

## **SCHOOL'S PURPOSE**

As a ministry of Bible Baptist Church, HBCA is provided as a safe learning environment for students. Our school is only facilitating the home schooling parent with their child's education. You are still responsible for your child's education. You must have your school established with the State of North Carolina Department of Non-public Education.

Our facility allows the students to be in a class environment, around other children while still learning the curriculum at their own pace. Our church provides the facility, administration and guidance in keeping records, and assisting in education. Parents are expected to remain involved daily in their child's education. This school is open only to the families and to the children that attend BBC and like faith churches on a regular basis. If at any point the children or family ceases to attend at least two worship services each week, they would be asked to withdraw their child.

## **ARTICLES OF FAITH**

We believe the Bible to be the only inspired, infallible, authoritative Word of God. We believe that the King James Version is the preserved word of God for English speaking people. We believe that there is one God, eternally existent in the persons of the Father, Son, and Holy Ghost. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death

through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, His personal return in the rapture of the church and in power and great glory at His revelation.

We believe that, for the salvation of lost and sinful men, regeneration by the Holy Ghost is absolutely essential. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life; they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe in the present ministry of the Holy Ghost by whose indwelling the believer is enabled to live a godly life.

## **PREFACE**

The primary purposes and objectives of HBCA are to train the student in the knowledge of God and the Christian Way of Life and to prepare the student generally for their entrance into life's vocation.

The primary responsibility of the teacher is the solemn realization that, under God, he or she is molding lives and character and is personally responsible for each student receiving a good foundation for the life ahead.

The parents must assume certain responsibilities in relation to their children. These would be in the area of providing for them the necessities of life: home, food, clothing; but most important is the spiritual and godly training in church, Sunday School, and in Christian

School. We ask that the parents consider this as a privilege and give us their complete cooperation in relation to the classroom and in being sure their child is well behaved.

*It is understood that attendance at HBCA is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the institution, and that we may request the withdrawal of any student at any time who, in the opinion of the Administration, does not fit into the spirit of the institution, regardless of whether or not he/she conforms to the specific rules and regulations of this Christian School.*

This handbook is filled with important information regarding school policies and procedures. We suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call or email the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

## **ATTENDANCE**

The Department of Nonpublic education suggests 180 day rule be enforced, except in cases of extended or chronic illnesses when certified by a physician and /or absences that are due to an emergency situation approved by the Principal as excusable. At HBCA the school year, that pastor sets the start and end dates as well as the holidays.

### **Absences**

Each student is allowed ten (10) lawful or unlawful absences each school year. A lawful absence is defined by law for the following reasons:

- 1) Illness or injury which prevents the student from being physically present.
- 2) Isolation required by health department.
- 3) Death of a member of the student's family.
- 4) Emergency or approved medical or dental appointment.
- 5) Required attendance at a legal hearing.
- 6) Religious Holidays.
- 7) Approved school activity/educational opportunity.
- 8) Suspension for misconduct.

### **How are lawful absences verified?**

Parent notes and/or other verification are required for student absences and must be presented within 2 days of the student's return to school, otherwise the absence will be considered unlawful. The note **MUST** include: The student's name, the date(s) absent, the specific reason for the absence and the parent's signature. Appointments should be

scheduled for after school if at all possible. However, if a student must leave early for a scheduled appointment, the supervisor **MUST** be informed in writing at the beginning of the school day. If a student must leave unexpectedly, the person picking up the student must sign out the student in the Learning Center. **Only persons on the student release form will be allowed to take a student from school.** Medical verification is required for any chronic condition/illness likely to result in frequent absences. Once the parent's request in writing and the medical verification is received and approved by the Administrator/Principal, every effort must be made by the student to keep all school work current. Excessive absences will inhibit the student's academic progress. Please have your child work in his/her PACE's while absent. Students, who do not complete the equivalent of a year's work (minimum of 72 PACE's), may be required summer school. If the student which has a chronic condition/illness does not maintain chronological status in their school work, they are required to attend summer school to remain current in all school work. A student must attend school for ½ the school day, or 3.5 hours to be counted present for the day.

**After the 10<sup>th</sup> absence has occurred:**

The 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup> absence **MUST BE LAWFUL. NO EXCEPTIONS!!!!**

The 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup> absence will be made up after school, hour for hour, **NO EXCEPTIONS!!!!** These absences are required to be lawful. If a student has unlawful absences after the 10<sup>th</sup>

absence, they are considered truant and in violation of the NC State compulsory Attendance Law.

