



# Student Handbook 2011-2012

## Vision Statement

Berean Christian School is dedicated to a high quality Christian education, rooted in a personal relationship with Christ, which will promote the development of each student's giftedness and encourage transition to a productive life in Christ.

## 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

The Bereans... received the word with all regards, examining the scriptures daily to see if these things were so." Acts 17:11 (ESV)

## 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, a ministry of Grace Fellowship, is blessed with a multicultural community of students, 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) and the Southern Association of Colleges and Schools (SACS). 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 BCS 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 *K5-12<sup>th</sup>* 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. BCS 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 BCS 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 12<sup>th</sup> 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 1 through 12 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. K5 students fill out a paper application. Parents will be notified by email once the application process is complete. 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 for Academic or Athletics and an initial interview with the administration must be made. The costs are prorated, based on courses taken or athletics participated in. Contact admissions for final costs.

➤ **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 7<sup>th</sup> grade must have updated physicals.

➤ **Insurance – Student Accident**

**All families are required to maintain primary health and/or accidental insurance on any child attending BCS.** 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. Once a student is withdrawn from BCS (for any reason) a withdrawal processing fee of \$200 shall be charged against the student's account.

• **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. Schools cannot deny parental contact unless proper legal paperwork is on file with administration. Students not residing with parent(s) or legal guardians while attending Berean Christian School must have approval from the school administration and Superintendent.

## **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 BCS for any reason, it will be replaced with 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 – 12<sup>th</sup>)**

This fee will be billed with the first month’s tuition and, like the registration fee, other fees and all participation fees, is non-refundable. The activities fee helps to defer the cost of school activities such as school pictures, field trips, merit trips, Harvest Day, Grandparents Day, awards, yearbook and other miscellaneous activities.

➤ **K5 – 12<sup>th</sup> 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.**

➤ **Statement of Cooperation and Finance**

If for any reason a student's financial account becomes 45 days in arrears the student will be subject to withdrawal and the academic records will be held by BCS until the account is paid in full.

➤ **Uniforms**

Uniforms are required for all students in grades K4-12<sup>th</sup>. 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.

➤ **Aftercare/Extended Care**

Aftercare/Extended Care is available to students in grades K5-12<sup>th</sup> during regularly scheduled school days and selected non instructional days. As a convenience to parents, early morning care is available each morning, beginning at 7:00 AM at no charge. Aftercare 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 may result in disciplinary consequences. Students who are not picked up after school dismissal will be required to report to aftercare.

**K5-5<sup>th</sup> grade** students will be delivered to aftercare by 3:15 PM. **6<sup>th</sup>-12<sup>th</sup> grade** students are required to report by 3:45 PM. Failure to do so may result in disciplinary action. Any student not in aftercare must be involved in a supervised extracurricular activity or must have parental and school permission to be elsewhere.

Aftercare is offered as an option to all BCS students, and prepaid plans are available. Please contact the business office for additional information or refer to the Aftercare/Extended Care Information Sheet located on RenWeb under Resource Documents.

**Aftercare 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.**

Enrollment in the annual aftercare plan must occur within the first month of school. If a child is enrolled at the beginning of the year, and subsequently removed, they may not return to the annual plan for the remainder of the present school year. A withdrawal fee of \$100.00 will be applied to the account at the time of withdrawal from the annual plan.

Extended Care may be offered on teacher in-service days and holidays. Please check the announcement page on RenWeb for available Extended Care days. A reservation form providing times and prices will be available on RenWeb prior to those non-school days. All who would like to attend, regardless of enrollment in an aftercare program must fill out the reservation form found on RenWeb. Check RenWeb for an early discounted sign up dates.

**No charge is assessed for morning hours. Aftercare charges start at 3:30 PM for K5-5<sup>th</sup> and 3:45 PM for 6<sup>th</sup>-12<sup>th</sup> grade. Aftercare charges for Wednesday will start at 3:30 PM for K5-5<sup>th</sup> and 3:45 for 6<sup>th</sup>-12<sup>th</sup> grade.**

➤ **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.

## Part II: ACADEMIC PROGRAM

### GENERAL

#### ➤ Classification of Students

- 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 earning a final grade of 70% or higher in all subjects during the school year or making up these subjects during summer school, with exception of Algebra I.
- 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. Classes with a final grade of less than a 70% average are made up in summer school.

#### ➤ BCS Maximum Teacher/Student Ratios

<b>K5-6<sup>th</sup> grade</b>	<b>1:29</b>
<b>7<sup>th</sup> – 12<sup>th</sup> grade</b>	<b>1:30</b>
<b>7<sup>th</sup> – 12<sup>th</sup> grade P.E.</b>	<b>1:35</b>

#### ➤ Grading Scale

Berean Christian School's grading scale is as follows:

##### **Elementary: K5 – 4<sup>th</sup> Grade**

<b><u>Percent</u></b>	<b><u>Grade</u></b>	<b><u>Explanation</u></b>
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: 5<sup>th</sup> – 12<sup>th</sup> Grade**

<b><u>Percent</u></b>	<b><u>Grade</u></b>	<b><u>GPA Value</u></b>
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, 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 on line.

RenWeb has initiated a secured login for RenWeb Parent's Web. Below are the instructions for creating a new username and password for your login to RenWeb. Whether you are a new family or returning family each parent or guardian must create a new unique login for RenWeb.

- 1) Go to [www.bcsbulldogs.org](http://www.bcsbulldogs.org)
- 2) Click on the [RenWeb link](#) for your child's school (lower right side)
- 3) Click on "**Create New ParentsWeb Account**" (next to the login button)
- 4) Enter your email address carefully (case sensitive) and click on the *Create Account* button.
- 5) The system will email you instructions and a link to follow. ***This email is valid for 15 minutes.***
- 6) Click on the link and create a username and password. It must be a unique username and the username and password are case sensitive.
- 7) Repeat steps 1 and 2 and login to RenWeb.

➤ **Progress Reports**

Even though parents have access to the most current grades on ParentWeb, 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 agenda daily informs the parent of work assigned, discipline problems, incomplete work, etc. For students in grades 6-12, the agenda can serve as a student's extended hall pass.

