

# **Bay Area Christian School**

## **STUDENT HANDBOOK**

**2016-2017**

**Jason Nave**

Head of School

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Mission Statement:  
Providing quality Christian  
education impacting lives for now and eternity.

"And Jesus increased in wisdom and in stature and  
in favor with God and man." Luke 2:52

## **INTRODUCTION**

For over 125 years, Bay Area First Baptist Church has been influencing the community for the glory of God. Originally named Clear Creek Baptist Church, it served as the first church on the mainland of Galveston County. Nine years later, the church was renamed First Baptist Church, League City and began to gather momentum in impacting the Kingdom of God through planting several area churches, initiating viable ministries, and ministering to the community through significant points in history such as The Storm of 1900, The Great Depression, and World War I.

Through the contentious and forward planning of the church, Bay Area Christian School was started in 1973. Over the next decade, a new property of 50 acres was purchased, the church and school moved campuses, and the church added Bay Area to its name. Buildings, programs, and ministry increased over the coming years as God blessed the efforts of those seeking to glorify Him.

There is no other organization like the church - the bride of Christ. Bay Area Christian School operates as a ministry of Bay Area First Baptist Church and identifies and claims the same beliefs as the church. It is a privilege to have a Christian school that the church champions in an effort to impact God's Kingdom. The school's mission of offering Christian values and quality academics endeavors to make disciples, equip families, and serve the world with the Gospel of Jesus Christ as a ministry of Bay Area First Baptist Church. As the school has celebrated over forty years of service to the church and the community, we pray that God will continue to use it to be a blessing to the community, the church, and to Him.

Jason Nave  
Head of School

## **OUR PHILOSOPHY**

In Deuteronomy chapter six, it is clear parents are charged with influencing their children in the teaching of what is true - God's law and His word. The value of the words of God are just as relevant today as they were in those times. Because of that, Bay Area Christian School seeks to partner with families in fulfilling God's intended design for educating children called Kingdom Education.

The definition of Kingdom Education is as follows - a lifelong Bible-based, Christ-centered process of leading a child to Christ, building them up in Christ, and equipping them to serve Christ. We believe that the Bible is the true revelation of God to mankind. As a school, we purpose not only to teach our students what the Bible says, we want students to understand the passages and the context in which it is used. Each student in our school will experience a Bible class, or section of class, where we emphasize the learning and understanding of God's word. However, we purpose to integrate the Bible into each subject content class as well so as to better shape a Biblical worldview. The Bible says that the fear of the Lord is the beginning of all wisdom. What other place would be a better beginning for a child's learning to begin than Biblical truth?

Of course our culture is not the culture of Israel thousands of years ago. However, just as education was vital in those days, so it is today. At Bay Area Christian School, there is great emphasis placed on striving for academic, social, physical, and spiritual excellence. In Luke, it says that Christ grew in wisdom, stature, and favor with God and man. It is our endeavor to hold our students accountable to a high standard in their educational pursuits. As a Christian, we should aim to emulate the excellence of Christ in all things. Because of that, we venture to shape our view of the world through the scope of a Christian lens. Not only do we want students to be knowledgeable, we desire them to understand how to process knowledge and apply it to decisions and stances that will enable them to glorify God. If we do not intentionally help our students carefully chisel out their individual worldview from a Biblical basis, they will automatically adopt the values of the cultural majority.

If we are centering our education around the Bible and Christ, then our purpose is clear. We want our students, and our families, to be devoted followers of Christ. We also intend our school to support the building up of students in Christ as previously mentioned. Lastly, may we not fail to equip them to serve Christ. We must prepare them at high levels academically, socially, physically, and spiritually in order to emulate Christ. How can our students be the best stewards of the Gospel of Jesus Christ if we are not good stewards of the mind, body, and soul that God gave us? When we fail to develop these areas, we take away tools that we may use to reach and influence the world for Christ. Furthermore, may our students be prepared so they can successfully defend their faith when encountering a false worldview. This enables this generation to "teach diligently" their precious children so that there will not be a generation that does not fear God and love Christ.

Consider this quote written by John J. Dunphy in 1983: **"The battle for humankind's future must be waged and won in the classroom by teachers who correctly perceive their role as the proselytizers of a new faith: A religion of humanity -- utilizing a classroom instead of a pulpit to carry humanist values into wherever they teach. The classroom must and will become an arena of conflict between the old and the new -- the rotting corpse of Christianity, together with its adjacent evils and misery, and the new faith of humanism."** Children are the responsibility of their parents, and Bay Area Christian School purposes to partner with parents in the process of Kingdom Education. As the home, church, and school come together to combat the onslaught of secularism, remember that whoever wants this next generation the most will get them.

## STATEMENT OF FAITH

### GOD

We believe in one triune God who has eternally existed in three persons; the Father, the Son Jesus Christ, and the Holy Spirit. Each member of the Godhead is co-equal in essence, power, and glory; and yet, is nevertheless distinct in person.

*Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14*

### THE FATHER

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise.

*Genesis 1:1, 2:7; Exodus 3:14, 6:2-3, 15:11ff, 20:1ff; Leviticus 22:2; Deuteronomy 6:4, 32:6;*

### THE SON, JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to Earth to reign as King of kings and Lord of lords.

*Matthew 1:22,23; Isaiah 9:6; John 1:1-4, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3,4*

### THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily.

*II Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13, 5:18*

### THE BIBLE

We believe the Holy Scriptures, which consist of the 66 books (the Old and New Testaments), to be the only verbally inspired Word of God, the final authority for faith and life, inerrant in the manuscripts, infallible, and God-breathed.

*2 Timothy 3:16, 1:13; 2 Peter 1:20-21; Psalm 119:105,160, 12:6; Proverbs 30:5*

### HUMANS

Humans were created good and in the image of God, to be like Him in character and represent Him on Earth. Therefore humans are the apex of God's creation. Tragically, through Adam's sin, the entire race fell from this purpose, inherited a sinful nature, and became alienated from God. In this state, humans are totally unable to remedy their lost condition, and destined for eternal punishment in Hell. This condition and destination can only be remedied through the atoning sacrifice of Jesus on the cross and personal faith in Him.

*Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a, 59:1,2; Romans 3:23, 8:19-21*

### SALVATION

We believe that salvation is the free gift of God brought to man by grace and received through personal faith in Christ Jesus as Lord and Savior. This free gift is in no way the result of personal effort or of good works but, instead, displays the grace, love, and mercy of God. Once an individual expresses true personal faith in Jesus, they are adopted by God and are forever held by His persevering grace. Further, there is no salvation

apart from personal faith in Jesus Christ as Lord. Biblically, salvation includes regeneration, justification, sanctification, and glorification.

- Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart brought about by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
  - Justification is the point at which God declares believers righteous based on the completed work of Christ on the cross.
  - Sanctification is the lifelong process, beginning with regeneration, by which God through the work of the Spirit moves believers toward moral and spiritual maturity.
  - Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.
- Genesis 3:15; Exodus 3:14-17, 6:2-8; Matthew 1:21, 4:17, 16:21-26, 27:22-28:6; Luke 1:68-69*

## BAPTISM

Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

*Matthew 3:13-17, 26:26-30, 28:19-20; Mark 1:9-11, 14:22-26; Luke 3:21-22, 22:19-20; John 3:23*

## THE LORD'S SUPPER

The Lord's Supper, one of the two ordinances of the church, is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*1 Corinthians 10:16, 21, 11:23-29; Colossians 2:12*

## THE CHURCH

The Church is both local and universal. The universal Church includes all of those in the world who confess Christ both past and present. The local Church is a local expression of the universal church and is comprised of regenerated believers who, in obedience to scripture, organize under biblically qualified leadership, come together regularly for preaching and worship, observe the ordinances of baptism and the Lord's Supper, are held accountable through discipleship, and go out into the world to fulfill the Great Commandment and the Great Commission as missionaries for the glory of God and the salvation of humanity.

*Matthew 16:15-19, 18:15-20; Acts 2:41-42,47, 5:11-14, 6:3-6, 13:1-3, 14:23,27, 15:1-30, 20:28*

## ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin in Hell, or eternally with God through the forgiveness and salvation found in Jesus Christ alone. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

*John 3:16, 14:17; Romans 6:23, 8:17, 18; Revelation 29:15; 1 Corinthians 2:7-9*

## THE RETURN OF JESUS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the Earth, will gather His people from throughout the world, and will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever with the Lord.

*Isaiah 2:4, 11:9; Matthew 16:27, 18:8-9, 19:28, 24:27,30,36,44, 25:31-46, 26:64; Mark 8:38*

## MARRIAGE AND FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human

race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant-leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; I Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; I Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; I Timothy 5:8,14; II Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; I Peter 3:1-7.*

## **EXPLICIT GOALS**

1. Be an extension of the training process of Christian families.
2. Provide role models for students by employing faculty and staff who are Christ followers.
3. Teach Christian principles for daily living through the curriculum, textbooks, Bible classes, sports programs, trips, and extra-curricular activities.
4. Uphold and integrate Christian values in all aspects of the school including the curriculum, all classes, sports programs, trips and extra-curricular activities.
5. Provide leadership training opportunities to students. (II Tim. 2:2)
6. Maintain an atmosphere of Christian love. Students will be encouraged to have love and compassion for one another and for others. (John 13:34-35)
7. Provide activities and programs to promote joyful and happy social and emotional development.
8. Lead students to trust Christ as Savior and teach them to share Christ with others.
9. Provide quality academic instruction (that includes art, music, and physical education) that equips students to achieve their highest potential.
10. Teach students in a loving manner to be orderly and well disciplined.
11. Teach Christian citizenship in a free society with a democratic republic form of government.
12. Provide for proper care of equipment and facilities to exemplify good stewardship and beauty; and to promote health and safety.
13. Develop a plan for regular evaluation and review of all program components.

## **METHODOLOGY**

A traditional teaching methodology is used in the classroom. This includes lectures, demonstrations, collaboration, hands-on learning, and audiovisual presentations by the teacher. Questions and answers, class discussions, debates, written assignments, and some team projects are used when appropriate to enhance learning. Classes will have regular homework for review and for reinforcement of learning. Concepts are reviewed in class, then tested to assure mastery by the students.

## **CHRISTIAN SCHOOL BENEFITS**

There are many benefits for a child who attends Bay Area Christian School. We attempt to relate to students in a Christ-like manner and impact their lives in a positive way to affect the heart. Three main benefits are listed below:

1. The Bible is freely taught. Children are taught to love and respect God and His Word. They learn that the Bible and Christian values relate to every area of life. They are shown that God gives us some absolutes by which to live. They memorize portions of the Bible as a guide through life. Often children will confess Jesus Christ as Savior and will therefore have eternal life.
2. Quality education is given. Students get individual attention and encouragement. The basics of reading, writing, and arithmetic are emphasized. Achievement tests show BACS students' averages are above the state and national averages. Ninety-five percent of BACS graduates go on to college and have done well in many different fields of study.
3. Students reach their greatest potential in social development. In a Christian atmosphere, excessive ungodly peer pressure is limited, which promotes an atmosphere of spiritual and social prosperity. Students also are taught to defend their faith and impact their generation for Christ. We believe the well-rounded educational program includes core subjects as well as enrichment opportunities such as music, art, P.E. and technology.



## **BAY AREA CHRISTIAN SCHOOL LIFESTYLE STANCE**

As a ministry of Bay Area First Baptist Church, our core values, vision, and mission are aligned with the church and, ultimately, God's Word. Bay Area Christian School seeks to partner with families in the discipleship of children through Christian education. Through this process, we desire to cultivate a biblical worldview within the lives of our students and families. It is our hope that because of biblical understanding, our students and families will pursue a life that is governed by the moral code evidenced in scriptures and upheld by the ministry of the school. Thus, the need to mutually agree on God's authority and His Word is necessary by both school and home and in word and lifestyle.

In light of our biblical foundation as a ministry of Bay Area First Baptist Church, the school reserves the right to refuse enrollment or discontinue partnership when the atmosphere or conduct within a family or the actions or stances of a student oppose the scriptural posture of Bay Area Christian School. This may include, but is not limited to, participating in, supporting, or affirming sexual immorality: immoral heterosexual activity, homosexual activity; bisexual activity, transgender activity, or sexual deviancy; promoting such practices; or countering the moral principles of the school.

While the family atmosphere and conduct or student actions and stances may vary in degree, Bay Area Christian School desires to approach each scenario with reciprocal measures of discipline. Of course, in each scenario within all disciplinary situations, we love those involved and minister to them however possible.

## **SCHOOL BOARD**

The school board meets monthly, or as needed, with the Head of School to review the general operation of the school. They assist the Head of School in stewardship capacity in establishing and enforcing school policies. The Head of School directs the operation of the school. Most of all, the desire is for Jesus Christ to work through the school staff and to direct in this great call to educational ministry. Please pray for these leaders and all staff members as they work in the school:

Neil Box, Chairman  
Laurie Murphy, Secretary  
Nelda Dixon, Trustee  
Keith Kennedy, Trustee  
Julie Pyburn, Trustee  
Tim Hinson, Trustee  
Richard Mann, Trustee

## **NEW YEAR ORIENTATION**

Elementary Open House is held the weekday afternoon before the first day of school. Class lists are posted on the classroom doors and at various places in the school building. Parents are invited to bring their children to meet their teachers and see their classrooms.

Secondary will have new student orientations before the first day of school.

Parent Orientation is the first fellowship of the year held shortly after school starts. After the general meeting, parents are invited to visit the classrooms.

## **COMMUNICATION**

The chief avenues of conveying school information **are** through electronic means such as e-mail, the newsletter, RenWeb, the Bronco Weekly News, and the website. The monthly newsletter, which is emailed to every enrolled family, details official information about school programs, policies, and current events. If you wish to be kept thoroughly informed about your school activities, please read carefully every official publication of the school. If you fail to receive the newsletter, please notify the school office.

Elementary parents who prepare letters or notes to be sent home with students should get them approved by the elementary principal.

Parents may arrange a conference with teachers, or other school officials, at any time they feel it is necessary. Communication between parents and school personnel is most important. Parents need to have complete confidence in their child's teacher and to let the child feel this strongly. This is substantiated in

word and deed, and is especially illustrated by following the proper chain of command when communicating through issues, disagreements, misunderstandings, and disputes. When there is a questionable issue between the student/parent and the teacher, the first step is to talk directly to the teacher. Many times there is a simple misunderstanding when students bring an issue to the parent. Discussion with the teacher does two things. First, it assures that the parent gets the most reliable information in efficient fashion. Secondly, it actually forges a relational partnership between the parent and the teacher. Please ensure that when issues arise, the teacher is notified directly and promptly. Conferencing with administration without discussion with the teacher opposes our policy. Once there is discussion between the teacher and student/parent, if the situation isn't resolved, then administration should be notified.

