



South Charlotte Baptist Academy

Faith – Virtue – Knowledge

**2024– 2025 Student Handbook
Elementary**

Table of Contents

WELCOME	3-6
A NOTE FROM OUR PASTOR	3
ADMINISTRATION.....	3
HISTORY	3
PURPOSE.....	3
MISSION	3
ARTICLES OF FAITH	4-6
ADMISSIONS INFORMATION.....	6-7
NONDISCRIMINATORY POLICY.....	7
SCHOOL HOURS DROP OFF/PICK UP.....	7
STAFF QUALIFICATIONS.....	7
FINANCIAL POLICIES.....	7-8
PAYMENT OPTIONS	7
THE RON FAULK ENDOWMENT FUND	8
EXTENDED SCHOOL DAY.....	8
RE-ENROLLMENT.....	8
WITHDRAWAL PROCEEDURES.....	8
ATTENDANCE POLICIES.....	9
FIELD TRIPS	9
TARDINESS.....	9
SICKNESS AND HEALTH	10-11
COVID-19	10
FACE MASKS.....	10
VACCINES.....	10
COMMUNICABLE DISEASES.....	11
MEDICATIONS.....	11
ACADEMIC POLICIES.....	11-12
CHAPEL.....	11
TEXTBOOKS/CURRICULUM.....	11
HOMEWORK.....	11
GRADING SCALE.....	12
REPORT CARDS/HONOR ROLL.....	12
PROGRESS REPORTS	12
PROMOTION	12
APPEARANCE	13
CONDUCT.....	13-15
DISCIPLINE.....	13
STANDARDS OF CONDUCT.....	13
ARTICLES PROHIBITED	14
CELL PHONES: POSSESSION & USAGE.....	14
WORLD WIDE WEB & SOCIAL MEDIA POSTINGS	15
MUSIC.....	15
BULLYING, HARASSMENT & PHYSICAL ASSAULT.....	15
OTHER POLICIES/GENERAL INFORMATION	16-17
BIRTHDAY PARTIES.....	16
INFORMATION CHANGE.....	16
LEAVING CAMPUS.....	16
LUNCHES.....	16
OFFICE HOURS.....	16
OFFICE PHONES.....	16
ORIENTATION/PARENT TEACHER FELLOWSHIP	16
OUTSIDE PLAY.....	16
SCHOOL CLOSINGS.....	17
SUPPLIES.....	17
VISITING THE CAMPUS.....	17

Welcome

A NOTE FROM OUR PASTOR

“I have no greater joy than to hear that my children walk in truth.” 3 John 4

I am a product of Christian education. I am thankful for the sacrifices my parents made so that I could attend a Christian school. All of my formal education was received from individuals who had dedicated their lives to “train up” the next generation of Christian servants. I am thankful for their sacrifice, dedication, and faithfulness.

Christian education and the Biblical truths I received played a large role in my eventual decision to accept Christ as my Savior. God used Christian education in my life to give me direction and to show me God’s call upon my life.

Now, for the past 20 years I have had the opportunity to continue my involvement in Christian education as a parent, a youth pastor, teacher, coach, and now as the senior pastor of South Charlotte Baptist Church.

Thank you for choosing South Charlotte Baptist Academy and for allowing us to partner with you in your child’s education.

Striving Together,



Rev. Joseph Campbell, Pastor

ADMINISTRATION

Rev. Joseph Campbell, Sr. Pastor and Headmaster
Mr. Nathan Rideout, Assistant Headmaster
Miss Stephanie Wells, Academy Secretary
Mrs. Mary Holstead, Business Manager

HISTORY

Convinced of the responsibility of parents to educate their children and the necessity of a Christ-centered educational program, South Charlotte Baptist Church started South Charlotte Baptist Academy in 2003.

PURPOSE

“We will not hide them from their children shewing to the generation to come the praises of the LORD, and his strength, and his wonderful works that he hath done. For he established a testimony in Jacob, and appointed a law in Israel, which he commanded our fathers, that they should make them known to their children: That the generation to come might know them, even the children which should be born; who should arise and declare them to their children: That they might set their hope in God, and not forget the works of God, but keep his commandments:” Psalms 78:4-7

MISSION

Using the tool of education, we seek to assist parents in:

1. Laying a foundation of faith in the life of their children.
2. Forming Christ-like character in the life of their children.
3. Preparing the children’s gifts and abilities to serve the Lord.

ARTICLES OF FAITH

SCBA subscribes to a Bible-based creed. This creed is our “Statement of Faith” and is the cornerstone of our church and all its ministries.

1. THE HOLY SCRIPTURES

We believe in the verbal (every word) and plenary (complete) inspiration of the Old and New Testaments; that they are the final authority for faith and life, inerrant in the original writings, infallible and God-breathed, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

II Timothy 3:15,16; II Peter 1:19,20,21; Revelation 22:18,19

2. THE GODHEAD

We believe in one triune God, the maker, preserver, and ruler of all things, eternally existing in three persons—Father, Son, and Holy Spirit—co-eternal in being, co-identical in nature, co-equal in power and glory, each with distinct personal attributes, but without division of nature, essence or being. *Genesis 1:26; II Corinthians 13:14; I John 5:7*

3. THE PERSON AND WORK OF THE LORD JESUS CHRIST

We believe in the deity of our Lord and Savior Jesus Christ, perfect God and perfect man; that He is God manifested in the flesh, conceived by the Holy Spirit, and born of the virgin Mary; that He lived a sinless life on earth; that He died on Calvary’s cross as a satisfactory sacrifice for sinners; that His body was buried in and arose from Joseph’s tomb; that He ascended to Heaven and was glorified at God’s right hand; that He is coming again for His own and then to set up His Kingdom on earth.

