



**Bible Baptist**  
CHRISTIAN SCHOOL

**Student/Parent  
Handbook  
2018-19**

**2724 Margaret Wallace Road  
Matthews, NC 28105  
(704) 535-1694  
bbcscolts.com**



<b>Offense</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>
Disruptive/Talking in class	1	2	4	8	10
Tardiness to class	1	2	4	8	10
Unprepared for class/homework incomplete	1	2	3	3	3
Chewing gum	2	4	10	10	10
Disrespect of peers	5	5	10	10	10
Horseplay	5	5	10	10	10
Inappropriate language	3	5	10	10	10
Cheating	10	20	30	50	-
Defacing school property	10	20	30	40	-
Cursing/Vulgarity	10	15	20	25	30
Disrespect of authority/Direct disobedience/Lying	10	15	20	25	30
Fighting	20	30	50	-	-
Leaving without permission	15	25	25	35	-
Stealing	25	50	-	-	-

## MERIT SYSTEM

### *How does the merit system work in grades 7-12?*

The following list details offenses included in the merit system but is not meant to be all-inclusive. The administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.

The merit system is used to monitor a student's behavior. It is designed to reward good behavior and correct wrong behavior. A student begins the marking period with 50 merit points. If a student misbehaves, demerits will be assigned which are subtracted from the student's balance of merit points. After dropping below 50 merit points, a student will earn back 1 merit point for each week he does not receive demerits. Special recognition will be granted at the end of the year to those who maintain a high level of merit points.

Activities such as pornography, smoking, the use of alcohol or illegal drugs, and any form of sexual immorality will be cause for immediate consequences up to and including expulsion. It should be understood that in the interest of protecting the testimony of the school, such behavior must be dealt with regardless of whether or not it occurs at school or school activities.

When a student falls below certain merit levels, the following actions will occur:

**40 merits:** The student is required to serve one week of lunch detention.

**30 merits:** The student is required to serve two days of after-school detention.

**20 merits:** The student is required to serve three additional days of detention.

**10 merits:** The student is suspended and placed on conduct probation. The parents are informed by telephone or e-mail, and re-enrollment for the next semester or school year may be reviewed.

**0 merits or less:** The student is required to serve a 3-day, out-of-school suspension (treated as unexcused absences—zeros on assignments). A parental conference is required. Re-enrollment for the next semester will be reviewed.



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Dear Parents,

Welcome to Bible Baptist Christian School! Our school forms a unique and special “partnership that works” between the home and the church, that is critical for biblical success in the lives of students. Deuteronomy 6:7 emphasizes the responsibility that parents have to teach their children. As a school we seek to encourage parents in developing Christ-like young people spiritually, academically, physically, and socially (Luke 2:52).

Please carefully review this handbook with your children. We have compiled this information to assist you in understanding BBCS's philosophy and policies. If you have questions, please contact the school office. May the Lord richly bless your family this school year.

In Christian service,

Brad Parker  
Administrator



## A Word on the Media

BBCS believes and teaches that God has commanded us to:

- lead righteous and holy lives (1 Peter 1:13-17; Titus 2:12; Psalm 101:3)
- be holy, being separated unto God from sin (1 Peter 1:13-17)
- keep ourselves from ungodliness and worldly lusts, and we must live soberly, righteously, and godly in this present world (Titus 2:12)
- refrain from setting anything wicked before our eyes (Psalm 101:3)
- have a lifestyle that is radically different from unbelievers (Galatians 5:16-26; Ephesians 5:1-17; 1 Corinthians 6:9-11)
- “walk in the Spirit” and put to death the works of the flesh (Galatians 5:16-26)
- abstain from fornication, uncleanness, covetousness, filthiness, foolish talking, or jesting should never be named among Christians (Ephesians 5:1-17)
- put away all manner of sinful lifestyles (1 Corinthians 6:9-11)
- refrain from using our Christian liberty to gratify the flesh (Galatians 5:13)
- separate ourselves from the world (Romans 12:2; 2 Corinthians 6:17)
- refrain from being conformed to the world (Romans 12:2)

In application of these Biblical principles, we believe Christians should exhibit positive Christian attributes while avoiding the “entanglements of the world.” These principles should guide our lives, including our recreational and entertainment choices. We believe it is wise to be very selective in choices of internet use, movies, TV programs, videos, stage plays, entertainment facilities, and video games.

BBCS reserves the right to discipline students who fail to conduct themselves within the purpose and spirit of the school.

## Internet Personal Profile Pages

In recent years, schools have experienced a variety of problems with personal profile pages on websites.

Please caution your children about the dangers of such information being listed for millions to view without restriction. In addition to the personal risks, some students have used these websites to engage in a variety of questionable activities. For these reasons, BBCS will hold our students accountable for information and links posted on websites that violate school policies.

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# GENERAL PHILOSOPHY



## Our Mission

Bible Baptist Christian School exists to reinforce Christian values from the Christian home in the Christian classroom through a warm spiritual atmosphere, quality academics, excellence in fine arts, and the development of Christian character.

