPA, plus completion of summer work
CCU Economics ECO 215	12	12th-Grade Economics	minimum 3.0 GPA for previous 2 semesters AND ONE OF THE FOLLOWING: minimum of an 85% <u>B</u> in 11th-Grade US History (second semester) OR a minimum of a 73% <u>C</u> in CCU American History both semesters [or equivalent]; minimum of an 80% B- in both semesters of Algebra II, plus completion of summer work
<b>Fine Arts (CCU/AP):</b>			

CCU Introduction to the Arts HUM 120	9–12		minimum freshman standing & a minimum cumulative 3.0 GPA. No previous art or music experience required
CCU Music Theory I: Elements of Music MUS 112	9-12		minimum of Certificate of Merit Level 5 and completion of summer work by first day of school
CCU Photography I ART 231	11–12		adequate completion of summer work
<b>Sciences (CCU/AP):</b>			
CCU Human Anatomy and Physiology I with Lab BIO 201	10	Earth Science	minimum of a 90% <u>A-</u> average over both semesters in Biology (must enroll both in lecture and lab sections on CCU website)
CCU Foundations of Kinesiology	9–12		minimum freshman standing who has completed Geometry satisfactorily and received a passing grade in the last science class
<b>Business &amp; Computer</b>			
CCU Business Applications in Technology CIS 101	10–12		minimum grade of a 70% <u>C-</u> in both semesters of Business Computer

### TRANSFERRING TO THE HONORS TRACK

In order to advance in mathematics over the summer to be able to join the honors-level math classes in the fall, the student must meet qualifications:

- Not already be in the honors-level math class for his grade level
- Be currently enrolled in 7th, 8th, or 9th grades
- Be re-enrolled at Faith Baptist Schools for the following school year
- Have earned at least a 95% A at the end of second semester math
- Have received a recommendation from the current math teacher
- Enroll in (and pass with at least a C) both semesters of the next math class at Faith Baptist Summer School

Grade Level	Traditional	Honors
7th	Pre-Algebra	Algebra I
8th	Algebra I	Geometry
9th	Geometry	Algebra II
10th	Algebra II	Pre-Calculus OR CCU College Algebra/ Honors Trigonometry/ CCU Calculus I

## SCHOOL POLICIES

### BELL SCHEDULE

1st hour:	8:00 A.M.–8:50 A.M.
Nutrition:	8:50 A.M.–9:02 A.M.
2nd hour:	9:02 A.M.–9:51 A.M.
3rd hour:	9:56 A.M.–10:45 A.M.
4th hour:	10:50 A.M.–11:40 A.M.
Jr. High Bible/Chapel & Sr. High Lunch:	11:45 A.M.–12:20 P.M.
Sr. High Bible/Chapel & Jr. High Lunch:	12:25 P.M.–1:00 P.M.
5th hour:	1:05 P.M.–2:00 P.M.
6th hour:	2:00 P.M.–2:55 P.M.
7th hour:	3:00 P.M.–3:40 P.M.

### SECURITY AND PARKING

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

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

To reduce the wait at the gate, ***a special decal can be placed inside the front right corner of your windshield.*** Cars with decals will be allowed to pass without signing in at the guard's desk, and cars without decals will have to wait. Decals are mailed home in August before the start of school.

Please do not park in the driveway along the brick wall. The fire lane must be kept clear at all times.

Students who drive their own vehicles to school must park in the main parking lot and may not leave the premises until they have finished their last class or have signed out for an appointment at the attendance office.

### ARRIVAL/DEPARTURE FROM SCHOOL

Most junior and senior high students should be dropped off in the gym lot by the entrance to the West Campus near the Locker Area. Please do not drop off further back in the driveway or wait on the concrete portion of the driveway in front of the gymnasium. Students and parents should take care while in the parking lot and driveway.

Students should not arrive on campus before 7:00 A.M. Those who arrive before their classrooms open should wait on the planters in front of the gymnasium, not inside the gymnasium.

Junior high students not picked up by 4:00 P.M. must attend Day Care Study Hall in Room 13. Senior high students not picked up by 4:00 P.M. must wait for their parents on the Main Campus inside the gates.

### JUNIOR HIGH DAY CARE STUDY HALL

We are greatly concerned for the safety of your children; therefore, any seventh- or eighth-grade student who is on the property later than 4:00 P.M. must go to Day Care Study Hall. Students who fail to report to study hall will be subject to disciplinary action.

1. Students will not be permitted to go to their lockers after seventh hour; therefore, they should get all of their homework and books from their lockers after sixth hour.
2. At 4:00 P.M., the junior high study hall supervisor will escort all junior high students who remain on the gymnasium side of the street to the study hall room.
3. Parents will be billed from \$3 per hour from 4:30 P.M. until 6:00 P.M.
4. Every minute a child is in After-School Study Hall after 6 P.M., the family is billed \$2 every minute.
5. Students will need to be **signed out by parents or other designated adults**, using the PCR system, before leaving study hall each evening. All adults, including parents, who pick up students should have their own PCR pin code (available for parents to set up on the Parent Portal under "Emergency Contacts").
6. Parents should sign out the junior high students in the study hall location, not at the elementary or kindergarten sign-out desks.

### **ARRIVAL/DISMISSAL FROM SCHOOL/CHURCH ACTIVITIES**

For the safety of our students, it is imperative that parents do not drop their children off more than 15 minutes before a School/church activity is scheduled to begin. Even if your child will be staying for an evening church service, he must be picked up if he is not going to Teen Outreach immediately after his practice or game concludes. Likewise, all students must be picked up no later than 15 minutes after an activity has ended. Faith Baptist cannot be responsible for unsupervised children; therefore, demerits will be given to students who violate this policy. This policy includes, but is not limited to, the following activities:

- Sports practices and games
- Fine arts practices and performances
- Programs
- Classes
- Extra-curricular activities
- Church activities
- Church Youth Group

If a student is to ride his bike, walk, or take the city bus home, the office must be given a release in advance **in writing by the parent or guardian authorizing him to do so. A "Release to Walk Home" form is available in the Administration Office.** Regardless of whether a student has permission to walk home or not, students are not allowed to walk off campus to different locations other than their homes. These locations include, but are not limited to McDonald's, Taco Bell, El Pollo Loco, 7-Eleven, El Taco Llama, and Subway. These policies are for the safety of your children.

### **PROTECTION OF STUDENTS/LOITERING**

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

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

... [E]very person who loiters about any school or public place at or near which children attend or normally congregate and who remains at any school or public place at or near which children attend or normally congregate, or who reenters or comes upon a school or place within 72 hours, after being asked to leave by the chief administrative official of that school or, in the absence of the chief administrative official, the person acting as the chief administrative official, or by a member of the security patrol of the school district who has been given authorization, in writing, by the chief administrative official of that school to act as his or her agent in performing this duty, or a city police officer, or sheriff or deputy sheriff, or Department of the California Highway Patrol peace officer is a vagrant, and is punishable by a fine of not exceeding one thousand dollars

(\$1,000) or by imprisonment in the county jail for not exceeding six months, or by both the fine and the imprisonment.

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

### **VISITORS**

All visitors must secure **written permission from the Administrative Office at least one week before visiting any class or other regular school-time activities** (i.e., class meetings, lunch area, chapel, etc.). We request that there be no visitors during the first two weeks of school and during the last three weeks of school, as well as the day prior to Thanksgiving, Winter and Spring Recesses, and during the Speech Contest. We also request that there be no visitors the two weeks prior to and during final exams.

### **ATTENDANCE**

Regular attendance is absolutely essential to successful school work. Absenteeism causes hardships for everyone involved; therefore, we ask each parent to do his best to avoid unnecessary absences.

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

If a student is absent, we request that the parent call the School Attendance Office before 10:00 A.M. at (818) 340-6131, ext. 222 or send an email from a parent's email account to [schooloffice@myfbs.org](mailto:schooloffice@myfbs.org).

All absenteeism must be registered with the school office. A note is required from the parent or doctor, and the student will not be admitted to the class without an official note from our school office. Students will be allowed to make up missed work for excused absences only.

### **TARDINESS**

Punctuality is a character trait that we desire for each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress. Consistent tardiness is also harmful to a student's character development.

Because each day at Faith Baptist Schools is tightly scheduled to maximize learning opportunities for each child, we begin class immediately, and there is no grace period. Junior and senior high students will be considered tardy after the bell rings for each period. (Students crossing the street between classes or using the restroom are given three extra minutes after the bell rings.) Any student who is not in the classroom when the bell rings for first hour at 8:00 A.M. should check in at the school office and get a tardy slip to be admitted to class. Because attendance in the junior and senior high school is taken during each class period, it is possible for students to receive multiple unexcused tardies in one day.

If a student accumulates six tardies in a quarter, he will be suspended the following Thursday. After the second suspension in one quarter, he and one of his parents must meet with a school representative before he will be permitted to return to his classes. Any work missed or tests given on a suspension day will be recorded as a 0% E and cannot be made up. If a student is late to class by 15 minutes or more without a written excuse from another teacher, he will also be given demerits for ditching class. Tardies will be classified as "excused" based on the absence excuses listed below.

Students have 10 School days from the date an unexcused tardy is earned to contest it.

### **ABSENCE EXCUSES**

When taking attendance each day, teachers will automatically mark an absent student as "absent unexcused with penalty." When a student returns to school after an absence, he must have a written note from a parent stating an excuse that conforms to the legal reasons for absences as listed below from the California Education Code and Administrative



Guide of the Los Angeles City Board of Education. On the day he returns to school after an absence (even if only for one class), he should first go to the School Attendance Office with the absentee note to be readmitted to school. Upon receiving this note, the school attendance secretary will classify the absence correctly as excused or unexcused and give him a green “readmittance to school card” indicating the classification. The student will then show the green card to each teacher, who will initial it, and accept make-up work if appropriate.

If a student does not check in with the attendance secretary on the day following an absence, he will not be permitted to make up his work since his absence will be classified as unexcused with penalty. In the event a student has an extended illness (more than 3 days), however, he must obtain permission from a physician in order to return to school.

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

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

The only legal reasons constituting an “excused” absence according to State law are the following:

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

Listed below are some illegal excuses for non-attendance as stated in the California Education Code and Administrative Guide of the Los Angeles City Board of Education. Students who miss classes for these reasons will be classified as “absence unexcused”:

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

Note: Although missing school for one of the above reasons is considered unexcused, a student will not receive an academic penalty if he has a note from a parent; however, **a student is permitted to have only five “unexcused absences—no penalty” per semester.** The sixth absence during a semester will become an “unexcused absence—with penalty.” The Administration may determine that a student who misses more than **ten days (excused or unexcused)** in a given class in a semester must drop that class.

#### Parent Portal Attendance Codes:

TE = Tardy Excused (within 15 minutes of class starting)

TU = Tardy Unexcused (within 15 minutes of class starting; 6 in one quarter leads to suspension; after 15 minutes of class start, unexcused tardies are classified as "Absent Unexcused with Penalty.")

AE = Absent Excused

AU = Absent Unexcused, No Penalty (only 5 allowed per semester; students allowed to make up work and tests)

AU/P = Absent Unexcused with Penalty (students not allowed to make up work or tests; if student is truant, demerits may result as well)

SA = School Activity (for school athletics games, fine arts rehearsals and performances, and field trips; students allowed to make up work and tests)

Total absences allowed per semester of any classification: 10

### **ATTENDANCE ON GAME DAYS**

Student athletes who are absent from school on a game day will not be permitted to participate in that game, as attendance is required at a minimum of four class periods (not including Bible/chapel) in order to participate in an athletic function. Also, if the school bus must leave before the conclusion of fourth hour to transport the team to the game, the team members are required to attend every class until the bus departs.

### **MEDICAL/DENTAL APPOINTMENTS**

If the occasion arises where it is absolutely necessary for a child to leave early or miss a few classes for a medical or dental appointment, the child should notify the teachers in advance. Moreover, the parent will need to go to the School Attendance Office to sign out the student. Then the student will be called out of class. No child will be released to anyone other than those authorized in writing by the parent and who have a sign-out pin code.

When the child returns the following day, he should bring a note from the parent detailing the appointment and the classes missed so that he may receive a Readmittance Slip from the School Attendance Office.

If possible, parents should schedule medical/dental appointments outside of school hours. If the appointments must occur during school hours, parents should schedule the appointments so that the student does not miss the same class period for multiple appointments.

### **TRUANCY**

If a student is truant off the School property without his parents' knowledge, he will receive 25 demerits for each period of class missed, up to 50 demerits, regardless of whether he arrived on the School property at any time. In addition, he will receive a 0% E for all work done in the classes missed. Bringing a parental note after truancy has occurred will not be satisfactory.

If a student is truant, but remains on the School property, he will receive 10 demerits for each class missed (up to fifty per day), as well as the accompanying academic penalty of a 0% E for all work done in the classes missed. If a student shows any type of absentee pattern, such as missing the same time period or day of the week, a conference with the student, a parent, and a school administrator will be necessary to find a solution to the problem.

### **LEAVING PROPERTY WITHOUT PERMISSION**

Once a student arrives on campus, he is not to leave without permission for any reason. If he must leave, he must first provide written parental permission and be signed out by a regular School secretary in the School Attendance Office before leaving the campus. Of course, if a student is late upon returning to School, tardy slips or demerits may be given. Although a student may bring a note from a parent after he has returned to School, he still will be subject to demerits for leaving the property without proper permission.

Additionally, the School does not permit students to walk home, cycle home, or take the city bus home without written permission on file. Students may obtain a "Release to Walk Home" form from the Administrative Office, which remains valid for one School year including the summer session. Regardless of whether a student has permission to walk home or not, students are not allowed to walk off campus to different locations other than their homes. These locations include,

but are not limited to, McDonald's, Taco Bell, El Pollo Loco, 7-Eleven, El Taco Llama, and Subway. These policies are for the safety of your children.

Any student leaving the property without permission will be given 25 demerits for each class, lunch, or chapel missed.

**IMPORTANT**—At no time is a student to be picked up by anyone other than parents, guardians, or other persons authorized to do so through the parent portal.

Faith Baptist Schools cannot be liable for the safety of students who leave the property in an unauthorized fashion.

## **MEDICAL & EMERGENCY INFORMATION**

### **SCHOOL NURSE/INJURIES AT SCHOOL**

The School does not employ a nurse. We will call 911 immediately to address any life-threatening emergency. Our staff has been trained in basic first aid and basic life support CPR, and they are trained to assess each situation and to address the needs of the injured child providing first aid as needed. For any injury or health-related concern, the child's parent will be called and given an opportunity to personally assess the well-being of his child. Our staff will provide assistance to students according to the universal health precautions while maintaining the safety of those involved.

### **ILLNESS OR INCAPACITY**

If a student has a fever or any other symptom of illness, he should not be sent to School. If the student is sent to School under such circumstances, the parents will be called to pick him up. If a parent, legal guardian, or emergency contact cannot be reached, professional care may be sought, and an injured or ill student may be transported via ambulance to the hospital to receive appropriate medical attention.

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

### **COMMUNICABLE DISEASES**

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

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

***\*For head lice, we ONLY accept a certificate of treatment from a professional head lice removal service.***

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

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

### **COVID-19**

As with all illnesses, if your child is not feeling well or is running a fever, please have him stay home until he is better. If he tests positive for COVID-19, please notify Miss Swift in the administration.

### **MEDICINES**

1. Parents should talk to their child's doctor about making a medicine schedule so that the child does not have to take medicine while at School.
2. If a child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, parents must give a written note to the school employee at the receptionists' desk at the beginning of the

school year. Parents must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (*EC* Section 49480).

3. If a child must take medicine while at School, the School must receive a written note from the parent **and** a written note from the child's doctor or other health-care provider. The written statement from the prescribing physician must detail the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent or guardian of the child at the beginning of each school year **and** whenever there are any changes in the medicine, instructions, or doctor (*EC* Section 49423).
4. A parent or guardian must supply the School with all medicine the child must take during the school day. A parent or another adult must deliver the medicine to the School.
5. Teachers are not authorized to give injections or breathing treatments. Parents must coordinate the timing and administration of these procedures.
6. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the School. A parent or another adult who delivered the medicine should verify the count by signing the log.
7. Each medicine the child takes must be in a separate container labeled by a pharmacist licensed in the United States. The container must list the child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
8. Parents must pick up all discontinued, outdated, and/or unused medicine before the end of the school year.

#### **EPIPEN PROCEDURES**

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

#### **INHALERS**

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

#### **REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE**

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

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

#### **BLOOD-BORNE PATHOGENS**

##### **Immunization—Communicable Disease/HIV & HBV Policy**

1. Students infected with HIV, except for those subject to conditions described in 3 below, will be permitted to attend school in an unrestricted manner because of the *de minimis* risk of transmission of HIV in the normal school setting. These students will be eligible for all rights, privileges, and services of the School.

2. Assessment of the risk to the immuno-suppressed student attending school in an unrestricted setting will be made by the student's physician who is aware of the student's immune status.
3. Students (whether HIV/HBV or not) who display behaviors that, in the sole judgment of the School, may pose a risk of harm to others, such as biting, and with communicable medical conditions such as oozing lesions, will not be permitted to attend School in an unrestricted manner.

Students in the above categories, with questionable behaviors and who have had medical conditions (including HIV positive or HBV) or neurological impairments, will be placed or retained only after a decision is reached by the School Administration. The School's evaluation team will include, but not necessarily be limited to, the following:

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

## **IMMUNIZATIONS**

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

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

### **Tdap**

School immunization laws require all students entering seventh through twelfth grades in the 2021–2022 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap. Furthermore, a parent must submit proof of this vaccine by the first day of school. If the school does not have proof of a child's Tdap vaccination by the first day of school, then the child will be excluded from school. For the 2021–2022 and future school years, all students entering seventh grade will need proof of a Tdap shot before they begin school. This policy pertains to all pupils: re-enroll, new, and homeschool students.

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

### **COVID-19 VACCINE**

A COVID-19 vaccine is not required for School attendance.

### **UNMET IMMUNIZATION REQUIREMENT AFTER ADMISSIONS**

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

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

### **DISASTER PREPAREDNESS/EARTHQUAKE EMERGENCY**

In the event of a disaster, no student will be dismissed from School unless a parent (or individual designated in the emergency contacts by a parent in the parent portal) comes for him. Because phone and internet lines may be down in a catastrophe, notes may not be faxed or emailed to the School for the release of a student during an emergency. All parents, or designated parties, who come for students, must sign them out at the School Office or at the temporary student-release station with a School official at the entrance to the School yard.

In the event of an emergency, the School is prepared to provide each child with emergency food and water. These supplies are regularly purchased and stored in an earthquake-safe location on our campus. If you are unable to reach the School, we will care for your child here. We have a number of people with first-aid certificates, and we will be in communication with various local emergency services. We do ask for your help in the following areas:

- Please do not call the School—we must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the School—streets and access to our School may be cluttered with debris. The School access route and street entrance areas must remain clear for emergency vehicles.

Tune your radio to KNX (1070) on the AM dial. Information and directions for Faith Baptist students will be given over the radio. If internet access is available, please check the School website at [myfbs.org](http://myfbs.org).

### **SCHOOL CLOSURE INFORMATION**

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

- [myfbs.org](http://myfbs.org)
- Call (818) 340-6131. A temporary phone greeting will be added to our phone system.

## **MEALS & SNACKS**

### **LUNCHES**

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

### **HOT LUNCH PROGRAM**

The lunch program at the School is provided by Regent School Catering and now operates by an online ordering system. Online lunch orders cost \$7.50. The lunch order will be added to your student billing account at the end of each day. All fees will be due the first of each month along with your tuition and other charges.

The **complete meal** includes the main dish, side dish items, and choice of a beverage (milk, chocolate milk, juice, or bottled water). The main dish entrées will be listed on the monthly menu.

The **à la carte side** is at the Kitchen's south window. At this window, lunches may be purchased by junior and senior high students, where they choose from the day's offerings and pay cash. Menu offerings and pricing vary. *Additionally, assorted beverages, snacks, breakfast items, and ice cream may be purchased with cash before and after school, as well as during nutrition breaks by all students.*

### **PLACING AND CANCELLING LUNCH ORDERS**

Orders must be placed by 8:00 A.M. on the current day. The system automatically stops accepting orders for the current day after 8:00 A.M.

Lunches may be pre-ordered for up to five (5) days. If you need to cancel an online lunch meal, you must call the Financial Office before 9:00 A.M. of the current lunch day to remove your lunch order. Calls placed after 9:00 A.M. of the current day cannot be canceled under any circumstances.

### **FORGETTING LUNCHES**

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

If a student comes to school without lunch and a parent is not able to bring lunch for him, that student may use cash to purchase an emergency lunch from the lunch window for \$8.50.

If a student does not order online nor has the \$8.50, an Emergency Lunch Ticket is available for \$8.50 at the Financial Office. This will be billed to the student's account. Please note that all Emergency Lunches will include a Corn Dog and the side items with a drink for that day.

### **GLASS BOTTLES**

Staying hydrated in the San Fernando Valley heat is important, and students are encouraged to bring bottles of water with their names on them. However, for the safety of the community, students may not bring beverages in glass bottles to School.

## **EXTRA-CURRICULAR ACTIVITIES**

### **TEEN OUTREACH/YOUTH GROUP**

Teen Outreach is available on Wednesday evenings for all seventh- through twelfth-grade students from 5:00 P.M. to 6:45 P.M. This outreach time is supervised by the youth leaders, as the students are taken on church buses to invite people to church or to visit a nursing home. Students must bring spending money to buy their own dinners. Any junior or senior high student on campus during this time MUST attend Teen Outreach, as it is the ONLY supervised activity after 5:00 P.M. (with the exception of junior high study hall which closes at 6:00 P.M.) Students attending Teen Outreach or Youth Group must adhere to the following:

1. Students should not be left on campus on Wednesday afternoons with the assumption that they will attend Youth Group that evening. Parents must be responsible to ensure that their child actually attends the service.
2. Parents cannot drop their children off more than 15 minutes before Youth Group or a School/church activity is scheduled to begin. Likewise, all students must be picked up no later than 15 minutes after an activity has ended. Youth Group begins at 6:45 P.M. and is generally done by 8:00 P.M.

