



Student Handbook 2008-2009

Mission Statement

Berean Christian School exists in partnership with parents and the local church to *empower* students to walk as Jesus walked, *enrich* students with academics enveloped in a Biblically-based Christian world view, and help students *experience* their God-given and unique giftedness for success in the future. As the single largest ministry of Grace Fellowship Church, the school also exists to exalt the Lord, encourage believers, and to share in the responsibility to evangelize the world.

This handbook represents Berean Christian School's policies and procedures and therefore, the contents of this handbook can be amended by the administration or the school board as they deem necessary at any time and these amendments even though they are not published in this document, can and will be enforced by the school. Amendments will be announced to the student body and posted on the school's website for the parents as soon as possible after they are made.

PART I: GENERAL INFORMATION

HISTORY

Berean Christian School (BCS) was founded by Berean Baptist Church in 1964. Located at that time on Australian Avenue, the school was named Lakeview Christian School. Beginning as a preschool, grades were added each year, with the first high school graduation in 1976. In 1986, the church and school were relocated to a new and larger campus at 8350 Okeechobee Boulevard. Now composed of a preschool, elementary school, an intermediate school, a junior high, and a high school, Berean Christian School has over seven hundred students and approximately eighty faculty and staff members.

With students served from two-year-olds through the twelfth grade, Berean Christian School has a long-standing reputation for excellence in our community. BCS is fully accredited by the Association of Christian Schools International (ACSI). The vast majority of our graduates go on to pursue university degrees, and many are in full-time service for the Lord.

PHILOSOPHY OF CHRISTIAN EDUCATION

The school was established to provide a quality Christian education, under girded by a vital faith in God and in the Bible as the revelation from God. The Bible is the source that provides the foundation for the interpretation of any subject or any school activity. As the center of the curriculum, it is further revealed that He is the center of all truth, knowledge, and wisdom. The desire is to please God in all things.

The overall goal and objective is to disciple saved students in Christian growth, to bring any unsaved student to Christ through a personal relationship and faith in Him, and to develop a Christian mind so the student can fulfill God's will for his/her life, both vocationally and personally. The Biblical mandate for educating children is given to parents, and Berean fully supports the home in teaching children to love God and to give Him pre-eminence in their lives and to give Him the best they have to offer in any endeavor.

Furthermore, it is the purpose of the school to provide a safe, nurturing environment that is conducive to learning about God, His Word, and His plan for each life. BCS is a vital component in the development of each child and is a support system to the home and church. The school views itself as being in partnership with the home, and therefore, a responsive listener to it.

ARTICLES OF FAITH

About the Bible -- We believe the Bible to be God's Holy Word. It does not merely contain God's word; it is God's Word. The original writings were God-breathed and therefore are without error, and godly prophets wrote what they were led to write by the Holy Spirit. (2 Tim. 3:16-17, 2 Pet. 1:20-21)

About God -- We believe in one God, eternally existent in three distinct persons, God the Father, God the Son, and God the Holy Spirit, having the same divine essence, glorious attributes and eternal purpose as revealed in the Bible. Each person is wholly and fully God, yet there is only one God. (Matt.28:19-20, 2 Cor. 13:14, Rev. 1:4-6)

About Jesus Christ -- We believe that Jesus Christ is the Eternal God, and the one and only Son of God the Father. He is without beginning and without end. To become a man, He was conceived by the Holy Spirit, and born of a virgin. He led a sinless life, was crucified as the payment for our sins, and was resurrected bodily after three days. We believe in His personal, future return in power and glory. (John 1:1-2, 14; Isa. 7:14, Matt. 1:20-21, 1 Cor. 15:3, Acts 1:9, 11)

About Mankind -- People were created sinless in God's image, but chose to disobey their Creator and Father. As a consequence, all mankind has inherited a sinful nature and falls under God's judgment. (Eph. 2:1-3, Rom. 1:28; 5:12, Gal. 3:22)

About Salvation -- Salvation is totally by God's grace through faith in the shed blood of Jesus Christ who died in our place. Without the shedding of His blood there is no forgiveness for our sins. People are saved only by calling on the Name of Christ and transferring their trust to Him as their Lord and Savior. (John 3:16-18, Eph 2:8-9, Rom. 10:9-10)

AFFILIATION AND ACCREDITATION

The following statement made by the Department of Education accurately represents their position on accreditation: "By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. Accreditation of schools is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association."

The State of Florida does not accredit any schools, public or private. Hence, all accreditation in Florida is accomplished by licensed accrediting agencies. The Association of Christian Schools International (ACSI) and Florida Association of Academic Non-Public Schools (FAANS) are two of the licensing agencies. Berean Christian School is registered as a non-public school that is accredited through ACSI, which, along with FAANS, is validated by the State of Florida. BCS is also accredited by SACS, the Southern Association of Colleges and Schools. BCS is a member of FHSAA (Florida High School Athletic Association) and the Christian Schools of Palm Beach County.

ADMISSIONS

➤ **Policy**

This school is a private Christian school providing a traditional, academically sound, Bible-based education. Our reputation for high standards of academics and discipline makes us happy to extend the opportunity to have quality Christian education for your children. BCS supports a Biblical, traditional view of marriage and family. Students entering grades *K5-12th* will be evaluated prior to acceptance.

Enrollment at Berean Christian School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

SPECIAL NOTE -- Although the school has a liberal acceptance policy, the administration reserves the right to make a final decision on any child. Our ministry is one committed to children, and our staff is a loving, nurturing one. It is always "painful" when a child is not accepted. There are times, however, when children have special needs that BCS cannot meet. Therefore, it would not be in the best interest of the child to place him/her in a school setting where they might not be successful. Some of those areas include the following:

- Academic- BCS has a curriculum that is "college preparatory" in nature. If a child is below average in ability, or if a child has moderate to severe learning disabilities, BCS may not be the best school of choice. BCS does not have a resource program or special education component, due primarily to budget, personnel, and space restraints.
- If a child has behavior problems that adversely affect the learning of others or takes an inordinate amount of time, BCS is likely not the best school setting.
- If a child has a serious medical condition or has specific medical needs that cannot typically be met in a standard classroom setting, it would not be in the child's best interest to attend BCS.
- In fairness to the child, if he/she has been professionally tested or evaluated for learning disabilities, behavioral concerns (such as ADD, ADHD), or a medical condition, the result of those tests should be made available to the Admissions Committee at the time of application.

➤ **Non-discrimination Policy**

Berean Christian School is committed to welcoming students of all races, colors, and national ethnic origins. Berean employees and students shall conduct themselves in keeping with this policy. No employee or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of sex, race, color, or national or ethnic origin. Students violating this policy shall be subject to appropriate discipline, and repetitious violations of such policy shall be grounds for dismissal from Berean without refund of fees.

➤ **Enrollment Procedures**

Enrollment for students in K2 – K4 will be finalized upon completion of the following:

1. An application form signed and dated by both parents.
2. An interview with and approval by the Preschool Director.
3. Payment of the registration fee.
4. Health and Immunization Records turned in.
5. A copy of the birth certificate.

Enrollment for grades K5 through 12th will be finalized upon completion of the following:

1. Completion of entrance exams and payment of the evaluation fee.
2. Receipt of two letters of reference, most recent report card, most recent standardized testing, and transcript.
3. An application form signed and dated by parents or guardians and students.
4. An interview with and approval by the Admissions Committee (if required).
5. Payment of the registration fee.
6. Receipt of Health and Immunization Records.
7. Copy of the birth certificate.

➤ **Re-Enrollment Procedure**

Students re-enrolling in K5 through 12th grades must complete 2 steps to be re-enrolled. Parents must complete the re-enrollment form on Renweb and pay the registration fee. At that time, the admissions office will notify parents by email that the students are officially re-enrolled. Berean Christian School reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, or students who do not meet academic criteria of the school. In addition, no family may be re-admitted unless all financial obligations have been met. Re-enrollment is opened to current Berean Christian School students, prior to being opened to the public.

➤ **Home-School Admissions**

Part-time academic enrollment for home-school students is available in grades 7-12. Students enrolling may take a maximum of two credits per year. Eligibility for athletics will be for all grade levels and according to FHSAA academic standards. Home-school students may participate in other extracurricular activities if space is available. Some charges may apply. An application form must be completed each year and an initial interview with the administration must be made. Tuition is prorated, based on courses taken.

➤ **Health and Immunization Requirements**

Florida law 232.032 requires that every student must provide evidence of proper immunization (must be originals) to attend school. Please see the information sheet given with the enrollment packet to be sure your student is in compliance. Students entering K5 and 7th grade must have updated physicals.

➤ **Insurance – Student Accident**

All families are required to maintain primary health and/or accidental insurance on any child attending Berean. If you do not have primary medical coverage, you must purchase accident insurance

coverage as provided by the school. Every child is covered by a school-time insurance plan that is not a primary policy. If a student is injured, the claim should be made with the parent's insurance company first. The school-time insurance will then pick up additional expenses specifically covered by the school-time insurance policy that were not covered by the parent's policy.

Inquiries regarding coverage and claim filing should be directed to the Business Office.

➤ **Withdrawal**

Withdrawal of students from school must be initiated through the appropriate principal. In order for a student to be withdrawn, an exit meeting must be scheduled with the principal. At this meeting, the parent and the principal will discuss the reason for the withdrawal and begin the withdrawal process by signing the withdrawal form. Once all departments (Administration, Admissions, Business Office, Curriculum Director, and teacher) have approved the form, the student will be officially withdrawn.

● **SPECIAL NOTE:** The primary function of the school is to educate children. It is always difficult when parents have legal issues concerning divorce and custody. The teachers and staff of the school should not be expected to take sides. If deemed appropriate by the administration, a child may be dismissed or asked to withdraw if circumstances warrant such an action. School cannot deny parental contact unless proper legal paperwork is on file with administration.

FINANCIAL INFORMATION

If you have a question regarding finances or the status of your account, please contact the business office. Teachers do not have access to the financial records in order to maintain absolute objectivity. If a check is returned to Berean for any reason, it will be replaced with either cash, a cashier's check, or a money order within five days of notification, or your child(ren) will be removed for financial reasons. The person signing the enrollment/re-enrollment form will be the responsible party for payment of tuition.

➤ **Registration Fees**

The registration fee is non-refundable. It must be paid and registration forms completed before a place can be reserved in a class.

➤ **Activities Fee (K5 – 12th)**

This fee will be billed with the first month's tuition and is eligible for a prorated refund after the beginning of the school year. The activities fee helps to differ the cost of school activities such as school pictures, field trips, merit trips, Harvest Day, Grandparents Day, awards, BCS yearbook and other miscellaneous activities.

