

SECTION 1 – ADMINISTRATIVE POLICIES AND PROCEDURES

1 ADMINISTRATIVE POLICIES AND PROCEDURES

THE FOUNDATION OF CASTLE HILLS FIRST BAPTIST SCHOOL

Policy and Procedures Manual Statement

The Castle Hills First Baptist School Board of Trustees believes that the legislation of policies is the most important function of a Board of Trustees and that the execution of the policies should be the function of the Superintendent.

Board of Trustees - The Castle Hills First Baptist School Board of Trustees is responsible for the development and oversight of the implementation of policies and procedures.

Delegation by the board of powers to the Superintendent provides freedom for the Superintendent to manage the school within the board's policies, and allows the board to devote its time to policy making and appraisal functions.

The Board of Trustees holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the board informed about school operations.

A copy of the Castle Hills First Baptist School By-Laws duly adopted by the CHFBS Board of Trustees, which govern the operation and development of the school, is available upon request.

Doctrinal and Belief Statements

Castle Hills First Baptist School, its Board of Trustees, faculty, and staff hold and subscribe to a strong fundamental, evangelical statement of doctrine embodied in the Baptist Faith and Message. The school was founded by Castle Hills First Baptist Church and is governed by a Board and Administration of Bible-believing leaders. The mission and focus of this institution is to minister to families who support conservative Bible believing evangelical theology and life practices. We believe denominational distinctive and preferences ought to be taught at church and in the home. The school will emphasize the traditional, fundamental, and historic essentials of Christian belief and practice, while emphasizing the need of a relationship with Christ through the new birth and Christian growth. The school follows the Baptist Faith and Message as the basis for Bible teaching and as the school's statement of beliefs. Specifically, we adhere to the following:

- We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

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- We believe in the deity of Christ (Matthew 3:17), His virgin birth (Isaiah 7:14; Matthew 1:23), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7), His Bodily resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ. Only by God's grace and through faith alone we are saved (John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of punishment (John 5:28-29).
- We believe that man was created by a direct act of God in His image, not from previously-existing life (Genesis 1:1,22,27; 1 Corinthians 11:7; James 3:9).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the indwelling ministry of the Holy Spirit by whose presence the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; 5:18).

Mission Statement

Castle Hills First Baptist School exists to lead students, in partnership with families, to know Christ and make Christ known.

Vision Statement

Our mission and vision at CHFBS is to graduate mature students who live for the glory of God, thinking biblically and critically, demonstrating Christian character and servant leadership through a personal relationship with Jesus Christ.

Castle Hills First Baptist School's students receive a distinctively Christian education, focused on studies that are rooted in the Word of God. Drawing from a diverse Christian community, the school partners with parents and the church to develop each student's unique, God-given talents to their highest potential. Caring, committed, and qualified teachers nurture and challenge students to become lifelong learners through an educational program marked by a Biblically integrated curriculum and extra-curricular excellence.

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Christian Philosophy of Education

The ultimate goal of Castle Hills First Baptist School is to assist parents in developing young people who know and love Jesus Christ, follow Him in life, and who become positive, productive members of the coming generation. This is accomplished by instruction in right thinking, good conduct, and making life decisions in light of the principles of God's Word.

Education and training of students are based upon the God-centered, traditional Christian approach to education, rather than a man-centered humanistic approach. We believe the Christian traditional system educates the mind and builds character. It encourages competition, hard work, humility, and the value of living under a free enterprise system of government. Our central goals are to:

- 1) Train up students to hide the Word of God in their hearts through Bible study, memorization, and application (Psalm 119:11);
- 2) Prepare students mentally by promoting high academic standards, good study skills, and the ability to think critically and view their world from a Christian perspective (1 Timothy 4:12);
- 3) Build character by training students to obey, do right, love God and country, and always measure one's attitudes against principles in the Bible "that no one may spoil you through philosophy and deception" (Colossians 2:8).
- 4) Realize that all students are "fearfully and wonderfully made and that God has a unique plan and destiny for their lives. (Psalm 139)

All of these goals work in harmony to train students to become obedient to authority and the voice of God. Thus, when He places a calling upon their lives, they will be both spiritually and academically prepared to answer that call and to ultimately become a useful instrument of the Lord.

- We believe the content of Christian education must be in harmony with "*whatsoever things are true, honest, just, pure, lovely, and of good report*" (Philippians 4:8). The classroom method should be teacher-directed (Deuteronomy 6:7) with the student acquiring knowledge through studying (2 Timothy 2:15), researching (John 5:39), reasoning (Isaiah 1:18), relating (Luke 24:27), and recording (3 John 12).
- We believe the Scriptures give us the true view of God and man and their relationship. The Scriptures tell us that God is an orderly personality who created man and the universe, and that He is the author of the order and reason reflected in His creation. Therefore, the Christian traditional system of education is rooted in teaching objective reality with absolutes, as opposed to subjective relativism. Because of this, all instruction is presented and interpreted in light of the precepts and prophecies of the written Word of God.

