



**South Charlotte Baptist Academy**  
**Faith – Virtue – Knowledge**

**2024– 2025 Student Handbook**  
**7<sup>th</sup> – 12<sup>th</sup> Grades**

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# 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**

Psalms 78:4-7

“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:”

#### **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; 1 Corinthians 5:1; 6:9; 1 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; 1 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 and must be completed prior to administration interview.

### 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.

## **STAFF QUALIFICATIONS**

All faculty members are professing Christians and active members of a local, fundamental, Bible-believing 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.

## **Financial Policies**

SCBA seeks to keep 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 1<sup>st</sup>. After July 1<sup>st</sup> 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 1<sup>st</sup> or at the time of enrollment if later than July 1<sup>st</sup>. 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.

## **RE-ENROLLMENT**

During January and February, enrollment is opened for the next school year. All enrollment and re-enrollment take 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 summer school. The administration reserves the right to alter this policy.

### SCHOOL HOURS/DROP-OFF & PICK-UP

Secondary school hours are 8:30 a.m.–3:15 p.m. Morning drop-off times are 8:00 a.m. – 8:29 a.m. Afternoon dismissal is at 3:15 p.m.

Junior and Senior High Students should not be dropped any earlier than 8 AM.

Junior and Senior High students should be picked up promptly between 3:15-4:00 PM each afternoon. SCBA does not provide any type of organized supervision beyond 4:00 PM. If, due to traffic, etc., you are not able to pick up your junior/senior high student by 4:00 PM, they will be required to wait in the Academy lobby. Parents should contact the Academy office to inform staff of when the student will be picked up.

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.** It is extremely dangerous to have children in the parking lot and driveway.

### 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.

- Any parent or guest attending the field trip should follow these guidelines:
- 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 the 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 over 100 degrees – 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 1<sup>st</sup> 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 1<sup>st</sup> 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 the 1<sup>st</sup> treatment

**\*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](http://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 the students enjoy learning about God and His creation. You may visit [www.abeka.com](http://www.abeka.com) 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.

### **CLASSWORK/HOMEWORK PROCEDURES**

1. All classwork/homework should be completed on loose-leaf, wide ruled notebook paper.
2. All classwork/homework should be completed, neatly, in cursive handwriting.
3. All classwork/homework should be completed in either blue or black ink. (Math classwork/homework should be completed in pencil.)
4. All classwork/homework, on notebook paper, should be titled in the following way:

●	First Name, Last Name	Subject
	Date	Assignment

The above procedures should be followed unless an exception is made by the teacher.

Students should keep the area around their desk/table clean and orderly. Any trash should be placed – not thrown – in a trash can.

Students should enter and exit the classroom in an orderly fashion. They should not run. They should not jump over desks, etc.

### **HOMEWORK**

Homework is an integral part of the academic program of South Charlotte Baptist Academy. Students should expect to have homework in each of their academic classes.

Each student should have a wire-bound, single subject, notebook that that is only used to record class assignments (homework), projects, tests & quizzes, etc. daily.

Homework is graded for completion, not accuracy. (If a student turns their homework in at the designated time, they will receive a 100% for that piece of homework. If the student fails to turn in their homework at the designated time, they will receive a 69%.) The student's homework grade is worth 1/3 to 1/4 of a student's overall class grade. Therefore, it is essential that the students complete their class assignments on time.

Should a student not be able to turn in their homework at the designated time, they should fill out a homework “pink slip” explaining the reason why they are unable to turn in their homework. This “pink slip” should be turned in in place of the

homework. (The student will still receive a failing grade but this “pink slip” will force the student to take responsibility for their work. These “pink slips” will be included in a student’s weekly “Test Packet” that is sent home.)

### TEST PACKET

Throughout the week, the students work (tests, quizzes, homework, etc.) will be collected and placed in a brown envelope – a “test packet.” This envelope will be sent home each weekend with the student. Over the weekend, a parent should check all the work in that envelope, sign the envelope, and the student should bring the envelope back on Monday.

### LOCKERS

Students will be assigned a locker for their use during the school year. If a student chooses to place a lock on their locker, the lock’s combination or a key to the lock must be given to the school office.

Students should keep all books and belongings in their locker. The only items that a student should have in the classroom should be those items necessary for the current class.

Students are not allowed to go into any other person’s locker. Students should not give permission to other students to go into their locker at any time or for any reason.

Students should keep lockers neat, orderly and free of items not related to school. Lunches/food should be removed daily. Dirty PE clothes should be not be left in the lockers but, at the end of the day, be taken home and washed. Students should understand that lockers are the property of South Charlotte Baptist Academy and may be subject to being searched if administration were to deem such an action necessary for the safety and well-being of the student body.