➤ **K5 – 12th Grade Yearly Tuition Rates and Fees**

Please see the tuition form for rates and other fees.

Note: Tuition will be on a July through May payment schedule.

➤ **Uniforms**

Uniforms are required for all students in grades K4-12th. The school recommends a minimum of two uniforms per child. Uniforms should be purchased directly from Sunshine Uniform Company. Refer to Part IV of this handbook.

➤ **Extended Care**

Extended Care is available to students in grades K5-12th during regularly scheduled school days (i.e., those days classes are in session). As a convenience to parents, early morning care is available each morning, beginning at 7:00 AM at no charge. Extended Care is available from dismissal through 6:00 PM.

Students who arrive on campus from 7:00 -7:45 AM must report to Morning Care. Failure to do so will result in disciplinary consequences. Also, students who are not picked up 15 minutes after school dismissal will be required to report to Extended Care. Any students failing to report will receive a demerit for their first offense and a Disciplinary Committee Referral for an offense thereafter.

Students in grades 7th - 12th who are not in sports and unable to leave campus by 3:30 PM (Wednesday 2:30 PM) will go to an assigned room for extended study hall until 4:30 PM (Wednesday 3:30 PM). After 4:30 PM (Wednesday 3:30 PM), they will be transferred to our extended day care facility for on-campus supervision until 6:00 PM. Extended Care is offered as an option to all BCS students, and prepaid monthly rates are available. Please contact the business office for additional information.

After school Extended Care students must be picked up by 6:00 PM or a late pick-up fee of \$3.00 per minute/per student will be assessed.

Childcare offered on teacher in-service days and other holidays will be at an additional charge to all who make reservations to attend. A reservation form providing times and prices will be sent home prior to those non-school days. All who would like to attend, regardless of enrollment in a Prepaid Extended Care Program must fill out this reservation form.

Elementary students are required to report to Extended Care by 3:15 PM. **Intermediate/Jr High/High School** students are required to report by 3:45 PM. *Failure to do so may result in disciplinary action.* Any student not in Extended Care must have permission to be elsewhere. Written parental permission must be obtained if a student wishes to attend an extra-curricular activity or sporting event.

(*Note: No charge is assessed for morning hours. Afternoon Extended Care charges start at 4:00 PM.)

➤ **Financial Aid**

A contribution-supported program of limited financial aid is available for eligible school students. Gifts to the fund are tax-deductible and distribution of the funds is determined by an outside agency and limited by available funds. Academic and behavior guidelines must be met in order to qualify. Families seeking financial assistance may request an application and guidelines from the school office.

PRESCHOOL RATES

➤ **Registration Fee**

The registration fee is non refundable. This fee must be paid and registration forms completed before a position can be reserved in a class.

➤ **Tuition**

Preschool tuition is to be paid on a monthly basis. Tuition will be prorated on a weekly basis for the entry and withdrawal months. If you wish to prepay your preschool tuition for the full year, or by semester, you will be eligible for a discount. Please call the Business Office regarding an annual prepayment discount.

Part II: ACADEMIC PROGRAM

GENERAL

➤ Classification of Students

- **Preschool Grades K2 – K4**

- **Elementary Grades K5 – 4 & Intermediate Grades 5-6**

Students are evaluated yearly with regard to their academic development, social skills, and personal maturity. Appropriate recommendations are then made for grade placement or summer school.

- **Junior High Grades 7 – 8**

Students qualify for grade level promotion by passing all subjects during the school year or making these subjects up during summer school.

- **High School Grades 9 – 12**

A freshman may advance to the sophomore class with at least 6 units. A sophomore may advance to the junior class with at least 12 units, and a junior may advance to the senior class with at least 18 units. Failed classes may be taken during the summer on a semester basis. (Maximum of 3 semesters' work may be made up in any given year.)

➤ Grading Scale

Berean Christian School's grading scale is as follows:

Elementary: K5 – 5th Grade

<u>Percent</u>	<u>Grade</u>	<u>Explanation</u>
90 - 100	E	Excellent
80 - 89	G	Good
70 - 79	S	Satisfactory
60 - 69	N	Not Meeting Expectations
0 - 59	U	Unsatisfactory

Intermediate/Junior High/High School: 6th – 12th Grade

<u>Percent</u>	<u>Grade</u>	<u>GPA Value</u>
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D *	1.0
0 - 59	F	0.0

* Summer School required for final grades below 70

Note: *G.P.A. points apply only to high school students and junior high students taking high school course work for credit.*

Some elementary elective (non-core) classes (i.e., P.E., Computers, Music, Spanish, etc.) may be graded with an S (Satisfactory) or U (Unsatisfactory).

➤ RenWeb

Communication between school and parents is vital for a student's success. We recognize this, so BCS is now online with RenWeb. RenWeb facilitates communication of current, vital information. With RenWeb, teachers will post grades, homework assignments, due dates for special projects, and tests. Grades and progress reports will be updated on a regular basis. Parents can view their financial statement and make payments on line.

Using a current email address on file at BCS, parents will login on the ParentWeb at www.renweb.com or through a link on the BCS website. The first time parents will enter BCS-FL for the district code and a current email address. The password is automatically emailed to the email address. With this email address and unique password, parents will have access to their child's vital information.

➤ **Progress Reports**

Even though parents have access to the most current grades on ParentsWeb, periodic progress reports will be emailed electronically to parents and students.

➤ **Agendas**

All students in grades 1-12 are required to keep a BCS agenda. Use of this pad daily informs the parent of work assigned, discipline problems, incomplete work, etc. Students who fail to write in assignments may face a disciplinary penalty.

For students in grades 6-12, the agenda serves as a student's hall pass. Students must have their own agenda in every class. They should not be allowed to leave a class during class time without their own agendas.

➤ **Honor Roll**

Junior High/High School

Dean's List – all grades 85 and higher for the semester

Headmaster's List – all grades 95 and higher for the semester

➤ **Secondary Semester Exams**

Students in Junior High can be exempt from finals if the average grade for the two quarters is 95% or higher. This includes high school classes that junior high students are taking for high school credit.

All students in grades 9 – 12 will be required to take final exams. The only exception will be seniors in the second semester who have carried an A average for the year in core classes.

➤ **Homework**

Homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. The following are reasons that Berean uses homework:

- **Reinforcement:** We believe most students require solid drilling to master material essential to their educational progress.
- **Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so the material will be mastered.
- **Remedial Activity:** As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework, following instruction, is given to overcome such difficulties.
- **Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Students in grades 1-5 are required to write their assignments in an assignment pad designated for this purpose. Parents should verify all homework is completed and all books returned to the classroom.

To encourage attendance at midweek church services, there will be no homework assigned to students on Wednesdays. For the same reason there will be no tests given on Thursdays. Exceptions to this policy must be approved by the administration.

➤ **Late Homework Assignment**

- Homework received one day late will receive 50% reduction off regularly-graded assignment.

- Homework received two days late will receive a zero. The assignment still should be completed to ensure the student is prepared for quizzes, tests, and classroom discussions.

➤ **Help Classes**

Teachers offer help classes for students who may have minor academic gaps or are experiencing academic difficulties. **Help classes are by appointment only, and it is the student or parent’s responsibility to set an appointment with the teacher.** Some teachers may designate specific standing days to hold help classes but this is voluntary and not a requirement. There is no charge for help classes. These classes are held after school, and it is the responsibility of the student and parent to provide transportation.

➤ **Summer School**

Tutoring will not be allowed for credit except on rare occasions as approved by the administration. All summer school courses for returning students will be taken at Berean Christian School. All students attending summer school must wear their BCS uniform. Upon completion of a subject in summer school, the grade achieved for the semester will replace the grade given during the regular school session. Students attending summer school must pass all courses taken. Failure to pass any course may disqualify a student for fall re-enrollment. Students who take the maximum summer school load of three semester credits and pass all coursework will be placed on academic probation for the fall semester.

➤ **Elementary Promotion Policies**

- An elementary student will be promoted to the next grade level upon satisfactory completion of the work required by the curriculum.
- An elementary/intermediate student whose final grade average is below 70 in two or more core subjects in any two of the four quarters throughout the year may not be promoted to the next grade level. Administration will decide if the student is academically ready for promotion based on teacher recommendation, report card, and documentation.
- An elementary/intermediate student whose final grade average is below 70 in one core subject in any two of the four quarters throughout the year will be required to attend and to meet summer school requirements in order to be promoted to the next grade level at BCS.
- An elementary/intermediate students whose final grade average is below 80 in one core subject in any two of the four quarters throughout the year will be recommended—but not required—to attend summer school to aid in the retention and reinforcement of those core subject skills.

Elementary/Intermediate Core Subjects are:

Elementary	K5-2nd grades:	math reading phonics
	3 rd -4 th grades:	math reading language
Intermediate	5 th -6 th grades :	math reading language

➤ **Secondary Promotion Policies**

- Students should successfully complete all courses taken for entrance to the next grade.
- Credits are accrued on a semester basis. Thus each class failed during a semester will result in a loss of credit that must be made up during summer school (See summer school policy.)
- Any exceptions to the above policy must be approved by the administration.

- All 9th-12th students must have a minimum cumulative grade point average of 2.0 by the end of their junior year in order to be promoted to senior standing. Failure to do so will result in dismissal from BCS.
- Students who fail more than three semester courses in one year are subject to dismissal.
- If a student's yearly average is 70 or higher, the student will not be required to attend summer school, and a full credit will be issued even if the student scored below 70 in one semester.
- Students with a final year average of below 70 in any class will be required to attend summer school.

➤ **Standardized Testing**

Berean Christian School uses the following test on an annual basis to determine student progress:

- The Stanford Achievement Test (SAT/OSLAT) is given to all K5 – 8th grade students in the spring. Test results are mailed home at the end of the school year.
- SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is given to 9th - 11th grade students. This test prepares students for college entrance tests and determines eligibility for National Merit Scholarships.
- PLAN (The preliminary ACT test) is given to 9th – 11th grade students in the fall. This test prepares students for the ACT college examination and is used for career exploration. PLAN also tests academic achievement through high-order thinking skills in English, mathematics, reading, and science reasoning.
- ACT and SAT Tests – These college entrance tests should be taken during the junior and senior years. All college bound seniors must take one or both of these tests. Information is available from the Guidance Office.

