

# **Bible Baptist Schools**



***HOME OF THE  
CONQUERORS***

***Student Handbook***

***2019-2020***

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## MESSAGE FROM THE ADMINISTRATOR

Dear Parents and Students,

Welcome to Bible Baptist Schools! We consider it a privilege and a blessing to have the opportunity to be a part of your child's education and spiritual growth. We look forward to a school year filled with Christian learning.

Our staff of teachers, who are committed to the Lord and to supporting the Christian home, church, and school in an academic environment, are worthy of your support. All of us at BBS strive to provide an environment that is spiritual, as well as academic so that our students graduate prepared to live a meaningful, Christian life. Our students are nurtured, protected, and prepared through the Word while being taught respect and appreciation for others.

Bible Baptist Schools is a Christ-centered alternative to secular education, and we see ourselves as an extension of, not a replacement for, the Christian home. Therefore, we strive to partner with you that you may see the Lord's blessings in the life of your child. "Train up a child in the way he should go and when he is old he will not depart from it." (Proverbs 22:6)

Guidelines were chosen that we feel best encourage our students to be Christ-like in mind, body, and soul. Please review this book carefully and keep it for future reference.

We look forward to this school year and trust God will richly bless you and your family.

In Christ's service,

Kerry G. Brown,  
Pastor



## DOCTRINAL STATEMENT

*We believe* that the Bible, in its entirety, is supernaturally inspired and completely without error. Preserved by God, the Bible is our authority and standard for doctrine and practice (2 Timothy 3:16, 2 Peter 1:21). We only use the King James Version of the Bible.

*We believe* that God is One, existing eternally in three persons-Father, Son and Holy Spirit sharing equally in essence, power, glory, and perfection (Genesis 1:1, Matthew 28:19, John 10:30).

*We believe* that God created man in His image and likeness, but that in Adam's sin and through personal transgression, we are a fallen race, possessive of a sinful nature and separated from God without human remedy (John 3:16-19, John 5:24, Romans 3:23).

*We believe* that Jesus Christ, without ceasing to be God, became a man, was conceived by the Holy Spirit, born of a virgin, and lived a sinless life (Isaiah 7:14, Matthew 1:23-25, Luke 1:35, Luke 2:10-11, John 1:14).

*We believe* in the deity of our Lord Jesus Christ, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 1:33, John 2:11, 1 Corinthians 15:3, Revelation 19:11).

*We believe* that in order to be saved, one must personally trust in Christ and His substitutionary sacrifice for our sins. Salvation comes through faith alone in Jesus Christ and is received entirely apart from works (Romans 10:9-10, 1 Corinthians 15:3, Ephesians 2:8-10, Titus 3:5, John 11:25, Romans 6:4). Baptism is a public confession of that act of faith.

*We believe* that the salvation of all true believers is kept eternally secure in Jesus Christ (John 10:27-30).

*We believe* that it should be the goal of every Christian, in dependence upon the indwelling Holy Spirit, to grow in spiritual maturity and holiness, to testify of Christ by life and by work, and to support the work of the Lord through regular prayer, giving, and involvement in a local, Bible-believing church (Malachi 3:8-10, Mark 12:41-44, Luke 18:1, Colossians 1:9-10, Colossians 2:6-8, Colossian 4:2).

*We believe* in the spiritual unity of believers under the headship of our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

\*Full doctrinal statement available online at [bbs4me.org](http://bbs4me.org) or in office upon request.



## MISSION STATEMENT

Bible Baptist Schools was founded as a result of the strong conviction of our church for today's youth to have the opportunity to enjoy academic excellence in a Christian atmosphere. We believe that our children need a complete and balanced education. The spiritual, mental, social, and physical facets need a proportionate amount of inspiration, instruction, and attention to truly educate the student. It is our goal to educate students spiritually by teaching truths about how to live from the Word of God, mentally by having a challenging academic program, and physically by providing physical education classes and sports training. Our vision is to help the home and church complete this person in Christ. We also emphasize respect for authority, love for country, faith in Christ, and confidence in His Word.

The educational philosophy of Bible Baptist Schools is based on the Word of God. The Bible is the foundation on which we base all education. We believe that Christ should be the center of everything. Because of this belief, faculty members of Bible Baptist Schools have a personal relationship with Jesus Christ and desire that this relationship be evident in their teaching. We believe Christian education must be:

- Founded upon the Word of God and its principles rather than the personal traditions of men (II Timothy 3:16-17 and Colossians 2:8).
- Centered in the Lord Jesus Christ, Who is the Creator and source of salvation for mankind (John 1:9-12).
- Directed and controlled by the Holy Spirit, Who is able to teach the consenting believer all things (John 14:26).
- Pupil-oriented to achieve the highest academic levels possible to train these young people to fulfill their roles as ambassadors for the Lord Jesus Christ (II Corinthians 5:17-21).
- Applied socially in its content and scope so that young people can learn to serve the Lord Jesus Christ in each of their lives, resulting in a joyful, fulfilled life. (Ephesians 6:18-20 and I John 2:15-17).

We believe that we were all created for the purpose of serving and bringing glory to God. BBS will assist and reinforce this purpose in the academic realm to remain consistent with the Christian home and local New Testament Church.



## ADMISSION REQUIREMENTS

### Requirements for Admission

- Completed online application
- Parent interview with administrator
- Registration Fee
- Administrative Billing Fee
- Records or transcripts received
- Medical forms as applicable
- Immunization records

\*A student is tentatively accepted at Bible Baptist Schools after an interview with the administrator. Final acceptance is contingent upon the result of testing (if needed), receipt of student records, and placement of the student.

