



Blue Ridge Christian School

Student Handbook

2017-2018

School Year 2017-2018

Dear Parents,

On behalf of the administration, faculty and support staff, thank you for allowing us to share with you in the education of your children. Please pray with us as we seek to instruct them in the coming year.

Blue Ridge Christian School is an extension of your home. We want to work closely with you as we train your children spiritually, academically, emotionally, and physically in the nurture and admonition of the Lord. Our desire is for each student to develop a thoroughly biblical worldview.

We are not a substitute for, but rather an extension of the Christian home, and a partner with the church. We believe that the Christian home, the Christian school, and the Bible-believing church are all necessary facets of training children and youth. Without the other two, we cannot be effective.

Our standards are grounded in the Word of God and stem from a Christ-centered philosophy of education. Our primary goal is to train your children to have the mind of Christ (Philippians 2) and mature in Him. We are laboring with you in preparing today's youth to carry the light of the Gospel!

Please carefully read the contents of this handbook and review them with your children. Full cooperation on the part of parents and students alike is expected, and when problems arise, we will work together for a solution for the well-being of your child.

Determining factors in the successful accomplishment of our goals will include holding each other up in prayer and supporting decisions made. We are looking forward to an exciting year of partnering together!

Sincerely in Him,

Kathy Reynolds  
Superintendent

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## **EDUCATIONAL PHILOSOPHY**

The educational philosophy of Blue Ridge Christian School is based upon the Word of God (II Timothy 2:15, 3:16-17). The primary objective and purpose of the school is to work together with the parent and their local church to train the student in developing his/her personal relationship with Jesus Christ and to inculcate a biblical worldview through the educational process.

The academic program, through the traditional approach, is developed to provide students with the best possible program of study. There is emphasis on the mastery of the fundamental material necessary for satisfactory achievement in each are. Along with the acquisition of facts and concepts, stress is placed upon the development of critical thinking skills. Proven methods of teaching are utilized with a constant search for more effective methods.

Character training is an important part of Blue Ridge Christian School. We believe that the heart of character training is obedience – first of all to God, then to parents and authority in general (Ephesians 6:1, Hebrews 13:17). This will eventually cultivate an inner self-discipline essential to the emotional, physical, social, and spiritual well being of the student. The teacher is the authority in the classroom. Discipline I administered firmly, but fairly. To obey, to do right, and to love God are attitudes we strive to instill in each student, thus equipping him/her for the role he/she will have in God’s plan (Micah 6:8).

## **MISSION STATEMENT**

The mission of Blue Ridge Christian School is to work with the home and church, to provide a Christ-centered spiritual, academic, and physical foundation in a nurturing environment, to produce young men and women who will carry the light of the Gospel to their world.

## **VISION STATEMENT**

Blue Ridge Christian School will foster a Godly environment that produces a growing body of full time and home-schooled students, who are grounded in Biblical truths, academically prepared, and developed in life skills – at a reasonable cost.

## **CORE VALUES**

Blue Ridge Christian School holds the following values to be central to the education our students receive.

### **Biblically-based**

The Educational philosophy of Blue Ridge Christian School is based upon the Word of God (2 Timothy 2:15, 3:16-17). The primary objective of the school is to work together with the parent and their local church to train the student in developing his/her personal relationship with Jesus Christ and to inculcate a Biblical worldview through the educational process.

### **Relationship-Oriented**

There is a focus on encouraging the student in their relationships; first of all with God, then with others. Matthew 22:37-39 states, “...*You shall love the Lord your God with all your heart, with all your soul, and with all your mind...and the second is like it, You shall love your neighbor as yourself.*”

### **Character-emphasis**

Character training is an important part of BRCS. We believe that the heart of character training is obedience –first of all to God, then to parents and authority in general (Ephesians 6:1, Hebrews 13:7). This will eventually cultivate an inner self-discipline essential to the emotional, physical, social, and spiritual well-being of the student.

### **Scholastically-focused**

The academic program, through the traditional approach, is developed to provide students with the best possible program of study. There is emphasis on the master of the fundamental material necessary for satisfactory achievement in each area. Along with the acquisition of facts and concepts, stress is placed upon the development of critical thinking skills.

## **EXPECTED STUDENT OUTCOMES**

Students at Blue Ridge Christian School are expected to develop a thirst for the mind of Christ, exhibit a growing walk of faith in the Lord Jesus Christ and aspire to embrace a Christian world view.

Students at Blue Ridge Christian School are expected to grow relationships and accountability with the Lord, their peers, and their mentors.

Students at Blue Ridge Christian School are expected to study the Bible and embrace the teaching principles put forth in its pages.

Students at Blue Ridge Christian School are expected to be able to solidly defend their faith and beliefs.

Students at Blue Ridge Christian School are expected to grow in character learning to yield to, and support others for the greater good of the community under obedience to Christ and His Word.

Students at Blue Ridge Christian School are expected to strive for academic excellence becoming solid in fundamental concepts while building critical thinking and problem solving skills.

Students at Blue Ridge Christian School are expected to develop a respect for the body as a temple of Christ.

## STATEMENT OF FAITH

We believe:

1. That the entire Bible is verbally inspired by God and, in the original, is infallible, and that its teachings and authority are absolute, supreme, and final.
2. In one God eternally and co-equally existing in three persons: Father, son, and Holy Spirit.
3. That the Lord Jesus Christ was conceived by the Holy Spirit; born of the virgin Mary, and is truly God and truly man.
4. That man was created in the image of God, that he sinned willfully and thereby incurred not only physical death, but also spiritual death, and that since the Fall, all men have been born with a sinful nature and are totally unable to retrieve their first estate of sinlessness.
5. That upon reaching the age of accountability or moral responsibility, each individual becomes personally responsible before God for his soul's eternal destiny.
6. That the Lord Jesus Christ, according to the determinate foreknowledge of God, died for our sins according to the Scripture; that he arose from the dead according to the Scripture; that His sacrifice was substitutionary and is propitiatory for all the sins of all men.
7. That each one who will receive the Lord Jesus Christ as his personal Savior on the ground of faith alone in His shed blood is born again, and is a partaker of God's own nature through the Person of the Holy Spirit who dwells in each born-again one.
8. That after our Lord's personal bodily resurrection He ascended into heaven and is there at the Father's right hand as our intercessor and High Priest.
9. In the personal premillennial and imminent return of the Lord Jesus Christ.
10. In the eternal security of all who are truly born again.
11. In the bodily resurrection of the saved and of the lost; on the part of the saved, resurrection to eternal joy in the presence of God and on the part of the lost, resurrection to eternal, conscious torment in hell.
12. In the baptism in water by immersion as a step of obedience after regeneration, and as an outward symbol of what has been accomplished in the heart by the Holy Spirit.
13. In the Word of God, apart from all human interpretation, as the only authority on individual lives and the conduct in the assembly of the saved.
14. That Christ instituted the ordinance of baptism and the Lord's Supper to be observed until He comes.
15. That it is responsibility of all who are saved to seek to win others to Christ.
16. That the church is the Body of Christ formed by the baptism of the Holy Spirit, and that all believers are members thereof and are a holy and royal priesthood.
17. That Satan is a personal being and that he is man's greatest enemy and tempter, also the enemy of God, the accuser of the saints, the author of all false religions, the prince of the power of spiritual darkness and the god of this world.
18. That the Bible, in its sixty-six books, is the only Word of God and is entirely sufficient for the believer's faith and practice.