➤ **Academic Records**

Educational records of students are released only under the following conditions:

- In compliance with a judicial order or subpoena, or
- With a signed request by parent or student over 18 years of age authorizing release, and
- All outstanding bills have been paid.

Student records are not released directly to a parent or student without the consent of the Director of Admissions. It should be noted that most educational institutions would not accept a transcript presented directly by a parent or student as a means of protecting privacy.

The high school may routinely release the names, addresses, academic data of general nature, and leadership information of a general nature to colleges and other reputable organizations that may wish to provide assistance to our students.

ELEMENTARY & INTERMEDIATE SCHOOLS

➤ **Curricula**

Christian school curricula are primarily used in K-5 through 6th grade:

- A Beka Book
- Bob Jones University Press
- Association of Christian Schools International (ACSI)

These curricula are nationally recognized for their high academic results, giving strength to the mental and moral development of each student.

➤ **Enrichment Classes**

All students in K5 – 5th grade have scheduled visits to the library and the computer lab. Enrichment classes in art, music, Spanish, and P.E. complement the strong academic program and allow students an opportunity to develop their special gifts.

HIGH SCHOOL REQUIREMENTS

➤ Required Coursework

As outlined in Florida Statute 232.246, graduation requires successful completion of a minimum of 24 academic credits in grades 9-12, with a cumulative GPA of 2.0.

Minimum Requirements Needed

Course	General	College Prep.
Math	3.0 credits	4.0 credits
History	2.0 credits	2.0 credits
Economics	0.5 credit	0.5 credit
American Government	0.5 credit	0.5 credit
Science	3.0 credits	4.0 credits
English	4.0 credits	4.0 credits
PE/Life Mgt. Skills	1.5 credits	1.5 credits
Speech/Computer App.	1.0 credit	1.0 credit
Foreign Language	2.0 credits	2.0 credits
Computer Application	0.5 credit	0.5 credit
Performing Arts	1.0 credit	1.0 credit
Bible	each year as a BCS student	
SAT Prep	0.5 credit	0.5 credit
Electives	Vary	Vary
Minimum Credits:	24 Credits	28 Credits

➤ Weighting of Classes

The term “weighting” shall refer to the addition of one quality point to the specified courses (Advanced Placement.) One half-quality point will be added for honors courses taken. One half-quality point shall be added to “honors” courses that are transferred from other schools. The purpose for weighting of courses is to reward students for taking those courses which are academically more demanding and which exceed the core requirements for graduation.

➤ Valedictorian / Salutatorian

In order to be considered Valedictorian or Salutatorian of Berean Christian School a student must meet the following requirements:

- At least a 3.50 GPA
- Must complete the following units:
 - 3 units of college preparatory math
 - (Algebra I, Geometry, Algebra II, Pre-Calculus)

(Note: beginning with the class of 2011, 4 units of math will be required)

- 4 units of English
- 3 units of college preparatory science (Physical Science, Biology, Chemistry, Physics, Marine Biology)
- 3 units of history and social sciences
- 2 units of the same foreign language
- 0.5 units of speech
- 1 unit of fine arts
- 0.5 unit of Computer Applications
- 1.0 unit of Physical Education
- 0.5 unit of life management skills
- 1 unit of Bible every year attending Berean
- (Unless exception is granted by the Administration.)

- 2 units of honors classes in math, science, English or history or a combination of these subject areas, and
- A student must have attended BCS two full years at the high school level to qualify for Valedictorian and one full year for Salutatorian.

➤ **Graduation / Marching Requirements**

Seniors must be within one credit of graduation (23 credits) and have maintained a minimum grade point average of 2.0 to be eligible to march. Students with fewer than 23 credits and/or who do not have a 2.0 GPA will not be allowed to march. Twenty-four credits of the required BCS coursework are required by the end of senior summer school sessions for graduation. Seniors must also have maintained a minimum cumulative grade point average of 2.0 to receive a diploma. Seniors must complete the State required courses for graduation.

➤ **Dual Enrollment**

Dual enrollment is open to upper classmen with a 3.0 GPA or higher. Students who are dual enrolled must have the permission of the school administration and must also meet state qualifications by GPA and SAT/ACT or CPT test scores. Dual enrollment opportunities are available at all Palm Beach Community College campuses at no charge. Students who attend private schools must pay for their books. When a student is dual enrolled in a college course, they receive high school and college credit for that course, as long as they continue to meet dual enrollment GPA standards. Dual enrollment students must pass their college classes with a C, or they are no longer allowed to dual enroll. Students at BCS who are interested in dual enrollment need to meet with the guidance counselor to see if dual enrollment classes will fit into their schedule and will be of benefit to them. Dual enrollment requests are processed on an individual basis through the guidance office. While dual enrollment is a benefit to many students, it is not always the best fit for every student, so great care should be taken when looking at dual enrollment as an educational option.

➤ **Florida Virtual School**

Florida Virtual School is a limited educational option offered at BCS as space and scheduling allows. Florida Virtual School is a free service to Florida students, and there is no additional charge for Florida Virtual School classes. Students who are interested in taking Florida Virtual School classes should be self-disciplined and self-motivated academically, as these courses are offered on-line and require the students to work independently. They are a great opportunity for students who are ahead academically to continue to be challenged, or for students who have transferred and would like to take a class they are missing without affecting their overall schedule. Florida Virtual School classes fill quickly. Parents of students who are interested in having their students take a Florida Virtual School class should contact the guidance office for more information.

➤ **Scholarship Programs**

Seniors at Berean are eligible to apply for the Bright Futures Scholarship if they are a Florida resident and have met the guidelines. Information is available from the Guidance Office. Information on other types of scholarships is also available.

➤ **The National Honor Society**

Berean Christian School sponsors a chapter of the National Honor Society. Membership in the society is based on character, scholarship, leadership and service. Membership in the society is in accordance with the BCS' chapter bylaws.

➤ **Transcripts**

It is the policy of the school to release records only upon written request from the new school. The records are sent to the new school and not released to parents or students. Seniors or graduates who wish to send transcripts to colleges or employers must fill out a Transcript Request Form. Records and transcripts are only transferred when all outstanding bills have been paid.

➤ **Extracurricular Eligibility Policy**

In order for a BCS student to be eligible for athletics or extracurricular activities, he/she must meet all Florida High School Activities Association (FHSA) and Berean Christian School standards. All students must maintain a 2.0 cumulative grade point average and not fail any classes for the quarter or semester to be eligible. Students will be evaluated for eligibility at the end of each quarter and semester. Once declared ineligible, a student may not participate until he/she has brought up their GPA to a 2.0 at the next semester. Junior high students who receive 36 or more demerits or high school students who receive 27 or more demerits in a semester may also be declared ineligible. A student may also be declared ineligible by the administration for non-academic reasons.

If a student fails any subject (including Bible) at the end of any quarter or semester, he/she will be declared ineligible to participate in sports, any practices, or any extra-curricular activity for a three-week period (15 school days); then he/she will become eligible again when the following requirements are met.

- A) Receive a progress report which shows a passing grade of 75 or higher in all subjects and
- B) Meet the eligibility for grades/G.P.A./semester requirements stated above.

➤ **Annual High School Mini-mester**

In an effort to promote excellence in education, service, and spiritual growth, BCS sets aside one week each spring for the high school “mini-mester”, a time for learning, ministry, and outreach. Students earn community service hours that week through various service projects.

- 9th grade mission trip: evangelistic outreaches in various cities in USA
- 10th grade: local outreach & service opportunities (includes those who do not participate in the other out-of-town trips)
- 11th grade Washington DC trip: educational tour
- 12th grade “Senior mission trip”: week of ministry and touring in a foreign country

ATTENDANCE

➤ **School Hours**

	Mon, Tues, Thurs, Fri	Wed
Elementary		
K5	8:00 AM – 2:40 PM	1:40 PM
1 st	8:00 AM – 2:45 PM	1:45 PM
2 nd	8:00 AM – 2:50 PM	1:50 PM
3 rd	8:00 AM – 2:55 PM	1:55 PM
4 th	8:00 AM – 3:00 PM	2:00 PM
5 th – 12 th	8:00 AM – 3:15 PM	2:15 PM

Students can be dropped off at 7:00 AM at no charge (No student should be dropped off before 7:00 AM. This places the school in an awkward position from a liability standpoint, and violators are subject to immediate dismissal.*)*

*Extended Care is available until 6:00 p.m.

Charges start for Extended Care at 4:00 p.m. (3:00 p.m. on Wed.)

Juniors (11th grade) and Seniors (12th grade) may choose to leave the campus after 6th hour if they are not scheduled in a 7th hour class instead of attending Study Hall. The school office must have written permission from the parents before this early dismissal will be granted. Students who choose to leave after 6th hour must leave campus until the end of the school day. If they remain on campus, they will be required to attend study hall.

➤ **Absences and Excuses**

The importance of regular attendance is paramount to obtaining the most from a BCS education. Non-essential absences are strongly discouraged. Family vacations should be planned during school holidays. Parents are asked to arrange dental appointments and other activities after school or on Saturday so as not to jeopardize the child academically.

When children are absent due to illness, they must be free of fever and/or vomiting at least twenty-four hours for their health and safety as well as that of other students and staff. Students who show evidence of a communicable health problem will not be admitted to class.

Unexcused absences will result in a grade of zero and work not being allowed to be made up. Although it is admirable for children to work, it should not affect school attendance.

Excused absences will be granted for the following when accompanied by a written note from parents:

- Illness or injury
- Death in immediate family
- Medical or dental appointment
- Court or administrative proceedings
- Religious observances
- Educational opportunity with proper advance notice
- Inclement weather conditions agreed upon by administration
- Pre-approved family trip with necessary form on file prior to absence.

Other excused absences are at the sole discretion of the administration and are narrowly defined. Exceptions are evaluated on a case-by-case basis.

Florida School Law states: "Each parent of a child within the compulsory attendance age will be responsible for such child's attendance as required by law." The law further states, "When a child of compulsory school attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practical after learning of the absence report, explain the cause of such absence to the teacher or principal of the school."

Any 7th-12th grade student who reaches the ten (10) day absence limit in any subject per semester, whether excused or un-excused, may be required to attend summer school in order to make up the hours needed for credit. Students with excessive excused or unexcused absences may be placed on probation at the discretion of the Secondary Principal.

Elementary and intermediate students are limited to twenty absences per school year.

Students must be present for five of the seven periods in order to attend that day's athletic practice or game or participate in any extracurricular activity that day.

➤ **Planned Absences**

Permission for all pre-planned absences or early dismissals due to family trips, appointments, etc. should be approved by the administration at least one day in advance. Parents should present a written request to the administrative office 48 hours in advance. Assignments will then be gathered by the student and a written permission slip for the allowed absence.

