

Summer 2009

Dear Parents,

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

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

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

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

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

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

Sincerely in Him,

Tony D. Ryff
Superintendent

Table of Contents

EDUCATIONAL PHILOSOPHY	4
DOCTRINAL STATEMENT	4
CHARISMATIC GIFTS	5
ETERNAL SECURITY.....	5
SCHOOL GOVERNANCE	6
ACADEMIC LIFE	6
ACADEMIC PROBATION/ELIGIBILITY (Grades 5 – 12).....	6
ACHIEVEMENT TESTING	6
ASSIGNMENT MAKE-UP.....	6
ATTENDANCE INTERRUPTION POLICY.....	7
AWARDS/HONORS.....	7
CHEATING	8
CLASS WITHDRAWAL PROCEDURE/LOSS OF CREDIT.....	8
GRADING PRACTICES AND REPORTING.....	9
GRADING SCALE/HONOR ROLL.....	9
GRADUATION REQUIREMENTS.....	9
HOME SCHOOL POLICIES.....	10
HOMEWORK.....	10
NEW STUDENT PROBATIONARY PERIOD.....	11
PROMOTION POLICY.....	11
PROTECTING INSTRUCTIONAL TIME.....	11
SCRIPTURE MEMORY	11
SEMESTER EXAMS.....	12
STUDENT RECORDS/WITHDRAWAL.....	12
TRANSFER STUDENTS.....	12
CAMPUS LIFE	12
ACCIDENTS AND ILLNESS.....	12
AFTER SCHOOL PLAYGROUND PLAY.....	13
ATTENDANCE POLICIES AND PROCEDURES.....	13
BANQUETS.....	15
BEFORE AND AFTER SCHOOL CARE.....	15
BOOKS AND MAGAZINES.....	15
CAFETERIA GUIDELINES.....	15
CLASSROOM OBSERVATIONS.....	15
CONFIDENTIALITY POLICY.....	16
DEFACEMENT AND/OR DESTRUCTION OF SCHOOL PROPERTY.....	17
DISMISSAL/SCHOOL CLOSINGS.....	17
DRESS CODE.....	17
DROP-OFF/PICK-UP PROCEDURES.....	19
DRUGS, ALCOHOL, AND TOBACCO.....	20
EMERGENCY DRILLS.....	20
FIELD TRIPS.....	20
FOOD/GUM.....	20
FUNDRAISING/GIFT INCOME.....	20
GRIEVANCE RESOLUTION POLICY/ORGANIZATIONAL CHART.....	21
HALLS.....	21
HARASSMENT POLICIES.....	21
IMMUNIZATIONS/COMMUNICABLE DISEASES.....	21

LIBRARY PROCEDURES	22
LOCKERS	22
LOST AND FOUND	23
MEDICATIONS	23
MERIT SYSTEM	23
MUSIC/GAMES/ELECTRONIC DEVICES	24
MUSIC CONCERTS	24
NON-DISCRIMINATION POLICY	24
OFF-LIMIT AREAS	24
PARTIES	25
PETS	25
PHYSICAL CONTACT	25
PLAYGROUND RULES	25
POSTERS/ANNOUNCEMENTS	25
PROFANITY/VULGARITY/BORDERLINE PROFANITY/DEROGATORY SPEECH	26
RESTROOMS	26
SEXUAL PURITY	26
STUDENT CONDUCT AND DISCIPLINE	26
STUDENT COUNCIL (STUCO)	30
STUDENT DRIVERS	30
STUDENT PUBLICATIONS	30
STUDY HALL PROCEDURES	30
TELEPHONES/CELL PHONES/PDA'S	31
TEXTBOOKS	31
TRANSPORTATION/BUS RULES	31
TUITION ASSISTANCE	32
VALUABLES	32
VISITORS	32
WEAPONS	32
WEBSITES	32
EXTRA-CURRICULAR LIFE	33
ATHLETIC PROGRAM	33
MUSIC PROGRAM	34
STUDENT ORGANIZATIONS	35
ATHLETIC HANDBOOK	35
PHILOSOPHY OF ATHLETICS	35
GOALS FOR EACH SPORT	37
GENERAL ATHLETIC POLICIES	37
ACADEMIC PROBATION/ELIGIBILITY (Grades 5 – 12)	41
BRCS ATHLETIC PARTICIPATION AGREEMENT	48
Organizational Chart	49
School Calendar for 2009 – 2010	50

EDUCATIONAL PHILOSOPHY

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

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

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

DOCTRINAL STATEMENT

We believe:

1. That the entire Bible is verbally inspired by God and, in the original, is infallible, and that its teachings and authority are absolute, supreme, and final.
2. In one God eternally and co-equally existing in three persons: Father, Son, and Holy Spirit.
3. That the Lord Jesus Christ was conceived by the Holy Spirit; born of the virgin Mary, and is truly God and truly man.
4. That man was created in the image of God, that he sinned willfully and thereby incurred not only physical death, but also spiritual death, and that since the Fall, all men have been born with a sinful nature and are totally unable to retrieve their first estate of sinlessness.
5. That upon reaching the age of accountability or moral responsibility, each individual becomes personally responsible before God for his soul's eternal destiny.
6. That the Lord Jesus Christ, according to the determinate foreknowledge of God, died for our sins according to the Scripture; that He arose from the dead according to the Scripture; that His sacrifice was substitutionary and is propitiatory for all the sins of all men.
7. That each one who will receive the Lord Jesus Christ as his personal Savior on the ground of faith alone in His shed blood is born again, and is a partaker of God's own nature through the Person of the Holy Spirit who dwells in each born-again one.

8. That after our Lord's personal bodily resurrection He ascended into heaven and is there at the Father's right hand as our Intercessor and High Priest.
9. In the personal premillennial and imminent return of the Lord Jesus Christ.
10. In the eternal security of all who are truly born again.
11. In the bodily resurrection of the saved and of the lost; on the part of the saved, resurrection to eternal joy in the presence of God and on the part of the lost, resurrection to eternal, conscious torment in hell.
12. In the baptism in water by immersion as a step of obedience after regeneration, and as an outward symbol of what has been accomplished in the heart by the Holy Spirit.
13. In the Word of God, apart from all human interpretation, as the only authority on individual lives and the conduct in the assembly of the saved.
14. That Christ instituted the ordinances of baptism and the Lord's Supper to be observed until He comes.
15. That it is the responsibility of all who are saved to seek to win others to Christ.
16. That the Church is the Body of Christ formed by the baptism of the Holy Spirit, and that all believers are members thereof and are a holy and royal priesthood.
17. That Satan is a personal being and that he is man's greatest enemy and tempter, also the enemy of God, the accuser of the saints, the author of all false religions, the prince of the power of spiritual darkness, and the god of this world.
18. That the Bible, in its sixty-six books, is the only Word of God and is entirely sufficient for the believer's faith and practice.

CHARISMATIC GIFTS

Blue Ridge Christian School holds that while all true believers have been provided with one or more spiritual gifts through the Holy Spirit (I Corinthians 12:11). Certain of the gifts enumerated in the New Testament were pertinent only to the day when there was not yet a completed revelation. Among the gifts no longer pertinent are tongues and their interpretation, miracles, and healing through specially endowed individuals.

Students who believe differently are expected to refrain from promoting their beliefs and causing strife among the students. Any differences in this doctrine or belief should be cleared up at home. If situations of strife should occur, the student will be counseled, and if conditions persist, he or she will be asked to leave the school permanently.

ETERNAL SECURITY

Since the doctrine of eternal security is part of the school's doctrinal statement (John 1:12, 3:16, 5:24, 10:27-30; Hebrews 13:5; I John 5:11-13), it will be taught in the classroom. Students who believe differently are expected to refrain from promoting their beliefs or causing strife among students. Teachers will never ridicule anyone who does not believe in eternal security. Arguments about the doctrine of eternal security will not be entertained until the topic is discussed in the appropriate secondary school class. If situations of strife should occur, the student will be counseled, and if conditions persist, he/she will be asked to withdraw from the school.

SCHOOL GOVERNANCE

The school is owned by Blue Ridge Bible Church and its membership. Board members are nominated and elected to 3-year terms pursuant to Blue Ridge Bible Church bylaws.

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

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

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

ACADEMIC LIFE

ACADEMIC PROBATION/ELIGIBILITY (Grades 5 – 12)

Any student receiving any of the following in three week intervals or at the end of a nine-week period will be placed on academic probation:

- Two D's
- One D in Bible
- One F

Students who are on academic probation may not participate in extra-curricular activities for three weeks. The probationary period for all students carries over from the fourth quarter of one school year to the first quarter of the new school year. If a student becomes ineligible more than once during a particular sports season/activity, he/she becomes ineligible for the remainder of the season/activity.

ACHIEVEMENT TESTING

In order to assess our academic program and to provide comparative data to the school community, standardized testing is conducted each spring in grades K-11. A national norm referenced test, the *Stanford Achievement Test*, is used. Tests missed due to student absence will only be given as time permits. All high school students are encouraged to take the PSAT, ACT and/or SAT.

ASSIGNMENT MAKE-UP

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

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

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

If the student is absent before a regularly-scheduled test (such as a math test every Friday, verse or vocabulary test every week, etc.), but returns on the day the test is given, the student must take that test in class. If a test has been scheduled for more than a week, and the student misses the review but is present for the test, he/she must still take the test. If the student is absent on the day a test is given, he/she must take the test within the two-day absence guideline. Tests that are not taken within the stated guidelines will receive a zero.

When the student knows of a school-sponsored absence, such as a sports trip or drama production, he/she must turn in regularly scheduled work prior to the event. If he/she misses a test, he/she must make it up either before he/she leaves or on the first day he/she returns. If the student chooses not to follow these guidelines, he/she will receive daily ninth hours or zeroes, as the teacher deems wise.

ATTENDANCE INTERRUPTION POLICY

All tuition payments are due by the 15th of the month and are paid directly to Tuition Management Systems (TMS). TMS charges a late fee (\$30.00) to families who do not pay their monthly tuition payment on time. **Your tuition account must be kept current for your children to remain enrolled in the school.** Family accounts that become 30 days past due will result in the family’s children being withdrawn from the school until the account is made current.

AWARDS/HONORS

ELEMENTARY – Various awards are given on Elementary Honors Night at the end of the school year. Among the awards will be “Perfect Attendance” for those students who have not missed a full day of school (any student who is tardy more than 12 times for the school year will not be eligible for a Perfect Attendance for the year); “Academic Awards” for one student in grades 1-3 and one student in grades 4-6 with the highest grade average (may not be won two years consecutively by one student); the “President’s Physical Fitness Award”, Citizenship awards, and the “Christian Character Award” for the student in 6th grade who best demonstrates the qualities listed in I Timothy 4:12.

JUNIOR AND SENIOR HIGH – Various awards are given on Secondary Honors Night at the end of the school year. Students who excel in an individual subject may be recognized for their outstanding work in the following subject areas: Bible, Science, Math, Social Studies, English, Music, Business, Computer, Foreign Language, Journalism, Speech, Drama, Physical Education, and Art.

Other awards for the senior high may include the “Joe Nichols Award” given to an outstanding senior athlete who demonstrates an outstanding spiritual life; the “Director’s Award” given to a senior who is active in both choir and instrumental groups and has shown a desire to use their musical talent to honor God; the “Thespian Award” given to a senior who excels in drama; “President’s Physical Fitness Awards”, Citizenship awards, and the “Christian Character Award” given to a graduating senior who has demonstrated a desire to walk in a Christ-like manner. These awards are given only if there is a suitable candidate.

