

BCCS High School

2022-2023 Student/Parent 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 - School Calendar for 2022-23

August 2022 (6-6)

Mon	Tue	Wed	Thu	Fri
22	23	24	25	26
29	30	31		

Aug. 22-23: In-Service

Aug. 24: First Day of School

September 2022 (21-27)

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Sept. 5: Labor Day

October 2022 (20-47)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Oct. 10: County-Wide, In-Service, IPD

Oct. 21: (H) In-Service p.m.; End of Q1

Oct. 27-28: Parent/Teacher Conferences

November 2022 (18-65)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Nov. 11: Vets' Day, In-Service, Act 48, IPD

Nov. 23-28 Thanksgiving Vacation

December 2022 (15-80)

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Dec. 21: (H) Early Dismissal

Dec. 22-30: Christmas Vacation

January 2023 (21-101)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jan. 2: Christmas Vacation

Jan. 13: (H) In-Service p.m.; End of Q2

Jan. 16: MLK Day, In-Service, Act 48

February 2023 (19-120)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Feb. 20: President's Day

March 2023 (23-143)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Mar. 15: (H) In-Service p.m.; End of Q3

Mar. 16, 17: In-Service, Act 48, IPD

April 2023 (14-157)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Apr. 3 & 4: Snow Days #1, #2

Apr. 5-10 Easter Break

Apr. 28: Open House K-8 ONLY (No School)

May 2023 (22-179)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 12: (H) Jogathon and Prom

May 29: Memorial Day

June 2023 (1-180)

Mon	Tue	Wed	Thu	Fri
			1	2

June 1: (H) Last Day of School; End of Q4

June 2: No School, In-Service (half-day)

June 2: Graduation 7pm - Pathway Church

Grading Periods (school days):

1st Qtr: 8/24-10/21 (41)
2nd Qtr: 10/24-1/13 (48)
3rd Qtr: 1/16-3/15 (42)
4th Qtr: 3/16-6/1 (49)
Total: 180 Days

	Special Day
	No School, Teachers Report
	School Closed
	Half Day (11am K-8; 11:15am 9-12)

Approved by the BCCS Education Committee, March 2022

Important Scholastic Dates

1st Qtr: Aug 24 – Oct 21

Progress notices sent: Sep 26
Report cards sent: Oct 26

2nd Qtr: Oct 24 – Jan 13

Progress notices sent: Nov 22
Report cards sent: Jan 20

3rd Qtr: Jan 17 – Mar 15

Progress notices sent: Feb 13
Report cards sent: Mar 22

4th Qtr: Mar 20 – Jun 1

Progress notices sent: Apr 24
Report cards sent: Jun 9

Exam Dates

1st Sem Exams: Dec 15 – Dec Dec 20

2nd Sem Exams: May 24 – May 30

SATs, PSATs, & CLTs – Fall and Spring dates/grade levels TBA

School Breaks

Thanksgiving: Nov 23 – Nov 28

Christmas: Dec 22 – Jan 2

Easter: April 3 – April 10

Other Dates/Events

Parent/Teacher Conferences: Oct 27 & 28

Fall Spiritual Retreat: Nov 9 & 10

School Musical Week: Mar 13

Jogathon/Prom: May 12

Graduation: Jun 2

**Please follow the calendar/events as posted in FACTS/
RenWeb for the most current schedule of events.**

Bell Schedules

Regular Bell Schedule Monday - Thursday

School Opens	7:30		
Tardy Warning	7:55		
HR/ Attendance	7:55 - 8:05		
Announcements	*8:05	8:13	0:08
Pd 1	8:15	8:57	0:42
Devotionals	9:00	9:12	0:12
Warning Bell (M,W)	9:10		
Pd 2	9:15	9:57	0:42
Pd 3	10:00	10:42	0:42
Pd 4	10:45	11:27	0:42
Lunch	11:27	11:57	0:30
Gym/Upstairs Bell	11:44		
Pd 5	12:00	12:42	0:42
Pd 6	12:45	1:27	0:42
Pd 7	1:30	2:12	0:42
Pd 8	2:15	2:57	0:42
Dismissal	3:00		
School Closes	3:15		

Regular Bell Schedule Friday (ext. devo & lunch)

School Opens	7:30		
Tardy Warning	7:55		
HR/ Attendance	7:55 - 8:05		
Announcements	*8:05	8:13	0:08
Pd 1	8:15	8:55	0:40
Praise/Worship	8:58	9:17	0:19
Warning Bell	9:15		
Pd 2	9:20	10:00	0:40
Pd 3	10:03	10:43	0:40
Pd 4	10:46	11:26	0:40
Lunch	11:26	12:06	0:40
Gym/Upstairs Bell	11:46		
Pd 5	12:09	12:49	0:40
Pd 6	12:52	1:32	0:40
Pd 7	1:35	2:15	0:40
Pd 8	2:18	2:57	0:39
Dismissal	3:00		
School Closes	3:15		

2-Hr Delay Schedule Monday - Friday

School Opens	9:30		
Tardy Warning	9:55		
HR / Attendance	9:55 - 10:05		
Announcements	*10:05	10:13	0:08
Pd 1	10:15	10:42	0:27
Devotionals	10:45	10:57	0:12
Warning Bell	10:55		
Pd 2	11:00	11:27	0:27
Pd 3	11:30	11:57	0:27
Pd 4	12:00	12:27	0:27
Lunch	12:27	12:57	0:30
Gym/Upstairs Bell	12:44		
Pd 5	1:00	1:27	0:27
Pd 6	1:30	1:57	0:27
Pd 7	2:00	2:27	0:27
Pd 8	2:30	2:57	0:27
Dismissal	3:00		
School Closes	3:15		

11:15 Early Dismissal (No Lunch)

School Opens	7:30		
Tardy Warning	7:55		
HR / Attendance	7:55 - 8:05		
Announcements	8:05	8:15	0:10
Pd 1	8:17	8:40	0:23
Pd 2	8:43	9:06	0:23
Pd 3	9:09	9:32	0:23
Pd 4	9:35	9:57	0:22
Pd 5	10:00	10:22	0:22
Pd 6	10:25	10:47	0:22
Pd 7	10:50	11:12	0:22
Dismissal	11:15		
School Closes	11:30		

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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 or made available to students at the school. The Beaver County Christian School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship awards, athletics 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 Son, 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.