Isaiah 7:14; II Corinthians 5:21; Matthew 1:18-25; John 16:7; John 1:1-14; Luke 1:35

4. THE PERSON AND WORK OF THE HOLY SPIRIT

A. We believe that the Holy Spirit is the third person of the Holy Trinity and is co-equal with God the Father and God the Son; that He convicts the world of sin and righteousness and judgment; that He is the supernatural agent in regeneration; that He indwells all believers and seals them unto the day of redemption; that He endues, teaches and guides believers.

John 14:16-18; John 16:7,8; John 3:5-7

B. We believe that at salvation (rebirth) the believer is baptized by the Holy Spirit and that the believer does not seek the Spirit’s baptism as an evidence of salvation.

Romans 8:9; John 14:26; Ephesians 5:18

5. MAN

We believe that man was created by a direct act of God and not by any evolutionary process (Genesis 2:7); that man was created in God’s own image and in a state of innocence; that through his transgression sin entered into the world, and death by sin—not only physical death, but spiritual death, which is conscious and eternal separation from God; that consequently, his posterity inherit a corrupt nature, being born in sin and under its condemnation, and, as soon as they become capable of moral action, become actual transgressors.

Genesis 3:6-19; Romans 5:12; Psalms 51:5; Jeremiah 17:9

6. SALVATION

We believe that the Lord Jesus Christ “died for our sins according to the Scriptures; and that He was buried; and that He was raised on the third day according to the Scriptures.” We believe that a person is saved when he repents of his sin and exercises faith by accepting the Lord Jesus Christ as his personal Savior. We believe that salvation is a gift of eternal life wholly by the grace of God without any merit or works. We believe that the atonement of Christ is not limited, but that God desires all to be saved and to come to the knowledge of the Truth; that it is not His will that any should perish, but that all should come to repentance.

I Corinthians 15:3-4; Romans 6:23; Romans 10:9-10; Acts 16:31; II Peter 3:9; Ephesians 2:8-9

7. SANCTIFICATION

A. We believe that believers have been sanctified through the offering of the body of Jesus Christ once and for all.

B. We believe that sanctification is a divine and progressive work of the Holy Spirit whereby God, upon the ground of the finished work of Christ on the cross, His present intercessory ministry, and His divine Word, sets the believer

apart and works out in and through him, by means of a submissive will, that which is well pleasing to Himself through Jesus Christ. Sanctification is not a second work of grace that the believer should work for.

Ephesians 5:13; II Peter 3:18

C. We believe that sanctification culminates ultimately in the redemption of the body.

8. THE CHURCH

We believe that the local New Testament church is composed of regenerated, baptized believers, voluntarily united together for the purpose of worship, edification, ordinances, fellowship and service; that the officers of the local church are pastors and deacons whose qualifications, claims and duties are clearly defined in the Scriptures; that the mission of the church is the faithful witnessing of Christ to all men as we have opportunity in the local community and to the uttermost part of the earth; that the local church has absolute right to self-government, free from the interference of any individuals or organizations, religious or political; that the one and only superintendent is Christ, through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel, with each local church as the sole judge of the measures and method of its cooperation; and that on all matters of membership, policy of government, discipline, benevolence, etc., the will of the local church is final.

Acts 2:41-47; Romans 1:7; Colossians 1:2; Acts 20:28,31; I Peter 5:1-5; Titus 1:5-8

9. BAPTISM

We believe that Bible baptism is by immersion, the burial of the believer in water, thus setting forth in symbol his union with Christ in His death, burial, and resurrection; that every believer should be baptized because of the example of our Lord, and because of the command given by our Lord; and that while there is no saving power in water baptism, it is an act of obedience by those who are already saved to picture that they are dead, buried, and raised spiritually with Jesus Christ by faith in Him. Infant baptism is rejected as unscriptural.

Romans 6:3-5; Matthew 3:13-17; Matthew 28:19-20; Acts 8:36-39; Titus 3:5

10. THE LORD'S SUPPER

We believe that the Lord's Supper is an ordinance given to the church by the Lord Jesus Christ to remember and show forth the Lord's death till He comes. The Lord's Table should be open to all regenerated persons living in fellowship with and obedience to the Lord Jesus. The elements used in the Lord's Table are symbolical and render in themselves no means of grace.

I Corinthians 11:25-32; Luke 22:14-20

11. SATAN

We believe that Satan is a supernatural person, a fallen angel, the author of sin and the cause of the fall; that he is the "god of this age," the "prince of the power of the air," and the open and declared enemy of God and man; his destiny is eternal punishment in the lake of fire.

