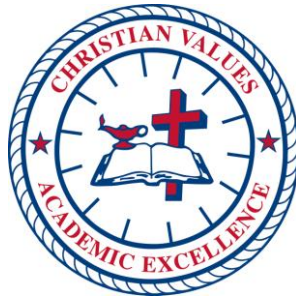


Bay Area Christian School

A Ministry of

Bay Area First Baptist Church



*"Thy Word is a lamp unto my feet, and a light unto my path."
Psalm 119:105*

Elementary

Student - Parent Handbook

2011 - 2012

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CONTENTS

| | |
|--|----|
| Section I - Introduction to BACS | 3 |
| Our Philosophy..... | 4 |
| Statement of Faith..... | 4 |
| School Committee..... | 5 |
| Parent-Teacher Fellowships | 5 |
| Christian School Benefits..... | 6 |
| Monthly Newsletter..... | 6 |
| Section II - Admissions and Financial Policies | 7 |
| Admissions Policy | 7 |
| Admissions Procedures | 7 |
| Financial Information..... | 8 |
| Donations | 9 |
| Scholarships..... | 9 |
| Section III - Conduct Policies | 10 |
| Standards of Conduct | 10 |
| Conduct Rules..... | 11 |
| Discipline..... | 13 |
| Playground Rules..... | 15 |
| Section IV - Attendance and Medical Policies | 16 |
| Attendance | 16 |
| Checking In - Checking Out..... | 17 |
| Tardiness to School or Class..... | 17 |
| Emergency Medical-Surgical Release Form | 18 |
| Medical Guidelines..... | 18 |
| Medication Release Forms | 19 |
| Section V - Academic Information | 20 |
| Bible | 20 |
| Methodology..... | 20 |
| Teachers | 20 |
| Elementary Curriculum..... | 21 |
| Grading System | 22 |
| Report Cards..... | 22 |
| Retention Policy | 22 |
| Honor Roll | 23 |
| Textbooks..... | 23 |
| Security Code..... | 23 |

| | |
|---|--------|
| Section VI - General Policies | 24 |
| Visitor Pass/Sign In | 24 |
| Phone Use | 24 |
| Student Pass..... | 24 |
| Parties | 24 |
| Scheduling Activities | 24 |
| Supervision Before and After School..... | 25 |
| Section VII - Dress Code | 26 |
| Specific Dress Code Requirements..... | 29 |
| Section VIII - General Information | 30 |
| Achievement Testing | 30 |
| Asbestos Information | 30 |
| Cafeteria..... | 30 |
| Communication | 31 |
| Conferences..... | 31 |
| Field Trips | 31 |
| Fire & Tornado Drills | 31 |
| Helps Class | 32 |
| Homework | 32 |
| Kindergarten Graduation..... | 32 |
| Library | 32 |
| Lockers and Locks | 33 |
| Lost & Found..... | 33 |
| Music | 33 |
| Musicals | 34 |
| Physical Education..... | 34 |
| School Supplies | 34 |
| Scripture Memory..... | 34 |
| Security Forms | 35 |
| Sports Center Guidelines..... | 35 |
| Track Meet | 35 |
| Transportation | 36 |
| Emergency School Closing..... | 36 |
| Awards | 36 |
| Complaint Procedures | 38 |
| "What Parents Can Do to Help Their Children in a Christian School" | 39 |
| Index..... | 41 |

INTRODUCTION

It is our joy to have a church school ministry that provides quality education and Christian education. We believe that God has a good plan for every child's life. Our entire school staff is dedicated to helping each child reach his greatest God-given potential.

We believe that well-educated Christian youth will have a great influence on our future communities and nation.

It is our prayer that these young people will not only learn how to be successful in this world, but will come to know Jesus personally and experience the joy of serving Him.

Freddie Cullins
Administrator

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

OUR PHILOSOPHY

Education is the instruction of truth. We believe that the Bible is the true revelation of God to mankind. These Bible truths of God and His Son Jesus Christ must be the foundation for the education of children.

The Bible tells us that all the treasures of wisdom and knowledge are hidden in Christ (Col. 2:3), and that wisdom comes from God (James 1:5). Therefore, each child needs to know Christ, and Christ must be the primary consideration in every area of educational study.

These Biblical principles and Godly values are essential for the future success of every child both in this life and in eternity.

Parents are given the ultimate responsibility for teaching their children in the ways of God (Deut. 6:6-7). Our school seeks to be partners with the parents to provide quality Christian education that will encourage each child to grow academically, socially, physically, spiritually, and to reach his greatest potential.

STATEMENT OF FAITH

We believe in the following:

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation; and
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous work, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.

SCHOOL COMMITTEE

The school committee meets monthly, or as needed, with the school administrator to review the general operation of the school. They assist the administrator in a resource and advisory capacity in establishing and enforcing school policies. The administrator directs the operation of the school. The pastor, as head of the church, is the final authority for the school. Most of all, the desire is for Jesus Christ to work through the school staff and to direct in this great ministry with children. Please pray for these leaders and all staff members as they work in the school.

Freddie Cullins, Administrator
Mike Smith, Chairman

Laurie Murphy
Chuck Carpenter
Neil Box
Nelda Dixon

PARENT-TEACHER FELLOWSHIPS

These are usually held the Thursday following the end of the nine weeks. Make plans to attend. Child care is provided for preschool children. Older students should remain with their parents during the program or stay at home. There will usually be a general meeting followed by an opportunity to fellowship with teachers and other parents.