The teacher is the custodian of the pupil's attendance record, report card, and disciplinary records. The teacher also serves as the student's counselor, advisor, sponsor on field trips, prayer partner, and mentor. Confidentiality about students is important. Teachers have been asked not to discuss a child's individual needs or progress while they are on duty, in the hallway, in the cafeteria, or while other children or adults are present. Please do not engage a teacher in conversation about a child when the teacher is supervising children.

K-4<sup>th</sup> grade teachers will contact the parents after the first nine-week period to arrange a formal conference and review the student's progress. Conferences in the spring are on an as needed basis. Parents may, however, arrange a conference with teachers or other school officials at any time they feel it is necessary.

## **ADMISSIONS POLICY**

Bay Area Christian School attempts to serve a large cross-section of students, accepting those with strong potential and above average abilities who espouse and practice a biblical worldview similar to the one highlighted in our Statement of Faith. Since BACS is college preparatory in its curriculum and often expects academic rigor and high achievement, students who are failing or struggling with one class or multiple classes may not be accepted. Moreover, those who have demonstrated serious conduct violations are not accepted. Because of the general academic pace and rigorous expectations, we do not offer specialized accommodations to children with moderate to severe learning disabilities. Students with moderate to severe learning disabilities or students with special needs **can not be accepted due to lack of services available at school.** To be admitted, all students must present the latest possible standardized test score, most recent report card, current official transcripts reflecting all secondary courses and grades, attendance report, disciplinary report, two confidential recommendation forms – one from a core subject teacher and one from an administrator or guidance counselor, and a completed student questionnaire (grades 3-12). BACS also requires a copy of a prospective student's birth certificate and immunization records. **The school admits students of any race, color, and national or ethnic origin. Each student is granted the opportunity for the same rights and privileges, which allows all students the same possibility to enlist in any program or activity including educational policies, admissions policies, scholarship programs, athletics, and other school administered programs. However, some clubs and all leadership positions require students to be a Christian.**

To enter kindergarten or first grade, the student must be 5 or 6 years old respectively before September 1 of the school year.

New students will not be enrolled for the spring semester after January 31st. Students moving here from out of the area could be an exception. Transfer students must complete at least two full, consecutive semesters before receiving a diploma. Therefore, transferring incoming seniors must do so at the year's beginning.

## **ADMISSIONS PROCEDURES**

1. All enrollment is handled through an online application process.
2. Fill out the enrollment form completely.
3. Read the handbook thoroughly.
4. Submit the enrollment form, application fee, a copy of the most recent report card and official transcript, a copy of, the birth certificate, immunization record, the most recent standardized test scores, attendance report, disciplinary report, and two recommendation forms for administrative review. **In K-6, one recommendation form will be sent to school previously attended.**
5. Upon administrative review, the office will be in contact to schedule an appointment with parents and student(s) for an admissions test & interview where school policies and expectations will be outlined. Additionally, this is an opportune time for prospective families to ask questions.
6. The Admissions Committee will review all enrollment information.

7. Shortly after the interview, parents will be notified of the child's approval for admission or non-approval.
8. Upon notification of approval, the non-refundable registration fee is to be paid to complete the enrollment.

9. Security Forms are filled out electronically by the parent at the beginning during enrollment or re-enrollment. The parents should notify the office if any changes need to be made. Copies are kept in the Main Office in the student's file and in a notebook in the Elementary Office. The form tells who is allowed to pick up children and where they will be picked up.
10. BACS uses FACTS Tuition Management, an electronic fund transfer system, for fee and tuition collection and for incidental billing. Upon notification of acceptance status, the family must enroll in FACTS in order to process fees and tuition. Students are not officially enrolled until payment is made.

\*FACTS provides tuition management for over 7,000 schools nationwide. Their services help families and schools streamline the tuition collection process and promote lower fees, great service, security and compliance, and customer focused service.

## FINANCIAL INFORMATION

The expenses of the school are primarily covered by the tuition and fees. However, significant contributions are made by individuals or companies. Periodically, the school will engage in corporate and club-specific fund raising endeavors. BACS uses FACTS Tuition Management for fee and tuition collection. All families are expected to use FACTS Tuition Management.

**APPLICATION FEES:** \$75

**ENROLLMENT FEES:** \$250 (Non-refundable)

**ACTIVITY FEES:** Kindergarten: \$190  
 Grades 1 – 4: \$350  
 Grades 5 – 6: \$370  
 Grades 7 – 12: \$325

Grades K-6 fees include textbooks, school supplies, field trips, art, science, and music fees, and class t-shirts. Hardback books and other reusable resources will be kept by the school. For sports and other activities such as Orchestra, Band, and Choir, there are additional charges that are billed through FACTS during the season.

Grade Level	Annual Tuition	Payment Options		
		11 Month	Semester	Paid in Full
Kindergarten & 1 <sup>st</sup>	\$6,050	\$550	\$2,934	\$5,868
Elementary (2 <sup>nd</sup> -6 <sup>th</sup> )	\$7,250	\$659	\$3,516	\$7,032
Secondary (7 <sup>th</sup> -12 <sup>th</sup> )	\$8,350	\$759	\$4,050	\$8,100

\*Please see tuition chart on the website for discount information. Prices shown are subject to change.

The annual tuition may be paid in eleven monthly payments to make it more affordable. These payments start in June and end in April, with the payment withdrawal date either on the 5<sup>th</sup> or 20<sup>th</sup> of the month through savings, checking, or credit card. This selection is made by families through FACTS. It should be noted that beginning for the 2016-17 school year, finance charges from credit card payments will be applied to family accounts.

There is a \$30.00 fee for each non-sufficient fund (NSF) draft assessed by FACTS. Additionally, BACS will assess a \$20.00 late fee on the second draft. On the third NSF, FACTS will withdraw service agreement with the family and the BACS Financial Office will endeavor to reconcile the account.

### Enrollment Fee

**The enrollment fee is \$250.00 per child. Enrollment fees are not refundable and are not transferable. The enrollment fee is due upon notice of approval for admission to the school through FACTS Tuition Management.**

### Activity Fee

The activity fee for K-6 covers the cost of all textbooks, school supplies, Art, Science, technology labs, class t-shirt, and other administrative costs. The activity fee for 7-12 covers all textbooks, art/science/technology labs and technology fees, parking pass, and some school activities. Hardback books and other reusable books are kept by the school. This fee is due May 15<sup>th</sup>. It is not refundable and not transferable.

## **Tuition**

The annual tuition may be paid over eleven months to make it more affordable. These payments start in June and end in April, with payments billed through FACTS in a manner selected by the user.

It is important that payments are made on time. Should the tuition become more than one month delinquent, the student may be withheld from classes or kept from beginning school. If an account is delinquent at the time report cards are due, the report card is withheld. If a student withdraws from the school and there is a delinquent account, no transcript or other records are forwarded.

If payment is made for a semester or a year in advance, a three percent discount is given. There is a discount for additional children in the same family. The first semester payment is due June 15, and the second semester payment is due December 15. A one-time payment reflects a three percent discount if the tuition is paid in full by July 15.

Student Withdrawals: Since teachers are hired and curriculum and supplies are ordered based on student enrollment, there is a \$350.00 withdrawal fee per student when the withdrawal takes place during the current school year in the months of June through April. When a student withdraws before the end of the first quarter, half of the Activity Fee is refundable.

Student Withdrawals take 48 hours to process. If you need records by a certain time, please contact our Registrar in the Main Office with advanced notice so that we can prepare all documents. Records, grades, finances, equipment, books, and an exit questionnaire are all items listed on the procedure checklist. Therefore, it takes time to manifest items in an orderly, efficient, and precise manner. Demands for immediate withdrawal records cannot and will not be met.

## **DONATIONS**

Bay Area Christian School operates on a very conservative budget. Donations are essential to meet all financial needs. We expect God to bless through the generous gifts of His children who love and support the school. All donations are tax deductible and are greatly appreciated. We encourage friends not to donate their tithe. That belongs to their church. Gifts above the tithe are wisely invested here at Bay Area Christian School in the lives of these young Christian students. Significant benefits can be made to this ministry through regular monthly donations by those who are able. Also, estate or insurance benefit assignments can be a great blessing to the school.

## **SCHOLARSHIPS**

BACS utilizes FACTS Tuition Management as a third party evaluation when determining scholarships. Interested applicants must be enrolled with the school before applying for the scholarship. Scholarship applications are open from February to July. Time is important in the screening of scholarship applications. Please be patient as the scholarship committee evaluates each application on a case by case basis. All contributions to the scholarship fund are appreciated and are a great help to students in need.

## **FOREIGN EXCHANGE STUDENTS (I-20)**

Bay Area Christian School is authorized and capable of offering education to foreign exchange students. Students seeking this service will be screened, evaluated, and held to the same standards of local students. There are only a limited number of positions available to foreign exchange students.

## **STANDARDS OF CONDUCT & EXPECTATIONS**

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, purity, morality, and honesty. Students should demonstrate respect for teachers, staff members, other students, parents, visitors to campus, and others at or away from school. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with a teacher.

Bay Area Christian School expects students to conduct themselves properly as Christians and as good citizens at all times.

It is important for students to be continually aware that they represent Bay Area Christian School wherever they happen to be. This means representing their parents, their church, and most importantly, representing Jesus Christ.

Good citizenship includes an appreciation of American heritage, a sense of patriotism, and pride in and service to the school, church, community, and family. It means having a sense of worth as an individual, showing respect for the rights and property of others, showing helpfulness and courtesy, and showing respect for a lawful society by adhering to lawful practices.

Bay Area Christian School expects each student to strive to obey all its rules and to practice in daily life outside the classroom all that is being taught inside the classroom.

The school proposes specific rules, because some guidelines are needed. When these guidelines are violated, the student will be disciplined. Discipline for misconduct may not be specified in some of these rules because it is impossible to list all rules necessary to cover every situation and because an attempt to do so would prevent the development of a right decision-making ability by all students. **Moreover, teachers have the discretion to create a classroom management plan in line with the school's philosophy, which will enable learning to occur for all students in the class.**

## **DISCIPLINE**

The purpose of discipline is to teach, to correct, to maintain order, and to bring the student back into right standing. A goal of discipline is to help the student learn to be self-disciplined. Students are developing good citizenship and Christ-likeness when they accept counseling and disciplinary action with a sense of determination not to let the unfortunate experience occur again.

For discipline to be effective, both the school and the home must be in communication and supportive of the measures. The school also expects parents to support the school in administering its disciplinary program. The consistent, vigorous enforcement of a fair disciplinary program not only insures a better academic climate, but it also helps to develop a sense of responsibility in students. The school and home must partner together to produce students who become happy constructive adults. Real love for children is demonstrated by firm yet loving discipline where the goal is to change not only the behavior but also the heart.

Each student will be disciplined as needed in Christian love and according to individual needs. If a student learns to submit to teachers, parents, and others of authority, then submitting to God's authority will be learned as well. Different methods of correction may be prescribed by the principal for different students who may be guilty of committing the same offense. The reason for this is that punishments are cumulative. That is, a student who has been guilty of several previous offenses will be punished more severely than one who has committed his first offense. Also, each situation must be evaluated as to the intent of the offender and the circumstances.

Bay Area Christian School reserves the right of expelling students whose conduct is detrimental to the welfare of the other pupils. If a student's academic or social progress is unsatisfactory, the parent will be notified. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of BACS, whether or not there is any definite breach of conduct, he may be requested to transfer. **Adversarial posture from parents can be cause for dismissal as well.**

## **ELEMENTARY SCHOOL CONDUCT MANAGEMENT TECHNIQUES**

Discipline and order are attained through a proper balance of positive and negative techniques or reinforcements. Conduct management techniques may be used separately or they may be given in conjunction or in any appropriate order by the teacher or principal. Teachers use a variety of methods to promote good behavior and aid in character training.

Disciplinary actions will follow generally progressive steps beginning with warnings, counsel by teacher regarding behavior, attempts at redirection, and alternative discipline. If necessary, other more severe disciplinary actions may include parent notification, detention, principal conference, an in-school suspension (ISS). Continued infractions may result in out-of-school suspension (OSS) or expulsion in extreme cases.

The teacher develops a system of positive reinforcement for those who follow standards of good behavior. (This could include verbal praise, stickers, extra points, certificates, extra break time, etc.)

## **DEMERITS/DETENTIONS**

Demerits are given to students who do not follow classroom and school rules. In K-4, a detention is given after a student receives four or more demerits in one day. In 5<sup>th</sup> and 6<sup>th</sup> grade, a detention is given when a student receives two or more demerits in one class period. **Warnings may not be given for inappropriate behavior that is habitual or egregious. Additionally, teachers may give whole class warnings.** Automatic detention may be given for fighting, gum chewing, deliberate disobedience, **disrespect toward authority**, or other inappropriate conduct.

Upon receiving the **second** demerit, the student will receive a detention slip. The detention slip should be returned with a parent's signature the following day. If the teacher suspects the signature is false or if the slip is not returned, the parents will be contacted as soon as possible. Detention must be served the next school day following the violation, unless special permission **or other arrangements are made by the school in conjunction with the parent.**

Detention is held by the teacher during recess, lunch, or after school. If a teacher is on duty that day or is absent, arrangements will be made with another teacher for the student to serve detention. Detention is served for 20 minutes during the time specified. Since detention is part of the school day, students will dress in school attire.

An alternative discipline may be given depending on the student and the circumstances. An example of an alternative action might be to do the missing homework twice or write a three-page paper about saying unkind things to others. These alternative actions are recorded but do not count as a detention. However, an alternative discipline will prevent the student from earning the superior conduct award at the end of the year.

#### OUT-OF-SCHOOL SUSPENSION (OSS)/IN-SCHOOL SUSPENSION (ISS)

An out-of-school suspension is issued by the principal and is served out of school. An in-school suspension is also issued by the principal and is served in the Elementary Office. Students report to the Elementary Office on the day of the ISS and complete work outlined by both the principal and the student's teachers. Students in 5<sup>th</sup>-6<sup>th</sup> grades who earn an OSS will receive an automatic U in conduct for that quarter. Students may not make up work and would receive zeros on any grades during this time. Students in 5<sup>th</sup>-6<sup>th</sup> grades who earn an ISS would receive a maximum of 70% on any quiz or daily grade and the possibility of 100% allowable on test grades.