Ezekiel 28:1-19; Job 1:6-9; II Corinthians 4:4; Matthew 4:1-11; James 4:7; Revelation 20:10

12. HELL

We believe in a literal Hell, the Lake of Fire and Brimstone, which shall be the place of eternal punishment of Satan, fallen angels, demons, and the unbelieving dead.

Luke 16:22-26; Revelation 20:12-15; Revelation 21:8

13. HEAVEN

We believe in a literal place called Heaven where God's immediate presence is manifested, where the angels dwell, and where the redeemed shall ultimately dwell, from which Christ descended and to which He ascended again, where He maketh intercession for the saints, and from whence He shall come to judge the living and the dead.

John 14:1-3; Revelation 21

14. THE ETERNAL STATE

A. We believe in the bodily resurrection of all men, the saved to everlasting life, and the unsaved to judgment and everlasting punishment. *I Thessalonians 4:13-18*

B. We believe that the souls of the unbelievers remain, after death, in conscious misery and torment until the second

resurrection when, with spirit, soul, and body, they shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting punishment. *Revelation 20:11-15*

C. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where, in conscious bliss, they await the first resurrection when spirit, soul and body are reunited to be glorified forever with the Lord. *II Corinthians 5:6-8; I Corinthians 15; I Thessalonians 4:13-18*

15. THE LORD'S DAY

We believe that the Lord's Day, which is the first day of the week, the day of our Lord's resurrection, is the proper day for regular Christian worship and service, and that it should be kept sacred to spiritual purposes by abstinence from unnecessary secular labor and activities becoming to the Lord's Day.

Acts 20:7; I Corinthians 16:1-2; Hebrews 10:25

16. THE SECOND COMING OF CHRIST

We believe in the literal, bodily, personal, pre-millennial and imminent coming of the Lord Jesus Christ into the air to catch away all believers unto Himself before the tribulation period; also, we believe in the personal, visible and glorious return of Christ to the earth, with believers, at the close of the tribulation period to judge the nations and to set up His millennial Kingdom on earth. *Acts 1:11; John 14:3; I Thessalonians 4:13-18; Matthew 24:42-44*

17. THE ETERNAL SECURITY AND ASSURANCE OF BELIEVERS

We believe that all the redeemed of God are kept by God's power and are thus eternally secure in Christ forever.

We believe that once a person is saved, he will always be saved.

John 10:27-29; II Timothy 1:12; Philippians 1:6

18. HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempts to alter one's gender by surgery or appearance. *Genesis 2:24, 19:5, 13, 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4*

We believe that the only legitimate marriage is the joining of one man and one woman. *Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23*

In keeping with our beliefs regarding human sexuality as expressed in this statement of faith and in keeping with our purpose as expressed in Article II, we have the following practical policies:

- All people are welcome to attend our regular worship services.
- Those who attend may not display behavior that is indicative of the sinful behaviors listed in the SCBC Bylaws during church services, at church functions, and on the church grounds.
- Church representatives are not to display overt disrespect for those who are involved in the sinful behaviors listed within the SCBC Bylaws.
- The pastor of the church will preach consistently against all forms of sinful behaviors as listed in the SCBC Bylaws as well as other sinful behaviors.

The Administration of SCBC & SCBA reserves the right to make changes to this handbook at any time.

Admissions Information

Enrollment is open to all children whose parents wish the Christian training of the home to be continued and supplemented in the school. The Student application/enrollment process is completed online but may also include an administration interview with the prospective family.

NONDISCRIMINATORY POLICY

South Charlotte Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies or other school-administered programs.

South Charlotte Baptist Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, and cleanliness. The academy maintains the right to refuse admittance to anyone who fails to meet the entrance requirements and to suspend or expel any student who violates the standards set down in the Student Handbook, the Agreement of Cooperation, or other rules of conduct as defined by the Administration.

SCHOOL HOURS/DROP-OFF & PICK-UP

Kindergarten hours are 8:30 a.m.–3:15 p.m. for the full-day program and 8:30 a.m.–12:00 noon for the half-day program. Dismissal for half-day students is at 12:00 noon and dismissal for full-day students is at 3:15 p.m. Full-day students who are not picked up by 4:00 p.m. will go to Extended School Day. There is a \$10 per hour charge (or any part thereof) for Extended School Day After School.

Elementary school hours are 8:30 a.m.–3:15 p.m. Morning drop-off times are 8:00a.m. – 8:29 a.m. Afternoon dismissal is at 3:15 p.m. All children who are not picked up by 4:00 p.m. will go to Extended School Day. There is a \$10 charge per hour (or any part thereof).

Picking up children before the dismissal time is discouraged. Our school day reflects particular required time allotments which constitutes a complete school day. **Because of the heavy traffic on campus during the arrival and dismissal time, parents are asked to drive with extreme care and caution. Always load and unload on the building side of the car line.** Parents should not get out of their vehicle while in the Student Drop-Off/Pick-Up line. Should a parent need to get out of their vehicle, they must park in a marked parking space. It is extremely dangerous to have children in the parking lot and driveway.

STAFF QUALIFICATIONS

All faculty members are professing Christians and active members of an independent Bible-believing Independent Baptist church. SCBA and the teaching staff comply with NC Labor Laws for Child Development including criminal background checks and health requirements. SCBA teachers are certified, or obtaining certification, through the North Carolina Christian School Association. The staff views their position as a ministry rather than a job.