STATEMENT ON SEXUALITY¹

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.

¹This Statement on Sexuality is adapted from Harvest USA, found at: <https://www.harvestusa.org/our-beliefs/> (Revised 06/1/2019)

EXPECTATIONS OF PARENT COOPERATION

It is important for parents to understand that enrollment in BCCS is not a right, but a privilege, and that 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 school/classroom regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and BCCS policy.

We expect parents to uphold the authority of the administration, teachers, learning support team, and staff of BCCS. We expect that parents acquaint themselves with the academic and disciplinary policies and procedures as outlined in this handbook. If parents ever find that they are in disagreement with the administration, teachers, learning support 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, learning support team, and staff; the procedures; nor 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 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 all tuition policies. Parents agree to support BCCS policy/procedural decisions as outlined through the Student/Parent Handbook.

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 to be necessary for educational purposes.

Physical exams are required for students by the Commonwealth of Pennsylvania for the following grade levels and at the start of the academic year: height, weight, and vision (9-12) and hearing (11). Student-athletes are also required to comply with PIAA sports physicals in order to participate in athletics.

THE MATTHEW 18 PRINCIPLE - FOR CONFLICT RESOLUTION

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.

But 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 give 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 Scripture 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 amiable 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 with 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).

Sources:

- Dr. Paul A. Kienel, former president 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.



ACADEMICS

“and I have filled him with the Spirit of God, with wisdom, with understanding, with knowledge and with all kinds of skills” -Ex. 31:3

ACADEMIC PROBATION/DISMISSAL

All BCCS high school students are under the following academic policy: At the end of a nine weeks grading period, students with a grading period GPA below 1.5 will be placed on academic probation for the next grading period. Students who are on academic probation must raise their next grading period GPA to 1.5 or above. Any student who does not raise his/her next grading period GPA will be recommended to the School Board for academic dismissal. The decision to dismiss a student for academic reasons will reside with the School Board. Appeals regarding a decision for academic dismissal may be made to the School Board.

ACADEMIC PROGRESS

Academic progress should be monitored through FACTS/RenWeb and/or Canvas. Current grades, attendance, and other resources are available. Students and parents are encouraged to actively monitor current standing and progress towards graduation. If you have any issues with your account, please follow up with the high school administrative assistant, Mrs. Scott. Lesson content, assignments, and grades may also be viewed through the Canvas LMS. Teachers will be migrating content into Canvas, so available content will vary from teacher to teacher.

ATTENDANCE REQUIREMENTS FOR ACADEMIC CREDIT

Students learn more and achieve higher when they are present every day for school. Class cuts, arriving more than ten minutes late to class without an excuse, classes missed due to unexcused absence or unexcused tardy are all considered unexcused class absences. Attendance is kept for each class (available through FACTS/RenWeb). Parents and students are expected to monitor attendance. Should any questions arise, please contact the appropriate subject teacher(s) and/or the office.

Any student who is absent from school or absent from an individual course more than 15 days per semester will not receive credit for the course or courses. **This includes both excused and unexcused absences.** In the case of extenuating circumstances, an appeal can be made to the high school principal.

BCCTC, CCBC, and OTHER EDUCATIONAL OPPORTUNITIES

The Beaver County Career and Technology Center (BCCTC, formerly VoTech), The Community College of Beaver County and other educational opportunities may be available to BCCS students. Such specialized programs require regular attendance and cooperative learning with

students from other schools. A student's individual cooperation as a member of that group is instrumental to the learning process. A student's attendance and behavior patterns will be a strong consideration of his/her participation in a technical program. A student may be removed from such programs due to poor attendance, poor academics, or disciplinary issues.

CAREER AND COLLEGE READINESS

Students will complete career and college readiness activities each year. Students, staff, and parents are expected to take full advantage of this crucial process. Activities will progress each year, providing both the students and parents additional information that should help students make academic decisions that are based on data, interests, skills, and goals. Completion of this program should help students to better understand their gifts and calling. This program will culminate through a year-long, Senior Seminar course.

CAREER AND POST-SECONDARY RESOURCES

The guidance counselor provides a wide range of post-secondary information including college, university, trade school, technical school and military information. Other resources include: SAT, ACT, CLT, and ASVAB preparation materials, college search databases, scholarship information, financial planning guides, vocational/occupational information, and many other resources will be made available throughout the year. We plan to offer access to local and regional college fairs and possibly host a career day as well.

CITIZENSHIP CODE

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance 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 administration 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.

CLASS RANK AND GPA CALCULATION

BCCS does not officially rank students. All students are developing their God-given gifts and talents. We do not advocate for comparisons among our students. Rather we view the excellence of Christ as a unreachable, yet incredible benchmark, rather than looking towards others in competition.

Each student's GPA is computed by assigning quality points for each credit earned. The total number of quality points is then divided by the total number of credits earned. All classes,

except those taken through unique circumstances, are counted in a student's GPA. Special rules apply to transfer credits and those taken online and/or off site.

For determining the top graduates in each class, an add-on system is used for determining comparative, weighted GPAs. For each one credit advanced quality point (weighted) course taken, students will earn add-on points, per semester, according to the following: an A or A- will receive a .03; B+, B, or B- will receive a .02; and a C+, C, or C- will receive a .01. This comparative formula is used to eliminate any "penalty" to students for taking additional credits.

COMMENCEMENT

The graduation commencement ceremony is an honor and a privilege bestowed upon students who have earned their place within their graduating class. Students must meet all academic graduation requirements and settle all outstanding obligations in order to participate in the commencement program. Students must also adhere to the event dress code, practice commitments, and other standards as identified by school administration. The administration reserves the right to invite students to speak at graduation based on academic performance and/or leadership, or to withhold commencement activities for students who have not satisfied obligations or have disciplinary issues. Other students may also have roles during the event, at the sole discretion of the administration.

