2026-27 Student/Parent K-8 Handbook

Beaver County Christian School is a community of Christian families who, in order to equip their children for service to Christ, are actively working together to develop, operate, and maintain a challenging, excellent educational program reflecting a Christian world and life view in an environment that stresses compassion and responsibility.

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BCCS Student/Parent Handbook

Mission Statement

Beaver County Christian School is a community of Christian families who, in order to equip their children for service to Christ, are actively working together to develop, operate, and maintain a challenging, excellent educational program reflecting a Christian world and life view in an environment that stresses compassion and responsibility.

Statement of Faith

WE BELIEVE

- In one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His return in power and glory.
- In the Bible as the inspired and infallible Word of God; the only authority for Christian faith and life.
- In man as the image-bearer of God yet fallen in sin and in need of a Savior.
- In justification by grace alone, through faith alone, in Christ alone.
- In the indwelling of the Holy Spirit which enables the Christian to lead a godly life.
- In the goodness of one's biological gender (male or female) ordained by God at conception, and that it would dishonor God to reject this good gift.
- In the sanctity of marriage as ordained by God to be the union of a man and a woman.
- In the spiritual unity of believers in Jesus Christ.
- In the bodily resurrection of life for the saved and a resurrection of damnation for the lost.

Lifestyle Expectations

A key value of BCCS is the conviction that family, church, and school must work closely together to raise up children in the nurture and admonition of the Lord. In light of that conviction, BCCS expects the following:

- That each employee, parent and Association member be an active member in good standing of a local church that would hold to the statement of faith above, OR be currently between churches but intending to seek active membership within the next year in a church that would hold to the statement of faith above.
- That each employee, parent and Association member show a personal commitment to biblical patterns for the Christian family, including faithfulness in covenant marriage between one man and one woman and chastity for singles (in rejection of unbiblical patterns such as cohabitation or so-called gay marriage).

All Beaver County Christian School employees, parents and Association members are expected to affirm and support the above statements.

Nondiscrimination Statement

Beaver County Christian School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to made available to BCCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship awards, athletic and other school-administered programs.

Philosophy of Christian Education

In the philosophy of Christian Education, the basic presupposition is the fact of the personal-infinite God as we find Him revealed in the infallible Scriptures of the Old and New Testaments. This presupposition leads to the teaching of facts concerning the universe as God created facts and not neutral, and to the study of mankind as created in the image of God, but fallen into the abnormal condition of sin.

Not only has our human rebellion against God influenced our every action, but it has also made the intellect prone to error in the interpretation of the facts, and thus has affected the educational process.

The solution to this problem for each individual is in the receiving of Jesus Christ, God's Sons, as Lord and Savior, and the renewal of spiritual life that results therefrom. Then the eyes of the mind begin to be opened to the permanent truth of the Christian Faith and its implications in the study of the world around, and the Christian begins to understand his commitment to the Lordship of Christ in every area of life. This becomes the basis within the student for Christian education, without which the aims of Christian education cannot be properly realized.

The aims of Christian Education are (1) to relate each area of study to a Christian world and life view based on Scripture, (2) to develop an integral view of life which avoids putting different areas of study into separate compartments, (3) to encourage the fullest possible development of physical, mental, emotional, and social capacities of each individual student to the glory of God.

This is to be done in such a way as to encourage students to find and commit themselves to the life to which the Lord has called them. It is also of importance to enable students to fully enjoy God and His creation.

God and Truth

The following are part of the teaching of the Christian School:
(1) the Bible as the infallible Word of God is the foundation of a Christian world and life view, (2) the gospel of Christ is the basis for a personal relationship with God, (3) the person and work of Christ include as true His virgin birth, supernatural miracles, bodily resurrection, substitutionary atonement, and second coming.

The revelation of God as found in the world and in mankind is not contradictory to the revelation of God in the Bible, and these two revelations are to be brought together in the educational process.

The Student

The student's personal relationship with God as well as his or her academic knowledge is of vital concern in the process of Christian education, and these two areas are to be integrated. Qualities which help in the educational process and which fit the student for life such as responsibility, independence, cooperation, creativeness, discipline, and honesty are to be encouraged. The student must be guided in understanding the relationship between learning and its practical application. A Scriptural system of ethics is to be taught. The application of loving discipline to children is a Scriptural concept. The individual differences in children are to be recognized and compensated for whenever possible.

The Home

According to the Scripture, the responsibility for the education of children lies primarily with the parents. The Christian School stands in place of the parents to accomplish part of the education, but overall responsibility remains in the hands of the parents. This parental responsibility is especially significant in the development of the child with respect to his personal relationship to God, religious activities, and general attitudes. Cooperation between the home and the school is essential.

The World

When God created people, He commanded them to subdue and develop the earth for the glory of God. This command is to be taught in such a way as to show that there are many paths of service in this life to the glory of God. The student must be helped to apply the principles of Scripture in choosing a vocation. The responsibilities of citizenship in our state and nation are to be taught, along with an appreciation and evaluation of the culture in which we live. The separation of the Christian in thought and action from the sinful world as found in our present culture is to be taught according to Scripture.

The Church

Evangelization and the teaching of doctrine are primarily the province of home and church. However, these should not be ignored when they are relevant to teaching in the Christian School. Student attendance and membership in a local church and Sunday School are to be encouraged. The challenge and responsibility to spread the gospel at home and abroad should have a prominent place in the school instruction.

Parent Statement of Cooperation

It is important for parents to understand that enrollment in BCCS is not a right, but a privilege, and there are standards that must be maintained for the welfare of each student as well as for the entire school. If a child's application is accepted, it is understood that the parents are giving permission for our teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and BCCS board policy.

We expect parents to uphold the authority of the administration, teachers, educational support services (ESS) team, and staff of BCCS. We expect that parents acquaint themselves with the grounds for dismissal in both academic and disciplinary circumstances outlined in the handbook. If parents ever find that they are in disagreement with the administration, teachers,

ESS team, and staff; the procedures; or the policies of BCCS, we expect that parents commit themselves not to speak negatively about the school, administration, teachers, ESS team, and staff; the procedures; or the policies of BCCS with their child or other parents. BCCS expects that all persons connected with the school follow the principles set forth in Matthew 18 to make every attempt to resolve issues in a fashion that glorifies God and promotes unity. If at any time parents discover that they cannot accept the decisions, staff, policies or disciplinary standards of BCCS or if their child fails to meet the minimum academic requirements, they may withdraw their child or face possible dismissal.

BCCS administers routine screenings, evaluations, and standardized tests for diagnostic educational purposes. We do not exempt students from screenings that are either required by the Commonwealth of Pennsylvania or that we have determined are necessary for educational purposes.

Dental and physical exams are required for students by the Commonwealth of Pennsylvania for the following grade levels and at the start of the academic year: Dental exam – K, 3, and 7; Physical exam – K, 6, and 11; Annual sports physical for student-athletes: 6-12.

BCCS parents have entered into a contractual relationship with BCCS for the payment of all tuition and related fees for the school year. Parents agree to abide by the tuition policies as stated in this Handbook. Parents agree to support BCCS policy/procedural decisions as outlined in the Student/Parent Handbook.

Please communicate any issues with BCCS teachers, staff, guidance counselors, or administration. As a last resort, the **PA Safe2Say** system can be used to submit emergency information to help to ensure that help is available.

- Safe2Say Something – Anonymous Tip Line for Serious Health, Safety, and Welfare reporting: www.safe2saypa.org and/or 1-844-SAF2SAY (723-2729)

Attendance

School Hours

EL/MS	8:00 a.m. –11:45 a.m.	Half-day Kindergarten
	8:00 a.m. – 2:50 p.m.	Grades 1-8 & Full-day Kindergarten

Absence and Attendance

Regular school attendance and punctuality is required by State Law in Pennsylvania and is necessary if a student is to attain any degree of success in school. State school attendance regulations permit absence from school only in case of illness or personal emergency. A student who is persistently absent may be required to provide a doctor's note/certificate. When students are absent, his/her parent/ guardian are asked to call the office or send a note to notify the school of the exact reason for the absence.

By law, all students in Pennsylvania must attend school no later than age 6 until age 18 or graduation, whichever occurs sooner.

Excused and Unexcused Absences

An absence is deemed **excused** by the school office for illness or educational/religious trips or experiences. Parents must notify the office when a student is ill. If a child is ill for more than 3 days, the parents must submit a written doctor's note. If a student is absent without a parent notification of illness or a pre-approved educational or religious trip, the absence will be unexcused.