➤ **Honor Roll Junior High/High School**

Principal's List –the semester average for each class must be 85% or higher

Lead Administrator's List – the semester average for each class must be 95% or higher

➤ **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<sup>th</sup> –12<sup>th</sup> will be required to take final exams.

➤ **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 BCS assigns 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.

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 (Grades 5<sup>th</sup> – 12<sup>th</sup>)**

- 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.

➤ **Late Homework Assignment (Grades K5 - 4<sup>th</sup>)**

The Elementary level has instituted a Zero Grace Policy for homework and classroom assignments not properly completed or not handed in at the assigned time. The intent of the policy is to ensure that reinforcement of classroom instruction is used to its fullest potential. Elementary students who do not understand the intent of the assignment or do not hand in homework and class assignments at the assigned time will be expected to complete those assignments within a 24 hour period. The teacher will send home a Missed Homework Assignment form on that day to notify the parent of the missed work. The notification will extend the due date of the assignment by one day for partial credit (not to exceed 75% of the value of the original assignment). If the student does not hand in the assignment on the second day, he or she will receive a zero.

➤ **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**

Summer School offerings and fees for the summer of 2012 are subject to change from a remedial/attendance requirement program to include a possible elective advancement program. All present summer school policies will remain in effect until further notice. Additional information will be introduced during the 2011-2012 school year.

Tutoring will not be allowed for credit unless 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.

➤ **Elementary Promotion Policies**

- An elementary student will be promoted to the next grade level upon satisfactory completion of the work required by the curriculum.

- Students must meet the minimum attendance requirements as outlined in the attendance policy of this handbook (Truancy).
- An elementary/intermediate student whose quarter average is below 70 in one or two core subjects (Reading, Language Arts/Phonics and Math) in any two of the four quarters throughout the year is required to attend summer school through Berean Christian School and pass the subjects with a test score of 70% or higher to be promoted to the next grade level.
- An elementary/intermediate student whose quarter average is below 70 in all three core subjects (Reading, Language Arts/Phonic and Math) in any two of the four quarters throughout the year will be retained.
- Elementary/intermediate students whose quarter average is between 70 to 79 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.
- Required summer school hours stipulate that 15 hours per subject be completed for each core subject with two quarter averages below 70 at a \$525 fee per subject.
- Recommended summer school hours stipulate 10 hours per subject be completed for each core subject with two quarter averages between 70 to 79 at a \$375 fee per subject. (WD)
- Elementary/intermediate parents will be notified by the teacher at the end of each quarter when a student falls below 70% in one (1) or more core subjects.

Elementary/Intermediate Core Subjects are:

Elementary K5 - 2<sup>nd</sup> grades: Math  
Reading  
Phonics

Elem/Inter. 3<sup>rd</sup> - 6<sup>th</sup> grades: math  
Reading  
Language

### ➤ Secondary Promotion Policies

- Students should successfully complete all courses taken for entrance to the next grade.
- Students must meet the minimum attendance requirements as outlined in the attendance policy of this handbook (Truancy).
- Credits are accrued on a semester basis. Thus each class failed during a semester will result in a loss of credit (See summer school policy).
- Students with a final year average of below 70 in any class will be required to attend summer school.
- Any exceptions to the above policy must be approved by the administration.
- All 9th-12th grade 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 courses in one year are subject to dismissal.
- If a student's yearly average in any class is 70 or higher, the student will receive a full credit for that class.
- Students who do not earn 70% or higher in the school year and do not raise their grades above 70% in summer school will not be promoted to the next grade level.
- Upon completion of a subject in summer school, the grade achieved will replace one semester grade given during the regular school session. Students attending summer school must pass all courses taken, and failure to pass 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.

### ➤ **Standardized Testing**

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

- Standardized testing is given to all K5 – 8<sup>th</sup> 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 9<sup>th</sup> - 11<sup>th</sup> 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 10<sup>th</sup> and 11<sup>th</sup> grade students in the fall. The EXPLORE is given to 9<sup>th</sup> graders. 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 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 K5 - 6<sup>th</sup> grades:

- 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 – 5<sup>th</sup> grade have scheduled visits to the library and the computer lab. Enrichment classes in art, music, 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<sup>th</sup> -12<sup>th</sup>, with a cumulative GPA of 2.0.

**Minimum Requirements Needed**

<b>Course</b>	<b>College Prep.</b>
Math	4.0 credits
History	2.0 credits
Economics	0.5 credit
American Government	0.5 credit
Science	4.0 credits
English	4.0 credits
PE/Life Mgt. Skills	1.5 credits
Foreign Language	2.0 credits
Performing Arts	1.0 credit
Bible	each year as a BCS student
Electives	2.0 credits (Vary)
<b>Minimum Credits:</b>	<b>28 Credits</b>

The Florida Digital Learning Act requires that (beginning with the Class of 2015) all students must complete one on-line class as a requirement for graduation. BCS students will use FLVS as their on-line virtual school.

Note: 100 hours of community service hours must be completed during high school (9<sup>th</sup>-12<sup>th</sup> grades) to meet graduation requirements.

➤ **Honor Class Criteria**

Students entering 7<sup>th</sup> grade are placed in classes according to existing grades, SAT scores, and teacher recommendations. To move from a regular class to an honors class, a student must have earned a minimum 85% average for the year\* in that subject and receive a teacher recommendation. To remain in an honors class, once placed, a student must maintain a minimum 80% average\* for the year in that subject.

\*Math classes: The daily work average must also meet or exceed the overall average. To elect Pre-Calculus, a student must have a 90% average in regular Algebra 2 or an 85% in Honors Algebra 2.

Algebra 1: Students must earn a minimum 70% for the year to move beyond Algebra 1; students earning less than 70% must repeat Algebra 1.