DIPLOMAS

Students who meet the graduation requirements will receive a certificate during the ceremony. Diplomas will be mailed once final grades are determined. Students obtaining a GED from the State of Pennsylvania will not be issued a diploma. Students earning a diploma from another district or out of state will not receive a diploma. Only a current student who earns all required graduation credits will receive a diploma. Seniors who require summer school will be issued a diploma upon the completion of all required coursework.

DUAL ENROLLMENT

Students may have the opportunity to earn both high school and college credit simultaneously through dual enrollment. To be eligible, students must meet grade standing and GPA requirements of a given provider. Currently, students may attend classes through Geneva College. Students must meet the college/university admissions requirements in order to participate.

GRADING SCALE / HONOR ROLL

A	92-100	C	72-77	
A-	90-91	C-	70-71	Honors: 3.5 - 3.74
B+	88-89	D+	68-69	
B	82-87	D	62-67	High Honors: 3.75 and above
B-	80-81	D-	60-61	
C+	78-79	F	0-59	

Honor Roll is determined at the conclusion of each quarter, considering only the 9-weeks grades (not cumulative and not factoring in exam grades).

GRADUATION REQUIREMENTS

English	4.0	Phys. Ed.	1.5
Social Studies	3.0	Health	0.5
Math	3.0	Speech	0.5
Science	3.0	Senior Seminar	1.0
Bible	2.5	Electives	7.0

**Some students may qualify for alternative graduation requirements*

GUIDANCE SERVICES

The following guidance services are available and may be provided on an individual and/or small group basis: course selection, academic needs/concerns, post-secondary educational planning, career planning, crisis consultation, social-emotional intervention, and other unique, student- centered services. Students are expected to develop autonomy and self-advocacy skills, and the counselor will encourage this type of behavior within our student body. Individual appointments may be scheduled and should be made during study halls or other non-academic time.

Please communicate any crisis-related issues with BCCS teachers, staff, the guidance counselor, or administration. 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).

HOMEWORK

Homework is an integral part of the educational process. Research clearly shows that homework enhances academic performance including significant statistical correlations between appropriate homework and reading comprehension and mathematical concept comprehension. Therefore, teachers are expected to assign homework regularly. Students are expected to complete homework assignments thoroughly and accurately. Assignments should provide the opportunity to practice, prepare, and extend the classroom learning experience.

INCOMPLETE GRADES

Students who do not complete the required assessments for a course may be assigned an “I”, indicating incomplete, on their report card. These required assessments may include tests, quizzes, labs, research papers, presentations, or other work deemed to be crucial for accountability in a given course. A student will have a maximum of seven (7) school days to rectify the situation with their classroom teacher. After seven (7) days, any incomplete work may be converted to a zero, and the resulting course average will be reported as the nine weeks grade.

LEARNING SUPPORT

Learning support is part of every child’s educational program at BCCS. Therefore, all students at BCCS benefit from the learning support 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 learning support team consists of BCCS faculty/staff, Beaver Valley Intermediate Unit staff, and other outside 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 learning support 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 Learning Support 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 learning support team, classroom teacher, administration) to discuss the results and ensuing action plan.
- If necessary, the Learning Support 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.
- ESP's will be reviewed and updated yearly.
- The Beaver Valley Intermediate Unit requires written parental permission before the contracted staff can provide direct support.

PROMOTION CREDIT REQUIREMENTS

A minimum of 6 cumulative credits must be passed to earn sophomore standing; 12 must be passed to earn junior standing; and 18 credits must be passed to earn senior standing.

REPORT CARDS

At the conclusion of each quarter, report cards will be emailed to parents and students. At the conclusion of the first and second semester, final exams will also be included on the report card and factored into the overall semester/course grades. Students and parents are encouraged to regularly review academic progress in each course through FACTS/RenWeb and/or Canvas throughout the school year.

SCHEDULE CHANGES

Students may only withdraw by recommendation/approval from their teacher, counselor, and parent. Students are encouraged to make changes prior to the start of a new year/semester. Students can also drop/add during the allotted time frame, which will be announced at the beginning of each semester (typically students can add/drop during the first 3 to 5 days).

SCHEDULING PROCEDURES

The scheduling process, program of studies, and overall scheduling timelines will be discussed in detail with all students near the beginning of the second semester each year. Classroom teachers, parents, the guidance counselor, and, most importantly, the student all have critical roles in selecting courses for the upcoming school year.

STANDARDIZED TESTING

Several standardized assessments may be administered to students. These assessments may include: PSATs, SATs, ACTs, CLTs, ASVBs, and other local assessments when necessary. These assessments are administered for future school and post-secondary placement and to provide individual and systemic data that will be used to drive curricular decisions and differentiated instruction for all students.

STUDENT RECORDS

Student cumulative records include grades, attendance, standardized test scores, and other pertinent data. Record keeping is in accordance to federal and state laws and school board policy. This information is available to parents and students. Please contact the guidance or school office in order to request student records.

TRANSCRIPTS

Official transcripts are required for most scholarship applications and college admissions applications. Official transcripts cannot be issued to students or parents. Therefore, students must request official transcripts to be sent through the guidance office. A student can request a copy of their unofficial transcript at any time.

WITHDRAWING FROM SCHOOL

Parents must request a withdrawal in writing or via email. It is very helpful for the BCCS administration to understand the reason(s) for withdrawing. A follow-up survey may be conducted through the BCCS admissions department. Students cannot quit school until they reach seventeen (17) years of age.

Once a student withdraws, he/she will not be eligible to receive a diploma, even if they complete a state approved GED program or out-of-district online or alternative education program. GED information is available at CCBC and most local libraries. Students cannot complete the GED program until their cohort class graduates from high school.

ATTENDANCE

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” - Col 3:23

School Hours:

School day/year: 8:00 a.m. - 3:00 p.m.

Summer hours: 9:00 a.m. - 2 p.m.