Truancy

Truancy means having more than three unexcused absences in the current school year. By state law, a student becomes habitually truant when they incur six or more absences. These absences do not need to be in a row.

WHAT HAPPENS IF MY CHILD IS CONSIDERED 'TRUANT' UNDER THE LAW?

If a student is considered truant, BCCS will send the parent(s) a written notice describing what will happen if your child accrues six or more absences in the current school year and is considered to have the legal status of being habitually truant. The notice may also include an offer to meet to discuss the reasons your child is encountering attendance barriers and a plan to help your child overcome barriers to school attendance.

WHAT HAPPENS IF MY CHILD IS CONSIDERED TO BE 'HABITUALLY TRUANT' UNDER THE LAW?

BCCS will schedule a "school attendance improvement conference" to discuss the reasons for your child's absences and create a plan to address and remove attendance barriers. Before holding a conference, the school will invite parents to attend the meeting, as well as the child and any members of your child's Educational Support Services (ESS) team. Once your child is considered to be habitually truant, the school must take certain actions, depending on the child's age. These actions include referrals to attendance improvement programs, the county Children and Youth Services (CYS) agency, or court.
(https://www.elc-pa.org/wp-content/uploads/2023/09/School-Attendance-Truancy-The-Basics-2023.pdf)

Make-Up Work

It is the responsibility of the student to complete and turn in make-up work in a timely manner. A student who is absent one day will have one additional day to make up work; a student absent two days will have two days to make up work; etc. If a student is absent the day an assignment is due or a test is being administered, the assignment should be turned in/ test taken the day the student returns to school.

An unexcused absence is defined as being absent from school for all or part of a school day without parental permission. We recognize there may be times during the school year when students need to be excused from school for more than one day due to: vacations, family trips, events, and or emergencies.

When a student is going to be absent for more than one day for these events, a lot of work is required from both the teacher and the student to ensure that the student does not fall behind. It is important that, as a parent, you recognize the necessity of making advance preparations for these times.

When such an occasion arises, parents should complete and sign the Extended Absence Form found on *FACTS Parent Portal*, under Resource Document, and return it to the office **10-14 days prior** to the student's last day in class. Middle school students should check FACTS while they are away. We recognize that some missed work cannot be made up because classroom experiences are not easily duplicated. The day that students return to class they will be expected to turn in all completed assignments. Students should not expect a grace period for incomplete work. Missed tests will be scheduled by the teacher to be made up within one week.

Families should be aware that **make-up work is not a substitute for actual time spent in class** and for that reason, extended absences for whatever reason may have a negative impact on a student's academic success.

In addition, any student who is absent from school or absent from an individual course for more than **20 days per semester** *may* not receive credit for the course or courses. This includes both excused and unexcused absences. In the case of extenuating circumstances, appeals can be made by the parent(s) to the Education Committee of the school board.

Tardiness

Records will be kept for tardies. Students who are tardy must report to the office before going to class. Parents should email the office or send in a note with any tardy student. Tardy notes/ emails should clearly explain the reason for the tardy arrival and should contain both the date and time of day. Students entering without a note will be given an unexcused tardy. A tardy student will be given an admit slip to class to present to their homeroom teacher.

Excessive Tardiness

It is very important for students to arrive at school before 8 A.M. School starts promptly at 8 A.M. Tardy students often interrupt the start of class and miss necessary instructions and announcements from their teacher. Excessive unexcused tardies can negatively affect a student's academic performance and can cause students to feel behind when they arrive. Tardy students often miss morning devotional time and classroom prayer. Excessive unexcused tardies may result in email warnings from the office or a parent meeting.

Leaving School Grounds

After arriving at school, students shall not leave the school premises without the consent of the office. K-8 parents sign students out and in through the school office.

School Cancellation and Two-Hour Delays

If emergency situations arise, school cancellation announcements will be posted via text and email alert, on the Beaver County Christian School website, FACTS and aired on local media stations such as KDKA, WPXI, and WTAE.

Students Guardianship/Residence

Students who attend BCCS must live at home with their parents or legal guardians, the individuals who were interviewed by the school's Admissions Committee. Any change to a student's living arrangements will necessitate a re-application for admission to BCCS within one week of the change. To re-apply, an application form must be filled out and an admissions interview must be conducted with the parent or legal guardians with whom the student originally resided and with the responsible adult(s) with whom the student now resides. Any student failing to follow these procedures will be suspended from school until the proper re-admission procedures have been followed.

Exceptions to this policy may be made if students are moving temporarily outside their homes because of illness within the family or family vacation plans. However, in these cases, parents must submit written notification to the school detailing the arrangements, the reason for the arrangements, and their expected duration.

Tuition

Tuition payments are handled through FACTS (Renweb) Tuition Management, or through BCCS if you choose the full payment option. The Business Manager handles all tuition collection. The exact details of your plan will depend on the option you have chosen.

No family will be allowed to register for the upcoming year or start a semester if there is a balance due at the time.

If students/families leave the school with a balance owed, all records are held. Individuals with unpaid balances will not receive their diploma or transcript until the balance is paid. The Board will continue to contact the family and attempt to collect unpaid balances.

The following mandatory fees apply each year: (1) Enrollment/registration fee, (2) family mortgage fee, Tuition, and (4) FACTS processing fee. The amounts for all four yearly fees can be found in the FACTS parent portal under Resource Documents.

Financial Aid

Financial Aid is available on a needs basis and is limited to 50% of tuition. Applications may be made online at **https://online.factsmgt.com/signin/3MNJY**. The Financial Aid Committee handles all financial aid matters.

Volunteer Hours

Our school cannot function without our volunteers. **Each family is required to volunteer at least 12 hours of their time each school year.** Parents interested in volunteering may call the school office for information on ways they can help. Those who are volunteering or driving students must fill out the Volunteer Application Form and the Driver Application Form. These can be found on FACTS under Resource Documents.

Athletics/Extracurricular Activities

It is our goal that through athletics at BCCS, Christ will be glorified, and student-athletes might learn important character-building attitudes, which will make them better Christian role models in their adult lives.

Guidelines

The following guidelines apply to all athletic and extracurricular activities:

1. The spirit of competition must not be developed to the extent that violence is done to the principles of brotherly/sisterly love, mutual encouragement, and humility.
2. The spirit of "win at any cost" must be avoided at all costs.
3. Every effort must be made to act out a gracious spirit towards competitors in such ways as: players shaking hands, helping competitors up from the field/floor when play is over, congratulating a competitor on a good play, graciously accepting the judgment of officials and modeling of a gracious spirit by coaches.

Principles

We believe the following principles apply to athletics: (1) training is a necessary part of competition, (2) effort and hard work is expected, (3) dedication and loyalty promote team unity, (4) fair play is the only way, (5) sharing of rewards has its place in Christian competition.

Athletics Belief Statements

We believe that the principles and lessons learned in the classroom, at home and through the local church can be put into practice through athletics. As a microcosm of society, athletics allows the student-athlete to develop and use his/her God-given ability to glorify God. Because the arena of competition is usually surrounded with pressure, the athlete is tested, and true character is often revealed. Consequently, the opportunity for character growth readily presents itself through athletic competition. Therefore, athletics at Beaver Country Christian School is considered an integral part of our overall school curriculum/program.

Our Commitment to Education

Our athletic philosophy can be summed up by the phrase "doing our best as we strive for excellence." We believe as Christians that we are commanded by scripture to always do our best. As believers, we are not to waste the talent that God has given to us by giving anything less than total commitment, through participation and maximum effort. We also believe we should strive to be the best at what we do. Being our best at anything is a worthy and admirable goal of any Christian. Becoming the best may not always be the result of our athletic programs, however, doing our best must be.

Coaches as Role Models

Because of our commitment to excellence, coaches at BCCS become one of the most significant components of our athletic program. They have the responsibility to model Christ-like attitudes, behaviors, and desires for our student-athletes while under pressure. They are active participants, mentors, and teachers at the same time. One of the coach's most critical roles is to

work with athletes whose individual and collective character is revealed under pressure. To be considered an effective coach and role model, our coaches must be knowledgeable, well prepared, motivating/encouraging, strategic, and able to provide contextual meaning for every challenge/situation. Coaches have great responsibilities but also great opportunities to mold young lives for Christ.

Our Program

We believe that each individual sport at BCCS should be developed into a program. Each head coach is responsible to provide a consistent structure that ensures that similar philosophies are implemented at all levels of the program. Each program should develop pride/enthusiasm among the student-athletes. Parents should be valued as partners in this process. Off-season conditioning, camps, etc. should be promoted for students to continue to develop skills and abilities. All activities within any BCCS program should exemplify the school's commitment to a Christ-like witness and should reflect the school's and athletic department's policies, procedures, and philosophy.