The School cannot be responsible for children who leave campus in an unauthorized fashion or who choose to ditch Youth Group. Students who are caught ditching may be asked not to return to Youth Group or Teen Outreach in the future. Likewise, demerits may be given for ditching as well as discipline for any type of inappropriate behavior.

## **ATHLETICS, CHEERLEADING, CHOIR, PEP BAND, AND DRAMA (Also see CCU Choir)**

Participating in sports at Faith Baptist Schools is a privilege, not a right. Students who participate in athletic activities do so voluntarily. In order to try out and participate in athletics, choir, pep band, drama, or cheerleading, the student must be re-enrolled and meet the following requirements:

1. The student must have a passing grade in Bible.
2. The student must agree with the following statement:  
“I have been and will be loyal to Faith Baptist Schools, and I will not criticize the Administration, teachers, policies, or rules.”
3. High-school students participating in sports must adhere to all CIF regulations and school probation agreements. Junior-high students participating in sports must maintain at least a 2.0 GPA or a C average.
4. In addition to the physical exam required by CIF, students with known medical conditions may also be required to receive a consent from their attending physician.

Please note, additional policies pertaining to the various programs will be discussed before tryouts. Students who participate in cheerleading are expected to cheer for both football and basketball.

## **SPORTS OFFERED**

The following sports are offered based on coach availability, field/gym space, and student interest:

### *Junior High*

#### Boys

Football (Fall)  
Basketball (Winter)  
Cross-Country (Winter)  
Wrestling (Spring)  
Baseball (Spring)

#### Girls

Basketball (Fall)  
Soccer (Winter)  
Softball (Winter)  
Cross-Country (Winter)  
Volleyball (Spring)  
Cheer (Year-Round, Tryouts in Spring)

### *Senior High*

#### Boys

Football (Fall)  
Cross-Country (Fall)  
Basketball (Winter)  
Wrestling (Winter)  
Baseball (Spring)

#### Girls

Volleyball (Fall)  
Cross-Country (Fall)  
Basketball (Winter)  
Softball (Spring)  
Cheer (Year-Round, Tryouts in Spring)

## **BANQUETS**

Students who invite a date from outside of the school must meet with Mr. or Dr. Rasmussen and their proposed date no later than one week before the banquet. Additionally, students must complete a “Mandatory Banquet Agreement” form. Outside dates will be expected to follow Faith Baptist’s dress code for the evening, including but not limited to, no facial hair, appropriate haircut, general behavior, and appearance. No outside dates are allowed for the Homecoming Bonfire or Sports Banquets.

Students in grades 7 and 8 are prohibited from dating at banquets (i.e. boys cannot purchase tickets for girls, no couple pictures, and no corsages/boutonnieres are to be exchanged). All high school class officers are required to attend the Junior/Senior Banquet.

## **BOYS’ BANQUET CLOTHING GUIDELINES**

Boys’ clothing should match the formality of the event and follow the general dress guidelines for the School. Specifically, for the Junior-Senior Banquet, boys should wear a suit, dress-shirt, and tie with matching dress shoes and dress socks. For the Sports Banquet, boys should wear slacks and a dress-shirt with matching dress shoes and socks.



Boys should limit their accessories to a class ring and watch. Other rings, bracelets, necklaces, earrings, and gauges should not be worn. Boys should refrain from emulating popular culture icons in their appearance.

### **BANQUET DRESS CHECK**

Dresses must be checked by the Administrative Office before each banquet. If a dress is worn to the banquet that has not been checked and approved, 25 demerits may be given.

Many times parents ask where to buy dresses that will meet the requirements.

### **BANQUET DRESS REQUIREMENTS**

The Junior-Senior Banquet dress guidelines are as follows:

**General guideline**—the dress must be consistent with our school dress code. Modesty is the primary goal.

1. **Neckline**—no lower than **2.5"** from the center of the collarbone, providing the dress does not reveal cleavage. (For some girls, 2.5 inches from the center of the collarbone will be too revealing.) The radius of the neckline should not show a regular bra strap on the sides.
2. **Back of the dress**—no lower than the top of where a regular bra strap would naturally fall across the back.
3. **Dresses with sleeves**—sleeves must not be off the shoulders.
4. **Sleeveless dresses**—should cover a regular bra strap, and the width of the fabric should be no less than **2" in width**. Dress sleeves should not be "cut-in" from the armhole in the front. The back should not be cut in past where a regular bra strap would naturally fall. Dresses may not be halter-style top or tank top. It should not be necessary to wear a strapless bra.
5. **Cut**—must allow for weight gain. Dresses with straight skirts must fall straight from the hips. **Dresses should not cup in the back or cling in any way to the front, sides, or back, revealing panty lines, slip lines, etc.**
6. **Length**—no shorter than the middle of the kneecap. **Slits must be sewn to the middle of the kneecap. Per Disney, you will not be allowed to enter Downtown Disney if your gown touches the ground.**
7. Dresses with very straight skirts must fall straight from the hips. Dresses should not cup in the back or cling in any way. Also, skirts should not be so straight that your daughter cannot walk without difficulty. Dresses should not be so tight that they are revealing.
8. **Translucency**—sheer materials on your dress that are inconsistent with these guidelines or the regular school dress code **must be lined with opaque fabric.**
9. **Shrugs**—may be worn to help a dress meet these guidelines.
10. **Midriffs**—no belly or midriff may show, even when arms are extended above the head.

### **CLASS OFFICERS**

The following qualifications must be met and maintained by class officers.

1. A candidate must be a returning full-time student.
2. Campaigning posters are allowed, but they must be taken down by the end of the school day on Friday.
3. An officer must maintain a C average or better and a minimum of a C in Bible. Additionally, a student must have earned at least a C in Bible the previous year. It is the student's responsibility to write a letter of resignation to the Administration and sponsor if he is not maintaining a C average at the end of a semester. No students may run for class office if he has not maintained a C average that semester or the semester before.

4. Any officer who accumulates 30 demerits in one semester must resign immediately. Students may not run for office if they have accumulated 30 or more demerits in the previous semester. Any student who is on disciplinary probation may not run for office.
5. Each student should wholly endorse every policy of Faith Baptist Schools, including the Code of Conduct found herein. Any student who cannot exhibit such a loyalty to Faith Baptist Schools, both on campus and off campus, should not accept the nomination to any student office in the School. Any student who does not exhibit compliance with the Code of Conduct of Faith Baptist Schools, both on and off campus, in word and deed, will not be permitted to run for or hold any office in the School.
6. Each student who is nominated for an office will be evaluated by the teachers and the Administration. On the basis of this evaluation, a student may or may not be permitted to run for office.
7. Each student who is nominated for an office will be required to write out his salvation testimony for the Administration.
8. Since Faith Baptist Schools feels that officers should agree to high standards of Christian living, we are requiring that each officer read and agree to sign the following statement:

Realizing the importance of my leadership position, I affirm:

1. I have received the Lord Jesus Christ as my personal Saviour.
2. I attend Sunday services at a fundamental Bible-believing church which believes and practices the following fundamentals of the Christian Faith:

The inspiration of the Bible, both of the Old and New Testaments; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; His bodily resurrection from the dead; His power to save man from sin; the new birth through regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

3. I personally believe the above-stated fundamental doctrines.
4. I have convictions against watching television shows or movies that are not consistent with the following Scriptures:

“I will set no wicked thing before mine eyes; I hate the work of them that turn aside; it shall not cleave to me.”  
Psalm 101:3

“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.” Philippians 4:8

5. I do not listen to any kind of rock music.

“Speaking to yourselves in psalms, and hymns, and spiritual songs, singing and making melody in your heart to the Lord.” Ephesians 5:19

“I will sing with the spirit, and I will sing with the understanding also.” 1 Corinthians 14:15b

6. I believe that the dress and hair standards revealed in 1 Timothy 2:9 and 1 Corinthians 11:14 as interpreted by Faith Baptist Schools are Scriptural. I am consistent on and off campus regarding the dress and hair regulations as found in the above Scripture.
7. I have been and will be loyal to Faith Baptist Schools, and will in no way criticize the Administration, teachers, policies, or rules. Instead, if I have a constructive criticism, I will go to the teachers or the Administration and will abide by their decisions.
8. I will actively participate in school-sponsored activities such as Bible, Speech, and Choral Programs; Open House; Prospective Parent Meetings; Homecoming; Candy Sale; graduations; etc.

If, in the opinion of the Administration, a student is disloyal in word or deed, on or off campus, the Administration will request the student’s immediate resignation from the particular office they hold.

It is my understanding that the above standards are not merely for the nine months of the school year, but encompass the complete year and have been my convictions prior to my running for office.

## STUDENT BODY OFFICERS

Student body officers must be juniors or seniors and must meet all of the above requirements for class officers.

## QUALIFICATIONS FOR DAY CAMP JUNIOR COUNSELOR AND JUNIOR LIFEGUARD POSITIONS

Students entering grades 9–12 may request to volunteer as a junior counselor and junior lifeguards over the summer as part of the Day Camp Program. To qualify, students must not have earned **30 or more** demerits during the spring semester. Junior counselors and junior lifeguards must also attend Sunday services at a church. Students who wish to volunteer must submit their name to the Administrative Office on or after January 1. Junior lifeguards must have taken the Junior Lifeguarding class previously. Positions are limited, and junior counselors and junior lifeguards will be selected based on grade level, previous experience, and other factors.

## WEST COAST FINE ARTS COMPETITION

In March, students have the opportunity to represent the School at the West Coast Fine Arts Competition held on the campus of West Coast Baptist College in Lancaster, California. Categories include academic testing, Bible Quiz, Bible testing, Bible memorization, spelling bee, speech, duet acting, chess, piano solos and duets, instrumental solos and duets, instrumental ensembles, choir, vocal solos and ensembles, art, crafts, photography, graphic design, Bible teaching, and preaching. Tryouts are generally held in November and December, and registration forms and fees are due in mid-January. The fine arts awards ceremony is held during the school day in April.

## WEST COAST YOUTH RALLY & YOUTH CONFERENCE

Each year, West Coast Baptist College hosts a youth rally and a youth conference. These events are times of refreshing from the Lord which challenge the students to make spiritual decisions and to grow in their walk with Christ. Students also have opportunities to speak with admissions counselors.

## PENSACOLA CHRISTIAN COLLEGE TRIP

Each November, Dr. Stephania Rasmussen escorts juniors and seniors to Pensacola Christian College in Florida to tour the college, visit classes, and speak with admissions counselors. Students are encouraged during the trip to draw close to God and to seek His will regarding college selection.

## ACADEMIC POLICIES

### TEXTBOOKS

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

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

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

### ASSIGNMENTS

Teachers will make assignments to students as clear as possible. The **student** must take the initiative and responsibility in being certain that he understands and completes these assignments. Additionally, all students must use their student planners to record homework and projects. All junior and senior high students will receive the official student planner on the first day of school.

### MAKE-UP WORK DUE TO ABSENCE

In case of family business, each student will be allowed five unexcused absences, no penalty (not including trancies) per semester. However, we feel that absenteeism is extremely detrimental to both the student's welfare and academic progress. Because absenteeism increases the amount of record-keeping for our teachers and staff, we may impose the

following charges for work that is made up due to either unexcused tardies or absences that exceed the allowable number.

Quiz—\$5

Test—\$10

Final Exam—\$50

A student has as many days as he was absent to complete his make-up work.

### **HOMEWORK AFTER AN ATHLETIC GAME**

If an athletic team arrives back at the School later than 10:00 P.M. from a game on Monday, Tuesday, Wednesday, or Thursday, the athletes at that game may have one additional day to complete their homework for their first- and second-hour classes. All other homework must be completed and submitted on time, and all tests must be taken.

Additionally, students will be excused from attending first-and-second-hour classes the morning following an arrival later than 10:00 P.M.

### **LATE WORK**

All work must be done on time. If, however, a student does not complete his work on time, the grade will be lowered 20% per day for homework and 10% per day for projects. Late work that is not turned in by the third day it is late will become a 0% E and may no longer be made up for partial credit. The only exception to this would be in the case of an excused absence. A student who is absent has as many days as he was absent to complete an assignment.

Please note that teachers may have different late work policies regarding homework assignments. All policies and procedures for each class will be handed out to students on the first day of school.

### **TESTING SCHEDULE**

In junior and senior high, students take math tests weekly, English and history classes usually test every three weeks, and the other subjects test based on each subject's curriculum. Students are required to write upcoming tests in their student planners. Comprehension quizzes may be given any day of the week without notice. AP & CCU classes may test any day of the week and multiple times per week. Unless a test would fall on a school holiday, the testing schedule is as follows:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Bible Spanish Accounting CCU Anatomy Computer	English Grammar/Literature History	Sciences (except CCU Anatomy) Government Economics	No tests	English vocabulary quiz Math Theatre Arts

### **TESTING POLICY**

Students are expected to take all tests without assistance. Students should always have sharpened pencils and erasers in class for taking Scan-Tron tests. Some teachers may require an electronic device to take a test electronically. Students have until the end of the class period to finish the test. Students who do not finish the test before the end of class will have each unanswered question marked as incorrect.

### **REVIEW OF GRADED TESTS/CONTESTING GRADES**

To help maintain the integrity of our tests and to keep them from being used for the wrong reason, Dr. Rasmussen has chosen to keep all tests at the school for one month after the date it is given. If parents have a concern about the test, how it was graded, or how their child performed on the test, they can schedule a meeting with the teacher and review the test with the teacher. After a month, tests will be discarded and no longer available to review. Students have until 10 days after grades have been entered on the portal to contest a grade.

## **FINAL EXAMS**

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

## **PARENT PORTAL**

All students' grades, demerit, attendance records, and tuition statements can be viewed via the parent portal at [parents@myfbs.org](mailto:parents@myfbs.org) or through a link on the School's website. Parents are strongly encouraged to utilize the grade portal on a weekly basis to monitor their children's progress. Vital communication will be posted to the calendar and gradebook through this portal. Since all teachers are required to have their grades from the previous week updated by Tuesday mornings, parents should check the portals on Tuesday evenings. Parents should contact the teacher directly via email if they notice missing or incorrect grades or if they would like clarification about a grade. Note: teachers may take additional time to grade long papers and projects.

## **EMAIL ADDRESS REQUIRED**

Because important information is communicated to parents through paperless correspondence, the School requires that all families have at least one parent email address on file. Because teachers primarily contact parents through email in the junior and senior high, parents must check their email regularly for updates. Additionally, the School regularly sends important information via email to the parent accounts. Re-enrollment information for the following school year is distributed through the primary parent's email on file. Please make sure that your email address on file is correct.

## **SPECIAL ADMINISTRATIVE RECOMMENDATIONS**

Some children may demonstrate behavior at school that may lead the Administration to insist on physical or psychological intervention in order for a child to remain at Faith Baptist Schools. Furthermore, the outcome of such examinations may cause the Administration to conclude that a child may not continue attending Faith Baptist Schools (i.e., a child who demonstrates a tendency to hurt himself or other people or a child who becomes a flight risk).

## **APPOINTMENTS WITH TEACHERS**

If parents have a question about their child's grade or regarding a classroom matter, they should contact their child's teacher before calling the Administrative Office. Nearly every problem that arises can be solved by talking with the teacher. Since the teachers are very busy during the school day as well as during before- and after-school duties, parents should send an email message asking for a telephone call or an in-person appointment. It is not possible for teachers to leave their School responsibilities for unscheduled appointments with parents. Teachers' email addresses are formed with their first and last names @myfbs.org: firstlast@myfbs.org.

## **APPOINTMENTS WITH OFFICE STAFF/DEPARTMENT HEADS/ADMINISTRATORS**

If parents have a problem, question, or concern and are unsure to whom they should speak, they should call the School Receptionist before coming to the School. Calling ahead will allow the situation to be handled more efficiently and to direct you to the appropriate person for an appointment, if necessary.

Parents who do not receive a timely reply (forty-eight hours) should call Dr. Stephania Rasmussen. All questions or concerns regarding a teacher should be directed to the teacher first.

## **CHANGING CLASS SECTIONS**

To eliminate unnecessary changes and to maintain balanced class sections, there is a two-week waiting period for students who want to change sections, provided that the new section can accommodate the student's math level. Additionally, due to class-size restrictions, requests to change classes because of wanting to be with friends will not be granted.

## CHALLENGING A CLASS (SPANISH)

Students who opt to challenge or test out of Spanish I or II are required to take the final exam for each semester. Students will receive credit for Spanish if they pass the exam with an **80% B- or higher**. The student's grade on this exam will be recorded as his official grade in Spanish for the year. Students may not test out of Spanish III or AP Spanish Language.

## ADDING A CLASS

Students have until the last day of the third week of the semester to add a class or to change from one class to another. This includes completing registration for CCU courses through the CCU website.

## DROPPING A CLASS

Students have until the last day of the fifth week of the semester to drop a class without penalty. If a student elects to drop a class after the fifth week, he will do so with the penalty of an F for the course. A parent note stating the following is required in order for a student to drop a class: "We understand that this course change may delay or complicate college acceptance. We also understand that Faith Baptist Schools cannot guarantee availability of the course during subsequent regular school years or summer school." Classes required for graduation may not be dropped.

## CLASSES TAKEN OUTSIDE OF FAITH BAPTIST

Students who take classes outside of Faith Baptist Schools must submit grades to Miss Araceli Gutierrez within thirty days of the close of the first semester for summer classes taken and by the last day of finals for spring classes taken to be included on college entrance transcripts and their high school GPAs.

## REPORT CARDS

Report cards are available to view on the parent portal two times during the School year at the end of each semester. Please refer to the School calendar for specific dates. Report cards are no longer mailed home.

Students whose accounts are not kept current will not be permitted to attend class, up to and including taking final exams.

## TRANSCRIPTS/RECOMMENDATIONS/EVALUATIONS

All transcript requests must be submitted through the School website. Faith Baptist Schools will submit one transcript and one recommendation or evaluation per student to the School of the parent's choice. If additional transcripts, evaluations, or recommendations are requested, there will be a charge of \$10. Please allow 10 working days for all requests to be appropriately and accurately completed by the teachers and administration. If your request is needed in fewer than 10 working days, a fee of \$50 will be charged. There will be a \$1 charge for extra copies of report cards, health records, etc. If multiple requests are received, they may take longer than 10 working days to complete.

All evaluations and recommendations we are asked to complete should be submitted to the Financial Office receptionist. Evaluation and recommendation requests will then be given to the student's current School teacher and then mailed or emailed directly to the requesting party to maintain confidentiality. Evaluations must meet the approval of the Administration. If an electronic evaluation must be filled out, please email the person directly and remind them to print a copy for your child's cumulative record. " (She wants to make the change in blue)

All incoming students must turn in **official** records from schools previously attended by the end of the first semester. If records have not been received by that time, the student must take required courses at night or at summer school. This is especially crucial for students in grades nine through twelve, since a delay could result in a student not receiving his diploma.

## TUTORING

Thirty minutes of free tutoring are offered each week for students in math and English. Please see your child's teachers for specific times and locations.

Additional tutoring is available from teachers at the following rates:

Teacher • 1-on 1 • \$50/hour

Teacher • 2-on-1 (same grade level and subject) • \$30/hour

Teacher • 3-on-1 (same grade level and subject) • \$25/hour

College Student • 1-on-1 • \$25/hour

High School Student • 1-on-1 • \$17/hour

To request a tutor, please fill out the form through this link: <https://fs3.formsite.com/fbssummer/cv7kpo21kn/index>

The hourly rate for tutoring for a CCU class will be set by the individual CCU teachers. Please contact Miss Swift in the Administrative Office for more information or to request a tutor.

### PSAT TESTING

The Pre-Scholastic Aptitude Test (PSAT) prepares the students to take the Scholastic Aptitude test for college admissions. Also, eleventh graders who take the test are automatically entered into the National Merit Scholarship Competition, the premier scholarship across the United States. Eleventh graders who score extremely well and receive honors on the test look favorable to universities around the world.

Each eighth- and ninth-grade student will take the PSAT 8/9 in October, and each tenth- and eleventh-grade student will take the PSAT/NMSQT in October. There will be an \$18 charge made to the account of eighth- through eleventh-grade students for these tests.

### RETENTION AND MANDATORY SUMMER SCHOOL—GRADES 7–12

Any student receiving an E in English, Bible, math, or history must attend summer school. However, if a student fails (E) more than two of these subjects in a complete school year, it is imperative that a parent initiate a conference with the Administration to determine if the student may return the next year. If a student has never been retained, there is an option of retention. Note: Students can be retained provided they will not reach their twentieth birthday on or after the date of senior graduation from Faith Baptist Schools.

A student may receive credit for a C or D in a course and thereby receive credits toward a high school diploma. However, in order for a course to be considered advantageous to a student's transcripts when applying to college, the student should earn at least a B. Consequently, any time a student earns a D or E in a course, the student should retake that subject. The two grades will both appear on the student's transcript. If the original grade was an E, both grades will be computed in the GPA. If the original grade was a D, only the first attempt's grade will be calculated in the GPA.

Math classes are assigned based on a student's performance the preceding year. This policy may apply to other academic areas as well.

A student who takes a mathematics or history course during the summer at Faith Baptist Schools for credit to get ahead the following school year must receive at least a C or better in order to receive credit for that class and to be exempt from taking the course during the School year. Students who miss more than 3 days of a class taken for credit may be required to drop the class.