### Condition for Admission and Re-enrollment

- Students seeking admission to TK must be 5 by May 31<sup>st</sup> of the current year.
- Students seeking admission to kindergarten must be 5 by December 6<sup>th</sup> of the current year.
- Students seeking admission to first grade must be 6 by December 6<sup>th</sup> of the current year.
- No student will be admitted or allowed to remain at Bible Baptist Schools who does not cooperate with our overall purpose, philosophy, and program.
- If a family realizes that they disagree with the philosophy of the school, they are asked to discuss that matter with the appropriate administration. If this issue cannot be resolved, the family will be asked to voluntarily withdraw from the school.
- Students are accepted on a yearly basis. Re-enrollment is based on academic performance and behavior; therefore, re-enrollment is not guaranteed.

We accept students without regard to race, color, or national origin. Some people tend to falsely think of a Christian school as a hedge against integration or as a reform school for delinquent children. Bible Baptist Schools is neither of these. The avowed purpose of this ministry is to train Christian young people to meet their fullest potential both spiritually and academically.



## **Withdrawal and Expulsion**

Withdrawal from school must be handled through the school office. No grades, credits, or transfer of records will be released until all financial obligations are met.

The administration has the right to withdraw or expel a student from school if he is found to be out of harmony with the rules and policies of the school. Students who are expelled from Bible Baptist Schools will not be considered for re-enrollment until the following semester. The parents and student must meet with the administration before re-enrollment will be considered for the subsequent semester.

The board at Bible Baptist Church and Ministries will serve as the discipline committee for infractions that are severe enough for expulsion to be considered. In such cases, the infraction will be discussed and dealt with anonymously to insure impartiality



## FINANCIAL POLICIES

All registration, book and supply fees, and September tuition must be paid before entering school in the fall. All tuition payments are automatically due on the first of each month. A late charge will be added to your account if the account continues unpaid. Students will not be allowed to attend classes if an account becomes delinquent for 30 days.

Bible Baptist Schools is a Christian ministry of Bible Baptist Church, a non-profit corporation. The school does not solicit or accept government funds of any type. We operate strictly from tuition funds to pay operational costs, such as utilities, insurance, and teacher's salaries. When tuition accounts go unpaid, the finances of the school are jeopardized. For the sake of honesty and testimony, the expenses of a Christian school must be paid on time; therefore, it is necessary that fees and tuition be paid when due.

The best educational services can be rendered only if fixed obligations (teacher's salaries, utility bills) can be met by fixed resources. In a private school, these fixed obligations must be met by a legally binding contract with those who desire the services of the school. Hence, it is extremely important that the parents or guardians of prospective students thoroughly study the philosophy and methods of Bible Baptist Schools outlined in this handbook to assure themselves that they are willing to comply with its standards.

We offer three methods of payment and they are as follows:

- Plan one – Annual: Tuition is due August 1<sup>st</sup> and will receive a 5% discount for paying in full by September 30<sup>th</sup>.
- Plan two – Semester: Tuition due on the 1<sup>st</sup> of each month August through December and will receive a 2% discount for paying the school year in full by Dec. 31<sup>st</sup>.
- Plan three – 10 Month: Payments begin on or before September 1<sup>st</sup> and end with June 1<sup>st</sup> payment.

Other installment plans may be accepted by the financial office as long as arranged prior to the student beginning school. Bible Baptist Schools does not offer any scholarship programs. **All discounts apply to tuition only and not to school fees.** Payments can be made through our billing company, Smart Tuition. The fact that some months have fewer actual school days does not alter the monthly payments as the installment payments are designed to distribute the total cost over a ten-month period. Days missed in school do not diminish the monthly payments for those services. If a student withdraws, the full monthly payment will be charged for any part of the month attended.





The Registration Fee and Book Fee must be paid in order to complete the enrollment process. No grades, credits, or transfer of records will be released until all financial obligations are met. Graduates will not receive their diploma until all financial obligations are met.

*All families will be required to have a Smart Tuition account for billing and payments.*

### **After School Program**

Students may be enrolled in the afterschool program two different ways- weekly rate or daily rate. The weekly rate (care for all 4 days) is \$37.50 per week for the family’s first child with an additional \$8 per week for each additional sibling; the daily rate (care for 1-4 days a week) is \$12.50 per day for the family’s first child with an additional \$4.00 each day for every additional sibling.



## ATTENDANCE REQUIREMENTS

In order to gain the most from school, each student must be in regular attendance. Classes will be held Monday through Thursday from 8:15-3:15 for 1<sup>st</sup>-12<sup>th</sup> grades. K5 will have the option of a half-day schedule from 8:15-11:45 or a full-day schedule from 8:15-3:15 (see tuition scale). A note or a phone call by the parent or guardian to the school office must follow all absences within 24 hours of the student's return to school or the absence will be considered unexcused.

**Parents:** Please call the school office before 9:00 a.m. if your child will not be in school. This notification is a precaution to help protect all parties involved and to facilitate our record keeping. If parents would like their child's makeup work available in the school office by 3:15 p.m. a phone call by 9:00 a.m. must be made in order to guarantee time to get the assignments together.

School policy and state law require that students be in school for at least 90% of the days during a semester. **If a student misses more than 15 days per semester for any reason, Bible Baptist Schools reserves the right to not give credit.** After an excused absence, a student should immediately check with the classroom teachers concerning any assignments missed. In the event that work is assigned during the absence, the student will be allowed one day for each day missed to make up those assignments. Assignments announced prior to the absence are due upon either the first day back or the original due date, whichever is later. Work not made up will be recorded as a zero. The student will not be allowed to make up work missed due to an unexcused absence.