The BCCS Athlete

We believe that all BCCS athletes should be diligent, relentless, disciplined, self-controlled, humble, and aggressive in pursuit of excellence while maintaining respect toward opponents, officials, coaches, spectators, etc. When Christian athletes display these characteristics, positive results typically follow. Players are motivated, fans are supportive, parents are proud, prospective athletes are drawn to participate, and often non-believers are drawn to Christ as a result.

The Bottom Line

Because athletics often helps student-athletes to develop talents and skills by facing challenges while under pressure, athletics are viewed as a crucible for developing Christian character. For the BCCS athletic program to be successful, we hope to equip our student-athletes for their real test, life as a follower of Christ.

MS Athletics Philosophy

Beaver County Christian School Middle School (grades 5-8) athletics focuses on (1) developing Christ-like character, (2) encouraging teamwork, (3) instructing in the basic skills while providing players with the opportunity to experience and enjoy their sport.

1. Christ-like Character Development:
   Proverbs 22:6; Train up a child in the way he should go, and when he is old he will not part from it.

   Our desire is that students strive to be Christ-like in effort, attitude, and behavior. Coaches will teach and model grace and humility in victory and defeat. Additionally, as modeled by their coaches, team members will learn to respond with respect for one another, the coach, the referees, and the opponents. The full effort put forth in practice and games should be highly valued. In order to facilitate these goals, coaches are encouraged to spend time in prayer and devotions with their team.

2. Teamwork Development:
   Philippians 2:1-4; "Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship and compassion, then

make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Each of you should look not only to your own interest but also to the interest of others. Your attitude should be the same as that of Christ Jesus."

The Middle School coaches will stress that a strong team is one where teammates are encouraging one another. Coaches should suggest specific ways this can be accomplished, on and off the playing field. Middle School is the transition between youth/elementary and high school athletes where players begin to pursue team goals rather than just their own personal benefit.

3. Skill Development:
Colossians 3:17; And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

Middle School athletics puts a strong emphasis on skill development. Specifically, they should be taught the skills of playing various positions and receive significant and meaningful playing time throughout the season. 6-8 Middle School students should be encouraged to develop a desire to be competitive but should also receive opportunities to play a significant amount of time in every game. Winning is not the primary goal. Developing the basic skills will allow the team to grow stronger and progress into a healthy high school team with significant depth.

Most importantly, the team experience at BCCS should reflect that the primary goal of each player is to grow in a relationship with Christ. They are to be encouraged to remember that no championship or trophy has any value in comparison to their calling to honor God in all that they do.

Participation in Extracurricular Activities

A student must be in attendance at least half-day (2 hours and 45 minutes) at the Carson Campus (4-8) in order to participate in an extracurricular activity, including practice, on that same day.

Interscholastic Sports

BCCS offers interscholastic athletics for boys and girls. Participation fees are set annually by the school board. Participating students must have had a physical examination and no student may participate in practices, scrimmages or games without passing a physical exam. All athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort, and attitude.

Interscholastic sports should provide opportunities for those with athletic ability to develop those gifts in competition with other schools. If there are a large number of students interested in participating in a sport, it may be necessary to limit the size of the team. Participation in varsity and junior varsity sports is limited to grades 9-12. Participation in middle school sports is limited to grades 6-8. BCCS has cooperative arrangements with local high schools enabling our students to participate in a wider variety of sports. See the athletics tab of www.bccspa.org for a listing of programs. There are fees associated with these co-op sports.

Athletic Director
The athletic director recruits and supervises coaches for all athletic activities approved by the Board, represents BCCS at the conference/league meetings and communicates league business to the school and coaches, arranges schedules for all sports, and communicates these to the school officials and appropriate coaches, makes arrangements for practice and game facilities, and arranges for statistics to be kept for permanent records.

Middle School Eligibility

Our ethos at BCCS is to be faithful in all areas of life. We acknowledge academics and extracurricular activities are both vital aspects of the life of a student. At the middle school level, student grade averages for the core courses are checked weekly on Friday afternoons after 3:00 p.m. **If a student's average falls below a D or 60% in a core course, he or she will be held back from participating in extracurricular activities for the following week (Monday-Friday)**. During this temporary period, the student has the following week to take corrective action, making use of the teaching and Educational Support Services (ESS) teams and allocating his or her time toward improving the grade average(s). In addition, timely notice will be sent to the student's parents, all middle school teachers, and individuals responsible for the extracurricular activity. Parents, teachers, and other school personnel are invested in encouraging students to fulfill their academic responsibilities and practice positive behavior. A middle school teacher or the building principal may waive such action if a student is ill or if there are extenuating circumstances.

Students must attend at least a half-day of school to participate in athletics and extracurricular activities for that day. Exceptions may be approved by the administration in advance.

Sports Offered

- Middle School (6th -8th) Soccer, Volleyball (B&G), Basketball (B&G), Track, Wrestling
- 5th Volleyball (Girls), Basketball (B&G), Track, Wrestling
- 4th Basketball (B&G), Wrestling
- K-3rd Wrestling

Sports Participation Fees (for each season):
- Elementary Sports $75
- Middle School Sports $125

Discipline/Conduct

The Matthew 18 Principle for Solving School Problems

Despite the Bible-centered foundation laid in Christian schools, conflicts still occur. The board members, administrators, teachers, parents, and students too easily find themselves in heated, destructive conflict. That these conflicts exist is not a big surprise—as sinners, conflict is inevitable.

Christians associated with Christian schools have a unique opportunity to respond to conflict in a way that is markedly different. Instead of being filled with rancor, infighting, and even lawsuits, Christian schools should be an example and training ground for how to prevent and resolve conflict in a biblical way. Our very witness for Christ depends on it. As Jesus says in John 17 the

world will know that Christ has been sent by the Father when Christians live in unity. What an opportunity to learn and model the very foundation of both Christian education and peacemaking—biblical principles.

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, NIV, Jesus gives His formula for solving person-to-person problems. We call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus: "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved established the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With his mouth the godless destroys his neighbor, but through knowledge the righteous escape." (Proverbs 11:9, NIV).

Two: Keep the circle small. "If your brother sins against you, go and show him his fault…" The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

Three: Be straightforward. "Show him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scriptures say "Wounds from a friend can be trusted…."(Proverbs 27:6, NIV).

Four: Be forgiving. "If he listens to you, you have won your brother over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, NIV, reads "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."
Most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what if the individual will not "hear" you, or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated without regard for his or her dignity in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school principal. At this stage, the counsel of Jesus would be "Take one or two others along so that every matter may be established by the testimony of two or three witnesses." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

Most of the day-to-day school concerns are not “sin” issues (e.g. questions about curriculum, homework, and grades) but conflict can arise out of disagreements and differences of opinion and sin can enter into the situation. Perhaps 80% of problems can be solved at the two-people level. Another 18% of school problems are solved at the three- and four-people level which includes the school’s administration. This leaves 2% to be resolved at the level of the school board. While the school board does not represent the church, it represents a higher level of authority. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the school board chairman to assign an ad hoc committee with the goals to 1) gain a clear understanding of the problem; 2) solve the problem; 3) provide reproof and correction if necessary; and 4) seek forgiveness and wholehearted restoration of those who have made amends.

Humility: Acknowledging our frailties reflects genuine humility, fosters listening, reduces defensiveness, and in general reduces tension. It also puts us in a state of mind to learn from the situation while fostering respect for those who are upset.
Admit mistakes. Do not be defensive. Own the poor decisions. Doing so models Christian character is instructive to those who are upset, and leads to the development of a stronger school.

Speak the Truth – In Love: Humility does not mean that we ignore sin or false accusations. It is sinful to ignore the truth in order to avoid conflict. Sometimes it is necessary to confront a parent or a teacher for their sinful behavior. For example, the dad who is acting inappropriately during an athletic event, the teacher who responds disrespectfully to a student, or the parent who was verbally abusive to a teacher must be confronted and corrected. Ignoring sinful behavior in the school corrupts the school’s culture.

Sometimes an effective response may require a parting of the way. For example, a teacher may have to be dismissed or a parent may have to be told that the school can no longer serve him or her. This should be a last resort but it may be necessary. Such decisions should only be made after much prayer, hard work, and longsuffering. The highest levels of integrity must be maintained.