➤ **Weighting of Classes**

The term “weighting” shall refer to the addition of one quality point to Advanced Placement classes if the student earns a three or higher on the national AP exam. If they do not earn a three or higher, their transcript will reflect that they took an AP course, but the GPA quality point will drop to honors level. One-half quality point will be added for honors courses taken or 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 and must complete the following units:

- 4 units of college preparatory math (Algebra I, Algebra II, Geometry, Pre-Calculus, Integrated Math)
- 4 units of English
- 3 units of college preparatory science (Physical Science, Biology, Chemistry, Physics, Marine Biology, and Anatomy and Physiology)  
(Note: beginning with the class of 2014, 4 units of science will be required)
- 3 units of history/social sciences
- 2 units of the same foreign language
- 1 unit of fine arts
- 1.0 unit of Physical Education
- 0.5 unit of life management skills
- 1 unit of Bible every year attending BCS
- 2 units of honors classes in math, science, English or history or a combination of these subject areas, and
- A student must attend Berean Christian School as a full time student for their junior and senior years to be considered for Valedictorian or 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.

Seniors, whose BCS schedule will be complete at the end of 4th hour, may leave campus for dual enrollment if they are dual enrolled in 2 or more college classes each semester of their senior year.

Berean Christian School does not participate in Palm Beach State's early admission program.

There is no BCS tuition reduction for students who participate in dual enrollment.

#### ➤ **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 BCS 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.

➤ **Transfer of Credits**

**Elementary and Intermediate:** Transfer and acceptance of student's grade level is dependent upon entrance exam results, past performance given on report cards, and most recent standardized testing. Final grade placement is determined by the Director of Admissions and the Admissions Committee.

**Junior High:** Transfer and acceptance of student's grade level is dependent upon entrance exam results, past performance given on report cards, and most recent standardized testing. Final grade placement is determined by the Director of Admissions and the Admissions Committee. The High School policy outlined below will be used when Junior High students have received credit for High school classes.

**High School:** Transfer and acceptance of student's grade level is dependent upon entrance exam results, past performance given on report cards, and most recent standardized testing. Final grade placement is determined by the Director of Admissions and the Admissions Committee. When accepting transferred credits from another institution the following policy applies:

- An official transcript must be provided to document the class taken and credits given.
- The Director of Admissions will review the transcript to make sure the class description is appropriate and that a satisfactory grade was achieved for the transferring credit according to our grading scale.
- Final approval for transfer and acceptance of the credit is given by the Director of Admissions.

**Home School:** Transfer and acceptance of student's grade level is dependent upon entrance exam results, past performance given on report cards, and most recent standardized testing. Final

grade placement is determined by the Director of Admissions and the Admissions Committee. When accepting transferred credits from a home school the above high school policy is used.

➤ **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. A student may also be declared ineligible by the administration for non-academic reasons, such as severe or repetitive inappropriate activities.

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 70 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.

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

## **ATTENDANCE**

➤ **School Hours**

	<b>Mon, Tues, Thurs, Fri</b>	<b>Wed</b>
Elementary		
K5	8:00 AM – 2:40 PM	1:40 PM
1 <sup>st</sup>	8:00 AM – 2:45 PM	1:45 PM
2 <sup>nd</sup>	8:00 AM – 2:50 PM	1:50 PM
3 <sup>rd</sup>	8:00 AM – 2:55 PM	1:55 PM
4 <sup>th</sup>	8:00 AM – 3:00 PM	2:00 PM
5 <sup>th</sup>	8:00 AM – 3:05 PM	2:05 PM
6 <sup>th</sup> – 12 <sup>th</sup>	8:00 AM – 3:15 PM	2:20 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.) \*Early morning care is available please see Aftercare/Extended Care.*

➤ **Jr./Sr. Early Release**

Juniors (11<sup>th</sup> grade) and seniors (12<sup>th</sup> grade) may choose to leave the campus after 6<sup>th</sup> hour if they are not scheduled in a 7<sup>th</sup> 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 6<sup>th</sup> hour must leave campus until the end of the school day (3:15 PM). If they remain on campus, they will be required to attend study hall. Students who are granted early dismissal may not return to campus for any reason during school hours without a scheduled appointment with administration or guidance.

➤ **Excused Absences**

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. Student employment should not affect school attendance.

Excused absences will be granted for the following when accompanied by a signed, 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. Exceptions are evaluated on a case-by-case basis.

➤ **Planned Absences**

Parents should present a written request to the administrative office two days in advance for all planned absences. Permission for all planned absences due to family trips should be approved by the administration at least one day in advance of the absence(s). 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.

➤ **Unexcused Absences (Illness, Family Death, Etc.**

**When a student returns to school after a 1 or 2 day absence, he/she should bring a parent/guardian signed note to the office giving the reason for the absence within two days of 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 consecutive days and must be submitted to the school within 5 days of the absence.** A doctor's note must be secured in advance for any on-going illness that requires numerous absences.

The following procedures will be used for excessive unexcused absences:

**Elementary/Intermediate Students:**

- When a student has accumulated six unexcused school absences per semester, a letter will be sent home notifying the parent/guardian of excessive absences.

- When a student has been absent for ten unexcused school days per semester, the student is subject to receive disciplinary action. The Administration and parents will also draw up an attendance agreement to be adhered to by all parties.
- The Attendance/Retention Policy will be in effect for all absences beyond 20 days.

### **Secondary Students:**

If a student accumulates five unexcused absences within a semester, they will be required to serve a four hour Saturday detention (\$30 fee) for each subsequent unexcused absence. If the unexcused absences exceed 10 in a semester, refer to the "Attendance/Retention" policy below.

#### ➤ **Skipping**

Any deliberate absence or tardy from school will result in a grade of zero for the work due and missed during each class period not attended, and the student will be subject to disciplinary action by the administration.

Absences are cumulative and carry over from the first to the second semester. Parents may view their child's attendance records on RenWeb.

#### ➤ **Truancy - State Law**

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."

The State of Florida School Statutes law defines a "truant" as a child between the ages of five and 16 who is enrolled in a public or private school and has four unexcused school absences in a month or 10 in any school year (CGS § 10-198a(a)). A "habitual truant" is a child who has 15 unexcused absences from school within 90 calendar days with or without the knowledge or consent of the student's parent..." "All students over age 16 are required to comply with all school rules and all rules and regulations established by the School Board." (FL Statute 1003.21(8))

#### ➤ **Attendance/Retention Policy**

A student who accumulates more than 20 excused or unexcused absences in a school year will be required to attend summer school. All days over 20 absent will result in day for day exchange in summer school at a per diem rate of \$35. The student will face retention if the summer school requirement is not met.