Elementary Open House is held the weekday afternoon before school starts. Class lists are posted on the doors, and prepackaged school supplies ordered in the spring may be picked up. Parents are invited to bring their children to meet their teachers and see their classrooms.

Parent Orientation is the first fellowship of the year held the week after school starts. Refreshments will be provided. After the general meeting, parents are invited to visit the classrooms.

CHRISTIAN SCHOOL BENEFITS

There are many benefits for a child who attends Bay Area Christian School. Several parents have said, "We could never repay what the school has done for our child". Although all the benefits cannot be listed, three of the major 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 come to know Jesus as personal 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. Seventy 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, students are free from excessive ungodly peer pressure and therefore relax and prosper socially and spiritually. The well-rounded program includes band, choir, art, and sports.
4. Regular field trips enhance their learning and provide an incentive for accomplishing school work. In the smaller school, students actually make more friends. Christian teachers can provide personal counseling and encouragement when needed.

MONTHLY NEWSLETTER

The chief means of conveying official information about school programs, policies, and current events is by a monthly newsletter that is sent home with each enrolled student. It is extremely important that each issue of the newsletter be read thoroughly because significant events will be otherwise overlooked. 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. A monthly statement of your account will also be included.

SECTION II

ADMISSIONS POLICY

Bay Area Christian School attempts to serve a large cross-section of students, accepting those with average and above average abilities. Children with learning disabilities or those who have demonstrated serious conduct violations are not accepted. To be admitted, all students, whether continuing or new, must present test scores and achievement records that make academic success probable. The school is college preparatory in its curriculum.

This school admits students of any race, color, and national or ethnic origin. Each student is granted the same rights and privileges, which allows all students the same opportunity to enlist in any program or activity including: educational policies, admissions policies, scholarship programs, athletics, and other school administered programs.

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

For grades seven through twelve, the school requires that a parent or the student be a member of a local Christian church as evidence that the parents are also actively working toward Christian training of the child. Students and parents are expected to attend a Bible-believing church regularly.

New students will not be enrolled for the spring semester after the end of January. Students moving here from out of the area would be an exception.

ADMISSIONS PROCEDURES

1. Fill out the enrollment form completely.
2. Read the handbook thoroughly.
3. Bring the enrollment form, application fee, and recent report card or transcript and achievement test scores to the office. Bring an immunization record and birth certificate for kindergarten students.
4. The parents and student(s) set an appointment for an interview with the school administrator. He will discuss policies and answer any questions about the school. The counselor and/or principal may interview the student.
5. The Admissions Committee will review all enrollment information.
6. Shortly after the interview, parents will be notified of the child's approval for admission, non-approval, or placement on the waiting list.
7. Upon notification of approval, the non-refundable registration fee is to be paid to complete the enrollment.

FINANCIAL INFORMATION

The expenses of the school are primarily covered by the tuition and fees. However, significant contributions are made by Bay Area First Baptist Church and donations from individuals or companies.

REGISTRATION

Kindergarten \$30 Grades 1-12 \$100

Registration fees are not refundable and are not transferable. The registration fee is due upon notice of approval for admission to the school.

TUITION (monthly rate)

| | |
|------------------------|--------|
| Kindergarten (1/2 Day) | \$293* |
| Kindergarten (All Day) | \$425* |
| Grade 1 | \$425* |
| Grade 2-6 | \$509* |

The annual tuition may be paid in eleven monthly payments to make it more affordable. These payments start June 15 and end April 15, with payments on the 15th of each month. 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.

There is a \$10 late fee assessed if payment is not made by the 20th of each month. A statement of each student account is sent around the 10th of each month as a reminder. 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.

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.

* Prices shown are subject to change in the future.

BOOK FEE

The book fee of \$200 is due by June 1 for each student in 1st - 12th grade. This covers the cost of all non-reusable books that are kept by the student. Other reusable books will be kept by the school. If the student pays the fee but does not attend, the book fee is not refundable or transferable.

SUPPLY FEES

A kindergarten supply fee is charged to cover the cost of supplies and books. The fee is \$100 for half-day students and \$120 for full day students. The fee is due June 1 and is not refundable or transferable.

A 1st grade supply fee is charged to cover the cost of supplies. The fee is \$35.00.

PAPER FEE

A \$12 fee per year is charged June 1 for first and second grade students to cover the cost of paper. The school provides all the paper needed during the year.

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

Occasionally a partial scholarship or full scholarship will be donated by a friend of Bay Area Christian School. To apply for a scholarship, get a request form from the school office. All contributions to the scholarship fund are appreciated and are a great help to needy students.

SECTION III

STANDARD OF CONDUCT

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

It is important for each student to be continually aware that he represents Bay Area Christian School wherever he happens to be. This means representing his parents, his 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 a few very specific rules, because some guidelines are needed. When these guidelines are violated, the student will be disciplined. He may be disciplined for misconduct not specified in 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.

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.

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 work together to produce graduates who become happy, constructive adults. Real love for children is demonstrated by firm yet loving discipline.

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.

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. Students are not to talk or be out of their seat without permission.

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 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.

CONDUCT RULES

1. Students of this school are expected to refrain from engaging in cheating, stealing, swearing, smoking, use of any form of tobacco, gambling, dancing, drinking alcoholic beverages, sexual immorality, and any type of drug abuse.
2. Possession or use of alcohol or tobacco is prohibited and students will be suspended on the first offense. On the second offense, the student will be expelled.
3. Students who use or supply drugs or controlled substances will be expelled. If there is an indication that drugs are being concealed on the person of the student, the administrator is permitted to have the student searched in the presence of another witness. Suspected students may be required to have drug testing.
4. Students involved in sexual immorality will face serious consequences including possible expulsion.
5. Holding Hands – Students will be allowed to hold hands but are not allowed to walk or stand with arms around each other. Other kinds of romantic displays of affection are not permitted.