Students in grades 7-12 are responsible for securing all their own assignments on Renweb for absences for any reason. All work is due upon return.

The Administration reserves the right to deem what will constitute an excused absence. We appreciate the parents' and students' cooperation with making school attendance a priority.

➤ **Unplanned Absences (Illness, Family Death, Etc.)**

When a student returns to school after any absence, he/she should bring a parent/guardian signed note to the office giving the reason for the absence. The administration will determine if the absence is excused or un-excused. A pass will then be issued for the student to return to class. A doctor's note will be required for absences of three or more days. A doctor's note must be secured in advance for any on-going illness that requires numerous absences.

➤ **Un-Excused Absences/Truancy**

Deliberate absence or tardy without the school's and parents' knowledge and permission will result in a grade of zero for the work missed and the student disciplined by the administration. Continued truancy will be referred to the juvenile authorities. Students who "skip" a class are subject to disciplinary action, including suspension.

➤ **Academic Implications For Absences**

All tests, whether the absence is excused or un-excused, must be made up at the date/time arranged with the teacher. Failure to do so may result in a zero (0%) for the test.

- For un-excused absences, homework and quiz grades missed will result in grades of a zero.
- For excused absences, it is at the teacher's decision whether to have the student make up the work missed or count it as exempt.
- Excused students must meet the deadline of two calendar days for every day absent for submittal of quizzes and daily work. (i.e., if a student is absent for 3 days and returns on a Wednesday, then the student must submit the work missed by the end of the following Monday - [six calendar days]).
- Projects with long-term due dates that are due on an absence must be turned in the day the student returns.

Elementary/Intermediate: A student who accumulates more than 20 absences in a school year may be required to attend summer school.

Junior High/High School: A student who accumulates 10 absences in a class per semester may be required to attend summer school.

➤ **Leaving The Campus**

Berean Christian School operates under a "closed campus policy." Once a student arrives on school property in the morning, he/she is not to leave until dismissed from school in the afternoon. For student athletes, this time period would include after school practice time. Failure to comply may result in disciplinary action by both the school and the Athletic Director. Exceptions are made only by the administration. When students become ill and need to leave school, they must report to the school office or nurse. They may not arrange their own ride home.

Students are not to be in the parking lot during school hours without administrative approval.

Students must be in their appropriate and assigned locations at all times, including lunch and breakfast break.

TARDY TO SCHOOL POLICY

School starts promptly at 8:00 AM for all students in grades K5-12. Students are placed at a disadvantage when they are late, and it disrupts the entire class.

Promptness is a measure of school citizenship. We understand most BCS students can't drive. Therefore, parents are urged to have their children to school on time to help establish good habits and to keep them from being penalized.

Students, arriving after the starting bell, must report to the front office for a late pass to class. Parents must send a detailed note giving the reason for the tardy. The supervisor will determine if a note/reason given for tardiness is acceptable. The teacher will deal with classroom tardiness after first period. If a teacher keeps a student beyond the bell, the teacher will send a note of explanation to the next teacher. Please note that traffic is not a legitimate excuse for tardiness to school.

Elementary/Intermediate – A student who has accumulated 10 excused or unexcused tardies in a nine-week grading period will not be permitted to go on the merit trip.

Junior High/High School – A student who has accumulated 10 excused or unexcused tardies in a semester will be required to serve a two-hour Saturday detention and pay the accompanied fine. For every three tardies after that, an additional two-hour detention must be served, with the accompanied fine of \$25.

Official Time for determining tardies will be the computer time on the school's network which controls the school bells.

Part III - DISCIPLINE

PHILOSOPHY OF DISCIPLINE

Discipline is something that is done *for* a child, not *to* him. Therefore, by its very nature of definition, discipline is a teaching tool so that students can learn and maintain self-control.

Berean Christian School has over 750 students from varying backgrounds. In order for the school to operate in a manner which provides an environment that is both safe and conducive to quality education and Christian ideals, disciplinary policies and procedures must be developed and maintained.

It has been proven when students know what is expected of them and consequences of their behavior, the results seem to be more positive.

It is expected that all school discipline will be firm, fair, and consistent and administered in a spirit of love, grace, and mercy – with dignity and respect. The ultimate goal is to ensure students make wise, positive choices.

Disciplinary methods and techniques are highly subjective, and all parents are encouraged to support the school in its decisions. If disagreements arise, parents are encouraged to discuss the overall circumstances with the teachers involved or the administration, rather than with other parents and students.

STANDARDS OF CONDUCT

Berean Christian School students must sign a commitment to keep the BCS standards of conduct both on and off campus. In doing so, the student acknowledges that he is yielding certain liberties and rights that extend into off-campus activities and conduct. The standards of conduct are as follows:

- Berean Christian School students must refrain from smoking, drinking alcoholic beverages, immorality, and the use, abuse, or encouraging use of illegal drugs. Students must avoid inappropriate use of electronic equipment, media, or the internet. Students must also refrain from sexual harassment, consistent “badgering” or verbal abuse (in person or online). Violations of the above may result in suspension and/or expulsion.
- Students should endeavor to maintain Christian standards in courtesy, kindness, morality, and honesty.
- Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere, recognizing that wherever a BCS student goes and whatever he does, he carries and reflects on the testimony of his Savior, his family and his school. Parents or students found to be out of harmony with the Berean Christian School ideals of work and life may result in the student being expelled or requested to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.
- By introducing and enforcing this code of conduct, Berean Christian School’s desire is to create a learning environment which encourages the students to concentrate on wholesome aspects of life.
- Parents are expected to fully support and enforce these standards of conduct.

RESPONSE TO DISCIPLINE /APPEALING A DEMERIT

Please follow the chain of command when appealing the decision of a merit loss or demerit/DC.

Elementary/Intermediate
teacher
principal
headmaster

Junior High/High School
teacher
deans
principal
headmaster

CORPORAL PUNISHMENT

While it is the view of Berean Christian School that corporal punishment, properly administered, is a Scriptural and sound method of correction when disciplining children, we also believe it is the responsibility of the parent to ensure their child is properly disciplined. While schools serve “in loco parentis” under the law, when corporal punishment is the issue, we expect the parent to give direction in this area. Parents who wish corporal punishment to be administered to their child should plan on coming to the school to administer it personally. Under no circumstance will school personnel administer corporal punishment to any Berean Christian School student. While we support parents who believe in this form of correction, for legal reasons we recognize the above policy is the most prudent.

OVERT MISCONDUCT

Certain major disciplinary infractions are handled on a system-wide basis, whether the offense has occurred on or off campus. These matters are outlined below:

Cheating

As a Christian institution, we cannot tolerate the stealing of other students’ work, whether in or out of class. Cheating often involves two people. In those situations both students will be considered in the discipline process. This includes homework as well as Quizzes, tests, and projects. Plagiarism is a form of cheating and will be handled accordingly. All cheating incidents will be referred to the Dean’s Office through a Secondary Discipline Referral Form. A grade of zero will be assigned to the work, and an appropriate number of demerits will be assessed by the Discipline Committee. A second cheating offense will result in the student serving a one-day suspension.

Possession of a weapon

A student having in his possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon may be dismissed from the school system without refund of fees and turned over to appropriate law enforcement personnel.

Involvement in a Break-in or Vandalism

A student who has been involved in a break-in and/or malicious damage to the school, school property or the property of an individual shall be suspended, with readmission to the school system contingent upon financial compensation for said damages, or shall be terminated from the school system without refund of fees at the discretion of the administration who shall, in instances of break-ins, also have the authority to turn over the student to the appropriate law enforcement agencies.

Possession of or Illegal Use or Sale of Drugs

A student who at any time is under the influence of alcohol, tobacco products, drugs, or mood-altering substances, or who possesses, uses, dispenses, sells or aids in the procurement of alcohol, tobacco products, narcotics, restricted drugs, mood-altering substances, or any other substances purported to be a restricted substance or over-the-counter drug, may be terminated from the school system without refund of fees and may be turned over to appropriate law enforcement personnel.

If the administration of the school deems that reasonable cause exists, a student must submit to a drug test. Refusal to submit to a drug test will result in the student’s expulsion from school. Reasonable cause for urine drug testing under this policy shall exist when the administration, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances, tobacco, or alcohol and that the results of a urine drug test would assist in its final determination. The Headmaster shall make the final decision on behalf of the administration as to whether a reasonable suspicion exists.

Students are required to have a drug test completed off-site. The following procedure is required for drug testing.

1. Parent/guardian is called and must pick up the student. They must take the student to a designated facility within one hour.

2. Parent/guardian tells the facility that Berean Christian School has referred them.
3. Parent/guardian tells the facility that the school has permission to call for results and a release is signed if necessary.
4. Parent/guardian must give the Headmaster or administrator the information necessary so that the facility can give the test results.
5. The Headmaster or administrator must get the test results directly from the test facility.
6. If the student tests positive, the student may be expelled from school.

Criminal Activity

Any student who is convicted of a misdemeanor or felony may be expelled from school.

Disrespect Toward A Faculty or Staff Member

Any student accused of insubordination toward a member of the faculty or staff should be referred to the Dean's office and a Secondary Discipline Referral Form completed. An appropriate number of demerits will be assessed by the Discipline Committee. Should such disrespect manifest itself in physical contact with the staff or faculty member, the student shall be suspended, or at the discretion of the administration, be terminated from the school system without refund of fees.

Immorality

Involvement in sexual misconduct, defined as: bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that demonstrates a propensity or intent to engage in an immoral or homosexual act. The administration has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. Students who are involved in sexual immorality either on or off campus may be expelled.

Wholesome boy-girl relationships are encouraged. Students, however, must refrain from all open displays of romantic affection which can be defined as hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity is not acceptable at school or any school function. At the discretion of the administration, students may be issued a discipline committee (D.C.), or suspension.

Sexual Harassment

Berean Christian School will not tolerate the harassment of individuals. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation from unacceptable behavior of another. Sexual Harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: such conduct has the purpose or effect of unreasonably interfering with an individual's school performance, and/or has the purpose or effect of creating a hostile, intimidating or offensive school environment.

A valid complaint of sexual harassment will lead to appropriate and strict disciplinary action, including expulsion. Any complaints of sexual harassment should be reported to the area supervisor who will immediately launch an investigation. Criminal prosecution may ensue.