Upon the 15<sup>th</sup> absence, **whether lawful or unlawful,** a student is **required to attend summer school, NO EXCEPTIONS!!!** Day for Day missed. The summer school rate for **ALL** students (staff and member included) will be determined for each year.

The principal or a designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than 6 unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the NC Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and Local boards of Education. Once the parents are notified, the Administrator shall work with the child and his family to analyze the causes and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The Pastor or Administrator may request that a law-enforcement officer accompany him if he believes that a home visit is necessary.

After 10 accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, is possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the Administrator/Pastor determines that the parent,

guardian, or custodian has not made a good faith effort to comply with the law, then the Administrator/Pastor shall notify the district attorney and the director of Social Services of the county where the child resides. If the Administrator/Pastor determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the Administrator/Pastor may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Evidence that shows that the parents, guardians, or custodians were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences. Upon receiving notification by the Administrator/Pastor, the director of Social Services shall determine whether to undertake an investigation under G.S. 7B-302. (1955, c.1372, art. 20, s.1; 1956, Ex. Sess., c.5; 1963, c.1223, s.6; 1969, c.339; c.799, s1; 1971, c.846; 1975, c.678, s.2; c. 731, s 3; 1979, c. 847; 1981, c.423, s. 1; 1985, c. 297; 1991 (reg. Sess., 1992), c.769, s 2; 1998-202., 13 (aa); 2001-490. S 2.38; 2003-304, s. 3.)

## **DEMERITS**

Demerits are given to correct unacceptable acts or behaviors. Our school is not an institution for correction, but one of learning. If one demerit is issued, parents are asked to talk their children to prevent further infraction/s. If two or more are given in one

day, the parents are asked to discipline their child and talk to them to prevent the infraction/s again. If a child receives three in one day, they will be dismissed from school for that day. The parents are asked to discipline and talk to their child to avoid further issues. Certain demerits will qualify them for corporal punishment. Parents will always be notified prior to that action. If a child does not want to be here and acts accordingly, parents will be asked to remove their child from the school. Received demerits will also disqualify any student from receiving privilege for that week, or loss of privilege. Any student that receives demerits consistently, parents will be asked to come in and counsel with the pastor.

## **DISCIPLINE**

Discipline is necessary in a child's life. It is necessary to discipline in order to train a child efficiently. Teaching and learning are impossible without discipline. The method of discipline includes revoking of privileges for the day, extra work, and/or loss of break time. When corporal punishment is necessary, the parent will be notified in advance. The principal administers corporal punishment. Three or more demerits in one day qualify the student for corporal punishment. If a child receives three demerits in one day, they will be sent home. A child that refuses to respond to our disciplinary measures and continues to be a disruption will be asked to withdraw.

A variety of disciplinary methods shall be utilized, which provide both positive and negative incentive.



This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulties fulfilling their roles.

All new students' are admitted on probation for the first two weeks.

The student must at all times conduct himself or herself in a manner becoming a lady or a gentleman. **GRIPING is not tolerated!** If your child does come home complaining about a policy or discipline, please follow this procedure.

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all the rules and are enforce without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accord with the schools' policies, the child will be warned, then given a demerit, if after three demerits are issued, they will be dismissed for the day. A meeting may be called between the parents and pastor to help resolve any future problems. Children that refuse to follow the policies of the school will be expelled.

High school students in particular, because of their influence on the younger children are trained to adhere to the schools philosophy and Biblically based

program. Such adherence includes abstinence from smoking, use of alcoholic beverages, drugs, listening to worldly music, swearing, viewing of worldly movies and television and all other questionable activities.

Students are reminded that God expects us to be disciplined in all areas of life:

**Colossians 3:20** Children, obey *your* parents in all things: for this is well pleasing unto the Lord.

**Romans 13:1** Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God.

**Hebrews 13:17** Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that *is* unprofitable for you.

**Proverbs 10:17** He *is in* the way of life that keepeth instruction: but he that refuseth reproof erreth.

**Proverbs 19:18** Chasten thy son while there is hope, and let not thy soul spare for his crying.

**Proverb 22:15** Foolishness *is* bound in the heart of a child; *but* the rod of correction shall drive it far from him.

## CHAPEL

Each Wednesday we have a planned chapel program.

