

# **Bay Area Christian School**

## **SECONDARY STUDENT HANDBOOK 2011-2012**

**Freddie Cullins**  
ADMINISTRATOR

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

“In Christ...are hidden all the treasures  
of wisdom and knowledge.” Col. 2:3

## 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

## 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.

## EXPLICIT GOALS

1. Be an extension of the training process of Christian families.
2. Provide role models for students by employing born again teachers.
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 equips students to achieve their highest potential.
10. Provide opportunities for students to have a well-rounded education, including programs for physical education, art, and music.
11. Teach students in a loving manner to be orderly and well disciplined.
12. Teach Christian citizenship in a free society with a democratic republic form of government.
13. Provide for proper care of equipment and facilities to exemplify good stewardship and beauty; and to promote health and safety.
14. Develop a plan for regular evaluation and review of all program components.

## 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. 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, 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. 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.

## **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  
Chuck Carpenter  
Neil Box  
Nelda Dixon  
Laurie Murphy

## **ADMISSIONS POLICY**

Bay Area Christian School attempts to serve a large cross-section of students, accepting those with average and above average abilities. Generally children with learning disabilities are not accepted. We are not able to make accommodations for students with special needs. Those who have demonstrated serious conduct

violations are not accepted. Students may not be failing more than one class. 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. The 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.

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 February 15th. 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 grades 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. In some cases, the counselor or principal may conduct the interview.
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.

## **STANDARDS 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 rather than permissiveness.

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.

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, using any form of tobacco, gambling, social 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 could be expelled.
3. Students who use or supply drugs or controlled substances could 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 and/or their vehicle, locker, and personal belongings searched in the presence of another witness. A student or students may be required to have drug testing as deemed necessary by the school administrator.
4. Students involved in sexual immorality would have very 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 other acts of violence are prohibited. Students who engage in either of these activities may be suspended.
8. School and church property are 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, lighters, inappropriate magazines, mp3's, CD players, ipods, headphones, etc., video cameras, televisions, toys, games, pets, and gum are not permitted at school except by

- special permission of the teacher and/or principal. Violators may receive automatic detention.
10. Cell phones – Students may have cell phones to use before school outside the buildings, and after school. They must be turned off and out of sight during school hours. No text messaging allowed. Any violation of this policy will result in cell phone being confiscated and a detention will be issued. The phone may be picked up by the student at the end of the day.
  11. 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 written permission of the persons involved.
  12. Vulgar or profane speech, gestures, or writing is prohibited. Disciplinary action including possible suspension will be taken.
  13. Degrading racial statements are inconsistent with Christian values and will not be tolerated. Such offenses will be given appropriate disciplinary action by the principal.
  14. There is to be no running in the halls or classrooms.
  15. The only time a student may go to their car without staff approval is to get P.E. clothing on their way to the gym.
  16. 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. Students are not allowed to go in or beyond the elementary playground 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.
  18. Soft drinks and food are not permitted in the classroom or hallways. Violation may result in automatic detention.
  19. A student who loses a textbook or library book must pay the current replacement cost.
  20. 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 if necessary, require the student to re-accomplish the work. The teacher will counsel the student and give a detention and require a three-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.

21. Expulsion Review Committee – This committee will review all cases of possible expulsion and make a final decision. The committee will include the following: The School Administrator, two School Committee Members, a Staff member from Bay Area First Baptist Church, and a Faculty Member.

## 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. Demerits and detention after school are the normal measures taken for inappropriate behavior. Extra work or assignments may be given as a corrective measure. If further discipline is needed, a student would be suspended and finally dismissed from school.

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 3:30 – 4:10. 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 admissions secretary or the principal must approve.** In case of excessive detentions (10 per semester), the parents will be notified by the principal to discuss possible solutions and any corrective action needed, including suspension or expulsion from school. Generally a student will be suspended on the 13<sup>th</sup> detention.

## MONTHLY NEWSLETTER

An important 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 fail to receive the newsletter, please notify the school office or consult our website. A monthly statement of your account will also be included.

## 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 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 normally used for all scripture memory in order to maintain uniformity.

## 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 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 8:15 a.m. until 3:20 p.m. for grades 7-12. Therefore, students are not to arrive before 7:45 a.m. nor stay after 3:50 p.m. when the building will be locked.

There are five 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.

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, if possible, to be approved by the principal. Doctor, dental, music, and other appointments are to be scheduled after school hours. 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 absence may result in dismissal from school. **Unexcused absences to first period will also be marked as a tardy to school.**

Perfect attendance awards will be given only to those students who have not missed a day and who have no more than five tardies for the year.