Financial Policies

SCBA keeps its fees and tuition as low as possible. However, the fees and tuition are the academy's only source of planned income. Therefore, it is necessary that all accounts be kept up-to-date. SCBA cannot carry delinquent accounts. Accounts which become delinquent must be paid before students may continue in class. There is a \$30 charge on all FACTS denials or returned checks.

Parents who have a returned check or insufficient funds in FACTS must bring in a cashier's check, money order, or cash along with \$30 for the insufficient charges, for the missed payment, within two days of the denial.

The **REGISTRATION FEE** is due at the time of registration and is non-refundable. This fee holds student's seat until July 1st. After July 1st the student may lose their seat if 1) the enrollment has not been completed and 2) the class is full.

The **BOOK AND RESOURCE FEE** is non-refundable and due by June 1st or at the time of enrollment if later than July 1st. This fee covers such things as textbooks, RenWeb access, standardized testing materials, graduation regalia, other classroom supplies, and craft/art supplies.

THE RON FAULK ENDOWMENT FUND

The Ron Faulk Endowment Fund was established in 2023 in honor of Ron Faulk, a faithful member of South Charlotte Baptist Church and a strong supporter of South Charlotte Baptist Academy.

To help maintain and grow that fund, every Academy family is asked, on a yearly basis, to donate \$100 for each child they have enrolled at SCBA.

The Administration reserves the right to withhold any refunds for tuition or fees upon withdrawal (See Withdrawal Procedures).

EXTENDED SCHOOL DAY

As a service to working parents, the school offers Extended School Day. Extended School Day Before is available from 7:30 a.m. until 8:00 a.m. Extended School Day After is available from 4:00 p.m. until 5:00 p.m. Children who arrive at school prior to 8:00a.m. **MUST** go to the Extended School Day room and will be charged accordingly.

Parents of students needing Extended School Day on a regular basis **MUST complete a Request for Extended School Day Form** in order to have this service available. Any change in the schedule requires a two week notice in writing. A rare emergency may be arranged by contacting the academy administration.

Extended School Day (Before)	7:30 – 8:00 a.m.	\$150 per month
Extended School Day (After)	4:00 – 5:00 p.m.	\$200 per month
Extended School Day (Both)	7:30 – 8:00 a.m. and 4:00 – 5:00 p.m.	\$300 per month
Rare Emergency Occurrence		\$10 per hour (or portion of hour)

A \$10 Late Pickup Fee will be charged for students remaining after 5:00 p.m.

PAYMENT OPTIONS FOR EXTENDED SCHOOL DAY:

1. Payment in full for the year paid at the beginning of the year.
2. Monthly drafts from your bank account to be made with the FACTS payment. Must be approved by the office.
3. Billed by the office with prior approval and space available in before care/after care. (This option is only for those who occasionally use these services.)

RE-ENROLLMENT

During January and February, enrollment is opened for the next school year. All enrollment and re-enrollment takes place online via ParentsWeb. **Present students are not automatically re-enrolled for the next year but are accepted on a first-come, first-serve basis.** It may become necessary to close enrollment for a particular grade if the number of enrolled students for that grade exceeds the optimum class or room size. Parents are encouraged to complete re-enrollment registration as soon as possible to insure their child’s place for the next school year.

It is the Academy’s policy to place a new student at the beginning of any class waiting list if that new student currently has a sibling enrolled at SCBA.

WITHDRAWAL PROCEDURES

Withdrawal forms, available in Academy office, must be submitted to the Academy Administration for a child to be considered withdrawn. Students who withdraw from SCBA during the school year will not be entitled to student books/supplies, tuition and fees (prorating refund must be approved by the Administration). At the time of withdrawal, all school property must be returned. Transcripts must be requested in writing and will be authorized only when all

accounts are current and approved by the Administration. Students are charged for any part of a billing month. Minimum refund is \$25.

Attendance Policies

Students are required to attend school every day unless they are physically unable. **Each time a student is absent, a written excuse signed by a parent/guardian or an e-mail explaining the reason for the absence is required.** If a note is not received within three days of the absence, the absence will be recorded as unexcused. To be counted present, students must be in attendance for at least half of the regular school day (three consecutive hours).

The definition of an **excused** absence is as follows:

1. Personal illness or injury (not parent or sibling illness)
2. Death in immediate family
3. Medical/dental appointments (a note from the doctor is required)
4. Court or administrative proceedings

Family or organized church activities may also be counted as excused absences if the parent/guardian provides SCBA with a written or emailed request two weeks in advance of the activity and if all missed work is done prior to the activity. Such excused absences may not constitute more than five (5) regular school days during the academic year. The administration reserves the right to alter this policy.

Make-Up Work Policy – Exams and/or class work missed due to an **unexcused** absence cannot be made up. Zeros will be given for all such work that is missed. The administration reserves the right to alter this policy.

Any make up work not finished within 20 days will receive an “F.” **Students may not miss more than twelve days throughout the school year without penalty.** In the event of thirteen or more absences, students may be required to attend school during the summer to meet the stated attendance requirement. There will be an appropriate fee for these sessions. Only after the make-up time has been served will the student be promoted to the next grade. The administration reserves the right to alter this policy.

