

Bible Baptist School



Elementary Student Handbook 2009-2010

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Elementary Handbook
2009-2010

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1.00 FOUNDATIONS

1.01 STATEMENT OF FAITH

THE SCRIPTURES: We believe the Holy Scriptures, the sixty-six books of the Old and New Testaments, in their entirety, to be complete, final, and the only revealed Word of God to His church, and accept them as verbally inspired of God, inerrant in their original language so as to be the supreme authority in all matters of faith and practice.

GOD: We believe in the triune God. The Scriptures reveal one and only one living and true God, infinite and intelligent Spirit, the Maker and Supreme Ruler of heaven and earth, eternally existing in three persons: FATHER, SON, AND HOLY SPIRIT, but one in substance, essence and power, though executing distinct but harmonious offices in the great work of redemption.

THE FALL: We believe that God originally created man in His own image, and free from sin, but through the temptation of Satan, he transgressed the command of God and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

JESUS CHRIST: We believe in Jesus Christ, God's only begotten Son, our sole Mediator; we further believe in His pre-existence, His incarnation, His virgin birth, His sinless life, His substitutionary atonement, His bodily resurrection from the grave, His ascension, His present intercessory work before the throne of the Father, and His personal, visible, imminent, pre-millennial return from heaven.

THE HOLY SPIRIT: We believe that the Holy Spirit is a divine personality, and not a mere emanation, influence, or force; equal with the Father and the Son, and of the same essence and nature; that He is almighty, merciful and just; that He is holy, righteous, and true; that He is eternally existent, glorious in nature, possessing the attributes of omnipotence, omniscience, and omnipresence; that He was active in creation; that He restrains the world, the flesh, and the devil; that He witnesses to the truth, converts the lost, extols the harmony with His divine office, comforts, teaches, testifies, preaches, guides, regenerates, empowers, sanctifies, and anoints, thus exercising the quickening role in the work of saving the lost, and the supervising role in the life of the saved.

SALVATION: We believe in salvation by grace through faith in Jesus Christ, apart from human merit, works, or ceremonies. We further believe in the preservation of the saints.

THE CHURCH: We believe a local New Testament church to be an assembly of disciples immersed upon profession of faith in the Lord Jesus Christ, united in the belief of what He has said, and covenanting to do what He has commanded. We further believe that the local church under the Holy Spirit is autonomous and congregational in operation, being free from interference by an ecclesiastical or civil authority.

BELIEVER'S BAPTISM: We believe that believer's baptism is an ordinance of the Lord Jesus Christ given to the church and obligatory upon every believer, wherein he is immersed in water in the name of the Father, and the Son, and the Holy Spirit, as a sign of his fellowship with the death, burial, and resurrection of Christ, of remission of sins, and of his giving of himself up to God, to live and walk in newness of life. It is a pre-requisite to church membership.

THE LORD'S SUPPER: We believe that the Lord's Supper is an ordinance of the Lord Jesus Christ given to the church to be observed till He comes.

1.02 STATEMENT OF MISSION

Assisting families in nurturing their children for Christ by preparing them academically and spiritually for a life of service.

1.03 STATEMENT OF CORE VALUES

Rooted in the Word of God. The Bible is the foundation of the school, its policies, and practices

Centered on the preeminence of Christ. The school exists to advance the cause of Christ and His Kingdom. Students will be challenged to surrender their hearts and lives to Jesus Christ by faculty and staff who are in a dynamic relationship with Him.

Partnering with parents and the local church. Christian education is a partnership with the school, family, and the local church. The school supports and assists parents in their God-given role to nurture and train their children for the Lord.

Teaching from a Christian world view. Instruction will be Biblically based and teachers will effectively integrate truth found in God's Word into lesson planning. Students will be challenged to think and act Biblically.

1.04 STATEMENT OF PURPOSE

Bible Baptist School exists for the purpose of providing quality Christian education for the children of parents committed to the Lord Jesus Christ as their Savior. Our goal is to integrate the Word of God with all academic disciplines taught. We strive for excellence in all things, not to receive the plaudits of men, but to glorify God.

Recognizing the home to be the primary instrument in the nurturing of children, we stand ready to assist families in their God-given responsibility of training young people for Christ. We strive to prepare our graduates with a God-centered world view that will enable them to face a hostile environment in contemporary society. To have our students see all of life through the eyes of God is our goal.