PROHIBITED ARTICLES

Fireworks, laser pointers, matches/lighters, weapons, and toys that look like weapons are not to be brought on campus. Books, toys, magazines, tapes, CDs, etc., not directly related to schoolwork should not be brought to school. Students in possession of such articles may be issued a Secondary Discipline Referral Form, suspended, or expelled. Articles will be confiscated and may be reclaimed in the school office by the parents.

PORTABLE ELECTRONICS/CELL PHONES

The use of music electronics (iPods, MP3 players, CD players), portable electronic game devices, or electronic devices in general that disrupt the educational environment before and during school hours (7:00 AM – 3:15 PM) is not permitted. Cell phones for making phone calls only are permitted between 7:00-8:00 AM and after 3:15 PM. Students in morning care and after care are not allowed the use of such devices.

The first violation will result in the item being taken by a member of the administration and a demerit issued. A second violation will result in a Secondary Discipline Referral Form being issued and the parent is required to pick up the device from the Dean's Office. A third violation would result in the item not being allowed on campus for the remainder of the semester, a D.C. being issued, and the parent required to pick the device up from the Dean's Office. Any subsequent violation may result in the student being subject to a suspension.

SEARCHES FOR SUSPISION OF ILLEGAL OR UNAUTHORIZED MATERIALS

Berean Christian School reserves the right to search the student's person and belongings in the event the school suspects a student possesses an unapproved item. It may be necessary to search a student's locker, backpack, purse, pockets, automobile, etc. The search of such personal belongings will be by a faculty member or administrator, with another school employee present as a witness. A locker may be searched with or without the presence of the student.

If a school faculty member or administrator, with another administrator as a witness, asks the student to empty his/her belongings and the student is unwilling to do so, the parents will be contacted. If the student is still unwilling to do so after speaking with his/her parents/guardians, the student will be suspended or expelled from school.

The search may be conducted without the student's or the parent's permission and/or presence. School registration of the child constitutes parental consent to such searches.

ELEMENTARY SCHOOL DISCIPLINE

➤ Card Turns

In elementary grades K5-4, BCS uses a card turn system to record student behavior and actions. When a student makes a bad choice in behavior or action, a card is turned to a different color.

K5-3rd grades

blue (start each day)
green (1st infraction)
yellow (2nd infraction)
red (3rd infraction)
purple=merit loss (4th infraction)

4th grade

green (start each day)
yellow (1st infraction)
red (2nd infraction)
purple=merit loss (3rd infraction)

Each card turn serves as a warning that the behavior or action is not acceptable to the classroom environment. Students turn to a different color each time an unacceptable behavior or action is done. When a student turns to the purple card, a merit loss will be issued by the teacher. Parents will need to sign the merit loss form sent home by the teacher and return it to school the next day.

Students will turn cards for the following infractions:

- not having assignment pad signed
- not completing or turning in homework
- not having classroom supplies (pencils, books, paper, etc.)
- talking without permission
- leaving seat without permission
- touching another student with hands, feet, or objects
- showing disrespect to authority or others

In order to turn a card, a student will have been warned once by the teacher. After the warning, the teacher will have a student turn a card. Any other infractions, same or different, will result in another card turn.

Merit Loss

When a student turns to a purple card, a merit loss is given by the teacher. A merit loss is only given after many warnings and card turns have been issued about unacceptable behaviors and actions that are not conducive to the classroom environment.

Once a merit loss has been given, the teacher will fill out the merit loss form. The merit loss form will be sent home to the parents to inform them of the behaviors or actions resulting in the merit loss. The merit loss form should be signed by the parents and student, then, returned to the teacher the following school day.

Behaviors or actions that are excessive will be issued an immediate merit loss without any cards turned, with the possibility for suspension or expulsion. The teacher and administration reserve the right to give a merit loss, possible suspension, or expulsion for any dangerous or excessive behaviors or actions without any card turns.

Merit losses are accumulated throughout a quarter and result in the following disciplinary actions:

- 6 merit losses = no merit trip
- 10 merit losses = conference with parent, supervisor, and student
- 12 merit losses = 1 day suspension and loss of financial assistance
- 15 merit losses = 2 day suspension
- 20 merit losses = expulsion

The merit loss allowance will be adjusted to the following for the remainder of the school year for an elementary student who has been suspended for any reason:

- 6 Merit Losses = No Merit Trip
- 7 Merit Losses = Parent Meeting with Teacher and Supervisor
- 8 Merit Losses = 1 Day Suspension
- 10 Merit Losses = 2 Days Suspension
- 12 Merit Losses = Expulsion

➤ **Suspension**

Elementary students are seldom, if ever, suspended from school. However, if a student is suspended, that student is automatically ineligible for the next merit trip.

Elementary students assessed a suspension will not be allowed to attend class for the duration of the period of suspension. Further disciplinary action may result in expulsion from the school. While on suspension, a student may not attend any school function/activity, and will not be given credit for class

work. The student may make-up missed tests after the suspension is served. It is the parents' and student's responsibility to schedule any make-up tests with the teacher. A student who is absent (whether excused or unexcused) on the day that his suspension was to be carried out will fulfill his suspension on the day he returns to school.

➤ **Punishments**

A variety of punishments are used, depending on the infraction for those who break the rules. The three basic classroom rules that must be kept are:

- No talking without permission
- No leaving your seat without permission
- Keep hands, feet, and objects to yourself
- Show respect to authority at all times

Students who follow those simple rules will have few discipline problems. Disciplinary options include verbal reprimand, conference, detention, loss of privilege, loss of merit, administrative conference, parent conference, in-school suspension, out-of-school suspension and expulsion.

➤ **Cheating**

The first offense for cheating will result in at least two automatic merit losses. Repeat offenses may result in suspension or expulsion.

➤ **Incentives**

BCS administration and staff believe that a positive classroom environment is the best atmosphere for student learning. A variety of incentives are used to motivate students to learn and improve throughout the year. BCS teachers work hard to include incentives which encourage good behavior and result in a classroom conducive to learning. Examples of teacher incentives used are as follows:

- verbal praise (individual and group)
- sticker charts
- stamps
- good work boards
- review games
- hands on activities
- awards and certificates

• **Top Dog Award**

Each teacher selects a student from the class each week who has demonstrated outstanding effort and achievement in all areas. This student is awarded a certificate and a special prize. Teachers announce "Top Dog" winners at weekly chapels. Parents are welcome to attend when possible.

• **Merit Trips**

Students who demonstrate proper behavior and actions each quarter are eligible to attend a Merit Trip. The purpose of the merit trip is to reward those students who work hard to follow classroom rules and to complete the work assigned.

Merit trips will be a full day reward for students who receive less than 6 merit losses and less than 10 tardies (unexcused or excused) each quarter.

Students not eligible for a merit trip are expected to attend school on the day the class goes on their trip. The student will be assigned class work by the teacher and placed in another class for the day. We appreciate parents supporting this policy as it helps students understand the importance of making good choices and the consequences resulting in making poor choices.

- Awards Program

At the end of each school year, elementary students will attend an Awards Program. The program will recognize students in each grade level based on:

- academic excellence
- conduct
- perfect attendance

INTERMEDIATE SCHOOL DISCIPLINE

In order to help 5th and 6th grade students make the transition from elementary school to junior high, intermediate students will follow the elementary school discipline policies with the following exceptions:

- Cards used are:
- green (start each day)
 - red (1st infraction)
 - purple = merit loss (2nd infraction)

Card Turns/Merit Losses (first semester)

In intermediate school students will turn cards and receive merit losses as they did in elementary school. Teachers will teach the comparison of demerits to the card turns in order for students to recognize the differences upcoming in junior high and high school.

In order to turn a card, a student will have been warned once by the teacher. After the warning, the teacher will have a student turn a card. Any other infractions, same or different, will result in another card turn. Each card turn serves as a warning that the behavior or action is not acceptable to the classroom environment. Students turn to a different color each time an unacceptable behavior or action is done. When a student turns to the purple card, a merit loss will be issued by the teacher

Students will turn cards for the following infractions:

- not having assignment pad signed
- not completing or turning in homework
- not having classroom supplies (pencils, books, paper, etc.)
- talking without permission
- leaving seat without permission
- touching another student with hands, feet, or objects
- showing disrespect to authority or others

- Cards used are:
- green (start each day)
 - red (1st infraction)
 - purple = merit loss (2nd infraction)

When a student turns to a purple card, a merit loss is given by the teacher. A merit loss is only given after many warnings and card turns have been issued for unacceptable behaviors and actions that are not conducive to the classroom environment.

Once a merit loss has been given, the teacher will fill out the merit loss form. The merit loss form will be sent home to the parents to inform them of the behaviors or actions resulting in the merit loss. The merit loss form should be signed by the parents and student, then, returned to the teacher the following school day.

Behaviors or actions that are excessive will be issued an immediate merit loss without any cards turned, with the possibility for suspension or expulsion. The teacher and administration reserve the right to give a merit loss, possible suspension, or expulsion for any dangerous or excessive behaviors or actions without any card turns.

Merit losses are accumulated throughout a quarter and result in the following disciplinary actions:

Merit Loss Count and Actions

- 6 = no merit trip
- 10 = conference with teacher
- 12 = 1 day suspension/lose financial assistance
- 15 = 2 day suspension
- 20 = expulsion

Merit Losses are accumulated each quarter. Students will start each quarter with zero merit losses.

Suspensions

Intermediate students are seldom, if ever, suspended from school. However, if a student is suspended, that student is automatically ineligible for the next merit trip.

Intermediate students assessed a suspension will not be allowed to attend class for the duration of the period of suspension. Further disciplinary action may result in expulsion from the school. While on suspension, a student may not attend any school function/activity, and will not be given credit for class work. The student may make-up missed tests after the suspension is served. It is the parents' and student's responsibility to schedule any make-up tests with the teacher. A student who is absent (whether excused or unexcused) on the day that his suspension was to be carried out will fulfill his suspension on the day he returns to school.

Cheating

The first offense for cheating will result in at least 2 automatic merit losses. Repeat offenses may result in suspension or expulsion.

Incentives

BCS administration and staff believe that a positive classroom environment is the best atmosphere for student learning. A variety of incentives are used to motivate students to learn and improve throughout the year. BCS teachers work hard to include incentives which encourage good behavior and result in a classroom conducive to learning.

Examples of teacher incentives used are as follows:

- verbal praise (individual and group)
- sticker charts
- stamps
- good work boards
- review games
- hands on activities
- awards and certificates

- **Top Dog Award**

Each teacher selects a student from the class each week who has demonstrated outstanding effort and achievement in all areas. This student is awarded a certificate and a special prize. Teachers announce "Top Dog" winners at weekly chapels. Parents are welcome to attend when possible.