- BBCS desires spiritual excellence for its student body. Although BBCS is not an evangelistic arm of Bible Baptist Church, it seeks to create a disciplining environment where Christian young people can learn a biblical worldview.
- BBCS strives for academic excellence with traditional educational procedures and a strong academic foundation.
- BBCS provides a strong emphasis on the fine arts, sharpening students' skills in speech, art, and music.
- BBCS is committed to developing Christian character through policies designed to help young people love God and their fellow man.

## Our Goal

The ultimate goal of BBCS is to produce Christlikeness in every student, through teaching students how to apply the Word of God in their lives.

## Our Faculty

The faculty of BBCS is devoted to the cause of Christ. They are degreed, certified professional educators who annually attend workshops and graduate school classes.

The ultimate goal of BBCS is to produce Christlikeness in every student. BBCS believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. BBCS expects and requires that students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, BBCS believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, fornication or adultery. If a particular home or student acts counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook (Leviticus 18:22, Leviticus 20:13, Romans 1:18-32, 1 Corinthians 6:9-11, 1 Timothy 1:8-10).

## Major Teachings

- We believe in the verbal inspiration, total accuracy, and absolute authority of the Bible.
- We believe in one God in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ.
- We believe that man was created in the image of God; that he sinned; and that as a result, every man is born with a sinful nature. Being totally depraved, man is doomed to spend eternity in hell, forever separated from God.
- We believe that the Lord Jesus Christ was born of a virgin; that He lived a sinless life, that He died on the cross for sins as the substitutionary atonement for sinners, and that He rose again the third day according to the Scriptures.
- We believe that by grace through faith, apart from good works, man may be saved, thereby becoming a child of God.
- We believe that every believer should grow spiritually by walking in the Spirit in obedience to the Word of God.
- We believe in a literal heaven as the eternal home of all the children of God and a literal hell as the place of eternal punishment for the lost.
- We believe in the historic positions of our Baptist predecessors and the Baptist distinctives.

## Mobile Devices

Mobile devices must be turned off during the school day. If a student's phone is out or rings during class, the phone will be taken to the office where the student may retrieve it at the end of the day. After repeated offenses, the student will be required to turn in his phone at the office each morning. Electronic devices permitted for educational purposes must be approved by the teacher.

## Student Driving Policy

High school students who drive to school must register their vehicle with the office. Student drivers are to park their cars in the designated area and immediately come into the building. They may not be in or around their vehicles during the school day unless they have permission from the office. Students may not transport other students without a written permission slip from both sets of parents. These permission slips must be turned in to the school office before other students enter the car. Student driving privileges may be revoked for careless driving or violating the student driving policy.

## No Smoking Policy

BBCS is a ministry of Bible Baptist Church. Because of the Christian culture of the school, it is important that no smoking take place on the property or in the buildings.

## Prohibited Items

- chewing gum
- items associated with questionable movies or TV shows
- electronic toys and games
- laser lights
- explosives of any type
- matches, lighters, igniters
- worldly media
- books and magazines not pertaining to classroom use
- guns or knives of any kind (including play items)
- playing cards
- squirt guns or any other item that is deemed questionable or hazardous by the administration
- possessing or making pretense of using, or encouraging others to use alcohol, tobacco, or illegal narcotics or possessing any drug paraphernalia, on or off campus
- practical jokes or general jesting about illegal narcotics

Students who willfully withhold knowledge of other students involved in illegal incidents will be subject to the same penalty as students who are directly involved in illegal activity.

# ADMISSIONS POLICIES



Attendance at BBCS is a privilege made possible by the sacrificial giving of God's people. Students are admitted on the basis of their desire and the support of their parents for a Christ-centered education. The privilege to attend may be lost by any student or parent who is not in harmony with the policies or the spirit of the school.

## Non-Discriminatory Policy

BBCS, as a ministry of Bible Baptist Church, admits students of any race, color, and national or ethnic origin.

## Requirements

Upon the submission of an application, a student will be considered for admission to BBCS. Parents must provide a copy of their child's birth certificate and a current immunization record to be considered for enrollment. Upon submission of the application, parents should make arrangements for an interview with the school administrator with the prospective student. The purpose of the interview is to present the school's philosophy, answer questions, and provide a tour of the facilities. Please bring all academic records available with you to this interview unless we have already received transcripts from your child's previous school.

Acceptance of a student is contingent upon a satisfactory interview with the school administrator and signing of the Parent-Student Commitment. **We require that students at a reasonable age of understanding give a clear testimony of salvation. We encourage parents and students to attend faithfully a local church that believes the major tenets of our doctrinal statement.**

Aptitude/achievement test scores, placement tests, previous academic history, and references will be considered. Kindergarten students must be 5 years of age on or before September 30. 1st grade students must be 6 on or before September 30. The administration reserves the right to determine grade placement.

At least 1 parent must attend the Parent Orientation meeting held prior to the start of school.

Transferring students in grades 4-12 must maintain at least an overall "C" average in the previous quarter to be considered for admission.

A student who has been expelled from BBCS must wait a minimum of 1 semester to 1 year from the date of expulsion before he will be consid-

ered for re-admission. A student who has been expelled or denied enrollment from another school may be required to wait for a period of 1 year from the date of expulsion before he will be considered for admission. Students under these circumstances are admitted on a probationary status and will be required to meet with a designated counselor on a regular basis throughout the time of the probation.