In order to accomplish the aforementioned, we pledge:

1. To maintain a close walk with the Lord through Bible study, prayer, witnessing and involvement in the local church
2. To implement the finest curriculum available, employ the most effective instructional aides in the education of every student, and to use our God-given talents to the fullest
3. To seek the salvation and/or spiritual maturity of each student
4. To be consistent in our treatment of all students and to fairly administer the rules and regulations set down in the handbook, and
5. To be always available to meet with parents to discuss ways to help their children improve grades, demeanor, or walk with the Lord

In order to accomplish the aforementioned we ask you to pledge:

1. To pray for the school and the staff on a regular basis
2. To speak positively about the school to your child and others in the community
3. To keep open channels of communication between the home and school
4. To be regular in your attendance at all school functions
5. To show a real interest in your child's school work
6. To show a real interest in your child's spiritual development
7. To provide a quiet study area at home and a special time for studying
8. To be very selective about the type of TV shows your child watches and the friends with whom you allow your children to associate
9. To be willing to curtail your child's extra-curricular activities or after-school job if they interfere with his or her school work, and
10. To support the school as it applies and implements the rules and regulations of the student handbook

1.05 STATEMENT OF PHILOSOPHY OF CHRISTIAN EDUCATION

The philosophy statement of Bible Baptist School provides the foundation for its existence. The school operates on the premise that true education can only take place in an atmosphere where God is honored and His Word taught and all academic subjects and activities are viewed through the filter of scripture. The following statements represent the heartfelt convictions of each board member, administrator, teacher, and staff member at the school.

1. God is the Creator, Sustainer, and Sovereign of the universe. (Gen 1:1-31, John 1:1-14, Isaiah 40:28, Isaiah 45:18, Hebrews 1:3, Daniel 4:17, Exodus 15:6, Job 37:23, John 13:3, Colossians 2:10)
2. God has revealed Himself to man through creation, the Bible, and the Incarnation. (Romans 1:20, Luke 24:26-7, Luke 16:31, Luke 24:44, John 1:1-14, John 17:14)
3. Jesus Christ is God and is the One that can bring man to a saving relationship with God. (John 8:58, Hebrews 12:2, Matthew 28:19, John 1:1-14, Hebrews 1:3, 1 Thessalonians 5:9, 2 Timothy 2:10, Acts 4:12, John 10:9, Acts 15:11)
4. The Holy Spirit is God and is the One that indwells the Christian, convicting him of sin, illuminating the truth of God to him and empowering him to obey God. (Psalm 51:11, Matthew 28:19, Mark 13:11, John 14:26, Acts 4:31, 2 Timothy 1:14, Titus 3:5, Ephesians 1:13)
5. Man was created in the image of God and without sin. (Genesis 1:26-7, 31, 1 Corinthians 11:7, John 1: 1-14)
6. As a result of the fall, all men are born separated from God and alienated from Him. (Romans 1:18-27, Romans 3:3, Isaiah 59:2, Ephesians 4:18)
7. Fellowship with God can only be restored through salvation in Christ. (1 Thessalonians 5:9, 2 Timothy 3:15, Hebrews 9:28, Acts 4:12)

8. The Bible reveals who God is, what He has done, and His standard of conduct for man. (Psalm 119, John 19:28, Galatians 3:8, Galatians 3:22, 2 Timothy 3:16, James 2:8, Exodus 20:1-21, Joshua 22:5)
9. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him first place in their lives. While the primary responsibility for this task lies with the parents, the structure and nature of our society has made it necessary for parents to partner with others in this endeavor. Bible Baptist School exists to assist parents in the education of their children by:
 - a. presenting the plan of salvation to all students;
 - b. emphasizing both correct thinking and proper conduct;
 - c. recognizing that all truth is God's truth;
 - d. integrating Scripture with all academic subjects; recognizing that each student is uniquely created and must be instructed accordingly; helping students prepare themselves personally and vocationally in accordance with God's will;
 - e. attempting to harmonize the goals of the school with those of the home and local church;
 - f. teaching that "the chief end of man is to glorify God and enjoy Him forever."

1.06 STATEMENT OF GOALS

Our goal is to develop each student socially, intellectually, physically, and spiritually to the honor and glory of God. We will do this in each area by:

Socially

1. preparing students to be righteous citizens;
2. preparing students to function in a family unit;
3. preparing students to appropriately handle interpersonal relationships.