Students who take high school courses at schools other than Faith Baptist will have these courses indicated on their high school transcripts and will receive credit toward a high school diploma, provided the student has received prior approval from the Administration and if the student does not exceed the 20 unit outside course limit. These grades will be included in calculating a student's cumulative grade-point average.

Only pre-approved college courses will be weighted and considered in the reported GPA and in valedictorian and salutatorian honors. All other college courses will be noted on the student's transcript, including the school where the class was taken; however, the courses will not be counted in the GPA calculation. Students may not take a college course outside of the School for which the equivalent is offered through the School.

## SUMMER SCHOOL ATTENDANCE

Faithful attendance is vital for a student's success. Consequently, the Administration has determined that a student who misses *more than 3 days* (excused or unexcused) in a summer school class will receive a 0 (no credit) for any work missed on the days absent. Students who miss 3 days or fewer have the opportunity to make-up missed work, quizzes, and tests for credit. Special consideration may be given to students upon approval by the Administration.

## GRADUATION—GRADES 9 & 12

The ninth graders and twelfth graders will participate in their respective graduation ceremonies in May. In order to cover the many expenses involved with the graduation program (caps and gown, awards, decorations, diplomas, etc.), the following fees will be charged to graduating students receiving a diploma from Faith Baptist.

Ninth grade:	\$50
Twelfth grade:	\$60

Students are responsible for graduation fees even if they do not participate in the ceremony.

Both ninth-grade and twelfth-grade students will wear caps and gowns this year.

Boys should wear black pants, a light-colored dress shirt, and a tie under the graduation gown. Additionally, boys should wear black dress shoes and black socks.

Girls should wear a modest dress that comes to the knees but does not extend beyond the hem of the graduation gown. Additionally, girls should wear black dress shoes. Because the graduates will wear a mortar board, girls should plan on wearing their hair down with no accessories.

Students who arrive for the graduation without appropriate dress or footwear may be asked not to march.

## HONORS AND AWARDS

### HONORS ELIGIBILITY REQUIREMENTS

For the following honors, only coursework taken during the regular school year at Faith Baptist Schools will qualify. Students must take a minimum of twenty-five credits (five classes of five credits each) per semester in order to qualify for any honor roll. Some electives will not count toward the honor roll.

### STRAIGHT-A HONOR ROLL (2 Semesters)

To be eligible for Straight-A Honor Roll, students must be enrolled for the complete year, no later than October 1, through the last day of school, and must receive a 4.0 GPA or higher at the end of BOTH semester periods (January and May). A trophy and certificate will be presented only to students who achieve a 4.0 GPA or higher both semesters.

### A HONOR ROLL (1 Semester)

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

Students achieving a 4.0 GPA or higher on either semester report card (January or May) will qualify for the A Honor Roll. Certificates will be awarded to students who earn a 4.0 GPA or higher for first or second semester.

### A-B HONOR ROLL AND B HONOR ROLL

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



Students achieving a 3.5 GPA or higher at semester's end (January or May) will qualify for the A-B Honor Roll. Students achieving at least a 3.0 GPA or higher at semester's end (January or May) will qualify for B Honor Roll. Certificates will be awarded to students who qualify for either honor roll for one or two semesters.

### MERIT AWARD

Students who receive 5 or fewer demerits for a semester will be given a merit award for either or both semesters at the end of the year.

### GRADE-POINT AVERAGE

To calculate the student's GPA, only classes taken at Faith Baptist during the fall and spring semesters and pre-approved collegiate-level classes taken outside Faith Baptist are factored into the score. For each class, the number of credits is multiplied by the quality points that correspond with the letter grade earned. After these values are calculated for the entire semester, the total grade points for the semester are divided by the total credit hours.

PERCENTAGE	LETTER GRADE	TRADITIONAL QUALITY POINTS	WEIGHTED QUALITY POINTS
100–97%	A+	4.0	5.0
96–93%	A	4.0	5.0
92–90%	A-	4.0	5.0
89–87%	B+	3.0	4.0
86–83%	B	3.0	4.0
82–80%	B-	3.0	4.0
79–77%	C+	2.0	3.0
76–73%	C	2.0	3.0
72–70%	C-	2.0	3.0
69–67%	D+	1.0	2.0
66–63%	D	1.0	2.0
62–60%	D-	1.0	2.0
59–0%	F	0.0	0.0

### Sample grade point average calculation:

SUBJECT	CREDITS	LETTER GRADE	QUALITY POINTS	GRADE POINTS
CCU English Composition	5.0	A-	5.0	25.0
Pre-Calculus	5.0	D	1.0	5.0
Chemistry	5.0	C	2.0	10.0
US History	5.0	B+	3.0	15.0
Vocal Ensemble	5.0	A-	4.0	10.0
PE	5.0	F	0	0.0
Band	5.0	A	4.0	20.0
<b>TOTALS</b>	<b>32.5</b>		<b>18.0</b>	<b>85.0</b>
<b>SEMESTER GRADE POINT AVERAGE (TOTAL GRADE POINTS/TOTAL CREDITS)</b>				<b>2.62</b>

Semester grade point averages are used for honor awards determination. Cumulative grade point averages over the student's high school career are used for class rank, scholastic excellence qualifications, and college admissions documentation.

Algebra I and Geometry grades are included in the senior high cumulative grade point average, and these courses will appear on the student's high school transcript, even if the student took these courses in junior high.

Physical education grades will be included in a student's grade-point average.

Faith Baptist Schools uses a **weighted grade-point average system in which students are awarded an extra quality point for an A, B, C, or D grade in an UC Honors, CCU, or Advanced Placement course.**

### **GRADUATION GOLD AND SILVER GPA HONORS**

Graduating seniors who meet the following cumulative grade-point-average requirements for grades nine through twelve, NOT ten through twelve, will qualify for silver and gold honors: Silver—3.2 through 3.59, Gold—3.6 through 4.0

### **VALEDICTORIAN AND SALUTATORIAN**

In order to qualify for valedictorian or salutatorian, a student must be enrolled in Faith Baptist Schools from grades nine through twelve and have completed eight semesters. Valedictorian and salutatorian status is determined by grades received in grades nine through twelve, NOT ten through twelve. Algebra I and Geometry are included in the GPA calculation, even though these courses may have been taken in junior high.

The valedictorian and salutatorian candidates must take a fourth-year math course (Statistics, Pre-calculus, CCU Calculus, CCU Statistics) and upper-level science (Chemistry or Physics or an AP equivalent). In addition, a candidate for either of these honors must take at least **four** CCU/AP classes at Faith Baptist.

High school courses taken at schools other than Faith Baptist will not be considered in a student's standing for valedictorian or salutatorian. Only **pre-approved AP-equivalent college courses which are NOT offered at Faith Baptist** will be weighted and considered in the reported GPA and valedictorian and salutatorian honors.

Physical education grades will be included when averaging a student's grade-point average for honors or class standing.

### **SCHOLASTIC EXCELLENCE—NINTH GRADE**

In order to be eligible, a student must be enrolled in Faith Baptist Schools for seventh through ninth grades for 6 semesters. Students with a 4.0 cumulative **GPA for all 6 semesters, grades 7-9**, will be awarded the Scholastic Excellence Award.

### **MARGARET RASMUSSEN FOUNDER'S AWARD—NINTH GRADE**

In order to be eligible, a student must be enrolled in Faith Baptist Schools for seventh through ninth grades for all 6 semesters. This award will be granted to the valedictorian and salutatorian of the class, which will be determined by the students with the highest averages in math, English, history, and science across all 3 years. Summer school courses taken for credit will be factored into the determination for this award. The valedictorian and the salutatorian will be awarded the Margaret Rasmussen Founder's Award and will receive free tuition and FBHS registration fees (not including book, CCU fees, AP fees, and other miscellaneous school-year fees) for tenth grade at Faith Baptist Schools.

### **SCHOLASTIC EXCELLENCE—TWELFTH GRADE**

In order to be eligible, a student must be enrolled in Faith Baptist Schools for grades 9-12, for 8 semesters. Students with at least a 4.0 cumulative **GPA for all 8 semesters, 9th-12th grades**, will be awarded the Scholastic Excellence Award at graduation.

### **CALIFORNIA SCHOLARSHIP FEDERATION (CSF/CJSF)**

Faith Baptist Schools is a member of the California Scholarship Federation. Membership in this honors organization indicates the approval of our courses as meeting the high admission requirements of the University of California.

Students are eligible for membership by achieving a specified number of As or Bs in designated academic courses. Awards are presented at the ninth- and twelfth-grade graduations to students earning membership for a minimum of four semesters during grades seven through nine or ten through twelve.

The California Scholarship Federation will not accept summer school credits for membership. Also, junior high and high school courses taken during summer school will not apply toward our honor roll, CJSF, or CSF.

### SCIENCE FAIR AWARDS—7TH & 9TH GRADES

First-, second-, third-, and fourth-place winners of the seventh-grade science fair will receive certificates at the awards assembly in September of the following school year. Ninth-grade first-, second-, third-, and fourth-place winners of the science fair will receive trophies at graduation.

### SPEECH AWARDS—7TH–12TH GRADES

Speech trophies will be awarded to students in each seventh- through twelfth-grade class who place first through fourth place in the annual speech contest.

## CODE OF CONDUCT

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

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

Any student who engages in conduct in violation of this Code of Conduct, or conducts or publicizes an off-campus activity at which such violations occur, is liable for the number of demerits which corresponds to each particular offense occurring at the activity in question.

The above statement pertains but is not limited to the following:

drinking (Prov. 20:1)	smoking/vaping (1 Cor. 6:19)
use of narcotics (1 Cor. 6:19-20)	lewd conduct (1 Cor. 6:18)
misuse of controlled substances (Titus 2:12)	social dancing (Ex. 32:19)
acts or threats of violence (Ps. 37:8)	homosexuality (Romans 1:26-27)
profanity (Ex. 20:7)	immorality (including premarital sex of any kind (I Thess. 4:3)

***or any other behavior*** that the Administration, in its sole judgment, determines is inconsistent with the religious mission or tenets of the School.

The School reserves the right to modify this list at any time. Further, this Code of Conduct applies to student conduct both on and off campus.

### DEMERITS

In junior and senior high, we expect students to take responsibility for their actions. Students are corrected using a demerit system that is a notification to the parent that behavior needs improvement.

Demeritable offenses each have a value assigned to them based on the seriousness of the offense. All students will receive a list of demerit offenses on the first day of school. Students will acknowledge by their electronic signatures on this demerit schedule that they are aware of the rules and agree to abide by the policies found therein.

At the start of each semester, each student's demerit record begins at 0. Once a student reaches 50 demerits, a mandatory meeting will be scheduled for the student and his parents to meet with the administration. Any student who accumulates a total of 150 demerits in one semester will be expelled.

When a student commits a demeritable offense, the teacher may give a warning or may write the demerit as earned. If the offense would receive 10 or more demerits, the teacher will notify the parents before submitting the demerit slip to the Discipline Committee.

Once the Discipline Committee (DC) receives the demerit slip, the student's name is placed on the DC List for the following day with a code beside their name and the teacher's name. If an M is beside the student's name, he must attend DC at 11:45 A.M. that day. If any other code is beside his name, the student has the option of attending DC to contest the demerit. Otherwise, the demerit will be automatically processed.

Mandatory DC attendance is assigned for major offenses, including but not limited to bad attitude, disrespect, direct disobedience, profanity, cheating, plagiarism, lying, stealing, substance offenses, fighting, horseplay, throwing a dangerous object. Non-mandatory offenses which do not require attendance at DC are for minor infractions, including but not limited to talking, inattention, unprepared for class, uniform dress violations, throwing paper, and improper procedure. Extremely serious offenses such as immorality, weapons, and illegal-substance offenses will result in immediate removal from class.

After a student has had the opportunity to meet with the Discipline Committee, any demerits earned will be entered on the parent portal for parents to view. Parents should check their students' demerit records weekly.

### **DISCIPLINARY PROBATION**

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

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

Any student who accumulates 30 or more demerits during a semester is no longer qualified to run for any class/student body office, volunteer as a junior counselor, work for the School, or qualify for financial aid (work assistance). Class and student body officers who accumulate 30 or more demerits during a semester will be required to resign their offices.

### **SUSPENSIONS/EXPULSIONS**

The following is a partial list of reasons for which a student may be suspended or expelled: bringing pornography to school; smoking; vaping; possession or use of narcotics or alcohol; dancing; immorality; gang-like behavior; fighting, biting; acts or threats of violence; gambling; profanity; weapons at school (regardless of intent, real or "toy"); disrespect; sexual, verbal, or physical harassment; vandalism; pulling a school fire alarm without a fire present; accumulation of demerits; or an accumulation of tardies. The Administration, in its sole judgment, determines what is inconsistent with the religious mission or tenets of the School. The School reserves the right to modify this list at any time. Further, this Code of Conduct applies to student conduct both on and off campus. If a student is expelled after the fourteenth week of the semester, the Administration will schedule a time for him to take his final exams.

Any work or test missed on a suspension day will be recorded as a 0% E.

Pursuant to California Penal Code 626.10, the authorities will be notified immediately if a student brings to school or uses at school any type of weapon (regardless of intent, real, "toy," soft-air pellet gun, paintball gun, stun gun, BB gun, knife, fighting sticks, etc.) The student also may be subject to prosecution by local authorities and disciplinary action by the School.

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

Any student who is expelled from Faith Baptist Schools will not be permitted to re-enroll for a minimum of one full semester or five months. If, after this time, the student wishes to return to the School, he will be required to meet certain conditions. These conditions include, but are not limited to, church attendance, an exemplary academic record, and recommendations from a youth pastor and principal. The expelled student also must attend a meeting with the Administration to state why he wants to re-enroll at Faith Baptist Schools. If the Administration approves the student's return, the student will be placed on disciplinary probation for one semester. Expelled students will not be permitted to return to the School unless a notable change in behavior and attitude is evident to the Administration.

If a student is withdrawn for marijuana use, there will be separate conditions that must be met in order to return to Faith Baptist Schools. Students who are asked to leave the School due to the possession or use of other narcotics will not be permitted to re-enroll in Faith Baptist Schools at any time in the future.

A student who voluntarily withdraws from the School prior to the processing of demerits that would have resulted in the student's expulsion will be treated as an expelled student.

### **APPEALS PROCESS**

If any student or parent wishes to question or appeal a particular demerit, it must be done **within 10 school days** of the date it was issued. Otherwise, the demerits will become part of the student's semester record. The appeal must first be made to the teacher who reported the demerits before being brought to the attention of the Discipline Committee or Administration.

### **PARENT CODE OF CONDUCT**

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

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

Please know that the Administration encourages your input, ideas, and suggestions, but please be careful to express these in a positive, constructive manner. Failure to abide by the following policies can forfeit the privilege of enrollment in Faith Baptist Schools.

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

9. For the protection and privacy of students, parents and other guests who need to use the restroom while on the main campus should use the Lower Library restrooms. While on the West Campus, parents and other guests should use the Lower Gymnasium restrooms.
10. Tuition covers only a portion of the cost of the School's operation. Parents are expected to participate in fundraising drives during the school year. Your support will allow us to improve the quality of our facilities, while at the same time, hold down the cost of tuition.
11. Board members, teachers, and staff are not exempt from these rules, and are in fact expected to set the example for others.

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

### ***BULLYING AND HAZING POLICY (STUDENT-TO-STUDENT, ADULT-TO-STUDENT, AND STUDENT-TO-ADULT)***

#### ***Policy:***

Faith Baptist Schools is committed to providing a safe and considerate learning and working environment. The School takes a strong position against bullying, hazing, or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the School's jurisdiction or interferes with learning or the ability to teach. The School prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process.

School policy requires all personnel to promote mutual respect and kindness among students and staff. It is the School's goal for students to attend a campus which is safe, secure, and peaceful. "All students and staff of public primary, elementary, junior high and senior high have the inalienable right to attend campuses which are safe, secure and peaceful" [Article 1, Section 28 (c) of the California State Constitution].

This policy shall encompass behaviors or actions that occur among students, School employees, and associated adults. The policy is applicable in schools, at school-related activities and events, at school programs and activities, traveling to and from school, and all other areas of the School's jurisdiction. (Ed. Code 48900(s)).

#### ***Guidelines:***

Bullying and hazing are contrary to biblical teaching on how we are to treat our family, our neighbors, and even our enemies:

**Matthew 5:43-45** "Ye have heard that it hath been said, Thou shalt love thy neighbour, and hate thine enemy. But I say unto you, Love your enemies, bless them that curse you, do good to them that hate you, and pray for them which despitefully use you, and persecute you; That ye may be the children of your Father which is in heaven: for he maketh his sun to rise on the evil and on the good, and sendeth rain on the just and on the unjust."

**Luke 10:30-37** "And Jesus answering said, A certain man went down from Jerusalem to Jericho, and fell among thieves, which stripped him of his raiment, and wounded him, and departed, leaving him half dead. And by chance there came down a certain priest that way: and when he saw him, he passed by on the other side. And likewise a Levite, when he was at the place, came and looked on him, and passed by on the other side. But a certain Samaritan, as he journeyed, came where he was: and when he saw him, he had compassion on him, And went to him, and bound up his wounds, pouring in oil and wine, and set him on his own beast, and brought him to an inn, and took care of him. And on the morrow when he departed, he took out two pence, and gave them to the host, and said unto him, Take care of him; and whatsoever thou spendest more, when I come again, I will repay thee. Which now of these three, thinkest thou, was neighbour unto him that fell among the thieves? And he said, He that shewed mercy on him. Then said Jesus unto him, Go, and do thou likewise."

**1 Peter 3:8-11** "Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous: Not rendering evil for evil, or railing for railing: but contrariwise blessing; knowing that ye are thereunto called, that ye should inherit a blessing. For he that will love life, and see good days, let him refrain his tongue from evil, and his lips that they speak no guile: Let him eschew evil, and do good; let him seek peace, and ensue it."

**Proverbs 18:24** “A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother.”

**Proverbs 15:1** “A soft answer turneth away wrath: but grievous words stir up anger.”

Bullying and hazing are part of a continuum of aggressive or violent behavior. Some acts of bullying or hazing can and do constitute other categories of misconduct such as assault, battery, child abuse, hate-motivated incidents/crime, or sexual harassment and, as such, violate other School policies and possibly criminal activity. In such cases, School personnel are obligated to follow appropriate School reporting guidelines as detailed in the Related Resources section of this policy bulletin.

### ***Types of Bullying:***

Bullying is a deliberate antagonistic act(s) intended to inflict psychological or physical distress or injury. Bullying behaviors can be manifested in a variety of forms that include, but are not limited to, the following:

**Cyberbullying, Electronic Bullying, or Sexting:** Use of any electronic communication technology to embarrass, humiliate, spread rumors, threaten, or intimidate. Cyberbullying does not have to take the form of direct communication from one person to another, but also includes postings on social media such as Teams, SnapChat, Messenger, Instagram, Twitter, Facebook, etc. that other students can easily gain access to. Sending sexually explicit images, even consensually, may be considered as distribution of child pornography which is a felony. In such instances, Faith Baptist Schools will contact the Los Angeles Police Department.

**Disability Bullying:** The act of treating someone negatively because of actual or perceived disability.

**Emotional, Psychological, Relational or Social Bullying:** The act of blackmailing, defaming, extorting, humiliating, intimidating, isolating, manipulating friendships, ostracizing, rating or ranking personal characteristics, rejecting, terrorizing, or using peer pressure.

**Indirect Bullying:** The use of intimidation to cause physical or psychological harm to a third party. A person who engages in indirect bullying is sometimes referred to as the “instigator” or “shot caller.”

**Nonverbal Bullying:** The use of gestures, leering, posting threatening graffiti or graphic images, posturing, stalking, staring, or property destruction to demean, distress, or frighten.

**Physical Bullying:** The intentional act of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting, or tripping to cause or attempt to cause physical discomfort, injury, or pain.

**Racial/Ethnic/Religious Bullying:** Bias based on ancestry, culture, ethnicity, language, nationality, race, religion, or skin color. Intergroup conflict may occur within or between socially constructed subgroups, such as between first- and second-generations of the same ethnic group. Bullying that targets ancestry, culture, ethnicity, language, nationality, race, religion, or skin color may be symptomatic of a larger problem of intergroup conflict, requiring systemic interventions.

**Sexualized Bullying:** Unwanted or demeaning conduct or comments directed at or about an individual on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, or other related personal characteristics, with the intention to humiliate. Anti-gay and sexist epithets are forms of sexualized bullying.

**Verbal Bullying:** Hurtful gossiping, making rude noises, making threats, name-calling, spreading rumors, or teasing to cause emotional or psychological harm.

### ***School Principal or Site Administrator(s) Responsibilities:***

Safe campuses require a multi-faceted approach with strategies to prevent, respond to, and recover from incidents of bullying and hazing. The School Principal and site Administrators work to create an environment where the School community upholds the standards of respect and civility and understands that bullying and hazing are inappropriate, harmful, and unacceptable.

- Identify the Administrator(s) responsible to report and respond to complaints of bullying or hazing, including, but not limited to serving as complaint manager(s). The system for reporting suspected bullying or hazing must ensure the reporting can be done easily, safely, and privately.

- Ensure that all reports of bullying or hazing are investigated and that appropriate interventions are implemented and monitored in a timely manner.
- Communicate with and ensure that all employees, students, parents, and volunteer coaches, activity leaders, or other adults are informed of School policy requiring the promotion of mutual respect and acceptance, as well as School policy regarding bullying and hazing.
- Provide training to ensure that certificated and classified staff, volunteer coaches, activity directors, and other adults on campus are familiar with and able to identify the indicators of bullying and hazing and understand their individual responsibilities to respond to, intervene, and report any act or incident of bullying or hazing.
- Present in age-appropriate language the School's policy on bullying and hazing as part of any orientation program conducted for students at the beginning of each academic term.