**BCCS offices are closed during July*



ATTENDANCE NOTIFICATION

When students are marked absent from school, an email alert will be sent to parent(s)/guardian(s) by 9am through FACTS/RenWeb. Because this is an automated system, it is crucial that students check-in with their attendance center teacher first thing in the morning. If a student arrives late to school, he/she must check-in through the office.

ATTENDANCE PROCEDURES SUMMARY

Regular school attendance and punctuality is required by the state of Pennsylvania and is necessary to be successful in school. A student who has been absent must bring a written note (email is also acceptable) from his/her parent/guardian stating the reason for the absence. In order to be excused, documentation must be provided within 3 days of returning to school from an absence.

All students should report to their attendance location **before the tardy bell rings at 8:00am**. A student who enters the building but does not report to their assigned attendance center by 8am is still considered tardy. Any student who is late must sign-in through the office. Any requests for an early dismissal should also be submitted to the office in the morning. Any time students are entering the building after the school day begins or leaving early, they must do so through the office.

ATTENDANCE REQUIREMENTS FOR ACADEMIC CREDIT

Students learn more and achieve higher when they are present every day for school. Class cuts, arriving more than ten minutes late to class without an excuse, classes missed due to unexcused absence or unexcused tardy are all considered unexcused class absences. Attendance is kept for each class (available through FACTS/RenWeb). Parents and students are expected to monitor attendance. Should any questions arise, please contact the appropriate subject teacher(s) and/or the office.

Any student who is absent from school or absent from an individual course more than 15 days per semester will not receive credit for the course or courses. **This includes both excused and unexcused absences.** In the case of COVID-19 related quarantine/absences, or other extenuating circumstances, an appeal can be made to the high school principal.

CHANGE IN DISMISSAL ROUTINE

If parents/students request a change in dismissal routine (such as being picked up instead of riding the bus) the office must be notified with plenty of notice. Ideally, a change in routine should be communicated clearly in advance to ensure that the student understands the parent's expectations prior to the end of the school day. Because we rely on clear communication with multiple bus companies, it is crucial that changes are reported in a clear and timely manner.

COLLEGE VISITS

Students should make every attempt to schedule trips on days that school is not in session. However, if school must be missed, arrangements must be made through the guidance office. Juniors and Seniors may have permission (excused absences) for college visits. In order to be excused, prior approval must be granted through the guidance office.

COMPULSORY ATTENDANCE

Students who are in school have shown greater growth and higher achievement than their counterparts who are absent. School attendance is mandated by the state to ensure that each child is afforded the opportunity to learn in a school setting.

Pennsylvania State Code requires that schools remove students from the enrollment rosters after 10 consecutive days of absence without a verifiable excuse. The school will notify parents/guardians of absences through daily attendance calls. However, it is the responsibility of the parent/guardian and/or student to provide information about the absence to the school.

Additionally, students between the ages of 8 and 17 are required to be in attendance at school according to PA state code. Therefore, a student who is removed from the rolls who is between the ages of 8 and 17 must be enrolled in another school district as soon as possible. Please notify the BCCS HS office when enrolling in another program so that records can be transferred in a timely manner.

EARLY DISMISSALS

All efforts should be made to avoid scheduling appointments during school hours. However, if an early dismissal is required, students must adhere to the following guidelines. A note should be brought to the office prior to 1st period, signed by a parent/guardian stating the time that dismissal is needed. The parent/guardian should include a phone number where they can be reached during the morning, in case confirmation is needed. Upon returning to school, the appointment card (or other official form) should be submitted. If a student returns to school the same day, he/she must sign-in when re-entering the building.

If a student becomes ill in school, he/she should request a pass from his/her teacher and report to the office. Students are not to call a parent to request an early dismissal due to illness until they speak to the office staff. Students are not to leave the building or hang out in a restroom without authorization because of illness. Students should always report to and communicate with the office.

EXCUSED ABSENCES

When students return to school from an absence, they must present a written excuse from their parent/guardian. This written excuse should be submitted to the office within 3 days following an absence. This excuse must state the reason and date(s) of the absence and include a telephone number where a parent/guardian may be contacted, in case confirmation is needed. Students who fail to present a written excuse for an absence will have the absence recorded as unexcused. If unexcused absences accumulate, disciplinary action will be initiated.

It is the responsibility of the student/family to arrange to make up work missed during absences. Students should check online resources and check-in with teachers on the day he/she returns to school following an absence.

The following are considered as excused absences (within the PA School Code):

1. "Typical" student illness, family illness, or COVID-19 related illness or quarantine
2. Medically excused illness from a physician's office
3. Observance of religious holidays
4. Pre-approved religious instruction
5. Educational tours and trips conducted under the supervision of an adult/chaperone acceptable to the school administration and to the parent/guardian
6. A death in the family
7. Other personal reasons that are approved by the school administration

** Please remember that written documentation is required for excused absences and must be submitted within three (3) school days of a student's return to school*

FAMILY TRIPS

BCCS recognizes that trips by students during the school year can have significant educational value if planned properly. The following procedures should be followed in requesting approval for an educational trip:

1. Parents shall submit a written or digital request no less than ten (10) school days in advance of the proposed trip, using the form available in the resource area of FACTS/RenWeb.
2. The cumulative number of days missed will be used when calculating attendance requirements for class credit.
3. The principal must specifically approve any requests during the final ten (10) days of any school term.
4. Students must contact all of his/her teachers prior to a family educational trip and arrange for completion of all assignments, tests, and other classroom work.

INTERNSHIP / WORK RELEASE PROCEDURES

Internships/work release can be granted to seniors who are on academic track to graduate. Interested seniors should inquire through the guidance office. Once approved, any eligible student must sign-out through the office prior to leaving. This privilege can be revoked if a senior fails to meet academic, behavioral, and/or attendance expectations.

MAKE-UP WORK

For an extended absence of three (3) or more days, the office can be contacted to help collect assignments and materials for class. A parent should make arrangements to pick up these assignments and materials.

Students will be given a reasonable amount of time to complete missing work or to make-up assessments, projects, or class work that are missed due to absence. However, when a student misses only one school day, he/she is expected to complete and submit all work that was due on the date of their absence, the day that he/she returns to class.