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Core Values

Excellence is not an accident; rather, it is intentional. The CHFBS Board of Trustees, faculty, and staff are committed to the following ten core values to reach the hearts of children. We call these core values our *heart issues*. “*Watch over your heart with all diligence; for from it flow the issues of life.*” (Proverbs 4:23)

- 1) A heart to **change the world** - *Christian education that is not mission-centered will never be mission-driven. Ultimately, our goal must be to change our world by changing young lives. Like God spoke concerning David, we must remember to affirm to our students that “man looks on the outward appearance, but the Lord looks on the heart”(I Samuel 16:20). Although we may desire to produce successful executives, doctors, pastors, engineers, and business people, our primary goal must always be clearly evident. Our focus is to bring about positive, productive change for the sake of the kingdom of God through the lives of students, alumni, and their families. “Every Eagle student is to learn to be a servant leader... Every Eagle student is to be inspired to be a warrior for Christ”. These statements are more than slogans. In short, all aspects of school life must exist for the purpose of reaching and changing the world for the glory of Christ.*
- 2) A heart to **live out our beliefs and values** - *Our core beliefs and values are at the heart of what we do. Clearly, there are certain values we would give our lives to uphold. Christian educators are well acquainted with the sacrifice required to be faithful to their core beliefs. Our lives give evidence to our most deeply held values. However, in the push and shove of preparing lessons, grading papers, and dealing with wiggly students, we often lose our focus on our primary purpose in the students’ lives. We must continuously remind ourselves of the reasons we are in the classrooms. Every lesson, every encounter, every word is an opportunity to share our core beliefs with those around us. So much of what is being taught does not come from the textbook, but from the beliefs, values and passions we invest into the lives of our students.*
- 3) A heart to **create a partnership with the home** - *Christian schools are special because the institution is an extension of the Christian home. In reality, we have the children for almost two-thirds of the day for nearly three-fourths of the year. We know parents are extremely challenged in our generation to successfully raise godly kids. Offering advice, assistance, and encouragement supports the parents. Families live better lives when our actions build a solid bridge supporting their dreams for growing godly young men and women. We empower parents by communicating and operating in a way that shows we are an extension of their authority in their children’s lives. The Latin phrase, *in loco parentis*, means “in the place of parents.” That is the teacher’s location when standing before the students – we are serving each family in the place that God gave to educate and prepare their children for life.*
- 4) A heart to **develop servant leadership** - *Leadership is not as much a position as it is influence in life. If we are to produce world changers, our students must learn to lead. Jesus was clear on this, “Leadership is valid only as it serves the interest of others. Self-serving leaders may achieve worldly success – yet they live vain,*

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hollow lives. It is the goal of Castle Hills' faculty to teach principles of leadership, to provide an example in modeling that leadership, and to provide specific opportunities to develop leadership, and to provide specific opportunities to develop leadership skills. We envision every student leading and serving in some context after graduation.

- 5) A heart to **affirm value and worth** - *Much in educational psychology can be critiqued in light of popular views on building children's self-esteem. However, the Christian school has a tremendous responsibility to create an atmosphere that affirms the value and worth of each child in Christ. A specific effort should be made to identify, cultivate and document the gifts, abilities, affinities and talents of each student. No matter a child's ability or disability, his report card average, or even his behavior, a Christian school student should always be valued on the basis of being: (1) a special person who God created in His image; (2) a person that God loves and sent His Son to redeem; and finally, (3) a person for whom God has a wonderful plan. All relationships in the school family should be built around communication that affirms value, worth, and a godly self-image.*
- 6) A heart to **discipline with dignity** - *Blessed is the Christian schoolteacher who has come to see discipline as an opportunity rather than an interruption. Often, students receive more from our correction than our directions. We must believe that every student is providentially placed in our classroom, and that we are his teacher by God's design and specific plan. We should anticipate those inevitable failures and trouble spots as opportunities to positively shape each student's life. Christian school discipline should demonstrate value for the child's person, while dealing proactively with his behavior. We are firm in discipline, yet still affirming. We must never use shame, guilt, or intimidation as our tools to shape behavior. The dignity of the child is to be preserved in discipline if we ever hope to produce independent, self-disciplined individuals.*
- 7) A heart to **demonstrate living lessons** - *The greatest lessons being taught on our campus today are communicated through the lifestyle of the faculty. Our actions and reactions show students our true character and values. Teachers' greatest lessons must be confirmed by the greatest lives. Constantly, we must remind ourselves as teachers that we are "the living curriculum" in the classroom. Administrators must place as much focus on developing the personal lives of the faculty as is placed on developing the curriculum guides and school programs. Teachers are the most effective visual aids of the character we hope to develop in students' lives. As it is said, real "character is better caught than taught."*
- 8) A heart to **pursue excellence** - *Whatever goals surface in a given school year, whatever programs make the drawing board, whether they are curricular or co-curricular – all pursuits should be initiated and maintained with no other target than excellence. Many things would be better not done at all than done half-heartedly. When too many areas are approached without passion, the atmosphere of the school declines toward mediocrity. A school's leadership must keep the school programs on a pathway toward excellence. The pursuit of a culture of excellence must define the atmosphere of our school. We must choose our plans*

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*and programs wisely, in order “that you may approve things that are excellent.”
(Philippians 1:10)*

9) A heart to **value the soul** – *The highest goal in a Christian school must be the salvation of our students. Many schools take for granted the spiritual condition of the heart of a child. Simply because a child is growing up in a Christian home and weekly attends an evangelical church, does not remove our responsibility to introduce the Savior to him. Great teachers have a heart for the Great Commission in their classroom relationships. Are our students individually and personally encountered by the staff about their eternity? Imagine the shame in having a child for twelve or thirteen years of life in our school and his/her never having received a personal gospel witness. If we miss any heart issue, let this not be the one.*

10) A heart committed to **develop a Christian worldview** - *We must always keep at the forefront of staff meetings, in-services, and faculty discussions the joy and great value of applying the Word of God to our subjects. Every subject is to be viewed and presented through the lens of Scripture. Teachers should design illustrations, probing questions, testimonies, and group exercises that reveal to students God’s relationship to the subject. This is “where the real action is” in the Christian classroom. Biblical integration and the development of the Christian mind must be: (1) planned in curriculum development, (2) discussed in our priorities, and (3) affirmed in our teacher evaluations. Christian worldview is one of the central outcomes we keep ever before us. Our goal must preeminently be for students to discern an invisible kingdom in a visible world. Changed lives are always preceded by changed minds. “For as a man thinks in his heart; so is he.”
(Proverbs 23:7)*

These are the core values that drive our priorities and define the excellence we provide our students. Through them we are “teaching from a heart to change our world.”