## **STATEMENT ON MARRIAGE, GENDER AND SEXUALITY**

We believe that God wonderfully and immutably creates and each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "Marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

## **SCHOOL GOVERNANCE**

The school is an independent institution. Board members are nominated and elected to a 3-year terms pursuant to Blue Ridge Christian School bylaws.

The School Board consists of believers from a variety of professions. They operate under a set of written policies that establish parameters, provide stability in board operations, and empower the decision-making ability for the Superintendent. Please pray for the board as they seek God's wisdom in the governance of the school.

The Superintendent is hired by the School Board to oversee the daily operation of the school's ministry. Written administrative policies provide direction to the faculty and staff of the school related to daily operations. The Superintendent delegates responsibility over various aspects of the school's ministry to the rest of the administrative team.

If you have questions or concerns related to the policies of the school, please contact a member of the administrative team.

## **ACCREDITATION**

BRCS is a member of the following:

- AdvancEd
- Association of Christian School International (ACSI)
- Great Plains Alliance of Christian Schools (GPACS)
- Metro Christian Athletic Association (MCAA)
- Missouri Christian School Athletic Association (MCSAA)



# **ACADEMIC LIFE**

## **ACHIEVEMENT TESTING**

In order to assess our academic program and to provide comparative data to the school community, standardized testing is conducted every other spring in grades 1-9. A national norm referenced test, the *Terra Nova 3*, is used. Tests missed due to student absence will only be given as time permits. All high school students are encouraged to take the ASVAB, PSAT ACT and/or SAT.

## **ASSIGNMENT MAKE-UP**

Make-up work must be completed within two times the number of days that were missed during the absence. Tests will be made up at a time designated by the teacher, not necessarily during class time. All work due on a snow day will be due on the next day school is held.

If a piece of work is late (excluding the two days for each day missed), the student may receive an automatic detention. For each day late, the student may be subject to receive a ten-point deduction from the possible grade on the assignment and is subject to daily detentions as well. After two full weeks, the student may also receive a zero on the assignment, and the work will not be accepted by the teacher.

If the assignment is a “long term” assignment, meaning that the student has had more than two week warning about the due date, the penalty will be increased to a twenty-point deduction per day, and the student may also be subject to daily detentions. After one full week, the student may also receive a zero on the assignment, and the work will not be accepted by the teacher.

If the student is absent before a regularly-scheduled test (such as a math test every Friday, verse or vocabulary test every week, etc.), but returns on the day that test is given, the student must take that test in class. If a test has been scheduled for more than a week, and the student missed the review but is present for the test, he/she must still take the test. If the student is absent on the day a test is given, he/she must take the test within the two-day absence guideline. Tests that are not taken within the stated guidelines may receive a zero. When the student knows of a school-sponsored absence, such as a sports trip or drama production, he/she must turn in regularly scheduled work prior to the event. If he/she misses a test, he/she must make it up either before he/she leaves or on the first day he/she returns. If the student chooses not to follow these guidelines, he/she will receive daily ninth hours or zeroes, as the teacher deems wise.

## **ATTENDANCE INTERRUPTION POLICY**

All tuition payments are due in accordance with your payment agreement, and paid by ACH directly to BRCS. A late fee (\$40.00) will be charged to families who do not pay their monthly tuition payment on time. **Families with tuition accounts 30 days or more past due may be submitted to collections and students withdrawn from school until the account becomes current. All accounts must be paid in full before final exams are given.**

## **CHEATING/PLAGIARISM**

Cheating is a serious offense. It involves taking information from another source and presenting it as one's own information (i.e. copying data from the Internet, copying homework from a classmate, etc.). Thus, it involves both the components of stealing and lying.

If it has been determined that a student has cheated, that student will receive a zero on the assignment/test. In addition, the parents will be notified and further disciplinary action may be taken.

## **CLASS WITHDRAWAL PROCEDURE**

A high school student may withdraw from a class during the first **TWO** weeks of that class with permission of the parents and the secondary principal. To withdraw from a class, a student must secure a class withdrawal form from the school office, provide sufficient reason for withdrawal, obtain parent and teacher approval, and return form to the principal for approval. Only after the secondary principal has checked credit requirements, number of study halls, and replacement courses, will the change be approved. The student must remain in the class until final approval has been obtained. There is a \$25 fee for class withdrawal.

## **LOSS OF CREDIT**

No credit will be awarded to 9<sup>th</sup>-12<sup>th</sup> grade students unless a full semester is completed. A student will not receive full credit for a course unless he/she has made a satisfactory grade for both semesters. In the event of a withdrawal passing in high school classes, the grade card and transcript will not register the class in question.

## **GRADING PRACTICES AND REPORTING**

Grade cards will be available each nine week period. Student grades are available 24/7 via the Sycamore Education website.

Parents and teachers are encouraged to set up conferences as needed throughout the school year, as deemed necessary, to monitor student progress.

## **GRADING SCALE/HONOR ROLL**

The grading scale in percentages for grades K-12 is as follows:

100 = A+	99-94 = A	93-90 = A-
89-87 = B+	86-84 = B	83-80 = B-
79-77 = C+	76-74 = C	73-70 = C-
69-67 = D+	66-64 = D	63-60 = D-      Below 60 = F

Students in grades 3-12 who excel in their work will be recognized quarterly on the school's honor roll: (All subjects count toward the Honor Rolls)

- Superintendent's Honor Roll – 5 A's or A+'s and not grade below an A-
- "A" Honor Roll -7 A's and not grade below a B+ (high school)  
All A's except one, with no grade below B (middle school)  
5 A's with no grade below B- (elementary)
- B Honor Roll – All A's and B's

## **GRADUATION REQUIREMENTS**

Students are required to be enrolled eight semesters in high school after 8<sup>th</sup> grade to graduate, even though some students may complete credit requirements for graduation in a shorter time. Home school students must attend and satisfactorily complete their senior year at BRCS in order to graduate from the school.

Each high school student will be required to complete a total of 25.5 units, which exceeds Missouri law. Each student must have the following units:

Bible	1 unit/per yr attended	Music/Drama/Art	1 unit
English	4 units	Personal Finance	.5 unit
Math	4 units	Health	.5 unit
Social Studies	3 units	Christian Ministry	1 unit
Speech	.5 unit	Electives	3 units
Science	4 units		

**Dual Credit Courses** are available through Calvary Bible University. Fees for these courses are not included in tuition and are payable to the University. First and Second Semester courses are available.

## **HOME SCHOOL POLICY**

BRCS offers a home-school cooperative program whereby students may enroll in one or more classes (middle school and high school). Admission standards are the same as for full-day students. If a part-time student is enrolled in courses that are offered in non-consecutive class periods, he/she must leave the campus when not in class or pay for the study hall(s) between the classes. For more information on part-time enrollment, contact the school office.