For any class or subject that a student misses due to an unexcused tardy or absence, he will not be allowed to make up the missed work for credit. **Any student who misses more than 15 classes per semester for any reason is subject to have to repeat that class for credit.** If a student is absent for more than 10 minutes of a class, he is counted absent for that class period.

## TARDINESS

Tardiness is extremely disruptive to the operation of school and has an adverse effect on your child's educational progress. Chronic tardiness is unacceptable.

Tardiness: Any student who is not in his assigned seat at 8:15AM when the bell rings is considered tardy. When a student is tardy, he must sign in at the school office before going to class. Every five tardies will be counted as one day absent.



Tardies will be determined to be excused or unexcused by the school office based on the following reasons:

- Student's doctor's appointment
- Student's sickness
- Death in the immediate family

Note: A student is only allowed 15 days absent per semester for any reason. Absences past fifteen days will result in the student having to make time up in summer school.

Note: Sickness must be verified with a note from parent. If chronic sickness persists, a doctor's excuse may be required.

Note: If student arrives without a note for being tardy, it will be unexcused.

## **ABSENCES**

Any student who arrives at school after twelve noon will be counted absent for the day. If he/she arrives before noon, but after 10:00 a.m., he/she will be counted half-day absent. Students must be in school by 10:00 a.m. to get a full-day credit. Students must attend classes for three hours to be counted as present for half a day of school. If the student is leaving school early or arriving late, he must be in school for five hours to be counted present for the day. In other words, the number of hours he is present will determine whether he is marked as present half a day or absent for the day.

### **Excused Absences**

Excused absences are those that are caused by illness of the student, death in the family, student doctor's appointment, or for other similar reasons considered appropriate by the administration. **Planned absences, such as trips, may be excused if requested in advance by the parent or legal guardian to the school office. These absences are still counted toward the fifteen allowed.**

### **Unexcused Absences**

If a student is absent for any reason, other than those mentioned above, the absence is unexcused and the student receives a grade of zero ("0") on all missed class work, including quizzes and tests. Each day a student is suspended is unexcused.



## Personal Days

The BBS school calendar includes many holidays as well as Spring Break. Parents are asked to schedule family vacations during these breaks so that students do not miss important class time. Parents and students are also asked not to extend existing school holidays and breaks.

Up to **four (4)** days for personal family trips may be taken **per school year**. Personal days may not be taken during the last 5 days of school of the first semester or the last 10 days of the second semester without special approval. No half days are approved.

**These days do count as absences. Families are asked to inform the BBS administration at least one week prior to missing school for such a trip in order for the absence to be excused.** Students are to collect work from teachers prior to leaving and turn this work in prior to leaving or immediately upon their return. Tests or quizzes missed during a planned absence are to be taken upon the student's return to school unless prior arrangements have been made with the child's teacher.

If a student is absent from school, he will not be allowed to participate in after school activities such as field trips, sports events, and EFL.

## MAKE-UP WORK

After an absence, a student should immediately check with the classroom teachers concerning the assignments missed. In the event that work is assigned during the absence, the student will be allowed one day for each day missed to make up those assignments. Assignments announced prior to the absence are due upon either the first day back or the original due date, whichever is later. Work not made up will be recorded as a zero. **The student will not be allowed to make up work missed due to an unexcused absence.**



## **STUDENT CONDUCT**

It is our goal to encourage students to behave in a Christ-like manner. The behavior of your student is expected to reflect the high ideals and beliefs of the Word of God. Any student refusing to behave or cooperate spiritually, morally, or scholastically is subject to dismissal.

Disorderly conduct (horseplay, disruptive talking) is not conducive to either good Christian character or to an academic atmosphere and will not be allowed. Students are expected to respond positively to voiced instruction and correction.

In Bible Baptist Schools, these four fundamental guidelines must be followed:

- No student is to be out of his seat without permission.
- No student is to speak out in class without permission.
- A student should always address and reply to the school staff with the utmost respect.
- A student is to follow instructions.

A student failing to follow these basic guidelines will be subject to disciplinary action.

Bible Baptist Schools expects full cooperation from both student and parent in the education of the student. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates a non-cooperative spirit, he may be requested to transfer.

### **Discipline**

Disciplinary problems in kindergarten through twelfth grade will be maintained by the teacher but may also be corrected through our demerit system. If a pattern of misbehavior occurs, the student will be sent to the principal.

### **DEMERIT SYSTEM**

The primary purpose for the demerit system is to have a method of documenting unfavorable behavior patterns or character traits in the students. The demerits, in themselves, are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of the student. Hopefully, this will cause the student to be introspective and, out of a desire to be all he can be for the Lord, discipline himself to overcome this “problem”.



Every student is encouraged to develop strong Christian character. For this reason, a firm but reasonable and just system of discipline is maintained. This may be in the form of demerits, restriction from certain privileges, suspension from school, or expulsion. Teachers and staff members may issue demerits anytime there is an infraction of the rules. The number of demerit amounts is based upon repeat offenses and severity of the offense.