FIELD TRIPS

Field trips are planned to enhance the academic program. Trips are scheduled as an aid to learning and will be announced as planned by the teachers. To attend, each student must have a medical release form. School uniforms should be worn. Since a field trip is a school activity, an absence on the day of a field trip will count as an absence from school.

1. Any parent or guest attending the field trip should follow these guidelines:
2. Ladies should wear knee-length dresses or skirts (no slacks) and modest blouses. Men should wear dress or docker-style slacks and a collared shirt. Please do not wear shorts, swimsuits, low/open neck blouses or shirts, or other such articles.

TARDINESS

Children should be in the classroom and in their seats by 8:30 a.m. Tardies are recorded on a child’s permanent record.

Our policy regarding tardiness for kindergarten through high school is as follows:

1. A reminder will be sent home after the 3rd tardy.
2. Parents will be required to meet with the headmaster after the 5th tardy.
3. Every six tardies will equal one absence.

Parents are encouraged to teach their children the virtue of promptness. The benefits of promptness are unending.

Sickness and Health

We understand how difficult it is to stay at home with a sick child; but for the health of your child, other children, and teachers in the classroom, we ask that you adhere to this policy. You are our “first line of defense” in keeping our staff and students healthy.

The following is a list of some illnesses (other illnesses will be assessed on a case-by-case basis) that would cause your child to be out of school for at least 24 hours:

1. A fever of 100 degrees – child may return after being fever free, without medicine, for 24 hours
2. A sudden onset of diarrhea
3. Vomiting – may return 24 hours after last vomiting episode
4. Pink eye with white, green, or yellow discharge – may return 24 hours after the 1st treatment
5. Lice – may require a doctor’s release to return to school
6. Chicken pox or a rash suggestive of chicken pox
7. Strep throat – may return 24 hours after the first treatment
8. Hepatitis A virus infection – may return one week after the onset of the illness or jaundice
9. Impetigo – may return 24 hours after treatment began

***With any sickness, we ask that you keep the Academy informed.**

Please do not give medication to simply control the symptoms. In most cases, the child will run a fever after the medication wears off and is still contagious to the other children and teachers. If your child becomes sick while at school, you will be called and asked to pick them up immediately. Children may return after they have been symptom free for 24 hours.

COVID-19

Students/Staff with COVID-19 (confirmed with test) or experiencing symptoms of COVID-19 should remain away from school for 5 days after the first day of symptoms or the day of a positive COVID-19 test. Students/Staff may return to school after 5 days if 1) they no longer have symptoms or 2) their symptoms are improving, and they have been fever free (without the aid of medication) for at least 24 hours.

Students/Staff who have been exposed to someone with COVID-19 (within 6 feet for 15 minutes or longer in a 24 hour time period) will not be required to automatically remain away from school. However, they must monitor for COVID-19 symptoms and should follow the procedures in the previous paragraph if they begin to experience COVID-19 symptoms.

*Please visit www.cdc.gov/coronavirus to learn of the symptoms associated with COVID-19.

FACE MASKS

SCBA will not require any student to wear a face mask; that is a parental decision. If you choose to have your child wear a face mask during the school day, please understand that we will allow it as long as the wearing of a face mask does not become a disciplinary problem or does not distract from the learning process.

VACCINES

Vaccines are also a parental decision (including the COVID-19 vaccine). However, we are required to maintain a record of a student’s vaccinations. Should you choose not to vaccinate your child, we simply need you to send the Academy a written reason for not vaccinating your child. (This does not apply to the COVID-19 vaccine).

COMMUNICABLE DISEASES

While it is not the desire of SCBA to discriminate against any student, the need for protection of the entire student body is crucial. Therefore, any student who is diagnosed to be carrying any communicable or potentially lethal disease shall not be granted the opportunity to remain or become a student. The concern is twofold: that other students not be infected, and that the ill student not become infected with other diseases transmitted by fellow students or others within the school.

If the student is later medically diagnosed as no longer carrying the communicable disease, the student will have another opportunity to enroll at SCBA.

This policy applies to diseases such as, but not limited to, syphilis, gonorrhea, Acquired Immuno-Deficiency Syndrome (AIDS), hepatitis, etc. Current medical information published by the U.S. Centers for Disease Control indicates that the human T-Lymphotropic virus type III/lymphadenopathy-associated virus (HTLV-III/LAV) is believed to be the agent causing the Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies also apply to students known to be infected with HTLV-III/LAV or testing positive for the presence of antibodies to the AIDS virus.

MEDICATIONS

Students who require medication during the school day must have a signed permission form on file in the office. All medications must be kept in the Academy office and should be in the original containers indicating the medicine name and dosage instructions.

If a child needs to use cough drops during the school day, please send a written note with the cough drops instructing how often the student may use them.

Academic Policies

CHAPEL

Weekly chapel services provide students with a time of spiritual refreshment through the singing of hymns and gospel songs and the preaching and teaching of God's Word. Students are required to bring their Bibles (King James Version) and wear chapel uniforms to every chapel session. Chapel services are usually held on Tuesdays; however, the day of the week may be changed to accommodate a special speaker or group.