Students who have been home schooled in grades 1-8 and are seeking admission into the school must provide the school with records indicating grades for each quarter, as well as final grades for each year. Home school students entering grades 9-12 must provide a transcript from a correspondence school, home school organization, or the school that supervised the home school program in order for BRCS to transfer credit. The administration reserves the right to accept/decline credits earned from a non-accredited institution.

A full-time student transferring into BRCS at the high school level must attend two full school years as a full-time student ( a minimum of 4 core classes) in order to be considered for valedictorian or salutatorian. Part-time students are not eligible to graduate from BRCS.

## **HOMEWORK**

Home work is an extension of the teacher's efforts in the classroom. It serves two basic purposes:

1. Reinforcement and development of a concept taught in the classroom.
2. Development of responsibility in the life of the student.

Class assignments are to be turned in on the day they are due. At the middle school and senior high levels, if an assignment is not turned in, the student may be given a detention.

## **NEW STUDENT PROBATIONARY PERIOD**

All newly enrolled students in grades K-12 are accepted **on probation** for the first nine-week period of their attendance. This provides the teachers and administration opportunity to observe each student spiritually and academically as they integrate into the life of the school. Families will be notified by the administration if they determine an extension of the probationary period is necessary.

## **PLAGIARISM POLICY**

Plagiarism is a serious offense. The definition of *plagiarism* is “the use of another writer’s ideas and words without giving the writer credit for them.” A plagiarized paper will receive a zero and the student will receive a detention for cheating.

## **PROMOTION POLICY**

ELEMENTARY /MIDDLE SCHOOL – A student who has “D’s” or “F’s” as a final grade in three academic subjects, including Bible, will either be dismissed from the school or, if retained, will be required to repeat the grade. Students with “D’s” and “F’s” in up to two academic subjects, including Bible, may pass on probation. The teacher may recommend retention based on other factors including maturity.

HIGH SCHOOL – Students must retake failed classes in order to earn the credits for graduation.

## **EARLY PICK-UP**

If you are coming to pick up your child during the school day (appointment, trip, etc.) check in at the front office with a **Photo ID** and your child will be paged to the office from their classroom. If you are bringing a forgotten item from home, you may leave it at the front office and it will be delivered to your child.

## **SEMESTER EXAMS**

Semester exams will be given in December and May to students in grades 9-12.

Guidelines for semester exams are as follows:

- Only students with accounts in good standing will be allowed to take exams.
- Semester/final exams are expected to be taken at the scheduled time. In the event of extenuating circumstances, exams may be taken in advance or made up by a period of not more than 48 hours.
- Students do not have to be in school until their first test of the day. Buses will run at the normal times on both exam days.
- Any student remaining at school after a test must wait in the designated place provided for this purpose. At 3:15 p.m., everyone will be dismissed.
- Exemptions for semester exams will only be made for students earning a cumulative semester grade of 99% or higher.

## **TRANSCRIPTS**

Up to four transcripts will be sent to the school of your choice. Names and addresses of the schools will need to be provided before the transcripts are able to be sent. **A \$5 fee will be incurred for each transcript sent after the initial four.**

## **CAMPUS LIFE**

### **ACCIDENTS AND ILLNESS**

Limited first aid is available at the school office. Illnesses and/or injuries should be reported to the teacher in charge. The receptionist will assist in contacting parents when necessary. Students should not leave the school or miss a class due to illness without notifying the school office personnel. In instances where medical attention is necessary, the school office personnel will call the parent.

### **ATTENDANCE POLICIES AND PROCEDURES**

One of the keys to successful academic achievement is regular attendance in school. Even an absence of one or two days can have a negative effect on student progress. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances. School hours are from 8:15-3:15 for the elementary and 8:30-3:45 for the middle school and high school.

**TARDIES FOR ELEMENTARY** – A student is considered tardy when they are not in their seat and ready to start class when the bell rings at 8:15. Punctuality is important. When a student is tardy, he/she disrupts the class that is already in session and misses valuable class time. Calling the school office to notify a child's tardiness does not excuse the tardy. **Habitual tardiness may result in the student being dismissed from the school.**

**All** tardies are reported on the student's grade card. Any student tardy more than 12 times for the school year will not be eligible for a Perfect Attendance for the year.

**ARRIVAL/DEPARTURE – ELEMENTARY** – Parents should arrange arrival of their children between 7:45-8:05 a.m. Students who arrive *prior* to 7:45 will be required to attend the school's "Before School Child Care" where charges are incurred. Upon dismissal at 3:15, students should be picked up in a timely fashion. Teachers are not only duty to supervise children after 3:40 p.m.

**TARDIES FOR MIDDLE SCHOOL AND SENIOR HIGH** – A student is considered tardy when they are not in their seat and ready to start class when the bell begins to ring. Punctuality is important. When a student is tardy, he/she disrupts the class that is already in session and misses valuable class time. All tardies are reported on the student's grade card. When a student is tardy in his/her arrival to school, he/she must sign in at the school office before entering his/her class or devotion group. Students who are late for any class during the day will also be assessed a tardy.

Any student who has 7 tardies in one nine-week period will be required to serve an after school detention. This same procedure will occur on the eighth, ninth, and tenth tardies. For more than

ten tardies in one nine-week period and each tardy thereafter, the student will be required to serve a ½ day out-of-school suspension. **Habitual tardiness may result in dismissal from the school.**

**ARRIVAL/DEPARTURE-SECONDARY – The school staff is not equipped to accommodate after school care for secondary students. Those students are expected to leave school by 4:30 p.m. unless they are participating in an on-campus after school activity.**

ABSENCES – Upon returning to school after an absence a note should be given to the teacher (elementary) or the office (secondary) stating the reason for the absence. If the student knows in advance that he/she will have to miss a day or more of school, he/she may request assignments from the teacher ahead of time. It is always the student’s responsibility to make up the work that was missed.

To obtain a “Perfect Attendance” award, the student may not miss one full day or the accumulated time amount to one full day of school (8 hours). There are not excused absences in regard to perfect attendance. Any student who is tardy more than 12 times for the school year will not be eligible for the perfect attendance award.

Any elementary student missing 12 days from school may either be retained in the same grade the next year or be dismissed from the school. Secondary students missing 12 or more days from school must make up all days and hours in excess of the 12 days and may not receive credit for courses taken. If a student comes in after the school day has begun, or is to be released from school early in the school day, the parent or person dropping off or picking up the student must sign the student in or out at the office.

CLOSED CAMPUS POLICY – BRCS is a closed campus. Students are to remain within defined boundaries of the school. A student may not leave the school grounds until his/her parents have arrived, or if a student drives, until school is out, or he/she has checked out through the office.

When a student must leave the campus during the day, a parent or another responsible adult who has obtained permission in writing from the student’s parent must sign him/her in or out at the school office. A student who drives may leave for a professional appointment with a note from his/her parent.

Students will not be allowed to leave campus for lunch unless **accompanied** by their parent or an adult who has obtained permission in writing from the student’s parents. Since lunch is only 25 minutes long, care needs to be taken to return on time. Students returning late will be counted tardy.

Students will be allowed to drive to school; however, the care must be parked, vacated, and locked upon arrival. Students will not be allowed to go to their cars during the day unless permission is given by a school employee.