Intellectually

1. helping students integrate God and the Bible with all academic subjects;
2. helping students develop a lifelong love for learning;
3. helping students prepare vocationally to accomplish God's will in their lives.

Physically

1. teaching them that the body is the temple of the Holy Spirit and is not to be abused by drugs, alcohol, tobacco, improper diet, or deviant sexual behavior;
2. teaching them to develop a sound body through physical fitness and good health habits.

Spiritually

1. presenting the plan of salvation to each student;
2. helping Christian students to grow in their faith through prayer, Bible study, witnessing, and involvement in the local church;
3. aiding students in discovering and developing their spiritual gifts.

1.07 BRIEF HISTORY

Sensing God's leading to start a Christian elementary school on the West Shore, the members of Bible Baptist Church approved the establishing of Bible Baptist School. In the fall of 1973, with 84 pupils and 5 full-time faculty members, BBS officially began educating students in grades 1-8. In 1974 kindergarten was added. The high school was started in 1978 and graduated its first class in 1981. A new Activities Center with a gym, cafeteria, two classrooms, and a science lab, was constructed in 1982. In 1993, an educational wing was added to the Activities Center, housing 6 large classrooms and an office complex. In 1995, a third floor was added to Carey Hall, giving us an additional 5 elementary classrooms. A pre-kindergarten program was added in 2003.

During the 1993/94 academic year, BBS received full accreditation from the Middle States Association of Colleges and Schools and the Association of Christian Schools International. The school was reaccredited in 2003.

2.00 ACADEMICS

2.01 REPORT CARDS AND GRADES

Students in grades K-6 will receive report cards 4 times a year according to the following scale:

A 95-100 C- 77-78

A-	93- 94	D+	75-76
B+	90- 92	D	73-74
B	87- 89	D-	70-72
B-	85- 86	F	60-69
C+	82- 84	FF	below 60
C	79- 81		

Other subjects will be given a grade of:

O	Outstanding	P	Pass
S	Satisfactory	F	Fail
N	Needs to Improve		
U	Unsatisfactory		

2.02 INTERIM REPORTS

At the middle of each marking period, Mid-Quarter Reports will be sent home to parents of 1st-6th grade students notifying them of their child's progress in each subject. This notice must be signed and returned to the issuing teacher within five days.

2.03 PARENT-TEACHER CONFERENCES

At the close of the first marking period, a day will be set aside for Parent-Teacher Conferences. This will be the time for parents to meet with teachers to discuss the progress of their children. No students will be in school on this day. Parent-teacher conferences are not limited to this special day. Conferences and other contacts between parents and teachers are encouraged at all times throughout the school year. Appointments should be made in advance.

2.04 HONOR ROLL

2.041 Honor Roll (grades 4 - 6) will be based on the following:

1. Distinguished Honors - "A's" (93% or above) in all major subjects. No grades of "U" or "F" in any minor subject.
2. Honors - No grade lower than a B- (85) in any major subject. No grade of "U" or "F" in any minor subject.
3. Any student receiving a "U" in the "Personal, Social Attitudes" section or in Conduct under the "Studies" section will be excluded from the Honor Roll.

2.05 ACADEMIC AWARDS (GRADES 4-6)

2.051 Gold and Silver Awards: Students making the Distinguished Honor Roll at least twice during the first three marking periods will receive gold certificates. Students making Honors at least twice or Honors at least once and Distinguished Honors once will receive silver certificates.

2.052 Presidential Award for Academic Excellence: This award is presented by the office of the President of the United States to students in the 5th grade who have a 90% average or above during 4th & 5th grades and score in the upper 15th percentile on a national standardized test from the previous year in math or reading.

2.06 PROMOTION AND RETENTION

2.061 Retention: A student failing two or more subjects will be recommended for retention. Social, emotional and behavioral development will be heavily factored into the decision. Any teacher suspecting a student is in danger of failing for the year will schedule a conference with the parents at the end of the second marking period. The principal will attend that meeting. If the situation continues, a conference with the teacher, parents, and principal will be held at the end of the third marking period. The principal will meet with the family at the end of the year to make the final decision.

2.062 At the end of each academic year, the faculty will meet with the administrator to determine if any current students should be denied admission for the next academic year. Those students named will be required to reapply for admission. Any students named will be referred to the Judicial Committee for further consideration.