**For all absences exceeding 10 days per semester, the student will be expected to make up lost class time by attending extra classes as assigned by the principal.** Exceptions will be made for absences that are part of an organized mission trip or organized educational trip. These trips must not seriously hinder the student's schoolwork. Family trips for pleasure are not included. Absences dealing with unusual family needs, the student's health, etc. may also be exempt if approved by the principal.

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 will be required to attend teacher workdays in order to complete the work.

If a student is absent for any two periods in a day it is counted as a half day absence. A student that misses six periods would be considered absent a whole day. Students must be present in each class thirty minutes or more to be counted present.

## 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 quarter, and not have more than 5 absences in that specific class for the semester.

## TARDINESS TO SCHOOL OR CLASS

Tardiness can be a serious problem which minimizes the importance of instruction time and chapel. A student is tardy if he arrives to school or class after the tardy bell. 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. Excuse notes should be turned in within three days of the tardy. The principal exercises judgment in classifying tardies as excused or unexcused. Unexcused tardies include oversleeping, waiting on carpool, drying P.E. clothes, returning home for forgotten items, etc. On the fourth unexcused tardy per quarter, a student will be given a detention. After a student receives two tardy detentions, the principal may confer with the parents and student. The student could be suspended on the third tardy detention.

## TEACHERS

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

The teacher is 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.

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.

## 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 some team projects are used when 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 overall average in each subject.

## 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. Fees are as follows:

### Registration Fee

**The registration fee is \$100.00 per child.** Registration fees are not refundable and are not transferable. **The registration fee is due upon notice of approval for admission to the school.**

### Book Fee

The book fee is \$200 per year for each student. This covers the cost of all non-reusable books that are kept by the student. Hardback books and other reusable books are kept by the school. This fee is due June 1<sup>st</sup> before school begins. It is not refundable and not transferable.

### Tuition

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 due on the 15<sup>th</sup> of each month.

If payment is made for a semester or a year in advance, a three percent discount is given. There is a \$10 late fee assessed if payment is not made by the 20<sup>th</sup> of each month. A statement of each student account is sent around the tenth 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.

\*Monthly Tuition Cost (11 months): \$586.00  
Monthly tuition payments are not refundable and not transferable. There is a discount for additional children in the same family.

\* Prices shown are subject to change.

## **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.

## **SECONDARY CURRICULUM**

Beginning in the ninth grade, students earn "credits" toward graduation. Twenty-six credits are required for graduation. Lecture courses receive one-half credit per semester. When a student completes the twenty-six credits listed for graduation, he receives a high school diploma. Transfer students must complete at least two semesters in this school before receiving a diploma.

The junior high school consists of grades seven and eight. It offers the same courses as the elementary school except on a higher level. The high school is composed of students in grades nine through twelve. The high school classes also use A Beka, Bob Jones, and other supplementary textbooks.

## **MATH**

Algebra I  
Algebra II  
Advanced Algebra  
Geometry  
Math Models  
Pre-Calculus  
Calculus

## **SOCIAL STUDIES**

Texas History  
World Geography  
World History  
U.S. History  
Govt./Economics

## **SCIENCE**

Life Science  
Earth Science  
IPC  
Biology  
Advanced Biology  
Chemistry  
Physics

## **LANGUAGE**

Spanish I  
Spanish II  
Spanish III

## **PHYSICAL EDUCATION**

All fundamental skills:  
ball skills, specific game  
skills, general body  
development

## **ELECTIVES**

Art  
Music: ensemble, band  
choir  
Bus. Computer Info Sys.  
Computer Science I  
Computer Science II  
Speech & Comp. Apps.  
Yearbook  
Student Assistants

## **BIBLE**

Beatitudes/Proverbs  
New Testament Survey  
Old Testament Survey  
Bible Doctrines  
Understanding The Times

## **ENGLISH**

English 9, 10, 11, 12

**DROPPING A CLASS:** Students may drop a class, with counselor approval, up until the Friday of the week after mid-semester report cards are issued. After that time, students may not drop a class unless unusual circumstances exist and the counselor has approved the drop.

## **GRADUATION REQUIREMENTS**

All secondary courses are appropriate for high school credit. Students and parents must confer with the counselor regarding a total course of study, which pursues a college-bound preparation or a minimum vocational preparation. Requirements for future high school graduation should be discussed at the beginning of the ninth grade year. Students in the 11<sup>th</sup> grade, who expect to graduate early, must declare so in writing to the counselor or principal by September 1<sup>st</sup> of the school year that they expect to graduate. 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 the principal.