***Staff Responsibilities:***

- Share responsibility for modeling appropriate behavior and creating an environment where mutual respect, tolerance, and acceptance among students and staff are promoted, the standards of respect and civility are promoted, and students understand that bullying and hazing are inappropriate, are harmful, and are taken seriously.
- Recognize the indicators of bullying and hazing.
- Discuss all aspects of the "Bullying and Hazing Policy" with students including strategies to prevent bullying and hazing.
- Encourage students to report bullying and hazing.
- Intervene immediately and take corrective action when bullying or hazing is reported, observed, or suspected.
- Report incidents and actions to the appropriate School personnel or outside agencies, if necessary.
- Report any complaints or incidents of bullying or hazing involving a School employee to the site Administrator immediately.

***Student Responsibilities:***

Students shall take responsibility for helping to create a safe school environment:

- Do not engage in or contribute to bullying or hazing behaviors or words.
- Treat everyone with respect. Be sensitive as to how others might perceive your actions or words.
- Report bullying or hazing to a trusted teacher or administrator.
- Never engage in retaliatory behavior or ask, encourage, or consent to anyone retaliating on your behalf.

***Confidentiality and Non-retaliation:***

Reports of bullying or hazing shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the School's reporting procedures and investigation process.

The School will not tolerate retaliation against anyone who reports suspected bullying or hazing, or participates in the investigation process. Confidentiality and non-retaliation requirements extend to all parties involved.

***Responding to Bullying Incidents or Complaints:***

It is imperative to thoroughly and promptly investigate incidents of bullying and hazing. Incidents that come to the School's attention may be one small piece of a larger picture. For example, a seemingly unprovoked conflict may in fact be an expression of frustration from having been the target of ongoing bullying or hazing. The following procedures should be followed in addressing incidents:

Any written or oral report of suspected bullying or hazing is to be taken seriously and must be addressed. This includes anonymous reports, oral or written. If the anonymous report contains sufficient information to identify an alleged target(s) and/or accused person(s), then a reasonable effort must be made to investigate and address the allegation(s).

If the bullying or hazing constitutes suspected child abuse, follow the State Child Abuse and Neglect Reporting Requirements. The suspected child abuse must be immediately reported to the appropriate child protective services authority (Los Angeles County Department of Children and Family Services, Los Angeles Police Department, the Los



Angeles County Sheriff's Department, Ventura County Sheriff's Department, or other city police department, depending on the location of the incident).

Intervene immediately and take corrective action to stop bullying behavior.

Communicate to the target(s), suspected perpetrator(s), and all parties involved that the School prohibits bullying and hazing and takes all reported cases seriously. Provide all parties involved with information regarding School policies on confidentiality and non-retaliation. Assure all parties that the bullying or hazing will be monitored to ensure that the complaints are resolved.

Investigate the incident. Obtain detailed information relevant to any bullying or hazing complaint such as the date, time, location, severity, and witnesses. Determine whether this was an isolated incident or related to previous incidents.

Interview the target(s), suspected perpetrator(s) and witnesses separately, and obtain written statements. If any party is unable to provide a written statement, School personnel shall transcribe a dictated statement.

Assure all the involved parties that steps will be taken to ensure that the bullying, hazing, or inappropriate behavior does not continue. Provide the target(s) and witnesses with the names of School personnel who can help should the situation continue, recur, or escalate.

Determine what type of actions or interventions will resolve the situation. Inform the involved parties and their parents/guardians of any corrective actions that have been or will be taken to resolve the complaint. This should be done in a manner that protects the privacy of all parties.

Monitor and follow up to ensure that the bullying or hazing has stopped.

Once an incident of bullying has been investigated by the Discipline Committee, any student found guilty of bullying will receive a number of demerits appropriate for the offense, up to and including suspension or expulsion from school.

### ***Reporting:***

For further information, to ask questions, to seek assistance, or to report bullying or hazing, contact any of the following administrators:

- Pastor Tim Rasmussen, School Director
- Roland Rasmussen, Jr., Elementary Principal
- Stephania Rasmussen, Jr. and Sr. High School Principal
- Hazel Martinez, Vice Principal

### **WEAPONS**

Any student who brings a weapon (real or "toy") to school, regardless of intent, is subject to immediate suspension or expulsion. Pursuant to California Penal Code 626.10, the authorities will be notified immediately if a student brings to school or uses at school any type of weapon (regardless of intent, real, "toy," soft-air pellet gun, paintball gun, stun gun, BB gun, knife, fighting sticks, etc.) The student also may be subject to prosecution by local authorities and disciplinary action by the School.

### **FIGHTING**

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

### **ROCK THROWING**

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

### **BITING**

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

If a student bites and breaks the skin, that student will be suspended from School for one day. If a student bites and leaves an imprint on the skin, a warning will be given to the student and the parents called. If the student bites again, there will be a day of suspension given. If a child continues to bite after his suspension, expulsion will result. Junior and senior high students are also subject to demerits for biting.

### **FIRE ALARM/911 CALLS**

If a student wrongfully pulls the fire alarm or calls 911 on school property, he may be subject to disciplinary action, including demerits, suspension, expulsion, and/or arrest.

In case of a fire, the School will not hesitate to call the arson squad to investigate. Any student involved in starting a fire is subject to disciplinary action, up to and including suspension or expulsion.

### **ILLEGAL SUBSTANCES**

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

### **DRUG-TESTING POLICY**

#### *Philosophy*

Faith Baptist Schools recognizes and affirms the individual value and potential of each student. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population. This policy is further implemented to protect students and staff who do not use drugs, alcohol, or mood-altering substances from the potential threat of violence posed by those who do. This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the Administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

#### *Policy Statement*

Faith Baptist Schools will work to educate, prevent, assist and intervene in the use or abuse of all drug, alcohol and mood-altering substances by the entire student population and to implement a program of deterrence as a pro-active approach toward a truly drug free school. Further, the School recognizes that students using illegal drugs pose a threat to their own health and safety, as well as to that of other students and have a detrimental effect on the learning environment of their classes. The objectives of this Policy are as follows:

1. Instill a biblical worldview of how God desires for His children to live a pure life without defiling or harming their bodies with drugs or alcohol;
2. Prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol;
3. Help enforce a drug-free educational environment;
4. Deter student use of illegal and performance-enhancing drugs or alcohol;
5. Give students a valid reason to resist peer pressure to use illegal drugs or alcohol; and
6. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

It is designed to create a safe, drug free environment in which students can optimally learn and assist them in getting help when needed. All school personnel shall use the following rules, regulations, and guidelines as an extension of this policy when responding to drug, mood altering substance, and alcohol related situations.

#### *Definition of Terms*

*Banned Substance:* A substance defined by School policy as being banned from use by students.

*Chain-of-custody Form:* A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

*Chemical Abuse Specialist:* A certified program specialist with expertise in the area of chemical dependence and assessment.

*Chemical Dependency:* The use of any chemical substance to a degree where the individual begins to depend on the substance physically or psychologically in order to function.

*Confidentiality:* Between students, staff members and parents, confidentiality shall be respected and no confidential communication may be disclosed to a third party without the consent of the student or his/her parent/guardian unless the best interest of the student can be served only by doing so. Nevertheless, school officials may discuss a student's confidential communications with his/her own parents, legal guardians and/or custodians. School officials discussing confidential communications with other school officials for official purposes shall not be considered disclosure to a third party.

*Cooperative Behavior:* The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with the requests and recommendations of the Administration.

*Distribution:* Delivering, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

*Drug/Mood-Altering Substance/Alcohol:* Shall include any alcohol, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, any controlled substance, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules, pills, or medication of any sort not registered with the school administration, annotated within the student's health record and given in accordance with the school policy for the administration of medication to students in school.

*Drug Paraphernalia:* includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

*GC/MS:* Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

*High-Risk Student:* Any student exhibiting behaviors indicating a potential for, or an established pattern of endangering his/her own life or well-being. This group may also include those students whose environments contain elements that typically lead to self-destructive or neglecting behaviors, such as children of parents, legal guardians and/or custodians who abuse drugs or alcohol, abused children, neglected children, or other poorly nurtured youth.

*Illicit substance:* A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

*Intervention:* The effort to provide assistance to students and their families when the student's behavior is not conducive to learning. In certain specified situations, it is action taken to resolve behavior problems which take place on school property or at activities sponsored by the school.

*Medical Review Officer (MRO):* A licensed physician trained and certified in the process and interpretation of drug testing results.

*Medical Vendor:* The medical office or company selected by the Board to carry out this Policy of drug testing.

*Possession:* To possess or hold, without any attempt to distribute, any alcohol, drug or mood-altering substance determined to be illegal or as defined by this policy.

*Prevention:* Activities designated to motivate students to avoid chemical use.

*Quantitative Levels:* The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (NG/ml).

*SAMHSA:* The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

*School Property:* Includes not only actual buildings, facilities, and grounds on the school campus but also includes school buses, school bus stops (if any), school parking areas, and any facility being used for a school function.

*School Sponsored Activity:* An activity that is funded (in whole or in part) and/or supervised by the school, or facilitated through a school project. This includes activities funded (in whole or in part) with student activity funds.

*Support Groups:* Groups available to students in rehabilitation, high risk students, children of parents, legal guardians and/or custodians who abuse drugs or alcohol, or other students identified by the Administration as being in need of support.

*Treatment:* A structured, supervised experience designed to help a person change behaviors which are causing serious problems for the person.

*Uncooperative Behavior:* Resistance on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the Administration. Refusal to submit to a urine test shall not be uncooperative behavior.

*Zero Tolerance:* The School, believing that a student who uses or distributes drugs/mood-altering substances/alcohol or drug paraphernalia presents a danger to the parents, legal guardians and/or custodians and students of the School, will act to expel said student for not less than one semester and/or exclude him/her from extracurricular activities for a period of one hundred and eighty (180) consecutive calendar days during the normal school term.

#### *Rules and Regulations*

A student who on school property or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood-altering substances, or who possesses, uses, distributes, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Faith Baptist Schools' Discipline Policies and the policies outlined below.

#### *Guidelines for Voluntary Urine Drug Testing*

##### OVERVIEW

This Policy for voluntary drug testing of students is accomplished in conjunction with an independent drug testing laboratory and Medical Office (Medical Vendor) selected and approved by the School Board. Students who are suspected of being under the influence of drugs, mood altering substances or alcohol may be asked to voluntarily submit to collection of a urine specimen to be evaluated by the Medical Vendor for purposes of determining the presence of such illegal substances.

An initial suspicion that a student is under the influence shall be determined by the Administration as outlined in this Policy. The Administration, in its sole discretion, may determine that a drug test is not necessary to substantiate its belief that a student has used or possessed drugs, alcohol, or other mood-altering substances. In such cases, appropriate discipline shall be administered, and nothing in these policies should be construed as requiring further drug testing of the student before making a final decision. However, should the Administration determine, in its sole discretion that obtaining the results of a drug test would assist in its determination, the request for a urine specimen and the specimen collection shall occur as outlined below.

The Medical Vendor will train and certify school personnel annually as collectors who will oversee the collection of all specimens as outlined in this policy. The actual testing and verification of results are accomplished by an independent medical vendor and licensed physician, both of whom are trained and certified in the process and interpretation of drug testing results. The actual laboratory testing, certification and interpretation of the drug test is not done by any school personnel. The use of an outside medical vendor insures both accuracy and confidentiality.

#### REASONABLE CAUSE FOR URINE DRUG TESTING

Reasonable cause for urine drug testing under this policy shall exist when the Administration, in its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances or alcohol and that the results of a urine drug test would assist in its final determination. The Principal, in his/her sole discretion, shall make the final decision on behalf of the Administration as to whether a reasonable suspicion exists.

Factors to consider when determining reasonable suspicion include, but are not limited to, the following: Observation by the Administration or staff of odors, pupillary changes, slurred speech, lack of normal coordination or other observable behavior that is an indication of being under the influence of drugs, mood-altering substances or alcohol; possession of such substances; reports (deemed by the Administration to be credible) made to the Administration or staff of use or possession of such substances; any other indicators which the Administration, in its sole discretion, deem sufficient to create a reasonable suspicion of use, possession, or distribution of such substances.

#### OPTIONS FOR STUDENTS FOUND TO HAVE REASONABLE CAUSE FOR URINE DRUG TESTING

##### **Option A:**

As outlined in Faith Baptist Schools' Student Drug and Alcohol Use Policy, when a student meets the criteria for reasonable cause for urine drug testing and the Administration determines that a drug test is necessary, the student and parents, legal guardians and/or custodians will be informed by a school official that the Administration has requested a urine drug test. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending. The school official shall request that the student and the parents, legal guardians and/or custodians review and sign the voluntary consent form to allow urine drug testing. The student and parents, legal guardians and/or custodians should be informed that testing can both confirm suspicion of drug use or verify non-use.

##### **Option B:**

If the student and parents, legal guardians and/or custodians refuse the voluntary drug test, the School shall process the case in the manner it would process any other 'under the influence' situation pursuant to Faith Baptist Schools' disciplinary policies, up to and including permanent expulsion from school. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

#### POST-TEST RESULTS

##### Test Results Positive:

The School Administration shall have the sole discretion and authority to determine an appropriate remedy for positive drug test results. Available remedies shall include any appropriate discipline under school policy, up to and including permanent expulsion from school, conditioned status enrollment or re-enrollment, or any other discipline determined to be appropriate by the Administration in its sole discretion.

##### Test Results Negative:

If the student and parents, legal guardians and/or custodians agree to urine testing, the student will be suspended from school while test results are pending. If the test results are negative (usually known within three (3) days) and the Administration, in its discretion, believes all factors so warrant, the student may be returned to school and the student's record may be expunged of the suspension and the parents, legal guardians and/or custodians and student will be asked to meet with the Administration to assess possible reasons for the student's extraordinary behavior or other circumstances which lead to the 'under the influence' accusation. A negative test result will not automatically warrant dropping all disciplinary consideration for using a banned substance.

#### SAMPLE COLLECTION

Samples will be collected as outlined under Medical Vendor Requirements below. Any student unable to produce an adequate specimen of urine during the collection period will be retained at the collection site and allowed to consume up

to 8 ounces of water during the next 2 hours. Students not able to provide an adequate urine specimen in two hours will be viewed as refusing to test and subject to this Policy's actions in that regard; the student will be immediately subject to continuation of all disciplinary proceedings, including expulsion.

#### CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement.

#### MEDICAL VENDOR REQUIREMENTS

At a minimum, the Medical Vendor must be able to provide the following services:

1. Collection of Urine Specimens
2. The Medical Vendor will train and certify identified school personnel as collectors who will oversee the collection of urine specimens as outlined below. Chain of Custody forms will be provided by the Medical Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

#### COLLECTION PROCESS

Students are escorted to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with soap and water, while observed, and dry them with a paper towel.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- c. The drug testing custody and control form is completed by the student and collector.
- d. The collector opens a sealed split specimen transport box, prepares the urine bottles, and gives the collection cup to the student.
- e. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (60 ml) in one attempt. The student is also told they are to hand the container of urine to the collector, to run no water while in the bathroom, and not to flush the toilet until the specimen is given to the collector.
- g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
- h. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.
- i. With the student watching, the collector will pour the specimen into the two bottles, then recap the specimen bottles tightly. If tampering is suspected, the principal will be notified immediately and a second specimen will be requested. The suspected tampering or adulteration will be noted on the Chain of Custody Form. Both specimens will be submitted to the laboratory for testing. A second suspected tampered specimen will be considered refusal to test and the Principal notified.
- j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- k. The student is asked to initial the bottle seals and transport bag.
- l. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- m. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- n. While the student watches, the sealed specimen bag is carried to a secured storage area.
- o. The student is then released to his/her parents, legal guardians and/or custodians or sent back to class.
- p. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- q. The Principal and/or other appropriate school officials will be notified immediately of any student who refuses to give a urine sample.

### TESTING OF URINE SPECIMENS

The Medical Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should, if possible, have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene

### MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The Medical Vendor will provide MRO services by a licensed physician who is trained and certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by Faith Baptist Schools' Student Drug and Alcohol Abuse Policy as to the evaluation of positive drug tests and reporting findings to the Principal and/or other appropriate school officials in a timely and confidential manner. All results will be kept on file for a period of seven years.

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary the MRO will contact the parents, legal guardians and/or custodians to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parents, legal guardians and/or custodians will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the Principal and/or other appropriate school officials, initially reporting positive results by phone. Under some circumstances, the MRO will also notify the designated school official that a drug test returned positive but was adequately explained giving only the dates of the collection and reporting. Example(s):
  - 1) A drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.
  - 2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent, legal guardian and/or custodian gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
  - 3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- f. The MRO may use quantitative results to determine if positive results on repeat specimens indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- g. The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the Principal in a confidential manner.

### STATISTICAL REPORTING AND CONFIDENTIALITY OF URINE DRUG TEST RESULTS

The Medical Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Faith Baptist School Board.

However, the Medical Vendor will provide the Principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

#### PICK-UP PROCESS

The collector is responsible for seeing that specimens are picked up by the testing laboratory's courier and the Chain of Custody form properly annotated.

#### POSITIVE RESULT DEFINED

The School Board shall define the appropriate quantitative levels for positive results in consultation with the Medical Vendor.

#### NON-PUNITIVE NATURE OF POLICY

The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Faith Baptist School Board will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parents, legal guardians and/or custodians will be notified at least 72 hours before response is made by the Faith Baptist School Board, to the extent permitted by such subpoena or legal process.

#### ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Faith Baptist School students: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene.

#### School Guidelines

As an integral part of Faith Baptist Schools' Drug and Alcohol Prevention Program, these guidelines represent only one component in a school-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. Faith Baptist Schools will make every effort to provide a safe and healthy environment for students, with due consideration for their rights and responsibilities.

#### NO RIGHT TO A HEARING / BURDEN OF PROOF

Nothing in these policies shall be construed as granting a student the right to any hearing with the Administration, the School Board, or any other School body or official. The School Board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The School Board and Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration or School Board for the purpose of disciplining students of Faith Baptist Schools shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration or School Board for the purpose of disciplining students of Faith Baptist Schools shall not be subject to further review by any body or court.

#### Use of Trained Dogs

Faith Baptist has the authority to use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances, and alcohol. The objective is to maintain a safe school environment conducive to education and extra-curricular activities. Such visits to school shall be unannounced and will be carried out according to board policy.

Students are hereby notified that:

1. The areas around student lockers may be sniffed by trained dogs at any time.
2. Their persons while on school grounds or at a school-sponsored or school-related activity may be sniffed by trained dogs at any time.
3. The areas around vehicles parked on school property may be sniffed by trained dogs at any time.



4. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
5. If contraband of any kind is found, the student possessing the contraband or having control over the locker, automobile, or bag in which the contraband was found may be subject to appropriate disciplinary action in accordance with the student code of conduct and/or student handbook.

### **PORNOGRAPHY**

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

### **PROFANITY**

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

### **STEALING**

If a student sees another student's possessions, he should leave them where they are and ask a teacher's permission to take the items to our lost-and-found. Exodus 20:15 says, "Thou shalt not steal." Children are taught that they must never take anything that is not theirs.

A student who steals or takes something that does not belong to him without permission will receive 50 demerits.

### **CHEATING**

Cheating is dishonest, and dishonesty in any form will not be tolerated at Faith Baptist Schools. Any student guilty of cheating will be severely dealt with, will receive 25 demerits, and will receive a 0% E on the test or assignment.

Cheating includes, but is not limited to, providing or obtaining unauthorized assistance on any test, project, homework assignment, or class work.

### **PLAGIARISM**

Plagiarism is defined by the American College Dictionary as "copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work."

To be more specific, it involves the copying of someone else's writing without giving proper credit to the author. Merely changing words is not enough.

In addition to a complete rewording, it is also necessary to rework the order of the ideas and thoughts. The personal ideas and thoughts of another author must be reworked until the work becomes "personal." In other words, the organization of information should be original. To steal someone's organization (or order) of ideas and thought without giving them credit is also plagiarism.

In a research paper, student writers are not expected to come up with and discuss original ideas. Their task is to collect and organize information. The proper way to give credit for information from someone else's writing is with a textual note or endnote. A good research paper abounds with notes from many sources. If a student quotes the author, he would also enclose the information in quotation marks.

In order to discourage plagiarism, all papers will be submitted to [turnitin.com](https://www.turnitin.com).

### **SUPPLIES AND ITEMS NEEDED**

We require that each student have the following materials in order to standardize and produce more efficient work throughout the School. A more comprehensive list of supplies can be found on the parent portal at [parents.myfbs.org](https://parents.myfbs.org).

### **BIBLE**

Each student will need a Bible, which he should have at School every day. Please use the King James Version (AV 1611) only. Bibles are available for purchase in the School Office.

**PAPER, PENCILS** White, college-ruled paper; pencils; pens; highlighters; and erasers will be needed. A 2" 3-ring binder with dividers for each subject is required. One 1" 3-ring binder with dividers for class notebook checks should be kept in the student's locker. When a notebook check is scheduled, the student will transfer the appropriate papers to the small notebook for the check.

**STUDENT PLANNER** The School will distribute a school planner/homework notebook to all junior and senior high students on the first day of school.

**DICTIONARY** Each student must have a copy of or electronic access to The American Heritage Dictionary. This dictionary may be purchased in the School Office.