6. Possession or use of a knife or any other weapon is prohibited and may lead to expulsion or other severe disciplinary action.
7. Fighting and rock throwing are prohibited. Students who engage in either of these activities may be suspended.
8. School and church property is to be respected. Marked on, defaced, or broken property is to be replaced at the offending student's expense, or the student may be required to make repairs. The student may also be suspended or expelled.
9. Matches, inappropriate magazines, lighters, radios, cd players, televisions, toys, games, pets, ipods, and gum are not permitted at school except by special permission of the teacher and/or principal. Violators may receive automatic detention. Permission to use hand-held games may be given by teachers during inside recess and after school care (after 3:35). Cell phone use between 8:05 and 3:35 will result in automatic detention and confiscation.
10. Vulgar or profane speech, gestures, or writing is prohibited and may result in suspension.
11. There is to be no running in the halls or classrooms.
12. Students are not allowed to go beyond the Sports Center or Junior High buildings or off school property without specific permission from a teacher. The creek, trails, sound room, back hallway, nursery, and stage are off limits. The choir room and music hallway are off limits except during specified class times.
13. Soft drinks and food are not permitted in the classroom, hallways, auditorium, or on the wooden floor of the Sports Center. Violation may result in automatic detention.
14. A student who loses a textbook or library book must pay the current replacement cost.
15. Honesty is essential for Christian character development. Therefore, dishonesty and cheating will not be tolerated on daily work or exams. The following academic and disciplinary actions may be taken for successive offenses each year in cheating.

FIRST OFFENSE: The teacher will record a zero and require the student to re-accomplish the work. The teacher will counsel the student and give a detention and require a two-page paper on honesty due at the start of class the next day. The parent will be informed of the offense and notified that a second offense may result in a two-day suspension.

SECOND OFFENSE: Student will receive a zero for the work. A conference will be held in the presence of the student, his parent, his classroom teacher, and the principal to discuss the seriousness of the problem and to remind the student that a third offense may result in permanent expulsion. The student may be suspended for two days.

THIRD OFFENSE: The student may be expelled from Bay Area Christian School.

16. The second time a student has conduct that would result in suspension, the student may be expelled instead.

17. Degrading racial statements are inconsistent with Christian values and will not be tolerated. The principal will assign appropriate disciplinary action for such situations.

DISCIPLINE

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

ENFORCEMENT

Each teacher is given the responsibility of enforcing classroom and school rules. The principal or administrator will be available to assist as needed.

Students will be treated 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.

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.

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/DETENTION

Demerits are given to students who do not follow classroom and school rules. A detention is earned after a student receives four or more demerits in one day. Automatic detention may be given for fighting, gum chewing, deliberate disobedience, or other inappropriate conduct.

Upon receiving the fourth 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 is granted to the parent by the principal.

Detention is held by the teacher in the classroom for 20 minutes 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 from 3:20 - 3:40 unless the teacher or principal specifies otherwise. Detention is part of the school day and students will dress in school attire.

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.

5th and 6th grade students - The P.E. and band teachers will give demerits. These demerits will be reported to the classroom teacher who will add them to the ones they have already received in class. The teacher will note on the detention slip which ones were received in those classes.

PROBATION/SUSPENSION/EXPULSION

Parents may be contacted by the teacher and/or the principal after excessive detentions, ten per semester, 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 suspension is necessary, the principal will contact the parents. The student will report to school for in-house suspension. If necessary, withdrawal from school is recommended by the principal to the administrator. The administrator would make the final decision to have the student withdrawn from school.

PLAYGROUND RULES

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

1. Students are not to throw rocks or move objects or move rocks or mulch from one area of the playground to another.
2. Students are not to climb on the roof of the playhouse.
3. Students are not to crawl up the slide.
4. No rough play such as kicking, etc., is allowed.
5. Organized team games such as soccer and football are only allowed on the athletic fields and must be supervised by a teacher. Teachers will divide their areas of supervision, so the entire playground is supervised.

SECTION IV

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. Yearly perfect attendance awards will be given only to those students who have not missed a day or ½ day and who have no more than three tardies.

It is expected that students will be brought to school and picked up on time by parents or their car pool. Supervision is provided only thirty minutes before and after school. Class hours are 8:05 a.m. until 3:05 p.m. for grades K-6 and 8:15 a.m. until 3:20 p.m. for grades 7-12. Half-day kindergarten is 8:05 a.m. until 11:45 a.m. Therefore, students are not to arrive before 7:35 a.m. nor stay after 3:35 p.m. Parents may arrange for additional childcare here from 7:00 – 7:50 a.m. and/or 3:35 – 5:45 p.m. An extra fee will be charged. Contact the school office for this service.

Excused absences are for the following: **personal illness, illness in the family, death in the family, and other unusual trips approved by the principal (must be notified 3 days in advance).**

1. The teacher will mark the student absent on the absentee slip on the day(s) the child is absent. The absences will be put on the attendance records.
2. When a student returns to school after being absent, he is to present a note to the office stating the reason for the absence, the date of the absence, and the parent's signature. If the absence is other than stated above, the parents will be contacted the first time to make sure they understand that the absence is unexcused and that the student will not be able to make up the work missed for a grade but will receive zeroes.
3. If the absence is foreseeable, a note should be sent three days in advance, if possible, to be approved by the principal. 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.