- **Merit Trips**

Students who demonstrate proper behavior and actions each quarter are eligible to attend a Merit Trip. The purpose of the merit trip is to reward those students who work hard to follow classroom rules and to complete the work assigned.

Merit trips will be a full day reward for students who receive less than 6 merit losses and less than 10 tardies (unexcused or excused) each quarter.

Students not eligible for a merit trip are expected to attend school on the day the class goes on their trip. The student will be assigned class work by the teacher and placed in another class for the day. We appreciate parents supporting this policy as it helps students understand the importance of making good choices and the consequences resulting in making poor choices.

- Awards Program

At the end of each school year, elementary students will attend an Awards Program. The program will recognize students in each grade level based on:

- academic excellence
- conduct
- perfect attendance

SECONDARY SCHOOL DISCIPLINE

Merit Trip

Students who demonstrate proper attitude and action each semester are eligible to go on a merit trip. Any student who has exceeded the demerit limit or received a suspension will be ineligible for the merit trip and are required to attend school on this day in uniform to complete assignments. If ineligible students do not report to school the absence will be counted as unexcused and will result in a student receiving a zero in each class and/or further disciplinary action taken. It is important that the school have parental support to ensure the success of your young person.

Junior High School: Students fewer than 18 demerits, with no suspensions for the semester will be eligible for the end of the semester merit trip.

High school: Students with fewer than 9 demerits, with no suspensions for the semester, will be eligible for an end of the semester merit trip.

Demerits

The primary purpose for the demerit system is to have a method of documenting unfavorable behavior patterns or character traits in the students. The demerits, in themselves, are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of the student that, hopefully, will cause the student to be introspective and discipline himself to overcome this "problem." Great care is taken to ensure that the assessment given is fair and equitable.

Secondary School Demerit Procedure/ Appealing a Demerit

A student begins each semester with zero demerits. Demerits will be issued immediately upon occurrence of infractions and initialed by both student and teacher. Signing a demerit only means the student recognizes receipt of the demerit. Demerit points are issued for minor infractions involving communication, (talking, notes, etc.) tardiness class, failure to follow instructions, and dress code violations.

When students are disciplined, they should never argue the problem with the teacher in front of other students. Demerit appeals must first be made to the issuing teacher, but this must not be done during class. If the student feels a misunderstanding exists, he/she should obey the teacher without protest and take the following steps to satisfy the matter:

- Make an appointment to see the teacher to discuss the matter privately.
- Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.

- If not resolved, the student and/or the parent should make an appointment to meet with the area administrator and the teacher. *If the student desires, he/she may also request the presence of a student representative from the Student Council.*
- If a problem still exists, contact the administrator to arrange a meeting between the administrator, parents, and Dean of Students.

Secondary School Discipline Committee Action Report

Major offenses, which could receive two or more demerit points, are automatically referred to the Discipline Committee. When major offenses occur, a Secondary Discipline Referral Form is to be completed by the reporting teacher or administrator. This includes identification of the student, a listing of the offense(s), teacher's comments regarding the offense(s), communication with the parents/guardians of the student by phone, and completed form returned to the Dean's office.

Once the Secondary Discipline Referral Form has been received by the Dean's office a Discipline Committee, usually consisting of the Dean of Men or Women and two to three juniors or seniors will meet. *It is the duty of this group to determine the appropriate amount of demerit points to be assessed, based on the surrounding circumstances, prior offenses, and overall response of the student to the issue involved.* In cases where certain issues or circumstances might be deemed mature in nature or extremely offensive to our students the Discipline Committee will be made up of 3 or more administrators.

The following is a list of offenses and the possible range of demerits assigned:

Category 1 offenses = 0-5 demerits

- disorderly conduct/horseplay, attitude (critical spirit), defacing school property (minor), disobedience (1st offense), rude/discourteous behavior, refusal to sign a demerit, and electronic devices.

Category 2 offenses = 5-10 demerits

- removal of student from class by teacher, inappropriate music/articles, disobedience (2nd offense), and disrespect of authority (1st offense).

Category 3 offenses = 10-15 demerits

- cheating/plagiarism (homework), fighting, stealing, disobedience (3rd offense), disrespect of authority (2nd offense), vulgarity/profanity/God's name taken in vain, skipping class, defacing school property (major), and lying/deceit

Junior High School Disciplinary Action

Demerits are accumulated throughout the semester and result in the following disciplinary actions:

- 12 demerits = 2-hour Saturday detention, \$25 fine
- 18 demerits = loss of merit trip
- 24 demerits = 4-hour Saturday detention, \$50 fine and loss of merit trip privilege
- *36 demerits = 4-hour Saturday detention, \$75 fine loss of merit trip privilege, 1-day out of school suspension, forfeit of financial aid, and probation for the following semester
Plus the following: All extra-curricular activities will be suspended, and student may not hold any student office for the remaining part of the semester. Student will be placed on disciplinary probation for following semester. * A parent conference with a school administrator is required at 36 demerits.
- 48 demerits = 2 day out-of-school suspension, 4-hour Saturday detention, \$75 fine and loss of merit trip privilege
- 60 demerits = Expulsion or Withdrawal

High School Disciplinary Action

Demerits are accumulated throughout the semester and result in the following disciplinary actions:

- 9 demerits = 2-hour Saturday detention, \$25.00 fine and loss of merit trip privilege
- 18 demerits = 4-hour Saturday detention, \$50.00 fine and loss of merit trip privilege, forfeit Student Council and NHS position.
- 27 demerits = 4-hour Saturday detention, \$75 fine and loss of merit trip privilege, 1-day out-of-school suspension, forfeit of financial aid, and probation for the following semester
Plus the following:
All extra-curricular activities will be suspended, and student may not hold any student office for the remaining part of the semester. Student will be placed on disciplinary probation for following semester. * A parent conference with a school administrator is required at 27 demerits.
- 36 demerits = 2-day out-of-school suspension, 4-hour Saturday detention, \$75.00 fine and loss of merit trip privilege
- 45 demerits = Expulsion or Withdrawal

Detentions

Saturday detention periods are 8:00 - 10:00 AM for the first detention and 8:00 – 12:00 PM for any detention thereafter. All detentions will be on dates scheduled by the school. Students are required to meet all the requirements of school dress code, unless previously approved by the administration. A \$25.00 fee will be assessed for the first detention. A \$50.00 fee will be assessed for the second detention, and a \$75.00 fee will be assessed for each detention thereafter in the same semester and included in the school billings. Students arriving late for detention, out of uniform, or misbehaving during the detention period will be sent home and automatically rescheduled for the next detention period.

Saturday Detention Rescheduling Policy

Upon the issuing of a Saturday detention, parents are allowed one rescheduling that will be allowed to accommodate a family hardship without penalty. A family hardship is considered a death in the family, medical emergency or any other situation deemed an emergency by school administration. It is left to the discretion of the administration to determine a family hardship that constitutes forfeit of a re-scheduling

fee. A note requesting a family hardship rescheduling is required prior to the date of the detention to be served. If a student misses a detention without a family hardship being established then a \$15.00 rescheduling fee will be assessed for each rescheduling of detentions each semester.

If a student misses two consecutive scheduled detentions where a family hardship has not been established, then he/she will receive a one day out-of-school suspension the next school day and will be assessed the appropriate detention fee. Please view the section on Suspension for conditions that apply during a suspension period.

Suspension

At 36 demerits for Junior High School and 27 demerits for High School, a student will be assessed an out-of school suspension for one day. At 48 demerits for Junior High School and 36 demerits for High School, a student will be assessed a 2-day out of school suspension.

Students assessed a suspension will not be allowed to attend class for the duration of the period of suspension and receive a zero in each class. All work must still be completed to ensure that the student is up to date with their academic progress, but it will not be given credit. The student may make up missed tests for credit however; it is the sole responsibility of the student to arrange a time to make up any missed tests. While on suspension, the student must not attend any school function or activity.

Disciplinary Probation

If a student accumulates 36 demerits for Junior High School and 27 demerits or more for High School in any semester of a given school year, he/she will be placed on disciplinary probation the following semester. Students exceeding the probation amount of demerits in two consecutive semesters may not

be able to re-enroll or asked to withdraw for the next semester. A Discipline Committee, consisting of the Headmaster, administrator and one or more teachers will make this decision. If allowed to return, the student may be put on disciplinary probation for the next school year.

Dismissal/Expulsion

At the discretion of the Headmaster and administrative and pastoral staff, a student may be expelled or required to withdraw from school at any time they or their parents are found to be out of harmony with the rules and policies of the school. The following are rules regarding expulsions:

- An expulsion from BCS is for two consecutive semesters.
- If the expulsion occurs any time in the first nine week grading period, that student may request permission for an early return to BCS at the beginning of the following school year.
- If a senior is expelled, they will not receive a diploma from BCS or be allowed to participate in graduation ceremonies.
- The expelled student wanting to return to BCS must satisfactorily complete Berean's "Restoration Program" and be recommended by his/her leader as ready to return to the school.
- If a student is asked to be withdrawn for disciplinary reasons, the student must be withdrawn for the remainder of that semester plus the following semester. They may not attend any school activity during that period of suspension or expulsion.

Restoration Program

The Restoration Program is for students who have been expelled from BCS or asked to be withdrawn for disciplinary reasons. The purpose of the Restoration Process is to allow expelled students to be eligible for return to BCS under certain conditions, if they are truly remorseful, and if they meet the conditions within the restoration program. Individual students must request in written form to the Headmaster in order to initiate the restoration program. In the request, student must identify the problem for which they were expelled and why they would want to return to Berean. The request will be taken to the school administrative team, pastoral staff and/or body of elders. Student will then be notified as to whether their request for initializing the process is granted or not. Normally the process takes 3-6 months to complete and follows a prescribed set of requirements outlined in the program.

Everyone should understand that readmission to BCS is not automatic. A student could complete the restoration program but still not be allowed to return to Berean. However, the main intent and purpose of the program is to show love, grace, and mercy, and to be in a position to allow a student a second chance.

Code of Academic Integrity

This is our Honor Statement, "I affirm that my work upholds the highest standards of honesty and academic integrity at Berean Christian School, and that I have neither given nor received any unauthorized assistance."

Secondary BCS students will:

- Pledge their work. Some teachers will have students write the Honor Statement on their work, tests, quizzes, etc., while others will simply have them sign their work, indicating they affirm the Honor Statement.
- Refuse to tolerate cheating and uphold the highest standards and model academic integrity for other students. If students witness cheating or plagiarism, they will voluntarily report the incident to the teacher or an administrator.