#### PROBATION/SUSPENSION/EXPULSION

Parents may be contacted by the teacher and/or the principal after excessive detentions (five per nine weeks), have been given to discuss unwanted behaviors and the action or actions taken and to decide on future action at home and at school. A student put on academic or behavioral probation will be reviewed by the principal after each nine weeks grading period to see if significant improvement has been made.

If necessary, withdrawal from school may be recommended by the principal to the Head of School. A committee will make the final decision to have the student withdrawn from school.

#### SPECIFIC CONDUCT RULES

1. **Dress Code** – Students who arrive to school out of dress code (non-approved BACS uniform items) will receive a Dress Code notice (DC notice) **from the teacher** indicating exact infraction. **In some cases, students may be withheld from class until appropriate attire is provided.** A student who repeatedly violates the dress code is subject to suspension from school. Re-admittance will require a parent conference. Bay Area Christian School looks to parents as being responsible for the dress of their child as it adheres to school policy. Students who are out of dress code policy during the day (ex: shirt untucked, wearing a T-shirt, no belt, etc.) will be approached by the teacher **to correct the issue.** If the problem persists, then the student will receive an office referral where parents may be notified.
2. **Off-Limits** – Students are not allowed to go in or beyond the elementary playground or band hall without specific permission from a teacher. The creek, trails, sound room, stage, and nursery/pre-school area are off limits. Students must remain with their teacher or supervising adult at all times
3. **Running and horseplay** – For the safety of others and to maintain decorum, students should not run or horseplay in the hallways and classrooms.
4. **Food/Beverages** – Soft/flavored drinks and food are not permitted in the classroom or hallways unless permitted by the teacher for a special event. If a teacher allows water in the classroom, it must be a bottle with a lid to open and close. Sugar drinks in the classroom are not appropriate.
5. **Profanity and Improper Language** – Vulgar, profane, disrespectful speech, suggestive or written language, gestures, and innuendos are prohibited.
6. **Computer acceptable use policies** – Students should follow all acceptable computer use policies.
7. **Name calling and teasing, and ostracizing** – Name calling, teasing, and ostracizing are childish behaviors that cause hurt feelings and a sense of rejection. Intentionally provoking another student in these ways

- will not be tolerated.
8. Insolence/Insubordination/Defiance/Disrespect – Willfully failing to comply with the rules and regulations of the school or with the directives of school personnel inside and outside the classroom is unacceptable behavior and will not be tolerated.
  9. Harassment/Threats/Intimidation – Verbal, written, or physical taunting, intimidating, putting down, or ridiculing another student(s) is prohibited.
  10. Physical Contact – Hitting, shoving, tackling, biting, kicking, or other similar aggressive behaviors are prohibited.
  11. Classroom misbehavior – Continued redirection of a student for inappropriate behavior disrupts the class and interrupts the learning process and cannot be tolerated.
  12. Bullying – “A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”  
The definition includes three components for consideration:
    - Bullying is an aggressive behavior that involves unwanted, negative actions.
    - Bullying involves a pattern of behavior repeated over time.
    - Bullying involves an imbalance of strength.
 Bullying can take many forms and should not be tolerated. Incidents where bullying is suspected should be reported to a teacher or administrator. Remember to use the definition of bullying when trying to classify a situation.
  13. Racial statements – degrading racial statements are inconsistent with Christian values and will not be tolerated.
  14. Prohibited items – Magazines, music and game devices, headphones, etc., cameras, video camera, televisions, smart watches, toys, pets and gum are not permitted at school except by special permission.
  15. Books – A student who loses a textbook or library book must pay the current replacement cost.
  16. Stealing – If an item is found that is valuable or important, students should turn it in to lost and found or give it to a teacher.
  17. Forgery – Students are not to sign their parent’s (or guardian’s) or any other person’s name to school related documents.
  18. School Property – School and church property are to be respected. Marked on, defaced, or broken property is to be replaced at the student’s expense, or the student may be required to make repairs. Further discipline may be given. Vandalism is grounds for suspension.
  19. Pranks – actions that impede or cause hardship to teachers, alters the school facilities, or disrupts the learning environment; and trespassing on school property and in buildings after hours without administrative approval will result in disciplinary action. No unauthorized pranks.
  20. Video/Photo/Recordings of Others – Students are not allowed to video or photograph a teacher or other students without permission from that teacher and those students. Photos, videos, etc. are not to be put on the internet without permission of the persons involved. At no time are cameras and cell phones allowed in the locker rooms. An automatic detention may be issued, or student may be suspended.
  21. Cell phones – During before and after school supervisory times and during school hours, cell phones must be turned off and stored in a backpack. No text messaging, videoing, or photography is allowed. Consequences for possession and use of a phone vary according to use. Consequences for unauthorized phone use are as follows:
    - 1<sup>st</sup> Offense – office referral, phone will be confiscated and taken to elementary office, an alternative discipline issued, and parents will need to pick up the phone from the office.
    - 2<sup>nd</sup> Offense – office referral, phone confiscated and taken to elementary office, a detention issued, and parents will need to pick up the phone after paying a \$5 phone charge.
    - 3<sup>rd</sup> Offense – office referral, phone confiscated and taken to the elementary office, OSS (or ISS), and parents informed and asked to pay a \$5 fine before phone is returned.
  22. Social Networking – BACS recommends to all families that they monitor the internet use of their children. Social networking sites are commonly used by many in our society and although they can be accessed in private they are anything but anonymous. What is placed on these sites is seen by many people. BACS cannot police social networking sites, but to the extent that undesirable social issues flow into the school setting and affect teachers and students, BACS may take appropriate disciplinary action up to and including expulsion.
  23. Public Notoriety – Students are expected to represent BACS in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or internet site. The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions, which cause notoriety, could result in disciplinary action up to expulsion.
  24. Slander, gossip, rumors – Please directly ask the teacher or administration about a rumor instead of passing it along to others. If you disagree with a decision or a discipline, please do not use social media in an attempt to sway others to your opinion.
  25. Cheating – Honesty is essential for Christian character development. Cheating involves copying

homework, allowing others to copy homework, handing in another's work as one's own, plagiarism, and giving or receiving unauthorized assistance on daily work, tests or quizzes. Therefore, dishonesty and cheating will not be tolerated on daily work or tests. The following academic and disciplinary actions will be taken for cheating and are cumulative.

1<sup>st</sup> Offense – the teacher will record a zero, and if necessary, require the student to re-accomplish the work. The teacher will counsel the student and give a detention. The parent will be informed.

2<sup>nd</sup> Offense – the student will receive a zero for the work and one day OSS.

3<sup>rd</sup> Offense – the third offense may result in expulsion.

26. Weapons – Possession or use of matches, a lighter, a knife or any other item that may be construed as or associated with a weapon such as ammunition is prohibited and may lead to expulsion or other severe disciplinary action.
27. Fighting – Fighting, rock throwing and other acts of violence are prohibited. Students who engage in this type of activity may be suspended.
28. Physical Restraint – Any BACS employee may, within the scope of the employee's duties, use and apply physical restraint to a student when the employee believes it is necessary in order to
  - Protect the student from injuring himself
  - Protect another person, including the person applying physical restraint, from physical injury
  - Obtain possession of a weapon or other dangerous item
  - Protect property from serious damage
  - Remove the student from a location when the student is refusing a reasonable command – including from a classroom or other school property, in order to restore or to impose disciplinary measures
  - To gain control and subdue an irrational student
29. Health Altering Behavior – Participating in self-directed activities (i.e. self-injury, eating disorders, steroid use) which do not honor God, and may immediately or eventually endanger the health of the student, will be brought to the attention of the student's parents with the expectation that the parent get professional counseling for their child.
30. Drug, Substance, and Search Policy – BACS reserves the right to search with or without cause any student, automobile, backpack, purse, locker, desk, etc. for suspicion of illegal or unauthorized materials. Students who refuse to be searched may be recommended for expulsion and could also be referred to the legal authorities.
31. Other Prohibited Items - BACS also prohibits the possession or use, on school property or at authorized school functions, of substances which may threaten good order, discipline, decorum, and public safety. Such materials or objects may include, but are not restricted to the following items:
  - Alcohol
  - Drugs
  - Stolen property
  - Weapons or items that may be used as a weapon
  - Hate material or inappropriate material such as pornography

Students shall have no reasonable expectation of privacy in areas designated to them for storage of personal belongings on school property, nor shall students have any reasonable expectation of privacy in any belongings they may transport onto school property. Students will be suspended or expelled as determined by administration.

32. Drug and Substance Testing – BACS reserves the right to request any student to submit to a drug test with or without cause at the student's cost. Students who refuse to submit to a requested drug test will be recommended for expulsion. The student must be taken by a parent/guardian to the location of choice indicated by BACS within a decided time frame. The student will not be allowed back into the school without the drug test receipt. In other cases where there is suspicion of another substance, BACS reserves the right to use applicable means by professionals of evaluating the use of substances..

Enforcement - Each teacher is given the responsibility of enforcing classroom and school rules. Administration will be available to assist as needed.

We endeavor to treat all students fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include: seriousness of the offense, student's age, frequency of misconduct, and student's attitude.

#### PLAYGROUND RULES/BRONCO PLAYGROUND CODE

All students are expected to follow these established playground rules before, during, and after school.

1. Students should slide down the slide while facing forward.
2. Students should keep mulch, rocks, and sticks on the ground.
3. Students should swing forward and back without twisting or going side to side.

4. Students should use play equipment as it was designed to be used.
  5. Students should keep their hands and feet to themselves and not harm/hurt another Bronco (no rough play such as kicking, hitting, or jumping on another Bronco's back).
  6. Students should use their words to encourage other Broncos and to honor Jesus.
  7. Students should throw safely only items that are intended to be thrown.
  8. Students should respect all teachers and adult supervision on the playground.
- All students are expected to abide by the code regardless of who the supervisory authority happens to be on the playground.

### BRONCO BUS CODE

All students are expected to follow these established bus rules whenever they ride a Bronco bus.

1. Students should load the bus quietly and orderly.
2. Once on the bus, students should stay seated.
3. Student should not lower windows unless instructed to do so by the teacher or driver.
4. Students' behavior should not be a distraction on the bus.
5. Students should face forward and keep all objects and body parts inside the bus and out of aisle areas.
6. Students should listen and follow directions of all supervising adults on the bus.
7. Students should clean their area and thank the bus driver when filing off the bus.

## **SECONDARY SCHOOL CONDUCT MANAGEMENT TECHNIQUES**

### DEMERITS/DETENTIONS

Possible in class consequences for misbehavior(s):

- Demerits or extra work
- Teacher/Student conference
- Sent out of class with teacher/student conference afterward
- Detention
- Teacher/Student/Parent Conference
- Sent to the principal
- Lowering conduct grade

Detention is given when a student receives two or more demerits in one class period. Automatic detention may be given for gum chewing, deliberate disobedience, or other inappropriate conduct. Detention is normally held each afternoon from 3:10 – 3:50. Detention is part of the school day and students will be in dress code. Parents will be notified with a written detention slip to sign and return the next day. **Detention must be served the next school day following the violation, unless special permission is requested in writing or by phone by the parent the day the detention is to be served. The attendance secretary or the principal must approve.** In case of excessive detentions (8 per semester), the parents will be notified by the principal to discuss possible solutions and any corrective action needed. Generally a student will be suspended with a full day ISS on the 10<sup>th</sup> detention.

In-School Suspension (ISS) – Students would receive a maximum of 70% on any quiz or daily grade, and 100% allowable on test grade. For half day ISS students would be ineligible for one game/performance (the very next one). For a full day ISS students would be ineligible for the next two games. Students will not be exempt from final exams. Students could be placed on behavioral probation. Some ISS offenses could be, but are not limited to:

- Skipping class or leaving school without permission
- Disrespect
- A pattern of lying
- Cheating by copying homework (second offense)
- Profanity or inappropriate language and gestures
- Excessive tardies
- Excessive detentions
- Forgery

Out of School Suspension (OSS) (1-3 days) – Parents will be notified to take the student home the day of the occurrence. Students will receive an automatic U in conduct for that quarter, and will be removed from any office or leadership position. Students may not make up work and would receive zeros on any grades during this time. Students would be ineligible for the next three games, and cannot participate or attend any on or off campus extra-curricular activities on suspension day(s). Students may be asked to withdraw at the end of the school year. Students could not be exempt from final exams. The student could not be recognized as an honor graduate.