## **BANQUETS**

The school may sponsor banquets throughout the school year.

Dress for banquets for all students will be specified (based on the event) by the school administration. Non-BRCS students invited to one of the school's banquets must agree to a standard of conduct and dress in advance of the event. BRCS students may get this form from the school office. The completed form must be submitted to the school office at least one week in advance of the scheduled event. Girls dresses for any "formal banquet" need to be at least to the knee, have two straps and not be low cut.

## **CAFETERIA GUIDELINES**

Students may bring their own lunches or purchase hot lunch from the school. Milk and bottled water is also available for purchase. A student will not be allowed to purchase a hot lunch if he/she has a lunch charge of \$10.00 or more. If your student orders a lunch and chooses not to eat it, your lunch account will be charged for that lunch. Lunches are prepared per the number ordered and therefore must be paid for. If your student doesn't order lunch in the morning and desires a lunch when lunchtime comes, he/she will be placed at the end of the lunch line and given a lunch if there is enough remaining.

BRCS is a closed campus. Students from outside the school may not be invited to or eat lunch in the school cafeteria unless approved by the office. Parents, youth pastors, and adult siblings are welcome to eat with students, after checking in at the school office.

## **CLASSROOM OBSERVATIONS**

Parents of prospective students, parents of students currently enrolled in a given class, and education majors from local colleges are permitted to observe in our classrooms with the agreement of the teacher and the courtesy of at least one-day's advance notice. The teacher and observer can help choose the ideal time, based upon the day's schedule. No more than two observers are allowed in a classroom at a given time.

## **COMMUNICATION**

In order for school and home to join in partnership, communication is vital. School personnel will make every effort to effectively communicate with parents. Examples of standard communication techniques are described below:

***Sycamore Education:*** app.sycamoreeducation.com. In addition, parents may access their own child's grades through the use of a school issued password. A newsletter will be sent on a weekly basis through email.

**Parent/Teacher Conferences:** You may schedule a meeting with your child's teachers at any time throughout the year.

**Email:** All employees of the school have a confidential e-mail address. Simply utilize the employee's first initial and last name as in the following example: to reach Kathy Reynolds, use [kreynolds@blueridgechristiankc.com](mailto:kreynolds@blueridgechristiankc.com).

**Telephone:** You may call the school and leave a message for a specific teacher to return your call, as teachers will not be called out of class for phone calls.

## **CUSTODY CASES**

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Blue Ridge Christian School is on the safety and well-being of your student, and our stated policies are to further those goals.

Documentation – At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at BRCS. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to change in current custody or visitation rights within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

Records – A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and Early Release – No student shall be released to any individual other than a custodial parent unless permission is given to BRCS by a custodial parent or a valid legally binding instrument granting release is on file with the school. All early dismissal requests shall go through the school office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent’s representative without a legally binding instrument.

Parent-teacher meetings – It is Blue Ridge Christian School’s policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

Communications – It is the custodial parent’s duty to communicate with the noncustodial parent regarding school announcements and notes unless joint custody arrangements are specified in writing to the school.

## **DEFACEMENT AND/OR DESTRUCTION OF SCHOOL PROPERTY**

Students are encouraged to treat all school property with respect and carefulness. We want students to take pride in the school and its facilities. Any instances of accidental or volitional damage should be reported to a school employee. Students who damage school property will be required to pay for the damages (replacement cost and/or labor involved).

Students who damage, destroy, or lose textbooks will be required to pay for their replacement.

## **DISMISSAL/SCHOOL CLOSINGS**

School closings due to inclement weather or other emergencies will be announced through radio, TV stations, and on the school Facebook page. BRCS will not close once the school day has begun. Parents may pick up their children early in case of inclement weather.



## **DRESS CODE**

As in every area of our lives, clothing and the way we wear it should represent our desire to please God and honor Him. The following dress code is set forth in the interest of good grooming, modesty and sound educational practices.

The administration reserves the right to interpret the dress code to insure *modesty and appropriateness*. This includes determining what is considered size-appropriate. **It is the parents' responsibility to insure that their students are in complete compliance with the school's dress code standards. Students may not attend class unless dress code guidelines are met.** Should a student arrive at school out of compliance, it will be necessary for the student's parents to bring appropriate clothing so the student may attend class. Repeated offenses will result in further disciplinary action.

QUESTIONABLE CLOTHING – If a student or parent has doubts or questions concerning what clothing is acceptable, he/she should contact the divisional principal prior to wearing the apparel in question. Judgments of interpretation are always a part of implementing a standardized dress code. The administration reserves the right to interpret the spirit of the dress code to insure neatness, appropriate size and modesty.

## **HONORS NIGHT AND GRADUATION**

- For blouses and shirts: regular school dress code
- Dress slacks or skirts are appropriate – no jeans, cargo pants, or shorts

***The dress code is in effect regardless of student participation.***

FIELD TRIPS – Regular school day dress is expected unless approved by the divisional principal in advance.

ATHLETES ON GAME DAYS, CONCERTS, ETC – dress for athletes will be determined by the coach of each sport. Concert attire will be determined by the director of the group.

**See chart on next page:**

<b>Grades K-12</b>	<b>Girls</b>	<b>Boys</b>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>* Polo, button-down or high neckline shirts. Non-sheer fabric required</li> <li>* If an underwear line can be seen under a garment, the garment is deemed too tight.</li> <li>* Small brand names or logos are allowed, no numbers, letters, pictures, or words.</li> </ul>	
<b>Sweaters</b>	<ul style="list-style-type: none"> <li>* Vest, long sleeved crew-neck pullover, cardigan or V-neck</li> <li>* <b>A shirt must be worn under vests and cardigans</b></li> </ul>	
<b>Pants/Shorts/Skirts</b>	<ul style="list-style-type: none"> <li>* Nice, solid-colored capris or shorts</li> <li>* Skirts must be loose fitting, no shorter than 3-4 inches above the knee</li> </ul>	<ul style="list-style-type: none"> <li>* Nice, solid colored cargo or dress shorts</li> </ul>
	<ul style="list-style-type: none"> <li>* Nice, solid colored, loose-fitting slacks, cargo pants, corduroys or jeans</li> <li>* Size appropriate, to fit at the waist and hemmed no longer than shoe level</li> <li>* No pants, capris or shorts that have rips, patches, frays, or with elasticized waistband or drawstrings</li> </ul>	
<b>Socks, Shoes, Belts</b>	<ul style="list-style-type: none"> <li>* Socks, hose, or tights are optional</li> </ul>	<ul style="list-style-type: none"> <li>* Socks are to be worn with athletic and dress shoes</li> </ul>
	<ul style="list-style-type: none"> <li>* Dress shoes, athletic court shoes (non-marking) and leather (or leather-like) sandals (not athletic sandals, slides, or “crocks”)</li> <li>* No flip-flops for Elementary students</li> </ul>	
<b>Coats and Jackets</b>	<ul style="list-style-type: none"> <li>* Outerwear, including coats, hats, caps, sunglasses, etc. <b>may not</b> be worn in the school building or during the school day</li> <li>* Solid colored hoodies may be worn (no writing except small brand logos)</li> </ul>	
<b>Hair Code</b>	<ul style="list-style-type: none"> <li>* Extreme hairstyles and coloration are not acceptable</li> </ul>	<ul style="list-style-type: none"> <li>* Hair should be neatly combed and not extend below the eyebrow</li> <li>* Sideburns – not below bottom of the Ear</li> <li>* Extreme hairstyles and coloration are not acceptable</li> <li>* May have a neatly-groomed moustache and/or a full beard</li> <li>* No designs may be shaved into hair</li> </ul>
<b>Jewelry, Tattoos, Etc.</b>	<ul style="list-style-type: none"> <li>* No visible body or facial piercings, body art, or tattoos at school or any school event.</li> </ul>	<ul style="list-style-type: none"> <li>* No visible body or facial piercings, body art, or tattoos at school or any school event.</li> <li>* Wearing chains from belts or pockets is not acceptable</li> </ul>
<b>Athletic Event</b>	<ul style="list-style-type: none"> <li>* Normal school dress code with the following additions (only): t-shirts, sweatshirts, hoodies, shorts with at least a 5” inseam</li> </ul>	
<b>School Functions</b>	<ul style="list-style-type: none"> <li>* Normal school dress code unless otherwise directed by the administration</li> <li>* The school’s dress code is in effect at all times while the student is on campus unless otherwise directed by the administration</li> </ul>	