4. A student returning after an excused absence will have one day for each day absent to complete any work the child 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.
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 in one of the offices. (See next section.)
7. If a student is absent for any two hours it is counted as a half day absence. A student that misses six hours would be considered absent a whole day.

CHECKING IN - CHECKING OUT

When taking students out of school before 3:05 p.m., parents should stop by the office and sign them out. This will ensure the safety and security of the child. If the child returns before the end of the school day, they need to sign back in at the school office. It allows the school personnel to know clearly when a child is brought to school and when a child is picked up.

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 if he arrives in class after 8:05 a.m. Tardiness by students is disruptive to others and is a detriment to the learning process. There are occasions when a late arrival to school is unavoidable and may be excused. The principal exercises judgment in classifying tardies as excused or unexcused.

Excused tardies will be given only when a situation beyond the parent's control occurs, such as: **accidents, car trouble, illness of student/sibling or parent, and weather related traffic problems.**

Unexcused tardies are for situations such as: **oversleeping, drying P.E. clothes, going back after forgotten things, and just being late.**

1. Students who arrive at school after 8:05 a.m. should go by the office to get a permit to class before going to class.
2. Students who are tardy must bring a note giving the reason for the tardy and the parent's signature. **If the student does not have a note, the tardy will be unexcused.**
3. The office personnel will send the student to class with a permit after recording on the tardy log the date, time, reason, and acceptability of the excuse.
4. A Detention will be issued by the teacher upon the fourth unexcused tardy. After the first four unexcused tardies, the student will be given a detention for each 4 unexcused tardies thereafter.

Please note: Additional corrective measure may be administered if tardiness persists. Students will have a "clean slate" at the start of each quarter.

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. Continued unexcused absences may result in dismissal from school.

EMERGENCY MEDICAL-SURGICAL RELEASE FORMS

Medical Release forms are filled out by the parent at the beginning of the year. Copies are kept in the student's file in the Main Office and by the classroom teacher. This form gives permission to have a child treated in case of emergency. These are taken by the teacher on all field trips. Please update these when necessary.

MEDICAL GUIDELINES

IMMUNIZATIONS

Texas State Law requires that all pupils must have current immunization information on file in the office. Parents are required to keep immunizations current.

DRUGS AND MEDICINES

Staff members will not be allowed to administer any medicines, tranquilizers, or aspirin to any student for headaches, fever, or other reasons without a parent's written authorization. All medicines must be kept and administered in the school offices.

COMMUNICABLE DISEASES

If a child is absent from school due to a communicable disease or absent for five or more consecutive days due to illness, he should present a doctor's certificate of recovery upon returning before being admitted to class.

Children will not be allowed to attend school if they are showing definite signs of illness, such as fever, nausea (vomiting), excessive head congestion, etc. Children should be free of fever for at least 24 hours before returning to school. Children having such symptoms will be immediately isolated and the parents will be contacted to pick them up.

Students with contagious, life-threatening diseases, such as AIDS, shall not be admitted to the school. If already enrolled, such students would be asked to withdraw immediately.

INJURIES OCCURRING DURING SCHOOL

Minor injuries occurring during school hours will be treated by the office personnel or nurse with the use of first-aid materials. In the case of serious injury or illness, emergency procedures to obtain medical or hospital care will be followed and parents notified.

MEDICATION RELEASE FORMS

Medication Permission forms are filled out by the parent so students can come to the nurse's office for treatment during the year. This form gives permission for the student to receive acetaminophen (i.e., Tylenol), ibuprofen or other OTC medications. The teachers have cough drops and throat drops in the classroom to dispense. This form must be on file for the student to receive these pain relievers. If a child is taking a medication every day (i.e. Ritalin, asthma inhalers, etc.), a permission form for that medication must be on file with the school nurse. Prescriptions sent to school must be in the original container with clearly written instructions for dosage, frequency and written permission from the parent (i.e., cough drops, antibiotics, etc.).

SECTION V

BIBLE

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 K-6 the first hour of the day.

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

METHODOLOGY

A traditional teaching methodology is used in the classroom. This includes lectures, demonstrations, and audiovisual presentations by the teacher. Questions and answers, class discussions, debates, written assignments, and team projects are used as appropriate to enhance learning. Most classes have regular homework for review and for reinforcement of learning. Concepts are reviewed in class, then tested to assure mastery by the students. Report cards are given every nine weeks to report the tests and the overall average in each subject.

TEACHERS

The teachers are selected on the basis of their Christian life and leadership ability. All teachers also have a college degree. Most of our teachers are certified although it is not a requirement of the school.

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 friend.

Teachers will contact the parents after the first and third nine-weeks period to arrange a conference and review the student's progress. Parents may, however, 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.

ELEMENTARY CURRICULUM

The elementary school consists of kindergarten through grade six. Kindergarten classes are structured and students are taught academic skills according to school-set standards. Students in grades one and two are given more instruction in reading, language arts, mathematics, and Bible, than in fine arts, social studies, health, and science. More attention is given in the older grades to science and social studies. Throughout all elementary grades, the basic skills of reading, writing, and mathematics are stressed.

The ABeka curriculum is used in grades K-6. It is an excellent academic curriculum having Christian principles and values taught throughout all subjects. Other textbooks are also used in the 5th & 6th grades.