When these hard decisions need to be made, we do not have the liberty of defending ourselves to others. With the exception of those with authority over us, we must not share information regarding the circumstances of our decision with others in order to justify ourselves. We also do not have the liberty of gossiping (sharing something that is true still is gossip). The Scripture is clear— “Love covers a multitude of sins.” This does not mean that we sweep sin under the rug—it means that we protect the reputations of our protagonists even if in doing so causes others to question our leadership and decisions.

Conciliation, Mediation, and Arbitration: A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. The world’s methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord’s work. The Bible is clear on this. “If any of you has a dispute with another, dare he take it before the ungodly for judgment instead of before the saints? (1 Corinthians 6:1, NIV).

Should a claim or dispute arise out of, or related to legally binding agreements such as contracts and financial agreements, they shall be settled by biblically-based mediation (see Policy 3.22).

Bibliography:

-*Dr. Paul A. Kienel, former president of Association of Christian Schools International, The Matthew 18 Principle for Solving School Problems*
-*Dr. Barrett Mosbacker, Headmaster of Briarwood Christian School, The Christian School Journal, How to Deal Effectively with Conflict and Difficult People. May 2, 2009*
-*The Institute for Christian Conciliation, Division of Peacemaker Ministries, www.peacemaker.net Christian Education.*
-*The Institute for Christian Conciliation, Division of Peacemaker Ministries, Guidelines for Christian Conciliation*
-*Ken Sande, The Peacemaker, 3rd Edition.*

BCCS Code of Conduct

(1) In my actions and my attitudes, I will show respect to God, others, and myself, (2) I will be honest, truthful, and gracious in my dealings with others, (3) I will exhibit mercy and forgiveness when dealing with people who have wronged me, (4) I will take full responsibility for my own actions and for the resources that God has given me, (5) I will treat others fairly and seek their good above my own, (6) I will do nothing illegal, immoral or unethical.

Citizenship Code

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformity to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living, through serving and glorifying God. Students are expected to be honest and ethical in all endeavors. Students are also expected to assist teachers and administrators in operating a safe, healthy school climate for all students. Students are expected to provide an honest account during all investigations, or they may face disciplinary sanctions.

Students do not have the right to interfere with the education of fellow students. It is the responsibility of all students to respect the rights of other students, teachers, administrators, and all others involved in the educational process. Students should, therefore, always express ideas and opinions in a respectful manner so as not to offend, slander, or threaten the safety, welfare, or reputation of others. Our citizenship code is established to help students to learn to serve and glorify God in all endeavors.

Disciplinary Steps

This handbook does not cover every possible behavior that may occur at school, but it is a guideline for common areas of concern. In cases where students have not responded to a teacher's or administrator's requests for changes in behavior, or in cases where students have been involved in serious misbehavior, any of the following disciplinary actions may be taken:
(1) Private warning by the teacher: If a student repeatedly disrupted the class or disrespected a student or teacher, the classroom teacher will have a private meeting with the student warning him/her that if it continues they will be sent to the office.

(2) Dismissal from class: the student is sent to the office. When a student is dismissed from class for misconduct, he/she must report directly to the office. The high school principal will assign appropriate interventions to remedy the class disruption. A class re-admission form that describes the problem and the student's response will be written by the student and when it is satisfactory will be signed by the teacher.
(3) Lunch detention: the student will eat lunch alone and reflect upon their behavior. Students will complete a discipline reflection form which will be reviewed by the supervising teacher/ staff member.
(4) Recess detention: the student will perform an assigned active job that is age-appropriate such as sweeping, raking, cleaning surfaces, or picking up trash under the supervision of a school staff member.
(5) After-school detention: The student must stay after school for one hour on either the day that the detention is assigned or the following day. Parents will be notified by phone, email, or by an after-school detention slip.
(6) In-school suspension: the student will not be allowed to attend classes but will work by himself or herself on school assignments in a location to be chosen by an administrator. A single or multiple days may be assigned depending on the infraction. Parents will be notified.
(7) Out-of-school suspension: the student will not be allowed to attend school. The student may have the opportunity to make up assigned work depending on the nature of the disciplinary action, but it is the student's responsibility to obtain the work and make arrangements for completing it in a timely way. Parents will be notified.
(8) Expulsion: the student may not be allowed to return to school. Parents will be notified. The expulsion will be reviewed by the School Board. Please see suspension/expulsion on p.21.

Disciplinary Actions

1. Students receiving **more than 5 lunch detentions per semester will receive after-school detentions** (starting with the 6th discipline referral). Every detention beyond will result in after-school detentions. Parents will be notified.
2. Students who receive **more than 5 after-school detentions will be suspended** (starting at the 6th after school detention) from school for each subsequent discipline referral and may face expulsion from school.

These disciplinary actions will be used for student activities at school, on the school bus, and other activities under school supervision. However, the school administration does reserve the right to use these disciplinary actions for student activities that occur outside of school supervision when those activities become disruptive to the learning atmosphere in the school.

General Behavior

General student behavior is to be modest. During the school day or during school-sponsored activities, students are not to engage in public displays of affection. Profane language and gestures, boisterous behavior, and disrespect for authority and others will not be tolerated. These actions are grounds for detention or suspension.

Student Standards of Conduct

As a condition of enrollment, students agree to abide by all the standards set forth in the parent-student handbook published annually by BCCS.

Specific Behaviors

Cheating

Cheating is stealing from other people and lying to the teacher that the work is yours. Therefore, being involved in cheating is considered a very serious offense. Cheating on tests or homework should result in an F (0%) on the classwork in question. Plagiarizing papers or reports will result in an F (0%) on the assignment. Therefore, it will also affect the mid-term progress report and/or nine-week report card grade. Students involved in cheating will be put on Disciplinary Probation. Students who are repeat offenders face suspension and the possibility of expulsion.

Bullying and Retaliation

BCCS strives to maintain a safe learning environment that is free from bullying and cyberbullying. Students are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. BCCS will not tolerate any form of bullying or cyberbullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyberbullying will not be tolerated on school grounds and at school-sponsored events, activities, functions, field trips, and programs. Bullying and cyberbullying will also not be tolerated on school buses, and other vehicles used by the school and through technology or an electronic device owned or used by the school.

In addition, bullying and cyber-bullying will not be tolerated at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights and dignity of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

Definition of Bullying

Bullying is characterized by three features:

- The aggressive behavior is **intentional** and may be physical, verbal or nonverbal.
- **An imbalance of power** exists in the relationship, such that the person who is targeted has difficulty defending himself or herself.
- The **behavior is repeated or severe**, causing distress or disruption in the target's life.

Bullying that affects a child's social standing or status is a form of **relational aggression**. It can take many forms, including shunning, hazing, spreading rumors, excluding others, or teasing. Contrary to popular opinion, both boys and girls engage in relational aggression.

At times, students will engage **in aggressive play**. However, it serves to reinforce positive relationships and occurs among peers of equal standing. **Conflict**, in contrast, is motivated by negative intent and takes place between students of relatively equal power or social standing. Staff shall seek to draw students in conflict toward a peaceful resolution using the principles of Matthew 18.

When rough play or conflict scenarios involve groups of students or an individual student targeting a single student consistently, the situation may have escalated into bullying. Because a power imbalance exists in bullying situations, it is not appropriate to assume that customary conflict resolution steps are appropriate or should be the first step in stopping the bullying. Rather, **students who are bullied when a power imbalance exists should immediately seek out help from a teacher, administrator, or their parents to help resolve the situation.**

Cyberbullying is a specific form of bullying that involves technology and social media. It is the "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices" (Hinduja and Patchin).

While the definition of cyberbullying aligns with the traditional definition of bullying, the likelihood of repeated harm from one cyber-bullying incident is quite high. This is because instances of cyberbullying can be accessed by multiple parties, forwarded to others, linked to other sites, and revisited by targets of the aggression – resulting in repeated exposure and repeated harm.

Reporting:

- Students are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension shall be taken.
- Any member of the school staff who receives a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day, if possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict or teasing constitutes bullying).
- If the behavior meets the criteria for bullying, the staff member must report this to the school principal or his or her designee immediately in order to protect the alleged targeted student. The staff member will complete a ***Bullying Incident Report*** and forward it to the principal for investigation. The staff member shall remind the targeted student and witness that "No one deserves to be bullied and we are going to do everything we can to stop it." The staff member is to commend the targeted student and witness for bringing the matter to the attention of the school staff, and they are to begin intervention strategies for the targeted student.
- The principal or designee will promptly and thoroughly investigate and address suspected reports of bullying. He or she will individually meet with the targeted student or witness and bully privately. If he or she determines that bullying has occurred, he or she will act appropriately within the discipline codes of the school handbook and board policy and take reasonable action to end the bullying, up to and including out-of-school suspension and expulsion from school.
- If it has been determined that bullying has occurred, copies of the *Bullying Incident Report* shall be given to the targeted student's and offender's teachers, be placed in the targeted student's and offender's files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior exists in regard to the offender or the targeted student.