### Demerit Offenses

### Demerits

Demerit Offenses	Demerits
Using the school office phone for a non-emergency purpose	1
Attending Class Unprepared (i.e., no Bible, textbook, paper, pen, etc.)	1
Attending Chapel without a King James Bible	1
Failure to return notices, test, progress reports, or report cards (that require a signature by a parent or guardian) on time	1
Not following procedures (checking in and out of the office, not turning in demerit slips, etc.)	1
Tardy to Class	1
Out of Seat without Permission	1
Passing and/or reading notes	1
Inappropriate behavior (running, wrestling, boisterous, throwing items, etc.)	1
Unnecessary talking or noises	1
Working on unrelated material	1
In the hallway without a pass	1
Eating without permission	1
Untidy appearance of desk, book bag, locker, etc.	1
Littering or leaving an area unkempt	1
Dress Code Violation (no belt, wrong shoes, etc.)	1-3
Negativism, sarcasm, worldly conversation, griping, insulting or teasing another person	3
Possession of and/or riding a bicycle or skateboard on school property without permission	3
Chewing gum (in school)	3
Not following playground rules	3
Shoving or scuffling	5-10
Being in an off-limit area (in a classroom without permission, etc.)	5
Possession of and/or using a cell phone during school hours without permission (Cell phones must be turned into office.)	5
Possession of a MP3 Player (or similar device), headphones, camera, game console, or computer games at school without administrative permission	5



## Detention Offenses

*All detention offenses will result in detention and 15-25 demerits*

Direct Disobedience (15 Demerits)
Disrespect and insubordination (15 Demerits)
Skipping Class (Late 10 minutes or more) (15 Demerits per class)
Unrelated students of the opposite gender may never be alone in a hallway or a room (15 Demerits)
Throwing Rocks or related items (15 Demerits)
Hitting, Kicking, and any other form of intentional harm (15-25 Demerits)
Cheating or participating in a cheating scheme, whether it is completed or not. (“0” on test or quiz and 25 Demerits)
Scoring Violation (altering an assignment grade or report card) (25 Demerits)
Lying, forgery, or any form of withholding the truth (25 Demerits)
Leaving the campus without permission is forbidden (25 Demerits)
Stealing, conspiring to steal, or knowingly receiving stolen goods (25 demerits to expulsion)
Vulgar language or conversation, vulgar notes, vulgar literature, vulgar gestures, or use of profanity (25 demerits to expulsion)
Computer – inappropriate use, tampering, vandalism, or unauthorized use (25 Demerits to expulsion)
Gambling (Administrative decision)

## Suspension Offenses

*All suspension offenses will result in a 1-3 day suspension and 25 demerits*

Inappropriate contact of the same or opposite gender
Unrelated students of the opposite gender may not arrive or leave the school property together alone.
Reckless driving on school property
Witchcraft activities of any kind, including having a book on the subject on his person at the school
Possession of any unapproved music material (rock, rap, jazz, country, pop, heavy metal, and any dancing music is not allowed. Only spiritual, gospel hymns are allowed)
Possession of any item that is prohibited, dangerous, or inappropriate for school
Gang/Gang activities/ Gang symbols
Entering or exiting a building or classroom by any other means than an unlocked door
“Egging” or participating in any willful damage to the cars or houses of school personnel
Committing an act that is potentially hazardous to students or property
Willful or malicious destruction or defacement of school property or personal property of student or teacher (up to immediate expulsion, loss of credit for that semester, and the cost of restoration)



Disruption of school (fire alarm, stink bombs, etc.)
Lying or making false accusations against a teacher or staff personnel

### Expulsion Offenses

Involvement in criminal activity*
Drinking alcoholic beverages or having them in one’s possession*
Involved in gang activity*
Attending dances, nightclubs, or an inappropriate party* (Penalty: expulsion)
Viewing an inappropriate movie* (Penalty: Administrative decision)
Pornography*
Striking or attempting to strike an administrator, teacher, or staff member (Penalty: expulsion)
Fighting (Penalty: administrative decision)
Immoral Behavior (Penalty: administrative decision)
Fathering or bearing an illegitimate baby* (Penalty: permanent expulsion) <i>BBS reserves the right to require a pregnancy test.</i>
Fornication* (Penalty: permanent expulsion)
Homosexual acts/ Acts of Sodomy* (Penalty: permanent expulsion)
Possession of knives, guns (including “air soft”), or any other weapon at school or at a school function (Penalty: suspension to expulsion)
Smoking or possessing smoking materials or tobacco products of any kind* (Penalty: expulsion)
Using, possessing of, or selling controlled substance* (Penalty: permanent expulsion) <i>BBS reserves the right to have any student tested for drugs.</i>

\*These offenses carry the same penalty regardless if the infraction was committed on or off school property.

\*\*The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for dismissal: any actions or identifying statements concerning fornication, adultery, sodomy, lesbianism, bisexuality, transgenderism, or pornography. A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the beliefs, the spirit, or the policies of the school whether on or off property as determined by the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.





## Miscellaneous Regulations and Penalties

Students will not be allowed to post any inappropriate content on the internet for any reason. (Penalty: Administrative decision)

Students are not allowed to use chat rooms or communicate socially with anyone on the internet that they have not personally met. (Penalty: Administrative decision)

Students are allowed to have Facebook, Instagram, and Twitter accounts. However students who have Facebook accounts must like "Bible Baptist Schools"; students who have Instagram must follow "biblebaptistschools" and allow "biblebaptistschools" to follow them; and students who have Twitter must follow "@info\_bbschools" and allow "@info\_bbschools" to follow them. Students will not be allowed to check or update their Facebook, Instagram, or Twitter accounts while on the school property or during school hours. (Penalty: administrative decision)

*BBS holds the right to review the content of these networking sites at any time.*

Students are not allowed to post any BBS related material or media on the internet for public consumption. (Penalty: administrative decision)

### Note:

- Assault is using physical force with intent to cause bodily harm
- Cellular telephone use is defined as any time a cellular phone or any device that is capable of making or receiving calls or texts is in the "on" position. Cellular telephones must remain off during school hours.
- Disrespect includes but is not limited to racist remarks and threats verbal or otherwise.
- Members of the opposite gender may not touch in any manner except in the event of an obvious emergency.
- The student will be responsible for restoring the property to its original condition and the police will be notified.