**TEXAS RECOMMENDED PROGRAM**

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

<b>Math</b>	4 (must include Alg. 1, Geom., Math Models*, Alg. II, Adv. Alg., Pre-Cal. (H), AP Calculus (H))
<b>Social Studies</b>	4 (World Geog., World History, U.S. History, Govt./Econ.)
<b>English</b>	4 (I, II, III, IV)
<b>Science</b>	4 (must include IPC**, Biology, Chemistry, Physics (H), Adv. Biology (H))
<b>Physical Education</b>	1
<b>Fine Arts</b>	1
<b>Foreign Language</b>	2 (Spanish I, II, III (H))
<b>Speech</b>	½
<b>Bible</b>	4 (N.T., O.T., Doctrines, Understanding the Times)
<b>Electives</b>	1 (Technology)
	½ (Health)
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(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.

**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.

	<b>Grade Points</b>	
	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 following semester.

**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. This is the class rank used for college applications. 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 only list the G.P.A. on college applications

Students with a four-year average of 90 or above, and good conduct will be recognized as honor graduates. Good conduct shall be determined by conduct grades and the principal's recommendation.

**VALEDICTORIAL 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 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 for 22 credits of core courses 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. If academics or conduct deteriorate during the last semester of school, the principal may remove the honor.

### **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 given to students to present to their parents on the Tuesday following each nine-week period. The card is to be signed by the parent and returned to the school by Tuesday of the next week. One dollar will be charged for duplicate cards.

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. 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).
4. A half-day field trip may be scheduled for students on honor roll.

### **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. This information is sometimes requested by colleges for admission purposes.

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

### **LUNCH**

Most students bring their lunch. Prepackaged frozen foods may be purchased and warmed in a microwave oven. 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.

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.

### **MEDICAL HEALTH GUIDELINES**

All pupils must have current immunization information on file in the office. Parents are expected 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 parent's verbal or 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, excessive head congestion, etc. 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.

## 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, go to any school event, or if we have visitors, the students favorably represent themselves, their homes, the school and the Lord. For this reason clothing or hairstyles 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 change clothing or may be sent home. An unexcused absence will be given. A student may receive detention for dress code violations. 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.

### General Requirements:

1. Clothing should be conservative and should be modest in all respects. Students must meet modesty requirements at all school functions, even off campus events.
2. Clothing should be conducive to good health, comfort, safety, and should not be a distraction.
3. Shoes must be worn at all times. Nice sandals are acceptable. A sandal is either open at the toe or the heel. No flip flops, sports sandals, crocs, or any sandal with straps between the toes are allowed. Tennis shoes are permitted.
4. Bizarre hairstyles and unnatural colors are not allowed. 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. Boy's hair must be tapered on the sides. Facial hair for boys is not permitted. Sideburns are not to be longer than the middle of the ear. Hair should clear the eyebrow and be kept out of the line of vision, being cut in such a manner as not to require continuous attention.
5. All apparel should be in good condition, not torn or with holes.
6. T-shirts are not allowed. A t-shirt has a banded collar like our PE shirts. A t-shirt with a pocket, decorations, or that has been modified in anyway is still a t-shirt and not acceptable.
7. A shirt or blouse with buttons must be buttoned to within one button from the top.

8. Girls' blouses and boys' shirts must have sleeves. See through fabrics are not permitted.
9. Sweatshirts with appropriate writing will be allowed. They should be reasonably sized and neat in appearance.
10. Pants should be solid colors. White pants are not permitted. Pants should be of medium to heavy weight fabric. **Denim blue jeans are not acceptable.** Pants or skirts that are intentionally faded at the seat, thighs, calves, etc., are not permitted. Pants are to be modestly loose fitting but not extra baggy. (See #4 under specific requirements for boys.)
11. Pants should be hemmed so as not to excessively drag the floor. Sweat pants and wind pants are not acceptable.
12. Capri pants are permitted. These pants should be at least 1" below the bottom of the knee.
13. Shorts are not allowed for daily school wear. Shorts for all athletic events, practices, and field trips must be at least 6" in length.
14. Pants are to be appropriately sized and worn at the natural waist.
15. A belt must be worn with pants that have belt loops.
16. Prints (stripes, florals, etc.) will be acceptable on shirts, blouses, skirts, and dresses.
  - Writing or lettering of any kind will not be permitted except the brand name of the garment, not over shirt-pocket size.
  - All lettering must be consistent with Christian standards of Bay Area Christian School.
  - Endorsements of projects, places, or people are not acceptable.
17. Hats and caps are not to be worn inside the buildings.
18. P.E. uniforms will be purchased at the school.
19. Tattoos are not preferred. Any tattoos must be covered.
20. Team players may wear assigned attire on specific days with the approval of the principal and the coach.