**TISSUES** Every student should bring his own tissues to School as necessary.

### **FICTION AND NON-FICTION BOOKS**

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

### **NOTEBOOKS/BACKPACKS/LUNCH BOXES**

Notebooks, backpacks, lunch boxes, etc., which do not adhere to the scriptural philosophy and standards of Faith Baptist Schools (e.g. those bearing the names of music stars, skulls, representing anarchy, witchcraft, *Harry Potter*, *Twilight*, Power Rangers, Ninja Turtles, etc.) are not allowed on campus.

### **PERSONAL POSSESSIONS ON SCHOOL PROPERTY**

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

CD's	Newspapers	Decals	Portable music players
Books	Magazines	Stickers	Portable DVD players
Video games	Catalogs	Posters	Portable game systems

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

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

### **MUSIC PLAYERS/COMPUTERS/VIDEO GAMES/HEADPHONES**

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

Students may wear headphones/earbuds/airpods only when used with their computers to complete an assignment that requires the students to listen to the sound. Otherwise, headphones/earbuds/airpods should not be worn on campus.

## CELLULAR/CAMERA PHONES

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

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

Students are not permitted to use a cell phone on the School campus during school time. Before and after school, students should not use cell phones unless they are outside of the School buildings.

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

**Note:** “Forgetting” to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (e.g., text messaging, photos, accessing the internet to look up an answer) will be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the Administration.

No taking of or other use of cell phone photographs/videos is permitted during the School day. Particularly, no photographs/videos of any kind (whether by cell phone or traditional camera) are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious disciplinary offense.

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

**Note:** These guidelines were formulated after careful review of School cell phone policies across the state and the country.

## COMPUTER USE

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

## STUDENT WEBSITES/SOCIAL MEDIA ACCOUNTS

Any student who operates a personal online website, owns a social media account, or contributes to a blog must register the website/social media account/blog with the pastoral staff (e.g., Instagram, SnapChat, TikTok, Tumblr, Facebook, Twitter, WhatsApp, YouTube, Blogger, Xanga, WordPress, etc.). The website/social media account/blog must be registered immediately upon its creation. Any student who creates a website, social media account, or blog prior to attending the School must register the website/account/blog as soon as he is accepted as a student. All websites/accounts/blogs may be monitored periodically for content. Any student, including homeschool students, found with an unregistered website/account/blog or website/account/blog material that is deemed inappropriate to the purpose and mission of the School may be subject to disciplinary action up to and including suspension or expulsion from the School.

## **PRINTED MATERIAL DISTRIBUTION**

No newspapers, books, brochures, or any type of printed materials are to be passed out to students of Faith Baptist Schools without prior permission from the Administration. Students are not to accept printed material from someone not authorized by Faith Baptist Schools to distribute to the student body.

## **GUM CHEWING**

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

## **BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS**

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

## **OBEDIENCE**

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

## **RESPECT FOR PROPERTY**

A genuine care and respect for private property is to be exhibited at all times by our students. A student defacing or writing names on any property of Faith Baptist Schools may be automatically suspended or expelled and may receive up to 150 demerits.

Willful damage to or destruction of school property, staff property, or another student's property will not be tolerated. The student must pay for all damage that the student caused, whether willful or accidental.

Any student who tee-pees any teacher's, administrator's, or staff member's house or property will receive 25 or more demerits.

## **GRIPING/COMPLAINING**

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

## **RESPECT FOR OTHER STUDENTS**

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

## **RESPECT FOR TEACHERS AND STAFF**

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

No type of nickname will be tolerated in reference to a teacher or administrator. Any form of disrespect to teachers or staff members may result in demerits as well as disciplinary action, up to and including suspension or expulsion.

## **DATING**

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

## **PROMS/HOMECOMINGS/DANCES AT OTHER SCHOOLS**

The Administration does not sign student permission forms for Faith Baptist students to attend dances, proms, or homecomings outside of Faith Baptist due to the music and dancing that occurs during these activities.

## **SCHOOL PICTURES**

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

## **STUDENT SEXUAL HARASSMENT POLICY**

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

## **DEFINITION OF SEXUAL HARASSMENT**

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

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

## **EXAMPLES OF SEXUAL HARASSMENT**

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

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

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

#### **EMPLOYEE-TO-STUDENT SEXUAL HARASSMENT**

Employee-to-student sexual harassment is prohibited.

#### **STUDENT-TO-STUDENT SEXUAL HARASSMENT**

Student-to-student sexual harassment is prohibited.

#### **STUDENT-TO-EMPLOYEE SEXUAL HARASSMENT**

Student-to-employee sexual harassment is prohibited.

#### **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

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

#### **WHERE TO REPORT SEXUAL HARASSMENT**

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

#### **CONFIDENTIALITY**

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

#### **PROTECTION AGAINST RETALIATION**

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

#### **PROCEDURE FOR INVESTIGATING THE COMPLAINT AND TAKING CORRECTIVE ACTION**

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

### **GENERAL SCHOOL POLICIES**

#### **LOCKERS**

Students are expected to keep the inside of their lockers neat and clean at all times. Under NO circumstances are students allowed to share or change lockers with another student or give out their locker combination to other students; they should not be used as safes, and the School will not be responsible for lost money or valuables. Students must use the lock and combination on the locker assigned to them. No personal locks may be used.

All physical education students MUST provide their own lock for their gym lockers. This includes those students who are on sports teams. The gym lockers are used by the student during the P.E. hour or sports practice/game only. Items should not be stored in the gym lockers all day or overnight, since other students will need the lockers throughout the day.

The School cannot be responsible for stolen items that were not locked in a locker. All lockers are the property of Faith Baptist Schools and are subject to search without notice at any time as deemed necessary by the Administration.

### **LIBRARY**

The library will be available for students to check out books and other materials, use the internet, print assignments, and make copies.

All items may be checked out for a two-week period. Students are permitted to check out four items from the Library. Once issued, student ID cards are required to check out materials. Replacement library cards, containing name and barcode only, are available in the Library for \$1. There is no limit to the number of times an item may be renewed, but overdue items and items on hold may not be renewed. If items are not returned on or before the due date, a late fee of 20¢ per item per day will be charged. Daily late fees will not exceed the replacement value of the checked-out item, plus handling fees. Materials which are not returned within 6 weeks of the due date or by the last day of school will be considered lost and will be charged both the overdue fine and the replacement cost of the item.

School-related items may be printed at no charge. Color printing as well as black-and-white copies are available at the circulation desk for 25¢ per page.

### **CONDUCT IN THE LABORATORY**

Since the laboratory contains many chemical supplies that, when used without supervision or instruction, may be dangerous, any individual taking any chemical from the laboratory may be subject to disciplinary action, including without limitation, 50 or more demerits, suspension or expulsion. On the first day of school, the science instructors will distribute policy sheets that will explain lab-related rules that must be adhered to strictly.

### **VEHICLE REGULATIONS**

The following list of regulations must be obeyed by those students driving cars and motorcycles to school:

1. Speed limit on campus—5 miles per hour.
2. School decals must be in the lower right windshield of all cars driven to school.
3. Once a student arrives at school in the morning, he is not to leave without permission from the office.
4. No one is to drive across the blacktop or grass when children are playing there. This applies to before, during, and after school.
5. Students should not return to their car until they are ready to leave for home at the end of the day.
6. Any student use of a vehicle that endangers the safety of our students or disturbs classes, secondary or elementary, will not be tolerated.
7. Students must park on campus in the main parking lot only. Students may not park in the gym lot.
8. Students may not use their vehicle as transportation on campus between class periods.
9. Demerits may be given for unsafe, careless, or unlawful driving on school property, as well as for driving that is inconsistent with the provisions contained herein.

All parents who wish to have their child driving in a car or riding on a motorcycle with another student MUST advise the School Office in writing. Students are not permitted to ride in another student's vehicle, such as a car or motorcycle, to or from School or during School hours, without the prior written consent of both students' parents. It is the students' responsibility to provide these documents to the School Office prior to ride sharing. Due to the large number of students

driving to and from the campus each day, the School cannot be responsible for strictly monitoring students' vehicle use and enforcing this policy; parents and students must assume responsibility for doing so.

### **SPECIAL COSTUMES**

During Spirit Week, students are asked to wear "special" dress. All costumes must be consistent with the "modesty" standards of the uniform dress code. Girls should not wear pants, unless they are worn with a coordinating tunic-type dress over the pants.

### **MARKING POSSESSIONS**

All sweaters, lunch boxes, and other possessions should be clearly marked with the student's name.

### **LOST-AND-FOUND**

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

Students may receive demerits for taking any clothing not belonging to them from the Lost-and-Found or the locker rooms after physical education classes.

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

### **PLAYGROUND/TURF**

Unless engaged in a coach-supervised PE class or athletics practice, junior and senior high students should not use the elementary playground or artificial turf for recreation. Students should also conduct themselves around the elementary students with grace, remembering that they are the role models for the younger students.

### **LUNCH AREA**

For student safety and care of the property, students should follow these guidelines when at lunch.

- Students should wash their hands and pray before eating.
- Students are permitted to go to the bathroom, but they must obtain permission from the teacher on duty.
- Students may not trade lunches or loan lunch money to other students.
- Students who have forgotten their lunch should purchase an emergency lunch from the cafeteria or pick-up an emergency lunch ticket from the Financial Office.
- Students are required to discard all trash and clean up any messes at their tables before a teacher will dismiss them.
- Students are not to throw food.
- Students are not to yell or scream.
- Students are not to participate in horseplay or rough-housing.

### **MEAL DELIVERY SERVICES/LEAVING CAMPUS FOR LUNCH**

*Parents* may drop off lunches in the School Attendance Office for their students. The students will be called in their classrooms to pick up the lunch during their lunch breaks.

Students who purchase meals through meal-delivery services, must pick up the meals on Farralone Avenue, only during their lunch breaks. After receiving their meals, they must eat the meals in the lunch area (unless they are attending a club meeting during lunch).

Students may not go off campus for lunch.



### Lunch breaks:

Senior High: 11:45 A.M.–12:20 P.M.

Junior High: 12:20 P.M.–1:00 P.M.

### **RESTROOM USE**

Unless a student has an underlying condition that would require more frequent restroom usage, students are expected to use the restroom during breaks between classes, during nutrition, and during lunch. Students using the restroom during a break are allowed an additional three minutes to arrive in class without receiving an unexcused tardy. If a student needs to use the restroom during class, he should ask the teacher. **No student will be prohibited from using the restroom.** However, except in cases of illness and underlying conditions, students who forget to use the restroom during breaks and then ask to use it during class may lose participation points.

Of course, if a student has an underlying condition, parents should email the teachers as soon as possible about the condition so accommodations can be made.

While in the restroom, students should not yell and scream, should flush the toilet after use, should wash their hands, and should throw away paper towels in the trash bin. Students should put only toilet paper in the toilets, no other paper products. If a student notices a problem with a toilet or sink, he should tell a teacher immediately.

Students should not play, hang out, or use electronic devices in the restroom.

### **PARENT/OFFICE RELATIONSHIPS**

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

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

### **TELEPHONE CALLS—OUTGOING**

Students may ask to use the office telephone in the Attendance Office to change after-school plans or to call home to see if their parents have forgotten to pick them up, etc. (Also refer to “Cellular/Camera Phones.”)

### **TELEPHONE CALLS—INCOMING**

Neither teachers nor students will be called from the classroom for telephone calls. In case of an emergency, please notify the receptionist when calling so that your child can be contacted immediately. Messages may be left for your child’s teacher through email.

If a parent is driving a group of students in a carpool, he is responsible for notifying the parents of the other students if he is late or his plans have changed. The School cannot assume this responsibility. If at 4:00 P.M. a parent has not arrived to pick up a car pool, etc., these students will be sent to the After-School Care Program. If you are driving a group of students in a car pool, we trust that you will be responsible to notify parents of any extreme lateness or change in plans.

## **TUITION/FINANCIAL POLICIES**

ALL tuition fees must be paid through our parents.myfbs.org portal.

### **SECTION 1—TUITION & FEES**

1.1 Tuition (1st child)

1.1.1 K2 \$8,040

1.1.2 K3 or K4 \$8,120 plus \$180 for book fees equals a total of \$8,300

1.1.3 K5 \$7,510 plus \$350 book fees equals a total of \$7,860

- 1.1.4 Grades 1–6 \$7,580 plus \$350 for book fees equals a total of \$7,930
- 1.1.5 Grades 7–8 \$7,790 plus \$350 for book fees equals a total of \$8,140
- 1.1.6 Grades 9–12 \$7,880 plus \$350 for book fees equals a total of \$8,230
- 1.1.7 Grades 10–12 Advanced Placement instructional fees \$200 per semester
- 1.1.8 Grades 10–12 CCU dual enrollment fees \$200 per semester (payable directly to Colorado Christian University)
- 1.2.1 K2 Application Fee \$200 (no discount)
- 1.2.2 Grades K3–12 New Application Fee (non-refundable) \$375 (Discount may apply)
- 1.3 Re-Enrollment Fee (non-refundable) \$375 (Discount may apply)

*Please note: The School is unable to provide a tuition reduction in the case of a prolonged absence, due to the fact that teachers are hired on a yearly basis and that the tuition is an annual fee. Tuition covers the school year as indicated on the calendar. The Day Camp and Summer School program has separate application fees and tuition.*

## **SECTION 2—AWARDS & DISCOUNTS**

These discounts and awards are only applicable to the Academic School year. These discounts and awards are not eligible for Summer School or summer programs.

### 2.1 Founders Award: 100% Tuition and Registration

Award Criteria: Must have received the Founders Award from either the 6th or 9th grade graduation ceremony. The award is applied only to the 7th or 10th grade academic year respectively. Recipients are responsible for Book Fees (\$350 7th and 10th grades).

### 2.2 Pastoral Discount: 50% Tuition

Discount Criteria: Must be a full-time senior pastor with a single source of income from ministry. A Pastoral Discount Application must be submitted with required documentation no later than July 1 for the upcoming School year. The application and supporting documentation will be reviewed by our Financial Office. Recipients are responsible for Book Fees (\$180 K 3& K4 / \$350 K5–12th grades).

### 2.3 Sandra Torigian Award: 50% Tuition

Award Criteria: Must have received the Sandra Torigian Award from either the 6th- or 9th-grade graduation ceremony. The award is applied only to the 7th-, 8th-, 9th-, 10th-, 11th-, or 12th-grade academic year immediately following the conferment of the award. Recipients are responsible for Book Fees (\$350 junior and senior high).

### 2.4 Alumni Discount: 15% Tuition

Discount Criteria: Must be a Faith Baptist student graduate from 12th grade and a member of the Faith Baptist Schools Alumni Association. Recipients are responsible for Book Fees (\$180 K3 & K4 / \$350 K5–12th grades).

### 2.5 Paid-In-Full Discount: 5% Tuition

Discount Criteria: Full tuition payment must be paid in full no later than August 6 of the current school year. Recipients are responsible for Book Fees (\$180 K3 & K4 / \$350 K5–12th grades).

### 2.6 Multi-Student Discount: Variable by Schedule

Discount Criteria: Siblings must be dependents of the same household. The table below represents the discount amount off of the 1st-child tuition rate shown in Section 1.1. The oldest grade level is charged at the 1st-child tuition rate: 2nd Child 3rd Child 4th / 5th Child will receive the following discounts off their tuition. No discounts are available for the K2 program.

	1ST CHILD TUITION	2ND CHILD DISCOUNT	3RD CHILD DISCOUNT	4TH/5TH CHILD DISCOUNT
K2	\$8,040	\$800	\$800	\$800
K3-K4	\$8,120	\$1,050	\$1,620	\$2,270
K5	\$7,510	\$1,130	\$1,720	\$2,330
GRADES 1–6	\$7,580	\$1,130	\$1,740	\$2,340
GRADES 7–8	\$7,790	\$1,090	\$1,790	\$2,340
GRADES 9–12	\$7,880	\$1,100	\$1,730	\$2,510

*\*Discounts are not applied to Book Fees.*

2.7 Early Registration Discount for newly enrolled families:

Discount Criteria: \$75 off of the Registration Fee if application is received prior to April 10, 2023.

2.8 Re-Enrollment Discount for returning families:

Discount Criteria: \$100 credit applied to the January 2024 invoice if the contract is received prior to April 10, 2023.

Withdrawal after a re-enrollment application is submitted will forfeit the \$100 January credit if the student is reinstated after April 10, 2023.

2.9 Accounts may not receive multiple discounts with the exception of the Paid-In-Full Discount. The greatest discount will be applied to the family account as appropriate. Example: An alumnus enrolls a K3 and 3rd-grade student into FBS. Full tuition for both children totals \$15,700. The 15% Alumni Discount is greater than the Multi-Student Discount of \$1,050. Therefore, this family would receive only the Alumni Discount. The family could also receive the 5% Paid-In-Full Discount if paid in full by the deadline.

### SECTION 3 – ENROLLMENT CONTRACT

3.1 This Student Enrollment Contract is a legally binding contract between the school and the family for enrollment at Faith Baptist Schools. Faith Baptist Schools has waiting lists in many grades. Our priority is to serve families currently in the school first. However, because the school must make a forecast about issues such as attrition and the number of students who accept our offer of admission, we have adopted a “first-come–first-served” policy.

3.2 Returning families must submit the e-signed Re-Enrollment Contract no later than January 13, 2023, to guarantee the seat. If the contract is not returned to the school by January 13, 2023, the student’s space may be offered to another applicant. The Re-Enrollment Contract becomes effective when the school’s Finance Office receives the e-signed contract and is accepted by the principal of the school.

3.3 The \$375 Registration Fee, less discount if applicable, will be processed upon submitting the enrollment application. The Registration Fee is non-refundable.

3.4 The \$375 Re-Enrollment Fee, less discount if applicable, will be processed upon submitting the re-enrollment application. The Re-Enrollment Fee is non-refundable.

3.5 Re/Enrollment Contract—Cancellation (Withdrawal)

The school must be notified in writing no later than July 31, 2023, for the cancellation of the contract and its obligations. A Student Withdrawal Form must be submitted through the parent portal.

3.6 For students withdrawing on or after August 1, 2023, tuition is prorated on a daily basis, and a \$500 withdrawal fee is added to the account. Any eligible refund is first subject to deduction of outstanding balances.

3.7 By signing the Re/Enrollment Contract, you agree to accept all applicable conditions as outlined in this handbook.

3.8 Students placed on the Waiting List may request a refund of the application fee before the following deadline schedule. Once the application fee is refunded, the student will be removed from the waiting list. **K3–K5:** A New

Application Fee refund request must be submitted prior to the last day of the first quarter. Students may remain on the waiting list until February 1. Students will be removed from the waiting list after February 1. **1st—8th:** A New Application Fee refund request must be submitted prior to the last day of the first quarter. Students remaining on the waiting list after the last day of the first quarter will need to wait for an open seat starting the second semester. Students will be removed from the waiting list after the ninth week of the third quarter. **9th—12th:** A New Application Fee refund request must be submitted prior to the last day of the third academic week of the first quarter. Students remaining on the waiting list after the last day of the third academic week of the first quarter will need to wait for an open seat starting the second semester. Students will be removed from the waiting list after the third academic week of the third quarter.

3.9 Students placed on the waiting list for the second semester are not eligible for a Re-Enrollment fee refund.

#### **SECTION 4—PAYMENT OF TUITION**

4.1 The individual signing the Re/Enrollment Contract is solely responsible for payment of tuition, fees, and all incidental charges. The School will not attempt to collect payment from any other source. Faith Baptist Schools does not accept payment from the government or any other agencies.

4.2 Tuition statements/invoices will be emailed approximately ten (10) days before the due date.

4.3 Method of payment

All obligations are payable by ACH (eCheck) or Credit/Debit Card.

4.4 There are two (2) payment plans available: Annual and Monthly

4.5 Annual Plan—Payment must be received by August 6, 2023, to be eligible for the 5% Pay-In Full Discount.

4.6 Monthly Plan (10 Months)—Tuition due in ten (10) installments beginning August 2023, and ending May 2024. Payments are due the first of each month. **All tuition charges must be paid by May 1, 2024.**

4.7 **Grace Period**—Payments must be made by the fifteenth of each month. Payments not received by midnight of the fifteenth will incur a \$30 Late Payment Fee. Students will be subject to attendance interruption if the monthly balance is not brought current by the last day of the current month.

4.8 **Automatic Payment**—Payments will be automatically drafted using eCheck or credit/debit card at 4:00 PM on the fifteenth of each month. Parents can set up their auto payment details in the parent portal.

4.9 Processing Date—If the payment date falls on a holiday or weekend, the debit will be processed on the first business day thereafter. You will receive a monthly statement showing account activities.

4.10 Policy Regarding Charges for Students Who Enter After the Start of School During the 1st Semester.

K3–K4: Enrolled between the first day of school and the last day of the first quarter:

- Prorated annual tuition based on 1/10 of the annual tuition rate for the number of months remaining in the school year. Example: A K3 student is enrolled on December 5. The amount due is \$4,872 (\$812 payable each month December through May).

K5–8th Grades: Enrolled between the first day of school and the last day of the first quarter:

- Full Tuition Rate may be paid in full (Not eligible for Pay-In Full Discount).

- Full Tuition Rate may be paid in equal installments by the number of months remaining in the school year. The current month's tuition amount must be paid in order for the child(ren) to start school.

Example: A 5th-grade student is enrolled on October 15. The full tuition amount of \$6,008 is due and the family elects to pay in eight (8) equal monthly installments of \$751.00. The first installment of \$751.00 must be paid prior to the child attending class. Cannot enroll after the last day of the first quarter for the first semester.

9th–12th Grades: Enrolled between the first day of school and last day of the third academic week of the first quarter:

- Full Tuition Rate may be paid in full (Not eligible for Pay-In Full Discount).