#### ➤ **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, the teacher has the discretion to have the work made up or to have it counted 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 during an absence must be turned in the day the student returns on the due date to receive full credit. It is the student's responsibility to make the necessary arrangements or a late penalty could be assessed.
- Students who miss a class due to a tardy, early dismissal, or school function must see the teacher of the class missed to make up or turn in work (test, quiz, or daily work) or make an arrangement to make up (at the teacher's discretion) before the end of that school day. Failure to do so could result in a late penalty assessment.

➤ **Extracurricular Participation**

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.

➤ **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.

All students are required to sign out at the school office when leaving school early. Students must sign in at the school office when returning to school after signing out. Students may be checked out during the day for the following reasons: doctor or dental appointment, medical emergency, illness or other legitimate cause as determined by the administration.

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. **Students are not allowed in class without a tardy pass.**

Promptness is a measure of school citizenship. 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. **All students must go to the Student Service office located in the 500 building for all tardy passes starting at 8:30 AM.** Please note that traffic, oversleeping, or poor planning are not legitimate excuses for tardiness to school.

**Elementary/Intermediate** – A student who has 10 unexcused tardy in a nine-week grading period will not be permitted to go on the merit trip. A student who has 10 unexcused tardy during the school year will not be considered for perfect attendance recognition.

**Junior High/High School** –Any student receiving three or more tardy will receive disciplinary action ranging from lunch detention, after school detention or Saturday School. Secondary students are considered absent after 25 minutes of missed class time.

Consequences of unexcused tardy are as follows for each semester:

- 3 tardy = warning

- 4-6 = After school Detention (\$5 fee)
- 7-10 = 2 hour Saturday Detention (\$15 fee)
- 11-14 = 4 hour Sat School (\$30 fee) and parent conference.
- 15 and above = subject to suspension

**The BCS network computer time clock, which controls the school's bell system, will be used to determine a student's tardy.**

## **FINANCIAL AID / TUITION DISCOUNT GUIDELINES**

In order for us to allocate our resources wisely and fairly, Berean Christian School utilizes Independent School Management's FAST (Financial Aid for School Tuition) program. ISM's FAST does not decide whether financial assistance will be given or how much to give; rather FAST provides a need-based financial aid analysis service. The help of an outside company helps to insure your family's confidentiality.

Tuition assistance is not a scholarship or a student loan program. It is a program to assist families/students that could not otherwise attend Berean Christian School without financial help. There are no mandatory personal requirements to receive assistance. Berean Christian School does not discriminate based on race, color, age, sex, ethnic origin or disability.

Tuition assistance is available for parents or guardians of kindergarten through 12th grade students. Tuition assistance is awarded based on first-come, first-serve basis with priority given to families already within the school; however financial assistance will be offered to new students after March 31st. There is a cap on the amount of assistance available each year and all financial assistance will be closed as of May 31<sup>st</sup>.

Students must agree and adhere to the Berean Christian School Financial Aid/Tuition Guidelines in order to receive the awarded amount of assistance.

BCS operates on a limited budget when it comes to financial assistance. For students receiving financial aid, the following guidelines have been established for accountability purposes in the area of academics and behavior.

### ➤ **ACADEMICS**

All students must maintain an overall average of 70% or above and not fail any subject (below 60%) in a semester. Failure to meet these guidelines will result in the student being ineligible the following semester that the student is enrolled.

### ➤ **BEHAVIOR**

Any student (K5-12th grade) who is suspended for three or more days during a semester for any reason will be ineligible to receive financial aid from the day of suspension through the end of the next semester they are enrolled.

Every attempt will be made by the administration to coordinate referrals, grades, and suspensions with the business office. However it is the ultimate responsibility of the parent to contact the business office to inform them of any violation of the above guidelines to avoid being billed retroactively.

## **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.

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 adhered to 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 or repetitive “badgering”, bullying or verbal abuse (in person, writing or through electronic media). 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 and the disciplinary decisions of the school.

### **REFERRAL**

A classroom teacher or an administrator may issue a referral to a student for a minor or major infraction. Parents will be notified and a parent conference may be requested to discuss ways to resolve the issue.

## **RESPONSE TO DISCIPLINE /APPEALING A REFERRAL**

Please follow this chain of command when appealing the decision of an Elementary and Intermediate merit loss or Secondary School Discipline Referral Form.

Teacher → Dean of Students → Principal → Lead Administrator

## **MAJOR DISCIPLINARY INFRACTIONS**

“God disciplines us for our good that we may share in His holiness.” Hebrews 12:10

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 a referral will be written by the teacher. First offense will result in a Saturday detention. A second cheating offense will result in the student serving a one-day suspension.

### ➤ **Plagiarism**

Plagiarism occurs when an individual's words, work or ideas are used without proper recognition of the source.

### ➤ **Fighting**

First offense may result in a suspension of up to three days. Recommendation for long term suspension or expulsion will be made by the Lead Administrator. If during an altercation school property is damaged or destroyed, students may be held responsible for making restitution to the school. Based on the nature of the altercation counseling may be recommended along with a behavior contract to be signed and followed through by the student, parent or guardian.

No students should show aggressive behavior towards another student through verbal, written or physical threats on or off campus. A student who demonstrates inappropriate behavior by encouraging other students to fight will be disciplined.

### ➤ **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**

At any time on or off campus, if a student is under the influence, in possession of, sells, dispenses or aids in the acquiring of an illegal substance he/she may be terminated from the school without a refund of fees and turned over to the appropriate law enforcement personnel. Illegal drugs are defined as alcohol, tobacco, narcotics, mood-altering substances, prescription drugs and any other substances that are restricted or misused.

If administration has reason to believe that a student has used or is under the influence of an illegal substance the student must submit to a drug test off-site, at the parent's expense. Refusal to submit to a drug test will result in expulsion from the school. The Lead Administrator will make the final decision as to whether a drug test must be submitted.

If 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 Lead Administrator the information necessary so that the facility can give the test results.
5. The Lead 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. Should such disrespect manifest itself in a verbal threat or 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 is 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 and school community have 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 Secondary School Discipline Referral, or suspension.