Expected Student Outcomes

Castle Hills First Baptist School exists because of the belief that all Christian parents should have the opportunity to give their child a quality education based on the Word of God. The school views itself as an extension of the Christian home.

CHFBS teaches its students through a balanced curriculum in the academic, social, physical, and spiritual areas. The curriculum encourages a search for truth and knowledge that rests on the foundation of the written Word of God. The Bible is integrated into all areas of curriculum, which gives integrity and meaning to all subject areas. The Holy Spirit makes the teacher's instruction meaningful, useful, and practical. The goal of this approach is to produce students who possess a Christian mind and who can stand independently in their generation for the Lord.

The student is encouraged to reach his fullest potential in every area of life. The unique nature of each young person calls for us to nurture his or her independent thinking and

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creative ability under the Lordship of Christ. As a result, the student can become the kind of leader and servant who will carry a commitment to Christ and kingdom principles to the world.

The expected student outcomes of Castle Hills First Baptist School include the following:

- 1) The student develops a Christian view of the world from a Biblical perspective:
 - Acknowledges the existence of the God of creation and revelation.
 - Recognizes the purpose of all God's creation is to glorify Him.
 - Accepts Jesus Christ as revealed in Scripture as the mediator between God and man, the source of all wisdom and knowledge, the Creator, the Architect, and the Sustainer of all things; and personally accepts Jesus as both Savior and Lord, and matures in the Word of God.
 - Accepts the Bible as the revealed Word of God, the ultimate authority for truth and the only reliable moral standard.
 - Acknowledges the indwelling of the Holy Spirit that teaches and guides the believer to all truth.
 - Evaluates knowledge in the light of Scriptural truth.
 - Understands and is aware of the world of ideas and events which are influencing our contemporary culture in order to participate knowledgeably in our society.
 - Supports the ministry and work of Christ's church.
 - Understands how God has worked with man in all of world history.

"Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ."

--Colossians 2:8

- 2) The student develops in spiritual growth and Christian character:
 - Accepts the Bible as infallible, authoritative, and inerrant.
 - Submits to Christ as Savior and Lord with a commitment to follow Him.
 - Understands the role of the New Testament church in today's world.
 - Accepts principles of Christian morality as a standard for making choices and decisions in life.
 - Demonstrates strength and courage to stand for Biblical convictions about life issues.
 - Develops a servant's heart and a willingness to minister to others.
 - Acknowledges God as the provider of all material resources and accepts Biblical principles of stewardship.
 - Shows initiative and perseverance in the completion of tasks.
 - Demonstrates honesty with himself and in relationships with peers and authorities; shows an acceptance of the values of Christian integrity.
 - Demonstrates a positive self-discipline in relationships with others.

"But seek ye first the kingdom of God, and His righteousness; and all these things

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shall be added unto you." --Matthew 6:33

- 3) The student develops proficiency and masters skill in academic disciplines:
- Demonstrates intellectual curiosity and an eagerness for lifelong learning.
 - Demonstrates basic reading skills and exercises effective oral and written communication at appropriate levels of performance.
 - Demonstrates skills in critical and evaluative thinking.
 - Demonstrates skills in basic mathematic operations and problem-solving strategies; applies mathematical and scientific principles to everyday living and life goals.
 - Acquires effective research skills and use of the scientific method.
 - Displays knowledge of the American system of government at local, state, and national levels. Understands the importance of involvement in the American system of government.
 - Recognizes the contributions of literature, art, and music in our society from a Christian perspective.
 - Demonstrates an awareness of Christian contributions to the American way of life.

"Wisdom is the principal thing; therefore get wisdom and with all thy getting get understanding. Exalt her, and she shall promote thee; she shall bring thee to honor when thou dost embrace her. She shall give to thine head an ornament of grace, a crown of glory shall she deliver to thee." --Proverbs 4:7

- 4) The student develops competency for positive social relations and a godly self-image:
- Appreciates the family as a God-ordained institution where Biblical roles are to be fulfilled and supports traditional family values including love, respect, and obedience to parents.
 - Develops a balanced personality based on a proper understanding and acceptance of himself/herself as God created him/her.
 - Shows a positive respect for self and an awareness of his/her identity as to who he/she is in Jesus Christ.
 - Demonstrates a Christian attitude in relationships with others, including conflict- resolution according to Matthew 18:15-17 principles.
 - Presents a positive attitude toward others and exhibits self-confidence.
 - Learns to respond rather than react to life situations.
 - Demonstrates a healthy attitude and appropriate adjustment toward mistakes and failure as well as success and achievement.
 - Commits to principles of moral purity, abstinence before the life-long commitment of marriage, and a Biblical basis for establishing relationships.
 - Demonstrates an understanding of the basic principles of physical fitness and health, and of the body as the temple of the Holy Spirit.
 - Maintains good nutritional habits, good grooming, and personal hygiene.
 - Develops godly priorities in time management and the wholesome use of leisure time.