Conduct at Sporting Events

Students and fans are asked to observe the following guidelines during sporting events:

- Kindness should be shown to opposing players, coaches, spectators, and the officials.
- Derogatory remarks should never be "yelled" to opposing players, coaches, spectators, or the officials.

- Students should meet dress code guidelines for modesty. BCS administration reserves the right to ask a student or a fan to adjust conduct, refrain from remarks, or leave an event to maintain the positive image or integrity of our team and school.

Internet

Improper use of the internet (MYSPACE.com or FACEBOOK.com) has become a major source of concern. The administration at BCS believes a student represents Christ in all of their affairs. School standards and guidelines extend to the use of the internet by all students whether on or off campus. Any student who is found to be out of harmony with the spirit of the school through the use of the internet or any other form of communication or media may be suspended, withdrawn or expelled from school. The school encourages all parents to monitor the web use of their children and to discuss internet safety.

Part IV: DRESS CODE

The administration has developed a liberal uniform selection to provide for individuality. A student's appearance influences behavior, self-image, and performance. Therefore, Berean Christian School believes it is necessary to dress appropriately and modestly at all times. Because the Bible teaches that Christians should be separated from the world and should dress modestly, the school maintains high quality standards for dress. Parents should cooperate in enforcing these standards. Students who arrive at school who do not meet uniform guidelines may be required to call parents to bring the appropriate clothing, and may not be allowed to attend class. **While school uniforms are required apparel for daily wear, the school dress code applies to other school activities as well unless otherwise announced.**

***Each uniform should have proper student identification marked in it.**

Preschool

Preschool students should be dressed in appropriate play clothes (uniforms are required for K4 and optional for all others).

General

Students in grades K4-12th must wear the school uniform, purchased through the uniform company. Checks should be made payable to the uniform company, not the school.

Berean Christian School is under contract with:

Sunshine Uniform Company

2650 South Military Trail

West Palm Beach, FL 33415

(South of Forest Hill Boulevard)

Phone: 561-963-8171

Web: www.sunshineuniformcompany.com

Although it has become "fashionable" in the world today, all clothing should be worn in such a way that it does not reveal the child's undergarments. Failure to adhere to the standard of modesty or the Dress Code Guidelines may result in a student being sent home from school or asked to leave an activity and demerits may be given.

Parents should make their children adhere to the BCS dress code policy before leaving home. Any student out of dress code may not be allowed to attend classes until they meet the standard. The student may be required to wear a uniform article of clothing provided by the school. The cost of that article(s) of clothing will be applied immediately to the student's school bill. The administration reserves the right to send any student home who does not meet dress code standards.

Once a student receives five demerits for a specific dress code violation, he/she will not be allowed to wear that garment or style of clothing for the remainder of the school year.

The following are specific Dress Code Guidelines:

Shirts and Blouses

All shirts and blouses that are by design to be tucked in must remain tucked in and appropriately buttoned while on campus. Blouses and tops should not reveal the midriff.

Skirts and skorts

Uniform skirts and skorts must be properly hemmed and adherence to proper length is required. Rolling of the skirt/skort band at the waist to shorten its length is not allowed. Skirts, skorts, and dresses should be no shorter than two inches above the knee.

Pants

Uniform pants should be neatly hemmed, fit properly, be worn at the natural waist, without holes, or frayed.

Shorts

Uniform shorts may be worn if they are modest in length and fit. They should not be rolled at the waistband or at the bottom and the length should be no shorter than two inches above the knee.

Socks

Socks must be plain navy blue, hunter green, khaki, black, grey, or white in color. Girls may wear natural, plain hose, ankle socks, or knee high socks. Socks must be worn if hose are not.

Belts

Tan, brown or black belts must be worn with uniform pants that have belt loops, if the outer shirt is tucked in. No large belt buckles are allowed.

Shoes

Tennis shoes may be worn with the school uniform. Sandals and flip flops are not appropriate foot wear. Crocks are permitted as long as they are black, navy, or brown.

T-shirts

When worn under a uniform shirt, t-shirts must be grey, navy blue, hunter green, khaki, or solid white (red and orange T-shirts are not approved). Only the BCS or BCS bulldog emblems are acceptable. T-shirts worn under any uniform shirt, must be kept tucked in.

Jewelry

Jewelry for girls' ear piercings is permitted but no other piercing jewelry (nose, eye brow, tongue, etc.) may be worn. Boys may not wear any piercing jewelry to school or any school function.

Jackets/Sweatshirts

Students may only wear Sunshine uniform or BCS athletic jackets, sweaters, and sweatshirts. Students are required to wear a collared uniform shirt under the outer garment.

Haircuts

Outlandish hair styles and or hair colors are not allowed. Haircuts should be neat and presentable.

Tattoos and markings

Visible tattoos, temporary or permanent, and writing on the skin with pens, markers, etc. are not permitted.

General Grooming

General grooming such as brushing/combing hair, application of make-up or beauty products should only be done in a restroom and not to take place during or in a classroom.

Dress Down Days

Students, if they choose are permitted to be in school uniform or may be dressed in jeans and a BCS uniform top or BCS t-shirt (does not include PE uniform). Jeans should be free from holes, rips, or frays. If in doubt, students should bring another shirt or uniform to change into or the Dean's office will

send the student home or keep them out of class until they can put on acceptable clothing. This guideline also applies to students that are eligible to participate in the semester merit trips.

Physical Education

All students are required to purchase and use the school P.E. uniforms, ordered through the uniform company. Other play attire is not acceptable. Grade and discipline penalties may be assessed for being out of uniform. All students must wear appropriate socks, athletic shoes, and protective equipment. Students may wear the school sweat pants. Waist bands on P.E. shorts may not be rolled to shorten them.

Parents and Volunteers

When parents volunteer at the school they should follow the same guidelines of modesty and appropriate dress. The administration reserves the right to ask any parent volunteer to leave campus who does not meet appropriate modesty standards.

Administration will make all final calls concerning any dress code issue.

Part V: GENERAL POLICIES

➤ Awards

Berean Christian School gives awards to deserving students on a regular basis. The practice of notifying in advance the parents of students who win awards has been eliminated. All parents are invited to attend awards assemblies as an encouragement to students who will be receiving awards. The decision of the administration on the eligibility and issuance of all awards is final.

➤ Chapel

Separate chapel services are held weekly for pre-school, elementary, and intermediate schools. Junior high and high school students have chapel every other week. Elementary chapels are on Fridays, intermediate chapels are on Thursdays, and junior high/high school chapels are on Mondays. From time to time there will be special musical performances, educational programs, and films. Please check school website and calendar for special dates, as parents are welcome to attend chapel services.

➤ Clinic and Medications

There is an infirmary for student use in the school office. If a student is too ill to be in class, the parent will be notified to take the student home. Parents are always notified of vomiting, fever over 100 degrees, or injury upon knowledge of school personnel.

Parents are contacted through the emergency phone numbers supplied to the office on the registration card. If these numbers change, the office must be notified. Basic first-aid is all that will be administered by the school. Additional medical attention will be obtained as per the instructions on your registration card and/or by calling 911.

No prescription or non-prescription medication (including aspirin and vitamins) will be permitted on campus without a note from home or the doctor. All medicines are to be kept in the office and administered by the nurse. A form for medicine administration is available from the school nurse and must be completed by a parent or guardian before any medication may be given to their child. All medication must be brought to the school office in the original medicine container and clearly marked with the child's name and dosage.

➤ Medications at School & Parent Responsibility

Administration of medication is the responsibility of the parent/guardian unless it is absolutely essential to the well being of the student to receive medication during school hours.

Prescription Medication (Example: Amoxicillin or antibiotic, Concerta)

1. An Authorization for Administration of Prescription Medication form must be filled out by the physician and signed by the parent. These are available from your pediatrician or doctor.
2. A separate authorization form must be filled out for EACH medication administered.
3. Changes in medication require a **new** authorization form signed by a physician and parent.
4. Medication must be in the original pharmacy-labeled bottle or box. No changes can be made without a physician order.
5. No more than a 30-day supply of medication may be accepted.

Non-prescription medications

1. On the *yellow* emergency card *there is a place to check your permission for Tylenol and cough drops.*
2. If the medication is anything other than what is on the yellow card, an Authorization for Administration Form must be signed by parent.
3. All medicines must be in the original bottle. No medications that come in a baggie will be dispensed. They must have manufacture's label.

Epi-pens

1. All Epi-pens must be labeled with prescription from pharmacy. Make sure that it is not outdated.
2. An authorization for administration of Epi-pen must be on file in the clinic. This form must be renewed every year.

Nebulizers

1. An Authorization for Administration of Prescription Medication form must be on file.
2. The medication, pharmacy label, and Administration Permission Form must all match.
3. No meds from siblings will be substituted for any reason.
4. First dose must be given at home, with 2nd dose and possibly 3rd to be given at school.

➤ **Communicable Diseases**

Berean Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or school official who reasonably suspects a student or employee has a communicable disease shall immediately notify the school administration.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, BCS may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. BCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

➤ **Emergency Closings**

Our reaction to natural disaster and emergency situations will be governed by the instructions given on radio and television by authorities. Parents will be notified as to BCS closings and re-openings, based on school conditions and circumstances. This does not include dismissals for holidays and vacations. The use of phone blasts and mass emails will be used to dispense information. Any additional information may be obtained by listening to the following:

Television Stations

WPTV (Channel 5)
WPEC (Channel 12)
WPBT (Channel 25)

Radio Stations

WJNO (AM 1230)
WRMB (FM 89.3)
WAYFM (FM88.1)

➤ **Field Trips**

Field trips are regularly scheduled for your child. We request that all chaperones model the high standards of dress and conduct expected from our students as stated in this manual.

➤ **Fire Drill**

Periodic fire drills are held to prepare students for an emergency. The alarm is a loud electronic strobe. Upon hearing the fire alarm, students are to move quietly and quickly from the building to the designated assembly area. Upon reaching the area, attendance will be taken and a messenger will be sent to the check-in station. No talking is allowed by students during a fire drill, and violators may receive demerits or merit losses.

➤ **Fund Raising**

Parents are encouraged to support all school fund-raisers because they directly benefit the students and help keep tuition costs reasonable. All gifts to Berean Christian School are tax-deductible.

➤ **Library**

Books may be checked out for one week by students only. A fine of 10 cents per day will be assessed on overdue books. Reference books may not be checked out. If a book is lost, the student will be billed for the cost to replace the book. Parents may be billed for these charges.