- Full Tuition Rate may be paid in equal installments by the number of months remaining in the school year. The current month's tuition amount must be paid in order for the child(ren) to start school. Cannot enroll after the last day of the third academic week of the first quarter for the first semester. Example: A 10th-grade student is enrolled on September 15. The full tuition amount of \$7,092 is due and the family elects to pay in nine (9) equal monthly installments of \$788. The first installment of \$788 must be paid prior to the child attending class.

4.11 Policy Regarding Charges for Students Who Enter During the second semester.

K3–K5: (may not enroll after February 1) Enrolled between the first day of the second semester and February 1—one half the annual tuition rate.

1st–8th Grades: (may not enroll after the last day of the ninth academic week of the third quarter) Enrolled between the first day of the second semester and the last day of the ninth academic week of the third quarter—one half the annual tuition rate.

9th–12th Grades: (may not enroll after the last day of the third academic week of the third quarter) Enrolled between the first day of the second semester and the last day of the third academic week of the third quarter—one half the annual tuition rate.

4.12 Divorced or Separated Spouses

Divorced and separated spouses are both responsible for the cost of educating their child/children at Faith Baptist Schools.

4.13 Delinquent Accounts

Students of families having delinquent accounts may be suspended from School and extracurricular activities or asked to withdraw from the School. Accounts will be moved to delinquent status if not paid by the due date. A \$30 late fee will be added to all accounts with an unpaid balance of the selected due date. If the account remains delinquent as of the last day of the month, the student(s) will be required to stay out of school until the account is made current. If the student(s) remains out of school for ten (10) days, the student(s) will be administratively withdrawn from Faith Baptist Schools. A one-hundred dollars (\$100) reinstatement fee will be charged to each student's account in order to return after being held out of school due to delinquent status. If the student(s) does not return after the tenth day, collection procedures will be initiated.

## **SECTION 5—OTHER CHARGES**

5.1 Late Charge

A late charge of \$30 per month will be applied to all delinquent accounts. Tuition accounts will be considered past due if there is an unpaid balance after the selected payment date.

5.2 Insufficient Funds

There will be a \$30 service charge for all returned checks or debit failures. If a second check or ACH is returned for insufficient funds, all payments for the remainder of the school year must be paid in cash, cashier's check or money order.

5.3 Collection Costs

Parents will be expected to pay an additional charge equal to the cost of collection (including agency and attorney fees and court costs incurred and permitted by the laws governing these transactions) should such collection costs be necessary in the event of the default of payment in any amount due.

5.4 Credit / Debit Card Transactions

As a convenience to our families, Faith Baptist Schools accepts MasterCard, Visa, Discover, and American Express credit/debit cards for payment of tuition. The bank charges Faith Baptist Schools a processing fee for each credit card transaction. Faith Baptist Schools does not absorb these processing fees. Therefore, credit or debit card payments are 2.99% higher than the stated amount. This rate may be adjusted throughout the school year.

### 5.5 Late Day Care Pickup

Students remaining after school hours must be under the supervision of a faculty or staff member. Those students who are not involved in an after-school activity will be required to sign in with the after-school day care program. Parents must sign up their students for day care. Before-school day care (K2–6th) runs from 7:00 A.M. until 8:00 A.M. and is free of charge. After-school day care (K2–8th) runs from 4:30 P.M. until 6:00 P.M. and is billed monthly September through May at \$3 per hour per child. Students involved in after-school activities who are not picked up within 15 minutes of the practice or game ending will be taken to after-school day care if it is before 6:00 P.M. picked up by 6:00 P.M. will incur a late day care fee of \$2 per minute per student.

### 5.6 Bus Fees

Faith Baptist Schools provides bus services to the local area students. Bus service is available for students who are at least age four and who live in Simi Valley and the San Fernando Valley. For your child's safety, we do not offer service to two- and three-year-old students. Bus routes vary each school year and are based on the location of families that request service. Once the routes have been determined, the families will be notified before the start of the school year. Any application turned in after the routes are made will be directed to the nearest stop along the route.

- One-time \$25 registration fee
- One way monthly fee: \$100 first rider, \$55 each additional rider
- Round trip monthly fee: \$200 first rider, \$100 each additional rider

### 5.7 Additional Charges to the Tuition Account

Other school-related charges (library, emergency lunch tickets, CCU/AP course fees, private and group music lessons, testing fees, etc.) that are not paid directly (or when direct payment was returned due to insufficient funds) may be posted to your tuition account for collection.

## **SECTION 6—FINANCIAL AID**

6.1 Requests for financial assistance are available through <https://factsmgt.com/> after May 15 for the upcoming academic year.

6.2 Completed applications with supporting documentation and the \$35 processing fee must be submitted through <https://factsmgt.com/> no later than June 1 for aid consideration for the fall semester and by December 1 for aid consideration for the spring semester.

6.3 The financial aid awarded is for certain months within one semester. Applicants must reapply each semester. Failure to comply with financial aid deadlines will automatically disqualify the student from receiving aid. Misrepresentation or failure to disclose completely all information will result in the loss of financial aid.

6.4 Financial assistance is offered on a semester basis only and is granted on the grounds of the family's financial need; the student's ability, behavior, and character; the school's availability of funds; and the applicant's payment history and accuracy, completeness, and promptness in filling out the Financial Aid Application. All decisions are subject to the School Board's approval.

6.5 In order for a family to receive assistance, both parents must be working full time or actively seeking full-time employment. Applicants who have been laid off from their positions of employment must also submit proof of their job search.

6.6 Financial aid is not available for students entering the K2, K3, and K4 programs or for students entering a grade level that currently has a waiting list.

6.7 Financial aid is not available to students in grades nine through twelve; however, the school does offer a work-assistance program. Students who wish to participate in work assistance must have earned a C average on their report card the semester prior to working and must maintain a C average while employed. Additionally, a student on work assistance must not have earned more than 30 demerits during the semester prior to their employment or at any time

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

6.8 Any applicant who is granted financial assistance will not receive more than a quarter of the tuition and must pay his portion of the tuition by the due date of each month in order to avoid losing his financial assistance. All applicants must pay the registration fees and book fees.

6.9 Music lessons and choral programs are not available to students who are receiving financial aid.

#### **FAMILY CODE/SIBLING DISCOUNT**

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

## FAITH BAPTIST SCHOOLS UNIFORM DRESS STANDARDS (GRADES 7-12)

Uniform clothing should be worn to School and to all School functions, including field trips, unless otherwise stated. Uniform clothing should not be oversized or baggy. Layered shirts that are visible must also be in School uniform colors (white, red, navy blue, or hunter green). T-shirts may not be worn, including class T-shirts, sports T-shirts, and youth-group T-shirts except when non-uniform dress or School Spirit dress is allowed. All students must maintain School uniform dress during School hours up to and including the last day of School, according to the School calendar. If a student does not wear the School's uniform clothing, he will receive demerits, including suspension from class. Specific disciplinary measures can be found in the current Handbook and Demerit Schedule.

### ***DRESS CODE—ALL STUDENTS***

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

### **Students may not wear the following:**

1. Tattoos/body markings/body piercings (permanent or temporary)
2. Form-fitting or revealing clothing
3. Gang-related clothing or accessories
4. Clothing styles that are extreme or inconsistent with the religious tenets of Faith Baptist Schools (music groups, occult, etc.)

**SCHOOL-SPIRIT DRESS DAYS**—Occasionally, we may have a School-Spirit Dress Day. On these days, students may wear a Faith Baptist spirit T-shirt, class T-shirt, or sports T-shirt in place of their polo shirt. The T-shirts must have "Faith Baptist" printed on them. Students must wear appropriate uniform bottoms, and all other regular dress-code rules apply.

### ***GIRLS must present a wholesome, feminine appearance.***

**HAIR**—Hair should be neatly combed in styles becoming to the specific age. There should be no unnatural hair color such as orange, blue, green, red, purple, etc. If a girl has changed her hair color to an unnatural color, she will be required to change her hair back to its original color. Hair is not to be shaved or shaped in an extreme style.

**EARRINGS**—If earrings are worn, they should be a matched set. In a wide earring, the diameter is to be no more than 1¼ inches. In dangling earrings, the length should be no more than 2 inches from the bottom of the earlobe. Only 1 earring should be worn on the earlobe of each ear, and earrings should not be worn in places other than the earlobe. Gauges should not be worn.

**MAKEUP/NAIL POLISH**—Black nail polish may not be worn. Makeup may be worn if it is not excessive.

**DRESS**—Skirts must reach the top of the knee. Uniform clothing must not be oversized. Layered shirts that are visible must be in School uniform colors: white, red, navy blue, and hunter green. T-shirts may not be worn, including class T-shirts, sports T-shirts, and youth-group T-shirts. Girls may wear the Dennis skort to classes, as long as the skort reaches the top of the knee.

Non-uniform School dress may be worn to sporting events.

Banquet dress requirements are located in the student handbook. Dresses will be checked before each event.

**LEGGINGS, TIGHTS, & SOCKS**—Tights, socks, or leggings may be worn in School uniform colors only (white, red, navy blue, and hunter green). Pants may not be worn underneath the uniform skirt or skort.



**PE UNIFORMS**—The Faith Baptist PE basketball shorts may be worn to seventh-hour classes and after School. However, the Faith Baptist PE sweatpants may be worn only during PE class on cold days when the temperature dips below 60 F; students may not wear them to other classes or after School if remaining on campus.

**SHOES**—Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable).

**JACKETS/COATS/SWEATSHIRTS**—The only *sweater* or *sweatshirt* that may be worn **to School** is the Faith Baptist Schools' sweater or sweatshirt, the Faith Baptist sports' team outerwear, or a solid navy blue sweatshirt. Other jackets may be worn to School and to and from class. Non-uniform sweaters and button-up blouses may not be worn as accessories over the uniform shirt.

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

#### **BOYS' APPAREL AND HAIR ARE TO PRESENT A CLEAN, MASCULINE APPEARANCE.**

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**Boys are required to have short hair cuts. Boys' hair is not to hang over the ears or the collar of a uniform shirt. Hair buns, ponytails, or a collection of smaller ponytails are not allowed.**

**HAIR**—1 Corinthians 11:14 teaches that it is a shame for a man to have long hair. Because of this guidance from the Bible, all boys at Faith Baptist Schools are required to have short haircuts. A boy's hair is not to hang over the ears or the collar of a polo shirt or over the eyes. Hair may not have any type of design, line, or symbols shaved into it. **Hair may not be styled in a bun or ponytail or collection of smaller ponytails.** Hair that stands taller than 3" is considered too long and does not meet the School's short hair standards for boys. Mohawks are not permitted. A boy's hair is not to be shaved bald unless there is a medical necessity to do so. There should be no unnatural hair color such as orange, blue, green, red, purple, etc. Sideburns should be neatly trimmed, and they should not be longer than the bottom of the ear. Facial hair, up to and including mustaches or beards, is not permitted.

**DRESS**—Uniform clothing should be worn to School and to all School functions, including field trips, unless otherwise stated. Uniform clothing should not be oversized or baggy. White, red, navy blue, and hunter green turtlenecks may be worn. Layered shirts that are visible must be in School uniform colors (white, red, navy blue, and hunter green). T-shirts may not be worn, including class T-shirts, sports T-shirts, and youth-group T-shirts except when non-uniform dress is allowed. Boys may not wear hats, hoods, stocking caps, earrings, bracelets, or necklaces. All boys are required to wear Dennis Uniform pants. Non-uniform School dress may be worn to sporting events. Shorts of any kind are not to be worn.

**SHOES**—Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable).

**JACKETS/COATS/SWEATSHIRTS**—The only *sweater* or *sweatshirt* that may be worn **to School** is the Faith Baptist Schools' sweater or sweatshirt, the Faith Baptist sports' team outerwear, or a solid navy sweatshirt. Other jackets may be worn to School and to and from class.

**NON-UNIFORM SCHOOL DAYS**—Occasionally, we may have special days when costumes or casual, non-uniform dress is permitted. On these days, tank tops may not be worn. Pants must have legs that are traditional (not baggy or excessively skinny), classic cut. Blue jeans may be worn, but they must not be baggy or torn. T-shirts that look like undershirts or have

sayings, pictures, or words which are inconsistent with the religious tenets of Faith Baptist Schools may not be worn. All other regular dress-code rules must be followed.

## JUNIOR HIGH COURSE DESCRIPTIONS

**NOTE:** *Not every course is offered every year or every semester (for one-semester courses). All courses are offered based on teacher availability and student demand. Many courses have co-requisites, prerequisites, and continuing requisites. Courses are listed alphabetically by department. Please check the section "Requirements for Graduation" for information on required courses.*

### ARTS—FINE, PERFORMING & PRACTICAL

**BAND, BEGINNER** Students who enroll in Beginner Band will learn the fundamentals of a band instrument as well as music reading. Band members need to supply their own instruments. *(Meets two days per week) [one-semester elective] (2.5 credits FBJH)*

**BAND, INTERMEDIATE** Students who enroll in Intermediate Band will improve their skills in reading and performing music. Band members need to supply their own instruments. *(Prerequisite: an ability to read music) [two-semester elective] (5 credits FBJH)*

**CHOIR, JUNIOR HIGH** Students sing to the Lord with a variety of musical literature. Students will develop the ability to listen for parts, blend, and adjust tonality as well as be introduced to sight reading. Students will perform in ministry opportunities and special concerts, including but not limited to the School Christmas Program, the West Coast Fine Arts Competition, and Music in the Park. Additionally, students will also be required to purchase a choir. *(Prerequisite: audition Co-requisite: students who join choir in the fall semester are expected to remain in the course for spring to perform at competitions) [two-semester elective] (5 credits FBJH)*

**DRAMA** Students will develop skills in performance, including characterization, blocking, and interaction with other characters. The students' abilities will then be put to the test as they perform a short play. *[one-semester elective] (5 credits FBJH)*

**DIGITAL PHOTOGRAPHY** Students will learn how to take well composed photographs using their own digital cameras. Emphasis will be placed on basic camera handling skills, reading and understanding of their camera's operations manual, compositional guidelines, and proper utilization of natural light and electronic flash, film speeds, and lens capabilities. Students are expected to have their own point-and-shoot or SLR digital cameras or SmartPhone camera (8 mega-pixels minimum). In addition students may need access to a computer outside of class time to complete assignments. *[one-semester elective] (5 credits FBJH)*

**DRAWING & ANIMATION** Drawing and Animation is an introduction of drawing the essential shapes, sketching by learning the basic strokes, using shading and values to emphasize related matters, and dividing space in a pleasing manner. Students will learn about the unique qualities and strengths found in animation. They will learn how traditional, stop-motion, and computer animation is done. Drawing ability and imagination is required. *[one-semester elective] (5 credits FBJH)*

**HOME ECONOMICS** In today's fast-paced society, many of the fundamentals of home care are often overlooked. This course will focus on the full spectrum of meal preparation, from planning and cooking to setting a table and dining with proper etiquette. The students will also learn the basics of mending, cleaning, and flower arrangement. The students will also learn the basics of mending and cleaning. *[one-semester elective] (5 credits FBJH)*

**INDUSTRIAL ARTS** Industrial Arts is a class designed to help young people develop basic skills for life. Students will work on several home and automotive projects, learn how to safely use hand and power tools, as well as understand how to react in worst-case scenarios. This class is filled with hands-on projects. *[one-semester elective] (5 credits FBJH)*

**SPEECH** This class will enable each student to become a better communicator of the spoken language. Also, the class will spend time preparing for the annual speech contest in December. *[one-semester elective] (5 credits FBJH)*

**VIDEO EDITING** Students will learn how to edit still and dynamic images into narrative stories. Students will learn proper camera framing, how to create a shot sequence, the importance of audio, creation of storyboards, and basic script writing. The class will provide practical knowledge for the student as well as develop problem-solving skills, teamwork, and creativity. *[one-semester elective] (5 credits FBJH)*

## **BIBLE**

*Bible class usually meets Mondays, Wednesdays, and Fridays with Chapel (which is part of the Bible grade) meeting on Tuesdays and Thursdays. Sometimes the schedule changes to accommodate special chapel speakers.*

**ADVANCED BIBLE QUIZ** Students immerse themselves in God's Word throughout the year. The book selection rotates in March. At the beginning of this year, students will study the book of Acts. After the West Coast Competition, students will study 1 Corinthians and 2 Corinthians. The team competes against area schools throughout the year and against national teams twice a year. Students have the opportunity to compete at a national competition in Colorado in February. *(Prerequisites: minimum of a 90% A- in the last Bible course and completion of summer assignments and approval of the instructor; compete at West Coast Fine Arts Competition in the spring; flexible after-school practice schedule.) [Note: on Bible days, junior-high students will eat lunch first and then attend Advanced Bible Quiz with the senior-high team members.] (5 credits FBJH)*

**LIFE OF CHRIST—7th** This course surveys the Life of Jesus Christ and His followers. Special emphasis is placed on His Deity, His earthly ministry, and His sacrificial Atonement on the Cross. *(Prerequisites: none. Seventh-grade students who do not enroll in Advanced Bible Quiz will automatically be enrolled in the appropriate Life of Christ section.) (5 credits FBJH)*

**OLD TESTAMENT SURVEY—8th** This course surveys the Old Testament of the Bible. Special emphasis is placed on authorship, purpose, and major characters of each book. *(Prerequisites: none. Eighth-grade students who do not enroll in Advanced Bible Quiz will automatically be enrolled in the appropriate Old Testament Survey section.) (5 credits FBJH)*

## **BUSINESS & COMPUTER**

**BUSINESS COMPUTER—8th** This laboratory class will start with a quick review of Microsoft Word. Then, students will learn the email and calendar functions of Microsoft Outlook, spreadsheets with Microsoft Excel, and slide show presentations with Microsoft PowerPoint. The class is a combination of lecture and classwork assignments, with a large percentage of the grade focusing on hands-on learning. Students will be required to research and give two PowerPoint presentations in front of the class during second semester. Students will also take tests over the material as well as culminate each unit with a capstone project. At the end of each semester, the students will also take a written final exam. *(Prerequisite: a subscription to Microsoft Office 365 [full version] for the entire school year is required; students who pass the course with at least a C will be eligible in high school to take CCU: Business Applications for Technology.) ([5 units FBJH)*

**CODING** Students in this class will be taught how to use Apple Swift Playground and Xcode. They will use our iPads to construct basic commands, functions, loops, conditional code, and how to find and fix bugs. Students will then be taught how to apply their code and commands to robot and drone challenges. *[one-semester elective] (5 credits FBJH)*

**ENTREPRENEURSHIP** This course will provide students with a basic knowledge and skills necessary to assist an individual in an emergency situation. Students will learn how to recognize heat illness, treat burns, and many other safety procedures. *[one-semester elective] (5 credits FBJH)*

**PHOTOSHOP** This course introduces the students to computer graphics and editing using Adobe Photoshop. The students will also learn how to prepare graphic images for web pages. *[one-semester elective] (5 credits FBJH)*

**ROBOTICS** Our robotics course will provide a unique and creative learning experience for your child as they explore building, programming, and operating robots. STEM educational resources are important in regard to developing an understanding of today's technological trends. By using the mBot platform, Bluetooth tech., and Scratch 2.0 based graphical programming as well as Arduino, your child will be introduced to the exciting world of robotics! *[one-semester elective] (5 credits FBJH)*

**WORD PROCESSING—7th** This laboratory class will start with an advanced keyboarding unit during which students will improve their typing accuracy as well as their speed. In the second quarter, students will be introduced to Microsoft Word and learn how to take notes using columns and the Cornell system. Study skills will also be taught. In the third quarter, students will learn how to type and format an MLA-style research paper. In the last quarter, students will learn how to manipulate graphics, type business letters, and work with tables. Students will also take tests over the material as well as culminate with a capstone newsletter project on a country the teacher will assign. At the end of each semester, the students will also take a written final exam. *(Prerequisite: a subscription to Microsoft Office 365 [full version] from November until May) ([5 units FBJH])*

## ENGLISH

**ENGLISH—7th & 8th** Junior-High English includes literature and poetry, grammar, composition, and vocabulary. The literature portion will include selections from a literature anthology as well as novels and biographies. The Jane Schaffer method of writing essays will be taught and reviewed. The students will compose essays discussing what they have learned regarding particular works. The grammar portion reviews the basic rules of grammar, ensuring a mastery of the rules and expanding them in practical use. The vocabulary portion is structured to enrich a student's speech with words that will assist him to articulate exact thoughts. *(5 credits FBJH)*

**READING ACADEMY** Our reading academy is a one-to-one software driven program that evaluates each child's reading ability and then generates a phonetically based quizzing program to develop reading skills in targeted weak areas. Students in this program have improved their reading comprehension scores by an average of 1½ grade levels. NOTE: Students who scored at the 30th percentile or lower on the reading portion of the last standardized test will be automatically enrolled in this class. *[one-semester course] (5 credits FBJH)*

## FOREIGN LANGUAGE

**\*AMERICAN SIGN LANGUAGE** Introduces the basic American Sign Language (ASL) skills, focusing on communication in a cultural context. The curriculum covers fingerspelling and basic vocabulary. We will use the book *Sign Language for Everyone* by Kathy Rice for our lessons. *[one-semester elective] (5 credits FBJH)*

**CONVERSATIONAL SPANISH** Students who enroll in our Conversational Spanish class will learn a broad vocabulary of common words and phrases to introduce them to the Spanish language before taking Spanish I in ninth grade. Topics covered will be counting, time, calendar terms, as well as common phrases and greetings. *[one-semester elective] (5 credits FBJH)*

## MATHEMATICS

**ALGEBRA I** Students will study operations, algebraic expressions, exponential functions, real numbers, variables, inequalities, factoring, polynomials, linear and quadratic equations, equations, and graphs as well as other topics. *(Prerequisite: either a passing grade in Pre-Algebra, at least a 90% A- in Faith Baptist sixth-grade math, at least an 80% B- in Faith Baptist sixth-grade math AND either a 40 or higher on the Algebra I Placement Test or a 70% C- or higher in first-semester Algebra I in Faith Baptist Summer School; applies to both junior and senior high school transcripts) {UC Area C} (5 credits FBJH/FBHS)*