Among subjects offered in elementary school are:

| | | |
|------------|----------------|------------------------|
| Arithmetic | Language Arts | Physical Education - |
| Bible | Composition | 5th & 6th grade |
| Science | Grammar | Fine Arts |
| Health | Library Skills | Art |
| History | Penmanship | Music – |
| Geography | Reading | All Day Kindergarten - |
| Government | Phonics | 6th grade |
| Spelling | Vocabulary | Beginner Band - |
| | | 6th grade |

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

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 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. One dollar will be charged for duplicate cards. Progress reports are issued at the beginning of the 6th week of each nine weeks period.

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

RETENTION POLICY

K - 2nd grade - Students are promoted or retained based upon the teacher's recommendation.

Grades 3-8 - 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. If promoted, make up work, such as summer school or tutoring, will be required. All factors such as age and social maturity are considered by the teacher before recommending a student be retained.

HONOR ROLL

Students are encouraged to do their best at all times. Each quarter, all first - sixth 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 (no more than three detentions for the quarter).

TEXTBOOKS

The students pay a book fee for the consumable books and are permitted to write in and/or highlight the material. They keep all books except readers and 5th and 6th grade math 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. Doodling is not permitted, 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.

SECURITY CODE

Parents are given visor signs to use for pick-up. Also, each child has a security number which parents should commit to memory. If a parent does not have the visor sign out, they will be asked for the security number of the child they are picking up.

SECTION VI

VISITOR PASS/SIGN IN

Parents should go to one of the offices before visiting the classroom, lunchroom, etc. Sign in and get a pass. The pass will let the teachers know that you have office approval to visit the campus. Please dress modestly and do not wear shorts if you will be here for an extended period of time. Other visitors must go to the main office to receive permission to visit classes. They are not permitted to visit the school campus without the permission of the school administrator or a principal. They must dress and act in a manner consistent with school policy. They are not to go on field trips.

CELL PHONE POLICY

Cell phones are to be kept in the students backpack. They are to be off and may be used at the discretion of and in the presence of the teacher. Otherwise phones will be confiscated and a detention issued. The phone will be returned at the end of the day. Repeat infractions may lead to student not being allowed to bring cell phone.

PHONE USE

Office phones should be used for emergency calls only such as calls to clear up problems with transportation or schedule changes. Leaving materials, homework, projects, band instruments, P.E. clothes, etc., is not considered an emergency.

STUDENT PASS

Students must have an office or hall pass to go to the office or to be out of class.

PARTIES

All surprise parties for teachers and coaches must be approved by the principal. Parents are welcome to send cupcakes for a child's birthday, and they may be passed out at lunch. 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. 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 school administrator or principal. The only student activities permitted will be those officially designated by the school administration.

SUPERVISION BEFORE AND AFTER SCHOOL

Extra childcare is available from 7:00 a.m. - 7:35 a.m. and from 3:35 p.m. – 5:45 p.m. Students not picked up by 5:45 p.m. will be charged a late fee. Parents pay a monthly fee for childcare. 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. Secondary students are unsupervised but should remain in the designated area.

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.

Students should not arrive before 7:35 a.m. unless they are signed up for childcare. All students are supervised by the teachers on duty from 7:35 a.m. – 7:55 a.m. when they are released to go to the classroom. K – 2nd grade students are in the Kids Commons. 3rd - 6th grade students are supervised in the cafeteria. Students should not enter the cafeteria until 7:35 a.m. when supervision is provided.

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 pickup point designated on the security form until 3:35 p.m. Supervision is provided at the following pickup locations. K -2nd at the southwest side of the Cullins Education Building; 3rd & 4th at the door by the Atrium; 5th & 6th at the northeast door. Please review the traffic flow chart for pickup and drop off. At 3:35 p.m. all elementary students will report to the childcare supervisor. The parents will be charged for after school care after 3:35 p.m. All students will be required to go to after school care if they are not picked up by 3:35 p.m. This is for safety reasons since there is no supervision elsewhere.

Parents are given visor signs to use for pick-up. Also each child has a security number which parents should commit to memory. If they do not have the visor sign out, they will be asked for the security number of the child they are picking up.

Please do not engage teachers in conversation while they are on duty. 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.

SECTION VII

DRESS CODE

Standards of dress are important to our school. Clothing for students in school must be characterized by modesty, safety, appropriateness, and good taste. Extremes are to be avoided. When choices of clothing are in question, the student should consult his or her teacher or other school personnel BEFORE wearing the questionable attire.

The purposes of the dress code are as follows:

1. To promote modesty - The students should dress in a manner that is comfortable and enjoyable but at all times that which honors the Lord. The clothing worn should not be suggestive nor give any cause for impure thinking. This is the reason for not wearing sleeveless shirts, short skirts, etc.
2. To have a little higher standard of dress - When students "dress up" just a bit, they tend to have a higher self-esteem, have better conduct, and do better academically. This is the reason for not wearing T-shirts and blue jeans. The dress code allows students to dress with a lot of variety without being uncomfortable, monotonous, or expensive. When students go off campus during school or if we have visitors, the students favorably represent themselves, their homes, the school and the Lord. For this reason clothing or hair cuts that are bizarre or strange are not approved.
3. To encourage girls to dress as girls and boys to dress as boys. This follows scriptural guidelines to teach proper femininity and masculinity.

DRESS CODE PROBLEMS

There is no way to eliminate all dress code problems. Even if uniforms were issued, clothing could still be worn improperly. How one deals with problems is most important. To minimize problems, the dress code is as clearly defined as possible to promote consistency and enforceability. Students and parents are asked to "work with" the teachers in meeting the dress code rather than "pushing the limit" on questionable or unacceptable dress. The school administration will decide on the acceptability of "fads" or new styles that are not specifically addressed.