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"And thou shall love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength, this is the first commandment; and the second is like unto it thou shalt love thy neighbor as thyself. There is no other commandment greater than these." --Mark 12:30-31

5) The student develops a responsibility for citizenship:

- Shows respect for the rights, feelings, opinions, and properties of others.
- Abides by decisions of those in positions of authority.
- Exhibits loyalty to the American form of government with an attitude of patriotism.
- Understands the present world by knowing the history of the past and how God has moved in and through history.
- Develops an appreciation for the Christian heritage of America.
- Adopts the principles of citizenship and responsibility.
- Demonstrates a willingness to accept the need for change in the American way of life and to return to God as a nation.

"If My people, which are called by My name, shall humble themselves and pray, and seek My face and turn from their wicked ways; then will I hear from Heaven and will forgive their sin and will heal their land." --2 Chronicles 7:14

ADMISSION REQUIREMENTS AND PROCEDURES

Non-discriminatory Policy

Castle Hills First Baptist School admits students of any race, color, national 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 and ethnic origin in Administration of its educational policies, scholarship and loan programs, and athletic, and other school-administered programs.

Admissions Policy

Standards are set by the school administration with the approval of the CHFBS Board of Trustees. A family interview and student admissions testing (grades K – 12) are required. Parents must find agreement with the school in terms of the CHFBS Parents Commitment and the Parent Service Policy and must sign all the required admissions forms. Students in grades 5-12 must sign the Student Honor Code. Students above 5th grade are not usually admitted if they are resistant or non-supportive of the move to Castle Hills.

Students under suspension or expulsion from another school are not eligible to enroll at CHFBS. Students must be in good standing with the school they have attended before being considered for admissions. It is the desire of CHFBS that such students in question return to

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their former school and place themselves under the proper authority of the school. The student may then apply to CHFBS after one year when their behavior and/or academic deficiencies are corrected. Students with failing grades, very poor grades, low assessment testing, or who are more than one year behind grade level may be admitted on a very limited basis subject to the school's ability to meet their needs as determined by the administration and admissions office.

In accordance with our mission to partner with parents in their children's education, we ask the parents to adhere to the spirit and letter of all policies and guidelines established by the school so that we may provide a quality Christian education.

- Entrance will be based upon the school's ability to meet the needs of the individual student.
- Student Age - enrollees must be at least the age listed, **on or before September 1** of the enrolling year:
 - a. Preschool: 2 years old
 - b. Pre-K3: 3 years old
 - c. Pre-K4: 4 years old
 - d. Kindergarten: 5 years old
 - e. First grade: 6 years old OR must have successfully completed an approved kindergarten program from an accredited school.
- All new students are placed in an automatic nine-week probationary period.
- Students who are more than one year behind grade level are typically not accepted for admission on the basis of our inadequacy to meet the student's needs.
- Applicant and family must acknowledge agreement with the CHFBS Statement of Faith
- CHFBS must affirm and support the Bible teaching and spiritual priority of the school as we seek to reach students for Christ and disciple them to become fully devoted followers of Jesus.

Admissions assessment testing by our staff will determine the student's readiness for the appropriate grade level. A non-refundable testing and application fee, to be determined annually by the administration, will be charged for each student.

As part of the admissions process, an admissions interview with the family will be scheduled with a Superintendent or Admissions Director. All students applying for admissions should attend the interview with their parents. Academic ability based upon report cards, achievement test results, and admissions assessment testing will be evaluated during this interview. This will enable the parents, student and Superintendent to ask questions and to discuss the responsibilities of each.

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Steps to Admission

- 1) **Complete the Admissions Application** and **submit to the Admissions Office** with all required supporting documents including copies of: State / City issued Birth Certificate, Social Security card, immunization records, most recent report card, previous year's completed report card, transcript, and if applicable - achievement test scores (i.e. TAKS, Stanford Achievement) recommendation forms, and/or any special testing for learning difficulties, etc. Additionally, submit the required fee as stated in the Admissions Application.
- 2) Upon verification of the receipt of the above required documents, set an appointment for **Admissions Assessment testing**.
- 3) After receipt of the assessment testing and recommendation forms from both a Teacher and a Pastor / Spiritual Leader, a **Family Interview** will be scheduled with an administrator(s).
- 4) **Notification of applicant's acceptance** will be made in a timely manner upon notice to the Admissions Office.

Enrollment

Open enrollment officially begins mid-February for the following school year. The exact date is determined annually by the Administration. Completion of the admissions process, approval of the Administration and payment of the registration fee will reserve a space in the appropriate grade level.

Re-enrollment for students currently attending the school usually begins mid-January for the following school year. The exact date is determined annually by the Administration. Current students have preference over new students concerning class vacancies until “open enrollment” commences.

After the start of “open enrollment”, all students are accepted on a first come basis. Submission of the re-enrollment forms and financial payment of the registration fee indicates a parent’s intention of enrolling his/her student(s) and thereby reserves a space in the appropriate grade level. The Administration may allow payment of the registration fee in the form of an initial deposit and subsequent payments due no later than June 10th. The School makes hiring decisions, textbook orders and other decisions based on the number of registration fees submitted. Therefore, once a registration deposit is paid the entire registration fee becomes payable and non-refundable.

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Grade Placement of Students

Process of placement - Parents are required to provide student records. New students are required to take an admissions assessment test to determine eligibility. A minimal score is required for each grade level. This score, along with prior academic and citizenship records, application information, motivational factors and the results of the family interview, will be the basis of acceptance for admission.