TEXTBOOKS/CURRICULUM

The Abeka Book Curriculum is taught each day as part of a structured program in all grades. It is our desire that children enjoy learning about God and His creation. You may visit www.abeka.com or the Academy office for a description of materials taught in each grade.

All student textbooks and workbooks are purchased by the parent through the Book and Resource Fee. The academy expects books to be kept neat and clean. A student whose book shows excessive wear or abuse will be asked to replace the damaged book. Textbooks or workbooks that are damaged beyond repair or lost must be re-purchased within five school days from the time the book was damaged or lost. Students may be required to cover certain books.

Every student is required to use a King James Version Bible.

HOMEWORK

Homework is an integral part of the school program. Teachers are encouraged to give homework to aid students in the learning process. Each assignment should be checked for completeness by a parent. Papers that are taken home to be signed by the parent should be signed and returned the next school day.

PLEASE BE REMINDED THAT HOMEWORK:

1. Is work and is graded.
2. Is time consuming.
3. Takes priority over extra curricular activities.
4. Helps the student build good work ethics with regard to greater responsibility and expectations.

Developing time management and organizational skills will prove invaluable. Homework is a great teacher!

GRADING SCALE

Points	Letter	Grade Point (HS only)
99-100	A+	4
95-98	A	4
93-94	A-	4
91-92	B+	3
87-90	B	3
85-86	B-	3
83-84	C+	2
79-82	C	2
77-78	C-	2
75-76	D+	1
72-74	D	1
70-71	D-	1
69 & below	F	0

Incomplete (I); Needs Improvement (N); Outstanding (O); Unsatisfactory (U); Satisfactory (S)

REPORT CARDS/HONOR ROLL

Report cards will be issued every nine weeks. Parents will be notified on a consistent basis during the grading period as to the progress of their children.

1. **Headmaster's Honor Roll** – Students receiving **A's** in all subject areas, *including conduct*, for the grading period.
2. **A Honor Roll** – Students receiving **A's** in all academic subject areas.
3. **A/B Honor Roll** – Students receiving **A's/B's** in all academic subject areas.

PROGRESS REPORTS

Teachers will strive to keep parents well informed of the student's development. Please check your student's book bag daily and remove all announcements, notes, papers, etc. to insure you are informed. Parents should also utilize the resources available via ParentsWeb to stay informed.

Progress reports will be issued once at the mid-point of each quarter. Parents may consult teachers and staff regarding the progress and behavior of their children. Please set an appointment for this conference. Parents have access to "Parents Web", the online portal for parents to view information regarding their student (such as grades and homework) as well as school information (such as events and announcements.) Log in information will be given to parents at the beginning of the schoolyear or upon enrollment.

PROMOTION

A student will be promoted to the next grade if he passes all of his academic subjects (Bible, English, History, Math, Reading, Phonics, and Science). If a student fails one academic subject, he will be promoted on probation. If a student fails two or more academic subjects, he will not be promoted to the next grade level.

Appearance

***Please see separate "Dress and Uniform Guidelines" document.**

Conduct

DISCIPLINE

We believe that consistent, loving discipline is essential in contributing to a good program. The basic responsibility for discipline resides in the home; therefore, parents will be informed when unusual circumstances arise. It is almost impossible to be of any real help to a child unless parents actively support what we are attempting to do. Proverbs 3:12; 13:24; 19:18; and 22:15 will help in this area.

Sometimes a child will persistently have a behavioral problem such as excessive talking, lying, or other form of disobedience. We usually handle these situations by talking with the child, separating him from the rest of the group, or taking away a privilege and making him apologize for his actions.

For problems that continue, the parent is asked to come to school for a conference to discuss the child's behavior. In persistent cases, a parent may be encouraged to spank the child. Please understand that spanking is an acceptable policy with SCBA; however, the faculty and staff will not administer this corporal punishment. The academy reserves the right to request the withdrawal of any student whose parents are not willing to follow the well-established disciplinary procedures of the academy or of any student that does not respond positively to the parent's and administration's discipline.

Discipline is a balance of love and control. Discipline and order are necessary to the traditional education process. The faculty strives to provide love and attention to each individual student. The following will put into perspective the SCBA philosophy of discipline:

1. The classroom is teacher-directed. The teacher is always the authority.
2. The Administration and teachers expect full cooperation from the student in all matters pertaining to policies and requests.
3. When a student is disciplined, it is simply a matter of bringing the child back in line with what is right.
4. Love is the basis for all discipline. It is the school's goal to bring each child to his full potential and to teach the child the meaning of good character and responsibility. Parents are asked to exercise confidence in the judgment of the teachers in the matter of discipline. The teacher and Administration are willing to discuss any problems with parents pertaining to discipline. SCBA asks for full cooperation and support from parents.

It is imperative that students cooperate fully with the standards of conduct mentioned in this handbook. Students who engage in offenses such as fighting, lying, stealing, cheating, defacing property, flagrant disrespect, and offensive or indecent language could merit immediate suspension. Constant patterns of deviant behavior will merit expulsion from school.

Expenses incurred due to horseplay or deliberate defacement of property will be the responsibility of the offender.