VALEDICTORIAN/SALUTATORIAN – A Valedictorian and Salutatorian are chosen from the graduating class based on class rank. BRCS uses the highest cumulative grade point average for the purposes of determining class rank. A student must attend BRCS for a minimum of two of his/her high school years to be eligible for these awards. Only BRCS coursework is used in computing a student’s cumulative grade point average for these awards.

MUSIC AWARDS – Letters will be given at the end of the year to deserving junior high and senior high school students based on the following criteria:

- Participation in all performances, unless excused because of illness, special local church events, or once-in-a-lifetime happenings.
- Diligent work in all rehearsals
- Consistent Christ-like attitude in both rehearsals and performances
- Perform a solo, solo part in an ensemble, or assigned responsibility at least once during the year
- Successfully conduct in class (junior high – once during the year; high school – twice during the year)
- Pass all tests, performance and theory, with a 75% or better grade

ATHLETIC AWARDS – see the Athletic Handbook in the back of this handbook

CAREER STUDENTS

Students who are juniors or seniors are eligible take Careers, a class in which they work as a student aide for a teacher or as a helper in another area of the school. Students receive a grade and credit for this class.

CHEATING

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

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

CLASS WITHDRAWAL PROCEDURE/LOSS OF CREDIT

A high school student may withdraw from a class during the first three weeks of that class with permission of the parents and the secondary principal. Between the 4th and 10th weeks, a student may withdraw with a passing grade with permission of the parents, the

teacher, and the secondary principal. In the event the student withdraws and is failing, the grade will be recorded as an “WF” (withdrawn failing) for that quarter.

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

To withdraw from a class, a student must secure a class withdrawal form from the school office. This form must be signed by the parent and the teacher of the class. It will then be submitted to the secondary principal for approval, along with a \$5.00 administrative fee. Only after the secondary principal has checked credit requirements, number of study halls, and replacement courses, will the change be approved. The student **must** remain in the class until final approval has been obtained.

GRADING PRACTICES AND REPORTING

Each teacher will determine the number and types of course assignments and methods of pupil evaluation for their respective classes. The purposes of pupil evaluation are to assess learning achievements and needs, to present an accurate appraisal of the student’s accomplishments, and to encourage future success.

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

Parent-teacher conferences are held at the end of the first quarter. Parents and teachers are encouraged to set up conferences as needed throughout the school year to monitor student progress.

GRADING SCALE/HONOR ROLL

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

100-99 = A+	98-95 = A	94-90 = A-	
89-87 = B+	86-84 = B	83-80 = B-	
79-77 = C+	76-74 = C	73-70 = C-	
69-67 = D+	66-64 = D	63-60 = D-	Below 60 = F

Students in grades 3 – 12 who excel in their work will be recognized quarterly on the school’s honor roll:

- Superintendent’s Honor Roll – 5 A’s and no grade below an “A-“
- A Honor Roll – 7 A’s and no grade below a B+ (high school)
 - All A’s except one, with no grade below B (junior high)
 - 5 A’s with no grade below B- (elementary)
- B Honor Roll – All A’s and B’s

GRADUATION REQUIREMENTS

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

Each high school student will be required to complete a total of 25 units, which exceeds Missouri law. **Beginning with the 2009 – 2010 school year, all incoming freshmen and sophomores will be required to earn 3 credits of Science.**

Each student must have the following units:

Bible	4 units	Physical Education	1 unit
English	4 units	Music/Drama/Art	1 unit
Math	3 units	Computers	1 unit
Social Studies	3½ units	Electives	5 units
Science	2 units	Christian Ministry	1 unit

Those students that take and earn a minimum grade of C in the following courses will be awarded a College Preparatory Certificate along with his/her high school diploma.

4 units of Math (Algebra I and higher)

3 units of Science

2 units Foreign Language

HOME SCHOOL POLICIES

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

Students who have been home schooled in grades 1-8 and are seeking admission into the school must test at or above their grade level. Parents must provide the school with records indicating grades for each quarter, as well as final grades for each year. A log providing information on number of hours of instruction, as well as number of days of instruction per year per subject must also accompany the student's application.

Home school students entering grades 9 – 12 must provide a transcript from a correspondence school, home school organization, or the school that supervised the home school program in order for BRCS to transfer credit. The administration reserves the right to accept/decline credits earned from a non-accredited institution.

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

HOMEWORK

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

- reinforcement and development of a concept taught in the classroom
- development of responsibility in the life of the student

At the elementary level, homework is not generally given on Wednesdays. Homework may be given any night of the week for junior high and senior high students. Class assignments are to be turned in on the day they are due. At the junior high and senior high levels, if an assignment is not turned in, the student may be given a ninth hour.

Teachers may require standardized headings on assignments. All questions are to be answered in complete sentences unless otherwise directed by the teacher. Students in grades 7 – 12 must complete their work in blue or black ink (pencils are used in math). The following are ways that you can help your child with his/her studies:

- Insure that the student has an organized and complete record of assignments. Students in grades 5 – 8 maintain a daily planner.
- Provide the student with a quiet, secluded location to study.
- Keep distractions at a minimum. Electronic media should not be part of the study routine. Phone calls/texting should be limited and minimized.
- Reserve consistent times for study and homework completion.
- Have all necessary supplies and materials for work available.
- Plan for regular breaks in study time to assist the student's attentiveness.
- Emphasize learning and appreciation, not errors or grades. Reading and studying are as important as written assignments.

NEW STUDENT PROBATIONARY PERIOD

All newly enrolled students in grades K – 12 are accepted on probation for the first nine-week period of their attendance. This provides the teachers and administration opportunity to observe each student spiritually and academically as they integrate into the life of the school. At the end of the probationary period, the administration will notify you regarding the status of the probationary period.

PROMOTION POLICY

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

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

PROTECTING INSTRUCTIONAL TIME

If you are coming to pick up your child during the school day (appointment, trip, etc.) check in at the front office and your child will be paged to the office from their classroom.

If you are bringing a forgotten item from home, leave it at the front office and it will be delivered to your child. By observing these procedures, the teachers will be able to maximize their lessons with few interruptions.

SCRIPTURE MEMORY

Scripture memory is an important part of the school's educational program. All students in grades K – 12 are assigned Bible verses to memorize each week. Either the King James Version or the New King James Version may be used for memory work. Bible quizzing over memorized verses and general Bible knowledge may be held at the end of each semester.

SEMESTER EXAMS

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

Guidelines for semester exams are as follows:

- Semester exams will not be given in advance, and exams can only be made up in case of sickness or extenuating circumstances.
- The administration will specify the dress code for exam days. Students may not come on campus if not dressed appropriately.
- Students do not have to be in school until their first test of the day. Buses will run at the normal times on both exam days.
- Students are not to leave school after an exam period and then come back for a later exam. The school library will be open for students not having tests.
- Students will not be in the hallways, gym, or at their lockers except during the ten (10) minute break between exams. This is to assure a quiet testing environment for others.
- Students must bring study or reading material to the exam period in case they finish early. No classes or individuals will be excused until the period is officially over (1 hour and 20 minutes).
- Any student remaining at school after a test must wait in the library or study hall provided for this purpose. At 3:15 p.m., everyone will be dismissed.
- Exemptions for semester exams will only be made for students earning a cumulative semester grade of 99% or higher.
- Seniors take spring semester exams during their normal class schedule.
- Only classes that meet daily will have a final exam.

STUDENT RECORDS/WITHDRAWAL

In order to keep our records up to date, it will be necessary for parents to notify the school office of any changes in address, telephone number, or email address for both home and work.

In the event that it is necessary to withdraw from the school, tuition will be charged for the entire month plus a \$250.00 withdrawal fee. School records, including grades, will not be released until all financial obligations to the school have been met.

TRANSFER STUDENTS

All students seeking admission into the school must test at or above their grade level and meet the admission requirements of the school.

CAMPUS LIFE

ACCIDENTS AND ILLNESS

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

AFTER SCHOOL PLAYGROUND PLAY

Children who are picked up after school are allowed to play on our playground if they have direct supervision from the one who has picked them up. **That person must remain on the playground in close proximity to the child.** Proper supervision cannot occur from a car, from the parking lot, or inside the building, etc.

The school's After School Care employees do not supervise, provide refreshments, or open doors to the building to accommodate children who are not under their care. Please help us by remaining on the playground to supervise any children under your care. Any child not under direct supervision or who causes difficulties that affect the regular care program will not be allowed to play on the playground. All school playground rules are in effect at all times.

ATTENDANCE POLICIES AND PROCEDURES

One of the keys to successful academic achievement is regular attendance in school. Even an absence of one or two days can have a negative effect on student progress. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances. School hours are from 8:15 – 3:15 for the elementary division and 8:00 – 3:30 for the junior and senior high divisions.

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

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

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

TARDIES FOR JUNIOR HIGH AND SENIOR HIGH - A student is considered tardy when they are not in their seat and ready to start class when the bell begins to ring. Punctuality is important. When a student is tardy, he/she disrupts the class that is already in session and misses valuable class time. All tardies are reported on the student's grade card.

When a student is tardy in his/her arrival to school, he/she must sign in at the school office before entering his/her class or devotion group. Secondary students are assessed a tardy for missing devotion groups. Students who are late for any class during the day will also be assessed a tardy.

Any student who has 7 tardies in one nine-week period will be required to serve an after school detention. This same procedure will occur on the eighth, ninth, and tenth tardies. For more than ten tardies in one nine-week period and each tardy thereafter, the student will be required to serve an in-house suspension. **Habitual tardiness may result in dismissed from the school.**

ABSENCES – Upon returning to school after an absence, elementary students are required to give the teacher (junior high and senior – front office personnel) a note from the parent which states the reason for the absence.

If the school is not notified concerning the nature of the student's absence, it will be unexcused. If an absence occurs due to illness, death in the family, or once-in-a-lifetime happenings, the absence will be excused. Unexcused absences will result in 1% being deducted from the student's grades for every class for the nine-week period.

If the student knows in advance that he/she will have to miss a day or more of school, he/she may request assignments from the teacher ahead of time. It is always the student's responsibility to make up the work that was missed.

Dentist and doctor appointments, driver's license exams, etc. should be scheduled after school or on Saturday, if at all possible. Class time is very important and should not be missed unless it is absolutely necessary.

To obtain a "Perfect Attendance" award, the student may not miss one full day or the accumulated time amounting to one full day of school (8 hours). There are no excused absences in regard to perfect attendance. Any student who is tardy more than 12 times for the school year will not be eligible for the perfect attendance award.

Any elementary student missing 15 days from school may either be retained in the same grade the next year or be dismissed from the school. Secondary students missing 15 or more days from school must make up all days and hours in excess of the 15 days and may not receive credit for courses taken.

If a student comes in after the school day has begun, or is to be released from school early in the school day, the parent or person dropping off or picking up the student must sign the student in or out at the office.

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

When a student must leave the campus during the day, a parent or another responsible adult who has obtained permission in writing from the student's parent must sign him/her in or out at the school office. A student who drives may leave for a professional appointment with a note from his/her parent. Run-aways from school may be suspended a minimum of five school days.

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

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

BANQUETS

The school sponsors three high school banquets per school year: Fall Banquet, Valentine's Banquet, and the Junior/Senior Banquet.

Dress for banquets for all students will be specified (based on the event) by the school administration. Non-BRCS students invited to one of the school's banquets must agree to a standard of conduct and dress in advance of the event. BRCS students may get this form from the school office. The completed form must be submitted to the school office at least one week in advance of the scheduled event.