## **DROP-OFF/PICK-UP PROCEDURES**

ELEMENTARY – Please observe the one-way entrance to the front of the school. Do not park on the street in front of the school. You may park in a parking space in the front and walk over to get your student or pull up to the curb and a teacher will put your student in your car. Elementary children will not be allowed to cross the street by themselves.

MIDDLE SCHOOL – Students are to be dropped off in front of the school entrance in the mornings. In the afternoons, pull into a parking spot and encourage your child to meet you at your car. Student drivers are expected to enter and exit the campus with extreme caution. Please do not park on the street in front of the school.

## **DRUGS, ALCOHOL, AND TOBACCO**

Students are to abstain from the use of intoxicants, tobacco and restricted drugs at all times, whether on or off the school property, year round as long as they are enrolled in the school. Failure to do so will be grounds for dismissal. The minimum discipline will be a five-day suspension from school.

## **EMERGENCY DRILLS**

Fire, tornado and Lockdown procedures are posted in each classroom. Drills are conducted as necessary.

## **FIELD TRIPS**

Field trips are taken periodically in conjunction with different classes. An all-inclusive permission slip is signed annually. Parents may be asked to help with transportation and supervision of field trips. Normal school dress code is expected for all field trips unless the teacher specifies differently.

## **FOOD/GUM**

Eating is restricted to the cafeteria and to the main hallways when passing between classes, except at parties that are pre-approved (see Parties section). Students may not chew gum at school at any time. Food and drinks are not allowed in classrooms without teacher consent, with the exception of water bottles.

## **FUNDRAISING/GIFT INCOME**

The school sponsors designated fundraisers through the school year to enhance the quality of education for the students it serves. Fundraising activities by classes or groups within the school community must secure permission from the Superintendent in advance of advertising any proposed fundraiser.

While tuition is the main source of income, the school also depends upon the gifts of school families and friends of BRCS to fully fund its annual budget. Because BRCS is a non-profit corporation, gifts given to the school are tax-deductible.

In addition to cash gifts, the school welcomes gifts in kind, such as books, equipment, etc. You may also give cash gifts to a designated department or class in the school.

## **GRIEVANCE RESOLUTION POLICY/ORGANIZATIONAL CHART**

We ask each member of the school community to promote positive communication by following biblical principles and by speaking the truth in love when expressing a disagreement or resolving a problem. Matthew 18:15-20 teaches that believers should resolve their differences as privately and informally as possible. It is the school's desire to work together with each family in harmony and unity.

The administration recognizes that there will be times when difference will occur. When there are differences, students and/or parents are to go privately to the teacher, coach, or people involved, and candidly and calmly discuss the problem. Most often problems will be solved at this level. If a student or parent has an issue with a teacher that needs to be solved, the student or parent needs to go directly to the teacher involved, not to a member of the school's administrative team. One of the first questions an administrator will ask is, "Have you talked with the teacher?" He/she will direct you back to the person with whom you have an issue.

If this private effort does not resolve the difference, an appointment should be set up to meet with the teacher, coach, or person involved, along with the next person on the school's organizational chart. If the difference is still not resolved, a conference with all the parties involved and the Superintendent will be arranged.

The key in resolving any grievance is to do it privately. Talking with those not directly involved only adds to the difficulty and will often make it harder to resolve. Resist the temptation to call other parents to confirm the difference or issue.

## **HALLS**

Students are expected to have excellent habits in the hallways. Excessive noise such as yelling, screaming, whistling, and loud signing is not acceptable.

## **HARASSMENT/BULLYING POLICIES**

Blue Ridge Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of harassment, such as intimidation, exploitation, discrimination, sexual harassment, bullying, and cyber-bullying. Students, staff, and the school community are expected to conduct themselves in a Christ-Like manner, and demonstrate respect, civility and dignity toward others. We prohibit all forms of harassment/bullying on or while utilizing school property, in a school vehicle (including any private vehicle used to transport students or staff members to or from a school-sponsored activity or event) or at a school sponsored activity or event.

In all situations involving harassment/bullying, BRCS will address the harmful behavior, and will support the victims and the witnesses who report it. The administrative team will take prompt action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

## **IMMUNIZATIONS/COMMUNICABLE DISEASES**

The school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” is defined as an illness, which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a host, infected person, or animal to another person.

Any student with a communicable disease shall be temporarily excluded from school while ill and during the recognized periods of communicability. The ill student may not return to school if he/she has had a fever in the past 24 hours.

All students must be vaccinated against diphtheria, tetanus, polio, measles, mumps, and rubella, chickenpox, and hepatitis according to Missouri state law. State law requires all immunizations be given before starting the school year. Students who are not current in their vaccinations will not be permitted to attend school.

## **LOST AND FOUND**

To keep the halls clean and uncluttered, items found lying on the floors or in the restrooms at the end of the school day will be taken to lost and found. After a reasonable time, the school will dispose of unclaimed items.

Textbooks and other school materials, jewelry, glasses, wallets, Bibles, and other items of value found in the hallways may be claimed in the school office for a small fee. The school is not responsible for personal property left in the school building or on the school grounds.

## **MEDICATION**

Administration of medication at school is discouraged. Taking medication should be scheduled at times other than school hours whenever possible. The school recognizes that this is not always feasible. In order for the school to legally administer medications, the following guidelines are followed.

1. For long-term doctor-prescribed medications: Use the medication form that is available from the front office. This form must convey written orders from a physician detailing the name of the prescription medication, dosage and time interval it is to be taken (note that a PHYSICIAN’S SIGNATURE is required). Signature of parent or guardian on this form requesting that the school comply with the physician’s order is also required. The medication must be brought to the school in its original container **by the parent or guardian, not the student**. The pharmacy of physician must appropriately label prescription medications. It is sometimes helpful to ask for a second properly labeled bottle so you can have one at school and the other at home. Also, keep one or more of the forms in the glove compartment of your car/cars so you’ll have one on hand when you go to the doctor.
2. For short-term doctor-prescribed medications (7-14 days): If it is not possible to schedule dosages before or after school, the medication must be brought to the school in its original

container by the parent or guardian, not the student. The pharmacy or physician must appropriately label prescription medications.