➤ **Sexual Harassment**

Students, faculty, and staff are expected to lift up and encourage one another to build a community of caring and love. Because of this, Berean Christian School does not tolerate harassment of any kind. It is believed that students must be able to learn without fear of uninvited and unwelcomed verbal or

physical behavior intended to belittle, control, and intimidate. Conduct deemed as harassment, sexual or otherwise, will lead to appropriate and strict disciplinary action which may involve suspension or expulsion or criminal prosecution. Any student complaint should be brought to the attention of the Dean's office for investigation.

Sexual harassment is when a person is subject to uninvited sexual advances, request for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may involve the following (but not limited to): suggestive comments, touching, propositions, sexual flirtations, verbal abuse of sexual nature, graphic comments, vulgar statements, abusive language, references to sexual activities or objects, inappropriate use of any electronic devices and any conduct that interferes with an individual learning or working environment. Texting with sexual content, a form of sexual harassment, is a federal offense and subject to law enforcement involvement and disciplinary action by the school.

➤ **Bullying**

Student's conduct subjects another to disrespectful, hurtful messages, challenges, delivered through verbal, sexual, written or physical means or psychological harm inflicted by use of electronics or by gesture that results in that person feeling threatened or intimidated. Bullying may involve the following (but not limited to): teasing, social exclusion, intimidation, stalking, physical violence, theft, sexual harassment, racial harassment, public humiliation, destruction of property, and any conduct that interfere with a individual learning or working environment.

Cyber bullying is the inappropriate use of electronic devices or media such as Face book, text messaging or instant message to harass or bully someone on or off campus. Students will be subject to disciplinary actions.

➤ **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.

➤ **Searches for Suspicion 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. The search may be conducted without the student's or the parent's permission. School registration of the child constitutes parental consent to such searches.

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.

➤ **Portable Electronic/Cell Phones**

The use of cell phones, phone cameras, music electronics (I Pods, MP3 players, CD players), portable electronic game devices, or electronic devices in general that disrupt the educational environment before, or during school hours, and during morning care, aftercare, and extended care is not permitted. Cell phone use is only permitted after dismissal. Pictures taken of individuals in the locker rooms or restrooms will result in disciplinary action by the school.

Over the course of the school year, the first violation will result in the item being taken by a member of the faculty or administration, a referral issued and the parent will be required to pick up the device from the Dean's Office. Subsequent violations will result in a referral being issued, an after school detention, and the parent will be required to pick the device up from the Dean's Office. A third violation would result in the item not being allowed on campus for the remainder of the semester. Any subsequent violation may result in the device being banned for the remainder of the school year and the student subject to a suspension.

## ELEMENTARY SCHOOL DISCIPLINE

### ➤ Card Turns

In elementary grades K5-4, BCS uses a card turn system to record student behavior and actions. 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 card each time an unacceptable behavior or action is done. 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. The student will lose five minutes of recess for each card turn.

#### K5-2<sup>rd</sup> grades

blue (start each day)  
green (1<sup>st</sup> infraction)  
yellow (2<sup>nd</sup> infraction)  
red (3<sup>rd</sup> infraction)  
Purple (4<sup>th</sup> infraction) =merit loss

#### 3<sup>rd</sup>- 4<sup>th</sup> grade

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

Students will turn cards for the following infractions:

- not having assignment pad signed
- 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
- infraction detrimental to the class process or learning

### ➤ 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 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. Parent contact should follow each unreturned merit loss.

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 in-school suspension (\$95 fee) and/or possible loss of financial aid
- 15 merit losses = 1 day in-school suspension (\$95 fee)
- 20 merit losses = expulsion or withdrawal

The merit loss allowance will be adjusted to the following for each subsequent quarter for the remainder of the school year 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 in-school suspension (\$95 fee)
- 10 Merit Losses = 1 day in-school suspension (\$95 fee)
- 12 Merit Losses = Expulsion or withdrawal

#### ➤ **Out of School Suspension (OSS)**

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

Students assessed an out-of school suspension will not be allowed to attend class for the duration of the period of suspension and may receive partial credit (60% of the earned grade for all work missed) in each subject. All work must still be completed to ensure that the student is up to date with their academic progress. The student may make up missed tests and major projects for full credit. It is the parents' and student's responsibility to schedule any make-up tests with the teacher. While on suspension, the student must not attend any school function or activity.

#### ➤ **In-School Suspension (ISS)**

A student assigned an in-school suspension is required to serve the suspension separated from the student body. They are required to complete their entire day of class work and will receive credit for work that is graded. Parents will be billed a \$95/day fee, to cover the cost of supervision for the in-school suspension period. If a student is not in school on the day of their ISS suspension, parents will still be billed the \$95 fee.

#### ➤ **Punishments**

A variety of punishments are used, depending on the infraction for those who break the rules. The four 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 these 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 and a zero on the assignment. 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 fewer than 6 merit losses, no suspensions, and fewer than 10 tardy (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. Students who are not eligible for the merit trip and do not report to school on the day of the merit trip must have a doctor's note upon their return. Upon receipt of the doctor's note students will be able to make up the assignments missed during the absence. If a doctor's note is not provided within five days of the absence, then the absence will be counted as unexcused and will result in a student receiving a zero in each class and/or disciplinary action taken.

### **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:

- Christian Character
- most improved
- academic excellence
- conduct
- perfect attendance

Individual academic classroom awards at the Elementary level will be based on the academic accomplishments of the total class GPA rank and averages. Individual selection, when two or more

students have the same subject GPA, will be based on a review of each subject in the order of overall GPA, test averages, quiz averages and daily averages.

## **INTERMEDIATE SCHOOL DISCIPLINE**

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

### ➤ **Card Turns/Merit Losses**

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 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
- infraction detrimental to the class process or learning

Cards used are:       green (start each day)  
                              red (1<sup>st</sup> infraction)  
                              purple (2<sup>nd</sup> infraction) = 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 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. Parent contact should follow each unreturned merit loss.

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.

Students will start each quarter with zero merit losses. Merit losses are accumulated throughout a quarter and result in the following disciplinary actions:

## Merit Loss Count and Actions

2= lunch detention (25 minutes)

4= after school detention (1 hour/\$5 fee)

6 = after school detention (1hour/\$5 fee), no merit trip, teacher conference with parent and student.