**All issues concerning demerits and expulsion may be reviewed at any time by the administration. Situations may require varying degrees of punishment, and the administration reserves the right to evaluate these situations at their discretion. The penalty for these will be an administrative decision.**



## **Detention, Suspension, and Expulsion**

### **Suspended Students**

A parent teacher meeting will occur after the student receives his demerits, and suspension will begin the following day.

### **Expelled Students**

An expelled student leaves with his earned grades for the current semester and is able to return to Bible Baptist Schools only after requesting and receiving the permission from the administrative committee.

### **Expelled/ Suspended Students**

If a student is suspended or expelled, he is not allowed on campus. He may not attend any school-sponsored activity including athletic events. Any work missed during a suspension period may not be made up. A zero (“0”) will be assigned for each missed assignment.

### **Detention**

Detention will be served during lunch period on a needed basis. Students will take their lunch to the detention room and will sit in silence and eat for half the period and write sentences or stand for the second half.

When a student has accrued in one semester:

- **25 Demerits:** There will be a letter sent home that must be signed by the parent/guardian
- **50 Demerits:** Parent, teacher, and principal conference- one-day suspension
- **75 Demerits:** Parent, teacher, and principal conference- two-day suspension
- **100 Demerits:** Parent, teacher, and principal conference- three-day suspension
- **125 Demerits:** Expulsion from school

Demerit records are kept by the school office and are available to the parent for viewing on the website through the parent portal.

Please keep in mind attending Bible Baptist Schools is a privilege and not a right. Should a student violate what we consider to be common Christian rules of etiquette, we reserve the right to deal with the student as we see fit.



## **Prohibited Articles**

### **The following articles are not permitted on school property:**

- Alcoholic beverages
- Narcotics
- Tobacco products
- Guns
- Knives
- Explosives (fireworks)
- Any electronic device except a cell phone in the OFF position
- Secular magazines
- Unapproved books
- Cell phones may not be on during regular school hours.
- Peace symbols are not allowed in any form. They may not be displayed in jewelry, on notebooks, backpacks, lunch boxes, clothing or any other accessory.
- When purchasing book bags, backpacks, lunch boxes, notebooks, and folders, make sure they do not promote a worldly lifestyle, the rock culture, or have questionable messages, symbols or pictures.

\*Penalty: Administrative decision

## **Privacy on Campus**

Bible Baptist Schools administration reserves the right to search any student or student's personal effects including, but not limited to, book bags, purses, lockers, notebooks, cellular phones, electronic devices, and vehicles parked on school property during school hours.

## **Pet Policies**

The parent must obtain the classroom teacher's permission before the pet is brought to school. The teacher may limit the time the pet is allowed to remain at school. All pets must be brought in a portable cage and must remain in the cage while at school. Any pet that would make a noise that would distract the students cannot remain at school.



## **DRESS CODE**

Bible Baptist Schools believes it is necessary to dress appropriately and modestly. It is the school's firm belief that Christian young people must dress and act differently from the world. The teaching of Biblical separation is a vital part of the school's program. The following standards are to be adhered to on campus or during any school or church related activities. Any article of dress that the administration considers inappropriate to the occasion will not be allowed.

### **DRESS CODE FOR GIRLS**

#### **Elementary Girls' Uniform**

- Maroon uniform polos are to be worn with the specified, khaki uniform skirts.
- Solid maroon polos may be worn in place of uniform polos.
- Polos must be buttoned with no more than the top button open.
- If an undershirt is worn, it must be solid white and tucked in.
- No long-sleeved shirts are to be worn underneath a short-sleeved shirt.
- Proper undergarments must be worn.
- K5 girls have the option of wearing the maroon uniform polos with the khaki uniform skirts or the uniform jumper with the uniform blouse.

#### **Elementary Girls' Skirts**

- Specified uniform skirts are to be worn.
- Girls' skirts must be at least 1in below the bottom of the knees. When kneeling, skirts must touch the ground.
- Uniform skirts are to be in khaki color only.

#### **Elementary Girls' Footwear and Outerwear**

- Sweatshirts, coats, and jackets are not to be worn in class.
- A solid black cardigan may be worn in class.
- Shoes are to be worn with crew socks, knee socks, or tights of a solid color (black, white, maroon).
- Solid black dress boots or solid black dress, casual, or tennis shoes with black laces are to be worn. No boots with knee high laces.
- Heelies are not permitted.

#### **Jr. & Sr. High Girls' Uniform (Mon, Tues, Thurs)**

- Maroon or navy uniform polos are to be worn with the specified, khaki uniform skirts.
- Solid maroon or navy polos may be worn in place of uniform polos.



- Polos must be buttoned with no more than the top button open.
- If an undershirt is worn, it must be solid white and tucked in.
- No long-sleeved shirts are to be worn underneath a short-sleeved shirt.
- Proper undergarments must be worn.

### **Jr. & Sr. High Girls' Uniform (Wednesday)**

- White or sky blue blouses are to be worn with the navy skirt uniform pattern provided.
- Blouses must be buttoned with no more than the top button open.
- No sleeveless blouses allowed
- A solid white undershirt must be worn and tucked in.
- No long-sleeved shirts are to be worn underneath a short-sleeved shirt.
- Proper undergarments must be worn.

### **Jr. & Sr. High Girls' Skirts**

- Specified uniform skirts.
- Girls skirts must be at least 1in. below the bottom of the knees. When kneeling, skirts must touch the ground.
- Culottes may be worn for P.E. and other special occasions specified by teacher.