When a student misses multiple days, he/she will be given the opportunity to “catch-up” on class work, assignments, and assessments without a penalty – provided that their work is completed in a reasonable amount of time. As an example, if a student misses two (2) days, he/she would be expected to turn-in work for day one on their first day back and submit work for day two on the second day back. This same pattern should be extended for other multiple-day absence scenarios.

It is always the responsibility of the student to clearly communicate with his/her teacher in order to establish clear timelines, due dates, etc. when multiple days of school are missed. Students should not expect a grace period for making up incomplete/missing work.

TARDY TO SCHOOL

Students who report for attendance after **8:00am** are considered tardy to school. Any student who is late to school must report to the office prior to stopping at his/her locker, room assignments, or restroom. Students must present an excuse signed by a parent/guardian that includes a reason for the tardiness, approximate arrival time, and a telephone number where a parent may be contacted for verification.

Only an excuse from a doctor's office or other legal documentation, will be excused. A note from a parent/guardian will generally not be considered excused for tardiness to school. Please see “Tardy to School” in the discipline section to review school sanctions for unexcused late arrivals to school. In order to be eligible to practice, compete or perform, a student-athlete or performer must attend four (4) full periods of school (unless excused medically or by other legal documentation).

Three tardies of any kind, excused or unexcused, shall be counted as a one-day absence. These absences will count towards the totals noted in the previous “Attendance Required for Credit” paragraph. Students entering without a note will be assigned an unexcused tardy.

UNEXCUSED ABSENCES

An unexcused absence is defined as being absent from school for all or part of a school day without parental permission. If a student is absent without excuse, he/she will receive a “0” for class work missed (including any tests given).

Any student absence is considered unexcused until written documentation is provided to the school office. Written documentation must be provided within three (3) days of a student's return to school from an absence. Keep in mind that a parent note can only be used to excuse up to

ten (10) student absences per year. After the tenth such day, further absences will be considered unexcused, unless covered by other written documentation as described in the “excused absences” section.

Once a student accumulates ten (10) or more unexcused days, participation in any co-curricular and extracurricular activities will be suspended. The student will lose all driving/parking privileges. An appeal to the principal may be requested for reinstatement, after a reasonable probationary period has elapsed.



ATHLETICS/ACTIVITIES

"Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles. And let us run with perseverance the race marked out for us." - Heb. 12:1

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

1. Training is a necessary part of competition
2. Effort and hard work are 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

In addition, we believe the following guidelines should apply:

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. In athletic contests, every effort must be made to act out a gracious spirit towards competitors, such 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
 - modeling of a gracious spirit by coaches, players, and spectators

ACADEMIC ELIGIBILITY (WEEKLY)

Our ethos at BCCS is to be faithful in all areas of life. We acknowledge academics and extra-curricular activities are both vital aspects in the life of a student. The following process will be used to determine weekly academic eligibility:

1. A course failure report will be run on Fridays (or the last day of the week).
2. Students who are listed for even a single course failure will be compared with the active roster for sports/activities that are "in season".
3. A confirmation request will be sent to the instructor(s) of the course(s) in which a student has a cumulative grade <60%.

4. If a failure is confirmed, the coach/advisor, athletic director, principal, and parent will be notified via email. The principal will notify the student in person.
5. If a student is failing more than one class, they will become ineligible for the following week (Sunday - Saturday)
6. The student has the responsibility of working with his/her teacher(s) in order to complete any/all work to reach a passing cumulative average.
7. The student is considered ineligible for a full week of competition.
8. The cycle will repeat every Friday throughout the school year.

ACADEMIC ELIGIBILITY (QUARTERLY)

1. At the conclusion of any 9-week marking period, all students must be passing a minimum of four (4) credits.
2. Any student who does not meet the four (4) credit requirement will be immediately ineligible for the first fifteen (15) days of the new marking period. (applies to the 1st quarter marking period based on the previous year's 4th quarter grades).

ATHLETIC / ACTIVITY FEES

Each HS Varsity Sport/Athletic Season - \$125; Musical - \$50

ATHLETIC TRANSPORTATION SUMMARY

We must always keep the safety and welfare of our students as a top priority. We must balance practical needs, budgetary concerns, and safety in order to provide/promote opportunities for our students. Therefore, we always need parent volunteers to help to drive our student-athletes to/from events. We fully appreciate any/all of you who have served our student-athletes and families through ride sharing.

Any travel on non-school days is considered "on your own". We realize that families may wish to share rides and make practical arrangements at times when all of the students are starting at home. Therefore, parents are responsible for transportation arrangements on non-school days.

After-school travel to practice/home games (for example, soccer team to Wright Field, less than 4 miles away) is considered "on your own" as many students share rides with other athletes and/or parents.

The following applies to school-day travel to/from away games:

- We fully appreciate parent volunteers who provide transportation.
- After-school transportation will be coordinated among parent volunteers/coaches.
- With parent permission, student drivers can drive themselves or other immediate family members but cannot drive other students/athletes.
- Once a parent takes physical custody (at the conclusion of a game) they can make transportation arrangements for their own child.
- However, in any/all cases, a coach may require that the team travels together. The coach will clearly communicate his/her additional expectations regarding transportation.

ATTENDANCE REQUIREMENTS

Students cannot participate in practice, games, or activities if they are absent (unexcused) from school. The principal will consider extenuating circumstances, if requested in advance. Students must attend at least four (4) full periods of the school day to participate in practice, games, or activities.

If a student does not meet the above attendance criteria, the coach/advisor will be notified so that the student does not participate on the day of absence.

If a student misses twenty (20) days (excused or unexcused) of a current semester, they become ineligible until they have attended for forty-five (45) days. This applies to the first semester as well (the previous spring semester attendance will be reviewed). Summer school and/or make-up days do not count toward the 45-day requirement.

If a student is ineligible due to semester attendance, the coach/advisor, athletic director, principal, and parent will be notified via email. The principal will notify the student in-person.