Some OSS offenses could be, but are not limited to:

- Cheating/plagiarism
- Stealing
- Gross disrespect/conduct, anger, abusive language, obscene gestures
- Gross insubordination or defiance
- Possession or distribution of media that is immoral, vulgar, pornographic, or indecent (written or electronic – phones, laptops, iPads, camera, etc.)
- Fighting or acts of violence
- Activities that seriously threaten the safety of students or teachers at BACS (including reckless driving)
- Burglary or attempted burglary of the school
- Tobacco/alcohol/drugs/drug paraphernalia (matches, lighters, etc) on or off campus
- Hazing or intimidation or threatening – including social media
- Vandalism/defacement of property
- Possession of a weapon
- Hacking school computers

## SPECIFIC CONDUCT RULES

1. Books – A student who loses a textbook or library book must pay the current replacement cost.
2. Stealing is prohibited. If you find an item that is valuable or important, turn it in to lost and found or give it to a teacher, otherwise, if it does not belong to you please leave it alone.
3. Forgery – Students are not to sign their parent's (or guardian's) or any other person's name to school related documents.
4. School Property – School and church property are to be respected. Marked on, defaced, or broken property is to be replaced at the student's expense, or the student may be required to make repairs. Further discipline may be given. Vandalism would result in suspension.
5. Off-Limits – Students are not allowed to go in or beyond the elementary playground or Performing Arts Center without specific permission from a teacher. The creek, trails, sound room, stage, nursery/pre-school, and Student Center area are off limits.
6. Running and horseplay – For the safety of others and to maintain decorum, students should not run or horseplay in the hallways and classrooms.
7. Food/Beverages – Soft/flavored drinks and food are not permitted in the classroom or hallways. Violation may result in automatic detention. If a teacher allows water in the classroom, it must be in a clear container with a cap or closable lid.
8. Prohibited items – Matches, lighters, magazines, music and game devices, smart watches (Apple watches, etc.), cameras, video camera, televisions, toys, pets and gum are not permitted at school except by special permission. Violators may receive automatic detention.
9. Headphones/Earbuds – Headphones/earbuds will be treated like cell phones. They may be used in the mornings and after school, however the volume must be low enough that students can still be aware of their surroundings by using their sense of hearing.
10. Cell phones – Students may use cell phones before school in the hallways of the buildings and after school, but they must be off and stowed away during the school day. No text messaging is allowed. Any violation of this policy will result in the phone being confiscated and a detention will be issued. The phone may be picked up by the student at the end of the day. Students may use the office phone to contact parents during the school day. Student aides should not use their cell phones during idle times.
11. Video/Photo of Others – Students are not allowed to video or photograph a teacher or another student without permission from that person. Photos, videos, etc. are not to be put on the internet without permission of the persons involved.
12. Social Networking – BACS recommends to all families that they monitor the internet use of their children. Social networking sites are commonly used by many in our society and although they can be accessed in private they are anything but private. What is placed on these sites is seen by many people. BACS cannot police social networking sites, but when inappropriate behavior is brought to our attention, BACS may take appropriate disciplinary action up to and including expulsion.
13. Public Notoriety – Students are expected to represent BACS in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or internet site. The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions, which cause notoriety, could result in disciplinary action up to expulsion.  
Slander, gossip, rumors – either in person or on internet sites is not edifying. Please directly ask the teacher or administration about a rumor instead of passing it along to others. If you disagree with a decision or a discipline, please do not use social media in an attempt to sway others to your opinion.
14. Pranks – actions that impede or cause hardship to teachers, alters the school facilities, or disrupts the learning environment; and trespassing on school property and in buildings after hours without administrative approval will result in disciplinary action. No unauthorized pranks.
15. PDA – Students are not allowed to show public display of affection at school or school events. This includes holding hands or having your arms around each other.
16. Vehicles – Students are not allowed to go to their cars during the school day unless they have permission from the office. The exception would be to get athletic equipment before the athletic period. Only seniors have permission to drive their vehicles from their parking lot to their athletic period during the school day.  
Licensed students with cars will:
  - a. Park only in designated areas.
  - b. Leave their vehicles immediately upon arrival after parking and enter assigned areas.
  - c. Observe the speed limit for the school parking lot (15 miles per hour)! Be very careful and mindful of the safety of other students.
  - d. Realize that a teacher or the administration at any time may inspect any car, inside and out.
  - e. Violation of these rules may result in suspended driving privileges.
17. Profanity – Vulgar or profane speech, gestures, or writing is prohibited. Disciplinary action including possible suspension will be taken.
18. Racial statements – degrading racial statements are inconsistent with Christian values and will not be tolerated. Such offenses will be given appropriate disciplinary action.

19. Cheating – Honesty is essential for Christian character development. Cheating involves receiving credit dishonestly. Some examples are giving and copying answers, copying homework, using cheat sheets, and plagiarism. Plagiarism is the use of words or ideas of another person without indicating and giving credit to that person. Dishonesty will not be tolerated on daily work, tests, papers, projects, etc. The following academic and disciplinary actions will be taken for cheating and are cumulative over a student's high school career:

FIRST OFFENSE: The teacher will record a zero, and if necessary, require the student to re-accomplish the work. The teacher will counsel the student and give a detention. The parent will be informed.

SECOND OFFENSE: The student will receive a zero and one day in-school suspension (ISS) for homework or if on a quiz or test, an out-of-school suspension (OSS).

THIRD OFFENSE: The third offense may result in expulsion.

20. Weapons – Possession or use of a knife or any other weapon is prohibited and is grounds for OSS or expulsion.

21. Fighting – Fighting and other acts of violence are prohibited. Students who engage in this type of activity may be suspended.

22. Bullying and Hazing - "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

The definition includes three components for consideration:

- Bullying is an aggressive behavior that involves, unwanted, negative actions
- Bullying involves a pattern of behavior repeated over time
- Bullying involves an imbalance of strength

Bullying can take many forms and should not be tolerated. Incidents where bullying is suspected should be reported to a teacher or administrator. Remember to use the definition of bullying when trying to classify a situation.

Hazing is defined as activities or rituals on or off campus involving harassment, abuse, or humiliation used as a way of initiating a person into a group, team, or organization. Hazing is prohibited by law and may be either physical, mental, or verbal. Hazing should not be confused with qualifications for making teams, clubs, or groups represented by BACS such as abilities, availabilities, and eligibility. Hazing should not be tolerated and should be reported to a teacher, coach, or administrator if suspected.

23. Physical Restraint – Any BACS employee may, within the scope of the employee's duties, use and apply physical restraint to a student when the employee believes it is necessary in order to:

- Protect the student from injuring himself
- Protect another person, including the person applying physical restraint, from physical injury
- Obtain possession of a weapon or other dangerous item
- Protect property from serious damage
- Remove the student from a location when the student is refusing a reasonable command – including from a classroom or other school property, in order to restore or to impose disciplinary measures
- To gain control and subdue an irrational student

24. Health Altering Behavior – Participating in self-directed activities (i.e. self-injury, eating disorders, steroid use) which do not honor God, and may immediately or eventually endanger the health of the student, will be brought to the attention of the student's parents with the expectation that the parent get professional counseling for their child.

25. Drug, Substance, and Search Policy– BACS reserves the right to search with or without cause any student, automobile, backpack, purse, locker, desk, etc. for suspicion of illegal or unauthorized materials. Students who refuse to be searched may be recommended for expulsion and could also be referred to the legal authorities.

BACS also prohibits the possession, on school property or at authorized school functions, of substances which may threaten good order, discipline, decorum, and public safety. Such materials or objects may include, but are not restricted to the following items:

- Alcohol
- Drugs
- Stolen property
- Weapons or items that may be used as a weapon
- Hate literature or inappropriate literature such as pornography

Students shall have no reasonable expectation of privacy in areas designated to them for storage of personal belongings on school property, nor shall students have any reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person (i.e. backpacks, purses, book bags, wallets, personal computers, tablets, cell phones, cameras, etc.).

26. Drug and Substance Testing – BACS reserves the right to request any student to submit to a drug test with or without cause at the student's cost. Students who refuse to submit to a requested drug test will be recommended for expulsion. The student must be taken by a parent/guardian to the location of choice indicated by BACS within a decided time frame. The student will not be allowed back into the school without the drug test receipt. In other cases where there is suspicion of another substance, BACS reserves the right to use applicable means by professionals of evaluating the use of substances. One example of this would be the use of a breathalyzer test for students under the influence of alcohol.
27. Inappropriate Sexual Behavior - Inappropriate sexual behavior, whether heterosexual or homosexual in tendency, is a serious violation of the behavioral and moral expectations of BACS and will not be allowed. Additionally, the promoting of the GLTB (Gay/Lesbian/Transgender/Bi-sexual) agenda or obstinately objecting to the biblical basis for relationships will not be tolerated.

In the event of a student pregnancy, both the mother-to-be and the father-to-be will be asked to withdraw.

Sexual Harassment is unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive environment. It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should notify a teacher or school administrator as soon as possible.

28. Immoral and Illegal Activities – BACS reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities whether occurring on or off campus on a case-by-case basis. These situations could include: sexual activity, immoral use of electronic devices (words or images), pornography, harassment, the use of alcohol, tobacco, illegal drugs, etc. A redemptive approach may be considered if the student and their family exhibit repentant and humble hearts and if a committee determines if continued enrollment is in the best interest of the student and BACS's student body.

#### CONDUCT DURING CO-CURRICULAR ACTIVITIES

During all extra-curricular activities, students, parents and guests are to conduct themselves in a manner that honors God. Verbal abuse of opponents, judges and officials, and misuse or abuse of property or facilities will not be tolerated. At all activities Christian sportsmanship will be our first priority for all fans.

#### **ELEMENTARY ATTENDANCE**

In order for students to gain the most in school, regular attendance and promptness are required. Students demonstrate responsibility and dependability through their attendance. Yearly perfect attendance awards will be given only to those students who have not missed a day and who have no **more than five tardies and no more than five early dismissals for the year**. Students who are present at least 5 hours in a day are credited with a full day of attendance.

It is expected that students will be brought to school and picked up on time by parents or their car pool. Supervision (excluding extended care) is provided 30 minutes before school and 25 minutes after school. Class hours are 8:10 a.m. until 3:10 p.m. for grades K-6. **In order to be on time, students should be dropped off no later than 8:07 a.m.** Therefore, students are not to arrive before 7:40 a.m. nor stay after 3:35 p.m. Parents may arrange for additional childcare at school from 7:00 – 7:40 a.m. and/or 3:35 – 6:00 p.m. An extra fee will be charged. Contact the school office for this service.

**An attendance committee will review any absences (excused and unexcused) exceeding 9 days a semester to determine the educational process of the student. The student may be** expected to make up lost class time by logging supplemental instructional hours as determined by the attendance committee and in accordance with our accreditation stipulations.

1. The teacher will record an absence on the day(s) the child is absent.
2. When a student returns to school after being absent, a note should be presented to the **teacher** stating the reason for the absence, the date of the absence, and the parent's signature.
3. If **an extended absence of more than three days** is foreseeable, **it must be approved with the principal or assistant principal at least two weeks (ten days) in advance in order for an Independent Study Plan (ISP) to be drawn up and class assignments organized and obtained from the teacher so students can completed them by the time he/she returns to class.** Tests and quizzes should be taken prior to expected absences. Extended vacations are **highly** discouraged during the school year. **This process helps students keep up with school work, but there is no substitute for teacher instruction and class interaction.**
4. A student returning after an excused absence, **and one that is not foreseeable**, will have one day for

each day absent to complete any work (including tests, quizzes, and projects) missed— Students or parents are responsible to find out from the teacher what has been missed and to arrange to do the work. Generally, a student returning from an extended absence will be allowed one day for every day absent to make up work (including tests, quizzes, and projects) and catch up.

5. If a student is absent due to an illness for 5 consecutive days or more, a physician's statement justifying the absence is required when the student returns to school.
6. Doctor, dental, music, and other appointments are to be scheduled after school hours. If a student leaves early because of illness or an appointment, the student's parent should check him/her out from the Main Office. (See next section.)
7. If a student is absent over 2 hours, an absence is recorded. Attendance reports are run daily through the RenWeb system to keep parents, teachers, and administrators aware of attendance thresholds. When a student has accumulated a total of 7 absences, a report will be automatically generated making parents aware that the student is getting close to the 9 day threshold of absences allowed per semester. If parents believe that their student may be absent more than 9 days, they should contact the elementary principal to discuss options for making up time missed so both the student and the school can meet accreditation standards. Another letter will be generated on the 9<sup>th</sup> and 10<sup>th</sup> absences informing parents, teachers, and administration that students have reached and/or exceeded attendance thresholds for the semester. The school works very closely with parents at this point to ensure the student and school meets attendance requirements. **If a student is absent, parents may request and pick up make-up work or have it sent home with a sibling. The request for make-up work to be picked up at the end of the school day (3:10) must be made by noon to the classroom teacher or Elementary Office.**
8. In cases where students skip school without permission, ISS will be given twice the amount of time missed with a minimum of one-half day in-house suspension being served. Unexcused absentees will not be able to make up work. Continued unexcused absences may result in dismissal from school.

#### CHECKING IN-CHECKING OUT

**Pulling students out of school early should be kept to a minimum. There should be no expectation of an early dismissal after 3:00 p.m.** When taking students out of school before 3:00 p.m., parents should stop by the Main Office and sign them out. This will ensure the safety and security of the child. If **students** returns before the end of the school day, they need to sign back in at the school office. It allows school personnel to know clearly when a child is brought to school and when a child is picked up. **It should be noted that students leaving early need to be checked out by 3:00 p.m. Checkouts after 3:00 p.m. should be arranged through the car line as normal since students are in lines for dismissal. Parents coming through the Main Office to retrieve students after 3:00 p.m. will have to wait until car line pick up is complete.**

#### EARLY DISMISSAL

When it is known that students will need to leave school during the day, **parents should call the Elementary Office or send a note** from home so An Early Dismissal Form **can be generated** from either the Main Office or the Elementary Office. This form then is given to the teacher and helps the teacher prepare the student for Early Dismissal in a timely manner. **Plus, it helps to maximize class time and minimize disruptions. Please allow 5 – 10 minutes for an early dismissal.** Parents may **incur wait time** if no Early Dismissal form was obtained **before the early dismissal time.**

#### TARDINESS TO SCHOOL OR CLASS

Tardiness can be a serious problem which minimizes the importance of the initial morning activities and the study of God's Word. A student is tardy after 8:10 a.m. Tardiness **interrupts the classroom**, is disruptive to others and is a detriment to the learning process. There will be no excused tardies. However, there are six allowable tardies per quarter without penalty for unavoidable circumstances. Students who arrive at school after 8:10 a.m. should go **directly** to class. **Teachers will** log the date and time of the tardy. **An automated tardy letter will be generated on the 5<sup>th</sup> and 6<sup>th</sup> tardies to give administration and parents a heads up.** A detention will be issued by the Elementary Office on the 7<sup>th</sup> tardy and a principal conference scheduled. A detention will also be issued by the Elementary Office on the 8<sup>th</sup> and 9<sup>th</sup> tardies. On the 10<sup>th</sup> tardy, an ISS will be issued and an administrative conference scheduled.

**Please note:** Students will have a “clean slate” at the start of each quarter.

### **SECONDARY ATTENDANCE**

In order for your child to gain the most in school, regular attendance and promptness are required. Students demonstrate responsibility and dependability through their attendance.

It is expected that students will arrive to and depart from school on time. Supervision is provided only thirty

minutes before and after school. Class hours are 7:55 a.m. until 3:00 p.m. for grades 7-12. Therefore, students are not to arrive before 7:25 a.m. nor stay after 3:30 p.m. when the building will be locked.

The following are acceptable excuses for school absence:

- A. Personal illness
- B. Illness in the family
- C. Death in the family
- D. School field trip
- E. Other unusual trips approved by the principal or administrator in advance

When a student returns to school after being absent, he is to present a note from home stating the reason for the absence. If the absence is foreseeable, a note should be sent three days in advance to be approved by the principal. Doctor, dental, music, and other appointments are to be scheduled after school hours when possible. In cases where students skip school without permission, in-house suspension will be given twice the amount of time missed with a minimum of one-half day in-house suspension being served. Unexcused absentees will not be able to make up work. **Unexcused absences to first period will also be marked as a tardy to school.**

Students will be marked according to class attendance, including aide and study hall classes. Perfect attendance is achieved only when a student misses no classes for each individual class. Students must be present in each class thirty minutes or more to be counted present.