8= Administrative Conference with parent and student and after school detention (1 hour/\$5 fee)

10= 1 day in-school suspension

12 = 1 day in-school suspension

15 = expulsion/ parental withdrawal

### ➤ **Lunch Detentions**

Students must report to assigned room immediately following dismissal for lunch. Lunch detentions will be scheduled as needed. Students assigned a lunch detention must bring a brown bag lunch and be in their seats six minutes after the dismissal bell. Detention will be managed as a quiet study hall and all classroom rules will apply.

### ➤ **After School Detentions**

Students must report to assigned room for detention. After school detention is scheduled for each Thursday afternoon from 3:30 to 4:30 PM as needed. Students assigned an after school detention must be on time, in their seats and bring school assignments, be in dress code and remain until the end of the detention. Detention will be managed as a quiet study hall and classroom rules will apply. A fee of \$5 will be added to the student's monthly school bill by the business office. After school detention takes precedence over extracurricular practices.

### ➤ **Tardy to Lunch/After School Detention**

Students arriving late for a detention will have to stay for the remainder of the detention and will be assigned an additional one. Students who are absent from school will have their detention rescheduled. Students who present in school and fail to show for the detention will receive a rescheduled detention and receive an additional detention and fee(\$5).

### ➤ **Out of School Suspension (OSS)**

Students assessed an out-of school suspension will not be allowed to attend class for the duration of the period of suspension and may receive partial credit (60% of the earned grade for all work missed) in each subject. All work must still be completed to ensure that the student is up to date with their academic progress. The student may make up missed tests and major projects for full credit. It is the parents' and student's responsibility to schedule any make-up tests with the teacher. While on suspension, the student must not attend any school function or activity.

### ➤ **In School Suspension (ISS)**

A student assigned an in school suspension is required to serve the suspension separated from the student body. They are required to complete their entire day of class work and will receive credit for work that is graded. Parents will be billed a \$95/day fee, to cover the cost of supervision for the in-school suspension period. If a student is not in school on the day of their ISS suspension, parents will still be billed the \$95 fee.

### ➤ **Cheating**

The first offense for cheating will result in at least 2 automatic merit losses and a zero on the assignment. 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 fewer than 6 merit losses, no suspensions, and fewer than 10 unexcused tardy 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. Students who are not eligible for the merit trip and do not report to school on the day of the merit trip must have a doctor’s note upon their return. Upon receipt of the doctor’s note students will be able to make up the assignments missed during the absence. If a doctor’s note is not provided within five days of the absence, then the absence will be counted as unexcused and will result in a student receiving a zero in each class and/or disciplinary action taken.

➤ **Awards Program**

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

- Christian Character
- Most Improved
- academic excellence
- conduct
- perfect attendance

Individual academic classroom awards at the Intermediate level will be based on the academic accomplishments of the total class GPA rank and averages. Individual selection, when two or more students have the same subject GPA, will be based on a review of each subject in the order of overall GPA, test averages, quiz averages and daily averages.

## **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 received a suspension will be ineligible for the merit trip and are required to attend school on this day in uniform to complete assignments. Students who are not eligible for the merit trip and do not report to school on the day of the merit trip must have a doctor's note upon their return. Upon receipt of the doctor's note students will be able to make up the assignments missed during the absence. If a doctor's note is not provided within five days of the absence, then the absence will be counted as unexcused and will result in a student receiving a zero in each class and/or disciplinary action taken.

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.

Secondary School: Students who have accumulated a Saturday Detention or Suspension for the semester will be ineligible for the end of the semester merit trip.

### ➤ **Secondary School Discipline Referral**

Teachers are expected to enforce a classroom management policy in their individual classroom, listing simple classroom rules and consequences. Teachers may apply their individual classroom management policy through the use of verbal warnings, lunch detentions and even individual classroom after school detentions. All classroom discipline issues should require a call or email home to reinforce your classroom expectations and discussion of student performance. In the event that classroom rules do not cover the student's action or the student's action warrants a discipline referral, the teacher will complete a referral form and submit it to the appropriate dean or administrator after conclusion of the class, end of the day or upon removal from the classroom.

Students who are issued a discipline referral then meet with the appropriate administrator for administration of the appropriate consequence. Consequences may range from as little as a verbal warning and may range to as much as an out of school suspension and/or expulsion.

The following list of offenses and actions include, but are not limited to, the following consequences:

Category 1 offenses: Consequences for category 1 offenses, depending on the severity and frequency of occurrence for the individual student, can range from verbal warning, lunch detention, after school detention to Saturday detention.

- These examples include, but are not inclusive of: tardy, habitual tardy and truancy, dress code violation, failure to follow school rules, public display of affection, disruptive play/behavior, disrespect/disrespectful language, and use or display of electronic devices.

Category 2 offenses: Consequences for category 2 offenses can range from lunch detention, after school detention to Saturday detention depending on the severity and frequency of occurrence for each individual student.

- These examples include, but are not inclusive of: lying and misrepresentation, prohibited items, inappropriate activity and un-served detentions.

Category 3 offenses: Consequences for category 3 offenses can range from after school detention, Saturday detention, in-school suspension and out-of-school suspension depending on the severity and frequency of occurrence for the individual student.

- These examples include, but are not inclusive of: repetitive insubordination/defiance/disobedience, repetitive disruptive behavior, disruption of school/disorderly conduct, cheating/plagiarism (homework), forgery, gambling, physical aggression, fighting, stealing, vulgarity/profanity/God's name taken in vain, skipping class, threat/menacing statements, abuse of school property, bullying, harassment, hazing possession/use of tobacco, verbal assault, possession/misuse of prescription drugs, and severe/repetitive inappropriate behavior.

Category 4 offenses: Consequences for category 4 offenses will be expulsion or parental withdrawal, and/or report to law enforcement authority.

- Any act considered out of harmony\* (to include repetitive insubordination/defiance/disobedience) with the BCS Conduct Code and/or any misconduct deemed prosecutable by law enforcement.

\*Harmony - Agreement in feeling or opinion with the social and spiritual beliefs of Grace Fellowship and the policies of the Berean Christian School Student Handbook.

#### ➤ **Teacher Lunch Detentions**

Students must report to assigned room immediately following dismissal for lunch. Teacher lunch detentions will be scheduled as needed. Students assigned a lunch detention must bring a brown bag lunch and be in their seats six minutes after the dismissal bell. Detention will be managed as a quiet study hall and all classroom rules will apply.

