



BYNE CHRISTIAN SCHOOL

EST. 1983

**PARENT-STUDENT
HANDBOOK
2023-2024**

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“May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had, so that with one mind and one voice you may glorify the God and Father of our Lord Jesus Christ.” Romans 15:5-6

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The Byne Christian School Parent Handbook is intended to be a set of guidelines for the fair expectations of the policies and procedures of our school. This handbook is not exhaustive in stating all school policies, and in no way, precludes the administration from making amendments to this manual and its policies as it deems necessary. New policies will take effect immediately.

Our Purpose

Byne Christian School (BCS) was established in 1983, as a co-educational, church governed school. BCS is a ministry of Byne Memorial Baptist Church and is fully accredited by the Georgia Association of Christian Schools (GACS) and is a member of the American Association of Christian Schools (AACCS).

Philosophy

BCS strives to provide conditions whereby boys and girls can receive the Truth. Jesus instructed His disciples in John 8:32, *“and you will know the truth, and the truth will set you free.”* Not only is it our objective to teach the Truth, but also teach our students how to apply the Truth wisely to their own lives. In John 16:13 we are promised that *“When the Spirit of truth comes, he will guide you into all the truth, for he will not speak on his own authority, but whatever he hears he will speak, and he will declare to you the things that are to come.”*

- Our Christian school has the responsibility to provide the best possible education.
- A biblical viewpoint in the vital areas of life - spiritual growth, education, personal self-discipline, and patriotism - is emphasized to each student during his/her years of training.
- The Classical Christian method is our academic tool for ministering to the needs of the whole child, promoting spiritual and moral growth, academic and intellectual progress, and physical and social development.
- Our Christian School is to be an extension of the home and church, and thus provide a continuity of training for young people.
- We, as Christian educators, desire to train students to accept individual responsibility to God for his/her actions and challenge him/her to glorify God in every facet of life.

Vision

Byne Christian School was founded in 1983 with the mission to partner with parents and support local churches to educate, inspire, and equip a generation to know, love, and to live for Jesus.

Values

- Kingdom-First
- Family-Oriented
- Spirit-Filled
- Ministry-Minded

Colors: Navy/Gold

Mascot: Saints

Mission

- To assist parents in providing an excellent, affordable Classical Christian Education for their students.
- To promote healthy relationships between students, teachers, and family that will better enable and empower our students to fulfill God's plan and purpose for their lives.

Statement of Beliefs

Faith

- We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned and, thereby, incurred not only physical death, but also spiritual death which is eternal separation from God; that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, manifest themselves as sinners in thought, word, and deed.
- We believe that the Lord Jesus Christ died for our sins according to the Scripture as a substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in "that blessed hope," the personal pre-millennial and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus are born again of the Holy Spirit and, thereby, become children of God.
- We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved, and the everlasting conscious punishment of the lost.

Sanctity of Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Marriage, Gender, and Sexuality

We affirm the Nashville Statement: A Coalition for Biblical Sexuality.

The pdf can be accessed at

<https://cbmw.org/wp-content/uploads/2017/08/Nashville-Statement-with-Scripture-Ref-1.pdf>

In addition,

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 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 (Gen 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 Cor 6:18; 7:2-5; Heb 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 is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of BCS as a ministry of Byne Memorial Baptist Church, as the local Body of Christ, and to provide a biblical role model to the church, school and community, it is imperative that all persons employed by BCS in any capacity, or who serve as volunteers, agree to and abide by this statement on *Marriage, Gender, and Sexuality* (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). BCS, believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of BCS and Byne Memorial Baptist Church.

Final Authority for Matters of Belief, Conduct and Doctrinal Differences

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. If it becomes necessary to state a denominational doctrinal practice or position, we will use the doctrines set forth as a part of the Baptist Faith & Message dated 2003. If more clarification is needed, for purposes of BCS's faith, doctrine, practice, policy, and discipline, our pastor is BCS's final interpretive authority on the Bible's meaning and application.

Admissions

- Interview: Admission to BCS is a privilege. Students are accepted at BCS on the basis of an interview with each family and the administration. All prospective students must be present during the interview.
- Evaluation: All prospective students must be evaluated for placement in their appropriate grade level.
- Transcripts and Disciplinary Records: BCS should be given current transcripts and discipline records for review during the application process.
- Home Environment: BCS's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle BCS teaches. This may include, but is not necessarily limited to, sexual immorality, practicing and affirming anti-biblical lifestyles, and 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 (Lev 20:13, Rom 1:27).
- IEPs: Students with Individual Education Plans (IEP's): Although we may accept students with current IEP's, we may not be able to incorporate all modifications and/or accommodations for their specific program.
- Married or previously married students will not be allowed to attend BCS.
- Parents are required to sign a BCS agreement expressing their support of the school's program. They will also agree with and will abide by the policies, procedures, and requirements of the school.

Non-Discriminatory Policy

BCS admits students of any race, color, national and 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 and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic, or other school-administered programs.

- Final acceptance is based on an interview with the administration, testing results, discipline records, and transcripts in addition to:
 - Paid application fee (non-refundable)
 - Birth certificate, social security card, immunization record, ear/eye/dental certificate on file
 - School records received
 - Placement testing
 - All previous financial obligations met

Age Requirements

- The age requirements for kindergarten and first grade admission are as follows:
 - Kindergarten – 4 and 5 years old on or before September 1st of the school year.
 - First Grade - 6 years old on or before September 1st of the school year.
 - Students that are 19 or older at the time of application will not be accepted.

- *All new students are conditionally accepted for the first nine weeks.* During that time, if the student is not meeting academic, attitude, or behavioral expectations, they may be asked to withdraw.

Optional Tracks

BCS is committed to partnering with parents to educate, inspire, and equip a generation to know, love, and to live for Jesus. There are two options for full time enrollment:

- **Hybrid Program:** These students meet on campus a minimum of two days per week (Tuesday and Thursday) and complete three full school days per week off campus.
- **Traditional Program:** These students meet on campus five days a week (Monday-Friday).

Homeschool Families:

BCS welcomes homeschool parents to take advantage of the opportunities at BCS for their children. Homeschooled families agree to all policies, procedures, and beliefs set forth in this handbook.

- **A La Carte Classes:** Homeschool students may register for individual classes offered at BCS. As homeschooled students, parents are required to grade and keep transcripts.
- **Athletic Opportunities:** BCS invites homeschooled students to participate in a variety of sports.
- **Electives and Extracurricular Activities:** Some elective classes and extracurricular opportunities are offered to homeschooled students.

Students that have been expelled from their previous school or have serious discipline issues may not be admitted to or participate in BCS programs and activities.

Financial Information

Tuition Payment Options

- In order to assist parents with the payment of annual tuition the following payment schedules may be selected:
 - Full payment at time of enrollment (Discounts offered for early registration and early tuition payments in full, see page 8)
 - Total tuition divided into 11 payments due monthly (June-April)
 - Total tuition divided into 10 payments due monthly (July-April)
 - Total tuition divided into 9 payments due monthly (August-April)
- All fees (registration, textbook, tuition, P.E., athletics, lunch and before school/after school care, etc.) are to be paid directly through the School Office.