CONFLICT RESOLUTION

Conflicts may arise among/between teammates. Parents may have a conflict with a coach or activity sponsor. Please review the Matthew 18 Principle beginning on p. 10. We expect that this process for resolving disputes/conflicts will be applied across all BCCS endeavors.

Parents are not permitted to approach coaches regarding in-game decisions or playing time, especially immediately after a game/event. Parents may request an appointment to meet with a coach/sponsor to discuss specific skills, attitudes, work ethic etc. of their child. However, coaches do not need to defend their distribution of playing time and/or in-game decisions.

INTERSCHOLASTIC COMPETITION

BCCS offers interscholastic athletics for boys and girls. 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. 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.beavercountychristian.org for a listing of programs. There are additional fees associated with these co-op sports.

WHAT WE BELIEVE

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 themselves. 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. The head varsity 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 towards 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 through 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.

DISCIPLINE

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. -Hebrews 12:11



GENERAL CODE OF CONDUCT

All policies and procedures in this handbook remain in effect while students are at school, on the way to/from school, while riding a bus or other school coordinated transportation, at school-related, sponsored, or supervised events, and at any other time that a reasonable nexus can be made between student behaviors and the educational mission of the school. The following attitude of the heart is expected from all BCCS students:

(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; and (6) I will not engage in illegal, immoral or unethical behavior.

ACADEMIC DISHONESTY

Academic dishonesty includes: cheating during a test, quiz, or exam; unauthorized possession of a test, quiz or exam; plagiarism (taking of language, ideas, content, writing or thoughts from another source without giving credit – claiming as one's own); providing your work for someone else to copy and submit as his/her own; using another student's work to copy and submit as your own; and altering or forging a hard copy or computerized record of any kind.

Using a cell phone or personal electronic device without specific teacher permission during any type of assessment will be considered academic dishonesty. In addition to the sanctions for cheating, the student may lose the privilege to have/use a cell phone and/or other electronic device during school hours.

A violation will result in the assignment of no credit (zero points) on the current assessment. The teacher will file a report through the guidance office when a violation has occurred. For any subsequent violation in any class, an "F" may be assigned for the academic term during which the violation occurred.

ARSON

Any student who starts a fire or assists in setting a fire on school property will receive a minimum of five (5) days of suspension (OSS) and possible expulsion. The police will be notified immediately. The district may ask the police to file all appropriate criminal charges against the student.

BOMB THREAT

Any student who initiates or assists in communicating a bomb threat will receive a minimum of five (5) days of suspension and possible expulsion. The police will be notified immediately. The district may ask the police to file all appropriate criminal charges against the student.

BULLYING, CYBER-BULLYING, AND RETALIATION

BCCS strives to maintain a safe learning environment that is free from bullying and cyber-bullying. 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 cyber-bullying, 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 cyber-bullying will not be tolerated on school grounds and at school sponsored events, activities, functions, field trips, and programs. Bullying and cyber-bullying 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.

BULLYING - DEFINED

Bullying is characterized by three specific 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.

For additional information on the definition of bullying, please refer to information provide by Signe Whitson who wrote *Rude vs. Mean vs. Bullying: Defining the Differences* http://www.huffingtonpost.com/signe-whitson/bullying_b_2188819.html.

Bullying that affects a child's social standing or status is a form of **relation 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** that may serve to reinforce positive relationships and may occur among peers of equal standing. **Conflict**, in contrast, is motivated by negative intent. 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, the situation has 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 seek out help from a teacher, administrator, or their parents to help resolve the situation.

Cyber-bullying is a specific form of bullying that involves technology. It is the “willful and repeated harm” inflicted through the use of any personal electronic device.

While the definition of cyber-bullying 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 cyber-bullying 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 suspension/expulsion may be taken.
- Any member of the school staff receiving 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 (because most conflict does not constitute bullying).
- If the behavior meets the criteria for bullying, the staff member must report this to the school principal or guidance counselor immediately in order to protect the alleged targeted student. The staff member is to begin intervention strategies for the targeted student.
- The principal or guidance counselor will thoroughly investigate and address suspected reports of bullying. He or she will meet with the targeted student and/or witness(es) and alleged 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 take reasonable action to facilitate an end to the bullying.
- For confirmed cases, the bully will be assigned detention, suspension, or possible expulsion, depending on the extent and impacts of the bullying.

BUS MISCONDUCT

All school rules, policies, and procedures are in effect while students are on the way to and from school. Students must participate in bi-annual bus evacuation drills. The bus driver has the responsibility to establish additional safety procedures and rules regarding appropriate student conduct. The driver will report any serious violation to the building administration.

A first violation may result in a verbal warning and a parental notification. A second violation may result in a 3-day bus suspension. A third violation may result in a 5-day bus suspension.

Any further violations may result in a permanent bus suspension. For any violation that is egregious or poses a significant health/safety violation, the above steps may be altered.

Students and parents are advised that audio and video recordings may be made of speech and actions on school buses by use of audio/video cameras. Students and parents are advised that there can be no reasonable expectation of privacy for actions taken or statements made on school buses.

CLASS CUTS

Students must attend all scheduled/assigned periods every school day. Periods include: all academic and elective classes, study halls, homeroom, announcements, devotions, lunch, activities, and assemblies. Students must always report to their assigned class first, even if they have a pass to see another teacher. In addition, if a student is sick, they must report to class first to secure a health pass. Whenever a student is unaccounted for (even if “sick” in a restroom), it may be considered a class cut. Any time a student is ten (10) or more minutes late to class without an excuse, it is considered a class cut.

For a 1st class cut, lunch detention is typically assigned by the teacher. For subsequent class cuts, after school detention will be assigned. Repeat class cuts will result in suspension.

Any time that a student cuts class, the class absence is considered unexcused. Please refer to the “Attendance Required for Credit” section. No credit will be given for any class work that is missed due to a class cut, including: tests, exams, quizzes, presentations, or assignments.