### 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.

- **Headmaster’s Honor Roll** - Students receiving A’s in all subject areas, including conduct, for the grading period.
- **A Honor Roll** - Students receiving A’s in all academic subject areas.
- **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 will have access to the ParentsWeb which will allow them to stay informed of the child's progress. SCBA strongly urges parents to routinely check their ParentsWeb account. The cost for this service is included in the student's resource fee.

Students may retake a class in which they received a "D," with the repeated grade being substituted for the "D." Grades higher than a "D" may not be replaced. The grade for a repeated class will be substituted for the original failing grade; however, the original failing grade will still show on the student's transcript. A minimum cumulative grade point average (GPA) of 2.00 must be earned in order to graduate and receive a diploma. All courses attempted in grades 9-12 are included in calculating the student's GPA. Also, juniors must score above the twentieth percentile in language and math on their Standard Achievement Tests to be eligible for graduation the following year.

Students will not be permitted to march in the graduation exercises if they lack more than one credit for graduation. Students lacking one credit may march if they have made arrangements to earn that credit during the summer. Arrangements must have been made to earn their credit in summer school before the student can march. Any missing or failed credits must be completed within one year from the graduation date in order to receive a diploma. ***South Charlotte Baptist Academy cannot be responsible for the inconvenience caused by a senior failing during the last days of school.***

## **DUAL ENROLLMENT**

High school students must seek administrative approval before enrollment in any secondary institution. Any financial requirements necessary for dual enrollment will be the responsibility of the student.

## **GUIDANCE**

Guidance is available for personal, academic, and vocational needs through the academy. Students are urged to seek out the Headmaster or the Pastor for help in any of these areas. We want students to feel free to come to us for guidance and help.

## **PROMOTION**

A student will be promoted to the next grade if he passes all academic subjects (Bible, English, History, Math 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. High school promotion will be done on an attained credit basis.

# Appearance

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

# Conduct

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. The teacher is simply an extension of a parents' authority.
2. The Administration and teachers expect full cooperation from the student and parents in all matters pertaining to policies and conduct.
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.

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. Young men should act as gentlemen; young ladies should act as young ladies.

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 "Yeab" or "Hub?"
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. Griping 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.)

## **DATING**

God is preparing each young person to fulfill his or her role as an effective servant for Him through academic and social experiences each day at school. Although the Academy is conscientiously training each student to be a godly servant and possibly, one day, to be a godly spouse, the Academy strongly discourages dating among students and therefore will not promote activities or actions that may promote an exclusive relationship with another student. Although students may have parental blessings on a relationship, no public displays of affection will be tolerated on campus. Behavior off campus that is out of line with the Academy's guidelines for Christian behavior may also be addressed with disciplinary action or dismissal. Information publicly available on social websites may also be sufficient grounds for disciplinary action. See the stated policy for web and social media postings for more details.

## **PHYSICAL CONTACT**

Any form of physical contact between students is not allowed. Any co-ed activities will be conducted in a supervised and regulated manner. Students must treat one another with respect at all times. Physical contact may be considered bullying or harassment and therefore disciplined in such light.

# **Demerit System**

## **SUMMARY**

In an effort to increase the consistency and effectiveness of the Academy's standard of conduct, students in grades 7-12 will be subject to a demerit system. The goal of the demerit system is to increase each student's accountability and awareness of their actions and provide a reliable system of recording behavior.

Demerits will be issued according to the offense. Demerits are not considered a consequence, only a means to record behavior. Consequences will be assigned according to a certain demerit level. Parents will receive periodic communication to inform them of their student's demerit level.

## **PROCEDURE**

Behavior that necessitates correction will be recorded on a *discipline notice* to be sent home. Parents are then required to acknowledge this notice. A list of common offenses can be found at the end of this section. This list is not exhaustive and may be adjusted as needed to fit the situation. *Any* SCBA staff may submit a discipline notice at any time for any student misconduct.

## **PROCEDURAL INFRACTIONS**

These offenses occur when a student has caused a disruption in the normal administration of a class or daily routine. Missing assignments, dress code violations, and occasional tardiness are all things that, even though a model student will commit, must be cited and corrected. These types of offenses if committed continually may indicate a more serious "heart" problem and will be dealt with as a "character infraction".

## **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, headsets (other than educational use), lottery tickets, newspapers and books not directly related to class work are not permitted. All 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 the lunchroom. 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.**

## **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 immediately receive 50 demerits. There are other possible consequences depending upon the number of demerits the student has already accumulated.
4. Student will receive 0's for any work that is missed during his/her suspension.