- Registration, textbook and student insurance fees must be paid before a student is considered officially enrolled. A student **will not** be permitted to attend the first day of class if not officially enrolled.
- Tuition payments are due on the 1st school day of each month. Accounts past due after the 10th of the month are subject to a late penalty (\$25.00)
- If an account is not brought up to date by the 10th day of the second month, the account is considered delinquent, and the student may not attend school on the 11th day of the second month. **No account may be more than one month and 10 days in arrears.** Once the account is current, the student may return to class.
- If a student is withdrawn or dismissed, the parent must contact the School Office to bring all accounts current, return all school materials and any school property before any records will be released.
- No deductions are made from tuition payments due to a student's absence.
- **Final grades, report cards, transcripts and diplomas will be retained by the school if and when an account becomes delinquent.**
- No student will be permitted to attend the new school year if the student's account has not been paid by the first day of the new school year for the previous school year.
- Parents that withdraw their student from the school and have an account in arrears must make arrangements with the School Office to pay this debt. If the parent does not address the account in arrears and make agreed upon payments, their account will be turned over to a collection agency.
- **The School Office will not release a student's school records until all accounts are current.**

Tuition Assistance

- **Pay It Forward Scholarship:** This is a state approved program that permits parents to receive tuition assistance through redirected state income taxes.
- **Refer a New Student to Byne Christian School:** If you refer a student to BCS, and they become a student at Byne Christian School, you can earn a referral fee that is applied to your child's tuitions. Contact the office for more details.
- **Tuition Discounts:** There are discounts for early enrollments and full payments of tuition. BCS also offers discounts to pastors' families and military families. Contact the office for more information.

Tax Deductible Donations

BCS is a ministry of Byne Memorial Baptist Church, a not-for-profit corporation (501)c(3). Revenue from tuition is insufficient to fully cover the cost of operating the school. Interested individuals are invited to contribute tax deductible gifts to the ministry of the school. You may contact the School Office with any questions you may have concerning investing in this vital ministry.

Academic Program

BCS bases its educational pedagogy upon the premise that all truth is God's truth. We teach all subjects with the belief that all academic content comes from the mind of God. We teach all subjects with a Christian worldview.

Accreditations and Affiliations

- BCS is a member of the Georgia Association of Christian Schools (GACS), the Association of Classical Christian Schools (ACCS), and the American Association of Christian Schools (AACS).
- BCS is accredited by the Georgia Association of Christian Schools (GACS). GACS is sponsored by an accrediting agency called the Georgia Private School Accrediting Commission. The accreditation is fully approved by the Georgia Department of Education and the Georgia Board of Regents.

Classical Education

BCS promotes a Classical Christian Educational program based upon the Trivium model (grammar, dialectic/logic, and rhetoric). *“Classical methodology capitalizes on the strengths of God’s creative work by requiring of a child what he is best equipped to do: memorization-grammar stage; argument – dialectic (logic) stage; analysis and expression – rhetoric stage”* (ACCS.org). With a strong emphasis on Christian education and the humanities-based structure of the Trivium, BCS is committed to educate, inspire, and equip a generation to know, love, and to live for Jesus. It is important that our students not only know what they believe and why they believe it, but that they are able to articulate it well. We aim to develop deep thinkers and lifelong learners.

Report Cards/Progress Reports

BCS follows a nine-week grading period. A digital report card will be available via Gradelink at the end of each nine-week period stating the academic progress. Progress reports will be available online, halfway through each nine-week reporting period via Gradelink. Parents may access grades anytime via Gradelink.

Grades posted to Gradelink are confidential. The teacher and administration do have access to this information.

Homework

Students are expected to do all homework assignments as a matter of good study habits. The parents have the responsibility to assist the student in his/her homework by providing a time and place conducive to study with a minimum amount of distraction. Parents should not do the work for the student but provide encouragement and supervision.

Homework is a necessary part of a quality academic program. It is designed to be a reinforcement and teaching tool. Teachers will not assign homework to be busy work. In general, students will not be assigned homework that would take longer than thirty

minutes per subject to complete. Students are often given extra time during the school day to complete all/part of assignments. Student schedule conflicts such as non-school sponsored programs or games are not acceptable excuses for incomplete homework.

Grading Scale

- The following grading scale is used throughout the school:
 - **A** **90-100**
 - **B** **80-89**
 - **C** **70-79**
 - **F** **69 and below**

Incomplete & Make-up Work

- An “Incomplete” is given when requirements have not been met by the due date of the assigned homework.
- For each day an assignment is late, the grade is reduced by 10%.
- Assignments may not be turned in for credit more than two days past the due date unless the student was absent. (Logic & Rhetoric students)
- Should a student be absent on the day an assignment is assigned or due, the teacher may give a reasonable extension for the assignment to be completed. The extension will not exceed the number of school days missed during the absence. It is the student's responsibility to find out what work was assigned.
- In the case of extended illness, parents should contact the teachers directly.
- *If a student is to miss part of a day due to a planned event (away game, dentist appointment, etc.), all homework is due that day and should be turned into his or her teacher before departure. Students are responsible to obtain all assignments for the following school day.*
- New students who are catching up may need to invest more time as they transition into the school.

Parent-Teacher Conferences

Individual parent-teacher conferences will take place at least three times a year: September/October, January/February, and March/April. These meetings are important, so please plan accordingly. Additional conferences may be scheduled as needed.

Academic Eligibility for Extracurricular Activities

All BCS students participating in extracurricular activities must maintain a GPA of 2.0 (or above) on a 4.0 scale, and not be failing any classes. See the **Student Eligibility** section on Academic and Extracurricular Activities, or the Athletic Handbook for more details.

Honor Roll

An honor roll list is compiled after each quarter and is determined by the following qualifications:

- Headmaster’s List – all A’s with at least a 97 in each subject
- “A” Honor Roll - all "A's"
- “A/B” Honor Roll - all "A's" and "B's (at least one must be an “A”). In order for a student to qualify for the end of the year, no “C’s” are permitted during the year.
- An incomplete on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for that grading period.
- End of the year awards are determined by the cumulative grade for the year.

GPA and Academic Honors Awards Criteria

- Grade Point Average: Only BCS core courses are used in calculating the GPA. BCS Core courses include Bible, English, History, Science, Math, Foreign Language, Physical Education/Health, and Academic Electives
- Valedictorian or Salutatorian:
 - o The GPA will be based on percentage grades.
 - o The Valedictorian is the student who has the highest overall GPA for the graduating class.
 - o The Salutatorian is the student who has the second highest overall GPA for the graduating class.
 - o A student who meets the criteria to be Valedictorian or Salutatorian must be full-time and have attended BCS during their junior and senior years.
- Honor Students:
 - o Graduating seniors that have a percentage grade of 90% for all rhetoric level courses.
 - o These students will be recognized with a “golden sash” at graduation.
- Hope Scholarship:
 - o Students who are interested in the Hope Scholarship must adhere to the Georgia Education Commission requirements for calculating their GPA.
 - o Only Georgia Education Commission approved core courses are eligible for calculating their GPA.
 - o For more information about the Hope Scholarship students should look on the gacollege411.org website or contact the BCS Guidance Counselor.

Addressing Concerns

The quickest and most effective way to resolve a concern regarding your child is by addressing it at the most direct level.

1. Teacher: First, talk to your child’s teacher at school for assistance. Most concerns are resolved at the classroom level.
2. Hall Lead: If the concern is not resolved at the classroom level, please visit with your child’s Hall Lead.
3. Academic Administrator: If working with the Hall Lead does not adequately address the issue, please meet with the Academic Administrator.
4. Head of School: If the issue persists, please call the school office to schedule a time to speak with the Head of School.

Appointments with administrative staff will not be made until a conference with the teacher is attempted first. Concerns are to be discussed with teachers and others directly involved. Please do not involve other parents, students, etc., who are not part of the concern or the solution. Please know that it is the desire of Byne Christian School to work toward solutions with any concerns involving your children.

Grammar Level Academic Program (1st-6th Grade)

Enrichment Activities

Elementary students at Byne Christian School are offered enrichment activities which could include Latin, Spanish, Music, Art, PE, Drama, and Computer.