STANDARDS OF CONDUCT

Students are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, drinking alcoholic beverages, and using narcotics at any time on or off campus. Students are not permitted to have tattoos of any kind (including temporary tattoos) or body piercings (girls may have up to two ear piercings). The Administration reserves the right to determine what is appropriate. Students who participate in such activities are subject to suspension.

Students are expected to act in an orderly and respectful manner maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students should strive toward unquestionable character in attitude, conduct, and dress.

SCBA believes that training must begin at home and be reinforced at school; therefore, there are certain standards that students are expected to follow.

1. Students will always address and reply to teachers with utmost respect. Students are to always say "Yes, Sir" or "No, Sir", "Yes, Ma'am" or "No, Ma'am" when addressing an adult. Never say "Yeah" or "Huh?"
2. Students are to face the front of the class.
3. Permission to talk must be received by raising the hand and being recognized by the teacher.
4. Gripping is not allowed.

5. "Goofing off" or horseplay is not allowed in any part of the school. Horseplay leads to injury and destruction of property.
6. Students will always show respect to visiting adults by standing when they enter the room.
7. Students are not allowed to chew gum while on school property. Students are not allowed to have/eat food/candy in the classroom. Students may have a water bottle in the classroom, but it must have a tightly closing lid and not become a distraction during class.
8. Students are expected to stand when answering questions or responding to their teacher.
9. Students should not be in un-authorized areas of the buildings without permission. (Outside of the Modular Building, students should have a Hall Pass in their possession.)

ARTICLES PROHIBITED

Cigarettes, alcoholic beverages, narcotics, any medicines not prescribed by a doctor for that particular student, dice, playing cards, knives, guns, explosives of any kind, all personal audio/video electronic devices (such as game systems, tablets, etc.), headsets (other than educational use), lottery tickets, newspapers and books not directly related to class work are not permitted. All paperback books and magazines should be appropriate for school use and should be approved by a teacher or headmaster before being brought into the classroom.

Gum should never be brought to school for any reason. Candy, unless given by a teacher, is to be restricted to lunch. In addition to the items already mentioned, no other items deemed inappropriate for an educational atmosphere will be permitted. These regulations also apply to all extracurricular activities.

Students are not to bring toys, games, or other articles from home unless it is listed on their activity calendar, or the teacher has given special permission. We cannot be responsible for any article brought from home that is lost or damaged. **Articles brought to school without permission will be taken and held by the administration for parents to claim.**

CELL PHONE/MOBILE DEVICES: POSSESSION AND USAGE

South Charlotte Baptist Church and Academy has a responsibility to guard and protect the young people that we have the opportunity to serve. One of the ways in which the devil is seeking to destroy lives in our world today is through the internet. While the internet, in and of itself, is not inherently evil or wicked, it has become a delivery system for some very wicked and vile material. Along with that, cell phones and other internet capable devices have made that wickedness readily available to young people and teenagers. According to a Pew Research study in 2022, 95% of teenagers had access to a smartphone.

Desiring to encourage our student's educational and spiritual growth, we have found it necessary to institute the following policy/guideline:

Students are not allowed to bring cellphones, internet capable devices, and other technological devices to school or school related activities or functions. Should there be a specific need for such a device, the student's parents should contact the academy office for an exemption for their student.

Should a student bring one of these devices to school or a school related activity, they should immediately turn that device into the school office or the school official responsible for that activity or function. That device will be kept secure, and the student may retrieve the device only when they are leaving school property or the school activity.

Should a student be found to have such a device at school or a school related activity, the device will immediately be confiscated.

WORLD WIDE WEB AND SOCIAL MEDIA POSTINGS

Students who place information on the World Wide Web and/or Social Media (personal websites, Facebook, Twitter, blogs, etc.) that is out of harmony with the mission and policies of SCBA will be dealt with in the same manner as if the violation occurred during school hours. It is important that a student be consistent in all walks of life, not only during school. All public postings should reflect the nature of Christ and the moral values of the Word of God. Postings of inappropriate statements, materials and/or pictures of staff, faculty, students, or other individuals associated with SCBC

and SCBA, or creating a website/web page in their name or their likeness will be dealt with seriously and swiftly. Any student found having any part in the things mentioned above will be in direct disobedience to this ruling and will be subject to administrative disciplinary action up to and including immediate dismissal and ineligibility to attend the academy in the future. (Psalms 19:14; Matthew 13:34-37; 1Corinthians 10:31-32; Philippians 4:8).

MUSIC

South Charlotte Baptist Academy does not have the authority to tell the family what type of music a young person should listen to at home; however, it also recognizes that students who listen to a steady diet of rap, hip-hop, etc. music do not grow spiritually, become cold and indifferent to the things of God, and are a hindrance to the spiritual growth of other students. The policy of the academy, therefore, is to discourage listening to all forms of rock or rap music, including so-called Christian rock music. CD's, pictures, magazines, clothing emblems, or any other music related paraphernalia are not to be brought on the campus of South Charlotte Baptist Academy. Hair and dress styles that are identified with the extremes of secular culture are not acceptable at this school.