### **Jr. & Sr. High Girls' Footwear and Outerwear**

- Sweatshirts, coats, and jackets are not to be worn in class.
- A solid black or navy cardigan may be worn in class.
- Nylons or tights of a solid color (black, white, maroon, navy) may be worn.
- Solid black or brown dress boots, flats, or sandals with single back strap are to be worn.
- No casual boots or lace-up sandals are to be worn.
- Cream, nude, or gold sandals are allowed.
- Flip flops or heelies are not permitted.

### **All Girls General Guidelines**

- Hats are not permitted.
- Nail polish may be worn, however black will not be approved.
- Hairstyles should be neat, natural, and under control. No over the face, faddish, extreme styles, or unnatural colors are permitted.
- No make-up is to be worn in elementary grades.
- Makeup may be worn in 7<sup>th</sup>- 12<sup>th</sup> grades but must appear natural.



- A modest amount of jewelry may be worn.
- Only one earring on the lower lobe of each ear may be worn; all earrings should be small and appropriate for school.
- Dangling earrings are not to extend down more than 1 inch from the ear.
- Piercings are allowed in the ear lobes only.
- Ankle bracelets and toe rings are not permitted.
- No choker-type jewelry is permitted.
- No shaded glasses are to be worn in class.
- Once enrolled, students will not be allowed to get a tattoo.
- Multiple bracelets, rubber bands, or silly bands are not to be worn.
- No leggings or footless tights are to be worn.
- Proper hygiene should be observed: odor and cleanliness of person and clothing.
- No pants or shorts are to be worn at school or any school activity.



## **DRESS CODE FOR BOYS**

### **Elementary Boys' Uniform**

- Maroon uniform polo must be worn with khaki pants.
- Khaki slacks must be worn at the waist line and must reach the top of the shoe laces.
- Khaki slacks may not be too tight or skin fitting.
- Maroon polos are to be worn with no more than the top button open.
- If an undershirt is worn, it must be solid white and tucked in.
- No long sleeved shirt is to be worn underneath a short-sleeved shirt.
- K5 boys have the option of wearing the uniform polo or a plain maroon polo.

### **Elementary Boys' Outerwear and Footwear**

- Shoes must be worn with socks which are black or white only.
- Solid black dress, casual, or tennis shoes with black laces are to be worn.
- Boots and heellies are not permitted.
- Sweatshirts, coats, and jackets are not to be worn in class.
- A solid, black cardigan may be worn in class.

### **Jr. & Sr. High Boys' Uniform (Mon, Tues, Thurs)**

- Maroon or navy uniform polo must be worn with khaki pants.
- Solid maroon or navy polos may be worn in place of the uniform polos.
- Khaki slacks must be worn at the waist line and must reach the top of the shoe laces (no cargo style).
- Maroon or Navy polos are to be worn with no more than the top button open.
- Shirrtails must be tucked in.
- If an undershirt is worn, it must be white and tucked in.
- No long sleeved shirt is to be worn underneath a short-sleeved shirt.
- Black or brown dress belt must be worn.

### **Jr. & Sr. High Boys' Uniform (Wednesday)**

- Navy dress slacks must be worn at the waist line and must reach top of shoe laces.
- White or Sky Blue button down dress shirts are to be worn with no more than the top button open.
- Uniform Tie (Solid Navy, Maroon, Black) must be worn at all times and properly tied.
- Shirrtails must be tucked in.
- Solid white undershirts must be worn.
- Black or brown dress belt must be worn.



### **Jr. & Sr. High Boys' Outerwear and Footwear**

- Socks should be black, tan, or navy.
- Footwear must be black or brown.
- Boots, business casual, or dress shoes may be worn.
- Shoes must be kept polished.
- Work boots and hee-lies are not permitted.
- Sweatshirts, coats, and jackets are not to be worn in class.
- A solid, black or navy cardigan may be worn in class.

### **All Boys' Hair**

- Haircuts must be conservative and combed conventionally with a regular trim; no shaven haircuts; no mohawks or pop-culture haircuts.
- Hair should be a natural color, tapered, and off the collar.
- Hair may not be any longer than 2 in. in length.
- Ears and eyebrows must be trimmed.
- No designs are to be cut on the sides or back of the hair.
- Sideburns may not be longer than the middle of the ear.
- No beards or mustaches allowed.
- Jr. & Sr. High Boys must be clean shaven daily.

### **All Boys' General Guidelines**

- Once enrolled, students will not be allowed to get a tattoo.
- No necklaces (except medical), bracelets, sweat bands, wrist bands, silly bands, or rubber bands are to be worn.
- Earrings and any other piercings are prohibited.
- Clothing must be neat (no wrinkles, holes, etc).
- Cargo style pants are not permitted.
- Belts must be worn.
- No elastic band around waist or ankles
- No shaded glasses are to be worn in class.
- Hats are not permitted.
- No peace symbols or gothic-type symbols are allowed.

### **JR. & SR. HIGH P.E. UNIFORMS**

- Uniform T-shirt or solid gray T-shirt
- Men – Specified navy sweatpants
- Ladies – Specified navy culottes
- Jackets or solid gray sweatshirts may be worn during inclement weather.
- Athletic socks and shoes must be worn.





## **Student Dress Requirements for School Activities**

Activities are defined as all ball games, programs, special events, or any other extracurricular functions sponsored by or attended by the school.

School dress code will be expected at all school functions. At ball games, students must be neatly dressed. Boys may wear casual slacks or jeans and tennis shoes, not shorts. Girls may wear denim skirts and culottes of proper length but may not wear slacks or shorts.