2.07 HOMEWORK

1. In case of absence, a class assignment sheet will be sent home if the parent calls the school office and makes arrangements to have materials picked up.
2. All assignments must be finished by the end of the marking period in which they are assigned or the student's grade average will be lowered (unless due to lengthy illness). We will keep homework assignments light on Wednesday evenings so that students may participate in Prayer Meeting and youth activities.

NOTE: The copying of homework (or any assignment) from another student is considered a serious violation of Christian conduct and will result in discipline for both the person doing the copying and the person from whom the assignment is copied.

2.08 STANDARDIZED TESTS

Each year, students in grades K- 6 are given a national standardized test in the areas of Language Arts and Mathematics..

2.09 ACCESS TO STUDENT RECORDS

Only parents, legal guardians, and school officials have access to students' cumulative records. All other persons and agencies desiring records must submit to the administration the school's cumulative record release form signed by at least one of the parents or legal guardian.

3.00 PROCEDURES AND POLICIES

3.01 ADMISSIONS POLICY

The following criteria will be used in admitting and readmitting students to our school:

1. At least one parent/sponsor must be a "born again" Christian and an active member of a Bible-believing church.
2. Both parents must sign the "Statement of Philosophy and Commitment" and agree to the rules of the school as stated in the handbook.
3. A pastoral recommendation form must be filled out by the pastor of the parent's/sponsor's local church and returned to the school.
4. Families with children currently enrolled in the school will be given first priority in registering their child(ren) for the next academic year.
5. All students are accepted on a provisional status. At the end of the first marking period, each student's academic progress, attendance record, and behavioral pattern will be reviewed to determine if the child should continue at the school. This process will be repeated at the end of the second marking period if the situation warrants.
6. A transfer student will not be admitted after the first marking period unless unusual circumstances exist or the family has just moved into the area.
7. It is the policy of Bible Baptist School not to discriminate on the basis of an applicant's race, color, or national or ethnic origin, or gender.
8. All students will be required to comply fully with the state of Pennsylvania's immunization policy.
9. The parents must agree that:
 - a. the school has full discretion for the grade placement of children;
 - b. they will meet all tuition and other financial obligations; and
 - c. they will willingly support the school in prayer and in lending practical help as required by the school.
10. All prospective students in grades K through 12 will be given an entrance test to determine grade placement and to determine if the prospective student fits the educational requirements of the school. On the day of testing, students are to bring their most recent report card (except kindergarten). Bible Baptist limits its enrollment based on our inability to provide certain students having learning disabilities, emotional disturbances, A.D.D., etc., with an education that meets their individual needs.
11. Prospective kindergarten students must be five years old on or before September 30 of the school year.
12. Acceptance or rejection of applicants will be by written notification.
13. It is the policy of the school not to admit students who have been expelled from another school or have repeated more than one grade.
14. Parents must be interviewed by the Administrator or other school officials. Students in grades 6-12 must also be interviewed.

15. Families transferring their children from private or Christian schools must have settled all financial obligations at the previous school.
16. For students first entering school and those entering grades 6 and 11, a physical examination by a physician is required. For students first entering school and those entering grades 3 and 7, a dental examination is required.
17. For each student applying, the following must be provided:
 - a. completed application form
 - b. immunization record
 - c. pastor's recommendation
 - d. current report card (except kindergarten)
 - e. signed release of records form
 - f. proof of age
18. Bible Baptist School's biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

3.02 ADMISSIONS STANDARDS

Students will:

1. Demonstrate average to above average achievement on the entrance examination.
2. Demonstrate average to above average grades on their most recent report card.
3. Are spiritually, socially, and emotionally well adjusted.
4. Have parent(s) that profess faith in Jesus Christ.
5. When applicable, a desire to attend Bible Baptist School.

Students who meet all the criteria listed above are admitted to the school. Students not meeting one or more of the criteria may be admitted upon approval of the division principal and administrator.

3.03 TUITION POLICY AND PROCEDURES

1. Tuition payment options are annual or monthly. The annual payment, due by August 15, is discounted. Monthly installments may be paid in 10 or 12 consecutive payments. Monthly tuition payments are paid to FACTS, the school's tuition management company.
2. Unpaid tuition beyond two months will result in the student being ineligible to attend school.
3. Report cards and official records will be withheld when tuition and other fees are overdue.
4. Students who withdraw from the school for any reason after August 1 will be charged tuition in full for each month attended (one-tenth of full tuition). Tuition for families enrolling after September 30 will be pro-rated (one-tenth of full tuition for each month remaining in the year).
5. Students will not be permitted to begin a new school year with the previous year's account unpaid.