#### ➤ **After School Detentions**

Students must report to assigned room for detention. After school detention is scheduled for each Thursday afternoon from 3:30 to 4:30 PM or 3:30 to 5:30PM as needed. Students assigned an after school detention must be on time, in their seats and bring school assignments, be in dress code and remain until the end of the detention. Detention will be managed as a quiet study hall and classroom rules will apply. A fee of \$5 for one hour or \$10 for two hours will be added to the student's monthly school bill by the business office. After school detention takes precedence over extracurricular practices.

#### ➤ **Tardy to Lunch/After School Detention**

Students arriving late for a detention will have to stay for the remainder of the detention and will be assigned an additional one. Students who are absent from school will have their detention rescheduled. Students who present in school and fail to show for the detention will receive a rescheduled detention and receive an additional detention and fee.

#### ➤ **Saturday 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 \$15.00 fee will be assessed for the two hour detention. A \$30.00 fee will be assessed for the four hour detention. Fees will be assessed to the students school tuition account. Students arriving late for detention, out of uniform, or misbehaving during the detention period will be sent home and automatically rescheduled (\$15/\$30 fee) for the next Saturday detention date. Parents must pick up their student within fifteen minutes of the end of the detention, or a \$5 per fifteen minutes increments will be assessed.

#### ➤ **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 Saturday detention without a family hardship being established then a \$10 rescheduling fee will be assessed.

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.

➤ **Out of School Suspension (OSS)**

Students assessed an out-of school suspension will not be allowed to attend class for the duration of the period of suspension and may receive partial credit. (60% of the earned grade for all work missed) in each subject. All work must still be completed to ensure that the student is up to date with their academic progress. The student may make up missed tests and major projects for full credit. It is the parents' and student's responsibility to schedule any make-up tests with the teacher. While on suspension, the student must not attend any school function or activity.

➤ **In School Suspension (ISS)**

A student assigned an in school suspension is required to serve an in house suspension separated from the student body, is required to complete their entire day of class work and will receive credit for work that is graded. Parents will be billed a \$95/day fee, to cover the cost of supervision for the in-school suspension period. If a student is not in school on the day of their ISS suspension, parents will still be billed the \$95 fee. All other OSS requirements and stipulations apply.

➤ **Disciplinary Probation**

If a student receives more than two In-School or Out of School Suspension days, he/she will be placed on disciplinary probation the present and following semester. Subsequence disciplinary actions that exhibit an out of harmony conduct during that probation period may result in an expulsion at the discretion of the school administration.

\*Harmony - Agreement in feeling or opinion with the social and spiritual beliefs of Grace Fellowship and the policies of the Berean Christian School Student Handbook.

➤ **Dismissal/Expulsion**

At the discretion of the administrative staff, school board 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 desiring to return to BCS must satisfactorily complete the "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.

\*Harmony - Agreement in feeling or opinion with the social and spiritual beliefs of Grace Fellowship and the policies of the Berean Christian School Student Handbook.

➤ **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. The student must be truly remorseful, and meet the conditions within the restoration program. Individual students must make a written request to the Lead Administrator to initiate the restoration program. In the request, the student must identify the problem for which they were expelled and why they would want to return to BCS. The request will be submitted to the school administrative team, pastoral staff and/or school board. The 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.

Completing the restoration process does not guarantee readmission to BCS. The student could complete the restoration program but still not be allowed to return to BCS. 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:

- Courtesy and kindness should be shown to opposing players, coaches, spectators, and the officials.
- Derogatory remarks of any form should never be made to opposing players, coaches, spectators, or the officials.
- While attending sporting events students should dress modestly. 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.

➤ **Computer Misuse**

Students are not to tamper with a teacher's computers or any computers located on campus. Students who tamper with school issued computers will be subject to disciplinary action.

## **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

### **General**

Students in grades K5-12th 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 School Fashions

Woodbridge Shopping Center

6613 Forest Hill Blvd., Greenacres, FL 33413

Phone (561) 963-8171.

Web: [www.sunshineuniformcompany.com](http://www.sunshineuniformcompany.com)

It is our standard belief here at BCS that 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 the student's parent being required to bring a change of clothes, a student being sent home from school or the student being asked to leave an activity and a referral 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 may be applied to the student's bill should that article not be returned within three days. **\*Each uniform should have proper student identification marked in it.**

### **Elementary/Intermediate School**

Consequences for Dress Code Violations kept by each teacher per quarter:

- First 3 dress code violations result in warnings and parent notification.
- 4+ violations result in a Card Turn and parent notification.

### **Secondary School**

Consequences for Dress Code Violations per Semester:

- First 3 dress code violations result in warnings
- 4-6 violations result in a Lunch Detention

- Once a student reaches 5 dress code referrals involving the same garment infraction, he/she will not be allowed to wear that garment or style of clothing for the remainder of the school year.
- 7-8 violations will result in an after school Detention(\$5 fee)
- 9-10 violation will result in a 2 hour Saturday School Detention(\$15 fee)
- 11+ violations will result in a 4 hour Saturday School Detention(\$30 fee)

## ➤ **Dress Code Guidelines**

### **Shirts and Blouses**

Shirts and blouses must be appropriately buttoned and 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 or 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 a single color of navy blue, hunter green, khaki, black, grey, or white. Girls may wear natural, plain hose or knee high socks. Socks must be worn if hose are not. Leggings may be worn, per administrative notification, under a skirt, skort or dress on cold weather days only and must be black, hunter green or navy blue in color.

### **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, slippers and flip flops are not appropriate foot wear. Crocks, with back straps, are permitted as long as they are black, navy, or brown.

### **T-shirts**

When worn under a uniform shirt, t-shirts must be white or match the color of the outer shirt. Only the BCS or BCS Bulldog emblems are acceptable. T-shirts or camisole worn under any uniform shirt are not to be visible below the bottom hem of the uniform shirt.

### **Jewelry**

Jewelry for girls' ear piercing 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 BCS issued jackets, sweaters, and sweatshirts. Students are required to wear a standard uniform shirt under the outer garment (non-PE issue).