No student will be admitted or allowed to remain in BBCS who does not cooperate with the overall purpose and program. Students should understand their parents have delegated authority to the school and subject themselves to the instruction and discipline of the teachers and administration of BBCS.

### **Part-Time/Home School Students**

A part-time student is defined as one taking fewer than 3 academic classes. Part-time students are required to go through the normal admission process and pay a percentage of the fees. Students desiring to participate in athletic or fine arts competition sponsored by the North Carolina Christian School Association must attend 2 classes that meet on a daily basis.

Part-time students may purchase a yearbook, if available. Part-time students may attend the Jr./Sr. Banquet and Senior Trip if they have participated in the fundraising of their class. Part-time students may not hold any class office, march in graduation, or receive a diploma.

Part-time students are expected to attend camp, chapels and special meetings that are held immediately before or after their scheduled classes.

### **Foreign Students (F1 Visa)**

BBCS is authorized to issue an F1 visa so that foreign students may attend school in the United States. BBCS admits only a limited number of foreign students each year. All SEVP (Student and Exchange Visitor Program) students must meet all the normal enrollment criteria. Throughout the 1st semester of enrollment, students will be on an probation to determine their suitability for continued enrollment. BBCS will not admit an elementary-aged student unless he is living with his parents throughout the school year. Junior and Senior High School students may live with a guardian agreed upon by their parents. All SEVP students must undergo regular English tutoring throughout their 1st year as a student. Families are responsible to obtain tutoring through either a BBCS faculty member or an outside tutor. SEVP students should be enrolled by the beginning of July and arrive prior to the beginning of the school year in order to begin English tutoring. Additional service fees may be required for foreign students.

advance. Please dress with respect for the school dress code. Visitors are requested to go to the office for a name tag, and the teacher will be notified of your arrival.

### **Insurance**

Every precaution is taken to protect your children at school and school related activities. However, accidents and illnesses do occur. For mutual protection, our in-school insurance coverage applies to all full-time BBCS students. Please remember that it is secondary to your own policy and is limited in its coverage.

### **Textbooks**

The school supplies consumable and non-consumable textbooks to the students. Non-consumable textbooks are loaned to the pupil. Students will be charged the full replacement cost for lost or damaged books. Textbooks should be kept neatly covered. Uncovered textbooks are subject to collection.

### **Report Cards**

Report cards and transcripts will not be released until all fees, including music lessons, are paid.

### **Medication**

Medication needing to be administered should be delivered to the school office. The parent should also provide the school with current information regarding the safe use of the medication, including side effects and toxicity, possible drug interactions, and expected outcomes. The medication should be in its original container and be labeled with information, including the name of the drug, dosage, time for the dose, student's name, and name of the prescribing doctor. The office personnel will count and lock up the pills as soon as they are delivered. A log will be maintained with the names of students for whom medication is stored, the name of the person dispensing medication, and the date and time when pills are administered. Only the school administrator or school administrative assistant are authorized to access and dispense medicine.

### **Sexual Conduct Policy**

BBCS is a uniquely religious, educational institution that seeks to provide a quality education in a distinctive Christian environment. BBCS exists to reinforce Christian values from the Christian home through a warm spiritual atmosphere, quality academics, excellence in fine arts, and development of Christian character. BBCS seeks to assist Christian parents in meeting their biblical responsibility to train their children in the nurture and admonition of the Lord (Ephesians 6:4). As an extension of the local church and the Christian home, our school assists parents in providing each student a thorough Christian education within the parameters and principles of the Word of God.

## **Withdrawal from School**

If for any reason a parent withdraws a student from school, the parent should arrange an interview to complete an official withdrawal form. A student is not considered withdrawn until all school textbooks and materials are returned to the office and all accounts are current.

## **Parent/Student/Office Relationship**

Please understand that the office staff is here to serve you, but as the center of school activity they are very busy. Please keep this in mind when you make requests of the staff.

Teachers and students cannot leave the classroom for telephone calls. In case of an emergency, the office will make arrangements for a return call as soon as possible. Student calls are to be made from the school office in coordination with the school administrative assistant.

## **Transcripts**

The first college transcript will be sent at no charge. All school accounts must be current before transcripts will be sent.

## **Our Parents**

We ask that parents support the faculty in the following manner:

- Pray regularly for the faculty and administration of BBCS.
- Cooperate fully with the educational program of BBCS having your children well prepared for class each day.
- Pay financial obligations to BBCS on time. If unforeseen difficulties arise, please contact the Business Office to make special arrangements to fulfill your financial obligations.
- Volunteer to help with school functions, and attend meetings and parent functions at BBCS.
- Seek to resolve difficulties as soon as possible. If you have a problem, work quickly to solve it with that individual. First, go to the teacher or the person directly and try to resolve the problem. If after that initial meeting the problem has not been resolved, contact the administrator for a meeting with all parties. The final steps of appeal will be with the pastor and school board.

## **Visitors**

BBCS invites and encourages our parents to visit their children's classes. Friends, relatives, or prospective students may visit classes with the approval of the administration. Visits should not be requested during the first 3 weeks of the school year or during the last 2 weeks of any given semester. Parent visits are limited to 1 hour.