DISCIPLINE LEVELS

Level 1 infractions are typically minor violations of school policies/procedures that disrupt the normal operation of the school. These types of violations usually lead to verbal warnings, lunch detention, after school detention, parent/teacher conferences, social probation, loss of privileges, etc.

Level 2 infractions include repeated Level 1 infractions, those that cause a significant disruption to the operation of the school, and those that are generally more serious than Level 1 infractions. These types of infractions usually lead to after school detention, suspension, restitution, police charges, social probation, loss of privileges, removal from class, etc.

Level 3 infractions include repeated Level 2 infractions and those that are the most serious infractions (usually those that are cause for extended suspension or referral for expulsion). Any time a student has been assigned multiple referrals leading to suspension, an informal hearing will occur to consider permanent expulsion from school.

DISCIPLINE PROGRESSION

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. These disciplinary actions will be applied 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.

(1) Lunch detention - teachers assign lunch detention for minor infractions. Teachers will notify the student immediately and add their name to a online log. Students will be given one day of notice to serve in case lunch arrangements must be made. If students refuse to serve or skip lunch detention, they will be assigned additional days. Further refusal or if a pattern of continued behavior issues develops, students will be assigned after school detention. Parents are not typically notified of lunch detentions unless there a pattern of discipline. Students who are serving lunch detention are not permitted to walk to Sheetz. They must report to the lunch detention proctor at the beginning of the lunch period.

(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. This should only occur if a “cooling off” period is needed or if the disruption to the learning environment is significant. After receiving a report from the sending teacher, the principal will intervene, counsel, and/or assign discipline.

(3) After-school detention - the student must stay after school for one hour, serving with a proctor teacher. Detentions will be scheduled one day per week (typically on Thursdays). Parents will be notified by email. After-school detentions are typically assigned for violations that are disruptive and/or show a pattern of non-compliance regarding minor rules/expectations.

(4) Out-of-school suspension - the student will not be allowed to attend school or any extracurricular activities. The student will have the opportunity to make up assigned work. It is the student’s responsibility to obtain the work and make arrangements for completing it in a timely manner. Parents will be notified. OSS may be assigned from 1-10 days, depending on the nature of the violation and the impact on the school. OSS is typically assigned for significant discipline violations or as a result of continued non-compliance issues or after having received multiple after-school detentions.

(5) Expulsion - the student is removed from school for 10 or more days and possibly dropped from enrollment. An informal hearing will be held at the school including the parents and student in order for the principal to review the violation(s), evidence, student records, etc. A student may be permanently removed from school only by the head of schools. If a student is permanently expelled, the decision may be appealed through a discipline committee of the school board, upon parent request.

DISCIPLINE PROCEDURES - MAJOR VIOLATIONS

Level 3 or repeat Level 2 violations will be dealt with on an individual basis and will normally result in suspension and/or expulsion. Depending on the nature and severity of the offense, students may be suspended at the discretion of the building administrator for 1 to 10 days. Students may be expelled from school permanently at the discretion of the head of schools.

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 schools.

In all suspension cases, the student has the responsibility to make up work missed 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 (home or away) during or after school hours on any day of 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, or at school events over the weekend until the suspension has been completely served.

Due process for suspensions:

For suspensions up to 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/email of the suspension.
- Additional efforts will be made to contact the parent/guardian by phone.

For suspensions between 3 and 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 schools are notified in writing/email of the suspension.
- An informal hearing (student, parent, and principal) will be held at the school, ideally within the first three days of the suspension.
- The final disciplinary decision will be rendered; and the parent/guardian will be notified in a timely manner.

DISORDERLY CONDUCT

For incidents involving severe misconduct, severe insubordination, severe disrespect to staff or specific violations of the PA Criminal Code, the police will be notified. The police will be asked to file all appropriate charges. In addition to charges, any such incident may also result in suspension or possible referral for expulsion.

DISPLAYS OF AFFECTION

Extensive touching, 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. Parents will be notified of any ongoing problems or for uncooperative students. For continual or severe acts (including sexual contact and/or lewdness), suspension may be assigned. Charges may also be filed for extreme violations.

DRUG AND ALCOHOL POSSESSION OR USE

Students are 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 school-related activities. Students in violation of this policy will be suspended for an initial 5 days. During the 5-day suspension, administration will conduct an investigation which may lead to additional days of suspension and/or expulsion.

Possession or being under the influence of illegal drugs (or possession of “look-a-like” drugs), drug paraphernalia, controlled substance(s), “synthetic” over-the-counter mood-altering substances, or alcohol is absolutely forbidden. Unauthorized prescription medications are also considered “illegal” when in the possession/use of students. Drug and alcohol violations will result in an immediate suspension for 5 days. The police may be notified to assist and possibly file applicable charges. Within the five days, an informal hearing will be held to determine a further course of action, including possible expulsion.

Devices used to vape, that include an electronic vaporizer, bowl, pipe, or other reservoir for inhaling substances are considered drug paraphernalia. Possession of paraphernalia will result in an immediate 5-day suspension. The local police will be asked to test the paraphernalia to determine if an illegal drug or controlled substance is present. If illegal or controlled substances are found, the above drug possession policy will be applied.

FIGHTING

A fight includes any incident during which one or more student(s): strike(s), tackle(s), or otherwise engage(s) another student(s) with intent to injure or harm. While students do have the right to defend themselves from being assaulted, once they become an active and aggressive participant, they are considered a combatant. The use of “fighting words”, such as racial, cultural, or ethnic slurs, or other confrontational language associated with hate speech or used to instigate or provoke a physical response will be treated in the same manner as physically participating in a fight.

A first violation will result in a three (3) day suspension. A second violation will result in a five (5) day suspension. Any participation causing serious bodily injury or participating in multiple fights will be referred for possible expulsion. The police may be involved and asked to file appropriate charges.

FIRE ALARMS

Setting off a false fire alarm will result in a five (5) day suspension and may result in expulsion. The police will be asked to file all appropriate charges.

FIRE EXTINGUISHERS

Tampering with or dispensing a fire extinguisher will result in a five (5) day suspension. The student must also pay all costs associated with replacing or replenishing the extinguisher. The police may be asked to file all appropriate charges.