**For all absences exceeding 9 days per semester, the student will be expected to make up lost class time** by attending Saturday School or completing extra hours as assigned by the principal. Continued absences could result in loss of credit and the student would have to repeat the semester. Absences dealing with unusual family needs, or an exceptional health crisis, may be exempt if approved by the principal and attendance committee. Family trips for pleasure are not considered for exemption. Organized mission trips should be planned during breaks and holidays so missed class time is minimal.

A student returning to school after an excused absence will have one day per day absent to complete any work he has missed. It is the student's responsibility to find out from the teacher what has been missed and to arrange to do the work. A student returning from an extended absence will be allowed reasonable extra time to catch up.

If a student is absent due to an illness for five consecutive days or more, a physician's statement justifying the absence is required when the student returns to school.

Generally, on previously approved absences, the assignments are to be obtained from the teacher in advance and completed by the time the student returns to class. Students with incomplete work could be required to attend teacher workdays or stay behind during field trips in order to complete the work.

#### TRIPS

Groups should not schedule trips during the week of midterm or final exams. Exams should be taken as scheduled.

#### PERFECT ATTENDANCE

Perfect attendance will be awarded to students who have missed no individual classes and who have no more than five tardies for the year.

#### EXAM EXEMPTION REQUIREMENT

In order to be exempt from a final exam 2<sup>nd</sup> semester, students must have an A average for the semester, and not have more than 7 absences in that specific class for the semester. Also, students will not be exempt if they've received any type of suspension, half or full ISS or OSS, during the year.

#### TARDINESS TO SCHOOL OR CLASS

Tardiness can be a serious problem which minimizes the importance of instruction time. Tardiness by students is disruptive to others and is a detriment to the learning process.

**Tardies to School** – Students arriving late to school will be considered tardy. A student is tardy after 7:55 a.m. **There will be no excused tardies.** However, there are six available tardies per quarter without penalty for unavoidable circumstances. Students who arrive at school after 7:55 a.m. should stop by the office to get a permit before going to class. The office personnel will send the student to class with the permit after logging the date and time of the tardy. A detention will be issued by the office on the 7<sup>th</sup> tardy and a principal conference will be scheduled. A detention will also be issued by the office on the 8<sup>th</sup> and 9<sup>th</sup> tardies. On the

10<sup>th</sup> tardy, an ISS will be issued and administrative conference scheduled.

**Tardies to Class** - Students arriving late to 2<sup>nd</sup> – 8<sup>th</sup> period class without an appropriate pass will be considered tardy. On the fourth tardy and eighth tardy to class, there will be detentions given. On the twelfth tardy to classes, there will be an ISS issued. Note: tardies are cumulative, so a student might have two tardies in one class and two in another class and still receive a detention because of the total number of tardies. Tardies reset each quarter.

## ELEMENTARY CURRICULUM

The elementary school consists of kindergarten through grade six. Classes are structured and students are taught academic skills according to school-set standards. Throughout all elementary grades, the basic skills of reading, writing, and mathematics are stressed.

**Various curriculum materials are** used in grades K-6<sup>th</sup>. Textbook publishers **include A Beka Book**, Bob Jones Press, Institute for Excellence in Writing, and Association of Christian Schools International. It is important to remember that the teacher is the main point of Biblical integration and is the living curriculum.

Among subjects offered in elementary school are:

Arithmetic	Language Arts	Computer/STEM
Bible	Composition	Physical Education
Science	Grammar	Art
Health	Library Skills	Music
History	Penmanship	Beginner Band & Orchestra-5th & 6th grade
Geography	Reading	French/ <b>Spanish</b>
Government	Phonics	Spelling
Vocabulary		

## GRADING SYSTEM

In determining the letter grade to assign to a pupil for his work in a given subject, the teacher uses a combination of quantitative and qualitative indices. This means a grade is not determined completely and absolutely by a numerical percent average of tests only. Each project, written report, homework assignment, and other activity (as determined by the individual teacher) is weighed and converted into a number. This number is recorded in a grade book and the following scale is used to convert the number into a letter. A score of 70 or above is passing.

A 90-100	B 80-89	C 75-79	D 70-74	F 0-69
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## REPORT CARDS/PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report cards are given to students to present to their parents on the Wednesday following each nine-week period. The card is to be signed by the parent and returned to the school within two days. Progress reports are issued on the Tuesday that is approximately the fifth week of the nine week grading period. **Progress reports and report cards for 5<sup>th</sup> and 6<sup>th</sup> grades are emailed to parents.**

Academic records will not be sent to another school unless the financial account is cleared.

## PROMOTION POLICY

**K – 2nd grade** - Students are promoted or retained based upon the teacher's recommendation, **academic, and social progress.**

**Grades 3 – 6** - Generally, students are retained at the same grade level if they fail more than one subject. However, if either Math or Language is failed, the teacher will recommend whether or not the student is promoted. All factors such as age and social maturity are considered by the teacher before recommending a student be retained. If promoted, make up work, such as summer school or tutoring, will be required.

## HONOR ROLL

Students are encouraged to do their best at all times. Each quarter, all **1<sup>st</sup> – 6<sup>th</sup>** grade students who reach the following standards will be recognized as being on the Honor Roll:

1. All scripture verses memorized for that quarter.
2. An over-all average of 90% or higher and passing grades in all subjects.
3. Good conduct (All E's, G's, and S's on Report Card and no more than one detention per quarter).

## TEXTBOOKS

Students pay a fee for books. Some books are consumable, and other books are reused year after year. Students are permitted to write in and/or highlight the material in consumable books. Students will pay for any books other than consumable books that they mishandle.

Since the textbooks become part of the student's personal library, the student is encouraged to keep them in good condition, and each student should use his own textbook. If a textbook is lost, the student should check lost and found. If the book is not found within a week, the student should pay for the book, and another one will be supplied.

## ACHIEVEMENT TESTING

Each child in grades K – 6 will be given the TerraNova 3 Achievement Test near the end of each year to determine progress as well as scholastic strengths or weaknesses. It is important that students are present and at their best on these test days.

Bay Area Christian School students have consistently scored above the national norms for each grade level.

## PHYSICAL EDUCATION

In lower elementary P.E. (K – 4), students play organized games, learn sport skills, and improve their physical fitness level. Equipment includes jump ropes, hula hoops, beanbags, balls, and other types that aid in learning new skills and improving physical fitness. Classes are held outside on the school campus, inside the Auditorium building in the Fellowship Hall, or in the gym when available.

The upper elementary (5<sup>th</sup> – 6<sup>th</sup>) attends P.E. every day. Their classes are held in the gym **or outside**. P.E. uniforms cost \$20.00 per set. **A letter from the Athletic Department will be emailed before school begins with the ordering option.** Basketball or tennis shoes are required for P.E. P.E. lockers with locks will be provided to secure student belongings. To be excused from participation due to illness, the student must bring a note from home. The student will need to dress out, and coaches will be sensitive to individual needs. Grading is based on dressing out and participation. A note from a doctor is necessary if participation is restricted more than two consecutive days in K – 6<sup>th</sup> grades.

## FIELD TRIPS and TRANSPORTATION

Each grade has approximately one class field trip per quarter. These field trips may be educational, or recreational, **or service oriented** in nature. Notice of the trip will be sent to the parents.

Parents may be chaperones as needed to assist the teachers with monitoring all students. In some cases, chaperones will be assigned a group of students. Depending on the nature of the field trip, venues or teachers may decide that parent chaperones are limited. All chaperones must consent to a background check and read and sign a Child Abuse Prevention packet form. Parent attendees may take their child away from the group but realize that no other student may join their student. Parents as chaperones must follow the chaperone guidelines located with the teacher.

Depending on the nature of the field trip **and venue**, siblings **may not be** allowed to accompany parent chaperones. We realize that this may limit some of our parent volunteers, but this is often necessary to help ensure the safety of our students on certain trips. We need the chaperone to be able to monitor multiple BACS students **and focus on the students being chaperoned.**

Cost for the students is included in the Activity Fee. Parents attending either as a chaperone or independently will be charged.

All students may ride in a BACS bus. Please consider this option carefully as we can only change students from car rider to bus rider at the last minute due to emergency purposes only. Buses and bus drivers are reserved well in advance and there may not be an extra bus or driver available to accommodate last minute changes. There may be some field trips where all students will ride the bus. School buses are for students only.

A student can also ride with a parent, guardian, or immediate family member (Aunt, Uncle, Grandparent, or Guardian) who is also attending the trip either autonomously or as a chaperone. Due to liability reasons and supervisory concerns, students CANNOT ride with parents of their friends. Students who do not attend field trips will be marked absent **and parents will need to make other arrangements for their care.**

## FINE ARTS

Music and Art are offered for all elementary students. French is offered to students in 2<sup>nd</sup> – 6<sup>th</sup> grades. Spanish is offered to students in 3<sup>rd</sup> – 5<sup>th</sup> grades. Various venues will be utilized to allow students to demonstrate what they have learned and created.

Band and Orchestra are offered for 5<sup>th</sup> – 6<sup>th</sup> grade students. Some instruments are loaned from the school; others are purchased or leased. Beginning band students learn the basic rudiments of music theory and playing an instrument. They learn how to play different parts and harmonize, and typically perform a spring concert.

## HOMEWORK

The purpose of homework is for reinforcement, practice, remedial activity, and special projects. Generally, no written homework will be assigned on program nights, Wednesday nights, or holidays.

Assignment notebooks for 3<sup>rd</sup> – 6<sup>th</sup> grades are included in the Activity Fee. Students write assignments in the planner each day and take it home each night. Parents are responsible to check the completed assignments against the planner before signing off on the assignment. The teacher checks the planner each day for the parent's signature. Assignments for K – 2 will be communicated through various means as determined by the classroom teacher. Work that is incomplete or incorrect may need to be done again. Students who do not turn in their work may receive demerits, have points taken off, or receive zeros. Some homework is graded; some is not, depending on the type of assignment and the teacher's instructions.

## HELPS CLASS

The teacher may schedule a helps class one day a week after school. Students who are failing a subject or need extra help in a particular subject may attend.

## EXTRA ACADEMIC ASSISTANCE

Extra academic assistance will be offered during recess for students needing additional help; teachers will rotate based on academic concepts being addressed.

## LIBRARY

The elementary library is located upstairs on the north side of the Cullins Education Center. All elementary classes visit the library approximately every week. Volunteer librarians assist the students in choosing books. Appropriate library behavior is expected, practiced, and reinforced.

When the library is not open, books may be returned in the box outside the library door. There will be a late charge of ten cents a day after a four day "grace period".

If a book is not returned at the end of the year, a charge of \$5.00 for paperbacks and \$8.00 for hard cover books will be added to the tuition statement.

## BIBLE/CHAPEL

God's Word is taught daily to all students. A Bible lesson is taught by the teachers each day. On Wednesday a chapel service is held. Chapel services are held weekly to give students and teachers an opportunity to worship, sing, and fellowship together. The pastor, staff, students, and outside speakers lead in chapel services.

Elementary chapel for grades K - 3 is at 9:35-10:05 and for grades 4 - 6 at 9:00-9:30a.m. on Wednesday mornings. Parents are welcome to attend. Students in grades K – 6 may sing in elementary chapel. If a student wants to sing, the music teacher determines if the student is ready, and notifies the Elementary Office.

A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should always be observed. Content is taught from a Biblically integrated point of view, and all classes participate in scripture memorization. The English Standard Version is normally used for all scripture memory and chapel services in order to maintain uniformity. Students will have the opportunity to discuss chapel content in the classroom and at home through the weekly Faith Talk.

## SCRIPTURE MEMORY

Each month a passage of Scripture is selected by the school for the students to memorize. First grade students have the entire month to learn the Scripture and say it to their teachers for a red star. Second through sixth grade students have the first five school days of the month to say the Scripture for a red star. Principals will inform the teachers if a change in schedule is made for Red Star deadlines. A first grade student saying the Scripture passage after the first of the following month receives a blue star. The older

students receive a blue star if the Scripture is said after the Red Star deadline. A red star will be awarded if the student can say the Scripture from memory. Teachers may give one prompt and allow for no more than three minor mistakes per Scripture passage. A blue star is awarded if the child says the Scripture from memory after the Red Star deadline or if he needs more help.

Students who receive all red stars will be awarded a Red Star Award at the end of the year. Students who have a mixture of red and blue stars or all blue stars will receive a certificate. Students who recite all nine months of Scripture at one time with no more than one prompt and no more than three minor mistakes per passage receive a Gold Star Award.

Kindergarten students learn verses that begin with each letter of the alphabet. They receive a Scripture award at the end of the year. They may say the Red Star Scriptures if they wish.

#### TRACK/FIELD DAY

The school will hold elementary field events in the spring as planned by the field day committee and our P.E. teachers.

### **SECONDARY CURRICULUM**

Secondary Curriculum includes curriculum used in 7th - 12th grade. Curriculum refers to the entire scope of objectives taught and the manner in which instruction happens. Multiple strategies may be used which include traditional methods such as lecture, presentations, reading, class work and homework, quizzes, tests, essays, and projects and non-traditional methods determined by the teacher which are appropriate and have educational value. A wide variety of textbooks may be used that may include both Christian and secular textbooks. However, it is imperative to remember that the teacher is the living curriculum and the impetus of Biblical integration within the classroom.

#### GRADUATION REQUIREMENTS

Twenty-six credits are required for graduation. Transfer students must complete at least two semesters in this school before receiving a diploma. Students enrolled in high school prior to the fall 2014 will continue on the Texas Recommended Graduation Program. However, students entering high school in 2014-2015 will be enrolled in BACS' Texas Foundations High School Program (FHSP).

Each new freshman student will have the opportunity to earn endorsements and performance acknowledgements according to Texas Education Agency House Bill5 ([www.tea.state.tx.us/graduation.aspx](http://www.tea.state.tx.us/graduation.aspx)).

BAC offers three endorsements:

- STEM – additional advanced math, science, or technology credits
- ARTS/HUMANITIES – 3 foreign languages, 4 social studies, 4 Bible, advanced level fine arts
- MULTIDISCIPLINARY – advanced courses from both the STEM and ARTS/HUMANITIES

#### **BACS' Recommended (through 2017) TEXAS FOUNDATION with ENDORSEMENT GRADUATION PLAN (FHSP graduation 2018-subject to change by TEA)**

Listed are the graduation requirements for the BACS Texas Recommended Program.