Parents/grandparents may occasionally eat lunch with their children. Other visitors may eat lunch with students twice a semester. Visits should be arranged through the school office at least 24 hours in

## **Re-enrollment Policy**

BBCS will automatically re-enroll current students for the upcoming school during the March Smart Tuition billing of each year. For re-enrollment, a student must be acceptable academically and complete re-enrollment forms, have their current account up-to-date, and pay the registration fee in full. A discounted registration fee is available to all students re-enrolling by March 1.

## **Immunization Records**

A current record of immunizations signed by a physician must be on file in the office.

# FINANCIAL POLICIES



Tuition, scholarships, and financial gifts form the financial basis of BBCS. In order for the school to meet its financial obligations, it is essential that all tuition be paid when due.

## **Tuition Plans**

Tuition paid in full by August 1 will receive a 2% discount. For those desiring to pay by installments have 2 payment plan options; paying over 11 months starting on July 5 and running through May 5, or 10 months starting on July 20 and running through April 20. Families paying by installment must do so through Smart Tuition billing.

## **Registration/Resource Fee**

To complete the registration process, students must pay their Registration Fee. The Resource Fee must be paid in full prior to the 1st day of school. This fee covers rental of textbooks, the purchase of consumable books, and assist with various school materials. A replacement fee will be assessed for any non-consumable textbook that is lost, damaged, or destroyed. Additional information concerning these fees are in the Financial Packet received at enrollment.

## **Early Stay/Late Stay**

Before-school and afternoon care are available at an additional cost. Please see your enrollment package for current prices. This service is not available during school holidays. Late Stay will close at 6:00pm. Anyone arriving after 6:00pm will be charged an additional \$15.00. On days when school closes early, Late Stay will be provided until 2:00pm.

## **Payment Procedure**

BBCS uses Smart Tuition to collect monthly tuition payments. Each family must set up an account with Smart Tuition, and payments will be made through automatic draft of a checking or savings account. Payments will be drawn on the 5th or 20th of each month. If the money is not available on the agreed date, Smart Tuition will email the family to let them know the payment did not clear.

## **Delinquent Accounts**

Students with unpaid tuition/fees will be contacted by email, telephone, and/or letter. If parents do not arrange a payment plan with the business office, their students will not be allowed to attend class. In addition, educational records will not be released and graduating students will not be able to participate in K5 or 12<sup>th</sup> grade graduation ceremonies.

No charge occurs when teachers request students to remain with them. If parents have a conference and the student must remain, no charge occurs.

Parents should not drop students off for school or church activities unless the child will be under immediate adult supervision. Prior arrangements must be made with the supervisor.

Since BBCS is responsible for the department and safety of all the students under its care, the school reserves the right to examine any and all personal items possessed by students. Students are expected to cooperate immediately and completely with faculty and staff.

## **School Updates**

Information and updates concerning school activities will be emailed to each family on a periodic bases. Please make sure the school office has a current email address that you check regularly.

## **Weekly Folders (K5-6)**

Each Monday, teachers send home folders with a letter from the student's teacher explaining what will be covered in class that week, what to expect in the future, graded papers, and notices from the office. Please check the contents carefully, sign the folder, and have the child return it by Wednesday.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled after the 1st grading period. Please consult the school calendar for the exact dates Parents are encouraged to schedule appointments with faculty at other times as necessary.

## **Contacting Teachers**

We ask that students not contact their teachers at home. Parents are greatly encouraged to contact teachers at the school if they have any questions or concerns. Please do this by asking the office to leave a note in the teacher's box or sending the teacher a message via e-mail. Parents may contact teachers at home during evening hours if absolutely necessary, but please use discretion. Since we desire our church services to be a time and place of worship, please avoid contacting teachers during church services.

## **Accurate Records**

It is important for your child's welfare that we have current phone numbers where you or another responsible party can be reached in case of an emergency. ***If you change jobs, addresses, or phone numbers, please notify us as soon as possible.***

# MISCELLANEOUS



## **Supply Lists**

All students in grades 1-12 are to have their own copy of the King James Version of the Bible. A school supply list will be mailed to each family each summer. The list will include supplies to be purchased by students in grades K5-6. Students in grades 7-12 should only purchase the basic supplies and wait until school begins to purchase other supplies.

## **Lost and Found**

All items, including uniform shirts, sweaters, lunch boxes, etc., should be clearly marked with the student's name. Any article left after school will be placed in Lost and Found. If you have lost something, please check with the office. Periodically, lost and found items will be placed out during lunch for students to claim. If items are not claimed they may be sold or donated to help other families.

## **Birthdays**

In order to keep the proper academic atmosphere within the classroom, we request that all parents wishing to celebrate birthdays do so by sending treats. They will be distributed during the regular lunch or snack period. Please be sensitive to food allergies.

## **Gym Rules**

For safety purposes, students may not play in the gymnasium without proper supervision. In order to keep the floor clean, students are requested to walk on the outside of the court (in the blue area) unless involved in an official activity. Students may not play on the court in non-athletic shoes. Only tennis shoes that do not leave black marks may be used when playing on the gym floor. No student is to enter the athletic equipment closet without permission from the physical education teacher or coaching staff. Students are not to use gym equipment unless directed to do so by a faculty/staff member.