Promotion/Retention

- Students in 1st-6th grade, who fall behind or need extra help, may be asked to skip recess on certain days in order to work with their teacher. If the student needs more assistance, tutoring may be an option as well. Core classes must be passed in order for the student to move on to the next grade level.
- Grammar level academic subjects: Math, Science, History, Bible and English (Spelling/Reading/Grammar)
- The general rule for promotion of kindergarten students is based on maturity level, daily class performance, achievement, mastery of basic skills, attendance and teacher recommendation.

Logic & Rhetoric Levels Academic Program (7th-12th Grade)

Requirements for Graduation

Byne Christian School requires successful completion of an academic program that meets and exceeds the requirements of the State of Georgia. Twenty-three credits minimum are required for graduation.

• Bible	One credit each year at Byne Christian School
• English	Four credits
• Math	Four credits
• History	Three credits
• Science	Four credits
• Health/P.E.	½ credit each
• Economics/Government	½ credit each
• Rhetoric	One credit
• Foreign Language	Two credits (same language)
• Electives	Sufficient amount to meet graduation
Total:	23 credits minimum to graduate

General electives may include, but are not limited to, Office Assistant (non-academic), Teacher Assistant (non-academic), Yearbook, Speech/Drama, Home Economics, Fine Arts, and other subjects.

Credits Earned

Byne Christian School uses the Carnegie Credit System. One credit or unit towards graduation is earned by passing two semesters of a course. A credit is determined by the final grade of the course taken. The first and second semester grades are averaged to calculate the final grade.

Please know that a senior shall not be permitted to march in the commencement exercise if they lack more than one unit for graduation. Also, a senior must complete a full year of residency at BCS to be eligible for a BCS diploma. All Logic & Rhetoric students at BCS are taking college preparatory classes.

Opportunities to Earn College Credit

BCS offers the opportunity for students to earn college credit while still in high school. For students who meet the eligibility requirements, this can be done through the dual enrollment program.

- **The Dual Enrollment Program:** The dual enrollment program is for students classified as high school sophomores, juniors and seniors at accredited public or private high schools in the state of Georgia, and is operated in all school terms. The program allows students to pursue postsecondary study at approved public and private colleges and technical colleges while receiving dual high school and college credit for courses successfully completed. Courses pursued by students under this program must come from the approved course directory. Courses are available only in the areas of the core graduation requirements for college preparatory students: English, Mathematics, History, Science or Foreign Language. The general policy is that a course offered at BCS must be taken at BCS and not through Dual Enrollment. Extenuating circumstances sometimes apply and will be considered by school administration.

BCS requires that any courses taken for credit outside the school be approved ahead of time by the administration. This policy applies to all students in grades seven through twelve.

Course Change

No course may be dropped or added unless the student secures administrative permission to do so. Any course dropped after the first two weeks of school will be recorded as an "F" unless such a change is recommended by the administration. Unless unusual circumstances prevail, a student will retain the same courses throughout the semester and/or academic year. No changes may be made at quarter and/or semester breaks.

Credits Earned

One credit or unit toward graduation is earned by passing two semesters of a course. A credit is determined by the final grade of the course taken. The first and second semester grades are averaged to calculate the final grade.

Credit Recovery

BCS does not provide a “Summer School” program for credit recovery. Through a strong partnership with parents, the development of good study habits, study hall opportunities, and tutoring where it is needed, we believe our students will succeed. The use of any outside credit recovery systems will have to be approved by the school administration first. Please know that outside recovery systems may not be used to “get ahead” without the approval of the administration.

Logic Level Promotion

Seventh and eighth graders do not accumulate credits toward high school graduation. To move to the next grade, all core subjects (Bible, History, English, Math and Science) must be passed.

Rhetoric Level Promotion

At the rhetoric level, a student may continue to advance to the next grade based upon the number of credits earned. The credits that he/she earns determine his/her grade level.

Determination of Grade Level

- 9th grade 0 to 6 credits
- 10th grade 6 to 11 credits
- 11th grade 11 to 16 credits
- 12th grade 16 to 22 credits
- Graduation 23 credits minimum including required subjects

Volunteer Hours

Each rhetoric student will be required to have community service by volunteering in and around the area for a non-profit organization.

- 9th grade 10 hours required
- 10th grade 15 hours required
- 11th grade 20 hours required
- 12th grade 25 hours required

A school form will need to be completed and returned to the School Office documenting each student’s time of service. A student will not be promoted to the next grade level without successful completion of these hours each school year.

Attendance Guidelines

Purpose

Daily attendance in school is required by Georgia State law and is essential if a student is to be successful in academic life and other areas. Students are expected to attend school daily barring illness or family emergency.

Students missing more than one-half a day (more than 3 ½ hours) will be considered absent for the whole day.

Parent/Student Responsibilities

Parents should encourage prompt and regular attendance for your children. Please schedule doctor's appointments and family vacations so that attendance at school is affected as little as possible.

After being absent, a note must be sent with the student when returning to school. The note should contain the date(s) of the absence and the specific reason. Please submit the note to the school office on the day of return in order for the absence to be excused. Please note that sending a note does not automatically excuse your child. If a note is not sent, then the child will be considered unexcused and zeroes will be assigned for those days absent.

The following reasons shall constitute an excused absence or tardy:

- Personal injury or illness; medical or dental appointments
- Impassable road due to inclement weather, natural disaster or car accident

Parents who wish to have their child excused for other reasons should contact the school office at least 24 hours in advance. If the parent desires the teachers to get the child's work organized prior to leaving, please give the school at least five days' notice. If the absence is approved, the student is responsible to meet with teachers and get assignments for the work that will be missed. The administration reserves the right to reject or limit such absences.

Students who have not received approval to make up classwork due to absence will receive zeroes for missed work. The student will be required to do this missed work for academic purposes.

A student, who is not present in school, unless involved in an activity sponsored by the school, shall be counted absent from school. All absences, whether excused or unexcused, shall be considered when determining excessive absences. A student may be denied credit or may be retained in his or her current grade level because of excessive absences.

Excessive Absences

Grammar and Logic level students may miss a maximum of 20 days (excused or unexcused) during the school year. Parents should keep a record of their child's absences. The parent

will be notified when their child has 15 absences. Students that miss more than 20 days in any given class will not pass that particular class.

Rhetoric level students may miss a maximum of 10 days per class period in a one semester course, excused or unexcused, and a maximum of 20 days (excused or unexcused) for two semester courses. Parents should keep a record of their child's absences. If a student misses more than the allowed absences in any given class for any reason, they will not pass that particular class.

Exceptions to the attendance rules above will be extreme medical illnesses such as hospitalization.

Tardies

As important as attendance, punctuality is an essential skill for living in today's world. Students are expected to be in their seats, ready to work, when the tardy bell rings. In order for a tardy to be excused, the student must have a note. **A note does not automatically excuse a student's tardiness.** Students will be granted an excused tardy for:

- Personal injury or illness; medical or dental appointments
- Impassable road due to inclement weather, natural disaster or car accident

Students who arrive after school has started must report to the school office for a tardy slip. Unexcused tardies may include stopping for gas, oversleeping, forgetting homework, running errands, etc.

Logic & Rhetoric students, who are habitually late, meaning three or more unexcused absences in a semester, will receive a detention.

When elementary students exhibit a pattern of habitual tardiness, the parents may be asked to meet with the Head of School to address the problem.

Early Dismissal

Early dismissals can be excused for reasons already stated in the sections above.

- Students who need to be dismissed from school early should present a note from their parents stating the reason and time of dismissal to the school office upon arrival at school.
- Elementary students should give their note to their teacher.
- Logic & Rhetoric students should bring their note to the office. All non-driving students must be signed out by their parents in the school office.