**APPLIED ALGEBRA** Focuses on critical thinking and applying mathematical concepts to real-world situations. The course is restricted to word problems, which is one of the most difficult skills to master at this level of mathematics. All word problems are tailored toward the types of problems that students will encounter on the college entrance exams such as the PSAT,

SAT, and ACT. *(Prerequisite: Students must have taken Algebra I or a higher-level math course.) [one-semester elective] (5 credits FBJH)*

**GEOMETRY** The study of Geometry will greatly aid students in understanding order in God's Universe as it relates to geometrical shapes and reasoning. Points, lines, and planes will be analyzed and utilized in developing geometrical reasoning and proofs. Parallel and perpendicular line relationships will be included. Triangular and various polygonal shapes will be compared for congruence and similarity. Circles and polygons will be included in computations of area, similarity, and congruence. Solid geometry and analysis of planar and spatial loci will complete the study with some computations in probability. *(Prerequisite: successful completion of Algebra I; minimum of a 70% C- first semester to continue second semester; applies to both junior and senior high school transcripts) {UC Area C} (5 credits FBHS)*

**PRE-ALGEBRA** Students will learn to think flexibly about relationships among fractions, decimals, and percents. Students will learn to recognize and generate equivalent expressions and solve single-variable equations and inequalities. Students will investigate and explore mathematical ideas and develop multiple strategies for analyzing complex situations. Students will analyze situations verbally, numerically, graphically, and symbolically. Students will apply mathematical skills and make meaningful connections to their life experiences. *(5 credits FBJH)*

## PHYSICAL EDUCATION

**JUNIOR LIFE GUARDING** The American Red Cross Guard Start program is available to youth ages 11–15 years old who have the desire to learn about the responsibilities and duties of a lifeguard. This program will help the student build a foundation of knowledge, attitudes and skills to become a future lifeguard. There will be instruction in prevention, fitness, response, leadership, professionalism and swimming skill development. *(Prerequisite: passing of an advanced-level swim test; 6th–8th graders only) [one-semester elective] (5 credits FBJH)*

**PHYSICAL EDUCATION—7th & 8th** Physical fitness is of great importance, and participation in aerobics, calisthenics, and other physical activities is required. Participation in physical education is also required by the State. In order to pass a PE class, students are required to complete the Fitness Grams prescribed by the State of California. If a student is to be excused from physical activity, a note from a doctor and approval by the Administration are necessary. Faith Baptist includes physical education grades in a student's grade-point average. Students who need to make up PE credits from junior high will make up the credits in ninth grade and then make up the high school credits in eleventh grade to fulfill the two years of physical education required in high school. *(5 credits FBJH)*

**STRENGTH TRAINING** Strength conditioning using free weights and machines. *(Prerequisite: member of the Faith Baptist football team) [one-semester elective for 8th-grade boys planning on joining the FBHS football team and who are re-enrolled for 9th grade at FBHS] NOTE: This class DOES NOT count for PE credit. (2.5 credits FBHS)*

## SCIENCES

**CRIMINAL SCIENCE INVESTIGATION Lab** This course introduces students to the science field of forensics. Students will take on the role of crime scene investigators in order to solve fictional crimes using fingerprints, blood tracing, DNA typing, fibers, tracks and remains, entomology (insects!) as well as other skills. Students will also be introduced to a variety of forensic science careers. Students who are interested in this topic should be ready to do some awesome science! *[one-semester elective] (5 credits FBJH)*

**FIRST AID & CPR** This American Red Cross first-aid course will provide students with a basic knowledge and skills necessary to assist an individual in an emergency situation. Students will learn how to recognize heat illness, treat burns, and many other safety procedures. *[one-semester elective] (5 credits FBJH)*

**HEALTH SCIENCE—8th** This course will focus on basic anatomy, safety and injury prevention, nutrition, substance abuse, and maintaining a healthy lifestyle. *(5 credits FBJH)*

**PHYSICAL SCIENCE—7th** This course will introduce the students to physics and chemistry. The critical-thinking opportunities and real-world applications lead students to a deeper understanding of physical science, while building science-process skills. (5 credits FBjH)

**POSITIVELY SCIENCE** This class is all about discovering how fun science can be. Through this class, students will become familiar with the different branches of science – biology, anatomy, chemistry, physics, and forensics. Students will apply the concepts we learn to investigations, activities, projects, and experiments. Whether we're building bridges, flying airplanes, solving mysteries, or dissecting plants, students will get to explore God's amazing creation! [one-semester elective] (5 credits FBjH)

### SOCIAL SCIENCES

**US HISTORY—8th** Students will examine the major turning points in American history from the Explorer Age until Modern Times. They will study the nation's history and ideals from a Christian perspective. (5 credits FBjH)

**WORLD HISTORY—7th** Students will examine the history and geography of the Western World. (5 credits FBjH)

### UNCATEGORIZED ELECTIVES

**MATH & ENGLISH HELP CLASS** New students will be automatically enrolled in this class for their first semester at FBjH. A teacher will be available in the room to provide additional Pre-Algebra, Algebra I, and English instruction. [one semester] (0 credits FBjH)

**STUDY HALL/NO ELECTIVE** Students may choose not to take an elective during this hour provided they have taken 5 courses during first through fifth hours (not including Bible and study halls). Those who remain on campus will be assigned to a classroom study hall. Students who choose to go home early, must go home every day after fifth hour. (0 credits FBHS)

**STUDY SKILLS** Students learn how to better organize their work, time management, reading techniques, and test-taking strategies. [one-semester elective] (5 credits FBjH)

### SENIOR HIGH COURSE DESCRIPTIONS

**NOTE:** Not every course is offered every year. All courses are offered based on teacher availability and student demand. Many courses have co-requisites, prerequisites, and continuing requisites. Courses are listed alphabetically by department. Please check the section "Requirements for Graduation" for information on required courses.

### ARTS: FINE, PERFORMING & PRACTICAL

**CCU: INTRODUCTION TO THE ARTS** In this class, we will discuss the history, importance, and meaning of visual and performing arts. Many different artists, sculptors, composers, musicians, and cultures will be studied as we take a broad view of the many types of fine art found throughout history and the world. Throughout the year, the students will learn how to think critically through a biblical world-view as we explore the world of the arts. Not only will we learn about the individual works and artists, but we will also look at the connection between what a culture/people was creating and what they believed at the time and how that is pertinent to us today. As the year progresses, we will work to understand that the arts are not neutral and that they have a powerful influence on what we say, think, believe, and do. (Prerequisite: minimum freshman standing & a minimum cumulative 3.0 GPA. No previous art or music experience required. ) (5 credits FBHS) {UC Area F} [CCU: HUM 120 - 3 units]

**AP STUDIO ART—DRAWING** This class is an advanced class where the students will be required to develop a portfolio of artwork for submission to the College Board for review. **Instruction in technique is not provided in this class.** Additional time outside of the classroom will be required to adequately prepare the portfolio. **DRAWING PORTFOLIO:** The class requires that the students already know how to work well with a variety of art media. The goals of this class are to use a variety of media, combine a range of conceptual approaches, and combine the physical means of creating art. (Prerequisite: minimum

*grade of an 80% B- over both semesters of Intermediate Studio Art AND adequate completion of summer work) {UC Area F} (5 credits FBHS) [College credit available through AP Portfolio submission]*

**CCU: PHOTOGRAPHY 1 (AP STUDIO ART—2D DESIGN PORTFOLIO)** This class is an advanced class that teaches advanced techniques in photography as an art form. Students will have the option to develop a portfolio of artwork for submission to the College Board for review. Additional time outside of the classroom will be required. *(Prerequisite: adequate completion of summer work) {UC Area F} (5 credits FBHS) [CCU: ART 231 - 3 units]*

**\*BAND, SENIOR HIGH** Students who enroll in Senior High Band will work in an exciting musical performance group. Fall activities will include playing in the High School Marching Band and compete throughout the Fall against other schools as well as play at football games. Select students will be able to perform with The Joyful Noise Band. Additionally, select students will participate in the School Christmas Program in the Winter and West Coast Fine Arts Competition in the Spring. Additionally, the students will perform in Music in the Parks on a weekend in the Spring. Interested students should possess an ability to read music. Band members need to supply their own instruments unless other arrangements have been made. *(Prerequisite: an ability to read music. Note: Students who would like to take both band and choir may do so. Unfortunately, band cannot be combined with any other elective besides choir.) {UC Area F} (5 credits FBHS)*

**CCU: HONORS CHOIR (University Choir MUE 197)** The Honors Choir is for those students who have passed audition after being a member of the high school choir for at least three years. This is in addition to the training received in the high school choir. Repertoire includes a variety of music styles to continually improve their choral techniques. Once social-distancing laws are removed, students will perform in ministry opportunities and special concerts, including but not limited to the School Christmas Program and the West Coast Fine Arts Competition. *(Prerequisite: senior standing; member of the senior-high school choir for at least six semesters, audition, purchase of choir formal uniform and music performance shirt, attendance at all performances and competitions) (5 credits FBHS) [CCU: MUE 197 - 4 units]*

**CCU: MUSIC THEORY I: ELEMENTS OF MUSIC (AP MUSIC THEORY)** Music Theory I is a college-level course which emphasizes comprehensive musicianship through hearing, performing, analyzing, and composing; musical melody, rhythm (including simple and compound meter), and diatonic harmony, including chord function and progression with a special emphasis on use of mathematical reasoning. *(Prerequisite: minimum of a Certificate of Merit Level 5 for piano and completion of summer coursework) {UC Area F} (5 credits FBHS) [CCU: MUS 112 - 3 units]*

**\*CHOIR, SENIOR HIGH** This class will meet every day during sixth hour. Students will continue developing the ability to listen for parts, blend, and adjust tonality as well as improve their sight reading. Once social-distancing laws are removed, students will perform in ministry opportunities and special concerts, including but not limited to the School Christmas Program and West Coast Fine Arts Competition. Students will also be required to purchase a choir outfit. Students who would like to participate in choir but have a schedule conflict during 6th hour should audition for 0-Hour Vocal Ensemble. *(Prerequisite: audition. Note: Students who would like to take both band and choir may do so. Unfortunately, choir cannot be combined with any other elective besides band.) (5 credits FBHS)*

**DEBATE** Students will learn critical thinking skills while participating in applied and academic debate. The debates will require stating, analyzing, and exploring the controversy. Students will research and provide evidence, tests of evidence, and types of reasoning. Students will improve critical thinking, reasoning, and research skills while obtaining knowledge of academic debate and oral presentation. *(5 credits FBHS)*

**HOME ECONOMICS** In today's fast-paced society, many of the fundamentals of home care are often overlooked. This course will focus on the full spectrum of meal preparation, from planning and cooking to setting a table and dining with proper etiquette. The students will also learn the basics of mending, cleaning, and flower arrangement. The students will also learn the basics of mending and cleaning. *(5 credits FBHS)*

**INDUSTRIAL ARTS** Industrial Arts is a class designed to help young people develop basic skills for life. Students will work on several home and automotive projects, learn how to safely use hand and power tools, as well as understand how to react in worst-case scenarios. This class is filled with hands-on projects. *(5 credits FBHS)*

**INSTRUMENTAL ENSEMBLE** This course is designed for students with previous instruction on an orchestral instrument. Students will continue developing their musicianship as they learn to play in an ensemble setting. *(Prerequisite: previous instruction on an orchestral instrument and a chromatic tuner) (5 credits FBHS)*

**INTRODUCTION TO DIGITAL MEDIA PRODUCTION** *(offered when staff available)* Through readings, lectures, demonstrations, and hands-on exercises students will explore the production of electronic sound and imaging. The course has an emphasis on video field production and digital non-linear editing, but will include a study of framing, composition and light through the production of digital images. *(Prerequisites: junior or senior standing) (5 credits FBHS)*

**SPEECH** This class will prepare the students to deliver a variety of speaking material, from formal declamations to theatrical duologues. Students will also learn basic etiquette training for a variety of situations. *(Speech is a required course for all tenth-grade students not enrolled in CCU: Music Theory I: Elements of Music or CCU: Western Civilizations I.) {UC Area F} (5 credits FBHS)*

**STUDIO ART, INTERMEDIATE** This full-year class is geared toward design, art appreciation, and art history, as well as a realm of art techniques. Students will be tested over different concepts, and work outside the classroom is required. *(Prerequisite: none required but Drawing and Animation is recommended) {UC Area F} (5 credits FBHS)*

**THEATRE ARTS (7:00-7:50 MTWR + AFTER SCHOOL REHEARSALS & PERFORMANCES)** (Miss Castner) This is a full-year course in visual and performing arts. Students will examine how plays are written and produced. Students will perform in or stage manage one of the plays, as well as assist in at least one technical area. Later in the year, students will direct their own scenes. **Please note: you do not have to be in the class to audition for the plays.** However, those students who take the class are **guaranteed** a role (major or minor) in the play; whereas, the students who do not take the class have an **opportunity** for a role—not a guarantee. *(Co-requisite: performing in or stage managing one of the school plays. Rehearsals are after school, with the spring play rehearsals being held at night after sports practices.) {UC Area F} (5 credits FBHS)*

**VOCAL ENSEMBLE (7:00-7:50)** Vocal Ensemble will meet every day during zero hour. Students will perform in ministry opportunities and special concerts. Students will also be required to purchase a choir outfit. *(Prerequisite: audition) (5 credits FBHS)*

**YEARBOOK** Using reporting, photography, editing, and design, students work under strict deadlines to create a book that informs and chronicles the current school year. Only those serious about these elements need apply. *(5 credits FBHS)*

## **BIBLE**

*Bible class usually meets Mondays, Wednesdays, and Fridays with Chapel (which is part of the Bible grade) meeting on Tuesdays and Thursdays. Sometimes the schedule changes to accommodate special chapel speakers.*

**ADVANCED BIBLICAL APPLICATION—12th** This course is designed to give the student guidance in practical Christian living, including such topics as Biblical marriage, finances, following God's will in your life. *(Prerequisites: senior standing. Twelfth-grade students who do not enroll in Advanced Bible Quiz will automatically be enrolled in Advanced Biblical Application.) (5 credits FBHS)*

**ADVANCED BIBLE DOCTRINE—11th** This course surveys the ten major doctrines of systematic theology. *(Prerequisites: junior standing. Eleventh-grade students who do not enroll in Advanced Bible Quiz will automatically be enrolled in Advanced Bible Doctrine.) (5 credits FBHS)*

**ADVANCED BIBLE QUIZ** Students immerse themselves in God's Word throughout the year. The book selection rotates in March. At the beginning of this year, students will study the book of Acts. After the West Coast Competition, students will study 1 Corinthians and 2 Corinthians. The team competes against area schools throughout the year and against national teams twice a year. Students have the opportunity to compete at a national competition in Colorado in February. *(Prerequisites: minimum of a 90% A- in the last Bible course and completion of summer assignments and approval of the*



*instructor; compete at West Coast Fine Arts Competition in the spring; flexible after-school practice schedule.) (5 credits FBHS)*

**NEW TESTAMENT SURVEY—9th** This course surveys the New Testament of the Bible. Special emphasis is placed on authorship, purpose, and major characters of each book. *(Prerequisites: none. Ninth-grade students who do not enroll in Advanced Bible Quiz will automatically be enrolled in the appropriate New Testament Survey section.) (5 credits FBHS)*

**UNDERSTANDING THE TIMES—10th** *(various)* This course is designed to give the student a system of principles to defend his faith, as well as present evidences that support the authenticity of the Christian faith. *(Prerequisites: none. Tenth-grade students who do not enroll in Advanced Bible Quiz will automatically be enrolled in the appropriate Understanding the Times section.) (5 credits FBHS)*

## **BUSINESS & COMPUTER**

**ACCOUNTING** Accounting covers the fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. The course covers the entire accounting cycle from journal entries to trial balances and financial statements for sole proprietorships. Taxes and payroll preparation are also introduced. *(5 credits FBHS)*

**CCU: BUSINESS APPLICATIONS IN TECHNOLOGY** Business Applications in Technology is a college-level course which looks at the history and use of the personal computer, with an emphasis upon current Microsoft products including MS Office. Students will gain skills in word processing, spreadsheet management, database management, web design, and presentation graphics. An emphasis will be placed on the use of technology in business. A mastery of the materials and skills taught in this course is essential for success in most of the other courses in the School of Business and Leadership because the tools taught in this course are used extensively in the other courses. *(Prerequisite: sophomore or junior or senior standing AND completion of 8th-Grade Business Computer or special instructor approval; Co-requisite: Office 2016 or Office 365 subscription [full version] installed on personal laptop) {UC Area G} (5 credits FBHS) [CCU: CIS 101 - 3 units]*

**FINANCE** Finance teaches students God's plan for managing the resources He has given us. Topics include budgeting, real estate transactions, vehicle purchases, credit cards, and bank accounts. *(5 credits FBHS)*

**PHOTOSHOP** This course introduces the students to computer graphics and editing using Adobe Photoshop. The students will also learn how to prepare graphic images for web pages. *(5 credits FBHS)*

**WEB PAGE DESIGN** This course familiarizes students with the creation and management of web pages and web sites. The class will focus on scripting and web page creation, including discussion of HTML, CSS, graphic editing, multimedia embedding, and more. Students will develop clean coding practices while building websites using current software. Students will strive to view the web in terms of its creative possibilities and cultural significance as well as its commercial and educational uses. *(5 credits FBHS)*

## **ENGLISH**

**AMERICAN LITERATURE—11th** *(Junior English includes American literature and poetry, grammar, composition, and vocabulary. The literature portion is a survey course of American literature since its origin. It is divided into time periods in which students learn basic historical facts that influenced the literature of the era. Students will cover the basic writing styles that were characteristic of each time period and focus on the most prominent literary figures of that period. The students will compose essays discussing what they have learned regarding particular works. The grammar portion reviews the basic rules of grammar, ensuring a mastery of the rules and expanding them in practical use. The vocabulary portion is structured to enrich a student's speech with words that will assist him to articulate exact thoughts. {UC Area B} (5 credits FBHS)*

**CCU: ENGLISH COMPOSITION (AP ENGLISH LANGUAGE & COMPOSITION)** English Composition is a college-level class which engages students in becoming skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts, as

well as in becoming skilled writers who compose for a variety of purposes. Through their writing and their reading, students will become aware of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing. *(Prerequisite: minimum grade of a 90% A- in both semesters of the last English class and a minimum 3.0 GPA for previous 2 semesters as well as completion of summer work) {UC Area B} (5 credits FBHS) **ENG 102** - 3 units]*

**CCU: INTRODUCTION TO LITERATURE (AP ENGLISH LITERATURE AND COMPOSITION)** Introduction to Literature is a college-level course that will engage students in the careful reading and critical analysis of imaginative literature. Through the close reading of selected texts, students will deepen their understanding of the ways writers use language to provide both meaning and pleasure for their readers. As they read, students consider a work's structure, style, and themes as well as such smaller-scale elements as the use of figurative language, imagery, symbolism, and tone. Reading selections will come from both American and multi-national sources and will include the following genres: poetry, short fiction, essays, and drama. Grammar and vocabulary will also be formally covered. *(Prerequisite: minimum grade of an 90% A- in Junior English or a minimum grade of an 80% B- in CCU: English Composition [or equivalent] AND a minimum 3.0 GPA for previous 2 semesters as well as completion of summer work) {UC Area B} (5 credits FBHS) **CCU: ENG 201** - 3 units]*

**ENGLISH—9th** Freshman English includes literature and poetry, grammar, composition, and vocabulary. The literature portion is a survey course of world literature. The Jane Schaffer method of writing essays will be reviewed. The students will compose essays discussing what they have learned regarding particular works. The grammar portion reviews the basic rules of grammar, ensuring a mastery of the rules and expanding them in practical use. The vocabulary portion is structured to enrich a student's speech with words that will assist him to articulate exact thoughts. *{UC Area B} (5 credits FBHS)*

**ENGLISH—10th** (Sophomore English includes literature and poetry, grammar, composition, and vocabulary. The literature portion is a survey course of dramatic literature. The Jane Schaffer method of writing essays will be reviewed. The students will compose essays discussing what they have learned regarding particular works. The grammar portion reviews the basic rules of grammar, ensuring a mastery of the rules and expanding them in practical use. The vocabulary portion is structured to enrich a student's speech with words that will assist him to articulate exact thoughts. *{UC Area B} (5 credits FBHS)*

**ENGLISH LITERATURE—12th** (Senior English includes English literature and poetry, grammar, composition, and vocabulary. The literature portion is a survey course of English literature since its origin. It is divided into time periods in which students learn basic historical facts that influenced the literature of the era. Students will cover the basic writing styles that were characteristic of each time period and focus on the most prominent literary figures of that period. The students will compose essays discussing what they have learned regarding particular works. The grammar portion reviews the basic rules of grammar, ensuring a mastery of the rules and expanding them in practical use. The vocabulary portion is structured to enrich a student's speech with words that will assist him to articulate exact thoughts. *{UC Area B} (5 credits FBHS)*

**ENGLISH—12th** Senior English includes British literature and poetry, grammar, composition, and vocabulary. The literature portion surveys British literature since its origin. Students will cover the basic writing styles that were characteristic of each time period and focus on the most prominent literary figures of that period. The students will compose essays discussing what they have learned regarding particular works. The grammar portion reviews the basic rules of grammar, ensuring a mastery of the rules and expanding them in practical use. The vocabulary portion is structured to enrich a student's speech with words that will assist him to articulate exact thoughts. *{UC Area B} (5 credits FBHS)*