## **Lunches**

Children may purchase or bring their own lunch. Lunch bags or boxes should be clearly marked with the student's name. Lunch boxes should avoid worldly themes. Microwave ovens are available for warm-ups on a first-come-first-serve basis.

## **On Campus Supervision**

All students on campus must be under adult supervision at all times. Students who remain at school for more than 20 minutes after dismissal will be taken to Late Stay and charged for the service.

## **Refund of Fees/Tuition**

Miscellaneous fees are nonrefundable. Tuition agreements are binding for the end of the month unless a release is secured in writing from the administration.

## **Fundraising**

While we recognize and appreciate the sacrifices that many of our families make to send their children to our school, tuition payments do not cover the cost to educate your children. Therefore, each year BBCS will sponsor a school fundraiser to help provide additional equipment, to update facilities, or to provide educational services. We encourage each family to participate or provide a separate financial contribution to the school in lieu of their family's participation.

# ATTENDANCE POLICIES



## School Hours

**Kindergarten:** 8:00am-12:00pm

**Extended Kindergarten:** 8:00am-3:10pm

**Elementary:** 8:00am-3:10pm

**Junior/Senior High:** 8:00am-3:10pm

## Arrivals and Departures

To assure student safety, please adhere to the drop-off and pickup procedures:

### Time Policies

- Students arriving between 7:00—7:30am must go to Early Stay in the designated classroom.
- Students arriving between 7:30am—7:55am should enter the lobby area from the designated drop-off point.
- Students arriving after 8:00am must go to the school office to receive an admission slip.
- Students in grades 7-12 will be permitted to go to their lockers at 7:50am.

### General Policies

- Unless the administration designates otherwise, students should arrive and depart school in dress code.
- If a child is picked up by someone other than parents, please notify the school office. Children must be picked up during the school day at the school office. Please do not go directly to the classroom.
- Due to the complex traffic patterns before and after school, we do not allow bicycles to be ridden to school.
- Students may walk to and from school with the understanding that the parents assume all risk. Please inform the school office of this arrangement.

## Tardies

BBCS asks that students avoid tardies. Traffic or car trouble are acceptable tardies occasionally, but families must make appropriate adjustments in order to be at school on time. Upon arrival, students must report to the office for an admission slip. Students arriving after 1st period will need to be signed in by a parent/guardian. Students who drive themselves to school must have a written note from a parent or guardian.

## Fine Arts (Grades 3-12)

In addition to the emphasis of our curriculum, BBCS students participate in the state fine arts activities of the North Carolina Association of Christian Schools with Bible knowledge, quizzing, preaching, teaching, academics, music, speech, and art. State winners at the secondary level are eligible for national competition in the American Association of Christian Schools.

## National Beta Club (Grades 7-12)

Students in grades 7-12 have the opportunity of being nominated for membership in the National Beta Club, an organization recognized by many colleges and universities. Nomination for membership is based on Honor Roll criteria along with considerations of Christian character and leadership.

# STUDENT ACTIVITIES



## **Athletics**

BBCS participates interscholastically on the secondary levels within the North Carolina Association of Christian Schools. Young ladies are involved in volleyball and basketball at the junior varsity and varsity level, and young men are involved in soccer and basketball at the junior varsity and varsity level. Intramural programs may be provided for elementary students.

## **Deportment at Ballgames**

Our athletic program provides a means for physical exercise while teaching Christlikeness in a valuable learning environment. It also fosters a wholesome atmosphere for fun, fellowship, encouragement, and school spirit for our school family.

Sporting events must be tempered with Spirit-produced self-control, both for the athlete and the spectator with Biblical principles guiding our actions and attitudes. Therefore, booing, taunting, jeering, or any verbal and outward disagreement with an official's decision are not consistent with the character of Christ and will not be excused as "part of the game." Those who do not control their deportment will not be allowed to participate as an athlete or spectator.

## **Athletic Eligibility (Grades 7-12)**

Student eligibility for extracurricular school activities is based on conduct, grade average, finances, and church attendance.

- A student must maintain a C-average overall, while not having any failing grades.
- For each sport season, the 1st week that a student is ineligible will be a warning week, and he or she may participate in practices and games. All other weeks during the season that a student is ineligible, he or she will not be able to participate in practices or games.
- A student receiving an F in a semester may not participate the next semester until the credit for that class is made up or unless an approved plan is in place and on schedule.
- Eligibility will start after the 3rd full week of each semester and is examined each Monday, affecting involvement in games and practices for that week's contests. If the student is able to raise the grade, the student would be deemed eligible immediately.
- Help classes offered are mandatory for students who are ineligible.

## **Early dismissal**

Students who leave school early must sign out at the school office. Those leaving after 2pm will not be counted absent but will be required to make-up all work missed. The missed work must be completed within 1 day. Students leaving before 2pm must take cuts. No student may leave BBCS campus without permission from his parent and approval from the administration.

## **School Attendance**

Regular attendance is essential, therefore absences should be minimal. Upon a student's return from being absent, students in grades 7-12 should report to the school office and submit a parental note for being absent. Parents are responsible for assuring their children follow the North Carolina Compulsory Attendance Laws.