BEFORE AND AFTER SCHOOL CARE

All elementary students who are dropped off before 7:45 a.m. and/or are not picked up by 3:40 p.m. will attend the school's Before/After School Care Program. Families will incur charges for this service. The attendance interruption policy applies for unpaid child care expenses.

BOOKS AND MAGAZINES

All books and magazines brought to school are required to be in harmony with the standards of the school. Books and magazines brought to school that do not meet the school's standards will be confiscated. Confiscated materials must be picked up by the student's parents by the end of the semester.

CAFETERIA GUIDELINES

Students may bring their own lunches or purchase hot lunch (\$3.00) from the school. Milk and bottled water is also available for 50 cents each. A student will not be allowed to purchase a hot lunch if he/she has a lunch charge of \$6.00 or more.

Students are expected to use good manners and pleasant conversation in the cafeteria. Students are expected to refrain from throwing trash, boisterous talking, and sitting on tables. Students are expected to clean up after themselves.

During the assigned lunch period, students may not leave the cafeteria without permission from one of the teachers on duty. Students should remain seated until the dismissal bell. Students assigned to lunchroom cleaning duty must fulfill their responsibilities quickly and thoroughly. Students may earn merit dollars for fulfilling their responsibility.

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

CLASSROOM OBSERVATIONS

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

COMMUNICATION

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

Sycamore Education: Individuals may access the school's calendar and other helpful information at www.sycamoreeducation.com. In addition, parents may access their own child's grades on the same website through the use of a school issued password.

Junior High Newsletter: A newsletter goes home to every family with junior high students each Friday. This newsletter is also emailed to the parents and is available on Sycamore. It includes the upcoming week's assignments, projects, and tests, as well as other helpful information.

South Campus Newsletter: A newsletter goes home to every family each month. It includes a monthly calendar and information specific to the South Campus.

Elementary Teacher Newsletters: Elementary teachers send a weekly newsletter home with each student. The distribution day may vary from class to class. This newsletter includes the upcoming week's assignments, projects, and tests, as well as other helpful information specific to families with a student in that class.

Parent/Teacher Conferences: Specific dates for Parent/Teacher Conferences are set aside in the fall semester (refer to the school calendar). You may schedule a meeting with your child's teachers at any time throughout the year.

Email: All employees of the school have a confidential e-mail address. Simply utilize the employee's first initial and last name as in the following example: to reach Tony Ryff, use tryff@brskcmo.org.

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

CONFIDENTIALITY POLICY

Employees of Blue Ridge Christian School recognize the importance of ministering to all the students and families in the school. The desire is to uphold the principles of the Word of God in dealing with students. BRCS holds to the rights of confidentiality for students and families. The employees will adhere to the following confidentiality policy.

Most communication between a student and school employee can be held in strict confidence. The employee is under no obligation to report any contact or the details of that contact to the student's parents or the school administration, with the following exceptions. These items are required to be reported:

- Any suicide threat shall not be kept in confidence in order to provide appropriate intervention for the student. The school administration will be notified and the parent/guardian called immediately. The individual will not be left unattended until a parent or another authority has taken custody of the student.
- Any violation of the school's published standards of conduct that takes place at school or a school sponsored function is required to be reported the administration. This includes alcohol/drug abuse and matters of sexual impurity.

- BRCS will comply with Missouri law which specifies reporting to the appropriate authorities any recent or on-going, abuse or neglect of a student. (Failure to disclose abuse is a Class B misdemeanor punishable by law).

Non-custodial parents will not receive confidential information or access to student records unless BRCS has written authorization from the custodial parent or guardian.

All records and notes made concerning the personal lives of students and their families will be personally processed and filed by the school employee. These files are restricted and shall be considered the personal property of the employee. A parent or family member is guaranteed the same rights and exceptions to confidentiality as stated for students in this policy.

The publication of these policies in the Parent/Student Handbook, as well as on the Parental Commitment Form, constitutes notification to students and parents of the school's policies regarding counseling and confidentiality.

DEFACEMENT AND/OR DESTRUCTION OF SCHOOL PROPERTY

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

Students who damage, destroy, or lose textbooks will be required to pay for their replacement. Covers are required on all hardback textbooks.

DISMISSAL/SCHOOL CLOSINGS

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

DRESS CODE

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

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

BRCS Dress Code for 2009 – 2010

Grades K - 12	Girls	Boys
Shirts	<ul style="list-style-type: none"> Plain or patterned blouses (non-sheer fabric) <u>with a collar</u> or polo shirts <u>All</u> blouses/shirts must button to the neck Length of shirt must overlap skirt or pant bands by 4” or more 	<ul style="list-style-type: none"> All shirts must be tucked in and buttoned Length of shirt must be sufficient to stay tucked in throughout the day
	<ul style="list-style-type: none"> Long or short traditional sleeves with a collar (not banded), including oxford, turtleneck or polo shirts, top button may be unbuttoned If an underwear line can be seen under a garment, the garment is deemed too tight No sweatshirts, shirts with hoods, or tank tops Crew neck collars (not t-shirts) are acceptable for students in K – 6th grade Small brand names or logos are allowed, no numbers, letters, pictures, or words All buttons, except for the top button must be buttoned 	
Sweaters	<ul style="list-style-type: none"> Vest, long sleeved crew-neck pullover, cardigan, or V-neck A collared shirt must be worn under all sweaters 	
Pants/Shorts	<ul style="list-style-type: none"> Nice capri’s Nice, solid colored bermuda shorts (ones that come to the knee) Capri’s and shorts may not be denim No “skinny” jeans 	<ul style="list-style-type: none"> Nice, solid colored cargo or dress shorts (ones that come to the knee) Shorts may not be denim Belts are to be worn with all pants that have belt loops (K – 12)
	<ul style="list-style-type: none"> Nice, solid colored, loose-fitting slacks, cargo pants, corduroys, or jeans Size appropriate, to fit at the waist and hemmed no longer than shoe level No pants, or shorts that have rips, patches, frays, or with elasticized waistband or drawstrings 	
Dresses and Skirts	<ul style="list-style-type: none"> Bottom of the knee length, loose fitting 	N/A
Socks, Shoes, Belts	<ul style="list-style-type: none"> Socks, hose, or tights are optional 	<ul style="list-style-type: none"> Socks are to be worn with athletic and dress shoes Belts are to be worn with all pants that have belt loops (K – 12)
	<ul style="list-style-type: none"> Dress shoes, athletic court shoes (non-marking) and leather (or leather-like) sandals (not athletic sandals, slides, or “crocks”) Elementary boys may not wear open toed sandals Girls may wear nice flip-flops 	
Coats and Jackets	<ul style="list-style-type: none"> Outerwear, including jackets, hoodies, coats, hats, caps, sunglasses, etc. may not be worn in the school building or during the school day Outerwear may not be tied around the waist and worn during the school day 	
Hair Code	<ul style="list-style-type: none"> Natural color or coloring/bleaching that is not excessive or disruptive 	<ul style="list-style-type: none"> Neatly cut according to a traditional, tapered style, above the ears, eyes, and collar No bleaching/coloring that is excessive or disruptive Sideburns – not below bottom of the ear Must be cleanly shaven daily, except for well-groomed moustaches, not extending beyond the corners of the mouth
Jewelry, Tattoos, Etc.	<ul style="list-style-type: none"> No objects requiring body piercing, except modest earrings (maximum two in the ear) Permanent and temporary tattoos are not acceptable Moderation is expected in the use of jewelry and make-up 	<ul style="list-style-type: none"> Permanent or temporary tattoos, earrings, and body piercing are not acceptable Wearing chains from belts or pockets is not acceptable
Athletic Events	<ul style="list-style-type: none"> Normal school dress code with the following additions (only): t-shirts, sweat shirts, hoodies, shorts with at least a 5” inseam 	
School Functions	<ul style="list-style-type: none"> Normal school dress code unless otherwise directed by the administration The school’s dress code is in effect at all times while the student is on campus unless otherwise directed by the administration. 	

CHAPEL DAY ATTIRE – Regular school day dress is appropriate for chapel days for all students. Chapel days may not be used for dress down days.

HONORS NIGHTS AND GRADUATION:

- For blouses and shirts: regular school dress
- Dress slacks or skirts are appropriate – no jeans, cargo pants, or shorts
- The dress code is appropriate regardless of student participation.

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

ATHLETES ON GAME DAYS, CONCERTS, ACADEMIC MEET DAY, ETC – Boys are expected to wear dress slacks, dress shirts and ties, a belt and dress shoes. Girls are expected to wear nice blouses and dress slacks.

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

DROP-OFF/PICK-UP PROCEDURES

BLUE RIDGE CAMPUS ELEMENTARY – Please observe the one-way entrance and exit driveways on the school property. This forms a one-way circle drop off/pick-up area. As openings occur on the north side of the playground, carefully pull into a slot next to the fence. **Do not double park – only one row of cars is to be parked along the fence.**

If you need to leave your car at the end of the day to speak with a teacher or meet your child, pull into a striped parking spot and proceed to the building. **Do not leave your car in the drop-off/pick-up line unattended.** Elementary children are not to cross the traffic flow to parked cars without the assistance of an adult.

When exiting the school property, use the left side of the exit as a left turn only, and the right side as a right turn only. This allows for a smoother traffic flow from the campus.

SOUTH ELEMENTARY CAMPUS – Students should be dropped off at the top of either set of stairs. If students are outside, for safety concerns, please do not pull past the light pole. Do not proceed to the garden level to drop off your child, even in inclement weather.

At the end of the school day, park in a parking spot. If possible, meet your child at the top of the stairs to escort them back to your vehicle. Do not proceed to the Garden level to pick up your child, even in inclement weather.

JUNIOR HIGH/SENIOR HIGH – Students are to be dropped off in front of the school entrance in the mornings. In the afternoons, pull into a parking spot and encourage your child to meet you at your car. Student drivers are expected to enter and exit the campus with extreme caution.

DRUGS, ALCOHOL, AND TOBACCO

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

EMERGENCY DRILLS

Fire Drills are signaled by a continuous blast of the firm alarm system. When this happens, students should exit the building by walking quickly and quietly to their designated areas. They will line up by classes and wait for the teacher to take attendance and give the signal to return to the building.

Tornado Drills are signaled by a continuous tone of the school's bell system. Students are to proceed quickly and quietly to the designated area of the building and wait in the assigned areas.

Lock-Down Drills are signaled by an announcement code over the school intercom system. Students are to quickly follow the teacher's instruction and are not allowed outside the classroom until clearance has been given.

FIELD TRIPS

Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with the student, and permission slips must be signed and returned to the teacher. Parents may be asked to help with transportation and supervision of field trips. Normal school dress code is expected for all field trips unless the teacher specifies differently.

FOOD/GUM

Eating is restricted to the cafeteria and to the main hallways when passing between classes, except at parties that are pre-approved (see Parties section). Students are not to order food to be delivered to them at the school. Students may not chew gum at school at any time. Food and drinks are not allowed in classrooms, the computer lab, or the library with the exception of water bottles.

FUNDRAISING/GIFT INCOME

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

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

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

GRIEVANCE RESOLUTION POLICY/ORGANIZATIONAL CHART

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

The administration recognizes that there will be times when differences will occur. When there are differences, students and/or parents are to go privately to the teacher, coach, or person involved, and candidly and calmly discuss the problem. Most often problems will be solved at this level.

If a student or parent has an issue with a teacher that needs to be solved, the student or parent needs to go directly to the teacher involved, not to a member of the school's administrative team. One of the first questions an administrator will ask is, "Have you talked with the teacher?" He/she will direct you back to the person with whom you have an issue.