<b><u>Math</u></b>	4 (must include Alg I, II & Geom.)
Alg. 1, Geometry, Alg. II, Pre-Calculus (H), AP Calculus (H) AP Stats (H)	
<b><u>Social Studies</u></b>	4
World Geog., World History, U.S. History, Government/Economics	
<b><u>English</u></b>	4
I, II, III, IV	
<b><u>Science</u></b>	4 (must include Bio, Chemistry & Physics)
Biology, Chemistry, Physics (H), Anatomy (H) Marine Biology	
<b><u>Physical Education</u></b>	1
<b><u>Fine Arts</u></b>	1

<b><u>Foreign Language</u></b>	2
Spanish I, II, III (H)	
<b><u>Speech</u></b>	½
<b><u>Bible</u></b>	4
N.T., O.T., Doctrines, Worldviews	
<b><u>Other Requirements</u></b>	
Technology	1
Health	½
	<hr/> 26

(H) designates honors classes.

\*must be taken before Algebra II

\*\*must be taken before Chemistry and Physics

**MINIMUM GRADUATION PLAN** – A student may graduate under the Minimum High School Plan only with permission from the counselor. Twenty-five credits are required for graduation and students do not qualify as honor graduates.

**SCHEDULE CHANGE/DROPPING A CLASS**

Students may request a schedule change with counselor approval until two weeks after the class begins.

Students requesting to drop a class must have counselor approval and must submit their request within five days of mid-semester report card issue.

It should be noted that a student’s transcript will begin with the ninth grade year, and the requirements and course planning should be discussed at the beginning of the ninth grade year. Also, eighth grade students who take Algebra should be aware that the Algebra I grade they receive will be on the official transcript. If a student makes a C or better, there will be no option for them to take the class over for a better grade. However, the student may take the class over for a better understanding of the content.

Students in the 11th grade, who expect to graduate early, must declare so in writing to the counselor or principal by September 1st of the school year that they expect to graduate. These students will not be eligible for valedictorian or salutatorian status. Once a student enters BACS, the remaining core courses, which are required for graduation, must be taken at BACS unless written permission to take a course elsewhere is given by the counselor or principal.

Student Aides will not receive a numeric average but a mark of pass or fail.

**DUAL CREDIT**

Junior and Senior students at BACS in good standing may take approved dual credit courses with an approved college granted they meet the academic requirements outlined by both BACS and the college. Additionally, students and parents must understand that if in a dual credit course, students are expected to be on the campus of BACS for all other required courses and should not be on campus on a dual credit class off-day in an unsupervised manner. For example, if a student has a MWF class at 8:00 a.m., he or she should not be on the campus of BACS at 8:00 a.m. on a Thursday without advance planning and supervision.

**GRADING SYSTEM**

In determining the letter grade to assign to a pupil for his work in a given subject, the teacher uses a combination of quantitative and qualitative indices. This means a grade is not determined completely and absolutely by a numerical percent average of tests only. Each project, written report, homework assignment, and other activity (as determined by the individual teacher) is weighed and converted into a number. This number is recorded in a grade book and the following scale is used to convert the number into a letter. A score of 70 or above is passing.

**GRADE POINTS**

	Regular	Honors
A - 90-100	4	5
B - 80-89	3	4
C - 75-79	2	3
D - 70-74	1	2
F - 0-69	0	0

An "I" is given as a temporary mark only; it must be converted to an A, B, C, D, or F by the end of the allotted time for make-up work.

### CLASS DESIGNATION

Students must earn at least 5 credits to be considered a sophomore, 12 credits to be a junior, and at least 18 credits to be considered a senior.

### HONOR GRADUATES AND CLASS RANK

Normally, there shall be one valedictorian and one salutatorian in each graduating class. To be eligible for valedictorian or salutatorian, the student shall be enrolled in Bay Area Christian High School for the entire junior and senior years.

BACS does not assign a numeric rank in class beyond the top 10% of the class.

At the end of the junior year rank in class for the top ten percent is determined by using the numeric average of all high school credits earned to that point. For ranking purposes only, five points will be added to the semester average of honors courses. Honors courses that transfer in will only receive weighted credit in this calculation if the course is also offered as an honors course at BACS. This weighted numeric average is not reflected on the transcript. However, the GPA will reflect all honors credits, including transfer honors classes. Final class rank for the top ten percent is determined at the end of graduation.

In addition, the top quartile (25%) will be identified. All others in the class will indicate that BACS does not rank.

Students on the Texas Recommended plan with a comprehensive four-year average of 90 or above, and good conduct will be recognized as honor graduates. Good conduct shall be determined by grades, behavior reports, and the principal's recommendation. Note: students with an OSS in high school are automatically disqualified for consideration as well as being on behavioral probation anytime in High School.

### VALEDICTORIAN AWARD

The following procedures shall be used to determine the Valedictorian and Salutatorian:

1. Only core courses are included in the numeric calculation. Only courses taken on BACS campus qualify for consideration – courses taken by tutor, home schooling, correspondence courses, dual credit, or special arranged classes will not be considered (exception: credits earned in regular Fall and Spring sessions of students who transfer to BACS). However, honors courses that transfer in will only receive weighted credit in the calculation for honors if the course is also offered as an honors course at BACS.
2. Transfer students must have accomplished 50% of their core course work at BACS.
3. Core courses are those which fall into the categories of Bible, English, Math, Science, Foreign Language, History, Government and Geography. Course work on a par with Math Models would not fit the criteria. All honors and AP classes are considered core classes.
4. After the first semester of the senior year, the students with the ten highest overall numeric averages will be in contention for Valedictorian. The numeric average for students will be calculated only using core courses completed at BACS so the same or equivalent courses are compared. The person with the highest numeric grade average for core courses during 9-12 will be Valedictorian. Should there be a tie, the student who has taken the most credit classes will be the winner. Should there further be a tie, the person who attended BACS the longest will be the winner. Should there still be a tie, BACS would declare there to be co-Valedictorians.
5. Any student considered must have comprehensive conduct grades of satisfactory or above for each semester in grades 9 through 12. A student who has received an OSS in his or her high school years will not be considered for the valedictorian award no matter the average.

### SALUTATORIAN AWARD AND CLASS RANK

The student with the second highest average will be the salutatorian. The procedure for determining salutatorian will be the same as that for determining Valedictorian.

### REPORT CARDS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report cards are emailed to parents on the Tuesday following each nine-week period.

Academic records will not be sent to another school unless the financial account is cleared.

### HOME SCHOOL AND CORRESPONDENCE COURSES

Once a student is enrolled at BACS, home-school credit will not be accepted, except in cases where health problems exist, such as homebound students. Correspondence or summer school courses must be taken

through a recognized educational institution, and must have written approval from the counselor or principal.

### HONOR ROLL

Students are encouraged to do their best at all times. Each quarter those who reach the following standards will be recognized as being on the Honor Roll:

1. All Red Star scripture verses memorized for that quarter.
2. A combined average of 90% or higher in the five core classes (Math, Social Studies, English, Science, and Bible).
3. Good conduct (no more than three detentions for the quarter and no suspensions).
4. No failures in ANY class.
5. A half-day field trip may be scheduled for students on honor roll.

### ACHIEVEMENT TESTING

Each child in grades 1-11 is given the Terra Nova Test near the end of each year to determine his progress as well as scholastic strengths or weaknesses. It is important that students are present and at their best on these test days. This information is sometimes requested by colleges for admission purposes.

Bay Area Christian School students consistently score above the national norms for each grade level. Scores are generally sent home with the last report card.

### PHYSICAL EDUCATION

Physical exercise is for everyone. Regular classes are to teach skills, produce mature conditioned bodies, and provide a fun group experience. Everyone will wear a school P.E. uniform with shoes and socks to get credit for being suited out for the day. Students without a uniform will be issued one at a cost of \$20.00. Absence of any of the above (shorts, shirt, and shoes) will mean a loss of points for the class grade. To be excused from participation due to illness the student must bring a note from home. If a student is not able to participate in P.E. for more than 3 days then a note from a doctor will be provided for the P.E. teacher.

### SPORTS

Competitive sports are for any students interested. All sports are centered around Christian attitudes and principles. A student is taught to practice his faith as a part of the sport. Coaches are instructed to bench any student not showing a Christian-like attitude.

The school has the following competitive teams: BOYS GRADES 9-12: cross country, football, swimming, basketball, soccer, baseball, track, golf, tennis; GIRLS GRADES 9-12: cross country, volleyball, basketball, soccer, softball, track, golf, tennis; BOYS GRADES 7-8: football, basketball, baseball and track; GIRLS GRADES 7-8: volleyball, basketball, cheerleading, softball, and track.

The high school teams compete in the T.A.P.P.S. (Texas Association of Private and Parochial Schools) Conference, which hosts regional and state championships.

### CHEERLEADERS

Cheerleading is an important position in our school. Cheerleaders help build school spirit. They represent our school and student body to the public in their public appearances. Most of all, they represent Christ to all who see them. For these reasons, cheerleaders have a great responsibility and must be mature Christian students. Cheerleaders for varsity and junior high are selected by a panel of judges in May to serve through football and basketball season. They may substitute cheerleading for P.E. during the fall semester.

Cheerleading qualifications for election and obligations are listed below. Parent and cheerleader candidate signatures on the cheerleader application are required for a student to participate in cheerleader elections.

#### Qualifications:

1. Be a Christian and set a Christian example in daily lives.
2. Be a member of a local Christian church and regular in attendance.
3. Be a student of BACS for at least one semester (from September for spring election).
4. Have an overall average of 80 with no failures for the first three quarters of the year elected.
5. Cannot have more than 5 detentions through the 3<sup>rd</sup> quarter.
6. Scripture memory must be completed through the 3<sup>rd</sup> quarter.

#### Obligations:

1. Cheerleader's uniform will cost approximately \$300 for grades 7-8 and \$600 for grades 9-12, but other costs may be incurred.
2. Cheerleaders will be expected to go to the cheerleader camp in the summer (\$150.00 for grades 7-8 and \$300 for grades 9-12, plus costs for matching outfits for camp).
3. Cheerleaders are expected to cheer at all football games and assigned basketball games.

4. Extra practice time will be required during the summer and practice time is needed after school hours.
5. Cheerleaders are expected to give whole-hearted cooperation to the cheerleader sponsor, coaches, and School Staff in all cheerleading activities.

## FINE ARTS

Vocal Ensemble - Students who like to sing may audition at the beginning of the year for a vocal ensemble. For grades 7-8 the group is called Freedom Sound. For grades 9-12 the group is called Resound.

Band/Orchestra - The band program encourages development of musical skills with emphasis on appreciation of Christian music.

## ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Students must be eligible under no-pass, no play. Extracurricular activities include public performances, contests, demonstrations, displays and club activities. An activity would be considered extracurricular if:

- The activity is competitive
- The activity is held in conjunction with another activity that is considered extracurricular
- The activity is held off campus, except in a case in which adequate facilities do not exist on campus
- The general public is invited
- An admission price is charged

**Exception: If a student is enrolled in a state-approved course in which he or she must demonstrate mastery of essential knowledge and skills in a public performance, then he or she may participate so long as the activity is not competitive, it is not held in conjunction with another activity that is competitive, and an admission price is not charged.**

Additionally, the following criteria must be met for students to participate in extra-curricular activities such as sports, band, choir, and cheerleading:

1. The student must be taking at least four academic subjects with no failures.
2. Eligibility will be checked after the ninth week of each quarter. After the second quarter, eligibility will be determined by the semester average of the first and second quarters. All are eligible for the first nine weeks of the school year.
3. Students would be ineligible if:
  - a. The student has a failing grade (below 70 for the 9 week grade, the semester grade is used after the 2<sup>nd</sup> quarter).
  - b. The student has more than one detention per week (averaged for the period).
  - c. Monthly scripture verses are not quoted for each month to date. Students are responsible for cumulative verses for each semester: 1<sup>st</sup> Quarter – Sept. and Oct., 2<sup>nd</sup> Quarter – Sept. through Dec., 3<sup>rd</sup> Quarter – Jan. and Feb., 4<sup>th</sup> Quarter – Jan. through May.
4. Ineligibility for issues in #3 above would cause the student to be ineligible for one week starting the Monday after the day report cards go out. If a student has two or more failing grades, that student would be ineligible for at least two weeks.
5. To become eligible again the student must:
  - a. If failing a class, the student will serve one week of ineligibility and will be on academic probation until the four week progress report. While on academic probation, the student would be eligible. If the student is failing that same class on the next progress report, the student would be ineligible for the rest of that quarter starting the Monday after the progress reports go out. If the student is passing the class, academic probation is ended for that quarter.
  - b. Detentions – serve the one week of ineligibility. If on the next progress report the student has four or more detentions during that four weeks, then the student would be ineligible for the rest of the quarter starting the Monday after progress reports go out.
  - c. Scripture – say the memory verses to the current month as stated above.
  - d. The student must become eligible at least one day before a contest or event to participate.
6. To be eligible to play in a game or perform, a student must be at school that day, all day, unless he has a valid excuse for being absent or tardy and the principal excuses it.
7. A student receiving a 1/2 day ISS will be ineligible for the next game/performance. A student receiving a full day ISS will be ineligible for the next two games/performances. A student receiving an OSS will be ineligible for the next three games. The administration will take in to consideration the Fine Arts calendar when determining ineligibility for Fine Arts students that are suspended.

## STUDENT ORGANIZATIONS

Student Council - The student council is a group of students elected to develop student leadership, aid in promoting and planning student activities, and to facilitate favorable student /staff relationships. The high

school council will consist of three officers and one representative from each class in grades nine through twelve. The junior high council will consist of three officers from the 8<sup>th</sup> grade and two 7<sup>th</sup> grade representatives. The council is elected in May for the next year. General qualifications for all student council members:

1. Be a Christian and set a Christian example in daily living.
2. Be a member of a local Christian church in regular attendance.
3. Be a student of Bay Area Christian School for at least one year (from September before spring election).
4. Be on grade level with no failures and at least 85% overall grade average for the first three quarters of the year.
5. Cannot have more than 5 detentions through the third quarter, and no suspensions.
6. Will be in grades nine through twelve the next year (for high school) and in grades seven and eight (for junior high).
7. Must have the recommendation of three faculty members.
8. Officers are elected by majority vote of the student body and faculty.

ALSO: Special qualifications for high school student officers:

President – must be junior or senior by next year.