Citations:

-Center for Safe Schools (2012). Pennsylvania Bullying Prevention Toolkit

-Hinduja, S., & Patchin, J. W. (2009). Bullying beyond the schoolyard: Preventing and responding to cyberbullying. Thousand Oaks, CA: Corwin Press.

Cell Phones

K-12, Student cell phones and other personal electronic devices (PEDs) must be turned off and stored from arrival until dismissal (typically from 8am - 3pm) on all school days. This includes cell phones and all other PEDs, other than school-issued chromebooks including ancillary devices that are only connected to school-issued chromebooks. Prohibited, typical PEDs include, but are not limited to: smart watches, tablets, laptops, gaming systems, and other network or data capable devices.

During the school day, students will be prohibited from possessing (on their person, in their locker, backpack, etc.) or using their cell phones and other PEDs. Exceptions may be made due to medical, legal, and other extenuating circumstances.

For special events, field trips, retreats, and other experiences, clear expectations will be communicated regarding allowable use.

BCCS faculty and staff will facilitate the safe storage of student cell phones and PEDs through efficient and effective collection, storage, and redistribution on a daily basis.

Students who violate this policy will be disciplined in a progressive manner, per semester. A reminder will be provided to the entire student body on a regular basis, during morning announcements, until a routine has been established.

- 1st violation - phone/PED is taken, turned off, and sent to the office. The phone/PED will only be returned to a parent, in person. A copy of the policy will be shared with parent(s) and the student. The current step in progressive discipline will be highlighted to ensure mutual understanding.
- 2nd violation - phone/PED is taken, turned off, and sent to the office. The phone/PED will only be returned to a parent, in person. A before or after school office detention will be assigned. A copy of the policy will be shared with the parent(s) and the student. The current step in progressive discipline will be highlighted to ensure mutual understanding.
- 3rd and subsequent violations - phone/PED is taken, turned off, and sent to the office. The phone/PED will only be returned to a parent, in person. The student will be disciplined for insubordination (1 day of OSS). The current step in progressive discipline will be highlighted to ensure mutual understanding. A family meeting may be required for habitual offenders.

Middle School students will self-store their phones and PEDs in provided grade-specific caddies prior to the start of the school day. Caddies will be available from arrival till 8 am. The caddies will be stored in the office throughout the day. Students who arrive late or leave early will have access through the building secretary. Prior to dismissal, the caddies will be available for students to retrieve their devices.

Displays of Affection

Extensive touching (including hugging and handholding), kissing, or other inappropriate displays of affection are unacceptable and embarrassing to fellow students and staff. Students engaging in this type of behavior will be addressed and expected to respectfully cease and desist by any staff member who witnesses such displays. Students are encouraged to be friends, not couples in Elementary & Middle School. Parents will be notified of any ongoing problems or for uncooperative students.

Sexual Misconduct or Abuse Accusations

If continual or severe acts (including sexual contact) occur, a parent meeting, suspension or expulsion may result. If sexual abuse is ever reported by a student or suspected, it is required that all staff members immediately report any accusations of sexual abuse to the authorities.

Drug Usage

Smoking or possession of tobacco products, including vapes, is prohibited on school property or during school activities. Violation of this rule will result in suspension. In addition, because of the fire hazard, students are not to bring lighters or matches to school. Students are also prohibited from using, misusing, possessing, receiving, selling, or being under the influence of, or distributing drugs, drug paraphernalia, marijuana, or alcohol on school property, school buses, or activities under school supervision. Students in violation of this policy will be suspended out-of-school for up to 5 days. During the out-of-school suspension, the administration will conduct an investigation which may lead to additional days of suspension and or expulsion.

Fighting

Fighting in school, on buses, or during school-sponsored activities is a serious offense. In general, a fight will be defined as having occurred when a student strikes another student with their first, elbow, foot or knee. Pushing may be considered a part of fighting if it is done with force, malice, or the intent to injure. In most circumstances, two students fight each other, and in those cases both parties will usually be given the same punishment unless it can be shown that one student was clearly the aggressor and the other student tried to avoid the fight. The usual punishment for fighting will be as follows: first instance, a one or two-day suspension; second instance, a three to five-day suspension and a clear warning that a third instance will result in expulsion; third instance, expulsion from school. These punishments may be modified due to the circumstances and severity of the fight.

Harassment

BCCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. BCCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including, expulsion.

Weapons

Students are not permitted to bring weapons or to have weapons in their possession at school, in their cars or on the school bus. Students violating this policy may be suspended out of school immediately for up to 5 days. The building principal will investigate the incident and may recommend additional exclusion from school including expulsion. The police may be notified of any student who has a weapon in his/her possession. Students under disciplinary action from other schools concerning weapons policy violations are not eligible to apply for admission to BCCS.

The Head of School may recommend punishment short of expulsion dependent on the circumstances of the incident.

Weapons are defined as, but not restricted to, those items identified as weapons under the Pennsylvania Criminal Code. Examples of such weapons shall include guns of any type or facsimile, knives, razors or cutting instruments, pipes, clubs, brass knuckles, chains, tasers, shockers, or lasers and any implement that may be used for the infliction of serious bodily injury and/or which serves no common, useful, or lawful purpose in school. Inappropriate use or possession of mace will also be considered under this provision.

Suspension/Expulsion

Discipline violations such as, but not limited to, repeated minor infractions, repeated classroom disruptions, insubordination, defiance, theft, vandalism, the use of vulgar and/or abusive or obscene language or actions, fighting, disorderly conduct, intimidation, extortion, harassment, chronic absenteeism (including tardies and/or class cuts), possession of weapons and dangerous objects, making terroristic threats against individuals or school property, forgery, other such disruptions of the educational process, or any action deemed to be a violation of the laws of the Commonwealth of Pennsylvania, will be dealt with on an individual basis, and will normally result in an Out of School Suspension and/or Expulsion.

Depending on the nature and severity of the offense, students may be suspended out of school at the discretion of the building principal for 1 to 10 days. Students may be expelled from school permanently at the discretion of the Head of School. Parents of the student involved may appeal the decision for expulsion to the school board. A Discipline Committee of the school board will hear the appeal from the parents and render a decision in conjunction with the Head of School.

In all suspension cases, the student has the responsibility to make up for missed work and may complete missed assignments and tests within the number of days equal to the number of days suspended. In addition, students on suspension may not participate or attend activities during or after school hours on the day of the suspension. This includes games and practices for athletics. Students are also NOT PERMITTED ON SCHOOL GROUNDS on the days they are suspended. If the suspension extends to school days over a weekend, the student is not permitted on school grounds on the weekend.

Students may also face suspension or expulsion for speaking or communicating in a manner that does, or is likely to, substantially disrupt or interfere with the orderly function of the school or the rights of other students or for communications on the Internet, even if such communications arise from a home-based computer.

Students have the right to express themselves unless such expressions materially and substantially interfere with the educational process, threaten serious harm to the school or school community, encourage unlawful activity, or interfere with another's individual rights. This includes verbal or written expression, including messages on student apparel.

Due Process

For out-of-school suspensions not exceeding 3 days:

- The student is informed orally of the reason for the suspension and is given a chance to respond.

- The parents/guardians will be notified in writing of the suspension.
- Additional efforts will be made to contact the parent/guardian by phone.

For out-of-school suspensions exceeding 3 days and up to 10 days:

- The student is informed orally of the reasons for the suspension and is given a chance to respond.
- The parents/guardians and the Head of School are notified in writing of the suspension.
- Sufficient notice will be given of the time and place of an informal meeting to hear additional findings.
- The student and parent/guardian will be given the opportunity to speak.
- Efforts should be made to hold the informal meeting within the first 3 days of the suspension.
- The final decision as per the suspension/expulsion will be rendered and the parent/grandparent will be notified in a timely manner.

Dress Expectations

Life at BCCS should be a pleasant experience and one that respects the community at large. A person who dresses appropriately can contribute much to that overall environment. Parents are responsible to teach their children to dress appropriately. It is not the school's responsibility to sternly legislate a dress code.