## **SPECIFIC DRESS CODE REQUIREMENTS**

### **Girls**

1. No spandex, lycra, nylon stretch, or clinging fabrics will be permitted in shirts, skirts, or pants. Cotton and cotton blend materials are preferred.
2. 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.
3. Spaghetti strap or backless dresses are not permitted, even for the Homecoming attire.
4. Denim dresses, skirts, and jumpers (any color) are allowed.
5. Pants should not be so low as to expose the

back or stomach when bending or stretching. Slacks, jeans, and skirts must be modest and not form fitting. Stretch pants are not permitted.

6. Skirts and dresses are not to be shorter than the middle of the knee. Slits in a skirt should not be higher than the top of the knee.
7. Dresses for banquets or any school function must meet the dress code.

### **Boys**

1. Shirts must have a collar. A Henley collar with buttons 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. Shirt tails are to be tucked in at all times.
4. Pants must have at least one back pocket, and be dark in color, gray or khaki.
5. Earrings are not allowed for boys.

## **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 school office.

A child may claim lost items at the school office. A \$1.00 litter fee will be charged to the student. All personal items should be labeled. Every possible effort will be made to return lost items to the owners. Before Christmas, spring break, and the end of the year, unclaimed items will be auctioned or given to charity.

## **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.

## **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. A practice fire drill will be held monthly during the school year. Each teacher will supervise his/her class.

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.

## 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 (gym suit, shoes, or socks) 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: football, basketball, soccer, baseball, track, golf, tennis; GIRLS GRADES 9-12: volleyball, basketball, soccer, softball, track, golf; GIRLS GRADES 7-8: volleyball, basketball, and track; BOYS GRADES 7-8: football, basketball, 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.

## CONDUCT DURING EXTRA-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.

## 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 administration and must be submitted in writing.

## 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 Sound Principle.

## BAND

The band program encourages development of musical skills with emphasis on appreciation of Christian music.

## ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

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 suspended from school a full day or more will be ineligible for four weeks. If suspended for ½ day, they will be ineligible for two weeks. Ineligibility starts the day a student is suspended.
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 9 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.

### **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. Ten cheerleaders for varsity are selected by a panel of judges in May to serve through football 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 year (from September for spring election).
4. Have an overall average of 80 with no failures for the first three quarter of the year elected.
5. Cannot have more than 9 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.
2. Cheerleaders will be expected to go to the cheerleader camp in the summer (\$150.00 approximate cost).
3. Cheerleaders are expected to cheer at all football games.
4. Extra practice time will be required during the summer (usually two weeks before school

## **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).

starts) and practice time is needed after school hours.

- Cheerleaders are expected to give whole-hearted cooperation to the cheerleader sponsor, coaches, and School Staff in all cheerleading activities.

## **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.

## **GENERAL POLICIES**

### **CLOSED CAMPUS**

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

### **VISITORS**

Visitors (except parents) are not permitted to visit the classrooms, lunchroom, or school grounds where classes are in session without checking with the high school office and getting approval from the Principal, Administrator, or person in charge. They must wear a name tag. They must dress and act in a manner consistent with school policy. 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.

### **PHONE USE**

Students may use the school phone at break, lunch, and after school. Students are not allowed out of class to make phone calls unless it is for medical reasons. Cell phones should be off and put away during school hours.

### **STUDENT PASS**

Students must have an office or hall pass to go to the office or to be out of class. The pass must be initialed by a staff member and have the date and time.

### **STUDENT COMPLAINTS**

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 administrator in the presence of the staff member after school or at an appointed time.

## **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.

## **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.

## **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.

## **FRISBEES AND FOOTBALLS**

No frisbees or footballs in the gym. Only volleyballs and basketballs are to be used in the gym.

## **ELECTIONS**

Winners must have a majority of the vote.

## **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.
5. If a student leaves a job or changes jobs, he must inform the principal and bring in new contact and schedule information.

## **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.

## **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 during the year to attain these awards:

- Christian Character Awards in each grade
- Scripture Memory Awards
- Outstanding Student for each grade
- Outstanding High School Female Athlete
- Outstanding High School Male Athlete
- Perfect Attendance
- Superior Conduct Awards
- Highest Average
- Year Honor Roll
- Academic Awards
- Athletic Awards
- Music Awards
- Achiever Awards

## **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 feeling. 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 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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