Vice President – must be a sophomore or junior by next year.

Secretary – may be from any grade 9-12 next year.

Yearbook Staff - Members of the Yearbook Staff compile a yearbook of the school activities each year. Applications to serve on the staff are made to the yearbook sponsor, who appoints staff positions.

### TRANSPORTATION

Transportation will be provided to most extra-curricular activities outside the city. Students who ride school transportation become the legal responsibilities of the school. Therefore, the following regulations must be observed:

1. Students are to remain orderly at all times while on school transportation.
2. Students are to stay seated while the vehicle is in motion.
3. Students who ride to an activity on school transportation must return on school transportation. Only the parents and sponsor may interrupt the round trip transportation of a student. Any other arrangements must be made in advance with the coach and must be submitted in writing.

### BIBLE/CHAPEL

God's Word is taught daily to all students. A Bible lesson is taught by the teachers each day. On Wednesday a chapel service is held. Chapel services are held weekly to give students and teachers an opportunity to worship, sing, and fellowship together. The pastor, staff, students, and outside speakers lead in chapel services.

A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should always be observed.

Every subject is taught from a biblically integrated point of view. Bible is taught in grades 7-12. For high school graduation, a Bible credit is required for each year in attendance at Bay Area Christian School in grades 9-12.

All classes participate in scripture memorization. The English Standard Version is used for all Scripture memory in order to maintain uniformity.

### SENIOR RING

Juniors must be within eight (8) credits of graduation to order a ring.

### COLLEGE VISITS

Normally three days are allowed for students to visit colleges. Students must provide a note from their parents and a verification note from the college attended to the high school office. Only a half day excused absence will be granted for visits to local colleges.

### GRADUATING SENIORS

Graduating seniors are allowed to graduate and go on the senior trip only if they have completed twenty-five credits. Only the graduates participate in the senior trip.

### HIGH SCHOOL JOBS

High school seniors may get special permission to work during school hours. These requirements must be met:

1. Permission from the principal.
  2. Written permission from parent.
  3. A note on company stationery from prospective employer indicating acceptance of the student to work during school hours. Parent and employer notes must be turned in before a student may leave campus to work.
  4. Employers will be contacted at random for schedule updates.
- If a student leaves a job or changes jobs, he must inform the principal and bring in new contact and schedule information.

## **MEDICAL HEALTH GUIDELINES**

IMMUNIZATIONS – Texas State Law requires that all students must have current immunization information on file in the office. Parents are required to keep immunizations current or have an affidavit stating vaccination exemptions.

ILLNESS – Students who are ill or seriously injured should be kept home until improved. Students will not be allowed to attend school if they are showing definite signs of illness, such as fever, vomiting or diarrhea. Parents will be notified and will need to pick up the student if a fever is detected or if student has vomiting or diarrhea while at school. Students should be fever free (without the use of fever-reducing medication) and/or not having vomited for at least 24 hours before returning to school. Other conditions requiring exclusion may include but are not limited to pink eye, contagious infections or infestations. It is the nurse's discretion to send a student home, even if not meeting the above criteria, if she feels the student is possibly contagious and/or putting other students or staff at risk of illness.

If a student is absent from school due to a contagious illness, or the student is absent for five or more consecutive days due to illness, the student must present a doctor's note upon returning and before being admitted to class. If a student is being treated with an antibiotic they must be on the medication for at least 24 hours before returning to school.

Please be advised that, by law, nurses are not able to diagnose and do not have the medical order or ability to perform diagnostic tests in the school clinic.

INJURIES OCCURRING DURING SCHOOL – Minor injuries occurring during school hours will be treated by the nurse. In the event that the nurse is unavailable or is taking care of students with more critical or urgent needs, the office personnel may assist the student. In the event of serious injury or illness, the appropriate emergency personnel will be contacted. If the nurse feels an injury may require further attention, efforts will be made to notify the primary contact.

MEDICAL RELEASE FORMS – Medical release forms are filled out by the parent/guardian to notify the nurse of each child's history and current health conditions. The form includes allergies, medications taken daily and health issues. For your child's safety and wellbeing, please notify the nurse of any updates throughout the year. Medical Release Forms also give consent for each student to be treated by the BACS nurse or office personnel during the year.

### GENERAL MEDICATION GUIDELINES

- All medications must be brought to the nurse's office by a parent or guardian.
- All medications must be kept in the nurse's office at all times with the exception of asthma inhalers.
- All medications, prescription and over-the-counter (OTC), must be accompanied by a doctor's order. **\*NO MEDICATION WILL BE GIVEN WITHOUT A DOCTOR'S ORDER.**
- Medications will only be given according to the doctor's order.
- Narcotics (i.e. Hydrocodone) will not be administered at school. If a student's pain warrants narcotics, the student will need to go home in order to receive proper medication, rest and monitoring.
- **BACS will not stock or provide any medications for students.**
- An Authorization to Administer Medication form must be signed by a parent/guardian.

### PRESCRIPTION MEDICATION:

- Must be in the original container with the pharmacy label for that specific student and be **accompanied by a doctor's order** – no narcotics will be kept or given at school.

- Will not be shared between siblings.
- Should be given at home if at all possible – (for example: medicine that is to be given every twelve hours can be given before and after school).

#### NON-PRESCRIPTION MEDICATION:

- Must be brought from home as BACS will not supply any medications.
- Must be in the original container with the student's name written on the container.
- Must be accompanied by a doctor's order.

Physician's offices are familiar with distributing school notes for medication administration. For your convenience, you may have your doctor's office fax an order to the school. **The fax number is 281-554-5495.**

#### **ELEMENTARY DRESS CODE**

Clothing for students in school must be characterized by modesty, safety, appropriateness, and good taste. Students are required to wear uniforms purchased through Lands' End or collared shirts through BACS Spirit Store. Each garment must be neat in appearance and worn in a manner that fits properly without being too tight, too short, or too loose.

BACS values the conscious effort of parents in preventing the dress code from becoming a major issue. Students are expected to abide by the dress code, and parents are expected to monitor compliance before their children leave home. This will help keep teachers and administrators from being distracted from the instructional process. When choices of clothing are in question, the student should consult his or her teacher or other school personnel BEFORE wearing the questionable attire. There is no way to eliminate all dress code problems. However, with the implementation of a uniform dress code, it is hoped that more time may be devoted to the instructional process and less time devoted to uniform problems.

#### STUDENT UNIFORM-APPROVED VENDOR

- Lands' End School Uniforms ([www.landsend.com](http://www.landsend.com))
- School code is 900161282

#### GENERAL REQUIREMENTS

1. Choose from approved BACS uniform pants, shorts, skorts, dresses, skirts, jumpers, and shirts on the Lands' End website.
2. Choose from BACS polo shirts, sweatshirts/hoodies, jackets, etc., from the Bronco Spirit Store.
3. If a BACS sweatshirt or hoodie is worn, there needs to be an acceptable school uniform top underneath the sweatshirt or hoodie. Sweatpants are not allowed.
4. All shirts and outerwear (vests, sweaters, jackets, etc.) must be purchased through Lands' End for school uniforms must have the logo. The school logo embroidery is done by Lands' End. Also, polo's offered through the Spirit Store, are an acceptable uniform top as well. Shirts need to be tucked in for both boys and girls **at all times (except K-1)**. However, Peter Pan collared shirts and Oxford shirts for girls may be untucked.
5. T-shirts are not allowed except for spirit or assigned days. A shirt or blouse with buttons must be buttoned to within one button from the top.
6. Pants must be hemmed and not dragging the floor.
7. Pants are to be appropriately sized.
8. Jumpers, vests, **and sweaters** must have a dress code shirt worn underneath.
9. Skirts and jumpers must be no shorter than top-of-the knee.
10. Shorts and skorts must be mid-thigh or longer. Generally, the length can be measured when arms are at the sides and the hem of the shorts and skorts are level at the middle finger or longer. Pants and capris are to be appropriately sized.
11. P.E. uniforms for 5<sup>th</sup> – 6<sup>th</sup> grades **are available to order during the summer.**

#### SHOES, ACCESSORIES, AND JACKETS

1. Choose from approved BACS uniform accessories on the Lands' End website.
2. Students need to wear shoes that totally enclose the foot. No sandals, flip-flops, slippers that look like house shoes, or shoes with wheels or spinners. Sperry's, Toms, Vans, tennis shoes, flats, boots, or dress shoes (with one inch heel or less) are all acceptable and colors may vary.
3. Any jacket may be worn on campus, but only outerwear with school logo or Spirit Store/Bronco outerwear, hoodies, sweatshirts, etc., may be worn during the day in the school buildings. Students may wear choice of a jacket or coat on campus to and from the car and at recess, but if it is not part of the school uniform or approved Spirit Store offering, then the student needs to store the jacket while in the

building.

4. Socks, leggings, shoes, ties, etc., do not need to be purchased through Lands' End. Belts must be worn when there are loops (**except K-1**). Belts can be any style as long as they fit within the belt loops. Leggings and socks can be any style or color. If leggings are worn, they must be worn with skirts, dresses, or skorts – not with shorts.
5. Hats and caps are not to be worn inside the buildings.
6. **No Tattoos and** piercings, other than the ears of girls, are allowed.

### HAIR

Hair for girls should clear the eyebrow and be kept out of the line of vision, being cut or fastened in such a manner as not to require continuous attention. **Hair for boys must be trimmed above the eyebrows and** is to be no longer than the middle of the ear on the side and **may not touch the top of the collar** in the back. Sideburns are not to be longer than the middle of the ear. Hair should not be extreme. Unnatural colors and styles such as mohawks, frohawks, dreadlocks and cornrows are considered extreme. Cornrows in a conservative style for girls is permitted.

### SPIRIT DAY DRESS EXPECTATIONS

**Any approved Spirit day wear purchased through the school is acceptable on Spirit day and does not require an embroidered logo. Spirit day wear may be worn with uniform shorts, slacks, and denim jeans (denim jeans only when specified. Denim shorts/skorts are not allowed. No baggy jeans or jeans with holes or frayed ends will be allowed). Spirit day t-shirts may be untucked.**

**It is important that all dress code items are labeled with the student's name.**

### **SECONDARY DRESS CODE**

Clothing for students in school must be characterized by modesty, safety, appropriateness, and good taste. Students are required to wear uniforms purchased through Lands' End or collared shirts through the BACS Spirit Store. Each garment must be neat in appearance and worn in a manner that fits properly without being too tight, too short, or too loose.

BACS values the conscious effort of parents in preventing the dress code from becoming a major issue. Students are expected to abide by the dress code, and parents are expected to monitor compliance before their children leave home. This will help keep teachers and administrators from being distracted from the instructional process. When choices of clothing are in question, the student should consult his or her teacher or other school personnel **BEFORE** wearing the questionable attire. There is no way to eliminate all dress code problems. However, with the implementation of a uniform dress code, it is expected that more time may be devoted to the instructional process.

### STUDENT UNIFORM-APPROVED VENDOR

- Lands' End School Uniforms ([www.landsend.com](http://www.landsend.com))
- School code is 900161282

If a student is out of compliance with the dress code policy, the following protocol will be instituted.

The student will be approached and asked to comply with dress code (if attire is immodest, the student will be asked to ensure modesty – this may include using school issue items such as wind pants, etc.). Parents may be contacted if appropriate clothes are needed.

- First Offense: Warning detention
- Second Offense: Detention
- Third Offense: Detention
- Fourth Offense: Detention
- Fifth Offense: ISS

\*Any further violation could be an OSS for insubordination. Dress code violation consequences will be reset each quarter.

### GENERAL REQUIREMENTS

1. Choose from approved BACS uniform items on the Lands' End website.
2. Choose from BACS polo shirts, sweatshirts/hoodies, jackets, etc., from the Bronco Spirit Store and team

- or club issue polos, sweatshirts, or jackets.
3. If a BACS sweatshirt or hoodie is worn, there needs to be an acceptable school uniform top underneath the sweatshirt or hoodie. Sweatpants are not allowed.
  4. All shirts and outerwear (vests, sweaters, jackets, etc.) purchased through Lands' End for school uniforms must have the logo. The school logo embroidery is done by Lands' End. Also, polos offered through the Spirit Store, are an acceptable uniform top. Additionally, any spirit day wear is acceptable on spirit day and does not require an embroidered logo.
  5. Polo shirts need to be tucked in for both boys and girls. The button down shirt for girls is not required to be tucked in.
  6. Pants or shorts must be worn at waist level with a belt.
  7. T-shirts are not allowed except for spirit or assigned days. Spirit day t-shirts do not have to be tucked in. Spirit day t-shirts must be BACS red, white, blue, or gray.
  8. Girls' blouses must cover the waistband of the skirt, slacks, or shorts at all times.
  9. A shirt or blouse with buttons must be buttoned to within one button from the top.
  10. Pants must be hemmed and not dragging the floor.
  11. Pants and capris are to be appropriately sized.
  12. Skirts must be no shorter than top-of-the knee.
  13. Shorts must be mid-thigh or longer. Generally, the length can be measured when arms are at the sides and the hem of the shorts are level at the middle finger or longer.
  14. Any visible layering garments must be solid navy, red, white, or gray.
  15. No hats or sunglasses may be worn during school hours.
  16. No extreme hairstyles or colors will be allowed: mohawks, cornrows, dreadlocks, shaved lines, etc. Cornrows in a conservative style for girls is permitted. Extreme hairstyles must be fixed immediately.
  17. Boys' hair should not be lower than the eyebrow, mid-ear and should be off the collar. When cited for being out of code, haircuts must be completed by the third morning following the request for haircut.
  18. Boys should be clean shaven: no goatees, mustaches, long sideburns below the bottom of the ear, etc.
  19. Tattoos are not preferable and must be covered at school and school events.
  20. Students should dress modestly and appropriately at all school functions.
  21. The administration reserves the right to enforce the dress code standards for athletic events and school sponsored functions.

#### SHOES, ACCESSORIES, AND JACKETS

1. Choose from approved BACS uniform accessories on the Lands' End website.
2. Students need to wear shoes that totally enclose the foot. No sandals, flip-flops, slippers that look like house shoes, shoes with wheels or spinners, sling back shoes, five finger shoes, house shoes, or open toed shoes. Sperry's, Toms, Vans, tennis shoes, flats, boots, or dress shoes (with one inch heel or less) are all acceptable and colors may vary.
3. Any jacket may be worn on campus, but only outerwear with school logo or Spirit Store/Bronco outerwear, hoodies, sweatshirts, etc., may be worn during the day in the school buildings. Students may wear a jacket or coat on campus to and from the car and outside, but if it is not part of the school uniform or approved Spirit Store offering, then the student needs to store the jacket while in the building.
4. Socks, leggings, shoes, ties, etc., do not need to be purchased through Lands' End. Belts must be worn when there are loops. Belts can be any style as long as they fit within the belt loops. Leggings and socks should not cause a distraction. Boys may not wear leggings under shorts. Fishnet type leggings or stockings are considered inappropriate.
5. No piercings, other than the ears of girls, are allowed.