K-5 Dress Expectations: The following is a guide to help parents and students determine what is appropriate dress so as to respect the school community not interfere with the instructional process, and bring honor and glory to God: (1) dress should not adversely affect health or safety, (2) dress should not damage school property, (3) dress should be modest. (4) Extremely tight fitting clothes are not appropriate school attire, (5) Shirts promoting non-Christian lifestyles may not be worn, (6) dress should be neat and clean

We hope to foster a community culture in which students and parents love and respect others over "love of self". Making selections for school attire should reflect love of other brothers and sisters in Christ who are living in community while seeking to learn together through the lens of scripture. This heart attitude should lead students to dress in a way that shows love and respect for God and for others at BCCS. Because the attitude of the heart and the desire for individual expression are displayed differently across BCCS families, the following guidelines are intended to be practical and enforceable. We ask that families partner with us in helping students to follow dress expectations during all BCCS activities and events.

Middle School Dress Expectations:

- *School appropriate clothing should cover the chest, stomach, back, and undergarments*
- *Tops/tanks should be at least 3-fingers wide at the shoulder*
- *Shorts and skorts should reach mid-thigh*
- *Skirts and dresses should reach near the top of the knee*
- *Sheer, see-through, holed, tattered, or extremely tight-fitting clothing are not appropriate unless covered by an additional garment to mid-thigh length*
- *The faculty and administration have the right to question a student's attire and take necessary action if an item is not specifically covered in this section or it interferes with the educational mission of the school.*

Additional requirements due to safety concerns

- *Clothing and other possessions that are obscene, profane, or vulgar, or promote the use of illegal substances or that depict any type of weapon (see "weapons defined") are not appropriate.*
- *Students should not wear emblems, badges, or insignias that identify groups that are associated with violence, illegal activities, racism, or hatred towards others.*
- *Anything that conceals a student's identity should not be worn.*
- *Teachers in a lab or gym setting will specify additional clothing expectations that are applied for safety and/or hygiene.*

When a student fails to meet dress expectations

A student will be dismissed from class until he/she is appropriately dressed. Students will be sent to the office so that progressive discipline may be applied. A family conference will be requested if needed.

Health and Safety

It is imperative that parents keep the following RenWeb Forms updated and make any necessary changes throughout the school year: ●Emergency Contact Form ●Student Medical Form

After logging into RenWeb click on Web Forms on the left. Then click on Family Demographic Form in the middle of your screen. Fill in or make changes to the appropriate forms. Students needing prescribed or over the counter medication dispensed at school must have a physician signed "medication at school" form which is available in Resource Documents on Renweb.

Accidents and Emergencies

Accidents that occur during the school day or on any school-sponsored trip will be reported to the office immediately. The staff in charge of the student at the time of the accident will complete an accident report that will be sent home with the child. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone.

Bus Arrangements

Public school busing is provided for a non-public school student if the school(BCCS) is within ten miles of the public school district in which the student resides. To make sure your child qualifies, you will want to call the school district office. During the summer, each local public school district providing transportation to BCCS, receives a list of BCCS students who live within that school district. Based on that list, BCCS students are included in the busing schedule. For specific busing schedules, it is the responsibility of parents to contact their local school district as to how they may obtain the appropriate schedules.

Students residing in one particular school district are not allowed to ride buses serving other school districts without the permission of those districts. To pursue the possibility of this type of arrangement, contact the transportation department of the other school district with your request.

Bus Safety

Cooperation between the home and school is necessary in order that students learn how to ride the bus safely. The bus driver has the authority to enforce discipline on the school bus. Students involved in bus misconduct, showing disrespect for the driver, or causing damage to the bus will lose their bus riding privileges.

To ride the bus students must follow these regulations: (1) If the bus driver desires to assign seats, the student will occupy the seat assigned, (2) If a student desires to change a stop, a note must be presented to the office explaining the reason for the change. The note must be signed by the parent. Phone calls the day of the change will not be honored unless there is an emergency, (3) Windows should be opened only with the permission of the driver. Students must refrain from placing arms, head, or any part of the body out an open window, (4) Students must remain seated while the bus is in motion, (5) Eating or drinking is prohibited on the bus, (6) There shall be no boisterous behavior or profane language on the bus or while waiting for the bus, (7) Rowdyism, shoving, tripping, fighting, snowballing, etc. while waiting for the bus or while a passenger on the bus is prohibited, (8) Throwing or shooting of any object or material is prohibited while on the bus, (9) The emergency door at the rear of the bus is to be opened only on the orders of the bus driver or in case of an accident, (10) Students must be at the bus stop on time. Drivers will not wait for students who make a habit of arriving late at the stop, (11) Students are not permitted to leave any trash on the bus.

Student infractions of the rules listed above which are noted by the bus driver in a written report to BCCS will be dealt with in the following manner:

1st infraction……..Warning
2nd infraction……. One-day bus suspension
3rd infraction……..Three-day bus suspension
4th infraction…… Six-day bus suspension

Lunch

K-8 Students eat lunch in the Multipurpose Room on the basement level of Carson Campus. Lunch monitors are on duty for each lunch period. **BCCS does not offer a lunch program**, but from time to time there may be fundraisers that may sell food or snacks for a certain period of time. **4th - 8th grade students have access to microwaves to heat up their lunch**. Kindergarten - 3rd grade students do NOT have access to microwaves to heat up food.

Contagious Illnesses

Any student having an illness or health condition that may be contagious will be released from class. The administrator may require a doctor's note stating that the student is not a danger to others' health by returning to school. Students must be fever free for 24 hours (without medicine) before returning to school. If a student throws up at home the night before or in the moring, the student should stay home from school that day or the following day.

Change in Dismissal Routine

Teachers are required to see that students leave school per the established routine set by their parents. Any change in routine must be put in writing to the classroom teacher (i.e. going home with another adult, riding a bus, etc.). Remember that students residing in one particular school district are not allowed to ride buses serving other school districts (see Bus Arrangements).

Custodial and Non-Custodial Parents

Divorced and separated families are realities of contemporary life that affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school related activities of a child, or wishes to have contact with or take custody of the child while the child is at school: (1) Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents. (2) A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent who permits such custody. (3) If the actions of custodial or non-custodial parents become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action. (4) Concerning student activities that require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Fire and Emergency Drills

Practice emergency drills will be held on a regular basis. Appropriate exit maps and important phone numbers are posted in each room.

Fireworks

Fireworks of any type are not permitted in school. Students will be suspended for possession/use of fireworks on school grounds, school buses, or during any school function.

Medications

No medications (prescription or over the counter) will be administered without verbal consent or written instructions from a parent and/or consent from a physician. All medications must come from home with a note that includes the medication, dosage, child's name and a physician signed Medication At School Form found on FACTS.

Instructional Program

Field Trips

Field trips are encouraged as they relate to the educational program or to special activities that are worthwhile. Field trips must be approved by each building principal and should be approved at least two weeks in advance. Field trips that involve overnight stays must receive prior Board

approval. Parents should receive at least one week's notice of a field trip. A parent or legal guardian must give permission before any student may participate in a field trip. All students will use transportation provided by the school on field trips. Parents should contact the sponsoring teacher or the school office if finances do not permit participation or if they have any questions about the field trip.

Grading Scale

Grading scales for each grade level are published on the report cards.

- K-1st Grade
    - O = Outstanding
    - G = Good
    - S = Satisfactory
    - N = Needs Improvement
- 2nd - 8th Grade
    - A = 100-90%
    - B = 89-80%
    - C = 79-70%
    - D = 69-60%
    - F = 59% or Below

Homework

Homework is an extension of the school learning activities. There is not enough time during the school day to master skills, to study so that materials and knowledge will be retained, or to develop creative work. Every effort is made not to assign work that is above the student's ability to complete or takes excessive amounts of time. All new material is covered in class and then used in homework assignments. A good rule of thumb is a maximum of 10 minutes of homework per grade level beginning at the Kindergarten level.

Parents should work to strengthen those skills that have been taught at school. Parents should take time to hear the students, look over his/her papers, and help him/her correct errors. Parents should guide and offer encouragement, but not do the work assigned. Grades, assignments, and lesson plans are available on FACTS Parent Portal. Parents' questions concerning methods used or values of assignments should be directed to the student's teacher.

Student Technology Use

The most common technology used by students at BCCS is Chromebooks. **Chromebooks are an educational tool.**

- Chromebooks should only be used for educational purposes such as research for classwork, academic websites authorized by the teacher, Google Sheets, Slides, or Docs for school-related assignments. Emailing teachers or classmates regarding schoolwork is appropriate.