Rationale - It is the responsibility of the Principals and Preschool Director to prayerfully arrange the class rosters and course assignments each year. Though most schools do not open themselves to advice or requests from parents on classroom placement - the input of a parent in regard to a special need placement (or roster arrangement) could be considered when given in advance (e.g. conflict with children who have not displayed good behavior; a new child being placed with a special friend etc.). It should be clear, however, that these decisions involve many factors in arranging course assignments or class rosters and the final decision is left to the administration.

Parents and teachers should work together to help children see that God can be trusted in all circumstances, including class arrangements. God will always work all things together for good for the family that puts their trust in Him. Many times, children find a new friend, develop a special relationship with a teacher, or experience an opportunity to turn to God in what seems at the moment to be a tough situation. Amazingly, even challenges can be a part of our education and preparation for life.

Church Attendance

The Christian school should never be considered a replacement for the local church in a Christian family. All students and at least one parent /legal guardian should assume their God-given responsibility to attend an evangelical, Bible-believing church of their choice on a weekly basis. Secondary students should be actively involved in the youth ministry of their church.

Staff to Student Ratio

Castle Hills First Baptist School uses as a guideline the following staff-to-student ratios:

Pre-K 3-year-old	12 students
Pre-K 4-year-old	15 students
Kindergarten	16 students
Elementary	21 students
Intermediate	25 students
Secondary	26 students

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In some classes, the limit may be exceeded in which case an additional teacher or aide may be added to the class.

Administrative Exceptions to Student/Teacher Ratio

Exceptions can be made on a limited basis based on recommendation or approval of Superintendent and /or Board of Trustees.

Accreditation and Voluntary Compliance

Castle Hills First Baptist School recognizes accreditation is an important component to ensuring a quality educational program. To this extent, the Board of Trustees is committed to maintaining accreditation with the Association of Christian Schools International (ACSI) in grades Preschool - 12. The Board of Trustees expects the Superintendent to ensure all the standards of accreditation are met and remain in compliance. Additionally, the Early Education program voluntarily complies with the State of Texas licensing requirements. The school maintains correspondence from the Texas Department of Family and Protective Services stating that based on DFPS Rules, 40 TAC 745.119, our Early Education program is not subject to regulation by their agency.

MEDICAL POLICIES

Health Records

In order to remain in compliance with the Texas Department of Health, student health and immunization records must be current for students to remain enrolled. If there is a medical reason for non-immunization, a doctor's statement must remain on file. If, for religious reasons, a student is not immunized a notarized affidavit from the parent must be filed.

Illness

Children should be kept at home when they show any of the following symptoms: fever, earache, inflamed eyes, upset stomach, vomiting, diarrhea, rash, chicken pox, impetigo, lice, etc. **No child with any of these symptoms can be admitted to classes.** Any child experiencing fever or diarrhea should not return to class until free from symptoms for 24 hours. Any child recovering from a serious communicable disease shall be readmitted only with a certificate of release from the child's physician or health clinic. If a physician has not been consulted, the child may not return to school until the time period has elapsed as recommended by the Texas State Health Department.

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When a child becomes ill or injured while at school, he or she will be separated from other students under staff supervision until arrangements can be made for prompt pick up. The School will provide simple first aid, but cannot administer **any** non-prescription medication. A completed Emergency Medical Consent card will remain on file at all times.

Medical / Accident Insurance

Medical requirements for injuries will be the responsibility of each parent or guardian. The school has student accident insurance that covers after the primary insurance pays.

Medication

Prescription medication and special medical procedures will be administered to a child only with a dated and signed request from a licensed physician and/or parent. Such request should contain the following information: child's name, name of medication, time and dosage to be given. All medication should be kept in its original container bearing the pharmacy label with prescription number, date filled, physician's name, directions for use, and child's name. All medications must be brought to the office before class begins and will remain in the office until the end of the day. (Exception: respirators and inhalers for treatment of asthma may be kept in the elementary office or with the student for secondary grades.) In cases of sudden acute illness or serious injury, emergency care shall be obtained and the parents notified as soon as possible.

Screenings

Visual and auditory screening tests are given annually to all new students and to those in the grades required by the Texas Department of Health (TDH). Scoliosis tests are given to the students in the grade levels required by the TDH. Any difficulties or irregularities detected will be noted to the parent in writing.

Universal Precautions and Procedures

Treat all bodily fluids as though they are infectious. Because of confidentiality laws, you will probably not know if a fellow employee or a student has an infectious disease such as HIV virus, AIDS, etc. By treating all bodily fluids as infectious, you protect not only yourself, but others also.

Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when finished.

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Dispose of contaminated disposable latex gloves and other contaminated materials in plastic-lined waste containers.

Wash your hands with soap and running water at regular times during your workday. Common infectious diseases may be contracted from dirt and waste encountered in the workplace.

Avoid punctures with objects that may contain blood from others. For instance, do not pick up broken glass with bare hands, but use a dustpan and brush instead.

Carefully dispose of trash that contains sharp objects. Use containers that cannot be broken or penetrated by such objects instead of plastic trash bags. Do not bend, break or recap needles.

Clean surfaces that have blood or other potentially infectious materials (OPIM) containing blood on them with an EPA approved disinfectant or a 1:10 solution of liquid household bleach and water. (That is 2 cups of bleach added to one gallon of water mixed fresh daily to ensure proper strength.) Allow disinfectant to work for ten minutes before cleanup.