Discipline Procedures

Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe. – I Timothy 4:12

BCS expects students to conform to norms of behavior that are consistent with biblical standards and conducive to a healthy educational environment. BCS thus places a strong emphasis upon the following: whole-hearted devotion to God, unselfish regard for others, and consistent respect for those in positions of authority. In matters of student conduct and discipline, BCS acts as a partner with parents by means of adequate and timely communication.

When a student's behavior or attitude is in conflict with the norms of the school, the teachers and administration work together with the parents to encourage the student to demonstrate the change needed to comply with those norms. The teacher in charge handles all incidents of misbehavior in the classroom, as much as possible. BCS approaches matters of student discipline as opportunities for the development of moral and spiritual character. BCS will not tolerate chronic misbehavior that hinders the accomplishment of educational objectives.

BCS is for students who are sensitive to the principles of Christian living that are found in the Bible. Therefore, BCS has expectations that students will refrain from certain activities that are not in accordance with biblical principles. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

To this end, BCS expects its students to abstain from the use of drugs, alcohol, tobacco and participation in immoral activities such as premarital sex and activities that affirm LGBTQ+ behavior. We also expect students to be aware of the many morally degrading elements that are now found in much of the media and entertainment of the day. Listed below are some guidelines regarding standards of student conduct.

- It is expected that every student will conduct themselves in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel, following all adult directions without comment. Such obedience should be willing and immediate.
- Students should desire and live to be honest and Christ-like in all situations.
- Every student is expected to respect the feelings and rights of others. This includes students, teachers and visitors. Students should learn to be quiet in class, raise their hands to speak, not interrupt others, walk quietly in the buildings and eat with proper manners.
- A proper response to a yes or no question is "yes sir" or "no sir" and "yes ma'am" or "no ma'am".
- Students' use of alcohol, tobacco, or drugs is not acceptable, and they will face immediate disciplinary action.
- Students should not engage in acts of dishonesty, such as lying, stealing and cheating. Cheating may include any of the following; copying someone's work to submit it as one's own (class work, homework and other assignments), giving/receiving answers, allowing

someone to copy your work, stealing tests, or plagiarizing (copying material without properly acknowledging the source).

General Information

- Gossip, slander, bullying and threats will not be tolerated.
- Students should refrain from the use of profanity, involvement in coarse jesting (including listening), or any language unbecoming to a Christian.
- Fireworks, firecrackers, matches or other flammable materials are not to be brought on campus.
- Tampering with or taking items from another student's possession is strictly prohibited.
- Violation of the "weapons policy" will require immediate disciplinary action.
- We do not administer corporal punishment.

Resolving Conflicts over Discipline

If a student disagrees with a teacher's decision, he or she should speak with the teacher privately after class, respectfully explaining his or her concern and then listening carefully to the teacher's response. If the situation remains unresolved, the student should discuss the matter with his or her parents. The parents should then communicate with the teacher. If still unresolved after a reasonable amount of time, the parents should discuss the matter with school administration, who will then make the final decision regarding the matter.

Care of Property/Vandalism

Sitting on desks, writing on desks, carving, or defacing any part of BCS is considered a serious offense. Willful damage to these properties will result in disciplinary action, and/or monetary restitution.

Articles Prohibited

Any type of tobacco product, vaping, alcoholic beverages and narcotics & paraphernalia, lighters, knives, guns, chains, explosives, laser pointers, other electronic devices, live animals/pets, and anything depicting scenes or insignias associated with the occult (including musical groups depicting such) are not permitted on school property. Skateboards and shoes with skate apparatus are not permitted on campus.

The administration reserves the right to prohibit any articles it deems necessary and to confiscate any articles that it deems a distraction to the learning environment.

Weapons Policy

Weapon is defined as any type of gun, knife, explosive device, or other device that is designed or intended to cause physical harm or endangerment or serious threat. The school prohibits any student from possessing any type of weapon while at school, on school property or at a school function. The administration will proceed with appropriate disciplinary action when a weapon is found.

Code of Christian Conduct

As a result of BCS's foundational beliefs on marriage, gender, and sexuality, and the teachings of the infallible Word of God, we require students to adhere to the following standards:

- All students will dress and wear clothing that adheres to their original biological sex.
- All students will use restrooms, locker rooms, and changing facilities conforming to one's biological sex.
- All students are expected to abstain from intimate sexual conduct outside the marital union of one man and one woman.

Students that violate or will not conform to these standards will receive disciplinary action including the possibility of expulsion.

Behavioral Guidelines

Please note the following student behaviors and consequences. This list is not exhaustive, and consequences are designed to suit the motive of the behavior as well as the misconduct as closely as possible.

These levels are not progressive but are assigned based upon the severity of the infraction. The administration alone determines the discipline level.

Level One Behaviors (handled by the teacher in the classroom)

- o Minor Disobedience / Classroom Disruption
- o Gum
- o Horseplay
- o Unauthorized Food or Drink
- o Tardiness
- o Dress Code Violation

Level One Consequences

- o In-Class Reprimand/Warning
 - o Parent Contact
 - o Lunch Detention
 - o Creative Approaches (with approval by administration)
-

□ **Level Two Behaviors (handled by the teacher in the classroom)**

- o Continuous/Major Disrespect/Disobedience
- o Possession of Unauthorized Electronic Equipment
- o Multiple Violations of Level 1 Behaviors
- o Intentional Misbehavior
- o Damage to Property
- o Public Display of Affection
- o Profanity/Vulgarity

□ **Level Two Consequences**

- o Monetary Restitution – Property Damage
 - o Confiscate Student’s Property
 - o Any Consequence from Level 1
 - o Parent Conference
 - o Multiple Lunch Detentions / After School Detention / Saturday School Detention
 - o Referral to Head of School
-

□ **Level Three Behaviors (handled by administration)**

- o Theft
- o Fighting
- o Academic Cheating
- o Intentionally Lying to Authority
- o Inappropriate/Immoral Material (*Audio/Print/Internet*)
- o Inappropriate/Immoral Behavior
- o Multiple Violations of Level 2 Behaviors
- o Sexual Harassment (*see Sexual Harassment Statement*)
- o Tobacco/Alcohol/Drug Use (*on or off campus*)
- o Sexual Immorality (*on or off campus*)
- o Skipping Class/School
- o Weapon(s) on Campus
- o Commission of a Misdemeanor or Felony (*on or off campus*)

□ **Level Three Consequences**

- o Academic Grade of Zero for Cheating
 - o Monetary/Item Restoration for Theft
 - o Any consequence from Level 1 or 2
 - o Out of School Suspension
 - o Academic/Behavioral Probation
 - o Required Counseling (*at parent’s expense*)
 - o Expulsion (*so noted on student record*)
-

Sexual Harassment/Molestation/Bullying/Intimidation/Hazing

BCS will not tolerate sexual harassment, molestation, bullying, intimidation, or hazing of any kind.

- **Reporting Procedure:**

- If a student believes they are being sexually harassed, bullied, intimidated or hazed, or has been molested, they should tell the administration immediately.
- If they are uncomfortable telling the administration, they should tell their parents and the parents must contact the Head of School immediately.
- The administration will address the matter immediately. We will initiate an investigation to determine if the accusations of misconduct have occurred.
- Measures will be taken immediately to protect the individual reporting the incident. The accused individual will be removed from the campus until the investigation is concluded and results are known.
- If it is a student making such an accusation, the parent will be advised immediately.
- The Byne Church Administrator will be advised of the accusation and will assist in directing the investigation.
- The appropriate legal authorities will be contacted if and when deemed necessary.
- All such investigations will be confidential on a “need to know” basis.