If this private effort does not resolve the difference, an appointment should be set up to meet with the teacher, coach, or person involved, along with the next person on the school's organizational chart. If the difference is still not resolved, a conference with all the parties involved and the Superintendent will be arranged. The school's organizational chart may be found on page 49 of this handbook.

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

HALLS

Students are required to have a hall pass in their possession in order to be in the school hallways or in an area other than the student's designated class during class periods. Excessive noise such as yelling, screaming, whistling, and loud singing is not acceptable.

HARASSMENT POLICIES

Blue Ridge Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from **all** forms of intimidation, exploitation, discrimination and harassment, including sexual harassment. The administrative team will take prompt action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

IMMUNIZATIONS/COMMUNICABLE DISEASES

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

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

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

LIBRARY PROCEDURES

Students should observe the following in their respective library:

- Be quiet and courteous, following the librarian's directions.
- Students are expected to keep the library neat and in order.
- No food, drink, or gum is allowed in the libraries.
- Students who do not follow the library rules will lose their opportunity to use the library.
- Up to three books may be checked out for two weeks at a time.
- Books must be checked out only by the librarian or library aide.
- Anyone found with library books in their possession that have not been checked out will lose his/her library privileges.
- Checkout privileges will be lost if books are not returned. Checkout privileges may be reinstated when the book is returned or charges for the lost book are paid.
- Reference books and reference encyclopedias may not be taken out of the library.
- A fine of 10 cents a school day will be charged on overdue books.
- Lost books must be paid for by the person to whom the book was last checked out.
- If a fine has not been paid by the end of a nine-week period, the student's report card will be held until the fine is paid.
- Fines must be paid to a librarian or to the school office if a report card has been held.

LOCKERS

Each student in grades 7 – 12 is assigned a locker.

- Lockers should be kept neat and clean. No food, other than lunch for that particular day, may be kept in lockers.
- Students are to keep their combination confidential. Second locks and/or fixing the locker so that it can open without using the combination are not allowed.
- Any valuables and/or money that must be brought to school should be kept locked in the student's locker. The school is not responsible for valuables left in the restrooms or locker room.
- Appropriate pictures (i.e. family, friends, school events, some sports figures, some Christian recording artists, etc.) are permitted on the inside of the lockers.
- Only masking tape is to be used to put up pictures, etc. on lockers.
- As with all school property, lockers should be treated with respect. Each student is responsible to remove **all** tape when checking out of his/her locker at year's end.
- Pictures and other items may not be placed on the front of the lockers.
- Students may not change lockers without permission.
- The athletic department also assigns lockers. The same rules govern these lockers as the regular hallway lockers. Athletic lockers may not be used for textbooks, etc.

LOST AND FOUND

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

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

MEDICATIONS

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

1. For long-term doctor-prescribed medications: Use the medication form that is available from the front office and on Sycamore. This form must convey written orders from a physician detailing the name of the prescription medication, dosage and time interval it is to be taken (note that a PHYSICIAN'S SIGNATURE is required). Signature of parent or guardian on this form requesting that the school comply with the physician's order is also required.

The medication must be brought to the school in its original container **by the parent or guardian, not the student**. The pharmacy or physician must appropriately label prescription medications. It is sometimes helpful to ask for a second properly labeled bottle so you can have one at school and the other at home. Also, keep one or more of the forms in the glove compartment of your car/cars so you'll have one on hand when you go to the doctor.

2. For short-term doctor-prescribed medications (7-14 days): If it is not possible to schedule dosages before or after school, the medication must be brought to the school in its original container by the parent or guardian, not the student. The pharmacy or physician must appropriately label prescription medications.
3. The school will not supply or administer any over-the-counter medications.

MERIT SYSTEM

It is BRCS' desire to encourage its students to excel in a variety of areas and to acknowledge that achievement. After each quarter, students in grades 7-12 may submit a form that identifies areas in which they have excelled to earn merit dollars. Areas in which a student may earn merit dollars and the corresponding value is as follows:

<u>Quarterly</u>		<u>Annually</u>	
No Tardies	4 merit dollars	Academic Award	10 merit dollars
No 9 th Hours	4 merit dollars	Character Award	10 merit dollars
Perfect Attendance	4 merit dollars	Bible Quiz Team	5 merit dollars
Superintendent's List	4 merit dollars	Spring Festival* 1 rating	3 merit dollars
A Honor Roll	3 merit dollars	Spring Festival* 2 rating	2 merit dollars
B Honor Roll	2 merit dollars	No 9 th Hours Entire Year	10 merit dollars
A's on memory verses	2 merit dollars		
Faithfulness in lunch duty	3 merit dollars		

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

- 10 Dollars = Lunch off campus (lunch period plus period before or after, returning late does mean a tardy. Guidelines for off-campus lunches must be followed.)
- 15 Dollars = 1/2 day off school (AM or PM)
- 20 Dollars = Dress down day (see dress code guidelines)
- 30 Dollars = Whole day off school
- 45 Dollars = Sports trip (see Secondary Principal for guidelines)

The following rules govern the use of merit dollars:

- Work for classes missed must be done. The student is responsible to inform the teachers why they were gone and get their assignments.
- Merit dollars must be turned in at least one day in advance. Parents must sign the back of the student's merit dollars (no phone calls).
- Merit dollars may be used for time off school only if the student has missed 4 or fewer days in the nine-week period.
- For the last 3 weeks of school, it costs double to use merit points (i.e. 20 points for lunch, 60 points for one day off school, etc.)
- If a student has missed one or more days of school during the year, merit points may be used to remove the missed day or days from his/her record to receive perfect attendance. Merit dollars **may not** be used to remove tardies.

MUSIC/GAMES/ELECTRONIC DEVICES

Electronic devices are not permitted in school vehicles and on school trips. These items may only be used on campus **after** school hours. Electronic devices used before or during the school day will be confiscated.

MUSIC CONCERTS

In order to honor the hard work of students and teachers, students participating in concerts are required to stay for the entire performance. Failure to attend or to remain during the concert will result in a grade deduction.

NON-DISCRIMINATION POLICY

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

OFF-LIMIT AREAS

Certain areas and items are off-limits to students without permission by school employees. They include:

- Office areas, including desks, computers, and telephones
- Personal property belonging to others
- Maintenance equipment and janitorial supplies
- Copy machines
- Locked buildings, rooms, storage areas, stage area, and roof
- Mechanical room

- Faculty desks, files, computer, telephones
- Classrooms in which the teacher is not present
- School vehicles in which the driver is not present
- Gymnasium before school, between classes, and after school
- Students are to limit their time in the school office as the employees have ongoing responsibilities throughout the day

PARTIES

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

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

JUNIOR HIGH/HIGH SCHOOL – Occasionally, a classroom teacher may plan a party during a regularly scheduled class period. Permission from the Secondary Principal must be secured in advance.

PETS

Pets may not be brought into the school building unless prearranged.

PHYSICAL CONTACT

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

PLAYGROUND RULES

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

Other guidelines:

- Swinging double and standing while swinging are not allowed.
- The slide is to be used in the proper manner and with caution.
- Hardballs, skates, roller blades, and skateboards are not allowed at school.

POSTERS/ANNOUNCEMENTS

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

PROFANITY/VULGARITY/BORDERLINE PROFANITY/DEROGATORY SPEECH

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

RESTROOMS

ELEMENTARY – Various restroom breaks are taken throughout the school day. There is to be no talking on the way to, or the way from, or in the restrooms. Appropriate conduct in the restrooms is expected of all students.

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

SEXUAL PURITY

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

STUDENT CONDUCT AND DISCIPLINE

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

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

The school stands in the place of the parent during the school hours. The student must be obedient and cooperative in his/her response to whichever adult is working with him at a specific time and to adults in general.

^k Each school employee believes in correcting in love those who have disobeyed. This means that when a student does not obey the teacher right away without objection, some form of loving discipline needs to be administered.

UNACCEPTABLE ATTITUDES/BEHAVIOR

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

1. Disobedience
 - Delaying or refusing to carry out a command or request
 - Not performing a duty as instructed or saying, “No.”
 - Silence, which equates with non-compliance
2. Disrespect
 - Challenging authority and/or improper voice tone in answering
 - Flippant or rebellious attitude revealed through both verbal expressions and body movements (.e. rolling eyes, walking off, crossing arms, etc.)
 - Attitude of ingratitude
 - Attitude of disregard for feelings or worth of others
 - Questioning attitude or verbal questioning after specific requests have been made
 - Name calling of adults or peers
 - Writing and passing of notes during class, tossing objects, and playing with irrelevant objects
 - Violation of others’ rights or property
 - Failure to address teachers and others by their proper title
 - Derogatory comments about school employees or the school in general
 - Making light or joking about the Lord, the Bible, or prayer
 - Lack of attentiveness, joking, or otherwise disrupting chapel or assemblies
3. Irresponsibility
 - Repeated failure to bring in homework, or bringing in incomplete or unsatisfactory work
 - Not following through on projects or assignments
 - Failure to care for personal and school property
 - Habitual tardiness
 - Skipping class or leaving the campus during the school day without permission
4. Foolishness
 - Loud, disruptive behavior in the hallways or restrooms between classes. This includes yelling, screaming, whistling, singing, or other excessive noise.
 - Jumping on or purposefully running into other students
 - Running in hallways
 - Reckless driving while on school property

DISCIPLINE PROCEDURES FOR ELEMENTARY STUDENTS

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

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

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

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

DISCIPLINARY PROCEDURES FOR JUNIOR HIGH AND HIGH SCHOOL STUDENTS

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

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

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

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

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

- Ninth hours are scheduled schools days from 3:35 p.m. to 4:15 p.m. and are served in a designated location.
- Original ninth hour forms must be signed by the parent/guardian and **returned the following day**, or the parent must contact the office by 3:35 p.m. of the day the ninth hour is to be served to indicate their awareness of the ninth hour and acknowledging why it is to be served. If this is not done, another ninth hour will be issued. The student must bring the original ninth hour slip, signed by a parent or guardian to the ninth hour he/she is serving.
- Ninth hours must be served on the date specified. Failure to do so will result in another ninth hour. The only exception is when the scheduled ninth hour conflicts with a paid professional appointment (doctor, dentist, eye, music lesson) which was made prior to the issuance of the ninth hour. Missing a ninth hour due to work schedule or extra-curricular activities is not an acceptable reason (unless the extra-curricular activity is being held more than 50 miles from the school).

- Ninth hours must be accepted as given. Students may not go to another teacher or administrator to try to get out of the ninth hour, as the ninth hour will not be changed. Students may risk a second ninth hour if the ninth hour given is questioned to another teacher or administrator.
- The ninth hour will be postponed only if the student is absent for the entire day of the ninth hour. Signing out of school early will not delay the ninth hour except in cases of illness or a professional paid appointment.
- Upon receiving the fifth ninth hour during the same nine-week period the student will receive an in-house suspension.
- If the discipline problems persist, the student will be placed on attitudinal probation or suspended at the discretion of the administration.

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

- The student may not participate in extra-curricular activities.
- Regular counseling with the counselor, school official, or elder of the church is required.
- Any student placed on Attitudinal Probation will serve two ninth hours.
- One further infraction requiring discipline may result in the student being suspended or expelled at the discretion of the administration.

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

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

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

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

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

STUDENT COUNCIL (STUCO)

BRCS may assemble a student council, with election of officers to be held near the end of the preceding school year, and election of representatives to be held at the beginning of the new school year. The function of the student council will be to host various gatherings and events for the students with the purpose of building a sense of community within the school. Some of those events may include a lock-in, sports tournaments, a talent show, Big Brother-Little Brother/Big Sister-Little Sister activities, etc.