3. The school will not supply or administer any over-the-counter medications.

## **MERIT SYSTEM**

It is the desire of BRCS to encourage its students to excel in a variety of areas and to acknowledge that achievement.

Areas in which a student may earn merit dollars and the corresponding value is as follows:

### Quarterly

Superintendent's List - 15 merit dollars  
A Honor Roll - 10 merit dollars  
B Honor Roll - 5 merit dollars  
Lunch Duty - 5 merit dollars (1 per day)

### Annually

Spring Festival 1 rating - 5 merit dollars  
Spring festival 2 rating - 4 merit dollars

### Semester

Perfect Attendance - 10 merit dollars  
No Detentions - 5 merit dollars

\*\*Merit dollars may also be earned throughout the year in other areas. These areas will be announced to the student body as they become available.

Merit dollars may be submitted for privileges according to the following list:

- 10 Dollars = Homework Pass (at the determination of the classroom teacher)
- 15 Dollars = ½ day off school (AM or PM) - notice must be given one day in advance
- 20 Dollars = Dress down day
- 30 dollars = whole day off school - notice must be given one day in advance
- 30 dollars = Remove one absence

The following rules govern the use of merit dollars:

- Work for classes missed must be done. The student is responsible to inform the teachers why they were gone and get their assignments.
- Merit dollars may be used for time off school only if the student has missed 4 or fewer days in the semester.
- For the month of May, it costs double to use merit dollars (i.e. 20 dollars for homework pass, 60 dollars for one day off school, etc.).

## **NON-DISCRIMINATION POLICY**

Blue Ridge Christian School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational, admissions, and tuition assistance policies, nor in its athletic or other school administered programs.

## **PARTIES**

ELEMENTARY – School-sponsored parties and events are scheduled throughout the year. Teachers, assisted by room parents, organize classroom parties that coincide with special holidays such as thanksgiving, Christmas, and Valentine’s Day. Emphasis for Christmas is on the birth of Christ. Valentine’s Day may include the exchange of Valentine cards, provided students bring them for all class members.

Students may bring a treat on their birthdays to share with the students and teacher. In order to avoid possible conflicts with other planned treats, please schedule this with the teacher prior to bringing in a birthday treat. Celebrations for summer birthdays may be scheduled with your child’s teacher.

MIDDLE SCHOOL/HIGH SCHOOL – Occasionally, a classroom teacher may plan a party during a regularly scheduled class period. **Permission from the Principal must be secured in advance, and all supplies must be provided by the class (condiments, cups, plates, napkins, etc.).**

## **PHYSICAL CONTACT**

Students are expected to show the utmost respect and deference for each other. Fighting, teasing, excessively rough games, and throwing snowballs are not permitted. Physical contact between male and female students is not permitted on school property or at school events at any time. Engagements to be married are not permitted for students attending BRCS.

## **PLAYGROUND RULES**

Elementary students are to remain within the boundaries of the playground area. Fighting, teasing, excessively rough games, name calling, throwing stones or snowballs, and improper language are strictly prohibited. Appropriate conduct on the playground is expected of all students.

## **POSTERS/ANNOUNCEMENTS**

Public display of posters, announcements of upcoming events, etc. must be approved by the Administration prior to display. The school’s doors and entry glass may not be used to display items. Use only masking tape.

## **PROFANITY/VULGARITY/BORDERLINE**

### **PROFANITY/DEROGATORY SPEECH**

Students are expected to use encouraging, wholesome speech (Ephesians 4:29) in their interaction with others. Those who profane the Lord’s name, “put down” others, or who use vulgarities are subject to disciplinary action. The practice of double meaning words that suggest immoral or impure ideas are not permitted. This policy includes both written and oral communication.

## **RESTROOMS**

ELEMENTARY – Various restroom breaks are taken throughout the school day. Appropriate conduct in the restrooms is expected of all students.

MIDDLE SCHOOL AND SENIOR HIGH – Students have ample time between classes and at lunchtime to use the restrooms. On occasion it might be necessary to excuse a student from class; however, this will be an exception, not the rule. Students are asked to help keep the restrooms neat and free from litter. Students should not keep valuables of any kind in the restrooms. Gym bags must be kept in the locker rooms or in lockers. BRCS is not responsible for lost or stolen items.

## **SEARCH AND SEIZURE POLICY**

To maintain order and discipline on school property and at school related events and to protect the safety and welfare of students and school personnel., Blue Ridge Christian School has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Superintendent and authorized staff members may search a student's pockets, purse, backpack, gym bag or other personal property, student lockers, desks or other school property, or student automobiles under the conditions described below.

No student may possess any illegal substance, object or contraband that constitutes a threat to the health, safety or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return or destruction of such items shall be at the discretions of the Administration, subject to legal impoundment.

To maintain overall school safety and security, BRCS has the right to perform random and blanket searches of desks, and other school property to review student possessions for health and safety compliance.

Personal Searches – A student's person or personal effects (e.g., backpack, purse, pockets, etc.) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same gender will conduct the search in private, with another adult witness of the same gender present, and only upon approval of the superintendent or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless constructed by law enforcement personnel.

Automobile Searches – Students are permitted to park on BRCS premises as a matter of privilege, not of right. School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.



## **SEXUAL PURITY/SOCIAL NETWORKING SITES**

In accordance with 1 Thessalonians 4:1-12, students attending BRCS are to abstain from all forms of sexual misconduct including inappropriate texting, photos or messaging. Failure to do so will result in disciplinary action and could result in expulsion.

The content of student websites (including Facebook, Twitter, etc.) is required to be in harmony with the standards of the school. Pictures or texts that, in the opinion of the administration, are questionable or objectionable will result in parent notification.

Unauthorized photography on school grounds or on off-campus school-sponsored trips for profit or for the purpose of posting on social media is strictly prohibited. While BRCS encourages families to preserve memories through photos of classroom parties, musical performances, athletic competitions, and the like, the appropriateness of such pictures should be beyond question and only posted on social network sites with the consent of those in the pictures and the school administration. It is understood that the school journalism department is authorized to take appropriate pictures under the direction of the yearbook advisor/journalism teacher for use in school authorized publications.

## **STUDENT CONDUCT AND DISCIPLINE**

Discipline and structure plays a very necessary role in the development of a young person's self-esteem and sense of security. BRCS is dedicated to the training of students in an environment that is distinctively Christian. The classroom environment should reflect "all things should be done decently and in order." Students should be taught to exercise a God-given responsibility to "walk honorably before all men." Thus, discipline is maintained which is firm and consistent, yet tempered with love (Galatians 6:1). The goal is for each student to develop a heart of obedience.

Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for each student. However, when disobedience occurs and disciplinary action becomes necessary, it is promptly carried out. It is the school's desire to be fully supportive of whatever discipline measures are being taken in the home, and trust that parents will be equally supportive of the measures taken at school.