If a student arrives at school dressed in a manner not in keeping with the dress code and best interest of the school, he or she may be required to call home for additional or different clothing or may be sent home. A student may receive detention for dress code violations. A student who repeatedly violates the dress code is subject to suspension from school. Readmittance will require a parent conference. Bay Area Christian School looks to parents as being responsible for the dress of their child.

GENERAL REQUIREMENTS:

1. Clothing should be conservative and should be modest in all respects.
2. Clothing should be conducive to good health, comfort, and safety.
3. Shoes and socks must be worn at all times unless sandals, ballerina-type shoes or crocs are worn. A sandal is either open at the toe or the heel. No thongs, flip flops, shoes with wheels on the bottom, nor any shoe with straps between the toes are allowed. Tennis/athletic shoes are permitted. House shoes are not allowed.
4. Hair for both boys and 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. Boy's hair is to be no longer than the middle of the ear on the side and not over the collar in the back. Facial hair for boys is not permitted. Sideburns are not to be longer than the middle of the ear. The boy's hair must be tapered on the sides. Bizarre or unusual haircuts are not allowed.
5. T-shirts are not allowed. A t-shirt with a pocket, decorations, or that has been modified in anyway is still a t-shirt and not acceptable.
6. A shirt or blouse with buttons must be buttoned to within one button from the top.
7. Girls' blouses and boys' shirts must have sleeves.
8. Sweatpants are not allowed. Sweatshirts or hoodies with appropriate writing may be worn. A dress code shirt must be worn under sweatshirts or hoodies.

9. Pants must be hemmed and not dragging the floor.
10. Pants are to be appropriately sized and worn at the natural waist.
11. Shorts, skorts, or capris that adhere to pant colors and fabrics may be worn. They must be mid-thigh or longer. Denim shorts are not allowed.
12. A belt must be worn with pants that have belt loops.
13. Prints will be acceptable on shirts, blouses, skirts, and dresses.
 - a. All prints must be consistent with Christian standards of Bay Area Christian School.
 - b. Endorsements of projects, places, or people are not acceptable.
 - c. Writing or printing of any kind will not be permitted except the brand name of the garment, not over shirt-pocket size.
 - d. See through fabric or crop tops are not permitted.
15. Hats and caps are not to be worn inside the buildings.
16. P.E. uniforms for grades five and above will be purchased at the school.
17. Tattoos are not preferred. Any tattoos must be covered.

SPECIFIC DRESS CODE REQUIREMENTS

Girls

1. Girls' shirts, tops, or blouses must have a modest neckline (no scoop necks or low cut necklines). Generally, this means not lower than 2" below the collarbone. Short tops that expose the mid-section with both arms raised will not be approved. Cap sleeves may be worn but fabric must meet at the underarm seam.
2. Spaghetti straps, backless dresses, and sundresses are not permitted.
3. Denim dresses, skirts, and jumpers (any color) are allowed.
4. Pants should be any solid color except white. Denim blue jeans of any shade are not acceptable. Pants are to be modestly loose-fitting but not extra baggy. They must be made of medium to heavy weight fabric. Cotton and cotton blend materials that are not form fitting are preferred.
5. Hip-hugger pants or skirts are not permitted.
6. Skirts and dresses are not to be shorter than the middle of the knee. Skorts must have a skirt front and shorts back.
7. Pants or skirts that are intentionally faded at the seat, thighs, calves, etc., are not permitted.

Boys

1. Shirts must have a collar. A band collar is acceptable. A hood does not count as a collar. A turtleneck pull over shirt must have a collar that is 2" tall.
2. A pullover sweater may be worn without a collar.
3. All shirttails are to be worn tucked in.
4. Pants should be khaki or any solid dark color and should have at least one back pocket. Pockets may be no larger than 5"X6". Denim blue jeans of any shade are not acceptable.
5. Earrings are not allowed for boys.

SECTION VIII

ACHIEVEMENT TESTING

Each child in grades 1-11 is given the Stanford Achievement 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.

Bay Area Christian School students have consistently scored an average of approximately one year above the national norms for each grade level.

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 floor tile in the kitchen. It is no threat to our students. A management plan is available for review in the main office.

BAND

Band is offered for 6th grade students. Some instruments are loaned from the school; others are purchased or leased. The 6th grade beginning band students learn the basic rudiments of music theory and playing an instrument. They learn how to play different parts and harmonize. The students perform a spring concert.

CAFETERIA

Most students bring their lunch. Prepackaged foods are sold. Also, local fast food businesses bring orders to the school. Milk, juice, and snacks are available for purchase. Soft drinks are available for purchase by students in grades five and above. Microwave use is restricted to 3rd grade and above. Parents should send their 1st - 2nd grade child's preheated food in a temperature-controlled thermos. This policy will save more time for the children to eat their food. Please make sure the 3rd - 6th grade food is in a microwave safe container and that the child knows how long to heat it. Parents can help their children by sending healthy snacks.

CHAPEL

Elementary chapel for K - 4th grade is at 9.15 a.m. on Wednesday mornings. A variety of speakers or groups present a Bible -based truth to encourage spiritual growth. Parents are welcome to attend.

Students in K - 4 may sing in elementary chapel. They should let their teachers know if they are interested. The elementary principal will schedule them and let the students know what day they perform so they can invite their parents.