The student council shall consist of two elected representatives from each class, one male and one female. There will be a president (a male student), vice president, secretary, and treasurer selected as officers from the senior class (in the event insufficient candidates are available, junior candidates may seek office). In order to run for office, candidates must submit to each of his/her teachers an approval form to be completed and returned to the Secondary Principal by the teacher. The Secondary Principal then notifies the student of his/her eligibility.

STUDENT DRIVERS

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

- Any student operating a vehicle on school property must have a valid driver's license as well as insurance.
- All cars must be registered with the office.
- Students are to park vehicles in their assigned parking spot. Failure to do so will result in a fine. Repeated offenses will result in a loss of parking privileges.
- When arriving at school, students are to immediately leave their vehicles, and may not return to them for the remainder of the school day. This includes breaks between classes and at lunch.
- Student must secure permission from the school office before going to the parking lot during the school day.
- Any student who drives dangerously (screeches tires, speeds, etc.) will result in a fine and/or loss of driving privileges. The fine for the first offense is \$25.00. For the second offense, the fine is \$40.00 and the student loses driving/parking privileges for two weeks. For the third offense, The fine is \$50.00 and the loss of driving/parking privileges for the rest of the school year.

STUDENT PUBLICATIONS

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

STUDY HALL PROCEDURES

Students are expected to bring homework to their assigned study hall. The following guidelines are followed for study halls:

- It is the student's responsibility to bring homework to study hall, and he/she will not be allowed to leave class for forgotten items.
- No talking of any kind is permitted.

- Students are to bring a library book or other materials if they do not have enough homework to stay busy.
- Students may not leave study hall without a pass from the study hall supervisor.
- No eating, drinking or chewing gum in the library.

TELEPHONES/CELL PHONES/PDA'S

The school phones are for business use and may be used only for official calls. Students will not be called to the office to take a phone call, unless it is an extreme emergency. Office personnel will take a message and deliver it to the student between classes. A phone is available in the school office for students to use when necessary.

Cell phones may not be used at any time for any reason between 8:00 a.m. and 3:30 p.m. including during passing periods and lunch. The availability and usage of cell phones during the school day is a hindrance to the educational process. Cell phones must be turned off and in pockets or purses (out of sight) during the entire school day and may not be used for texting or as calculators or for playing games. If any part of the cell phone policy is violated, the device will be confiscated and may only be retrieved by the student's parents.

- First offense – phone must be turned into the school office by 8:00 am and picked up at the end of the school day for one day
- Second offense – phone must be turned into the school office by 8:00 am and picked up at the end of the school day for a period of one week.
- Third offense - phone must be turned into the school office by 8:00 am and picked up at the end of the school day for a period of one month.

If a student fails to turn in his/her phone to the school office and on time, he/she will have additional days added. The administration reserves the right to collect the cell phones from the entire student body at the beginning of each school day to ensure compliance with the cell phone policies.

TEXTBOOKS

The school furnishes books as a part of your tuition and fees. If an assigned textbook is lost or receives more than normal wear through mistreatment, students will be required to pay for the replacement of the book. All hardback textbooks must be covered in grades 5 – 12.

TRANSPORTATION/BUS RULES

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

- The operator is in charge of the pupils and the vehicle. Pupils must obey the operator promptly and cheerfully.
- Students must keep their head, hands, and arms inside the bus at all times (even when it is parked). No gestures should be made to people in other vehicles.
- All students are to remain seated at all times, facing the front. Changing seats is not allowed except at an established stop.
- Unnecessary or prolonged conversation with the driver is prohibited. Remember, your safety is in his/her hands.
- Outside of ordinary conversation, classroom conduct is expected. This includes no shoving, fighting, yelling, or throwing objects.

- No eating on the bus without permission. Suckers, sunflower seeds, or peanuts may not be eaten on the bus at any time.
- Pupils must not throw waste paper or other rubbish in or out of the vehicle. The vehicle should be kept clean at all times. Please do not leave trash on the vehicle.
- Pupils must not at any time try to get on or off the vehicle or move about within the vehicle while it is in motion.
- Pupils must not cut, slit, or deface the vehicle seats in any way.
- Any damage to the vehicle is to be reported at once to the driver, and the student(s) responsible for the damage are also responsible for restitution.
- If a student has a friend who will ride the bus with him/her to or from school, a bus pass must be purchased from the school office personnel. The cost is \$2.00 each way, per person.
- Students must get on the bus at the appointed stop. The bus drivers will not stop to pick up late students after exiting the parking lot.

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

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

TUITION ASSISTANCE

Tuition assistance is available on a need basis. The amount of tuition assistance is limited each year. Families are encouraged to secure a Tuition Assistance Packet from the school office for more information.

VALUABLES

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

VISITORS

For the safety of our students, BRCS is a closed campus. Students are not to allow visitors to gain entrance into the building during the school day. Outsiders coming on campus before, during or after school must report to the school office for a Visitor's Pass. Parents may request permission for a prospective student to visit the campus (grades 7 – 12). Arrangements are to be made in advance with the school office personnel.

WEAPONS

Pocket knives, lighters, guns, play guns or swords, etc. are not appropriate and should not be brought to school or to school activities. Drawing pictures of weapons, shooting, or any likeness will result in disciplinary action.

WEBSITES

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

EXTRA-CURRICULAR LIFE

ATHLETIC PROGRAM

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

Elementary Sports: 5th & 6th grade girls' volleyball; 5th & 6th grade boys' soccer, 5th & 6th grade basketball (boys and girls), and 5th & 6th grade track (boys and girls)

Junior High Sports: boys and girls soccer, basketball, track, girls' volleyball, and cheerleading. Junior high students may not participate on varsity teams.

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

FALL

Boys' Soccer (9-12)

Girls' Volleyball (9-12)

Cheerleading (9-12)

WINTER

Boys'/Girls' Basketball (9-12)

Cheerleading (9-12)

SPRING

Boys'/Girls' Track (9-12)

Girls' Soccer (9-12)

Boys' Baseball (9-12)

Boys' Golf (9-12)

As a member of an interscholastic league, students are asked to help the coaches build a winning tradition based on a desire to compete in a manner that brings honor to the Lord, athletes, and school community. Such tradition is worthy of the best efforts of all concerned, beginning in the classroom. For a more thorough discussion of the athletic program including organization, structure, policies, and staffing, please consult the *BRCS Athletic Handbook* which begins on page 35 of this handbook.

PHYSICAL EDUCATION CLASSES

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

Students in grades K – 6 wear their regular school day clothing for physical education classes. Students in grades 7 – 12 are issued a P.E. uniform from the school. The P.E. shirt and shorts must be worn at P.E. class and sports practices.

At the junior high and senior high level, when a student forgets his/her P.E. clothing, the following grading procedure will be used each nine-week period:

- 1 time - strong warning to remember and that future times will lower grade
- 2 times - grade given is lowered one letter
- 3 times - grade given is lowered two letters
- 4 times - grade given is lowered three letters
- 5 or more times - failure of course

MUSIC PROGRAM

Through elementary music classes, junior and senior high choirs, band, handbells, and ensembles, the school's music program seeks to glorify God in singing and playing.

Music classes are held twice a week for students in grades K-6. In addition, students may begin individual instrumental band lessons in fifth grade. The instruments offered for lessons include: flute, clarinet, saxophone, trombone, trumpet, drums, and violin. Sixth graders will participate in group band after completing their individual instrumental lessons.

Beginning at the junior high level, students may elect to take handbells, band, or choir. The music faculty may also offer small group ensembles to select students.

PERFORMANCES - Performances are a required part of the music program. Excused absences will be accepted in the case of illness, once-in-a-lifetime happenings, and special home church events when the director is notified before the scheduled performance with a written note from the parents.

Performances are scheduled as follows:

- Elementary – school chapels, Christmas and Spring School Concerts
- Junior High – school chapels, Fall and Spring School Concerts, music festivals, and area retirement centers
- Senior High – The same as junior high with the addition of local churches and the school's graduation ceremony

CONCERT DRESS - Elementary – As directed by the elementary music teacher. Sometimes it will involve costumes. Parents are encouraged to become involved in supplying needs for these concerts.

Junior High and Senior High - Girls are expected to wear a Sunday-type dress with a modest neckline and no slits. Boys are to wear a suit with a tie. Ensemble members will be expected to purchase the outfit chosen for their group.

ASSIGNED MUSIC - Each student is responsible for the music assigned to him/her. The replacement fee for music lost or mutilated beyond use will be the student's responsibility. Forgetting music for rehearsal may result in a lower letter grade for the grading period.

BAND - All band members must have their instrument at each rehearsal. Forgetting an instrument will be reflected in the letter grade for a grading period as follows:

- 1 time - Warning
- 2-3 times - one letter grade lower
- 4-5 times - two letter grades lower
- 6 times - three letter grades lower
- 7 times - four letter grades lower

Every band member must keep a record of his/her practice and turn it in on a weekly basis. This will be included in the letter grade for that nine-week period.

STUDENT ORGANIZATIONS

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

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

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

CLASS FUNDS

Student funds: Accounts for each high school class (i.e. class of 2008) are maintained in a special, designated fund. All funds collected must be turned in to the school bookkeeper on the same day (the next school day if they are collected on a day when school is not in session).

All expenditures of funds from the class treasury must be authorized by a vote of the class. Receipts must be kept and given to the class treasurer for record-keeping purposes. No class may authorize expenditures greater than the balance of their current funds. No class or organization may sign or enter into a contract without the approval of the Secondary Principal. To insure accountability, all fundraising monies must be counted in the presence of the class sponsor. All fundraisers must be approved in advance of advertising by the Superintendent.

ATHLETIC HANDBOOK

PHILOSOPHY OF ATHLETICS

At BRCS, Christian athletics means more than just a Christian involved in athletics. The emphasis is on Christ-like living *through* athletics. The ultimate goal is not that the athlete must win at all costs or that losing is a tragedy. Key aspects of our athletic program is training students to display the attitudes and actions of our Lord Jesus Christ (Philippians 2:5, Romans 8:39), and that all endeavors are as unto the Lord and not unto men (Colossians 3:23).

Our athletic program provides opportunities for our athletes to put into practice biblical character qualities in real-life situations. When athletes respond appropriately in tough and/or unfair situations, the true test of character is revealed.

Conforming to the image of Jesus Christ does not come naturally; it takes time and daily work. The coaches encourage students to rely on the Word of God and the assistance of the Holy Spirit in daily living. We pray that participation in the school's athletic program will be a time of growth and maturity (physically, mentally, emotionally, and spiritually).

CHARACTER QUALITIES

The following biblical character qualities are the focus of the athletic program. The coaches integrate these qualities into practices, games, and specific devotional/prayer times throughout the each sports season

- Dependability – be at all practices and games unless excused because of some extenuating circumstance. Do more than what is expected in all situations.
- Punctuality – be on time, never late!
- Love – be self-sacrificing by demonstrating a genuine concern for team members, coaches, and opponents. Remember, Christ centered His love on others, not Himself. Love produces action! Love produces a response of love from others.
- Enthusiasm – take an interest in every part of the sport and be glad to quickly encourage a spirit of teamwork (I Thessalonians 5:16).
- Faith – show that you know the Lord is in control of all circumstances and that He is carrying out His will in your life (Hebrews 11:1).
- Humility – demonstrate by words and actions that God is the one responsible for your abilities, talents and success.
- Endurance – you must be able to withstand stress, hard work and the challenges that all Christian athletes experience (Galatians 6:9).
- Boldness – be ready to overtly express what Jesus Christ has done for you. The Christian athlete cannot be one who is timid or gives up (Acts 4:23).
- Obedience – just as Jesus was always obedient to His Father's will, you need to be obedient to the Lord through those who are in authority over you.
- Diligence – use all your strength and ability to complete each part of your task whether in practice, in a game or anywhere else (Colossians 3:23).
- Responsibility – athletes need to do everything that is expected of them. Coaches need to know that athletes are capable of doing things without direct supervision. Take the initiative to work and make intelligent decisions.
- Determination – make up your mind that you will accomplish God's goals in His time, regardless of the opposition (II Timothy 4:7).
- Joyfulness – show that your relationship with Christ means something wonderful to you. What is on the inside will show on the outside!
- Confidence – athletes should know that they can be winners in God's sight as they totally give all they have to Jesus Christ.