## **Dress Code for Parents, Chaperones and Visitors**

Parents, chaperones, and visitors are asked to observe the minimum dress code required of our students while attending any activities sponsored by Bible Baptist Schools. If volunteering in a classroom, please follow school approved clothing code.



## Grading Scale

Letter	Grade	Letter	Grade
A+	99-100	D+	73-74
A	96-98	D	70-72
A-	94-95	D-	68-69
B+	92-93	F	67 and Below
B	89-91	I	Incomplete
B-	87-88		
C+	85-86		
C	80-84		
C-	75-79		

## Character and Conduct Grades

O=Outstanding

S=Satisfactory

N=Needs Improvement (Conference suggested)

U=Unsatisfactory (Conference required)

## Report Cards

Report Cards are available for downloading and printing at the end of each nine-week quarter. Grades and student progress are available on a daily basis through the online Gradelink program available to all approved parents or guardians.

## Honor Roll

There are two categories on our honor roll: “A” Honor roll for students with all A’s and “A/B” Honor Roll for those students receiving all A’s and B’s on report card.

## Homework

Homework is a part of Bible Baptist Schools’ academic program. It should always be done neatly, accurately, and on time. Homework should never be considered “unnecessary work.” Assignments can always be viewed on the Gradelink program. Homework may be assigned on a Wednesday that is due the next day to prepare students for their quizzes/tests.



### **Textbooks and Equipment**

It is the student's responsibility to properly take care of the books and equipment that is used for instruction at Bible Baptist Schools. A student will have to pay for lost or damaged books or equipment.

### **Field Trips**

Occasionally, field trips may be taken to places of special interest. A student is required to maintain the same level of self-discipline away from the school as is required at school. Parents who chaperone will be asked to abide by school dress code. **Students are required to go on all field trips that relate to their class.** In signing the Field Trip Permission form, it is recognized that permission has been given for your student to attend any school-sponsored, off-campus activities. Parents will be informed of all field trips.

### **Parent Volunteers**

Parents are encouraged to be contact the school office if they are interested in volunteering. This is a way to encourage our teachers by volunteering time and services during the school day. Parent volunteers are asked to check in through the office and abide by the dress code. All volunteers must be scheduled through the school office.



## TRANSPORTATION

### Student Drivers

**A student who drives to school must have a valid California Driver's License and sufficient insurance coverage. A copy of this information must be on file in the office.** Once a vehicle is parked in the morning, a student cannot return to it without permission. Under no circumstances will students be allowed to occupy cars during school hours.

Students must submit a written consent from parent to transport other students of the same sex of Bible Baptist Schools other than their family members.

Students are not permitted to leave school grounds during regular school hours without permission from a parent. When a student is given permission to leave, he must sign out with the office when leaving and sign in when returning. Students are not allowed to leave campus for lunch. This restriction is in keeping with our closed-campus policy.

### Pick-Up/Drop-Off Procedures

No student should arrive or be dropped off before 7:50 a.m.

Students dropped off between 7:50 a.m. and 8:10 a.m. should report to the auditorium and will be escorted to class by their teacher to the classroom. Students may not enter the classroom until escorted by their teacher. Between 8:10-8:15 a.m., students may be dropped off at the classroom.

Any student arriving after 8:20 a.m. must sign in at the front office desk. The doors are locked at 8:15 a.m. to ensure the safety of our students. All visitors should check in at the office.

School is dismissed at 3:15 p.m. Parents are asked to be prompt in picking up their children. If there is a delay in picking up your child, please contact the school office.

Afterschool program is provided to those enrolled in it. If you are not taking advantage of the afterschool program, please be prompt in signing out your student.

A \$10 late fee applies at 3:30 p.m.; after 3:45 p.m., children are automatically enrolled in the afterschool program, and parents will be charged for the day.

The afterschool program closes at 6:00 p.m. Late fees will be applied if students are not signed out by 6:00 p.m. At 6:01 a \$25 late fee will be applied per family.



An additional \$1 per child will be added every minute until signed out.

Please note: In the interest of safety, the school will not allow a student to be released to anyone other than the parent unless arrangements have been made ahead of time. If you will be having someone else pick up your student occasionally, or regularly, you must notify the school office. We reserve the right to ask for identification.

### **Parent's Procedures during School Hours**

Parents coming during class time to pick up their student must report to the school office and not to the student's classroom. If a student must leave early, he is to bring a written note stating the reason from the parent in the morning and give it to the teacher. The parent of the student leaving early must check the student out through the school office.

In accordance with our closed campus policy, we ask that non-volunteer family members refrain from accessing the school playgrounds and classrooms during school hours. We ask that parents direct all inquiries to the school office in order to eliminate classroom distractions.

If lunches, homework, books, or other items are left at home, they may be delivered to the school office to be given to your student.

### **EMERGENCY CLOSINGS AND DELAYS**

In the event of inclement weather, please monitor television stations for potential school closing or delayed start. Our school generally will follow the same closings as the Marysville Unified School District. Please do not call the school offices during weather emergencies. If school is cancelled while in session, you will be notified by our ALL CALL system, or a telephone call from your child.



## HEALTH SERVICES

The school office is not allowed to give medicine without a parent's and/or physician's request or permission. If a student must take medicine during the day, that medicine, along with directions and in the original container, is to be given to the school office.

A student unable to participate in physical education class must have a doctor's note.

If a student is suspected of having one of the following, but not limited to this list of communicable diseases and symptoms, it is the responsibility of the parent to take the child to the local health department or appropriate physician. The school may require proof of treatment before that student is allowed to return to school:

**Chickenpox** - Student is excluded for *at least* five (5) days after vesicles appear or until vesicles become dry.

**Measles (Rubeola/Rubella), Fifth's Disease, or any fever with a rash** - Student is excluded from the onset of the first symptoms until a physician determines that the condition is no longer a communicable disease.