Logic & Rhetoric Detention

- Students receiving a detention, known as a “Lunch Detention”, (L.D.) from a teacher will be notified by the teacher of their decision and will sign a detention form. This form will be processed, and the parents will receive a copy (sent home with the student) and parents will be notified by email that their student has received detention.
- Logic & Rhetoric detention is served during lunch. Students will go to the designated detention location to report to the lunch detention teacher. The student will eat at this location quietly with no communication with other students. If they are purchasing a school lunch, they should go to the lunch room, get their lunch and go immediately to the detention location. Failure to do so in a timely manner will result in the issuance of another detention.
- In general, detentions should be served the next school day after the infraction.
- Detention takes priority over school activities with the exception of school sponsored out of town activities.
- If a student misses a detention (for **any unauthorized** reason), he or she will be assigned a second detention (total of two to serve).
- If a student misses either of those two detentions (for **any unauthorized** reason), he/she will be assigned a third detention.
- If a student receives three lunch detentions in a semester, he/she – along with serving those detentions – will be assigned an after-school detention.
- After-school detentions will be served on the assigned date from 3:30 p.m. to 4:30 p.m. after school. The student must report to the after-school detention location and remain there under the supervision of the A.S.D. teacher. Each student must pay \$5 (due the day of detention) for this detention period – a receipt will be given to the student.

- If a student accumulates two after-school detentions in a semester, he/she will be assigned a Saturday school detention (S.S.D.).
- Saturday school detentions will be served on the assigned Saturday from 8 a.m. to 11 a.m. The student must report to the assigned detention location on that morning and remain under the supervision of the S.S.D. teacher. Each student must pay \$30 (due the day of detention) for this detention period – a receipt will be given to the student.
- Students that accumulate two Saturday school detentions within the same semester will be referred to the administration for possible suspension or expulsion.
- The overall detention number will return to zero at the end of each semester.
- The detention process is progressive in nature. When a student accumulates a certain number of detentions the following consequences will occur:
 - 3rd L.D.: Student will **ALSO** be assigned an after-school detention.
 - 6th L.D.: Student will **ALSO** be assigned a second after-school detention.
 - 2nd A.S.D.: Students will **ALSO** be assigned a Saturday school detention.
 - 9th L.D.: Students will **ALSO** be assigned a third after-school detention.
 - 12th L.D.: Students will **ALSO** be assigned a fourth after-school detention.
 - 4th A.S.D.: Students will **ALSO** be assigned a second Saturday school detention and referred to administration for possible suspension and/or expulsion.

Dismissal/Expulsion

A student may be dismissed from the school at any time he/she is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the responsibility of the administration. Dismissal may occur when a student is not living within the boundaries of biblical standards or is in severe violation of school rules. In general, students who are dismissed will not be considered for re-enrollment for a minimum of two complete semesters following expulsion. Parents must meet with the administration before re-enrollment will be considered. The school reserves the right not to consider a student for re-enrollment.

Drug Testing

BCS reserves the right to require a student to submit to immediate drug testing at a clinic of BCS's choosing if drug use is suspected. If such a test is required, the results must be shared with the school administration. Refusal to submit to drug testing will result in immediate expulsion.

Out of School Suspension (OSS)

When a student serves an out of school suspension, it is considered an unexcused absence. All academic work done during this time of suspension must be completed by the student upon his/her return and the maximum points allowed for that work is an 80. During out of school suspension, a student will not be allowed on school grounds nor allowed to attend any school function on or off campus.

Probation

Probation is a process invoked when a student has a serious or ongoing problem, giving that student an opportunity to correct his/her problem. If he does not improve to a satisfactory level, he will be dismissed or asked to withdraw from the school.

A student may be placed on probation for three reasons: academic, attitude, or disciplinary. Academic probation is for a student with insufficient academic progress as determined by administration and the child's teacher(s). Attitude probation is for a student with a rebellious spirit, which is unchanged after much effort by the teachers or a continued negative attitude and/or bad influence upon the other students. Disciplinary probation is for a student with continued deliberate disobedience or committing a serious breach of conduct, which has an adverse effect upon the school's testimony.

The terms of the probation will be put in writing and shared with the parents and student. While on probation, the student's activities will be limited and all positions of trust and responsibility must be relinquished for the remainder of the time on probation, including athletics. At the end of the probationary period, one of the following will occur with the student: he/she will be removed from probation; he/she will be asked to withdraw from school by the parent/guardian or be expelled, or the probation may be extended.

Privacy Disclaimer

It is our goal to provide as safe an environment for your child as possible on campus. Because of the seriousness of potential problems, we cannot guarantee the expectation of privacy.

- Visitors, employees, or students are subject to search along with their belongings without notice.
- If someone refuses to allow a search at the administration's request, then he or she will be assumed to be guilty and appropriate action will be taken.
- Such searches will always be accomplished with at least one other school employee witness along with administration.
- Males will be searched by males and females by females.

Administrative Latitude for Disciplinary Decisions

The administration reserves the right to address any issue that is not stated in the discipline code. If situations arise that do not have a written rule to govern them, an administrative decision will be made at the time rather than overlooking the problem.

Annual Review for Rhetoric Level Students

On an annual basis during the spring, all students entering ninth through twelfth grades will have their records reviewed for attitude, behavior and academic progress. The administration will determine if a student will not be invited back the following year. Parents will be advised of this decision within several weeks after the school year is concluded.

Dress Code/Uniform Policy

We believe uniforms can help to create a modest, neat appearance that enhances a “ready to learn atmosphere”. A uniform can help to deemphasize the social impact of dress, allowing for a greater focus on character development and academic growth. With our students in the same uniform, aesthetically, we are communicating that they are part of the same team, working toward the same goals. This can strengthen school pride and increase a sense of belonging. Uniforms are required in the classroom for all grades, except on specially announced days.* The uniform requirements are outlined below:

Girls (K-6th) are to wear khaki, black or navy uniform jumpers or skirts to the fingertip, slacks, capris, or fingertip-length shorts. All girls are to wear **solid** white, light blue, or navy (short or long sleeved) polo-styled shirts.

- o Shoes should be closed-toed and have a back strap if not closed in the back. Students play daily in one of the gyms and/or on the playgrounds. It is imperative that they have the appropriate footwear to protect their feet throughout the day (holes and/or slits in the sides of shoes can be a problem when playing on playgrounds with wood chips – tennis shoes are the better option).
- o “Leggings”, “Jeggings”, “Joggers”, “Tights”, “Work-Out Tights” or any other sort of “stretchy” or “form-fitting” attire are not (for the purposes of explaining our dress code) considered pants and should not be worn as pants. These items may be worn under other approved attire if needed for warmth.
- o No pants should be worn that are torn, tight-fitting, excessively baggy, ragged, or frayed with excessive wear. They should not have holes of any description. They should not be of the “hip-hugger” or low-rider style at the waist.

Girls (7th-12th) are required to wear uniform-style khaki, black, or navy slacks, capris, fingertip-length shorts or skirts and **solid** white, light blue, or navy (short or long sleeved) polo-styled shirts.

- o “Leggings”, “Jeggings”, “Joggers”, “Tights”, “Work-Out Tights” or any other sort of “stretchy” or “form-fitting” attire are not (for the purposes of explaining our dress code) considered pants and should not be worn as pants. These items may be worn under other approved attire if needed for warmth.
- o 7th-12th grade girls may wear “open-toed dress sandals” only if they have a back strap.
- o No pants should be worn that are torn, tight-fitting, excessively baggy, ragged, or frayed with excessive wear. They should not have holes of any description. They should not be of the “hip-hugger” or low-rider style at the waist.