Have the HBV vaccinations series for protection from hepatitis B: if you are in contact with developmentally delayed students; if you are classified as an employee who is designated as having primary responsibility for rendering first aid; or within 24 hours if you have had an "exposure incident" with bodily fluids or OPIM contact through an open sore, injury by a contaminated object, or by a blood or OPIM splash into your eyes, nose, or mouth. Report exposure incidents immediately to your Superintendent. The school will pay the cost of vaccinations series.

If you are responsible for administering first aid to others or may be placed in a position where you may have to give first aid, obtain current instruction in first aid and cardiopulmonary resuscitation (CPR). Current instruction will include modification of first aid needed to protect the rescuer from infection such as using a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact.

ATTENDANCE REQUIREMENTS

Absences

Regular attendance is required by the State of Texas and is essential to successful class work. The state of Texas requires that all students must be in attendance for a minimum of ninety percent of the instructional days to be promoted or to receive credit. Absences should be limited to an absolute minimum. Doctor, dental, and other appointments are to be scheduled before or after school when possible. When your student is absent, please contact the appropriate school office by telephone or email of the absence and the expected duration. All absences, Grades K through 12, require a signed and dated

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note when the student returns to school. Makeup work is allowed for the following absences:

- 1) Verified illness by a doctor's permit or a note from parent
- 2) Bereavements
- 3) Verified medical appointments
- 4) School-sponsored trips approved by the Superintendent are not considered absences if makeup work is completed within school guidelines. All work must be turned in the day following the absence, including taking tests or quizzes. The student is encouraged to turn work in prior to leaving for the activity.
- 5) CHFBS encourages families to spend time together to visit colleges. Absences **due** to college visits are not considered absences if makeup work is completed within school guidelines

Absences for other reasons must be approved in advance and must adhere to the following guidelines:

- Superintendent or administrator approval, based upon student's performance in all subjects regarding tests and homework.
- All assignments during the absence are recorded in advance by the student and turned in upon return, or as directed by the Superintendent.
- Students will be allowed the number of days absent to complete make-up work, tests, and other assignments missed. A student absent only on the day of a test may be required by the teacher to take the test immediately upon return.
- When midterm and final exams are being administered, permission will not be granted for students to be absent from school, except for illness or family emergencies.

To be excused from Physical Education activities for 1-2 days, a student must have a note from a parent. In order to be excused from P.E. activities for an extended length of time (3 or more days), a student must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of the recuperative period.

Excessive Absences

Elementary students should have no more than 18 absences on an annual basis. Students exceeding 18 absences may not be eligible for promotion.

Secondary students should have no more than 9 absences per semester in any class. Secondary students exceeding 9 absences may not receive course credit for the semester. The School may require summer school, Saturday school, or other requirements for students who exceed 9 absences.

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Appeal Procedure

The Administration will review the appeal request and determine whether the student should be required to make up the class time and work missed. Eligibility for credit due to extenuating circumstances is recommended only for extended personal illness, illness or death in the family, quarantine. Where illness is a factor, medical notes will be required in determining retention, promotion, or issuing of credits.

Graduation Attendance

All seniors who meet the requirements for graduation are required to attend the graduation ceremonies. All students in eighth to eleventh grades are required to attend graduation ceremonies to honor those that graduate and participate in the moving up ceremony (please check the school calendar). Roll is taken. Students are required to wear chapel dress. An unexcused absence for graduation may result in disciplinary action.

Inclement Weather

In times of emergency or inclement weather, parents are notified of school closing or other emergency measures through announcements on WOAI 1200 AM radio and TV station WOAI channel 4 (cable channel 3). Parents may also call the Castle Hills First Baptist School office for a recorded message regarding school closings. When the school closes or delays opening, the Day Care will also close or delay opening.

Leaving School Early

Parents wishing to take their student from school anytime during the school day must send a dated and signed note to this effect to the school office advising the reason for the desired early dismissal. No phone calls, please. In order to alleviate any confusion, elementary parents are to sign their student out in the School office; middle and high school students may sign themselves out with parental consent through a signed and dated note. NOTE: Students leaving the campus during the school day without written parental approval and acknowledgment by school Administration are subject to major disciplinary actions.

Tardiness (Grades 6-12)

Students who arrive late to class cause a disruption to that class, and they miss valuable instruction, which has already been covered during the time missed. Students are tardy if they are not **in the appropriate room and seat at the tardy bell**. All students arriving 15 minutes after class begins without an acceptable excuse (i.e. medical or

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dental appointment, etc.) will automatically receive no attendance credit in that class for that day.

A student must be in school by 11:30 a.m. to be eligible for extra-curricular participation that day. Students not attending the first class period the day after an interscholastic event may be denied participation in the next game. This policy is subject to change to comply with TAPPS (Texas Association of Private and Parochial Schools) guidelines.

Parents and students need to be aware that chronic late arrivals on a school day will be addressed as a disciplinary issue.