- Chromebooks should **NOT** be used for playing games, entertainment, listening to music, or looking up personal interests. Messaging or chatting for non-educational purposes is prohibited.

Students on Carson Campus gradually are introduced to more technology as they advance to higher grades. Below is a brief overview of Chromebook use per grade level:

- **K-2nd grade:** very little use of electronic devices and limited screen time.
- **3rd grade:** Chromebooks are introduced in the classroom and students begin learning how to safely research, type and create PowerPoint / Slides presentations. Chromebooks are also used for educational enrichment activities and games.
- **4th & 5th grade**: One Chromebook is available for each student to use when needed for research, typing papers, and creating PowerPoint / Slides presentations. Chromebooks are also used for educational enrichment activities online. Students use online typing games and software to develop typing skills.
- **Middle School:** MS students are assigned a Chromebook to use throughout the school day. Students are responsible for carrying a Chromebook to each class for educational use and they will be stored for charging at the end of each day in their homeroom. Detailed *Chromebook Usage Agreements* are reviewed and signed by all middle school students at the beginning of each school year.

Internet Use Policy

The Internet provides enormous potential, both as a tool for teaching and support for learners. Beaver County Christian School, to the extent possible, has taken precautions to restrict access to educationally-inappropriate curriculum materials via the Internet. Although Internet access brings many benefits to the School, there are a number of issues relating to acceptable use which are addressed in our school's Internet Usage Policy. The Policy must be signed by all those who will use the School's equipment before being given access to the Internet.

Internet Terms and Conditions – Employees and Students of BCCS

1. Acceptable Use – The purpose of the Internet at BCCS is to support research and education. Therefore, the use of the Internet must be in support of education and research and consistent with the educational objective of BCCS. BCCS specifically reserves the right to monitor employees' and students' work performance and use of any mechanical, electronic, or other work-related device, including telephone, voicemail, computer, Internet, email, and stored email messages. Misuse of BCCS equipment may lead to disciplinary action up to and including dismissal of a student or employee. Any use of a school's device or network to transmit, download, upload, or duplicate any copyrighted materials (including, but not limited to, software, publications, and graphics) or materials protected by applicable copyright laws is prohibited. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. Users shall not transmit, download, upload, duplicate, or create any threatening or obscene materials, which are intended to embarrass, harass, or dispute the educational and Christian environment of the School. Use of the system for commercial solicitation is prohibited. Users shall not purchase items via the Internet, or subscribe to commercial services, such as bulletin boards or chat groups, without prior approval from the Parent or Guardian and the School. Users (or Parents or Guardians

for those under 18) shall be responsible for all charges due for such purchases. Use for product advertisement or public lobbying is also prohibited.

2. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Each student who receives access will be held responsible for usage. The Administration or its designee will deem what is appropriate use, and its decision is final.

3. Network Guidelines – Users are expected to abide by the generally-accepted rules of network etiquette. These include, but are not limited to, the following:
    - Be polite. Do not get abusive in your messages to others.
    - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
    - Users should not reveal personal addresses, phone numbers, or social security numbers.
    - Users should not use the Internet to intentionally obtain or modify files, passwords, and data belonging to others.
    - Email and other materials created by the user are not private. Users have no expectation of privacy for any materials created, copied, downloaded, or accessed by the user on the work station including hard copies of such materials. The Administration has access to all materials on the system including email.
    - Do not use the network in such a way that would disrupt the use of the network by other users.
    - All communications and information accessible via the Internet must be assumed to be the private property of the author and must be properly documented.
    - Users should not load or use unauthorized games, programs, files, or other electronic media.
    - Users should not destroy, modify, or abuse the network hardware and software.
    - Users should not create links to other networks whose content or purpose would violate these guidelines.
    - Users should not use the network for non-work or non-school-related work.

4. Warranties – BCCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. BCCS will not be responsible for any damages suffered. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a user's error or omissions. Use of any information obtained via the Internet is at the user's own risk. BCCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security – Security on any computer is a high priority, especially when the system involves many users. If a user can identify a security problem on the Internet, he or she must notify the Administrator or his or her designee. He or she may not demonstrate the problem to other users. Attempts to log in to the device, network, or Internet as a system administrator or under a username other than the one given to you will result in the cancellation of user privileges or disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism – Vandalism will result in the cancellation of the School's computer privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, and/or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses, or any illegal or improper use of the Internet or accessed equipment.

7. Responsibility for Reporting Materials – Each user of the school's wifi networking resources has a responsibility to report threatening or obscene materials, expressions of racism or hate, or other materials. The School has the right to delete, read, or take other appropriate action concerning such materials reported or discovered on the user's workstation.

BCCS has wifi networks with internet accessibility on both campuses. Students in middle school must sign the BCCS Internet Usage Agreement if they wish to use a school device. Students who do not follow the rules and conditions for using a device and internet supplied by the school will permanently lose privileges to use a device or internet supplied by BCCS.

Educational Support Services (ESS)

Educational Support Services are part of every child's educational program at BCCS. Therefore, all students at BCCS benefit from the ESS program. The team members are actively involved with students, both in one-on-one and group settings, classroom settings, and with staff through professional development.

The ESS team consists of BCCS staff, Beaver Valley Intermediate Unit staff, and therapists. If a specific need or concern arises beyond the normal diagnostic screening, evaluation, and testing:

- Teachers, administrators, or parents can refer a student to the ESS team for additional assistance.
- Based on referral information and grade/testing history, the team will determine the need and level of support to be provided. The ESS Team may request that additional psycho-educational testing be performed. Administration makes the final determination regarding further testing.
- Once testing is completed and results are analyzed with the student's entire team (parents, members of the ESS team, classroom teacher, administration) to discuss the results and ensuing action plan.
- If necessary, the ESS Coordinator will draft an Educational Service Plan (similar to a public school IEP) summarizing student strengths, areas of need, and documenting specific interventions, accommodations, and/or modifications.
- ESPs will be reviewed and updated yearly.
- The Beaver Valley Intermediate Unit requires written parental permission before the contracted staff can provide direct support.

Parent/Teacher Conferences

Parents are expected to attend the Parent/Teacher Conferences arranged in the fall. The conference affords the opportunity for the parents to discuss with the teacher information that may not become apparent to the teacher until much later in the year. In middle school, conferences will often include the student as well.

Parents are also encouraged to arrange conferences with their student's teacher(s) more often should the need present itself. Conferences must be held at a time that will not interfere with the instructional program.

Retention and Promotion Policy for Grades K-8

If a student is failing to make normal progress and/or is not developmentally ready for the next grade level, the parents will be notified early. ESS will be consulted about how to assist struggling students. If a student continues to make little progress given recommended support, retention may be considered.

Retentions are most effective if done at the primary levels. However, older students may be considered if it is strongly felt retention will help the student. No student shall normally be retained for more than one year.

No student shall be promoted to the next grade level based on age or any other social reason unrelated to academic performance.

To be promoted, students must meet standards regarding grades and attendance: Specific criteria have been established which are used to determine when a student is not promoted.

STANDARD #1: To be promoted, the student must achieve satisfactory report card grades. The student will not be promoted if he or she:

- Grades K-2: Receives unsatisfactory (failing) grades in two or more of the following three core subject areas: reading, English, and mathematics for two or more nine weeks grading periods, if at least one of those grading periods is during the second semester.

- Grade 3-5: Has a cumulative (for the year) average of 65% or lower for all subjects AND/OR fails two or more of the six core subject areas: reading, English, mathematics, Bible, science and social studies.

    - A student fails a core subject when he or she receives a failing grade ("F") for two or more nine-week grading periods, if at least one of those grading periods is during the second semester.

- Grade 6-8: Has a cumulative (for the year) average of 65% or lower for all subjects AND/OR fails two or more of the five core subject areas: ELA, Mathematics, Bible, Science and Social Studies. All subjects include the core subjects plus physical education, music, and art.

    - A student fails a core subject when he or she receives a failing grade ("F") for two or more nine-weeks grading periods, if at least one of those grading periods is during the second semester.

STANDARD #2: To be promoted, the student must attend school on a regular basis while otherwise being in good academic standing. The student will not be promoted if he or she:

- Grades K-2: Is absent for 40 or more days of school per year, and receives **unsatisfactory (failing) report card grades in at least one** of the core subject areas as listed in Standard #1.

- Grade 3-5: Is absent for 40 or more days of school per year, and receives below 60% (failing) on their report card in **at least one** of the five core subject areas as listed in Standard #1.