## **Haircuts**

Outlandish hair styles and or hair colors are not allowed. Hair color should be within the natural hair color range. Haircuts should be neat and presentable. Hairstyles and colors that are distracting to the learning environment will not be allowed, at the discretion of the administration.

## **Tattoos, Markings and Makeup**

Visible tattoos, temporary or permanent, and writing on the skin with pens, markers, etc. are not permitted. Existing tattoos or markings must be covered at all BCS events, both during and out of school. Boys are not permitted to wear makeup.

### ➤ **General Grooming**

General grooming such as brushing/combing hair, application of make-up or beauty products should not take place in a classroom.

### ➤ **Dress Down Days**

Students are permitted to be in school uniform or may be dressed in jeans and a BCS issued 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. Pre-school chapels are on

Tuesday, Elementary chapels are on Friday, intermediate chapels are on Wednesday, and junior high/high school chapels are on Monday. 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 lobby. 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.

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 to administer 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 2<sup>nd</sup> dose and possibly 3<sup>rd</sup> to be given at school.

## **Asthma Policy**

The BCS Asthma Warning and Response Procedures are posted at the exit of each classroom. The procedures list the warning signs and response in the event of an asthmatic episode.

### ➤ **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 Drills**

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 a referral 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 two weeks 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. Text books, library books or other school materials not returned in proper condition by the last day of classes will be charged to the student's account.

➤ **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 Conferences and Visits**

Parents and guardians wishing to have a conference with a teacher, principal, or Lead Administrator must do so by appointment. Administrators work on a very structured schedule and can rarely take drop-in appointments. Administrators are not available for appointments before 8:30 AM and from 2:45 – 3:30 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 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. 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.

**Parents are not permitted to 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 school office is located downstairs on the East side of the 500 building. The office is open from 7:30 AM to 4:30 PM. Monday through Friday. Students are not permitted to be in the school office during class time without permission from a teacher or staff member. Lunches, homework, books, or other items to be delivered to your child may be left in the receptionist's office.

➤ **Student Guests**

Berean Christian School asks that the following be observed:

- Prospective secondary students may observe for two class periods, lunch, and chapel.
- 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/Intermediate age students are not afforded classroom visitation privileges.
- 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 Guidelines**

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 are not to be parked in the handicap designated areas unless authorized to do so.
- Cars are not to be left unattended at any time in the drive-through areas.
- Children are not to be dropped off in the parking area behind the church to walk unattended to class.
- Cell phone use is prohibited while driving on campus. (Distractions cause accidents.)
- When cars come from behind the church and continue around the curve by the 300 building three lanes of traffic are formed:
  - Pull your vehicle as far forward as possible in front of the building before stopping to load/unload.
  - Please do not park and abandon your vehicle in the drop off lanes during morning drop-off or afternoon pick up times.
  - As a child safety precaution, please refrain from driving on the grass field for drop-off or pick up.
  - Cars on the church 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 students until you have safely pulled to the sidewalk.
  - Students and parents must use designated crosswalks, follow the instruction of the crossing guards, and never cross through traffic.
  - All drivers are respectively 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.

Drivers who operate their vehicles in an unsafe fashion on campus may lose their driving privileges or further consequences may be applied. This would include excessive speed, ignoring speed bumps, blocking traffic, improper parking, and rudeness, not following directions, aggressive driving or driving

the car in an unsafe manner. Drivers who violate these driving guidelines may be reported to the Palm Beach Sheriff's Office by the administration.

➤ **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 School 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.
  - 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. Access will not be allowed into the north church parking lot from the exit located in front of the Preschool.
3. Afternoon Pickup:
  - a. K5 to 5<sup>th</sup> classes will be positioned at the front main lobby (Conlin Lobby), along the church side walk or in front of the 300 building 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.
- The elementary and grade 5 dismissal schedule is as follows:

Monday, Tuesday, Thursday, and Friday	Wednesday
K – 2:40	1:40
1 – 2:45	1:45
2 – 2:50	1:50
3 – 2:55	1:55
4 – 3:00	2:00
5 – 3:05	2:05

- b. Grade 6, Junior High, and Senior High parents are to follow the morning procedures for pickup. Dismissal time is at 3:15 on Monday, Tuesday, Thursday, and Friday. Wednesday dismissal is at 2:20 for grades 6-12.

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 expected to adhere to directions from school staff during morning drop-off and afternoon pick-up.

➤ **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 located in the outer northwest section of the front church parking lot. Students who park in any other area outside of the designated area or have not obtained a Parking Permit will receive a referral 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 any school activity in another student's vehicle without written permission from the parents of both the driver and passenger. Written permission must be submitted to the Dean's Office prior to the trip.
- 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 are tardy 10 times to their first hour class in any semester will lose their privilege to drive on campus and no refund of the parking registration fee will be given.

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 located on the windshield while the vehicle is on campus.

➤ **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-5<sup>th</sup> 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.



**Parent and Student Acknowledgement  
2011-2012 Student Handbook Policies**

The Student Handbook contains information regarding policies and procedures that have been compiled to assist in the successful operation of our school. It is vital that all parents and students support the policies and decisions established by the school administration. The administration of BCS requires all parents and students to read the 2011-2012 Student Handbook so that all policies are fully understood.

The 2011-2012 (JP) Student Handbook is available on the BCS website, ([www.bcsbulldogs.org](http://www.bcsbulldogs.org)). A hard copy of the handbook may be requested by contacting our receptionist at (561)798-9300.

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We, the undersigned, have received, will read and support the policies and procedures outlined in the Berean Christian School 2011-2012 Student Handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name:* \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name:* \_\_\_\_\_

Print Multiple Child List:

1. \_\_\_\_\_ Grade: \_\_\_\_\_
2. \_\_\_\_\_ Grade: \_\_\_\_\_
3. \_\_\_\_\_ Grade: \_\_\_\_\_
4. \_\_\_\_\_ Grade: \_\_\_\_\_
5. \_\_\_\_\_ Grade: \_\_\_\_\_

**\* Each family must complete one copy of this form. The form may be turned in during the Required Parent/Meet the Teacher Meeting, or returned to the homeroom teacher of the oldest student in the family. This form must be signed and returned during the first week of school.**