Secondary students who are late to school must sign in at the school office before reporting to class. A secondary administrator will contact parents when a secondary student has been tardy three times. Tardies between classes will be considered unexcused tardies. Unexcused tardies will accumulate for each class throughout the nine weeks. Students with three tardies are not eligible for conduct honor list or conduct honor roll. The consequences for tardies are as follows:

- a. First Tardy – warning
- b. Second Tardy – warning
- c. Third Tardy – detention for 3 days
- d. Fourth Tardy – detention for an additional 3 days
- e. Fifth Tardy – ISS for half day
- f. Sixth Tardy – ISS for full day
- g. Seventh Tardy – Saturday School at 9:00am – noon (\$25.00 fee)
- h. Additional Tardies – Parent conference and additional consequences

Tardiness (K-6)

Parents of **Elementary** students (K-4) who are late should be accompanied to the classroom by a parent. If the parent needs to present the reason for tardiness, he should come to the office to the receptionist/attendance secretary. Tardies to class due to being off-campus at lunch with a parent require a signed parent note and are recorded. When a student is not justifiably late (as determined by the Attendance Office), he/she will receive a tardy. The attendance office will keep an ongoing record of tardies. The Attendance Secretary will contact parents of **Elementary students in 1st – 3rd grades** who have been tardy three (3) times during a grading period. **Students in 4th-6th grades** who have been tardy three (3) times during a grading period will be assigned a detention.

Elementary/Intermediate Morning Tardy Consequences:

K-3rd: The administration will make parent contact after a student has 3 morning tardies.

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4th-6th: The consequences for tardies are as follows:

- a. Third Tardy – parent contact
- b. Fourth-Fifth Tardy – lunch detention
- c. Sixth-Seventh Tardy – 30 minute after-school detention
- d. Eighth-Ninth Tardy – 1 hour after-school detention
- e. Additional Tardies – Saturday School at 9:00am – noon (\$25.00 fee)

Note: Students with six (6) or more tardies will not be eligible for conduct honor list or conduct honor roll.

Temporary Guardian

When parents are out-of-town and students are left in the care of another adult, the school should be notified in writing. Information should include:

- 1) Name of guardian authorized to pick up the student (with phone numbers).
- 2) A medical release form authorizing guardians to provide emergency medical care.

Truancy

Truancy is the absence from school for any reason without the knowledge and consent of parents and school officials. Truancy is a violation of state law and, therefore, is considered to be a most severe violation of school policy. Class work and assignments missed as a result of truancy are not accepted for credit, and a grade of 0 is given during a truancy period. Additionally, parents are notified, and the student shall be subject to disciplinary action. Upon a second incident of truancy, the student shall be subject to expulsion.

BIBLICAL RESPONSE TO CONFLICT

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ. Therefore, in response to God's love and in reliance on His grace, we expect those associated with Castle Hills First Baptist School to respond to conflict according to the following principles:

- Glorify God – Instead of focusing on our desires or dwelling on what others may do, we will seek to please and honor God -- by depending on His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude (I Cor. 10:31; James 4:1-3; Col. 3:1-4).
- Get the log out of your own eye – Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts – confessing our

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sins, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused (Matt. 7:3-5; I John 1:8-9; Prov. 28:13).

- Go and show your brother his fault – Instead of pretending that conflict does not exist or talking about others behind their backs, we will choose to overlook minor offenses, or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a Biblical manner (Matt. 18:15-20; James 5:9; Prov. 19:11).
- Go and be reconciled – Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences (Matt. 5:23-24; Matt. 6:12; Eph. 4:1-3, 32).

By God's grace, we ask that all associated with Castle Hills First Baptist School will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an incident. We need to remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we trust that all of God's people will serve the Lord as a peacemaker. (Matt. 25:14-21; I Peter 2:19, 4:19; Rom. 12:18; John 13:34-35)

Peacemaker Ministries, 1537 Avenue D, Ste. 352, Billings, MT 59102, 406-256-1583.

CHILD ABUSE AND NEGLECT PREVENTION

Because child abuse and neglect are both a violation of children's human rights and an obstacle to their educational development, the Board of Trustees directs that staff shall be alert for any evidence of such abuse or neglect. For purposes of this policy, "child abuse or neglect" shall mean:

- malicious harassment
- child molestation
- sexual misconduct with a minor
- rape of a child
- patronizing a juvenile prostitute
- child abandonment
- promoting pornography
- selling or distributing erotic material to a minor
- custodial assault
- violation of child abuse restraining order
- or any of these crimes as they may be renamed in the future by a person under circumstances which indicated that the child's health, welfare, and safety is harmed.

From time to time, Castle Hills First Baptist School will provide education programs for parents on parenting skills and on the problems of child abuse and methods to avoid child abuse situations. All staff will be required to participate in annual trainings that teach how to recognize abuse and the laws that govern reporting child neglect and abuse suspicions.

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Staff members are legally responsible for reporting all suspected cases of child abuse and neglect to the appropriate authorities within 48 hours of a concern. For this reason, under state law, staff members are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as appropriate under the circumstances.

ASBESTOS STATEMENT

Since October of 1988, Castle Hills First Baptist School has been required by federal law to have available official records concerning the Asbestos Hazard Emergency Response Act (AHERA). These records contain specific information concerning asbestos used in the construction of the Hope, Faith, and Love buildings. These asbestos materials in the buildings are inspected regularly and are in safe order. If parents have any questions concerning AHERA, they may call or stop at the School Administrative Office who will direct the parent to the Church's licensed Asbestos Operations Maintenance Supervisor.

SEXUAL HARASSMENT

CHFBS will not tolerate verbal or physical conduct by or against any employee or student that harasses, disrupts, or interferes with another's work or academic performance or that creates an intimidating, offensive, or hostile environment. While all forms of harassment are prohibited, CHFBS emphasizes that sexual harassment is specifically prohibited.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. No employee or student shall threaten or insinuate, either explicitly, or implicitly, that another employee's or student's refusal to submit to sexual advances will adversely affect that person's employment, or academic or work performance, wages, advancement, evaluation, assigned duties, or any other condition of employment or academic development. Similarly, no employee shall promise, imply, or grant any preferential treatment to another employee or student for engaging in sexual conduct.