3.04 ABSENCE

3.041 In cases of missed school, the following will apply:

1. Excused absences are granted when students are sick or circumstances beyond their control prevent them from being in school. One week's advance notice must be given for family vacations or church retreats. A maximum of five days are allowed. Or if they are on an educational field trip with their parents/guardians or an adult named by their parents/guardians and approved by the administration. Bible Baptist School is not responsible for any injury or loss howsoever described that occurs when a student is off campus at the request of a parent or guardian and not involved in any school sponsored activity. In the event that a parent or guardian takes their child off campus for any activity, the school does not sponsor, the parents or guardian agrees to hold harmless and indemnify the school for any judgment and costs involved with defending the school including attorney's fees and costs of suit.
2. Unexcused absences are given when a properly completed slip is not turned in to the office during the marking period the absence occurred, or when conditions presented above are not met.
3. Illegal absences are given for truancy or willfully missing school for no apparent reason.

3.042 All absences, regardless of the reason, must be verified by an absence slip from home listing the days absent and the reason for absence. The absence slip must be signed by one parent and sent in when the child returns to school. If three or more days are missed in a row, the student may be asked to bring an excuse signed by a doctor. Also, accumulated absences deemed to be excessive can result in a doctor's excuse being requested for each succeeding absence. Regular attendance habits will enhance good achievement and establish good working habits for later in life.

3.043 Early dismissal will be granted and late arrival approved for doctor or dental appointments or for other requests viewed by the school as appropriate. A request to leave early should be given in writing to the homeroom teacher at the beginning of the school day. The request or excuse **MUST** have the reason for the early dismissal or late arrival. Late arrivals must sign in at the office. When you come to pick up your children for an appointment, you must sign them out in the office. The secretary will then call your child to the office.

3.044 In all cases of absence, it is the student's responsibility to make up missed work. (See Section 2.07)

3.045 A written excuse from a child's doctor or parents is necessary to be excused from Physical Education.

3.046 Tardiness

1. A student will be considered late for school if he or she is not in homeroom at 8:12 a.m.
2. Tardiness Considered Absence: Students who arrive at school later than 11:00 a.m. or leave before 1:00 p.m. for appointments or for any other reason will be considered absent for a half day.
3. Unexcused tardies will result in the following fines:
 - 5 - \$5.00
 - 10 - \$10.00
 - 15 - \$15.00
 - 20 - \$20.00

3.047 Illness: If your child exhibits any of the following symptoms, please do not send him or her to school: vomiting, diarrhea, fever of 101° or greater, flu-like symptoms, ****redness of eye sometimes accompanied by a discharge or matting of the eyelashes (commonly known as "Pink Eye"), diagnosis of strep throat****. If upon arrival at school or sometime during the course of the day a student exhibits any of the above symptoms, the parents will be immediately notified and requested to take the child home.

****Conjunctivitis (Pink Eye) and Strep Throat:** Before returning to school, a student must have a note FROM A PHYSICIAN stating that antibiotic therapy has been established for at least 24 hrs.

3.048 Any student missing more than 27 school days, unless unusual mitigating circumstances occur, will not be promoted to the next grade level even if the student is passing all course work.

3.05 SCHOOL SUPPLIES

IMPORTANT: Names should be placed on ALL school supplies. This includes lunch box or bag, sweaters, coats, boots, or anything that can be lost or mislaid at school.

Textbooks are provided for all students. However, notebooks, pens, pencils, paper, calculators, Bibles, etc. must be purchased by the students' parents.

3.06 VALUABLES

Do not bring to school the following:

1. Excessive amounts of money
2. Family heirlooms
3. Valuable jewelry
4. Any unnecessary items of value

We cannot be responsible for the safety of any personal belongings left unattended.

3.07 SCHOOL PROPERTY

The school and its surrounding grounds are the property of Bible Baptist Church; therefore, they belong to God through His people. It is part of our job to keep the property in good repair and tidy as a testimony to the cause of Christ in our community.

It is the practice of the school not to promote or publicize any other church's activities.

3.08 TEXTBOOKS

Textbooks are the property of Bible Baptist School and must be cared for carefully. Hardback textbooks must be covered at all times. No marks of any kind are permitted to be made in books (unless a workbook). If a book is lost, it will be the responsibility of the student's parents to pay for its replacement. Some paperback books and workbooks will become the student's property at the close of school.