- Intensity – this word can be summed up as “total release”. Give everything you have at all times, focusing your total attention upon the job at hand and putting forth your every effort to complete it perfectly.

GOALS FOR EACH SPORT

The following are the general goals that we hope to accomplish in each level of our athletic program. Individual coaches may have additional specific goals, depending on the sport:

Elementary (5th and 6th grades) – This program is geared toward teaching the basics of the sport. Since this is the first formal instruction in each sport, the fundamentals are stressed. Students develop their skills through competition in the Metropolitan Private School League (MPSL) at the Blue Ridge campus. This league provides competition with other private and Christian schools in the area. The South Campus participates in the Suburban Christian School Conference (SCSC).

Junior High (7th and 8th grades) – This program is designed to review the basics and increase the athlete’s ability to perform them. At this level, ample opportunity for experience is given. These athletes compete in the MPSL as well. Students are divided into divisions by grade, and within those divisions there are “A” and “B” levels of competition. Due to space and staffing restrictions, tryouts are held.

Junior Varsity (9th – 11th grades) – This program is designed to give more exposure and experience to a great number of athletes who are not quite ready for the varsity level. Opportunities are provided to enhance the basics and to begin working on some of the finer skills of the sport to prepare them for the varsity level. Tryouts are held for these teams, and the coaching staff will determine those athletes based upon attitude, skill, and position needs, as well as prospects of being future varsity players.

Varsity (9th – 12th grades) – This is the final step after many years of preparation. In this level, the basics are put to the final test and more difficult strategies and abilities are performed. These teams compete in league competition within the Tri-State Christian conference. They also compete in the Missouri Christian School Athletic Association (MCSAA) championships.

We do not want to discourage athletes from participating and giving their best, but it is important to realize that sometimes it is physically impossible to include everyone. Every effort is made to work with those who have the desire to improve. A significant step in improvement is experience, which is the reason that different levels and areas of competition are offered. One of the most difficult aspects of coaching is the tryout periods. We, as coaches, pray over these decisions and would appreciate your prayer and support during those times. The coaches look at the whole person when making their decisions, including spiritual maturity, academics, attitude, skill, and position needs.

GENERAL ATHLETIC POLICIES

The following rules are in effect for all sports. Coaches may add rules concerning their specific sports.

- Use of alcohol, drugs or tobacco is prohibited (365 days a year). Any athlete known to be involved will be permanently expelled from the team immediately, no exceptions (I Thessalonians 5:15, Proverbs 15:1).

- **Attendance at all games and practices is mandatory.** The coach should be notified prior to the absence if an athlete must miss a practice or game. Extenuating circumstances will be considered, but discipline will occur after the first unexcused absence and dismissal after the second unexcused absence.
- Any athlete suspended from school for reasons dealing with conduct will be immediately expelled from the team for that sport.
- Improper or questionable language will not be permitted. Disciplinary action will result after the first offense and expulsion from the team after the second offense. Let your performance talk for you. Areas considered inappropriate include swearing, boasting, taunting, “trash talking”, and disrespect to officials, coaches, teachers, teammates, opponents, and other students. Allow the Holy Spirit to control you, including your tongue (Galatians 5:25-26).
- Maintain school dress and hair codes at all times. There will be times when traveling to games that the coach will inform you otherwise regarding dress. Boys will wear shirts and ties to school on game days. Girls will wear blouses and nice dress slacks. When we look our best, we perform our best.
- Coaches will inform you of the proper practice attire. There will be no inappropriate sayings or logos on T-shirts or shorts. In as many instances as possible, practice jerseys and uniforms will be required. No cut off T-shirts or spandex shorts will be worn (unless under other shirt or shorts).
- Athletes are required to receive plenty of rest – 8 hours of sleep a night or more. Utilize your free time to finish your homework, don’t wait until it’s too late.
- Although we want athletics to be enjoyable, horseplay before, during, and after practice will not be tolerated. Consider the feelings of others at all times. Athletes are not to be in the gym, weight room, etc. unless there is an approved adult supervising them. This includes before school or after game activities (Philippians 2:4).
- Normally scheduled after school practices last for 1½ hours. No practices will last past 5:00 on Wednesdays. Practice schedules will be given out by the coaches.
- No athlete in grades 9-12 will be allowed to practice or participate until a physical examination has been completed by a physician and turned in to the coach for the first sport that they will be participating in. Completed physical forms are kept on file by the Athletic Director for the entire school year.
- Any athlete ejected from a game via red card for soccer or volleyball, or two unsportsmanlike technical fouls in basketball will be ineligible for play in their next interscholastic game. If the game is the final game of a sports season, they will not be eligible for play in the first game of their next sports season.
- **Beginning with the 2009-2010 school year, a deposit will be required for all students using school uniforms for athletic participation.**

SPECIFIC SPORT GUIDELINES

The following are the guidelines for each sport offered at BRCS. Coaches may add additional guidelines for their sports.

Volleyball

- There will be a maximum of 12 girls suiting up for any level game
- Teams will be divided up in this manner:
Junior High (Grades 7 – 8) – may be divided up into “A” and “B” teams for league purposes
Junior Varsity (Grades 9-11) and Varsity (Grades 9-12) – In some instances the coach may have a player(s) who will play on both Varsity/JV. These decisions will be determined by roster needs and will be the top players from the lower level team moving up. They will be limited to 3 matches per day.
*Note – JV level emphasis will be 9th and 10th grades, 11th graders included in some situations.
- There will be 2 manager/statisticians allowed for each team. There may also be a manager assigned for videotape purposes. All managers must be of the same gender as the team members. They will be instructed by the coach to keep charts, books, take care of uniforms, equipment, balls, etc. The teams will dress and warm-up together. The coach will give instructions as to when the teams should be dressed and ready to play.
- Practices for junior highers will be held during the last hour of the school day. Junior Varsity and Varsity practices will be held after school (some days will be alternated so that one team may practice later for full court time). Coaches will inform athletes of practice times on a monthly basis. The earliest times for after school practices will be 3:45.

Soccer

- There will be a maximum of 18 players traveling with the soccer teams. There may be instances where more could be suited up for home games, but for traveling and tournament purposes the limit will be 18.
- Teams will be divided up in this manner:
Junior High (Grades 7 – 8) – may be divided up into “A” and “B” teams for league purposes.
- Junior Varsity (Grades 9-11) and Varsity (Grades 9-12) – In some instances the coach may have a player(s) who will play on both Varsity/JV. These decisions will be determined by roster needs and will be the top players from the lower level team moving up. They will be limited to 3 halves per day.
*Note – JV level emphasis will be 9th and 10th grades, 11th graders included in some situations.
- There will be 2 manager/statisticians allowed for each team. There may also be a manager assigned for videotape purposes. All managers must be of the same gender as the team members. They will be instructed by the coach and will keep charts, books, take care of uniforms, equipment, balls, etc. that the coaches feel are necessary.
- The teams will dress and warm-up together. The coach will give instructions as to when the teams should be dressed and ready to play.
- Practices for junior highers will be held during the last hour of the school day. Junior Varsity and Varsity practices will be held after school (some days will be alternated so that one team may practice later for full court time). Coaches will

inform athletes of practice times on a monthly basis. The earliest times for after school practices will be 3:45.

Basketball

- There will be a maximum of 12 players suiting up for games on any basketball squad.
- Teams will be divided up in this manner:
Junior High (Grades 7 – 8) – may be divided up into “A” and “B” teams for league purposes
Junior Varsity (Grades 9-11) and Varsity (Grades 9-12) – In some instances the coach may have a player(s) who will play on both Varsity/JV. These decisions will be determined by roster needs and will be the top players from the lower level team moving up. They will be limited to 3 halves per day.
*Note – JV level emphasis will be 9th and 10th grades, 11th graders included in some situations.
- There will be 2 manager/statisticians allowed for each team. There may also be a manager assigned for videotape purposes. All managers must be of the same gender as the team members. They will be instructed by the coach and will keep charts, books, take care of uniforms, equipment, balls, etc. that the coaches feel are necessary.
- The teams will dress and warm-up together. The coach will give instructions as to when the teams should be dressed and ready to play.
- Practices for junior highers will be held during the last hour of the school day. Junior Varsity and Varsity practices will be held after school (some days will be alternated so that one team may practice later for full court time). Coaches will inform athletes of practice times on a monthly basis. The earliest times for after school practices will be 3:45.

Track

- There is no limit as to the number of athletes on a given track team (although not all athletes can be included in all meets). Coaches are encouraged to take a minimum number of athletes for travel purposes.
- Teams will be divided up in this manner: Junior High (Grades 7 – 8) and Varsity (Grades 9 – 12).
- There will be a maximum number of managers allowed for each team. All managers must be of the same gender as the team members. They will be instructed by the coach of stats to keep, uniform care, and equipment care.
- Practices for junior highers will be held during the last hour of the school day. Varsity practices will be held after school. Coaches will inform athletes of practice times on a monthly basis. The earliest times for after school practices will be 3:45.
- Junior High athletes will not be allowed to run in varsity meets (exception: the MCAA track championships will allow junior highers to run). These athletes will be recommended by the Junior High coaches and will then be selected by varsity coaches. These athletes will be used only to fill needs that are open for those events.

Golf

- There will be no limits as to the number of athletes on a given golf team. The coach will determine if students are at a competition level. The maximum number of golfers that can compete in a match is 6.
- Teams will be divided up in this manner: Varsity (Grades 9 – 12).

- There will be a maximum of 2 managers allowed for each team. All managers must be of the same gender as the team members. They will be instructed by the coach on how to keep statistics, uniform care, and equipment care.
- All teams will practice together after school. These practices will run from 3:45-5:30 except Wednesdays, which will end at 5:00. Coaches will inform athletes of practice and match times prior to the beginning of the season.
- Athletes must have their own set of golf clubs to compete.
- Athletes will be required to pay a portion of their green fees and practice fees.

Cheerleading

- Squads will be divided up in this manner:
Junior High (Grades 7 – 8)
Junior Varsity (Grades 9 – 11)
Varsity (Grades 9 – 12)
- Junior High practices will be held the last hour of the day. Junior Varsity and Varsity practices will be after school beginning at 3:45.
- Cheerleading sponsors will inform squads of practice times on a monthly basis.
- Cheerleaders must be available for all practices and games to be eligible for lettering.
- All other athletic guidelines and requirements will be in effect for cheerleaders.

ACADEMIC PROBATION/ELIGIBILITY (Grades 5 – 12)

Any student receiving any of the following at the middle of a nine-week period or at the end of a nine-week period will be placed on academic probation:

- Two D's
- One D in Bible
- One F

Students who are on academic probation may not participate in athletics, cheerleading, public drama or music activities, or other extra-curricular activities for three weeks. The probationary period for all students carries over from the fourth quarter of one school year to the first quarter of the new school year. If a student becomes ineligible more than once during a particular sports season/activity, he/she becomes ineligible for the remainder of the season/activity.