➤ **Lockers**

Lockers are assigned to all students in grades 7 – 12. A locker fee is included in the activity fee. Students should not share their combinations with other students. Any damage to lockers will result in students or parents being responsible for repair costs.

➤ **Lost and Found**

The lost and found is located in the school offices. Students who have lost books or items of clothing should check periodically. **All items (books and articles of clothing) should be marked with the student's name.** It is the responsibility of the student to keep track of books and personal items. The school does not take responsibility for any items misplaced or left after school by students.

➤ **Books**

Text books are the property of BCS. It is the responsibility of the student to take care of any textbooks issued to him/her. Damage will be assessed when the books are returned. All charges for damages will be billed at the end of each school year.

➤ **Parental Involvement**

Experience has shown us that children whose parents get directly involved in their child's school and education are much more likely to reach their full potential. We appreciate and encourage parental involvement. Some suggested ways of doing this are:

- Eating lunch with your child in our cafeteria on Parent Lunch Days
- Joining the Athletic Booster Club
- Attending all Parent Meetings
- Volunteering (please obtain a visitor badge from the office while on campus during the school day)
- Chaperoning field trips
- Joining PAWS (Parents Always Willing to Serve)
- Fundraisers

➤ **Parental Visits and Conferences**

Parents and guests are not permitted to visit in the classrooms without the permission of the area supervisor unless the day has been designated a visitor's day. Parents and guardians wishing to have a conference with a teacher, principal, or headmaster must do so by appointment. Administrators work on a very structured schedule and can rarely take drop-in appointments. Administrators are unavailable for appointments before 8:30 AM and from 2:45 – 3:15 PM due to the need for their supervision of the arrival and departure of the students. Teachers are not permitted to hold impromptu conferences at the door of their classrooms. Please call the office, send a note to the teacher, or communicate by e-mail in order to schedule an appointment.

Parents should not go directly to their child's classrooms. Please go to the office where your child will be called via the intercom. Teachers are not permitted to accept lunches or books and are not to dismiss students from their room without approval from the office. This policy is for the protection of you and your child.

➤ **School Office**

The office is open from 7:30 AM to 4:30 PM. Monday through Friday. Preschool parents should check in at the preschool office before visiting a child's classroom during regular school hours. Parents of students in grades K5 through 12 must check in at the school receptionist's office first for a visitor's badge. Do not go directly to the classroom. Students should not be in the school office unless

summoned by the receptionist. Lunches, homework, books, or other items to be delivered to your child may be left in the receptionist's office.

➤ **Student Guests**

Occasionally out-of-town guests or prospective students may be allowed when sufficient seating is available in the classroom. Berean Christian School asks that the following be observed:

- The host student must obtain permission from the area principal or supervisor at least one day in advance of the visit.
- The visitor must wear a guest tag supplied by the school. This will identify him as an approved visitor.
- All school dress codes will apply to the guest.
- Guests are to remain with the host student or the student to whom they are assigned at all times.
- Elementary students may visit for the entire day. MS and HS students may observe for two class periods, lunch, and chapel.
- The administration may determine that a guest is not appropriate for admission to our classes, either by dress or by attitude. In such a case the student will be asked to wait in the office until transportation home can be arranged.

➤ **Student Pick-Up and Drop-Off**

Proper traffic flow is essential in maintaining safety, and the safety of all is paramount. All drivers on campus must adhere to safe speeds and parking directives.

- Cars should not be parked in the handicap designated areas unless authorized to do so.
- Cars should not be left unattended at any time in the drive-through areas.
- Children should not be dropped off in the parking area behind the church to walk unattended to class.
- When cars go behind the church and continue around the curve, there are three lanes of traffic.
- Please refrain from using your cell phone while driving on campus. (Distractions cause accidents.)
 - Pull your vehicle as far north as possible in front of the building before stopping to load/unload.
 - Cars on the sanctuary side should load and unload on the sidewalk side of the vehicle.
 - The center lane is for "through" traffic only (no loading or unloading)
 - Vehicles on the school side should load and unload on the sidewalk side of the vehicle.
 - Do not unload in the curve of the driveway behind the sanctuary.
 - Students should only cross at the designated crossing areas.
 - All drivers are respectfully requested to adhere to directions from school or security staff, regardless of the inconvenience.
 - Please sign all papers, give lunch money, etc., to students before entering the lanes of traffic.
 - If you need to park and enter the building, please park in designated parking areas only.
 - Do not drop off students in designated parking areas.

Parents or students who operate their vehicles in an unsafe fashion on campus may lose their driving privileges on campus or further consequences may be applied. This would include excessive speed, ignoring speed bumps, blocking traffic, improper parking, rudeness, or allowing a passenger to drive the car in an unsafe manner.

Parents who violate these driving guidelines may be subject to a monetary fine by the administration.

➤ **Conditions for Student Driving and Parking Vehicles on Campus**

Students driving to school must have completed a Berean Christian School Student Parking Permit Form and submitted it to the Dean's office for approval. A permit can only be obtained once this form and the required information of student name, driver's license number, vehicle make, model, and color, license plate #, insurance information and fee have been provided by completion of the Permit form.

Students who wish to drive to and park on campus must adhere to the following terms and conditions:

- Students must park in the designated student parking area. Students who park in any other area outside of the designated student parking area or have not obtained a Parking Permit will receive a demerit and be subject to a \$5.00 fine (per occurrence).
- One driving violation will result in a week's suspension from driving/parking on campus. A second violation may result in the student being suspended from driving for a quarter. The permit may be revoked for improper behavior with the vehicle at anytime by the administration.
- Students may not be transported to, from school, or any school activity in another student's vehicle without permission from the parents of both the driver and rider.
- Once a vehicle is parked on school property, students are not to move, return to the vehicle or leave campus without permission from the administration. Students are not allowed to leave campus to obtain lunch or have anyone else other than a parent drop off a lunch without specific approval from the administration.
- Student drivers who reach 10 tardies to their first hour class in any semester will lose their privilege to drive on campus.

Failure to adhere to these guidelines may result in disciplinary action. Failure to follow these procedures may lead to the loss of driving privilege on campus. The permit must be visible while the vehicle is on campus.

➤ **Traffic Pattern for Student Drop-off and Pick-up**

The ultimate purpose of these procedures is to establish a known traffic pattern so issues and confusion can be minimized while safety maximized. Adhering to the following procedures and traffic patterns will help establish a routine of safety.

When entering the Grace Fellowship/Berean Christian campus, traffic must go to the right of the fountain away from the Palm Pavilion. When proceeding right, traffic has two options to follow for morning drop off:

1. Entering the church parking area is permitted for pre-school and elementary parents who choose to escort their student to the classroom. The church parking area should not be used as a general drop off location. Parking spaces may be used for short term and long term parking.
2. Intermediate through Senior High parents are to continue around the campus and follow the procedures.
 - a. Students are NOT to be dropped off behind the sanctuary and the soccer field. This is not a designated drop off area and the safety of the students cannot be guaranteed. In addition, doing so slows the established flow of traffic and hinders our ability to an efficient process.
 - b. Traffic is to pull up as far north before stopping to unload and stand in the outer lanes of the main drive so that moving traffic can exit via the center lane. Please sign all papers, give lunch money, etc., to students before entering the lanes of traffic. When exiting the vehicle allow students to exit on the side walk side of the lane and proceed to the nearest cross walk. This will ensure safety and order for students, parents, and staff.
 - c. Upon dropping off the student, traffic is to enter the middle lane to exit the campus. There will be several stationed crossing guards and traffic personnel. One will be located by the church parking lot exit to assist with directing traffic and one stationed at the cross walk area to signal students when it is safe to cross.

- d. Entrance will not be allowed into the church parking lot from the exit located in the direction of the school. Once traffic is moving please be aware of the surroundings and those that are around you. Please refrain from cell phone use while driving until you have exited the campus.

Afternoon Pickup-

1. Elementary (K-5) classes will be positioned either at the front main lobby (Conlin Lobby) or along the church side walk way for pickup.
 - Parents are expected to pull up as far as possible and to stay at their vehicle while the teachers escort the children to the vehicle. Please do not leave your vehicle unattended as it impedes others from picking up their children.
 - Parents who want to walk to pick up their students or parents picking up their children from aftercare are expected to park in the church lot or other parking spaces. Please do not park in the pickup lanes as these are not designated parking spaces. It will slow the movement of other vehicles.
2. Grade 6, Junior High, and Senior High parents are to follow the morning procedures for pickup.

The purposes of the traffic duty personnel are to help expedite the drop off process and ensure the safety of you and your children. All drivers are respectfully requested to adhere to directions from school staff regardless of the inconvenience.

➤ **General rules and guidelines for driving on campus**

- Cars should not be parked in the handicap designated areas unless authorized to do so.
- Cars should not be left unattended at any time in the drive through areas.
- Do not unload in the curve of the driveway behind the sanctuary as this is located near a fire hydrant and a crosswalk.
- Students and parents must cross traffic at a designated crosswalk and follow the instruction of the crossing guard and should never cross through traffic.
- If you need to park and enter the building, please park in a designated parking area only.
- Do not drop off students in designated parking areas.

Parents or students who operate their vehicles in an unsafe fashion on campus may lose their driving privileges on campus or further consequences may be applied. This can include but is not limited to excessive speed, ignoring speed bumps, blocking traffic, improper parking, rudeness, not following instruction, and aggressive driving. Parents who violate these driving guidelines may be subject to a monetary fine by the administration.

➤ **School Provided Transportation**

Berean Christian School provides bus and van services for field trips, merit trips, and athletic events. The following behavioral expectations of students are to be followed while a passenger on the bus and van services:

- Students should remain seated at all times.
- Orderly conduct and cooperation by the students and staff must be maintained at all times to ensure safety and an environment free of distractions for the bus driver.
- Hands, arms, and personal belongings should be kept in the bus and objects should not be thrown on or off the bus.
- Inappropriate items should not be brought on the bus.
- The school vehicle should be kept clean and properly cared for after each use by the students and staff.

➤ **Summer Camp**

Grace Fellowship Church offers a summer day camp program for any BCS students in grades K-5th who wish to enroll. (Students who have exhibited inappropriate school behavior consistently throughout the year may be denied admission.) Scheduled activities and events include swimming, bowling, skating, cookouts, water games, field trips, and other miscellaneous activities. Camp costs and other detailed information regarding day camp are sent home each year during the month of May. Hours are 7 AM to 6 PM.