## **Excused Absences**

### **General Policies**

- The student has an illness or injury which prevents him from being physically able to attend school.
- The student is isolated from the general population because of a quarantine ordered by the local health officer or the State Board of Health.
- A death occurs in the immediate family of the student (including, but not limited to, grandparents, parents, brothers, and sisters.)
- The student has a medical or dental appointment.
- The student is part of a court proceeding.

### **Sickness Policies**

- If a child has a fever or other symptoms of illness, he should not be sent to school.
- A student with a temperature above 100° F should be kept home until 24 hours after the fever has subsided.
- No student who is currently contagious with a communicable disease should attend school. Please call the school the day the student will not be attending.
- In the event that a child becomes ill at school, he will be sent to the office for observation. If the illness continues, the administrative assistant will call to have the child taken home.
- For this reason it is important that we have current phone numbers where you or another responsible party can be reached in case of an emergency.
- Children having the diseases must have written consent from a doctor or the health department to return to school: pneumonia, measles, whooping cough, pinworms, and skin diseases such as scabies, ringworm, or impetigo.

## Cuts Policies

Periodically important family situations arise that may require missing school. We expect that every effort be made to plan within the allowances in the school calendar; however, to accommodate those special family situations, students may use up to **5 cut days** per semester within the following limitations:

- Cuts cannot be taken the first or last week of the semester, during achievement testing week, or more than one day before or after Spring Break.
- Cuts permission will not be approved if a student has already missed 5 days for the first semester or 10 days for the year.
- A permission form must be gained from the school office at least **3 days** in advance.
- Students must present this form to the teacher(s) so that work can be assigned that will be missed.
- Students must return the form to the office for approval from the administrator no later than **1 day** before his cuts begin.
- Students are responsible to have assigned work ready for their classes upon returning from cuts.
- Students must be passing all subjects to be eligible for cuts.

## Unexcused Absences

### General Policies

- The student chooses to be absent from school with or without the knowledge of the parent.
- The student is absent from school for any reason other than those listed above.

### Excessive Absences

- A student who has more than **10 absences** (excused or unexcused) per semester may be required to make up time missed. If a student has 20 or more absences (excused or unexcused) per year, the school reserves the right to retain the student in his current grade or mark the student course record incomplete.

### Before/After-school Events Policies

- Students absent from school are **not** to attend after-school and evening events, which includes athletic events.
- Students must be present in school for at least three hours in order to participate in any extracurricular activities scheduled for that day. Special exceptions will be made at the discretion of the administrator.

## Dress-Up/Program Occasions

These rules apply whether attending as a participant or spectator (e.g. concerts, NCCSA events, AACS national events, graduation, senior appreciation banquet, etc.)

### Girls—Kindergarten to 12<sup>th</sup> Grade

Young ladies should wear dressy outfits with dress shoes, being slightly more formal than school attire. Ladies dress will be checked for the following events: BJU Fine Arts Festival, Christmas Concert, Homecoming, Spring Concert, Jr./Sr. Banquet, and Graduation. Please select outfits ahead of time to aid the dress check process (seniors must have end-of-year event checks finished 1 week before leaving on senior trip). Young ladies failing to meet dress-check deadlines may not be allowed to participate.

### Boys—Kindergarten to 12<sup>th</sup> Grade

Young men should wear a dress shirt and tie, suit or dress pants, dress shoes, and matching dress socks.

## Discipline Guidelines

### Elementary

Generally speaking, all the elementary classroom teachers follow similar formats for correcting classroom problems. Teachers should speak to the students, call the parents, or take away recess time as they see fit.

The first official communication to the administration of a discipline problem is the Elementary Discipline Notice. A copy of this notice will be sent to the parents and the administration. If there is any question regarding a discipline notice, parents are encouraged to call the school office and set up a conference, first with the teacher issuing the notice, and then, if necessary, with the administrator.

- Slits in skirts and dresses must cover the knee and be sewn, not pinned.
- Tattoos and body piercing are not allowed. Existing body markings need to be appropriately covered.
- Extreme hairstyles, haircuts, and coloring are not allowed.
- Body glitter or cosmetics containing glitter should not be worn.
- Excessive nail decorations are not allowed.

### **Elementary & Secondary Boys**

- Young men are to wear pants and collared shirts to school and to any school function. Clothes are to be masculine, modest, and appropriate in length, style, and fit.
- Shirts must be tucked in and buttoned (except top button).
- Hats should not be worn.
- A belt should be worn at all times for boys in grades 4-12.
- Please avoid tight, baggy, low-riding, and long-crotch pants.
- Hair must be tapered, blocked or cropped in the back or sides.
- Hair must be clean, neatly trimmed, combed, off the ears, and above the eyebrows with sideburns no longer than the middle of the ear. Please avoid shaggy or bushy hairstyles.
- Extreme hairstyles and coloring are not allowed.
- Young men are to be clean-shaven.
- Tattoos and body piercings are not allowed. Existing body markings need to be appropriately covered.

### **Athletic/Casual Dress**

Athletic or casual dress may be worn on “dress down” days or when attending athletic events. Please remember you represent the Lord and BBCS at every activity.