- Athletes wanting to participate on competitive teams outside of school will be discouraged, but not disallowed. Athletes will not be allowed to compete outside of school on the same sport team in which they are currently competing at BRCS.
- If an athlete desires to compete on a non-school team, he/she must first check with the school's coach. If the coach gives approval, the athlete will be allowed to compete with the understanding that the school's team schedule has priority over a non-school team schedule. If an athlete misses the schools' scheduled activity for another team's games, he/she will be immediately expelled from the school team. There will be no allowance for missing school practice because of non-school games.

Athletes placed on attitudinal probation (normally a 2-week period) will be ineligible for that period. They will be allowed to practice with the team, but will not be allowed to participate in any games, matches or meets. Students who are placed on attitudinal probation a second time during that sport, will be dismissed from the team.

BRCS follows the MCSAA guidelines listed below for student eligibility. Student athletes must be enrolled at BRCS as a certified student.

A certified student is one who is:

- enrolled as a full-time BRCS student earning 6-7 credit hours per school year and will receive, if successfully completing courses, a graduation diploma from the school. This includes juniors or seniors who provide documentation of being dually enrolled in college courses and are taking at least 3 core classes.
- paying tuition and fees commensurate with the school's published tuition schedule.
- meeting eligibility standards and is a student in good standing.

In addition, MCSAA requires that each student:

- must not be 19 years of age prior to September 1st in order to participate in all sports for that entire school year.
- has 4 consecutive years of eligibility beginning with their 9th grade year.
- may be in 7th grade or above to participate in MCSAA events. Students must be 12 years old by September 1st and in 7th grade.

FACILITIES - The Lord has richly blessed BRCS with facilities that include a beautiful gym, locker rooms, weight room, soccer field and soon to be completed track. As good stewards of these facilities, we want to make sure that we take care of them as well as we can. Always leave the area cleaner than you found it. Misuse or destruction of school property is prohibited.

- All articles left in the locker room or gym will be taken to the "lost and found". If there are valuable articles such as jewelry, purses, etc., they will be locked in the school office.
- Under no circumstances are street shoes allowed on the gymnasium floor. Tennis shoes will be required for all activities in the gym. Shoes with soccer or track spikes are not allowed in the school building at any time.
- All athletes should be out of the building 20 minutes after practice is completed. The coach will not be allowed to leave athletes unattended in the building. Once the coach leaves and secures the building, no one will be allowed to reenter it. Please make arrangements to be picked up within this time frame.
- No one is to enter the building unless the coach or designated adult is present for supervision. We will not allow students into the building unsupervised at any time.
- In the time between school being dismissed and scheduled games, the gym is to be unused except for scheduled practices. It is not open gym time for students waiting after school. When a team is practicing, only those team members should be in the gym – no one else is allowed! Please be considerate of this time for all teams.
- Lockers are available in both locker rooms for your use. The Athletic Director will check out locker room lockers to students. You may bring a lock for that locker as long as you register the combination with the PE teacher. These are not storage for books, coats, etc, but for your valuables as you practice. Do not leave your bags in the locker room unprotected.

- At no time is there to be anyone hanging on the basketball rims. There is no situation in which anyone should be jumping off of any apparatus in which to dunk. There will be no tolerance for abuse of the rims and backboards.
- The gym, soccer field, and track are not available for non-school practices, games, etc. Any use of the facilities must be secured through the Superintendent's office.
- Track equipment that is not put away daily (i.e. pole vault pit) is not open for use. There is never to be a time that athletes are to be high jumping or pole vaulting without adult supervision. The equipment is not to be used for any purpose other than the intended.
- Please report any misuse of facilities to the school administration. It is our responsibility to keep everyone accountable for what God has provided.

PHYSICALS - Every athlete in grades 9-12 is required to have a physical prior to the start of practice. Athletes will not be allowed to practice or tryout for a sport without the physical being completed by a qualified physician and the form submitted to the coach or Athletic Director.

A Medical Information Form and Eligibility Form must also be filled out by the parent or guardian. Although it is not required for 7th and 8th graders, it is recommended that they receive a physical as well. Physicals are for your protection as an athlete and for your peace of mind as a parent.

INJURIES - All injuries must be reported to the assigned coach so that the proper first aid or treatment may be given. The school must have the Medical Information Form on file before any athlete will be allowed to participate. All athletes must have insurance to cover them in case of accident.

- The best treatment for injuries is prevention. Many injuries can be prevented with proper conditioning. Conditioning is the student's responsibility prior to the start of each sports season. Students should make sure they are physically ready to withstand the physical stress of practice. They should begin slowly and work up to a high level in their conditioning. Each athlete must have had at least 2 weeks of practice before competing in games.
- Each coach will treat injuries to the best of their ability. Under no circumstances will they try to replace your doctor. If we feel medical attention is necessary, we will recommend it; although we encourage you to take your child to your doctor if you feel that it is best.
- If an athlete is not allowed to practice due to a medical condition or injury, please submit written documentation from the student's doctor and give it to the coach. An athlete may not participate who is under medical recommendations not to so.

LETTERING REQUIREMENTS – Letters will be given for Junior High, Junior Varsity, and Varsity level competition in each sport. In order to be eligible for a letter, the student must:

- strive to maintain the character qualities outlined in this handbook
- meet academic standards and attend all scheduled games
- complete all requirements for the sport
- not have been dismissed from the team for any reason
- not be a discipline problem – coach's decisions and regulations have been followed

- meet the following participation requirements in each sport. (subject to adjustment in case of short seasons or cancellations)

Junior High Girls

Volleyball – appear in 8 matches
 Basketball – appear in 10 quarters
 Track – earn 6 points
 Soccer – appear in 6 halves

Junior High Boys

Soccer – appear in 8 halves
 Basketball – appear in 10 quarters
 Track – earn 6 points

Junior Varsity Girls

Volleyball – appear in 10 matches
 Basketball – appear in 12 quarters

Junior Varsity Boys

Soccer – appear in 10 halves
 Basketball – appear in 12 quarters

Varsity Girls

Volleyball – appear in 14 matches
 Basketball – appear in 20 quarters
 Track – earn 14 points
 Soccer – appear in 10 halves
 Golf – participate in 5 matches

Varsity Boys

Soccer – appear in 14 halves
 Basketball – appear in 20 quarters
 Track – earn 14 points
 Golf – participate in 5 matches

AWARDS – Each year the school recognizes certain athletes who display exceptional performance in some area. These are given for each sport, and all those who meet lettering requirements become eligible. Awards are decided upon by the coach of that particular sport, and certificates and letters are awarded at the Sports Honors Night held at the end of each season. Athletic awards are as follows:

- Mighty in Spirit – given to the athlete who best demonstrates spiritual leadership on and off the field or court
- Total Release – given to the athlete who demonstrates the best intensity in their performance. They must unselfishly give all they have as unto the Lord (Colossians 3:17, 23).
- Hustle – given to the athlete who demonstrates the most desire and determination in their effort.
- Most Improved – given to the athlete who through hard work and effort has demonstrated the most improvement over the course of the season.
- Most Valuable Player – may be given to the athlete who, in the coach’s opinion, best contributed to the success of the team through consistent hard work and attitude.

The highest honor that an athlete may attain is the Nichols Award. This award is given in honor of Joe Nichols who gave his all for his Lord and was called home to glory. This award is given to the senior athlete(s) who, in the coaching staff’s opinion, best exemplifies the following phrase – “offering the full potential of one’s talents for His praise and honor is God’s evaluation of a winner”.

DRESS CODE FOR ATHLETIC TEAMS AND MANAGERS

Dress code for school on game days (all sports):

- Girls – Blouses and nice dress slacks. Cheerleaders, as an entire squad, may wear their cheerleading uniforms to school.
- Boys – dress pants, collared dress shirt, and tie. This must be worn for the entire day, including all team members and managers.

Dress code for games (all sports):

- Girls – dresses or nice slack outfits must be worn to all away games. For home games, girls may wear nice jeans or slacks. There may be times when the team wears uniforms and warm-ups to games. This will be done as a team and all team members must dress in that manner.
- Boys – dress pants, collared dress shirt, and tie to all games. If the game is the last one of the night, they may wear nice jeans home. For travel to away games, there may be times when the coach has the team wear school dress or uniforms and warm-ups. This must be done as a team and all team members must dress in that manner.
- All team members must wear only the approved uniforms for games. No other extra items that would protrude from under the uniform should be worn. Coaches will establish a uniform sock style and color that shall be worn by each member of the team. Jerseys must be tucked in whenever worn. Teams shall be uniform in appearance during warm-ups prior to each game as well.

TEAM MANAGERS OR STATISTICIANS – Team managers, statisticians, and video managers are an important part of any athletic team. In order to fulfill the duties required each individual must be faithful in serving and assisting team members and coaching staff. Below is a general list of responsibilities for these positions. Coaches or teams may have more specific responsibilities in addition to the list below. Carefully consider these responsibilities before making a commitment to the team:

- Demonstrate accountability to the head coach of the team. They are to follow the directions given to them by the coach. They are not the servants of players.
- Insure that all uniforms and equipment are prepared and ready for game time.
- Insure that the bench area is clean following games. This includes disposing of all trash and storing balls and equipment.
- Take care of uniforms following the game. They should collect and put them in the designated area on hangers.
- Hang up all warm-ups following the game and put them in the designated area.
- Attend practices as designated by the head coach. Failure to do so will result in expulsion from the team.
- Follow the same guidelines as players including academic requirements, dress, character qualities, etc.
- Carry out their assigned duties during games (i.e. shot charts, statistical charts, video taping etc.).

- Oversee and take care of video equipment. This includes proper set-up procedures. All equipment must be put away properly in a secure location following the games.
- Remain after the game until all equipment and uniforms have been properly put away. The head coach will dismiss them.
- Insure that for away games that all equipment is returned to the bus and then removed from the bus and put away upon arrival back at school.
- Help with overnight trips by assisting the coach in getting uniforms ready for the next day's games. This includes collecting uniforms, hangers, etc. washing the uniforms, and hanging them up to dry.

UNIFORMS AND EQUIPMENT – The coach will take care of all uniforms unless otherwise specified. The athletes are responsible to return their uniforms to the manager or coach following each game. They will be washed by the coach or designated person in preparation for the next game. Managers will assist the coach at away games by washing uniforms.

Beginning with the 2009-2010 school year, a deposit will be required for all students using school uniforms for athletic participation. The responsible party must pay for lost or damaged uniforms and equipment. No team balls should ever be used outside. They are designed for indoor use only. Anyone wanting to check out balls or equipment for overnight use must do so through the athletic director. Not all equipment is available, and those that are would only be for overnight or weekend use.

Treat all uniforms and equipment with care. If you are responsible for some piece of equipment, make sure that it is correctly stored when returned. It is the school's desire to utilize the equipment, yet keep it in the best condition possible.

TRANSPORTATION – The head coach or athletic director will arrange transportation to and from away athletic activities. All athletes are required to ride with the team in the school-arranged transportation unless a note from their parent designates otherwise. Under no circumstance will students be allowed to drive themselves and/or take other students with them.

- Students who are not team members will not be allowed to travel with the team unless they are traveling on official school business (i.e. using merit dollars). If a student desires to use merit dollars to go on an athletic trip, reservation must be made 2 weeks prior to the trip. The administration reserves the right to refuse the student's request if accommodations are not available. Students who are not team members will not be dismissed from school early to ride or leave with the team without parental permission.
- When returning from games, athletes are to ride in the transportation in which they rode to the game. If they are to ride with someone else, the coach must receive written authorization from a parent or guardian specifying the driver.
- Riding to and from games provides time for athletes to prepare themselves for the upcoming contest. When boys and girls are riding together in the same vehicle, they are only allowed to sit together when in the front third of the vehicle. There is to be no physical contact while seated together. The coach or athletic director may waive the privilege of sitting together.