Boys (K-12th) are required to wear uniform-style khaki, black or navy fingertip-length shorts or pants. All boys are to wear **solid** white, light blue, or navy (short or long sleeved) polo-styled shirts.

- o No pants should be worn that are torn, tight-fitting, excessively baggy, ragged or frayed with excessive wear. They should not have holes of any description. They should not be of the “hip-hugger” or low-rider style at the waist.

- o Shoes should be closed-toed and have a back strap if not closed in the back. Students play daily in one of the gyms and/or on the playgrounds. It is imperative that they have the appropriate footwear to protect their feet throughout the day (holes and/or slits in the sides of shoes can be a problem when playing on playgrounds with wood chips – tennis shoes are the better option).

(Boys & Girls) Shoes must remain on throughout the entire day unless the teacher instructs otherwise. Shoes with any form of wheels are not appropriate.

***Special Days:**

On spirit/game days and other special occasions, BCS non-collared apparel is also appropriate. On Fridays, students may pay to wear jeans (as a fundraiser supporting missions). The jeans shall not be torn, tight-fitting, excessively baggy, ragged, or frayed with excessive wear. They should not have holes of any description. They should not be of the “hip-hugger” or low-rider style at the waist. Although it is the most accepted style for ladies’ jeans these days, if the phrase “skin-tight” can be used to describe your jeans, then they are not appropriate.

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Our intention is not to say that Christians who fail to meet our standards are sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement. Here are some general scriptural guidelines for dress:

- Modesty (I Timothy 2:9; II Timothy 2:22)
- Distinction between male and female (Deuteronomy 22:5; 1 Corinthians 2:14-15)
- Identification with the Lord and not with the world (I Timothy 4:12; Romans 12:1-2; John 2:15-16)
- Appropriate dress for the occasion

Trying to follow an elaborate “dress code” can be confusing and frustrating for families, not to mention, putting more work on teachers who have to measure and assess the attire of some students. We have listed some of the basic guidelines in an attempt to help you determine what is appropriate for your student(s) to wear to school this year. However, please let us know if you still have questions. Asking appropriate questions ahead of time can often avoid stressful and embarrassing situations for your students.

General Clothing Guidelines

- Hats and/or any other forms of head coverings are generally not appropriate.
- Winter coats, long coats, hunting jackets, etc. in general should not be worn inside the school building during the school day. Sweaters and/or “hoodies” that are BCS attire are appropriate to wear in class if needed for warmth.

- When sweatshirts or hoodies are worn, they may not be taken off if the undershirt is not a school uniform shirt. Undershirts should still conform to school colors, even when hoodies are kept on.
- Please avoid “extreme” hairstyles (very unusual, draws excessive attention to the student, partially shaved, man-buns or ponytails for boys, extreme colors especially ones that are not “natural” hair colors, etc.). Hair should not cover the face.
- Boys should be clean shaven. Sideburns should not come below the bottom of the ear. Boys’ hair should not go below the collar or cover the face.
- Makeup is strongly discouraged for our Grammar level girls. “Excessive” makeup for our Logic/Rhetoric level girls is not appropriate. Male students wearing makeup is not appropriate.
- Girls may wear modest earrings in the ears only – studs are fine but nothing very large in nature – please do not wear an excessive number of earrings in the ear. Boys may not have earrings. Body piercings (*other than the ear*) are not appropriate for girls or boys.
- Visible tattoos are not appropriate for girls or boys.
- Sunglasses are not permitted to be worn inside the building at any time unless the student has a medical reason (Dr.’s note) to do so.
- Students should not have chains or other “cords” hanging from their sides for whatever reason.
- Students participating in extracurricular activities will wear the prescribed clothing or athletic uniform. Following the activity or athletic event, the participants must follow the mandated dress code requirements announced in advance of the event.
- Student spectators at athletic events or other activity events will be instructed on appropriate attire when these events are held on other school campuses. BCS students will honor and respect the dress code of other schools when visiting their campuses.
- Dress appropriate for school field trips will be designated at the time the trip is authorized.

Formal Dress

The following guidelines apply to all events sponsored by the school that require formal attire such as Homecoming, Spring Formal, etc. The reason for these standards is to maintain Christian modesty and appropriateness by our students.

Girls

Parents please do not buy a dress (or other attire) that does not meet the following standards. Girls will not be allowed to attend a BCS formal event wearing a dress that does not meet our Formal Dress Attire Guidelines.

- “Formal Dress” bottom, hem line length would typically be to the ankles or floor (*this is not required and does not prohibit the wearing of a normal dress or skirt*) and slits should be no higher than the top of the knee (*normal dress/skirt standard*).
- The back should not be exposed below the middle of the back.
- No skin should be exposed in the midriff area at all no matter the design of the dress.

- Female students may – for BCS formal events only – wear a dress that is strapless. However, “Sweet-Heart” designs of strapless dresses are not appropriate. Also, the dress must be tight enough at the top to ensure that there are no problems with it being revealing or immodest (*the girl should not have to keep pulling it up constantly to maintain modesty*). Obviously, no cleavage should be showing at any time standing, sitting and/or bending over.
- All girls (BCS students or “guests”) desiring to attend a BCS formal event should consult a teacher for approval of their dress choice. The dress must be brought in and tried on to receive approval from faculty. The dress may not be altered in any way after approval but prior to the event or they will not be allowed to attend.

Boys

- Guys should wear a tuxedo or formal suit to all formal events. A “tie” and dress shoes should be worn with this attire – to be considered “formal”.
 - Although less formal, male students may wear dress pants and a sports coat (*must still be a “formal” outfit*) if they do not have access to the two items above.
- Polo shirts, casual shirts and/or pants of any kind, tennis shoes, sandals, etc. are not appropriate.

Grammar Level Uniform Violations

The students are required to follow the uniform policy. If, in the opinion of the administration, a student is dressed inappropriately, a dress code slip will be sent home to inform the parent so they can adjust their student’s dress habits. Some matters may require the parent to bring a change of clothes to the school right away. In these cases, the student will be sent to the office to wait for their parents.

Logic/Rhetoric Level Uniform Violations

The students are required to follow the uniform policy. If the policy is not followed, a change of clothing may be required, and/or a lunch detention may be issued. Some matters may require the parent to bring a change of clothes to the school right away. In these cases, the student will be sent to the office to wait for their parents.

Emergency Procedures

A complete listing of our emergency procedures may be found in the Byne Memorial Baptist Church “Emergency Procedure Guide”.

Fire Drill

The school will conduct monthly fire drills. The route to follow when there is an emergency is posted in each classroom. Fire drill procedures are posted in each classroom and a fire alarm will be sounded in the event of a fire drill or a fire.

Lock Down

When we are notified by local police authorities, we will lock down the entire facility. During this time, no one will be permitted to enter or leave the buildings for any reason. Once we have been notified by the police authorities, we will return to normal security procedures.

School Closures

At different times, there may be a possibility of the school closing due to weather-related problems. Please do not call the school during these times. Information on school closings will be carried on radio (Clear Channel stations) and television stations (WALB-10, WFLX-31). When possible, parents will be notified via email, Facebook, Instagram or other forms of social media.

Tornado Drill

The school will conduct two tornado drills annually. Students will be moved to secure buildings and take the tornado drill stance for safety.

Violent Intruder on Campus

In the event that the school should have a violent intruder on campus, the school will implement its “Violent Intruder” procedures and contact the local authorities.

Health/Medical Policies

Health Department

In order to comply with the Health Department requirements for private schools, please be advised of the following:

Required immunization records must be on file within the first 3 weeks of school. A student will not be permitted to continue in school if the records are not on file after the first three weeks of the new school year. The Health Department audits all K4, K5 and 7th grade immunization records at the beginning of each school year. Please make sure your child's immunizations are up-to-date.