The school stands in the place of the parent during the school hours. The student must be obedient and cooperative in his/her response to whichever adult is working with him at a specific time and to adults in general. Each school employee believes in correcting in love those who have disobeyed. This means that when a student does not obey the teacher right away without objection, some form of loving discipline needs to be administered.

## **UNACCEPTABLE ATTITUDES/BEHAVIOR**

The following behaviors and attitudes are not acceptable for students who attend BRCS:

### 1. Disobedience

- Delaying or refusing to carry out a command or request
- Not performing a duty as instructed or saying "No."

- Silence, which equates with non-compliance
2. Disrespect
    - Challenging authority and/or improper voice tone in answering
    - Flippant or rebellious attitude revealed through both verbal expressions and body movements (i.e. rolling eyes, walking off, crossing arms, etc.)
    - Attitude of ingratitude
    - Attitude of disregard for feelings or worth of others
    - Questioning attitude or verbal questioning after specific requests have been made
    - Name calling of adults or peers
    - Writing and passing of notes during class, tossing objects, and playing with irrelevant objects
    - Violation of others' rights or property
    - Failure to address teachers and others by their proper title
    - Derogatory comments about school employees or the school in general
    - Making light or joking about the Lord, the Bible, or prayer
    - Lack of attentiveness, joking, or otherwise disrupting chapel or assemblies
  3. Irresponsibility
    - Repeated failure to bring in homework, or bringing in incomplete or unsatisfactory work
    - Not following through on projects or assignments
    - Failure to care for personal and school property
    - Habitual tardiness
    - Skipping class or leaving the campus during the school day without permission
  4. Foolishness
    - Loud, disruptive behavior in the hallways or restrooms between classes. This includes yelling, screaming, whistling, singing, or other excessive noise
    - Jumping on or purposefully running into other students
    - Running in hallways
    - Reckless driving while on school property

## DISCIPLINE PROCEDURES FOR ELEMENTARY STUDENTS

Classroom teachers have the responsibility of developing a discipline plan that is consistent with God's Word, fits the atmosphere and style of his/her particular classroom, and demonstrates a positive approach to restoring students to God and each other.

Teacher will communicate their classroom plan to the students the first week of school and to the parents at Back to School Night. The classroom plan will be implemented for "less serious offenses". Some examples of "less serious offenses" are:

- Disobeying general classroom rules (talking, out of seat, etc.)
- Inappropriate hallway, restroom or playground behavior
- Chewing gum at any time or eating at inappropriate times
- Improper speech (name calling, borderline profanity, etc.)
- Irreverent behavior during chapel or class prayer
- Improper display of affection, and horseplay or rough housing

If further intervention is needed, the student will go immediately to the principal for further action. Offenses of a more serious nature, such as fighting, cheating, lying, stealing, and blatant disrespect require a parent to come to school to assist providing discipline for their child.

## DISCIPLINARY PROCEDURES FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS

When students enter Middle School and High School, they are expected to act with self-control and to exhibit responsible behavior. This includes wearing the appropriate attire, being prepared for class, respecting property, and guarding learning time in the classroom.

Each Middle School/High School classroom teacher has the responsibility of developing a discipline plan that is consistent with God's Word, fits the atmosphere and style of his/her particular classroom, and demonstrates a positive approach to restoring students to God and each other.

Methods of discipline for students in grades 7-12 include verbal warnings, ninth hours (after school detention), attitudinal probation, suspension, or expulsion.

VERBAL WARNINGS – The student is counseled to correct inappropriate attitudes or behaviors.

DETENTIONS – Detentions may be given for disobedience to school rules. Detentions are a means of communication with parents. They state the disciplinary situation, so that a student's parents can be informed and give their support.

- Detentions are scheduled school days from 3:00 p.m. to 3:45 p.m. and are served in a designated location.
- Original ninth hour forms must be signed by the parent/guardian and **returned the following day**, or the parent must contact the office by 3:00 p.m. of the day the detention is to be served to indicate their awareness of the detention and acknowledging why it is to be served. If this is not done, another detention will be issued. The student must bring the original detention, signed by a parent or guardian to the detention he/she is serving.
- Detentions must be served on the date specified. Failure to do so will result in another detention. The only exception is when the scheduled detention conflicts with a paid professional appointment (doctor, dentist, eye, music lesson) which was made prior to the issuance of the detention. Missing a detention due to work schedule or extra-curricular activities is not an acceptable reason (unless the extra-curricular activity is being held more than 50 miles from the school).
- Detentions must be accepted as given. Students may not go to another teacher or administrator to try to get out of the detention, as the detention will not be changed. Students may risk a second detention if the detention given is questioned to another teacher or administrator.
- The detention will be postponed only if the student is absent for the entire day of the detention. Signing out of school early will not delay the detention except in the cases of illness or a professional paid appointment.

- Upon receiving the fifth detention during the same non-week period the student will receive an in-house suspension.
- If the discipline problems persist, the student will be placed on attitudinal probation or suspended at the discretion of the administration.

**ATTITUDINAL PROBATION** – Any student who demonstrates an attitude problem will be placed on attitudinal probation for at least two weeks.

- The student may not participate in extra-curricular activities.
- The student will serve a ½ day in-school suspension.
- One further infraction requiring discipline may result in the student being suspended or expelled at the discretion of the administration.

**DISCIPLINARY SUSPENSION** – A disciplinary suspension, as determined by the administration, will be for a period of 1-5 school days. These suspensions may be given for any of the following reasons.

- Continued deliberate disobedience/disrespect is displayed
- A rebellious spirit that remains unchanged after much effort on the part of the teacher
- An on-going, negative attitude that is having an adverse effect upon the school or student body
- A serious breach of conduct which has a negative impact upon the testimony of the school
- A failure, on the part of the student, to comply with the disciplinary actions of the school
- A serious infraction of the school’s rules or comments made verbally or in a written fashion specifying danger or threat to a student, teacher, or the school in general

**STUDENT REVIEW/EXPULSION** – Attending BRCS is a privilege. Unfortunately, some students’ long term behavior and attitude, an unwillingness to abide by its rules, or lack of parent support of the school’s policies signal unhappiness at attending BRCS.

When necessary, the Superintendent will become involved in the situation in an attempt to bring a Christ-honoring resolution to the problem. Each situation will be dealt with on a case-by-case basis. Expulsion is given only by the Superintendent and the decision shall be final.

A student may not re-apply for a minimum of one calendar year following expulsion from BRCS. In the event that he/she does desire to return to the school, his/her application and supporting documentation will be reviewed by the entire administrative team and may require additional documentation.

## **STUDENT COUNCIL (STUCO)**

BRCS may assemble a student council, with election of officers to be held near the end of the preceding school year, and election of representatives to be held at the beginning of the new school year. The function of the student council will be to host various gatherings and events for the students with the purpose of building a sense of community within the school.

The student council shall consist of two elected representatives from each class, one male and one female. There will be a president, vice-president, secretary, and treasurer selected as officers from

the senior class (in the event insufficient candidates are available, junior candidates may seek office). In order to run for office, candidates must submit to each of his/her teachers an approval form to be completed and returned to the Principal by the teacher. The Principal then notifies the student of his/her eligibility.