COMMUNICATION

If parents have an email address on file they will receive periodic communication from the school. Parents who prepare letters or notes to be sent home with students should get them approved by the elementary principal.

CONFERENCES

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. Formal conferences are held at the end of the first and third nine weeks. At any other time of the year parents should call the office to request an appointment with the teacher. The teachers will also give parents their home numbers and hours when they may be contacted at home, if necessary.

FIELD TRIPS

Each grade has one class field trip per quarter. These trips may be educational or recreational. Notice of the trip will be sent to the parents, and parents are welcome to go along. All students attend.

FIRE AND STORM DRILLS

At the sound of the fire alarm, students are to stand and walk out of the building in an orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with her group.

A practice fire drill will be held monthly during the school year. A tornado drill will be held each year. Students should proceed (as above) to a designated place and assume a crouching position with their heads protected.

HELPS CLASS

The teacher will 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.

HOMEWORK

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

At the beginning of the school year, students are required to purchase a homework notepad. The student writes his assignments in the notepad each day and takes it home each night. The parents need to check the completed assignments against the homework pad. The teacher checks the homework pad each day for the parent's signature. Work that is incomplete or incorrect may need to be done again. Students who do not turn in their work may receive demerits or have points taken off. Some homework is graded, some is not, depending on the type of assignment and the teacher's instructions.

KINDERGARTEN GRADUATION

Kindergarten students who are being promoted to the 1st grade participate in a graduation ceremony. The students wear caps and gowns and receive a diploma. A reception follows, and family members are invited to attend.

LIBRARY

The elementary library is located upstairs on the north side of the Cullins Education Center. Kindergarten and first grade classes have classroom libraries. Second through sixth grade students visit the library approximately every other week. Volunteer librarians assist the students in choosing books.

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 \$7.50 for hard cover books will be added to the tuition statement.

LOCKERS AND LOCKS

The school is not responsible for items lost out of lockers. The school has the right to examine the contents of lockers, cars, clothing, and purses on school grounds at any time.

LOST AND FOUND

Lost and found items are located in the Auditorium Building Office, Main Office, and Sports Center. Please label all items sent to school, including P.E. t-shirts, shorts, shoes, coats and jackets. If a name is found on the item, it is returned to the student. Students are charged a \$1.00 litter fee per item. The students may pay at the offices in the auditorium building or have the fee charged to their account. Lost and found is open before and after school and during lunch. Lost and found items are displayed at the end of the nine weeks. Parents may pick them up at that time for no charge. Items not picked up at this time are donated to a charity.

MUSIC

Elementary students in grades Kindergarten - 6 will meet once or twice a week for music class. The students will be given opportunities to sing and use their musical talents as individuals and groups. Music appreciation and Christian faith will be developed by listening to good music and learning hymns and choruses. Songs are taught and sung daily in all grades during Bible class and are led by the classroom teacher.

MUSICALS

Parent volunteers are needed to assist with the elementary musicals for kindergarten, first-second grades, third-fourth grades, and fifth-sixth grades in the spring and to make costumes, scenery, etc. The students practice with a tape in the classroom or music class. Older students audition for parts. Practices on the stage are held the week before the musical. DVDs of each musical may be ordered.

PHYSICAL EDUCATION

Physical exercise is for everyone. Younger students may have exercises. They have recess daily. Physical education classes start at the 5th grade level and teach team and individual sports, game rules, help produce mature and conditioned bodies and provide fun team experiences. Grades 5 and 6 will wear school issued P.E. uniforms that cost \$20.00 per set. Each child will receive one at the beginning of the year and the cost will be placed on your bill or you can pay in the office. Basketball or tennis shoes are required for P.E. We prefer the student not wear the same shoes to school and then wear them to P.E. class. P.E. lockers with locks will be provided to secure their belongings. To be excused from participation due to illness the student must bring a note from home. They will need to dress out and will write a one page report on a selected health or team topic. Coaches will be sensitive to individual needs. A note from a doctor is necessary if participation is restricted more than two days. Grading is based on dressing out and participation.

SCHOOL SUPPLIES

Prepackaged supplies may be ordered in the spring and may be picked up at Open House. A supply list is also available. Make sure your child has an adequate supply of paper, pens, pencils, etc. throughout the year.

SCRIPTURE MEMORY

Each month a passage of scripture is selected by the administrator 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 twelfth grade students have the first five school days of the month to say the scripture for a red star. The administrator and principals will inform the teachers if a change in schedule is made for Red Star Week. 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 Red Star Week.

The students will recite the scripture individually in front of the class during Bible time. A red star will be awarded if the student can say the scripture from memory without any help and with three or less small mistakes. A blue star is awarded if the child says the scripture from memory after Red Star Week or if he needs help. Helps will be limited to three or less prompts or corrections.

Students who receive all red stars will be awarded a Red Star Trophy and receive a Scripture Memory Certificate 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 help and no more than one mistake per passage receive a trophy.

Kindergarten students learn scripture verses that begin with the letters of the alphabet. They receive a scripture certificate and trophy at Kindergarten Graduation.

SECURITY FORMS

Security Forms are filled out by the parent at the beginning of the year. 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. This form tells who is allowed to pick up children and where they will be picked up.

SPORTS CENTER GUIDELINES

1. Only soft sole shoes allowed on the court.
2. No hanging on the basketball rims.

Additional guidelines are posted in the Sports Center.