This is a time of inspiration, devotion, and worship. Every student is required to attend all chapel services. Parents are welcome to attend any chapel services.

## **CONDUCT**

The handbook is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action such as detention, confiscation of material, revoking privileges, suspension, or expulsion.

### **General**

1. Engaging in the use or possession of tobacco or the using, possessing, being under the influence, or dispensing of alcoholic beverages, narcotics, drugs, or other controlled substances
2. Using profanity, swearing, telling obscene jokes and stories
3. Fighting, causing or attempting to injure anyone, threatening or intimidating others
4. Cheating, stealing, or destroying property
5. Immoral behavior, necking, petting, or holding hands
6. Possession of obscene material
7. Listening, playing, or singing of worldly music
8. Disrespect of God, Bible, American Flag, government, or faculty and staff
9. Attendance at any place or event which may bring reproach on the name of Christ
10. Leaving campus without permission

The following objects are never to be brought to school: radios, tape or CD players, tapes and CD's, mp3

players, electronic games, pagers, knives or razors, guns or play guns, weapons of any kind, fireworks, matches, cigarette lighters, cards, comics, magazines, or gum.

## **DETENTION**

After school detention will be used for those students that have accumulated more than three in one week will be required to stay after school for one hour on that Friday. If a student fails to attend, then their detention will double. If it continues they will be dismissed from school permanently. During detention they will be required to clean.

## **CLASSROOM**

The classroom is a place of learning. Students are expected to respect the teachers. Students are to remain seated at their desk the entire class unless they have permission to do otherwise. All paper or trash is to be kept off the floor. Note passing is also prohibited. Abuse of furniture and equipment will not be tolerated.

## **DRESS CODE**

**Girls** - All young ladies to wear the assigned long skirt or jumper with the assigned top. A belt and proper shoes and socks are required. Sloppy dress will result in discipline. Ladies may wear earrings, bracelets, and other jewelry within reason. No toe rings, tongue or face piercings, tattoos or face art. No studded jewelry allowed. Hair color and styling must be modest and

within reason. School reserves the right to ask the student to remove any jewelry or change hairstyle.

**Boys** - All young men are required to be neat and appropriately dressed. Proper attire includes assigned uniform slacks, collared shirts, shoes and socks. Belts must be worn. Sloppy dress and wrinkled clothing are not permitted. Boys' hair is to be cut regularly, not allowing it to become long or full. Hair should be kept off the ears and the shirt collar and above the eyebrows. Side burns are not to be below the ear lobe. No mustaches or beards are to be worn. Razor cuts that bald the sides or put ribbed patterns in the sides or back are not allowed. Boys may wear modest amount of jewelry. No toe rings, earrings, tongue or face piercings. No tattoos or face art. No studded jewelry allowed. Hair color and styling must be neat, modest and within reason.

- **Any person leaving their vehicle to pick up a child or visit the school office should be modestly dressed.**
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## **FIELD TRIPS**

Field trips are an extension of the regular school day and are intended to be educational in nature. Students are expected to participate. Parents will be informed in advance of the nature and location of the planned field trip. Parents may be asked to assist, provided their schedule will allow it. The same level of discipline and the school dress code will be enforced during a trip.

Student must qualify for privilege in order to attend a field trip. They also may require additional money to pay for entrance or participation.

## **FINANCES**

The cost of tuition may vary from year to year. There are application and enrollment costs. If you pull your child for a given amount of time, you will still be required to pay for that week's tuition.

The school books or paces are surcharged a nominal fee to help pay for shipping and building expenses associated with the school. Payment for paces will be due upon receiving the bill. Once a pace is ordered for a student, the parent or guardian is required to pay for it, whether or not the student uses it.

There will be no refunds on paces. Paid school tuition may be refundable, depending on circumstances.

## **FOOD/Lunch**

Students are expected to bring their lunch each day. Ordering food from outside can be done per administration.

## **HEALTH SERVICES**

Students who become ill during the school day will be given proper care or will be sent home. If a student must take prescription medication during the school day, the medicine, along with the doctor's directions must be brought to the administration as soon as the student arrives at school.

If your child should develop a contagious disease, please notify the school immediately. Do not send a child to school with a fever, diarrhea, or other symptoms of a contagious illness. The child should have a normal temperature for 24 hours before returning to school. No student with a temperature of 100 degrees or above will be allowed to remain in school. Parents will be called to pick up the student at school.