## **STUDENT DRIVERS**

Student driving on campus is a privilege. Privileges come with responsibilities. The following are guidelines for student drivers:

- Any student operating a vehicle on school property must have a valid driver's license as well as insurance.
- All cars must be registered with the office.
- When deemed necessary, students will be assigned a parking spot. Failure to use that spot will result in a fine. Repeated offenses will result in a loss of parking privileges.
- Students must secure permission from the school office before going to the parking lot during the school day.
- Any student who drives dangerously (screeches tires, speeds, etc.) will result in a fine and/or loss of driving privileges. The fine for the first offense is \$25.00. For the second offense, the fine is \$40.00 and the student loses driving/parking privileges for two weeks. For the third offense, the fine is \$50.00 and the loss of driving/parking privileges for the rest of the school year.

## **STUDENT PUBLICATIONS**

All material placed in student publications including the school newspaper, yearbook, etc. are subject to review and approval by the faculty sponsor and the administration. The use of the school's name is not permitted on non-school sponsored activities/events unless authorized by the Superintendent.

## **TELEPHONES/CELL PHONE**

The school phones are for business use and may be used only for official calls. Students will not be called to the office to take a phone call, unless it is an extreme emergency. Office personnel will take a message and deliver it to the student between classes. A phone is available in the school office for students to use when necessary. Students may use their cell phone to contact parents in between classes and during lunch. Students MAY NOT be tardy to the next class because of cell phone use. Cell phone usage will be determined by individual classroom teachers. If any part of the cell phone policy is violated, the device will be confiscated.

## **TRANSPORTATION/BUS RULES**

Drivers for BRCS owned vehicles will enforce the rules enacted by the Missouri State Highway Commission:

- The operator is in charge of the pupils and the vehicle. Pupils must obey the operator promptly and cheerfully.
- Students must keep their head, hands, and arms inside the bus at all times (even when it is parked). No gestures should be made to people in other vehicles.

- All students are to remain seated at all times, facing the front. Changing seats is not allowed except at an established stop.
- Unnecessary or prolonged conversation with the driver is prohibited. Remember, your safety is in his/her hands.
- Outside of ordinary conversation, classroom conduct is expected. This includes no shoving, fighting, yelling, or throwing objects.
- No eating on the bus without permission. Suckers, sunflower seeds, or peanuts may not be eaten on the bus at any time.
- Pupils must not throw waste paper or other rubbish in or out of the vehicle. The vehicle should be kept clean at all times. Please do not leave trash on the vehicle.
- Pupils must not at any time try to get on or off the vehicle or move about within the vehicle while it is in motion.
- Any damage to the vehicle is to be reported at once to the driver, and the student(s) responsible for the damage are also responsible for restitution.
- If a student has a friend who will ride the bus with him/her to or from school, a bus pass must be purchased from the school office personnel. The cost is \$2.00 each way, per person.
- Students must get on the bus at the appointed stop. The bus driver will not stop to pick up late students after exiting the parking lot.

Students are expected to conduct themselves in an appropriate manner when riding the bus (regular route or school functions). Violation of these rules will result in the following:

- First offense – warning by the driver
- Second offense – 1 day suspension from riding the bus
- Third offense = 3 day suspension from riding the bus
- Repeated offenses may result in further disciplinary action

### **TUITION ASSISTANCE**

Tuition assistance is available on a need basis. The amount of tuition assistance is limited each year. Families are encouraged to secure tuition Assistance information from the school office. Families receiving TA are required to find some way to give back to the school by volunteering in the cafeteria at lunch time, working concessions or gate at games.

### **VALUABLES**

The school is not responsible for items left or taken on school property. If you have valuables you are concerned about, don't bring them to school.

### **VISITORS**

For the safety of our students, BRCS is a closed campus. Students are not to allow visitors to gain entrance into the building during the school day. Outsiders coming on campus during school must report to the school office. Parents may request permission for a prospective student to visit the campus. Arrangements are to be made in advance with the school office personnel.

## **WEAPONS**

Pocket knives, lighters, guns, play guns or swords, etc. are not appropriate and should not be brought to school or to school activities.

## **EXTRA-CURRICULAR LIFE**

### **ATHLETIC PROGRAM**

An effective and successful athletic program is an integral part of the school's educational experience. BRCS views athletics as a ministry opportunity both on the field of competition and off. Playing time for each student is determined by effort, faithfulness and attitude.

Elementary Sports: Girls' volleyball; Boys' soccer, Girls' and Boys' basketball and track

Middle School Sports: Girls' volleyball, Boys' soccer, Girls' and Boys' basketball and track  
Middle School students may not participate on varsity teams against a MSHSAA school. Middle School students may, by invitation of the coach, play on a Varsity team in regularly scheduled games against non-MSHSAA schools. This would be the coach's decision as he/she deems necessary.

At the High School level, many different sports teams are offered for participation. The following athletic opportunities exist, all for varsity and some for junior varsity:

#### **FALL**

Boys' Soccer (9-12)  
Girls' Volleyball (9-12)

#### **WINTER**

Boys'/Girls' Basketball (9-12)  
Cheerleading (9-12)

#### **SPRING**

Boys'/Girls' Track (9-12)  
Girls' Soccer (9-12)

As a member of an interscholastic league, students are asked to help the coaches build a winning tradition based on a desire to compete in a manner that brings honor to the Lord, athletes, and school community. Such tradition is worthy of the best efforts of all concerned, beginning in the classroom. For a more thorough discussion of the athletic program including organization, structure, policies, and staffing, please consult the *BRCS Athletic Handbook*.

### **PHYSICAL EDUCATION CLASSES**

All students are expected to participate in physical education classes unless they have a written note of excuse from their doctor stating a valid reason for not participating.

Elementary students will be instructed what to swear for PE by the PE teacher.  
Students in grades 7-12 are expected to dress out in school approved attire.

### **MUSIC PROGRAM**

Through elementary music classes, Middle School and High School choirs, band, handbells, and ensembles, the school's music program seeks to glorify God in singing and playing.

Music classes are held weekly for students in grades K-5. In addition, students may begin individual instrumental band lessons in fifth grade. The instruments offered for lessons include:

flute, clarinet, saxophone, trombone, trumpet, drums and violin. Sixth graders will participate in group band after completing their individual instrumental lessons.

Beginning in Middle School, students may elect to take handbells, band, or choir. The music faculty may also offer small group ensembles to select students.

## **STUDENT ORGANIZATIONS**

Student organizations are required to have set of by-laws that are approved by the administration. These by-laws are required to set forth the organization's purpose and structure and the duties of its officers. All student organizations develop student leadership under the guidance of a faculty or staff advisor.

- On the day of an extra-curricular activity (e.g. an athletic game or practice, plays, banquets, etc.) a student is required to attend a minimum of ½ day of classes in order to participate (except for previously scheduled appointments such as doctor, dentist, etc.)
- No student shall be elected to serve in any position (Student Council, class officer, homecoming court) who:
  - a) Has not completed one full semester at BRCS
  - b) Is on probation or suspended for any reason
  - c) Is ineligible due to grades

Any student serving in an elected position will be suspended from that position during probation or suspension. Students placed on probation or suspended more than once a year must relinquish their right to any elected position for the remainder of the school year.