3.09 CHAPEL

Chapel services will be held weekly.

3.10 MEDIA CENTER POLICIES

- 3.101** Circulation - Books may be checked out for 2 weeks with a limit of 2 books at a time. Twenty-five cents a week fines are charged for overdue books and a charge will be made for lost books and other materials so that they may be replaced. Resource material (encyclopedias, dictionaries, etc.) and materials on the reserved shelf may only be borrowed overnight. The newest edition of encyclopedias do not circulate; they must be used within the library.

3.11 FIELD TRIPS

Permission slips must be signed by one parent for each field trip before a student is allowed to participate. **ONLY STUDENTS CURRENTLY ENROLLED AT BBS MAY GO ON FIELD TRIPS.** All school rules and policies apply on all field trips and on all school-sponsored events.

3.12 LOST AND FOUND

To redeem lost items, students are to go to the office. Items not claimed within a reasonable amount of time are donated to charity.

3.13 TELEPHONE

Elementary students may use the office phones. Cell phones may be used in the office during the academic day. Students may not call home for forgotten items. Before and after school cell phones may be used only for making phone calls. Unauthorized use of cell phones will result in their confiscation and a parent conference.

3.14 LUNCH PROGRAM

The school sells milk, iced tea, and juice each day to all students. There is also a hot lunch program and many a la carte items. A menu will be sent home monthly.

3.15 FIRE DRILLS

The school periodically conducts fire drills and safety drills.

3.16 SCHOOL SAFETY PATROL

Students are chosen each year to assist the faculty in ensuring the safety of the elementary children. All students are expected to show respect to these patrols and not distract them from their attention to duty.

3.17 ACCIDENTS

All accidents must be reported to the office. A school nurse is either on duty or can be called to the school in an emergency. The school does not provide any type of medical insurance. All claims must be submitted to the student's private health care provider.

3.18 SAFETY

Students are not to run in the halls, push or shove, especially around the drinking fountains or in the restrooms. Students may not leave the school property unattended during the academic day.

3.19 TRANSPORTATION

3.191 Use of Public School Buses

1. Get on the bus in an orderly manner.
2. Obey the rules of the bus driver.

Misconduct on the bus will result in disciplinary action and/or loss of bus privileges.

3.192 Parents who transport their children to and from school are asked to adhere to the following policies: drop off and pick up all elementary students at the rear entrance of Carey Hall; children are not to be brought to school before 7:45 a.m. unless they are part of the Before Care Program; pick-up of elementary children begins at 2:55 p.m. and ends at 3:10 p.m.; in case of emergency, a teacher will be on duty until 3:20 p.m.; obey patrols at all times.

3.193 Teachers need to know in written form any change in transportation.

3.194 Parents who pick up their children late will be assessed the following fines (per family):
3:20-3:35 p.m. - \$5.00; \$2.00-each additional 15 minutes.

3.20 SCHOOL OFFICE

Students are to use the office for school-related matters only.

3.21 HOME-SCHOOL COMMUNICATION

During the school year, students will be asked to carry home to parents the Elementary Newsletter, various forms, information, etc., from the school. Please remember that these communiques are important.

3.22 USE OF ACTIVITY CENTER

The use of the gym is restricted to Physical Education Class or organized, supervised play.

3.23 WEATHER EMERGENCY

All delays and school closings will be announced on WHP (580 AM), WHP (Channel 21), WGAL (Channel 8), WHTM (Channel 27). On delay days, parents transporting students should have them at school by 9:00 a.m. for one hour delays and 10:00 a.m. for two-hour delays. The school follows the Mechanicsburg School District closing and delay schedule. All school closing are posted on the homepage at www.bbsk12.org.

3.24 VISITORS

Parents are welcome to attend classes and observe instruction. However, we request that permission be obtained in advance of the visit by notifying the principal's office. We can then be assured that visits will not occur during inappropriate times (example: test period).

3.25 CUSTODIAL PARENTS

Custodial parents will be required to notify the school in writing specifying the date and time when the non-custodial parent is permitted to pick up their child/children from school.

3.26 BIBLE MEMORY WORK

Bible memory work may be done in the NIV or KJV depending on parental preference.

3.27 MUSIC LESSONS

Private instrumental lessons are offered during the academic day. Fees are paid directly to the instructors. Arrangements for lessons are made at the beginning of the year on a first-come, first-served basis.