## **HONOR ROLL**

Students are honored for their academic achievements. Honor rolls are posted at the end of each grading period. Report cards and certificates will be awarded every nine weeks during a Sunday morning worship service.

A – Honor Roll 93-100      Straight “A’s”

A/B Honor Roll 86-92      All A’s and B’s

A.C.E. curriculum is a mastery program. Every student must achieve at least 80% on a test before moving forward in a particular subject. If the student scores below 80%, administration will work with each student to help them achieve a passing grade. Completing the pace over is the last step taken for the student to retain the information.

## **PACES PROCEDURE**

Each subject contains twelve paces. Every student is issued one pace per subject. The student then sets a goal in each subject that should be completed by the end of

the school day. If they are not finished, they will be issued a homework slip that a parent is required to sign and return the following school day.

Within each pace, the student will work up to a score grid, where they will raise their Christian flag to request permission to check/score the work they have completed. If they have no mistakes they will move on to complete more of their set goal. If they have gotten anything wrong, they will sit back down, correct the problem, and raise their flag to check/score again.

Through out each pace there are checkups, which are like quizzes and at the end of each pace, there is a self-test. This prepares the students for the test and lets the teacher know if the student is ready to take the test.

When a student takes a test and passes with 80% or better, they are given a star for their progress star chart. They also receive a congratulations slip the following day during morning chapel. This is to encourage them and let the others student see the progress of their piers.

After a pace is completed, the student is issued another pace. Their test scores are recorded in the daily logbook and on their student progress report card.

### **PHONE CALLS/ cell phones**

Students are not allowed to make phone calls unless it is an emergency. The use of personal cell phones is also prohibited unless administration allows.



## **PRIVILEGE**

Each student can earn three levels of privilege. The levels are A, C, and E. Earning privileges allows the students to do more than other students.

Earning **(A) privilege** allows the student to check/score their work without permission. It gives them 15 minutes of computer time. They also earn one merit coin to be use in the merit store.

To earn **(A) privilege** the student must have no more than 3 demerits in the prior week. They must have enough academic stars (*received once a student passes the test in a pace*) and one Bible scripture memorized.

Earning **(C) privilege** allows the student to check/score their work without permission. It gives them 20 minutes of computer time. They can be out of their seat without permission. They also can help other students at the direction of the supervisors. They also earn two merit coins to be use in the merit store.

To earn **(C) privilege** the student must have no more than three demerits in the prior week. They must have enough academic stars (*received once a student passes the test in a pace*) and two Bible scriptures memorized. They also must complete either additional work at home that can be proven or a written report on any subject.

Earning **(E) privilege** allows the student to check/score their work without permission. It gives them 30

minutes of computer time. They can be out of their seat without permission. They also can help other students at the direction of the supervisors. They can participate in off-campus activities. The student can also eat lunch off-campus or order food in. They also earn three merit coins to be use in the merit store.

To earn **(E) privilege** the student must have no more than three demerits in the prior week. They must have enough academic stars (*received once a student passes the test in a pace*) and three Bible scriptures memorized. They also must complete either additional work at home that can be proven or a written or oral report on any subject.

## **REPORT CARDS**

Report cards are issued four times each year to give students and parents an accurate indication of progress. Report cards will record grades and attendance for each 9-week period. Honor roll students will be recognized during a Sunday Morning service with a certificate. Parents are required to sign and return the report card.

## **SCHOOL PLEDGES**

Every school day will begin with prayer and the school pledges. The following are the three pledges used on a daily basis.

## **Bible**

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its Word in my heart, that I might not sin against God."

## **The Christian Flag**

"I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Saviour, crucified, risen, and coming again with life and liberty for all who believe."

## **The American Flag**

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

## **SCHOOL SUPPLIES**

### **Each student needs to have these general supplies:**

Personal KJV Bible

Pencils

Pencil sharpener

Notebook paper

Erasers

Ruler

Tissue paper

Lunch daily

Calculators in high school

## **WITHDRAWAL**

A parent withdrawing a student from school must meet with the Pastor. The student's records will be given to the parent and not sent to the child's next school. The school retains no records of the students from year to year. Be sure to file your child's records in a proper place. It must be understood that although we are helping you educate your child, you are still responsible. Premature removal of your child/ren, whether by expulsion or voluntary withdrawal, may forfeit any moneys paid toward tuition.