### **Students-K5 to 12<sup>th</sup> Grade**

#### **Girls**

- modest slacks, jeans, or jean skirts to games, avoiding faddish, faded, or torn jeans
- athletic shorts modest in length and loose-fitting
- collared, school logo polos (excludes elementary girls)
- PE attire for PE classes
- athletic slides, not flip-flops, with athletic uniform

#### **Boys**

- Jeans, avoiding faddish, faded, or torn jeans
- athletic shorts modest in length and loose-fitting
- collared, school logo polos
- PE attire for PE classes
- athletic slides, not flip-flops, with athletic uniform

### **Attendance Awards**

We recognize annually all students who have been faithful in their attendance to school. Attendance awards are presented to all students who have not missed a day.

### **Make-up Work**

Students will receive the number of days they were absent, plus 1 extra day to make up work for an excused absence from school. An extension may be requested for an extended absence. Students with unexcused absences from school have the same time frame to make up the assigned work but will receive 75% credit for work done.

### **Weather/School Closing**

In the event of an emergency closing, information will be posted on the school website ([www.bbcscolts.com](http://www.bbcscolts.com)) and families will be notified through SchoolCast.

# ACADEMIC POLICIES



## **Grading Scale (Grades 1-12)**

A+ 98-100	C+ 77-79	F 0-59
A 93-97	C 73-76	
A- 90-92	C- 70-72	
B+ 87-89	D+ 67-69	
B 83-86	D 63-66	
B- 80-82	D- 60-62	

## **Self-Government/General Conduct Criteria**

- O Outstanding
- E Excellent
- A Average
- NI Needs Improvement
- U Unsatisfactory

## **Honor Rolls**

Grades of core class subjects determine eligibility for honor roll students.

“A” Honor Roll: A student must earn all A’s each semester (excluding music, art, physical education, and penmanship in grades 1-6).

“A/B” Honor Roll: A student must earn all A’s and B’s each semester (excluding music, art, physical education, and penmanship in grades 1-6).

Secondary eligibility is based on all the required classes, not electives.

## **Valedictorian/Salutatorian**

BBCS will determine the Valedictorian and Salutatorian rankings based upon a weighted-cumulative GPA.

**Winter Wear:** Students may wear solid-colored sweaters or solid-colored fleece pullovers in class. Approved hooded sweatshirts may be worn to class on Friday.

This would be an example of the solid-colored fleece pullover - [https://www.landser.com/products/school-uniform-lightweight-fleece-half-zip-pullover/id\\_253596?sku\\_0=:EV](https://www.landser.com/products/school-uniform-lightweight-fleece-half-zip-pullover/id_253596?sku_0=:EV)

**Jewelry/Makeup:** moderate and not extreme

## **Boys—K5 to 12<sup>th</sup> Grade**

**Shirts:** K5-6th—navy or white polo (not required to have BBCS logo) 7th-12th—navy or white polo with BBCS logo purchased from Flynn & O’Hara (info on Flynn & O’Hara is available in the school office)

**Pants:** navy or khaki Docker style pants (limited to 4 pockets, 2 front and 2 back); K5-6th grades may wear blue jeans (avoiding fadish, faded or torn)

**Shoes:** any low-top tennis shoes or dark loafers; no flip-flops

**Socks:** socks required

**Winter Wear:** Students may wear solid-colored sweaters or solid-colored fleece pullovers in class. Approved hooded sweatshirts may be worn to class on Friday.

This would be an example of the solid-colored fleece pullover - [https://www.landser.com/products/school-uniform-lightweight-fleece-half-zip-pullover/id\\_253596?sku\\_0=:EV](https://www.landser.com/products/school-uniform-lightweight-fleece-half-zip-pullover/id_253596?sku_0=:EV)

**Jewelry:** one ring per hand; watch

## **Additional Dress Guidelines**

### **Elementary Girls**

- Heels should not exceed 1½ inches.
- Elementary girls may not color their hair.
- Earrings are to be no longer than 1 inch.
- No cosmetics are allowed.
- As maturity warrants, proper undergarments must be worn.

### **Secondary Girls**

- Clothes are to be feminine, appropriate, and modest in length, style, fit, and neckline. Clothing should be neat, clean, in good repair. Please avoid tight, form-fitting garments.
- Hats should not be worn.
- Please make sure tops are lengthy enough to assure modesty if worn over skirts.
- Please wear collars folded down.
- Dress and skirt hems must be no shorter than the knee when standing and sitting.

# DRESS POLICIES



The leadership of our church and school has developed dress policies for school attendance and activities. BBCS recognizes that dressing within an established school dress code does not produce spirituality. However, the school asks that its students support its application of Biblical principles by abiding by the dress code policy.

## Dress Guidelines

BBCS dress code is based upon the following biblical principles:

- Modesty (Romans 12:1; 1 Peter 3:3 & 4): not drawing attention to ourselves and away from God
- Appropriateness (Philippians 4:5): choosing dress which best suits the occasion, the activity, and the preferences of the school
- Identification (Colossians 3:17): letting others know whom we value and serve

The school administration will make the final determination regarding whether a student's dress meets code. Students will be counseled privately about any violations and will be withheld from class when not in proper dress.

Demerits and/or detentions may be assessed, and the missed class time is unexcused. Students may be required to make appropriate changes to meet dress code guidelines before returning to the classroom. This may result in the student being sent home to change or calling parents to bring a change of clothing. Students are expected to be within classroom dress code guidelines when attending school functions on or off campus.