TRACK MEET

The school will hold elementary track meets on the BACS football field in the spring. Kindergarten will have its own field day. First and second grades will participate together on one day, and third through sixth grade on another day. Kindergarten and first through fourth grade teachers will prepare the students during recess. Fifth and sixth grade students will practice during P.E.

The field events may be held before or after the day of the track events. All students receive an event ribbon or a participation ribbon. Parents are welcome to attend, and parent volunteers are needed to help with some of the events.

TRANSPORTATION

The school office can assist in establishing carpools for those who desire transportation in a community. Call the office for more information.

EMERGENCY SCHOOL CLOSING

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

- Postings on the school website
- Email communication to parents
- Announcements on radio station KTRH 740 on the am dial or on Houston Channel 13

Generally if it is announced that the Clear Creek Independent School District will close, we will do the same.

AWARDS

Awards are given weekly, quarterly, and yearly to recognize and honor students in different areas of achievement. Unless otherwise noted, awards are given to students in grades 1 - 6. Annual awards for grades 1 - 6 are presented at the end-of-year awards program. Kindergarten students receive their awards at kindergarten graduation.

Achiever Award (medal) is given annually to one student in each class grades 1 - 6 who shows outstanding effort or motivation in learning.

Band Awards (medal) are given to the Outstanding and Most Improved students in the 6th grade band.

Character Quality Certificates are given in class during the last week of school to each student in grades K - 6 for a particular outstanding quality he or she has demonstrated. This allows for every student to get some kind of recognition.

Christian Character Certificate is given weekly to one student in each class grades K - 6 who exemplifies Christian characteristics or actions. The student is also honored by having the class trophy displayed on his desk for the week.

Christian Character Award (trophy) is given annually to one student in each class grades 1 - 6 who exemplifies Christian Character.

Highest (medal and certificate) and second highest numerical grade average (certificate) from each class are recognized each nine weeks.

Honor Roll - All students in first - sixth grade who are eligible are recognized for honor roll each nine weeks. (Exception: First grade is not considered for honor roll for the first nine weeks of each year.)

Yearly Honor Roll is for the students who make honor roll all 4 quarters of the year and have less than 4 detentions for the year. The students in grades 1 - 6 receive certificates.

Outstanding Student Award (trophy) is given to one student in each class grades 1 - 6 who exemplifies a combination of Christian character, academic achievement, good conduct, leadership, and participation in activities.

Red Star Awards (trophy) are given to students who have said all scripture for red star (usually by the first week of each month).

Scripture Certificates are given to all students who have memorized the required monthly scriptures. Kindergarten students receive a certificate and trophy for saying all of their alphabet scriptures.

Scripture Quotation Awards (trophy) are given on awards night to students who have said all nine scripture passages at one time allowing for 1 mistake and 1 help per monthly passage.

Superior Conduct Awards (trophy) are given to students in grades 1 - 6 with no detentions for the year.

COMPLAINT PROCEDURE

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 feelings. Jesus says that we can't properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). 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.
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!

IF YOU OVERHEAR OR ARE TOLD A COMPLAINT:

Encourage the person to express it to the person who should hear it, and only to him.

IF A COMPLAINT IS MADE TO OR ABOUT YOU:

1. Understand what the complaint is and why it is being made.
2. Give it prompt attention.
3. Make it a growth experience.
4. Pray about it. Ask God's wisdom in solving the problem.

**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 goes down learning goes down. 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.

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. 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. 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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INDEX

| | |
|---|----|
| Academic Information | 20 |
| Achievement Testing | 30 |
| Admissions Policy | 7 |
| Admissions Procedures | 7 |
| Asbestos Information | 30 |
| Attendance | 16 |
| Awards | 36 |
| Band | 30 |
| Benefits, Christian School | 6 |
| Bible | 20 |
| Cafeteria | 30 |
| Chapel | 30 |
| Checking In-Checking Out | 17 |
| Child Care | 25 |
| Communication | 31 |
| Complaint Procedure | 38 |
| Conduct Rules | 11 |
| Conduct, Standards of | 10 |
| Conferences | 31 |
| Curriculum, Elementary | 21 |
| Discipline | 13 |
| Donations | 9 |
| Dress Code | 26 |
| Emergency Medical/Surgical Release Form | 18 |
| Emergency School Closing | 36 |
| Field Trips | 31 |
| Financial Information | 8 |
| Fire and Tornado Drills | 32 |
| General Information | 30 |
| General Policies | 24 |
| Grading System | 21 |
| Helps Class | 32 |
| Homework | 32 |

Honor Roll 22

Introduction 3

Kindergarten Graduation..... 32

Library 32

Lockers and Locks 33

Lost and Found 33

Medical Guidelines..... 18

Medication Release Forms 19

Methodology..... 20

Monthly Newsletter..... 6

Music 33

Musicals 34

Parent-Teacher Fellowships 5

Parties 24

Philosophy, Our School 4

Phone Use 24

Physical Education..... 34

Playground Rules..... 15

Report Cards..... 22

Retention Policy 22

Scheduling Activities 24

Scholarships..... 9

School Committee..... 5

School Supplies 34

Scripture Memory..... 34

Security Code..... 23

Security Forms 35

Specific Dress Code Requirements..... 29

Sports Center Guidelines..... 35

Statement of Faith..... 4

Student Pass..... 24

Supervision Before and After School..... 25

Tardiness to School or Class..... 17

Teachers 20

Textbooks..... 23

Track Meet 35

Transportation..... 36

Visitor Pass/Sign In..... 24

"What Parents Can Do to Help Their Children
in a Christian School" 39