BULLYING, HARASSMENT AND PHYSICAL ASSAULT

South Charlotte Baptist Academy does not and will not tolerate any type of harassment. Harassment includes (but is not limited to) slurs, jokes, threats, displays of bigotry, and other verbal, graphic, or offensive physical conduct relating to age, size, appearance, intellect, race, religion, color, sex, sexual orientation, national origin, citizenship, disability, etc. This type of offensive conduct can create a hostile school environment. Additionally, SCBA is dedicated to fostering an environment which promotes kindness and embraces differences among individuals. Therefore, bullying, teasing, taunting, ridiculing, or threatening conduct among students or toward any school/church personnel will not be permitted (Ephesians 4:32; Philippians 2:3).

Physical assault can be defined as taking place when an individual or a group provokes and attacks a person physically, with or without the use of a weapon, or threatens to hurt that person.

The following consequences will immediately take affect when a student has physically assaulted another student, teacher, or staff member.

1. Student will be suspended immediately
2. Student will not be allowed to return to school until a meeting has taken place between the student, the student's parents, and SCBA administration. This meeting will determine any further consequences which the student may face.
3. Student will receive 0's for any work that is missed during his/her suspension.

Other Policies/General Information

BIRTHDAY PARTIES

Birthdays are important! Parents are welcome to provide a cake, and/or cupcakes, and party accessories (generic themes only – no character types, etc.) for their child's birthday. These items should be delivered prior to lunch. The room mothers and/or the parents of the birthday student should contact the teacher to schedule the party. Please see "[Visiting the Campus](#)" for dress guidelines for all visitors on campus.

INFORMATION CHANGE

Any changes that occur on a child's application or health form must be turned into the teacher in writing when change occurs. Please make sure that the office has current telephone numbers, e-mail addresses, and home address. Information may be updated at any time through ParentsWeb.

LEAVING CAMPUS

Students are permitted to leave campus only after obtaining permission from the academy office or administration. A written request from the parent/guardian is necessary to receive permission to leave campus for any reason. Leaving campus without permission may be reason for suspension or requested withdrawal.

LUNCHES

There are microwaves available for warming foods (two minutes or less). Please do not send microwavable meals. Students are not permitted to bring carbonated, caffeinated, or energy drinks to school at any time.

Put the child's name on his/her lunch box and personal items. Please give the child a wholesome variety of foods to provide the necessary diet for growth. Please cooperate with the school to teach and uphold proper manners during meals.

OFFICE HOURS

The academy office is open from 8:30 a.m. until 4:00 p.m. Monday through Friday. When coming to the office, please use the designated academy entrance.

ORIENTATION/PARENT TEACHER FELLOWSHIP

Orientation in August helps parents and students to be aware of important information for a successful school year. PTF meetings include student participation and a time for announcements. The school calendar gives the specific dates for each meeting. At least one parent and the student (in chapel dress) are required to attend the Orientation meeting and all PTF meetings.

Students are required to wear "chapel dress" for the Orientation meeting and each PTF meeting.

OUTSIDE PLAY

Except in intense heat or inclement weather, children will have an outdoor time each day. If the child has been absent due to illness, he will still be expected to go outside for fresh air and sunshine but will be encouraged not to over-exert. Please dress your child in appropriate clothing for the weather conditions. Shorts worn under a skirt are helpful for playground activities.

SCHOOL CLOSINGS

In the event of hazardous weather, SCBA will use all available means of communication to inform Academy families of any changes to our usual schedule. This is one reason why it is vitally important that the Academy office always has current contact information for every student's family.

SUPPLIES

As a Christian school, we seek to glorify God in all things (II Corinthians 10:31). Please make sure that the supplies and clothing you purchase for school do not have TV and cartoon characters, popular musicians, entertainers, brand name, ads, logos, etc. on them. Please do not remove price tags from book bags, lunch boxes, etc., until items have been approved by the Administration.

VISITING THE CAMPUS

In order to offer the safest environment to our students, all parents and other visitors need to report to the academy office to obtain a "Visitor's Pass" to be on the campus at any time (other than drop off or pick up times). While on campus, all visitors are asked to wear modest apparel. Ladies should wear knee-length dresses or skirts (no slacks please) and modest blouses. Men should wear dress or docker-style slacks and a collared shirt. Please do not wear shorts, swimsuits, low/open neck blouses or shirts, or other immodest items.

The Administration earnestly requests that parents and all visitors honor and uphold our ministry's standards of conduct and dress to be a good example to all students.

To assist with good order in the classroom, please consult with the Administration for approval prior to your visit.

South Charlotte Baptist Church

“Proclaiming the Gospel; Experiencing the miracle of changed lives ”

SUNDAY SERVICES

Connection Groups & Children’s Bible Hour	9:45 AM
Morning Worship Service	11:00 AM
Master Clubs & Teen Extreme	5:30 PM

WEDNESDAY SERVICES

Mid-week Service & Prayer	7:00 PM
---------------------------	---------

Nursery care (newborn to age 3) provided for all church services

CONTACT INFO

South Charlotte Baptist Church
12416 Lancaster Hwy
Pineville, NC 28134

Church: 704-542-5536
Academy: 704-544-7323
Fax: 704 542-8447

www.SouthCharlotteBaptist.org
www.SCBAcademy.org

Elementary Student Handbook [Last Updated: Wednesday, July 3, 2024](#)