Medication Policy

Your child's health and safety is of paramount importance to the school. In order to provide a healthy environment for your child, other children, and staff, we have established the following guidelines:

- The school requires the following health forms:
 - o Medical Release Form: (Section A)
 - Cough drops (Halls), antacid tablets (Tums), acetaminophen and ibuprofen are available in the office.
 - Parents must give written permission on this form in order for their child to receive any of these in the office.
 - We will call the parent prior to administering all of the medications mentioned above with the exception of cough drops.
 - o Emergency Medical Authorization Form: (Section B)
 - This form allows the school to seek medical help for the student in the event of an emergency.
 - In a potential life threatening incident, we will call 911 first and then we will contact the parent.
 - In a non-life threatening incident, we will call the parent prior to taking action.
 - The administration will determine if it is a life-threatening situation according to the best interest of the child.
 - o Prescription Medication Release Form:
 - This form is only for those students taking prescribed medications.
 - The prescription medication will be kept in a locked cabinet in the school office.
 - Prescribed medications will not be kept in the classroom.
 - The office will not call the parent when administering this medication.
 - It is the responsibility of the parent to contact the office when medication is no longer needed by the child or the prescription changes.

Student Illness:

We must maintain as healthy an environment for our students as possible, therefore:

- o If a student has a temperature of 99.8 degrees or above, he or she will need to be removed from the school until the fever is gone for a minimum of 24 hours.
- o If a student vomits, has diarrhea, or other similar symptoms, he or she will have to leave the school until symptoms are no longer present.
- o Other symptoms may exist that will require the student to leave campus.

Injuries

BCS requires all parents to pay for student accident insurance through a school appointed provider. All other insurance claims are to be submitted to the parent's insurance company. BCS insurance will be provided as a secondary coverage.

General Information

Before/After School Care

Before School Care is available school days from 7:00 a.m. to 7:45 a.m. for your K4 – 12th grade student if needed. You may register for this service at the beginning of the school year. You may do a later registration or drop the service with administrative approval. There is a charge per day per student. Students must be registered into the program through the main school office.

After-School Care (ASC) is also available when you need to pick up your child after school hours. Our normal car line ends at 3:15 p.m. ASC is available on school days from 3:15 p.m. to 6 p.m. You may register for this service at the beginning of the school year. You may do a later registration or drop the service with administrative approval. There is a charge per day per student for ASC.

After 6:00 p.m., a late charge will be assessed. Additionally, there will be a charge per minute past 6 p.m. that the student is not picked up. PLEASE BE ON TIME! We must ensure the program ends by 6 p.m. Thank you for your help with this.

Book Bags, Purses, etc

We reserve the right to require a student to open and empty the contents of their book bag, purse, etc. at our request.

Cell Phone/Smartphone/All Electronics Usage

The use of cell phones, smart watches, airpods, tablets, and any other electronic devices by students during school hours is prohibited unless authorized to do so by someone in authority. Students who bring electronics to school should keep them in their bookbags (Grammar Level only) or lockers (Logic & Rhetoric) for the duration of the day. If it is visibly used during school hours without permission, a teacher or staff person may confiscate it. Logic & Rhetoric students will receive a lunch detention and a parent must retrieve the device from the school office at the end of the school day.

Please do not try to contact your student on their phone during the school day by call and/or text. If you need to reach them for some reason, please call the school office and we will have them call you. If needed due to a schedule change or other pertinent situation, students may ask a teacher's permission to contact a parent.

If needed, teachers may require that students turn in their phones at the beginning of class and retrieve them after class. Also, teachers will require students to leave their phones in the classroom when they are leaving the room during a class period for a reason such as going to the restroom.

Chapels

Chapels will include guest speakers, music, inspirational messages and/or testimonies to offer encouragement and spiritual edification to the student body and faculty.

Class/Birthday Parties

BCS does permit certain seasonal parties such as Christmas and Valentine's Day parties. All activities and special occasion events must be approved by the administration in advance. Grammar level birthday parties are coordinated through the class teacher.

Fundraising

To enable BCS to purchase additional equipment and have special programs while keeping tuition rates as low as possible, we conduct various fund-raising campaigns throughout the year. We ask that every family participate in these events.

Hall Passes

All students that are out of the classroom must have a teacher assigned hall pass.

Internet

The school provides internet access for students to conduct research, online classes, and computer instruction. Students should not be accessing the school's internet service for personal use.

There are filters in place to prevent students from searching unacceptable sites on the internet. Nonetheless, filters are not perfect. Students that misuse the internet at school will be addressed in a disciplinary fashion.

Lockers

Lockers are the property of BCS. BCS reserves the right to inspect student lockers whenever they deem necessary. All students in grades 7-12 are assigned lockers. If a student chooses to put a lock on their locker, the combination must be turned into the student's homeroom teacher.

- It is the responsibility of each student to take care of his/her locker.
- All items placed in the lockers must meet Christian standards. BCS administration is the final determiner of what meets Christian standards.
- Lockers should be kept clean and orderly and are not to be used as trash receptacles.
- Periodic locker checks will be made.
- Students should never go into someone else's locker.
- Students should keep personal items in their lockers for protection and for the sake of good housekeeping.

Lost and Found

All articles found at the school are sent to a lost and found center in the school office. Periodically, throughout the school year, students are notified that all found articles will be on display to be claimed. Any items remaining afterward will be discarded or given to charity.

Students are encouraged to mark all personal items that are brought to the school. There is no insurance to cover the loss of valuables on the campus and the school cannot assume responsibility for any such loss.

Lunchroom

Hot lunches are served in the cafeteria each day. Students may bring their own lunches. Logic and Rhetoric students are permitted to purchase snacks during lunch. All students are restricted to the lunch area when consuming food or drink. Catered food is not permitted without consent of the administration.

If a parent wishes to deliver lunch to their child, they must bring the lunch to the office. The office will then contact the student. All packages are subject to search.

Students may not eat lunch off campus. If parents request an exception for a special family occasion, approval must be granted by the administration.

Office Procedures

The school office is open Monday through Friday from 7:30 a.m. until 4:30 p.m. year-round. ALL visitors, **including parents, must** check into the school office any time they enter the

school. All visitors must wear a visitor's pass so that we know who is in our facility for safety purposes.

- Parents who wish to speak with a teacher are asked to arrange a conference in advance through the school office.
- Parents may drop off items (lunches, homework, books, etc.) in the office and the items will be delivered to the classroom. Students may not stand in the parking lot and wait for items to be delivered to them.
- The school reserves the right to inspect all packages delivered to the school prior to being given to the students.
- Parents needing homework for their students who are absent are asked to call the school before 9:00 a.m. in order to receive make-up assignments that day.
- Permanent changes to pick up arrangements must be done in writing by a parent.
- If a student needs to leave prior to dismissal time, a note must be sent by the parent that day. Phone calls will be accepted for early dismissal for emergencies.

Parking Lot

The parking lot of BCS is the property of Byne Memorial Baptist Church. Anybody parking in the parking lot does so with the understanding that we reserve the right to have a car inspected for its contents.

PTF Parent-Teacher Fellowship

The PTF is made up of parents and teachers who support the ongoing operation of the school and its team members.

School Sponsored Trips

Students may not drive on school sponsored trips, including athletic events unless they receive administrative permission. School vehicles are provided and scheduled for these trips. All school sponsored trip expenses (including transportation) are not included with the annual tuition and fees paid. Funds will be collected by the teacher/staff member responsible for the trip.