### **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.

The following consequences will be instituted:

1. **First Offence:** Device will be confiscated and only the student's parent/guardian will be able to retrieve that device from the school office. The student will also incur 5 demerits.
2. **Second Offence:** Device will be confiscated and only the student's parent/guardian will be able to retrieve that device from the school headmaster. The student will also incur 15 demerits.
3. **Third Offence:** Device will be confiscated and only the student's parent/guardian will be able to retrieve that device from the pastor of South Charlotte Baptist Church. The student will also incur 35 demerits.

Reminder: The accumulation of demerits for any offence may cause a student to be liable for further disciplinary consequences.

### **CHARACTER INFRACTIONS**

These offenses occur when a student has displayed a sinful attitude or committed a sinful action that warrants a more serious consequence. Willful disobedience, anger, vulgarity, and vandalism are just a few examples.

## CONSEQUENCES

**Please do not rely completely on these consequences to change the heart of a student.** Additional correction at home is recommended to prevent further struggles at school. Some offenses may incur multiple consequences.

1. **Monetary Fines** will be assigned to student accounts for reaching a certain number of demerits. Students will be given 2 days in which to pay the fine, once the family has been notified, otherwise the student will not be allowed to return to class.
  - a. 10 demerits = \$5 fine
  - b. 20 demerits = \$10 fine
  - c. 25 demerits = \$30 fine
  - d. 30 demerits = \$40 fine
  - e. 40 demerits = \$50 fine
  - f. 50 demerits = \$60 fine
  - g. 60 demerits = \$70 fine
  - h. 75 demerits = \$80 fine
2. **Parent/Administration Meeting** – If a student reaches 25 demerits, a parent/administration meeting will be arranged to discuss the student's behavior and any corrective procedures that might be necessary.
3. **Suspensions** will be issued by the Administration. Students will receive no credit for work during the suspension period. Character Bible studies will be required to be completed by the student during any suspension.
  - a. 50 demerits will result in a 1-day suspension.
  - b. 75 demerits will result in a 1-week suspension.
4. **Mandatory Withdrawals** may be issued by the Administration at any point during the school year when it becomes clear that either the student or family have no intention of honoring the standards set forth by the Academy Handbook. A student who receives 100 demerits will be asked to withdraw. Students will not be allowed to re-enroll at South Charlotte Baptist Academy nor will they be subject to a refund of any current tuition already deposited.

Monetary fines and demerits will be cumulative through the entire year.

## DEMERITS

<u>Infraction</u>	<u>Demerit</u>
Inappropriate behavior or attitude:	2 - 50
Prohibited Articles:	10 - 50

## Other Policies/General Information

### MUSIC

South Charlotte Baptist Church understands how powerful music is in the life of a student. 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 contemporary Christian artists that have chosen to use the methods, sounds, and styles of their worldly counterparts. 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.

### 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 SCBC and 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*

The internet can be a wonderful tool in assisting a student in achieving their academic goals. However, the internet can also be a destructive tool. Parents and students should be cautious of sites that are used as study aids, study helps, etc. Because the Abeka curriculum is used by hundreds of schools and thousands of home school students, at times, complete Abeka tests and quizzes (with the answer key) can be found online. One such site is Quizlet.com (although that is not the only such site). Parents should be aware of the sites that their students are accessing and using. Should there every be a question, please communicate with the staff or administration of SCBA.

## **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 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.

## **COMMUNICATION**

Because South Charlotte Baptist Academy is merely an extension of the home, it is imperative that a good channel of communication be kept open throughout the school year. For this reason, it is vital that SCBA have current contact information for all parents. (See following paragraph.) As has been stated in other places of this handbook, SCBA and its staff will utilize a variety of methods to communicate with parents and will seek to do so on a regular basis. We ask that all parents follow suit. Take the opportunity to find out from your student’s teachers what is the best method in which to communicate with them. Then, communicate with them!

## **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 headmaster. 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.

## **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 is mandatory and 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.

### **OUTDOOR ACTIVITIES AND PE**

Recess is no longer be a scheduled portion of a student’s day. Students will be required to participate in a Phys. Ed. program several days a week. Proper PE uniform must be worn in order to participate in these activities.

### **PERSONAL VEHICLES AND PARKING LOT PROCEDURES**

All student vehicles must have their license plate and vehicle description on file in the academy office. Students may park only in assigned spaces. Spaces will be determined by the administration at the beginning of each school year or at the time of vehicle registration with the academy office. Visiting cars during school hours is prohibited without special faculty permission.

### **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**

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 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](http://www.SouthCharlotteBaptist.org)  
[www.SCBAcademy.org](http://www.SCBAcademy.org)

Junior/Senior High Student Handbook Last Updated: **Wednesday, July 3, 2024**