- Vehicles that are used for transportation must be cleaned on the inside upon return. The coach will appoint or assign designated clean-up crews to sweep, take out trash, etc.

Drivers for athletic trips will enforce the rules enacted by the Missouri State Highway Commission:

- The driver is in charge of the students and the vehicle. Students must obey the driver promptly and cheerfully.
- Students must keep their head, hands, and arms inside the bus at all times (even when it is parked). No gestures should be made to people in other vehicles.
- All students are to remain seated at all times, facing the front. Changing seats is not allowed except at an established stop. Students must not at any time try to get on or off the vehicle or move about within the vehicle while it is in motion.
- Unnecessary or prolonged conversation with the driver is prohibited. Remember, your safety is in his/her hands.
- Outside of ordinary conversation, classroom conduct is expected. This includes no shoving, fighting, yelling, or throwing objects.
- No eating on the bus without permission. Suckers, sunflower seeds, or peanuts may not be eaten on the bus at any time.
- Students must not throw waste paper or other rubbish in or out of the vehicle. The vehicle should be kept clean at all times. Please do not leave trash on the vehicle.
- Students must not cut, slit, or deface the vehicle seats in any way. Any damage to the vehicle is to be reported at once to the driver, and the student(s) responsible for the damage are also responsible for restitution.

DIRECTIONS FOR AWAY GAMES – Directions to away games are available on the Sycamore website and in a folder outside the school office. These will be placed there the Friday prior to the next week’s games. Do not call the school office.

OVERNIGHT TRIPS – Varsity athletes and in some cases junior varsity athletes will be involved in travel which involves an overnight stay. We try to keep this to a minimum, as we understand the financial hardship that it puts on parents, as well as the academic hardship that it presents to students. The cost of these trips will be divided among the athletes who will be attending. These costs include lodging expenses, transportation costs, sponsor costs, and any other expenses that might be involved. The athletes will also be responsible for the cost of their meals.

Under no circumstance should the cost of a trip prohibit an athlete from attending. If the need arises, please contact the Athletic Director to set up possible financial assistance.

We encourage parents to travel to the away games and tournaments. Parents of athletes will receive phone numbers of where the team will be staying. Parents are welcome to make their own reservations at those motels. The school does not make reservations for parents’ rooms.

BRCS ATHLETIC PARTICIPATION AGREEMENT

[This is a sample of the agreement given out by each coach, each season, for each student]

It is the school's desire to have a positive working relationship between the home, school, coach and athlete. By understanding and agreeing to the school's athletic policies, this partnership will be strengthened:

SUBMISSION

I understand that I must be submissive to all those to whom God has given authority over me, whether or not they are a representative of BRCS – including all referees, school officials, administrators, teachers and coaches.

I agree to be fully compliant with, and supportive of decisions made by the coaching staff.

I recognize my responsibility to privately take any questions that I may have to the coach in a submissive spirit so that problems of rumors and gossip are effectively avoided.

RESPONSIBILITY

I acknowledge that my first responsibility is to God and will therefore strive to participate in a manner that reflects my desire to serve Him above all.

I realize that I have a responsibility to the school as a student-athlete to give a consistent effort in the classroom and will cheerfully complete class work as the high priority it ought to be, even when my athletic schedule might make that more difficult.

I confirm that I have a responsibility to my coaches and teammates to:

- attend and be prompt to all practices, games, and other activities. If I am late to practice, my playing time during games will be reduced. If I miss the last practice before a game, I will not be eligible to start in that game.
- extend my best effort regardless of my role with the team at the time—from a starter to the end of the bench substitute.
- be a good steward of the team's equipment, uniforms, practice jerseys, and warm-ups. This includes their punctual return at the season's end.
- be a positive influence for the cause of Christ both on and off the field or court.

STANDARDS

I am aware that the team will have dress standards that must be followed in order to be a participant.

- Practice jerseys must be worn to every practice when provided.
- For boys, a collared dress shirt and tie and dress slacks are to be worn on game days and to games when traveling out of town. At games, school dress must be worn.
- For girls, dress slacks and blouses are appropriate for traveling.
- Team uniforms and warm-ups are to be worn for games and pre-game warm-up, as well as white socks (unless team colors are chosen). Extra clothing that detracts from team look are not appropriate.

I understand that upon receiving a third ninth hour in one quarter during the season, I will be ineligible for the first half of our next game. (I am responsible to inform the coach when this happens).

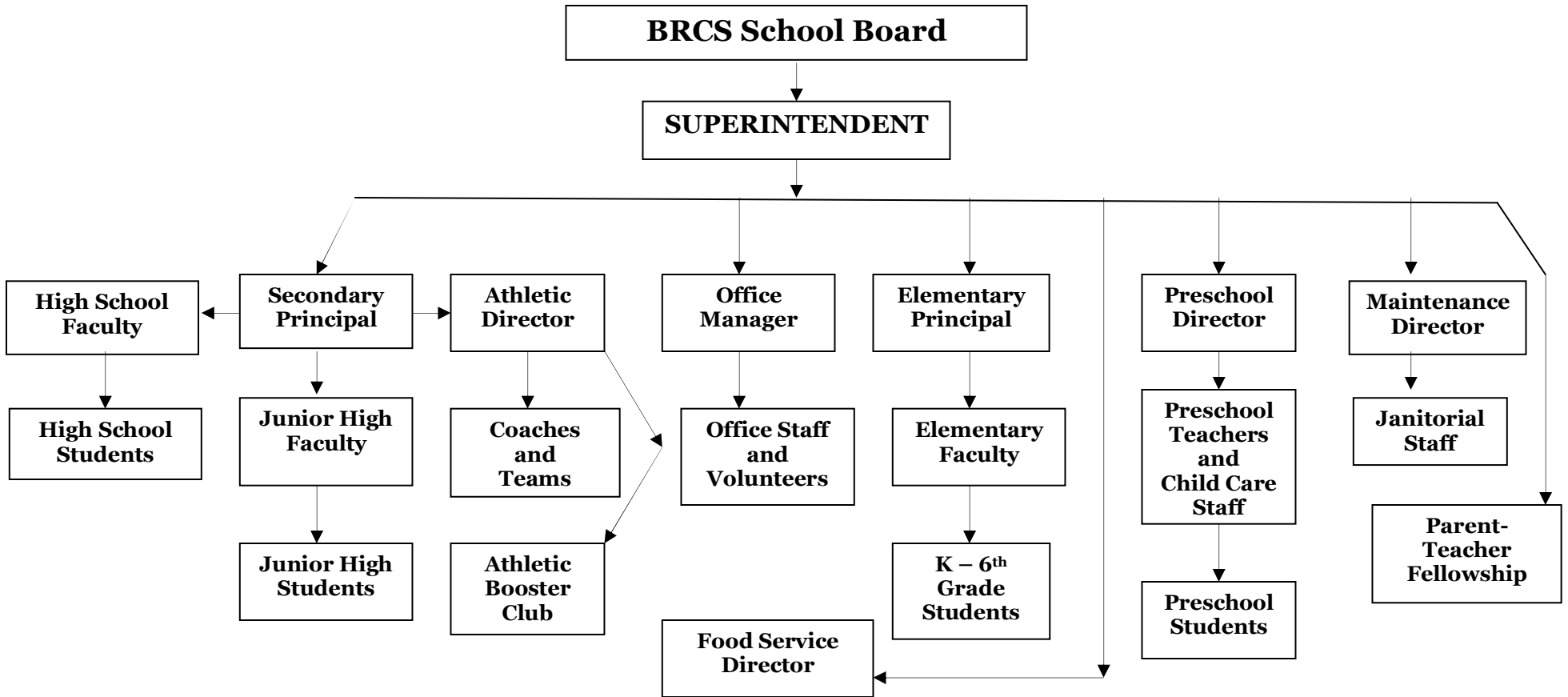
I understand that upon receiving a fifth ninth hour during a quarter, I will be dismissed from the team.

I understand that if I receive a technical foul for inappropriate attitudes and/or actions, I will be ineligible for the next 2 quarters of play. If I receive a second, I will be ineligible for the next game.

I understand that if I miss 5 practices during the season, (except in cases of injuries) I may forfeit my letter for the sport.

I know that any behavior that is determined to be detrimental to the testimony of the Lord Jesus Christ, my school, or my team may result in the immediate dismissal from the team. I agree to abide by the terms of this agreement with a clear understanding that it is intended to foster excellence in my athletic participation.

Blue Ridge Christian School Organizational Chart 2009-2010



GRIEVANCE RESOLUTION POLICY

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

The administration recognizes that there will be times when differences will occur. When there are differences, students and/or parents are to go privately to the teacher, coach, or person involved, and candidly and calmly discuss the problem. Most often problems will be solved at this level. See complete Grievance Resolution Policy on page 20.

BLUE RIDGE CHRISTIAN SCHOOL
2009-2010
Master School Calendar

Grades K – 12

August 14	Open House (4:00 – 6:00 p.m.)
August 16	Teacher Dedication Sunday at Blue Ridge Bible Church
August 17	First Day of School (1/2 day)
August 18	Second Day of School (1/2 day)
August 18 (p.m.)	Back to School Night – Elementary (required parental attendance)
August 20 (p.m.)	Back to School Night – Secondary (required parental attendance)
September 7	Labor Day NO SCHOOL
October 14	End of First Nine Weeks (1/2 day)
October 15 – 16	ACSI Teacher’s Convention NO SCHOOL
October 26	Parent/Teacher Conferences NO SCHOOL (required attendance)
November 12	Spirit Banquet (Evening Event)
November 25 – 27	Thanksgiving Vacation NO SCHOOL
December 17 – 18	Semester Exams
December 18	End of First Semester (1/2 day)
December 21 – January 4	Christmas Vacation
January 4	Teacher Work Day NO SCHOOL
January 5	First Day of Second Semester
January 18	Dr. Martin Luther King Day NO SCHOOL
February 15	President’s Day NO SCHOOL
March 12	End of Third Nine Weeks (1/2 day)
March 29 – April 2	Spring Break NO SCHOOL , Senior Missions’ Trip Week
April 15	MCS Academic Meet & Fine Arts Festival Set-Up (1/2 day)
April 16	MCS Academic Meet & Fine Arts Festival NO SCHOOL
April 27	Serve Day (Preschool – 12 th grades)
May 14	Secondary Honors Night (7:00 -8:00 pm)
May 16	High School Graduation
May 17	Kindergarten Graduation/Elementary Honors Night
May 21	Last Day of School (1/2 day)

Preschool

August 14	Open House – 4:00 – 6:00 pm
August 17	First M/W/F Class and 5 Day Class
August 18	First T/W/TH Class
September 7	Labor Day NO SCHOOL
October 15 - 16	Fall Break NO SCHOOL
October 26	Parent/Teacher Conferences (K – 12) NO SCHOOL
November 13	Thanksgiving Open House/Program
November 25 – 27	Thanksgiving Vacation NO SCHOOL
December 18	Half Day of Preschool
December 21 – January 4	Christmas Vacation
January 5	First Day of Second Semester
January 18	Dr. Martin Luther King Day NO SCHOOL
February 15	President’s Day NO SCHOOL
March 29 – April 2	Spring Break NO SCHOOL , Senior Missions’ Trip Week
April 16	Academic Meet (grades 7 – 12) NO SCHOOL
May 14	Preschool Closing Program – 9:00 am