#### **FACILITY ACCESSIBILITY**

Atrium doors are unlocked at 7:00 a.m. to allow for Extended Care accessibility. Junior High building doors are unlocked at 7:25 a.m. High School building doors are unlocked at 7:00 a.m. Other main doors are unlocked at 8:00 a.m. Doors are then locked after school begins. All elementary visitors will need to go to the Main Office entrance to sign in. Junior High visitors will need to go to the Junior High building to sign in. High School visitors will need to go to the High School building to sign in. Doors remain locked all day. **Upper school students who are left on campus after 3:30 should report to the Atrium for supervision. A charge will be assessed. Those found on campus unsupervised will be directed to the Atrium and given proper discipline.**

#### ELEMENTARY ELEVATOR USE

**Students are not allowed to use the elevator unless they have a doctor's note indicating a physical use which requires its use.**

#### **ELEMENTARY VISITOR SIGN-IN**

### VISITOR PASS/SIGN-IN

Elementary parents and visitors need to go to the Main Office before visiting the classroom, lunchroom, playground, fields, etc. to sign in and get a pass. The pass will let the teachers know the office has approved the campus visit. Please dress modestly and act in a manner consistent with school policy.

Visitors to classrooms during instructional times **are welcome, however, in order to minimize disruption to classroom instruction**, prior approval from the teacher or the Elementary Office **must be obtained**. Visits should be quick unless a timeframe has been established.

## DISMISSAL PROCEDURES

Afternoon pick up will begin following the 3:10 p.m. dismissal time. Students who are pre-registered for Extended Care will be escorted to the Kids' Commons. Students who are signed up for the car line will be led to their respective car pick up areas.

We do request that one method of pick-up be chosen. There are exceptions for emergencies. If you encounter an emergency and need to change your method of pick-up for the day, please contact the elementary office before 2:00 p.m. Please do not walk up to the car line expecting to pick up students from there. We will refer parents who walk up to the car line to the main office.

Please review the traffic flow chart for pick-up and drop off. Parents are given visor signs to use for pick-up and drop off. Also each family has been assigned a security number which parents and persons listed on student's security form should commit to memory. If the school-issued visor sign is not displayed, a security number will be requested. If neither a sign nor number is given, the security form of the student will be consulted to determine if permission has been granted for student to be released. A driver's license may be required to confirm identity. In order to expedite the pick-up process, arrangements should be made for students to enter from the curb/right side of the vehicle, and parents should remain inside the vehicle, otherwise, the pick-up process is delayed and safety concerns are presented.

## PARTIES

All surprise parties for teachers and coaches must be approved by the principal. Parents are welcome to send treats for a child's birthday, and they may be passed out at lunch or at the teacher's discretion. Invitations to birthday parties may not be passed out during the school day unless the entire class is invited. There are three school-sponsored parties each year. A room mother and other volunteers can help plan the Christmas, Valentine's Day, and End-of-Year parties. The Christmas party is held the last hour of the last day before Christmas break. The Valentine's Day party is held the last hour of the holiday unless given permission to be moved. The End-of-Year party should be held the last one or two hours of the last day of school on campus.

## SCHEDULING ACTIVITIES

To avoid conflicts of events, all activities of school related groups are to be cleared through the principal. The only student activities permitted will be those officially designated by the school administration.

## SUPERVISION

Extra childcare is available from 7:00 - 7:40 a.m. and from 3:35- 6:00 p.m. Students not picked up by 6:00 p.m. will be charged a late fee. Parents pay an hourly fee for childcare which is billed monthly. This is to ensure that no elementary student is ever left unsupervised and is for their safety and protection. Teachers will question any unsupervised child and accompany the child to a supervised area when necessary.

Students should not arrive before 7:40 a.m. unless they are signed up for childcare. All students are supervised by the teachers on duty from 7:40 – 8:00 a.m. when they are released to go to the classroom. K – 2<sup>nd</sup> grade students are in the Kids' Commons. Students in 3<sup>rd</sup> – 6<sup>th</sup> grade are supervised in the Fellowship Hall/caféteria. Students should not enter the caféteria until 7:40 a.m. when supervision is provided.

Supervision at the Pick Up areas are for carpool students only. At 3:35 p.m. all elementary students left at the pick-up areas will be transported for check-in with Extended Care. Parents will be charged an Extended Care fee beginning at 3:15 if their student is checked into Extended Care from the pick-up line.

Elementary students must remain in dress code until they have left the campus. They may not eat snacks or drink soft drinks unless given permission by the teacher and must remain seated until picked up by their parents or carpool. Students must remain with the teacher on duty at the pick-up point designated on the security form until 3:35 p.m.

During parent conferences, students may remain in childcare at no charge for the duration of the conference. Parents should retrieve their child immediately after the conference so as not to incur a childcare charge.

Please do not engage teachers in conversation while they are on duty and at pick-up. They are responsible for the safety and security of the children under their supervision. They could be distracted by talking to individual parents. It is better to make an appointment for a conference or wait until they are off duty.

## SECONDARY VISITORS/DISMISSAL/SUPERVISION

### VISITOR PASS/SIGN-IN

Visitors are not permitted to visit the classrooms, lunchroom, or school grounds where classes are in session without checking with the office and getting approval from the principal, administrator, or person in charge. They must wear a name tag. They must dress in a modest manner, and act appropriately, following school rules while on campus. They are not to go on field trips or attend class parties. Students who have been dismissed or requested to transfer may be limited or restricted from visiting the campus during school hours. Parents and grandparents are welcome on campus but must sign in at the respective office. Additionally, parents and grandparents should not plan a visit during class time or instructional time unless requested by a teacher or administrator.

### DISMISSAL

Secondary school dismissal time is at 3:00 p.m. Students should go to the front of the High School building to be picked up. Students should not go to the gym to hang out until they are picked up. If a student is to be picked up after 3:30 p.m., they are to go the Atrium and wait for their ride.

### PARTIES

There will be no class parties during school hours except regularly scheduled and approved parties. All “surprise parties” for teachers and coaches must be approved by the principal. The teachers may wish to recognize the individual student on their particular birthday with a card, gift, prayer, etc. If parents wish to bring a cake for a birthday, they may do so **during lunch or after school**.

### SCHEDULING ACTIVITIES

To avoid conflicts of events, all activities of school related groups are to be cleared through the school administrator or principal. The only student activities permitted will be those officially designated by the school administration.

### SUPERVISION

Extended care is offered for grades 7– 8 in the atrium for a charge. All secondary students are required to report to a designated/supervised area immediately following the end of school: supervised practice, supervised helps-class, supervised detention, etc. If a student has no after school activities in which to be involved or supervised, parents should arrange to have the student picked up from campus by 3:30. Students outside of a designated area or who are unsupervised are subject to discipline and will be taken to Extended Care.

## LOST AND FOUND

Students often misplace articles of clothing, books, band instruments, and other personal property. When such items are found, they are turned into the respective school office. Please label all items sent to school, including lunch kits, P.E. t-shirts, shorts, coats, sweaters, and jackets.

A child may claim lost items at the respective school office. A \$1.00 litter fee will be charged to secondary students. All personal items should be labeled. Every possible effort will be made to return lost items to the owners. Before Christmas break and the end of the year lost and found items are displayed in the Atrium. Items may be picked up at that time for no charge. Items not picked up at this time are donated to charity. **Unclaimed uniform items will be added to the Elementary uniform resale.**

## LUNCH

Most students bring their lunch. However, BACS offers a cashless, full service operation for lunch. All the food purchases will be made using the electronic payment system in advance – **NO CASH** will be accepted in the cafeteria or the snack bar line. The restaurant items will not be available without pre-ordering in advance. BACS uses the RENWEB School Management System for food service which allows parents to order meals on-line at least one week in advance using the E-Check system. On-line ordering for the following week closes each Sunday evening. Please view the PDF files located on the school website for ordering lunch on-line, for pre-loading the snack bar credit account, and for a list of daily lunch menu and snack bar items.

If a child comes to school with no money or lunch, the snack account set up by their parents can be utilized. If no money exists, the student will be allowed to charge. Students will be allowed to charge foods from the back of the menu, not the catered food for the day. If they do not pay the charge, additional paperwork is required to add the charge to your school account. Microwaves are available for heating lunches brought

from home.

The following lunchroom policies will be observed:

1. Students will go directly to lunch in an orderly manner.
2. Seating areas may be assigned.
3. Food and drinks are to be consumed in the lunchroom only.
4. Students are not to throw food or any objects in the cafeteria.
5. Students are not allowed to leave the school grounds for lunch.

## **EMERGENCY SCHOOL CLOSING**

In the event of emergency closing parents will be made aware by the following:

- Postings on the school website.
- Email communication/text/call to parents.

## **CLOSED CAMPUS**

Students are not to leave the school grounds for lunch or any other time during school hours without permission from the principal.

## **LOCKERS AND LOCKS**

The school provides lockers and locks. Students are required to keep an issued lock on locker. The locker must be locked when not in use. Students are not allowed to change locker assignments without office approval. The school is not responsible for items lost out of lockers. Students should refrain from revealing lock combinations to others or pegging their locks. No personal locks may be used. The school has the right to examine the contents of lockers, cars, clothing, backpacks, and purses on school grounds at any time.

## **FIRE AND STORM DRILLS**

It is a necessity (by general law, accreditation standard, and professional practice) to maintain a practice of fire, storm, and lock down procedures by drills. We do not publish our procedures; however, you may review these procedures by making an appointment with our office and providing adequate identification.

## **ASBESTOS INFORMATION**

All schools are legally required to notify parents of the presence of any asbestos. Bay Area Christian School was inspected in 1988. The only asbestos present was in the mastic (glue) under the kitchen floor tile. It is no threat to our students. A management plan is available for review in the main office.

## **MARRIED STUDENTS**

Married students are not allowed to attend the school.

## **ANNUAL AWARDS PRESENTATION**

Certificates, plaques, and trophies highlight the annual awards presentation held each spring. Students compete to attain various awards and recognition throughout the year, including the following categories:

- Academics
- Character and effort
- Special talents in fine arts and sports

## COMPLAINT PROCEDURE

Secondary students who have complaints about a staff member are to try to reconcile those with the staff member first. If not satisfactorily solved, then the student should bring the complaint to the principal in the presence of the staff member after school or at an appointed time.

The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint:

1. First and foremost, go to the Father for wisdom, insight, and guidance. Bathing the entire situation in fervent prayer is a must.
2. Express it promptly. Keeping it to yourself can cause ill feeling. Jesus says that we can't properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 18:15). So get it out of your system. Express it promptly.
3. Tell it to the right person. Complaints about school policy or operations should be expressed to the principal and the administrator. Complaints about teachers should be expressed first to the individual in question, and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel he should know about it.
4. Express it clearly. Make sure the person you are expressing your complaints to knows all the details of the situation, and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
5. Don't broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem. Telling others stirs up dissension and can lead to the undermining of teacher credibility in the classroom.
6. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school, and thus in the glory and growth of His kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

**What Parents Can Do to Help Their  
Children in a Christian School  
By Dr. Paul A. Kienel, Executive Director  
Association of Christian Schools International**

Help your children to understand that school is a disciplined learning situation. Very little learning occurs at school if students are not trained by their parents to "obey those in authority," including their teachers and administrators. The most common threat to the academic quality of a school is a decline in discipline. When discipline declines learning declines. This principle applies to schools and it also applies to individual students. Youngsters in school reflect their home training. Students whose parents firmly discipline them in Christian love at home respond well to the normal environment of the Christian school classroom.

Show normal parental affection to your children. You may ask, "What does parental expression of love have to do with school?" It is difficult for teachers to explain the love of God if students have not experienced love at home. Too many youngsters go to school lacking the security of parental love.

Your children will be handicapped for the rest of their lives if they have not learned early in life to use time in a responsible way.

Show an interest in what your children are learning in school. Discuss with your children the subject material they are studying in the classroom. Most of what your children learn in school is interesting. It will enhance their interest even more if you, as parents, are intellectually involved with their education.

Don't "roast" the teachers or principals. The ministry of the school is carried out by mortal individuals who are not immune from making mistakes. Consequently, on occasion, you may disagree with the administrator or a teacher or some aspect of the school. Don't discuss your points of disagreement with your children. It will destroy the school's ability to be effective with your youngsters. Support the school's rules and regulations. School rules are necessary and must be generally agreed to by parents, students, and school personnel. As a parent, you may not always agree with every comma and exclamation point of the school's rules and regulations, but you must not show less than full support of them to your children.

Train your children to be accountable for their actions. Teach them the Biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.

Train your children to be accountable for their words. Children can be extremely cruel to other students by their words. If left untrained, they will develop an argumentative backtalk manner of speaking with teachers, parents, and others. They are also quite capable of malicious talk and gossip. It is a negative pattern that must be broken early or it will plague them the rest of their lives. In a positive, constructive way, teachers and parents must impress upon young people that words are powerful and that they are accountable for them. Train your children to be accountable for their time. It is not an overstatement to say that many students are "time wasters." You will help your children in school and in life if you will train them to use their time wisely. Talk to your children about setting aside specific times each day for homework and household chores. Also, train them by example and by instruction to be on time for school, church, and other time-oriented obligations.

Students are much more prone to violate school rules if they know their parents do not agree with the rules. Students must see the school and the home united.

Be a model of what you want your children to become. Children are parent watchers. They are modeling their lives after yours. If you are a positive, joyful, Christian individual whose lifestyle is in harmony with Biblical principles, your children will respond to the Bible-centered training of the Christian school. If, on the other hand, your lifestyle is contrary to Bible-centered living, your children may be confused and even frustrated by the conflicting role models they see at home and at school. If you are not a born-again Christian, I urge you to become one for your sake and for the sake of your children. Life is so much better when Jesus Christ is the central figure in your family.

Your children will respond to the structured, educational environment of a Christian school if you provide them with a Christ-centered home where they are loved, inspired, and disciplined.  
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