**Scabies** - Student is excluded until one (1) treatment with a prescription medication for 12 to 24 hours is complete. Proof of treatment must be provided.

**Pink Eye (Conjunctivitis)** - Student is excluded until the eye is clear or a signed physician's permission to return to school is obtained and presented.

**Impetigo** - Student is excluded from school if there is the presence of open, oozing sores and until seen by a physician and treated with a prescription antibiotic for 24 hours. All open areas that are exposed need to be covered.

**Streptococcal and Staphylococcal infections, including Scarlet Fever** - Student is excluded from school at least 24 hours after the start of antibiotic therapy and until absence of febrile.

**Ringworm of Body** - Student is excluded from school until treatment is started. Proof of treatment is required.

**Ringworm or Scalp** - Student is excluded until seen by a physician and proof of treatment is presented.

**Mononucleosis** - Student is excluded from school if there is presence of a fever or any other symptom of acute illness.

**Hepatitis B** - Student is excluded from school until a physician authorizes return.

**Mumps** - Student is excluded from school from the onset for nine (9) days or until salivary gland swelling has subsided.

**Head Lice** - Students will be excluded from school until a successful treatment is accomplished. Students will be allowed up to 2 excused absences to secure proper treatment. All lice and nits must be completely removed to prevent re-infestation. Proof of treatment must be given to the office prior to readmission to classes. A letter will be sent home to the parents of students with head lice and to



all parents in a class after three concurrent cases are identified. The staff reserves the right to do head checks of all students when deemed necessary.

**Fever** - Any temperature equal to or greater than 100 degrees F is considered a fever. Students must be fever free for a 24 hour period without the aid of fever reducing medications in order to return to school. This rule applies even if the underlying cause of the fever is non-infectious.

**Colds** - Students with an upper respiratory infection without a fever may attend school if they feel well enough to do so.

**Infections** - Any student who has been on antibiotics for 24 hours is no longer considered infectious and may return to school.

**Diarrhea** - Students with this condition, unless it is a result of a chronic condition, are not contagious. Documentation by a physician must be presented prior to the student returning to school.

**Vomiting** - A student who has vomited the evening before or in the morning before school should remain home for that day.



## LEGAL REQUIREMENTS

California state law requires that a student entering kindergarten in the fall must turn five years of age by December 6th of that same calendar year.

### **Immunizations**

An Immunization form complete with updated shots given must be on file in the office. All immunizations must be up to date by September 1<sup>st</sup> in order to attend school.

Please check with your personal pediatrician or the local health authorities for the immunizations needed. A list is available in the office.

Sections of the Health and Safety Code of the State of California provide for Poliomyelitis Immunizations of all school students. Section 3380 states, “No minor or adult shall be admitted to any public or private elementary or secondary school as a pupil unless such person has, prior to admission, been immunized against agents approved by the State Department of Public Health.” This requirement applies in general to all pupils of any age admitted to public or private schools, including kindergarten.

Three Salk Type or three Oral Type immunizations are currently required. A pupil may be admitted with one immunization, provided the series of three is obtained within a period of one year after school admission. The State Law requires that children entering kindergarten or any California school for the first time must have a DPT (Diphtheria, Pertussis, Tetanus) immunization as well as Polio and Measles (Rubella) immunizations, unless they have had the disease. Children not previously immunized must be given the necessary vaccination within two weeks of admission to school. A child cannot be accepted until the Health Information form is completed and required immunizations obtained. Immunizations must be kept current unless the parents sign an objection waiver. If a waiver is signed, it must accompany the student’s application.

The Federal Family Education Rights and Privacy Act requires a school to have written consent from a parent or guardian before records may be released from the school (as when a student transfers to another school). Parents also have the right to review the records and to challenge the content thereof. This form will accompany applications.





## PARENT AND STUDENT COMMUNICATIONS

### Parent and Teacher Conferences

During the second and fourth quarter, we will have a parent/teacher conference usually in the form of an open house. Parents are encouraged to attend. Parents may arrange a private conference with any teacher and principal through the school office. Daily disciplines, homework, participation, etc. can be viewed through the Gradelink program online available through the parent portal on the school website. Teachers are available daily from 3:15-3:45. Teachers may be reached via school email or office. Please do not contact staff members through their personal devices. We strive to respond to parent communication promptly during business hours.

**\* Updates, events, and notices will be communicated to all parents / guardians via email and weekly newsletter. Each parent / guardian must have an active email on his Gradelink profile.**

### Telephone Calls

Parents are requested to not call students during school hours. In an emergency, messages for students may be left through the school office. Students are not allowed to use the office phone without permission. All personal cell phones are to be turned into school office before school and picked up after school. Bible Baptist Schools is not responsible for loss or damage of devices.



## **MISCELLANEOUS INFORMATION**

### **Fund-Raising Promotions**

The present tuition rates of Bible Baptist Schools are based on the acknowledgment that our families will cooperate in all fund-raising promotions. All students are requested to participate in these sales so that maximum school spirit may be maintained. If a student does not participate in the fundraiser, he is still responsible to pay the full amount of the individual goal set by the school. For example, if the goal is to sell \$200 worth of candy bars, then \$200 is due per student regardless if they sell candy bars or not. Your cooperation is greatly appreciated and helps us to maintain a high standard of education.

### **HANDBOOK DISCLAIMER**

This student handbook should not be considered an exhaustive compilation of school rules but a general guideline of our philosophy and procedures. The administration reserves the right to amend this handbook whenever necessary. Additional instructions may be announced at any time.