3.28 PARENT TEACHER FELLOWSHIP

BBS has an active Parent Teacher Fellowship. The PTF sponsors parent enrichment seminars, fellowships, dinners, picnics, and other activities during the academic year.

3.29 WORK FOLDERS

At least once a week students' corrected classwork, homework, and tests are sent home to parents. We ask that these folders be signed and returned to the school the next day.

3.30 CHRISTIAN CITIZEN

Each month, the faculty chooses Outstanding Christian Citizens at each grade level. A new student must be enrolled in the school for three months to be eligible.

3.31 SPECTATORS AT ATHLETIC CONTESTS

Students in grades K-6 are not permitted to attend after school athletic contests unless accompanied by a parent or supervising adult.

3.32 MEDICATIONS

If a child needs to receive medication during school hours, please send pre-measured doses to the office **in the original container**. Students may not keep any form of medication in their desks, bookbags, or on their persons or dispense it to other students. Any student who violates this section may be suspended from school. A form for authorization for medication to be taken during school hours should be completed and sent in with the child. These forms are available from the school office.

3.33 COMPUTERS

All the school computers are provided for the academic benefit of the school's students. Use of the school's computers will be monitored and appropriate action will be taken if violations occur. Students and their parents are required to sign the school's Computer Responsibility Contract on a yearly basis. Students are not permitted to have or use their own personal computers at the school or on school property.

3.34 ANIMALS

Parents and/or students are prohibited from bringing animals into the school's buildings or having them on school property.

4.00 STUDENT BEHAVIOR

4.01 DRESS CODE

For the current dress code policy, please see the school's website at www.bbsk12.org.

4.02 CONDUCT SLIPS

Conduct slips will be issued by the school to correct behavior and to notify parents when students have violated the handbook policies. Each homeroom teacher shall be primarily responsible for the conduct and discipline of the students in his or her class. Special duty teachers and teacher aides will administer discipline in the absence of the primary teacher. Conduct slips may be issued by any teacher but must be given to the homeroom teacher for appropriate discipline. The homeroom teacher shall immediately administer appropriate discipline for the conduct in question. A conduct slip will also be issued stating the misconduct and the action taken. All conduct slips will be sent home for the parent/guardian's signature and must be returned to the school the following day. Failure to return the conduct slip will result in the issuance of another conduct slip.

Acceptable forms of immediate discipline shall include but are not limited to:

Verbal reprimand

Parent administered corporal punishment
Isolation (in school or recess)
Denial of privileges (recess, silent lunch)
Service projects (class or lunchroom, extra assignments)
Scripture memory/teacher-directed conference

Conduct slips will be issued as follows:

1 check

Disorderliness
Talking in Class
Dress Code violation
Handbook violation
Chewing gum
Failure to bring back signed conduct slip the next day
Uncovered textbook
Late to Class

2 checks

Disrespect of other students
Improper language
Lying
Improper attitude during chapel or classroom devotions

3 checks

Cheating (work receives a zero grade)
Destruction of or defacing property
Disobedience/Disrespect to authority
Stealing
Fighting
Swearing

BBS cannot anticipate every disciplinary situation. Therefore, the school reserves the right to modify the disciplinary process to match the conduct in question.

The accumulation of checks shall result in the following:

- 5 Detention and student/principal conference
- 10 Two detentions and student/parent/principal conference
- 15 One day in-school suspension*
- 20 Two day in-school suspension*

*All suspensions are followed by a parent/principal conference.

Any checks after 20 will result in an Administrator/Parent conference. At that time, the student's continuance at the school will be discussed. Pending Judiciary Committee action, the student shall be on out-of-school suspension. An expulsion of a student may be appealed to the School Board.

A student may earn back conduct slips at the rate of one check for every 20 days of proper conduct. Category 3 checks may not be redeemed.

4.03 HARASSMENT

Any form of harassment, including sexual harassment, is absolutely forbidden. Any incident of possible harassment should be immediately brought to the attention of the building principal who will thoroughly investigate the matter in confidence. The administration shall impose appropriate discipline, which may include expulsion from the school.

4.04 JUDICIARY COMMITTEE

The Judiciary Committee is an ad hoc committee that meets to adjudicate serious discipline issues. The committee is made up of two administrators, two teachers, and one Board member.

5.00 HANDBOOK REVISION

The school reserves the right to change or amend the handbook during the academic year.