## School Uniform Attire

### Girls—K5 to 12<sup>th</sup> Grade

**Jumpers:** K5-4th Grade—plaid jumper from Flynn & O'Hara

**Skirts:** 5th-12th Grade—loose fitting khaki or navy skirt that touches the knee

**Pants:** K5-6th Grade—traditional-fitting khaki or navy pants

**Shorts:** encouraged to wear shorts under jumpers

**Shirts:** K5-6th Grade—white or navy polo (not required to have BBCS logo)

7th-12th Grade—navy or white polo with BBCS logo from Flynn & O'Hara; polo untucked optional if neat in appearance and loose fitting

**Shoes:** any low-top tennis shoes, loafers, or sandals; no flip-flops

## Homework

Homework is an important and constructive part of the school program designed to reinforce and to supplement the information taught in class.

Teachers will make assignments as clear as possible. Each student is expected to complete successfully his daily homework assignment. Assignments not completed on time must be made up. Late assignments completed and turned in by the next day will receive 50% credit. Demerits may be given if the students fails to turn in more than 3 assignments.

## Promotion/Retention

### Elementary (K5-6) & Junior High (7-8)

A student will be promoted if he completes the language arts courses satisfactorily and has not failed more than 2 other subjects. In grades 5-8, a detailed evaluation of math will also determine promotion.

A student may fail **1** academic subject and be promoted; however, subject to the discretion of the teacher, summer school may be suggested or required by the administration. A student who fails **2** or more academic courses may be retained, but parents may request administrative approval for their child to attend summer school in order to make up the course.

Families who wish to advance their child an additional grade must follow these procedures:

- Request in writing with a full explanation at least 45 days before the beginning of the new school year.
- Included in the explanation should be current results of IQ and educational abilities testing done by a licensed examiner.
- A written recommendation or opinion by the testing official.
- A written recommendation or opinion from the child's current teacher.

The administration will use this information to determine the best decision for the school and the student. The evaluation will consider not only the child's academic abilities but also his social skills and emotional maturity.

## **Classification of High School Students (Grades 9-12)**

The number of credits earned determines a student's classification.

The administration reserves the right for final grade placement.

Freshman	0.0 - 5.5
Sophomore	5.75 - 11.0
Junior	11.25 - 16.0
Senior	16.25 and above

## **Secondary Classes**

These tracks may vary slightly from year to year according to current student needs. Some classes are only offered on alternating years.

### **Seventh Grade**

Math, Science, English, History, Music, Physical Education, Bible, Keyboarding, Band or Study Hall

### **Eighth Grade**

Pre-Algebra, Science, English, History, Music, Physical Education, Bible, Band or Study Hall

### **Ninth Grade**

\*Algebra I, \*Physical Science or Biology, \*World History, \*English 9-10, Bible, Physical Education, Electives

### **Tenth Grade**

\*Geometry or \*Algebra II, \*Physical Science or Biology, \*English 9-10, Foreign Language I, Bible, Computer, Electives

### **Eleventh Grade**

\*Geometry or \*Algebra II, \*US History or \*Gov't /Economics, \*Chemistry or \*Physics, \*English 11-12, Bible, Speech, Foreign Language II, Electives

### **Twelfth Grade**

\*US History or \*Gov't /Economics, \*English 11-12, \*Algebra III/ Trigonometry or Advanced Math, \*Chemistry or \*Physics, Worldviews, Bible, Electives

\* *Honors level classes*

## **Graduation Requirements**

The following academic credits are required for graduation from BBCS. These requirements exceed the requirements of the State of North Carolina and the state universities of North Carolina:

**English:** Grammar & Fundamentals of Literature, Grammar & Elements of Literature, Grammar & British Literature, Grammar & American Literature (Equivalent grammar and literature credits may be accepted in transfer.)

**Mathematics:** Algebra I, Algebra II, Geometry, a 4th credit of math that has Algebra II as a prerequisite.

**Science:** Physical Science, Biology, Chemistry or Physics

**Social Studies:** World History, US History, Government/ Economics

**Foreign Language:** 2 credits in the same language

**Bible/Bible Quiz:** 0.5 credits for 3 years (9,10,11). Bible is required for the grade entering high school and each additional year.

**Physical Education:** 1 credit

**Keyboarding/Computer:** 1 credit

**Speech:** 0.5 credit

**World Views/Bible 12:** 1 credit

**Fine Arts Electives** to meet requirements. Students are encouraged to enroll in fine arts electives.

Total: 22 credits for a General Diploma and 24 credits for College Preparatory. *A student must have a 2.0 GPA out of a 4.0 to qualify for the College Preparatory diploma.*

## **Achievement Testing (Grades K5-11)**

Every year in the spring a nationally recognized standardized achievement test is administered to all students in grades K5-11. Achievement testing is an important method of evaluating our students, the scope/sequence/content of our curriculum, and our teachers.

## **College Testing (Senior Class)**

In lieu of taking achievement tests, the senior class is required to take the ACT or SAT college entrance test. Seniors are responsible to register for the test and meet the financial obligations. Completing this process at the beginning of the school year alleviates last-minute pressure. Research suggest that registering for an April test date allows students to perform better since most 12th grade course work is completed by this point.