**JOURNALISM** Introduces reporting and writing for the media. Focuses on information gathering, interviewing and writing for print media. Emphasizes news reporting, including the basics of feature writing, journalism law and ethics. *(5 credits FBHS)*

**READING ACADEMY** Our reading academy is a one-to-one software driven program that evaluates each child's reading ability and then generates a phonetically based quizzing program to develop reading skills in targeted weak areas. Students in this program have improved their reading comprehension scores by an average of 1½ grade levels. NOTE: Students who scored at the 30th percentile or lower on the reading portion of the last standardized test will be automatically enrolled in this class. *(5 credits FBHS)*

## FOREIGN LANGUAGE

**SPANISH I** Students begin their introduction to Spanish by focusing on the four key areas of foreign language study: listening, speaking, reading, and writing. Each unit consists of a new vocabulary theme and grammar concept, reading and listening comprehension activities, speaking and writing activities, multimedia cultural presentations, and interactive activities which reinforce vocabulary and grammar. There is a strong emphasis on providing context and conversational examples for the language concepts presented in each unit. {UC Area E} (5 credits FBHS)

**SPANISH II** Students continue their study of Spanish by further expanding their knowledge of key vocabulary topics and grammar concepts. Students not only begin to comprehend listening and reading passages more fully, but they also start to express themselves more meaningfully in both speaking and writing. Each unit consists of a new vocabulary theme and grammar concept, reading and listening comprehension activities, speaking and writing activities, multimedia cultural presentations, and interactive activities which reinforce vocabulary and grammar. (Prerequisite: successful completion of Spanish I) {UC Area E} (5 credits FBHS)

**SPANISH III** Students will refine the speaking, listening, and writing skills learned in Spanish I and Spanish II. The students will speak only Spanish the moment they walk into the classroom and will use a dictionary for help with words or phrases they do not already know in Spanish to help them communicate. The students will also be introduced to some Hispanic authors through poetry and short stories and will need to write journal topics on what they have read. They will continue to learn different cultural aspects from countries that speak Spanish through a variety of activities offered in the textbook. (Prerequisite: minimum grade of a 73% C in second-semester Spanish II) {UC Area E} (5 credits FBHS)

**AP SPANISH LANGUAGE & CULTURE** This fourth-year course prepares students to demonstrate their level of Spanish proficiency across three communicative modes (interpersonal, interpretive, and presentational), as well as the five goal areas outlined in the *Standards for Foreign Language Learning in the 21st Century* (communication, cultures, connections, comparisons, and communities). The course is comparable to fifth- and sixth-semester college courses that focus on speaking and writing in Spanish at an advanced level. (Prerequisite: minimum grade of an 80% B- in second semester Spanish 3) {UC Area E} (5 credits FBHS) [College credit available through AP Exam]

## MATHEMATICS

**ALGEBRA I** Students will study operations, algebraic expressions, exponential functions, real numbers, variables, inequalities, factoring, polynomials, linear and quadratic equations, equations, and graphs as well as other topics. (Prerequisite: either a passing grade in Pre-Algebra, at least a 90% A- in Faith Baptist sixth-grade math, at least an 80% B- in Faith Baptist sixth-grade math AND either a 40 or higher on the Algebra I Placement Test or a 70% C- or higher in first-semester Algebra I in Faith Baptist Summer School) {UC Area C} (5 credits FBHS)

**ALGEBRA II** The course incorporates the first year of algebra and many trigonometric topics. Students will receive a solid foundation of basic algebraic skills and learn many new topics necessary for future math courses. In the first semester, the students will analyze equations and inequalities, graph linear relations and functions, solve systems of linear equations and inequalities, use matrices, explore polynomials and radical expressions, and explore quadratic functions and inequalities. Second semester entails analyzing conic sections, exploring polynomial functions, exploring rational expressions, exploring exponential and logarithmic functions, exploring trigonometric functions, and using trigonometric graphs and identities. (Prerequisite: passing grade in Algebra I and Geometry) {UC Area C} (5 credits FBHS)

**HONORS ALGEBRA II (9th Grade Only)** The course incorporates the first year of algebra and many trigonometric topics. Students will receive a solid foundation of basic algebraic skills and learn many new topics necessary for future math courses. In the first semester, the students will analyze equations and inequalities, graph linear relations and functions, solve systems of linear equations and inequalities, use matrices, explore polynomials and radical expressions, and explore quadratic functions and inequalities. Second semester entails analyzing conic sections, exploring polynomial functions, exploring rational expressions, exploring exponential and logarithmic functions, exploring trigonometric functions, and using trigonometric graphs and identities. This honors section will also have at least one additional project designed to

enhance learning and application. (*Prerequisite: honors-track students with passing grades in Algebra I and Geometry*) {UC Area C} (5 credits FBHS)

**CCU: CALCULUS I (AP CALCULUS AB)** Topics include derivatives of polynomial and trigonometric functions, applications of the derivative, the definite integral, the fundamental theorems of calculus, and applications of integration. (*Prerequisites: a minimum grade of an 90% A- in second-semester Pre-Calculus and a positive recommendation from the Pre-Calculus teacher as well as an AP-approved graphing calculator—list available on the AP Central website, plus completion of summer work*) {UC Area C} (5 credits FBHS) [**CCU: MAT 141 - 4 units**]

**CCU: CALCULUS II (AP CALCULUS BC)** Students will review functions, graphs, and limits; derivatives; integrals; the Fundamental Theorem of Calculus; and techniques of anti-differentiation. Additionally, students will learn polynomial approximations and series; applications of anti-differentiation, and numerical approximations to definite integrals. (*Prerequisite: a minimum grade of an 80% B- in second-semester CCU: Calculus I [or equivalent] and a graphing calculator, plus completion of summer work.*) (5 credits FBHS) {UC Area C} [**CCU: MAT 241 - 4 units**]

**CCU: College Algebra 10A** This course is a comprehensive college-level course incorporating the entire level of lower mathematics courses, thoroughly preparing a student for AP Calculus AB. In the first semester, students will cover basic algebra, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometry, and analytic trigonometry. During second semester, there is a continuation of trigonometric topics, systems of equations and inequalities, matrices and determinants, sequences, counting principles and probability, and analytic geometry. Additional assignments will be required for the college-level course. (*Prerequisite: minimum grade of an 80% B- in both semesters of Algebra II*) {UC Area C} (5 credits FBHS) [**CCU: MAT 111 - 3 units**]

**CCU: STATISTICS AND THEIR APPLICATION (AP STATISTICS)** Statistics and Their Application is a college-level course which teaches probability; relative frequency; measure of central tendency, variation, and correlation; binomial and normal distributions; testing of hypotheses and estimation; and linear regression in preparation for the AP Statistics exam. (*Prerequisite: minimum of an 85% B in second-semester Pre-Calculus*) {UC Area C} (5 credits FBHS) [**CCU: MAT 212 - 3 units**]

**GEOMETRY** The study of Geometry will greatly aid students in understanding order in God's Universe as it relates to geometrical shapes and reasoning. Points, lines, and planes will be analyzed and utilized in developing geometrical reasoning and proofs. Parallel and perpendicular line relationships will be included. Triangular and various polygonal shapes will be compared for congruence and similarity. Circles and polygons will be included in computations of area, similarity, and congruence. Solid geometry and analysis of planar and spatial loci will complete the study with some computations in probability. (*Prerequisite: successful completion of Algebra I*) {UC Area C} (5 credits FBHS)

**PRE-CALCULUS** Pre-Calculus is a comprehensive course incorporating the entire level of lower mathematics courses, thoroughly preparing a student for AP Calculus AB. In the first semester, students will cover basic algebra, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometry, and analytic trigonometry. During second semester, there is a continuation of trigonometric topics, systems of equations and inequalities, matrices and determinants, sequences, counting principles and probability, and analytic geometry. (*Prerequisite: minimum grade of an 80% B- in both semesters of Algebra II*) {UC Area C} (5 credits FBHS)

**STATISTICS** This high-school level course introduces the students to the science of statistics. Areas covered include graphical analysis, distribution, norms, scatterplots, correlations, regression, probability, and sampling distributions. (*Prerequisite: minimum grade of a C in Algebra II*) {UC Area C} (5 credits FBHS)

**TRIGONOMETRY** High-school trigonometry covers functions, trigonometric functions, solutions of triangles, radian measure, analytic trigonometry, trigonometric identities and equations, composite angle identities, inverse trigonometric functions, complex numbers and polar equations, and logarithms. (*Prerequisite minimum of an 80% B- in both semesters of Algebra II*) {UC Area C} (5 credits FBHS)

## PHYSICAL EDUCATION

**PHYSICAL EDUCATION—9th & 10th** Physical fitness is of great importance, and participation in aerobics, calisthenics, and other physical activities is required. Participation in physical education is also required by the State. In order to pass a PE class, students are required to complete the Fitness Grams prescribed by the State of California. If a student is to be excused from physical activity, a note from a doctor and approval by the Administration are necessary. Faith Baptist includes physical education grades in a student's grade-point average. Students in ninth and tenth grade will receive PE credit for each School sport in which there is participation. For students in eleventh and twelfth grade, two-and-one-half credits will be given for each School sport. (When a sport's season concludes, ninth and tenth graders will be transferred back to PE for the rest of the semester.) Students who need to make up PE credits from junior high will make up the credits in ninth grade and then make up the high school credits in eleventh grade to fulfill the two years of physical education required in high school. (5 credits FBHS)

**LIFEGUARD TRAINING** Students who take this class will be instructed in CPR, first aid, and lifeguard training and will receive certificates in these areas upon the successful completion of the tests. Any student who is interested in working as a lifeguard in Day Camp or elsewhere should take this class. (Prerequisite: Students must be at least 15 years old to take this course.) **NOTE: This class DOES NOT count for PE credit.** (5 credits FBHS)

**STRENGTH TRAINING** Strength conditioning using free weights and machines. (Prerequisite: member of the Faith Baptist football team) **NOTE: This class DOES NOT count for PE credit.** (2.5 credits FBHS)

## SCIENCES

**AP CHEMISTRY** This is a full-year general introduction to chemical phenomena, emphasizing problems and methods in chemistry. Topics covered include: stoichiometry, properties of gases, liquids, solids, and solutions; chemical equilibrium, thermodynamics, atomic and molecular structure; kinetics; periodic properties; nuclear chemistry; and descriptive chemistry, including organic chemistry. Goals for the course are: 1) to introduce the students to concepts required for solving problems in chemistry and for understanding chemical reactivity, and 2) to develop analytical and critical thinking skills for potential science majors. It should be noted that this course is not suitable for someone who does not intend to pursue a science major upon entering college. A basic understanding of the periodic table of the elements, the structure of the atom, the use of atomic weights, and balancing chemical equations is critical to success in the course. A student who has had no high school chemistry prior to taking this course will face the challenge of maintaining the pace of a college class taught from a perspective which assumes familiarity with these concepts. Significantly more individual and/or group study will be required from those students who aspire to this challenge, compared to those for whom AP Chemistry is a second-year class. Labs will be held every other Friday from 7:30–8:50 A.M. (Prerequisite: junior or senior who is concurrently enrolled in Pre-Calculus or Calculus I or Calculus II plus a minimum of a 90% A- average for both semesters of a previous science class and Algebra II.) {UC Area D} (5 credits FBHS) [College credit available through AP Exam]

**AP PHYSICS** This is a full-year course taken in addition to and concurrently with the regular Physics class. Although the regular Physics class is encouraged for any student, the AP Physics class is recommended for only those students intending to pursue their education in the fields of engineering, medicine, etc. While the Physics class covers mechanics, electricity, light, heat, and nuclear physics, the AP students will work on college-level problems in the same areas from a college textbook in the AP class. (Co-requisite: current enrollment in regular Physics. Prerequisite: minimum grade of a 90% A- in second-semester Algebra 2 required.) (5 credits FBHS) [College credit available through AP Exam]

**BIOLOGY** This laboratory course is a survey course covering all of the facets of life science. First semester begins with cellular biology and continues with cellular reproduction and inheritance. During the second semester the course covers the biology of plants and animals. The final course unit covers ecology. Biology is a laboratory science, and many hours are spent in the completion of lab work. These labs require both extensive microscope study and the dissection of animal specimens. {UC Area D} (5 credits FBHS)

**CCU: HUMAN ANATOMY & PHYSIOLOGY I WITH LAB (formerly Honors Anatomy & Physiology)** This college-level course covers the structure and function of the skeletal, muscular, and nervous systems. All tissues are covered microscopically,

and dissections are completed on the eye, heart, kidney, and fetal pig. A trip to a local college to study human cadavers is made. *(Prerequisites: minimum of a 90% A- average over both semesters in Biology) {UC Area D} (5 credits FBHS) [CCU: BIO 201 - 3 units for lecture, BIO 211 - 1 unit for lab]*

**CHEMISTRY** General chemistry is a lab science which incorporates mathematical principles. It is designed to meet the needs of students who hope to broaden their scientific foundation or who simply need to fulfill a graduation requirement in the area of physical science. Topics include a basic understanding of matter and its interactions, gas laws, stoichiometry, chemical compounds and chemical formulas, the periodic table, acids and bases, equilibrium, and organic chemistry. In addition to the lecture portion of the class, lab work will be done periodically. *(Prerequisites: **sophomore, junior, or senior standing [sophomores must obtain approval from the instructor and the academic advisor]**, a minimum grade of a 70% C- in second-semester Algebra II; in order to take second-semester chemistry, a student must have at least a 70% C- at the end of the first semester) {UC Area D} (5 credits FBHS)*

**EARTH SCIENCE** Earth Science will focus on geology, weather, climate, biogeochemical cycles, and space. *{UC Area G} (5 credits FBHS)*

**CCU: FOUNDATIONS IN KINESIOLOGY** This course introduces students to the study of kinesiology and provides introductory examination in areas such as exercise physiology, biomechanics, motor learning, and sport psychology. Additionally, students will review the history of sport and physical activity, examine current trends and challenges in sport and physical activity, and explore career opportunities. This course is designed to inform and prepare students for their academic journey in earning a kinesiology degree. *(Prerequisites: minimum freshman standing; minimum A in last English class; minimum B in Geometry; minimum B+ in Physical Science or Physics; minimum B+ in Health Science; minimum B+ in Biology; minimum B+ in CCU: Anatomy) {UC Area G} (5 credits FBHS) [CCU: KIN 210 - 3 units]*

**MARINE BIOLOGY** Marine Biology encompasses four major themes: a thorough review of basic science as applied to the marine environment; an emphasis on marine organisms; their diversity in structure, function, ecology; taxonomy; the organism's diversity with the challenges imposed by the surrounding environment; and the interaction of humans with the marine environment. *{UC Area D} (5 credits FBHS)*

**PHYSICS** Physics is a problem-solving, applied-science class designed to give an understanding of God's creation and the application of His physical laws. Included in these laws are Newton's laws of motion relating to velocity, acceleration, and gravity. Force and velocity vectors will be analyzed with the influence of friction. In addition to linear motion, circular and rotary motion will be introduced with cyclic and harmonic motion. Principles of conservation of momentum and conservation of energy will be included in all phases of our study. Phases of matter and fluids in motion are included as well as principles of thermodynamics and heat engines. Wave physics including sound and light will be studied with applications to mirrors and lenses. Electricity (static and dynamic) will constitute a large part of the curriculum. Included in the study of electricity will be its application to thermodynamics, magnetism, electromagnetic induction, and direct current circuitry. Weekly laboratory sessions will be held. *(Prerequisite: minimum grade of an 80% B- in second-semester Algebra II; in order to take second-semester physics, a student must have at least a 70% C- at the end of the first semester) {UC Area D} (5 credits FBHS)*

## SOCIAL SCIENCES

**CCU: AMERICAN HISTORY (AP UNITED STATES HISTORY)** The American History course is a college-level course designed to provide students with the analytical skills and factual knowledge necessary to deal critically with the problems and materials in US History. Topics covered include the principles of the founding and the political, economic, intellectual, cultural, and religious traditions that have shaped America. *(Prerequisite: minimum 3.0 GPA for the previous 2 semesters AND ONE OF THE FOLLOWING: minimum of an 85% B in second-semester 9th-Grade World History OR a minimum of a 73% C in CCU: Western Civilization I for both semesters [or equivalent] , plus completion of summer work) {UC Area A} (5 credits FBHS) [CCU: HIS 205 - 3 units]*

**CCU: ECONOMICS (AP MACROECONOMICS)** CCU: Economics is a college-level course that will give students a thorough understanding of the principles of economics that apply to an economic system as a whole. Lessons include an analysis of

national income and price-level determination, economic indicators, inflation and unemployment, money and banking, stabilization policies, economic growth, and U.S. and international economics. (*Pre-requisites: senior standing; minimum of a 3.0 GPA for last 2 semesters, completion of summer homework last summer, and ONE OF THE FOLLOWING: minimum of an 85% B in 11th-Grade US History [second semester] OR a minimum of a 73% C in CCU American History both semesters [or equivalent]; minimum of an 80% B- in both semesters of Algebra II; completion of summer work*) {UC Area G} [CCU: ECON 215 - 3 units]

**CCU: INTRODUCTION TO AMERICAN POLITICS (AP UNITED STATES GOVERNMENT AND POLITICS)** Introduction to American Politics is a college-level course that will give students and analytical perspective on government and politics in the United States to be effective citizens. This course includes both the study of the general concepts used to interpret US government and politics and the analysis of specific examples. Students will also learn the typical patterns of political processes and behavior and their consequences (including the components of political behavior, the principles used to explain or justify various government structures and procedures, and the political effects of these structures and procedures). Students will also be taught to analyze and interpret basic data relevant to US government and politics. (*Prerequisites: minimum 3.0 cumulative GPA for high school for previous 2 semesters AND an 83% B minimum in grades 9th–11th history classes OR 73% C minimum for CCU history classes, plus completion of summer work*) (5 credits FBHS) {UC Area A} [CCU: POL 207 - 4 units]

**CCU: INTRODUCTION TO PSYCHOLOGY** This course provides an overview of the field of Psychology, including psychological principles, methods, theories, and research broadly applied to various fields within the discipline. This course will equip students to understand the theoretical and philosophical foundations of current psychology from a Christian perspective. This course will also propose a biblical framework and foundation from which to approach psychology and their Christian faith. This course will prepare students how to be practical in applying their knowledge to real-life scenarios presented by the textbooks and other assorted materials throughout the school year. (*Prerequisites: at least a sophomore standing & a minimum 3.0 cumulative GPA & completion of summer work*) {UC Area G} (5 credits FBHS) [CCU: PSY 101 - 3 units]

**CCU: WESTERN CIVILIZATION I (AP WORLD HISTORY: MODERN)** Western Civilization I is a college-level course which covers Greek, Roman, Judeo-Christian, and Oriental traditions to 1517 that shaped the modern world; emphasis on the history of Western civilization. (*Prerequisites: minimum sophomore standing & a minimum 3.0 GPA for previous 2 semesters AND minimum of an 85% B in 9th-Grade World History (second semester), plus completion of summer work*) (5 credits FBHS) {UC Area A} [CCU: HIS 185 - 3 units]

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**ECONOMICS—12th** This course explains how and why people and societies make economic choices. Students will examine macroeconomic and microeconomic principles in order to understand the fundamentals of the American and global economic systems. Real world application and examples of economic concepts such as supply and demand, gross domestic product, business functions, inflation, and trade will be explored. (*one-semester course offered in the spring*) {UC Area G} (5 credits FBHS)

**GOVERNMENT—12th** this course is a thorough study of the American constitutional system of government and how the system works today. Included in the course is the study of America's Christian heritage and that heritage's contribution to the United States Constitution and the American judicial system. The course begins with a study of the basic principles of government and the beginnings of American government. From there it moves into a study of the Constitution and federalism. The students will then examine political behavior and participation. After this study, the students will take a look at the institutions of national government. From there the students will move into an examination of civil liberties and civil rights. The course concludes with a study of public policy and comparative government. **\*NOTE: Starting with the Class of 2024, all Faith Baptist High School students must take US Government at Faith Baptist High School. The *may* take a college US Government class for weighted credit, but that class will not meet the Faith Baptist US Government graduation requirement.** (*one-semester course offered in the fall*) {UC Area A} (5 credits FBHS)

**LAW, ORDER & PUBLIC POLICY** Law, Order, and Public Policy is a comprehensive course that studies the history, operations, and processes of the American justice system and its agencies; how the justice system influences human behavior; and how it is influenced by social, economic, and environmental factors. This course draws from theory and research in a broad range of social disciplines, such as criminology, political science, psychology, and sociology. A comparison of the American justice

system and multi-national systems will be taught. International agencies and cross-cultural comparisons of crime will also be covered. *(Prerequisites: junior or senior standing) {UC Area G} (5 credits FBHS)*

**US HISTORY—11th** Students will examine the major turning points in American history from the Explorer Age until Modern Times. They will study the nation's history and ideals from a Christian perspective. *{UC Area A} (5 credits FBHS)*

**WORLD HISTORY—9th** Students will examine the history and geography of the Western World. *{UC Area A} (5 credits FBHS)*

### UNCATEGORIZED ELECTIVES

**TEACHER'S ASSISTANT** The students will be assigned to either an office or elementary classroom to assist with secretarial duties, such as picking up attendance from the high school rooms, grading tests in the elementary, and filling the elementary test envelopes. *(2.5 credits FBHS)*

**STUDY HALL/NO ELECTIVE** Students may choose not to take an elective during this hour provided they have taken 5 courses during first through fifth hours (not including Bible and study halls). Those who remain on campus will be assigned to a classroom study hall. Students who choose to go home early, must go home every day after fifth hour. *(0 credits FBHS)*