Any employee or student who thinks that he/she is a victim of harassment, including but not limited to any of the conduct listed previously, by any Administrator, teacher, student, or any other person in connection with employment at CHFBS, that employee or student should immediately bring the matter to the attention of his/her supervisor (that being the Elementary or High school Principal or the school Superintendent). In the event that the allegation involves either a Principal or the Superintendent, the employee should report the matter to a member of the Board of Trustees. CHFBS will promptly investigate all allegations of harassment as discreetly and confidentially as possible and appropriate

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corrective action will be taken if warranted. No person will be adversely affected in employment or academic standing with CHFBS as a result of a complaint of harassment.

After an investigation, an employee or student determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination of employment or expulsion.

CRISIS MANAGEMENT POLICY

Castle Hills First Baptist School recognizes that schools are subject to a number of potentially disruptive events. These events include major crises.

Being prepared for crises can enhance the school's effectiveness in responding to smaller incidents. Castle Hills First Baptist School knows that schools cannot be sanctuaries. The challenge, however, is to protect students as much as possible in an increasingly violent world. Although there is no guarantee that a school will ever be completely safe from crime, Castle Hills First Baptist School will take the following security measures to lessen the chances of violence occurring on school grounds:

- 1) The Superintendent will acquire crime-resistance awareness and take responsibility in working with the Board of Trustees to implement site security programs;
- 2) The Administration will be aware of the various community agencies and the resources available during a crisis;
- 3) A school communications network will be established that links classrooms with the office staff as well as with local law enforcement and fire departments.
- 4) School staff will be informed and regularly updated on safety plans through in-service training. The training will include the teachers and part-time employees, and may include substitute teachers, parents and community volunteers.
- 5) Visitors, including parents and alumni, shall check in at the office.
- 6) Students will be taught to take responsibility for their own safety by reporting suspicious individuals or unusual activity on school grounds and by learning personal safety and conflict-resolution techniques.

To protect against intrusion, Castle Hills First Baptist School will develop and implement a crisis plan so that each staff member and student knows what to do in an emergency.

TRANSPORTATION POLICIES

Fifteen Passenger Vans

Castle Hills First Baptist School does not utilize standard fifteen (15) passenger vans in transporting students.

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Rentals

CHFBS may rent additional vehicles to meet its transportation needs. Such vehicles shall be of the kind and type that promote the safe transportation to the desired location and return of all CHFBS students, coaches, staff members, parents, and sponsors. Rental of any standard fifteen (15) passenger van or any vehicle with side facing seats is prohibited. A driver of any rented vehicle must be at least 25 years old. The maximum speed of the vehicle on the interstate or highway (i.e., anywhere but in town) is dependent upon the road conditions at the time but is not to exceed the posted speed limit.

Traditional School Bus and Shuttles

CHFBS may utilize yellow school buses and shuttles in meeting its transportation needs. However, the use and operation of any yellow bus shall be subject to the following criteria, which shall be strictly enforced. Any yellow bus shall be driven and maintained in accordance with the Federal regulations governing the use of yellow school buses. No one shall be allowed to drive a yellow bus without first obtaining the proper CDL driver's license and submitting to drug testing. Maintenance records of all work performed on any yellow bus shall be kept in accordance with Federal regulations. As in the case with vans, the maximum speed of any yellow bus on the interstate or highway (i.e., anywhere but in town) is dependent upon the road conditions at the time, but is not to exceed the posted speed limit, or the legal speed limit for buses, whichever is lower.

Vehicles Belonging To Volunteer Drivers

CHFBS may utilize vehicles belonging to volunteer drivers in meeting its transportation needs. However, the use and operation of such vehicles shall be subject to the following criteria, which shall be strictly enforced. It is intended that the definition of volunteer vehicle means a vehicle owned, operated and insured by a CHFBS staff member or the parent or grandparent of a CHFBS student. Proof that the volunteer vehicle is currently insured at, or above, levels required by the State of Texas and a cleared criminal background check must be on file with the CHFBS administrative offices before any CHFBS students and staff members are permitted to travel in the volunteer vehicle. The maximum number of CHFBS students, coaches and staff members permitted to ride in the volunteer vehicle is limited to the number of properly operating seat belts in the volunteer vehicle including the driver.

CHFBS shall maintain a list of approved volunteer drivers with the date their insurance policy expires. A current copy of such a list shall be kept at all times in the possession of the CHFBS coach or staff member responsible for the trip. Students are not permitted to travel with anyone who is not on the approved volunteer driver list and is not currently insured. Drivers are responsible for updating the expiration date on the

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CHFBS records when their policy renews. If they fail to bring in new proof of insurance meeting the standards mentioned above, their name will automatically be deleted from the list of approved drivers. No one convicted of driving under the influence, driving while intoxicated or convicted of a sex offense will be permitted to transport CHFBS students, coaches or staff members on CHFBS sponsored activities.

Just like vehicles owned or rented by CHFBS, it is expected that all volunteer vehicles will be operated in the safest manner possible to insure the absolute safety of all CHFBS students, coaches, and staff members. As with school owned or rented vehicles, the maximum speed of all volunteer vehicles transporting CHFBS students, coaches, and staff members on CHFBS sponsored activities on the interstate or highway (i.e., anywhere but in town) is dependent upon the road conditions at the time but is not to exceed the posted speed limit. Any driver violating this policy will be removed from the approved volunteer driver list.

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