School Hours

- Academic School Hours: 8:00 a.m. to 3:00 p.m.
- Before School Hours: 7:00 am to 7:45 am
- After School Hours: 3:15 pm to 6:00 pm. All students must be picked up no later than 6:00 pm or a late pickup fee will be charged.

School Telephones

Students are permitted to use school telephones with permission from a teacher or office personnel. A hall pass is required for telephone usage. Students are required to have their passes signed by office staff personnel before returning to class. Logic & Rhetoric students may request to use the telephone for special needs during break and lunch. Should a call be

necessary to inform a parent of a student's illness, office staff personnel will call the parent. The only telephones for student use are located in the school office.

Solicitations Prohibited

Solicitation is prohibited at BCS without the specific approval of the administration. This includes the selling of tickets, candy, distribution of political material, or circulation of petitions.

Student Drivers

Upon arrival at school, students are to park in their designated areas, leave their vehicles promptly and not return to them until school is dismissed. If students need to return to their vehicles during the school day, they must secure permission from the school office.

All student-driven cars will need to be registered in the office by the end of the first week of school.

Decorations/licenses/decals on vehicles that are identified with groups or movements not compatible with Christian standards are not to be displayed in or on cars. Student drivers who are consistently tardy or have an excessive number of tardies may lose their driving privilege.

Students should use **EXTREME CAUTION** once they enter the school campus, especially in the parking lot. Students who drive recklessly, speed, spin wheels or play loud music on campus may lose their driving privilege. Law enforcement may be called for serious violations.

Music is not to be heard outside of the car.

Testing

BCS maintains a thorough testing program to measure students' abilities and progress. Results of tests are used to help the administration and faculty to work more effectively with each student and to make continual improvements to the curriculum.

Students in kindergarten through eleventh grade are given achievement tests each spring. Rhetoric level students are encouraged to take the SAT or ACT before completing their junior year. All tenth and eleventh grade students take the PSAT. Students will be notified in advance concerning the dates and places of these examinations. There is a charge for the proctoring of the PSAT.

Textbooks

All textbooks are the property of the school and are rented to the students. Lost or damaged books are the financial responsibility of the student.

Visitors

Parents are encouraged to visit the school. However, for the safety of our students, the school maintains a closed campus for non-school visitors. Non-BCS student visitors may be brought to school only if they are prospective students. Students who desire to bring visitors to school must secure permission from the administration with at least one day advance notice. The administration reserves the right to ban visitors at any time.

All visitors on campus, including parents, must sign in/out at the school office and wear a visitor's pass while on campus.

Our Parental Commitment

Our parents play a vital part in the total program of BCS. We believe that the following commitment, when subscribed to by all our parents, will make BCS a school that will truly honor the Lord and have a strong impact on the education of our students.

- As BCS parents, we hereby invest authority in the faculty and administration of BCS concerning the discipline of our child (ren) as they deem necessary.
- As BCS parents, we give the BCS administration full discretion for the placement of students in the proper grade and course curriculum.
- As BCS parents, we will pray regularly for the teachers and administration and we will cooperate fully in the educational function of BCS. We will do our best to make Christian education effective in the lives of each of our children, so that they may love and serve the Lord Jesus Christ for all their lives.
- As BCS parents, we will pay all our financial obligations to the school on or before the date they are due. If we are ever unable to pay on time, we will notify the school in advance, giving reasonable explanation for the delay, and make arrangements with the school office to bring our account up-to-date.
- As BCS parents, we will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
- As BCS parents, we will attend periodic meetings and parent functions of the school.
- As BCS parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher first. If a satisfactory conclusion is not reached, we will contact the teacher's supervisor through the school office.
- As BCS parents, we will seek the advancement of BCS in all areas: spiritually, academically, and physically.
- As BCS parents, we recognize it is our privilege and responsibility to strive diligently to follow this commitment as God enables us by the power of His Holy Spirit.

School Activities

Student Eligibility (Academic and Extracurricular Activities)

Academic Activities/Leadership: Any student who wishes to participate in these activities outside of the classroom must maintain a 2.0 grade point average with no more than one “F” during each nine-week grading period. A student who wishes to participate must also have a positive attitude and demonstrate appropriate behavior in and out of the classroom.

Eligibility standards are established by GACS/GCAA. Only eligible students may participate in interscholastic athletics. Athletes must attain at least a 2.0 average on a 4.0 scale and have a passing grade in all subjects to be eligible for competition. Computation of academic eligibility for athletes will be done on the basis of grade reports issued each three weeks during the school year. The first of these is to be issued during the fourth week of school and should be based on grades compiled during the first three weeks. Subsequent reports will be issued every third week of classes thereafter throughout the school year.

Students participating in BCS athletics and representing the school are expected to be good citizens in the classroom. Students, who demonstrate that they cannot be cooperative in the classroom, by receiving more than five detentions in a nine-week period, will be removed from the team. Students who show disrespect to the teacher in the classroom will not be permitted to remain on a BCS athletic team. Students that receive an out-of-school suspension will not be permitted to compete in the next scheduled game of the team they play on and their overall status as an active player may be reviewed by the Athletic Director and/or the school administration.

Student-athletes are expected to complete all assignments as if they were in class. When early dismissal requires that a student miss a class, it is the responsibility of the student to pursue his/her teacher for the assignment. No exceptions will be made for assignments that are not completed on the next regular day of class; this includes previously announced tests that should be taken on the next regularly scheduled day of class.

Student athletes will not be exempt from the tardy and absentee policy required of all BCS students on the day following an away or home game. Only under extreme circumstances will athletes be given special permission to arrive at school later than the customary time. School policy prohibits a student-athlete from participating in any extracurricular activity on the day that the student is absent from school. At least half of the school day must be attended to qualify for participation. Exceptions to the rule will be approved by the administration, and only for extreme circumstances. Students participating in varsity or junior varsity sports are required to pay an athletic participation fee.

Athletic Program

- **Elementary Sports**

When available, BCS provides soccer and basketball as coed sports. These sports are for BCS students as well as homeschooled community students.

- **Logic & Rhetoric Sports**

BCS offers a variety of sports, which may include the following: basketball, baseball, cheerleading, soccer, volleyball, cross-country, and/or golf. The program includes competition in the Georgia Christian Athletic Association. The Athletic Director oversees the BCS Athletic program. There is an Athletic Manual containing pertinent policies for this program.

- **Athletic Awards Program**

At the conclusion of the athletic seasons, in the late spring, a program is held to honor and recognize BCS student athletes and their coaches.

Awards Day

During the spring of the year, programs are planned to present academic awards, scholarships and various recognitions.

Field Trips

The School offers numerous field trips at each grade level. All trips are planned with student enrichment and educational opportunities in mind.

Academic and Fine Arts Competitions

Students at BCS will have the opportunity to compete in programs. Some of the fine arts categories include Bible quizzing, Bible drills, preaching, music, art, drama, speech, spelling, science and debate.

Homecoming

Homecoming takes place in January during basketball season and is always an exciting time when present and former students have opportunities to visit and renew old acquaintances. Highlights of the week include a pep rally, the games, recognition of the Homecoming Court and the crowning of the Homecoming King and Queen.

Pep Rallies

At special times throughout the year, pep rallies are held to promote school spirit, enthusiasm and support for the teams. BCS Cheerleaders sponsor these events.

School Fundraisers

Fundraisers are planned to help financially support the many extra needs that arise during the school year. Monies from these fundraisers help purchase much needed equipment and help fund special projects in the school.

Spring Prom

In the spring of the year, the junior class sponsors a special banquet and prom to honor the senior class of the year.

Yearbook Day

Yearbooks are distributed in the spring and time is set aside for a yearbook signing party. Each student will be billed for and receive a yearbook. Parents are given the option to decline a yearbook.