- Grade 6-8: Is absent for 40 or more days of school per year, has a cumulative (for the year) average of 65% or lower for all subjects AND/OR **at least one** of the five core subjects as listed in Standard #1.

PLEASE NOTE: The promotion standards apply to all regular education students. However, in every case, the building principal shall make the final determination regarding the promotion of students.

It is the intent of Beaver County Christian School to provide parents with timely information regarding the possible retention or non-promotion of their child. Following are the steps in the retention or non-promotion process:

1. During the entire school year, students at risk of failure are identified through such means as: teacher referral, report card grades, progress reports, and attendance. Parents will be notified of the difficulties their child is experiencing through conference, phone conversations, and/or written notices (such as report cards, progress reports, etc.). Appropriate remedial interventions will be implemented to assist and support these students.

2. Regular Parent/Teacher conferences are scheduled for the fall and spring (optional). Additionally, parents or teachers may request a conference at any time to discuss student progress.

3. A letter indicating retention or denial of promotion will be sent to parents at the end of the fourth grading period. Included in the letter will be information regarding options for approved summer remediation, if available, and requirements, if appropriate, to be promoted to the next grade in the fall.

4. Parents of students who attend an approved summer remediation program must provide proof of their child's attendance and grades in the program. Parents will be notified by the building principal as to whether or not their child has satisfied the remediation requirement and if he or she will be promoted to the next grade in the fall.

Summer School

A student who fails a course or is retained at the end of the school year, may be given the opportunity to remediate with an approved summer program if one is available. Prior approval for any summer school program or course must be granted by the school principal to guarantee that credit will be given for a course that is passed. Credit may be denied if prior approval is not granted. Should the student successfully complete the summer school program, he or she may be promoted to the next grade level in the fall. Students who do not attend summer school or who do not successfully complete the summer program will continue in the same grade level unless other factors deem it inappropriate.

Report Cards/Progress Reports

Report cards will be emailed through FACTS every nine weeks, a total of four times per year (K-8th). Mid-quarter progress reports will be emailed through FACTS midway through each grading period for all 2nd-8th grade parents.

Standardized Testing

Standardized achievement tests will be given annually in grades 3-12. Students in grades 3-8 will be assessed using the **Iowa Assessment**. 3rd-8th grade standardized testing is typically administered the first or second week of May. Parents will be notified of assessment and test results after the school receives the results.

Withdrawal from School

The parent or legal guardian must inform the school in writing when a student is withdrawn from the school. In addition, each withdrawing family will be asked to complete an exit survey for school improvement.

Supplies

Student supplies are to be purchased prior to the beginning of school. Lists of elementary and middle school supplies are sent to parents along with other registration materials.

Office Procedures

Board Meeting Visitation

The Board meetings, with the exception of the Executive Session, are open to the parents, teachers, staff and concerned Association members. Monthly board meetings are typically held on the 3rd Thursday of each month at 6:30 pm in the High School Library. All are welcome to come and observe the Board meetings. If parties have a specific issue that they wish to present to the Board, please take the following steps: Contact the Board president at least two weeks prior to the meeting, so you can be included on the agenda. Submit in writing a report of what you wish to address with the board. This allows board members time to review the information prior to the meeting. Copies of approved minutes of each board meeting are posted on RenWeb/FACTS.

Fundraising

A school fundraising form must be filled out and submitted to the appropriate building principal. Approval for the project must precede publicizing the fundraising activity. Those responsible for the fundraising event must adhere to any restrictions placed on the project. A periodic report will be made to the board, summarizing fundraising projects that have been approved. All development projects go through the Director of Advancement.

Handbook Revisions

BCCS reserves the right to change any policy or procedure in the Student/Parent Handbook at any time when, at the discretion of the board and/or administration, it deems the change to be in the best interest of the school. Any changes will be shared digitally, via email.

Lost and Found

The office will hold designated Lost and Found items at Carson Campus. After about 30 days any Lost and Found items may be donated.

Parking on School Grounds

Students/Parents parking on school property do so at their own risk and the school assumes no liability for damages to vehicles parked on school grounds nor to personal property in the vehicle. Please do not park along 40th St. or 6th Ave. during the drop-off (AM) or carline (PM) window of time.

School Records

Payment of tuition is generally not the responsibility of the student; however, it must still be understood that BCCS will not forward a student's academic records unless tuition accounts are current.

Student Visitors

To keep class disruptions to a minimum, the following guidelines regarding student visitors will generally be used: (1) Visitors will be limited to those who express a clear desire to see the school for the purposes of considering admission, (2) An administrator must clear all visits at least one full day prior to the visit, (3) Visitors must report to the school office at the beginning of their visit, (4) Visitors must have a permission note from their parents and a note from the school that they attend unless their school is not in session.

Responsibility for Property

Care of School Property

Any student who willfully destroys the property of the BCCS community will make restitution. Every student is entrusted with various school supplies loaned to him/her for study. These supplies should be given the best of care and returned at the end of the school year in an acceptable condition. Inside the cover of each textbook is a school stamp and number for that book. Each student will be required to return the book having the number that was issued to him/her. If any books are defaced or damaged in any way, the cost must be paid by the student. If a book is returned without its cover attached, or pages missing, or any excessive wear, the student will be charged the cost of replacing the book. Textbooks are to be covered to maintain their useful life.

Lockers and Desks

Lockers and desks are the property of BCCS and are loaned to students for legitimate use during the school year. Student lockers and/or desks may be searched at any time for a variety of reasons including neatness. These checks will be at random and students will not necessarily be informed of the checks. Students are to keep lockers and desks in good order. Since the entire locker is the property of BCCS, care should be exercised with the inside of the locker as well as the outside. Writing on either the outside or the inside of the locker is not permitted. Pictures can be posted in lockers, but they must be in good taste; pictures (or anything else) are

not to be posted on the outside of lockers. The inside, as well as the outside, should be thoroughly clean at the end of the year. Students are only allowed to go into their own issued locker and desk. Students found going through another students' desk, locker, or personal bag may face disciplinary action.

BCCS Statement on Sexuality[1] *(Revised 06/1/2019)*

Creation: God's Intent for Sexuality. We believe that our sexuality and its expression were designed by God at creation and that our sexuality and its expression were part of God's original and good design for mankind and is clearly communicated to us in the Scriptures. Male and female were both created in God's image, and we affirm that God's perfect design for all sexual activity is between one man and one woman in the context of the marriage bond.

The Fall: Sexuality in General. We recognize that, as a consequence of the Fall, all men and women are sexually broken and thus relate in twisted ways to God, self, others, and nature. Therefore, all expressions of sexual activity outside of the bond of marriage are sinful and are a distortion of God's good design. This includes all involvement with pornography, sexual fantasy, sexual addictions, adultery, homosexuality, gender distortions and any other sexual activity outside of marriage. All sexual sin grieves God and is offensive to His Holiness, and all sexual sin ultimately harms people, whether it is heterosexual or homosexual sin.

The Fall: Homosexuality Specifically. We believe that homosexuality is not what God wills for human beings made in His image. We affirm that both homosexual desire and behavior are expressions of mankind's fallenness, and like all other types of sexual sin, needs to be confessed, renounced and forsaken by those who would be followers of Jesus Christ.

Redemption: New Identity & Compulsion. We believe that God has always called men and women out of sexual sin patterns, including homosexuality, and into the new life of His kingdom through repentance and faith in Jesus Christ. Thus, any attempt to claim, cultivate, or promote a gay identity for oneself is out of place in a confessing Christian since it necessarily competes with the holy identity in Christ that every believer has been given and must claim by faith. We believe that Christ gives to all who seek it a growing freedom from the compulsive pull of all sorts of sinful sexual fantasy and behavior. This does not preclude the possibility of serious lapses of love and obedience on the part of those who truly believe, but such must be evaluated in light of the ordinary path and process of sanctification in which God places all of His children. Such failure on the part of believers can never be taken as license to abolish the call to holiness or to allow a reinterpretation of the Scriptures that permits a "gay Christian" theology.

Curricular Implications. The culture in which we live has adopted a sexual ethic that does not correspond with the biblical truth outlined above. Our covenant children need to be equipped to know how to respond to the cultural messages regarding human sexuality that are communicated to them every day. Therefore, BCCS will seek ways to advocate the biblical position articulated above. This includes seeking out materials that correspond to BCCS's position and intentionally integrating them at age-appropriate stages into the curriculum.

[1] This Statement on Sexuality is adapted from Harvest USA, found at: https://www.harvestusa.org/our-beliefs/