FORGERY

Providing false information, forging, altering, or tampering with any document with an institutional function at school is considered forgery. Using communication under false pretense is also included. Examples include teacher passes, hall passes, parent excuses, early dismissals, falsified report cards, etc. Depending on the severity, intent and any past violations, forgery will result in discipline including detention or suspension.

Violations involving criminal forgery (altering money, student records, protected personal information, etc.) will result in a five (5) day suspension and possible expulsion. The police will be asked to file all appropriate charges.

GAMBLING

Gambling of any kind (including any game/activity of chance wherein money is paid, exchanged, or rewarded) is prohibited. Depending on the severity, amount of money involved, and any past violations, gambling will result in suspension or possible referral for expulsion. The police may be asked to file all appropriate charges.

HARASSMENT / INTIMIDATION

Harassment, deliberate annoyance, intimidating, bullying, or hazing another student or staff member will not be tolerated. An administrator and/or guidance counselor will attempt to meet with the students and witnesses who are involved and intervene. Confirmed violations will result in detention, suspension, or possible expulsion for severe and/or multiple violations. The police may be asked to file all appropriate charges.

HEARINGS

An informal hearing may be requested for any suspension from school in excess of three (3) school days. This hearing will be documented, and the following will be provided: notice of charges, student database information, review of the policy violation, presentation of the student's version of the events, expected behaviors upon re-entry, and any other information specific to the violation. An informal hearing is required for any suspension from school of ten (10) or more days or in other circumstances as required by policy.

If the head of schools makes the decision to expel a student permanently, this decision can be appealed through a disciplinary committee of the school board, upon parent request.

INAPPROPRIATE BEHAVIOR

All district staff has the right to intervene and refer incidents to administration regarding any student behavior that is disruptive or causes a safety issue, even if such behavior is not specifically covered in this handbook. In order to be fair and impartial, students will always retain the right to be notified of the reason for discipline and to give their own account. Sanctions will be weighed against the severity of the inappropriate behavior and impact of such behavior. Students may face disciplinary action including a verbal warning, detention, suspension, expulsion, and/or a police referral for disorderly conduct.

INCENDIARY DEVICES

Incendiary devices include, but are not limited to lighters, matches, or any other device or substance used to ignite a fire or to propel a fire and are strictly prohibited. Possession of an incendiary device will result in detention for a first offense. Any subsequent violations will result in suspension. The use of an incendiary device to start a fire at school will be handled according to the "Arson" section. The use of any incendiary device to intentionally harm another student will be handled under the "Weapons" section.

INSTIGATION

Students are expected to assist teachers and administration in operating a safe, healthy school climate for all students.” Therefore, any time that a student instigates a fight or confrontation between other students or groups of students or heightens the intensity of a disturbance, they will be disciplined for instigation. Students will be assigned to detention or suspension, depending on the severity of the violation and the resulting disturbance related to his/her action(s).

INSUBORDINATION

Students must follow directives from school personnel in order to maintain safety and effective management of the school. Depending on the nature of the directive and the student response/or lack thereof, students will face disciplinary action including verbal warning, detention, suspension and/or a police referral for disorderly conduct, depending on the severity of the action and/or the impact of the insubordinate behavior.

LEAVING SCHOOL WITHOUT PERMISSION

Leaving school grounds without permission poses a significant safety concern and will result in a detention for the first and suspension for subsequent violations. Sanctions may also result in the loss of eligibility for extracurricular activities and a possible loss of driving/parking privileges.

NETWORK VIOLATIONS

Students are given access to the Internet and other district-approved technology and networked resources. These privileges can also be revoked at any time, for any reason deemed appropriate by the district. The Network Usage Policy is included in the “Other Topics” section in the back of this handbook. Violations of this policy will result in the revocation of network access. Deliberate misuse, malicious network “damage”, or the use of the network to violate any school rules will result in disciplinary action, depending on the nature of the violation, including detention, suspension, or referral for expulsion. The police will be notified and asked to file applicable charges for any serious violations. Restitution will be charged for any monetary damages or loss that results.

PHYSICAL ALTERCATIONS

A physical altercation occurs when a student places his/her hands on another student. This can include horseplay, mischief, mild pushing, deliberate bumping, kicking, or other actions involving physical contact that does not lead to an actual fight. The throwing of objects (including food, drinks, etc.) to provoke a response will be considered a physical act of aggression. If it can be determined that there was an intent to injure, the consequences for fighting will be applied. Depending on the severity of the altercation, the overall disruption of the educational setting, agitation level of the students involved, the language used between the involved students, etc., the actions may result in detention or suspension. Multiple altercations initiated by the same student will result in additional suspension or a possible referral for expulsion.

PROFANITY, VULGARITY, AND PORNOGRAPHY

Profanity, vulgarity, and pornography in speech, writing, images, or other expressive forms is not appropriate. Inadvertent, non-disruptive profanity and/or vulgarity will simply be addressed by members of the school staff. Detention may be assigned. Intentional, disruptive profanity, vulgarity, or the possession of pornography will result in detention or suspension. The deliberate use of profanity/vulgarity towards a school employee will result in at least two (2) days of suspension or expulsion depending on the severity of the violation.

Suspected profanity, vulgarity, or pornography on a student computer or other personal electronic device will result in confiscation of the device in order to further investigate. If electronic content is a potential criminal violation, the police will be asked to investigate. During an active investigation, confiscated items will not be returned.

PROHIBITED ITEMS

The following are not permitted: the wearing of clothing that is violation of the school dress code, the wearing of bulky coats, masks that conceal one's identity, or hoods/hats during school hours. For safety/identification reasons, a student's identity should never be concealed.

Any athletic equipment (soccer balls, volleyballs, etc.) cannot be used inside (unless supervised in a gym). Any item that creates an unnecessary disruption is prohibited. Any item that leads to a violation of student conduct may also be prohibited.

Cell phones and other personal electronic devices should only be used during lunch, between classes, or with specific teacher approval. Other use is prohibited.

Students must relinquish any prohibited item(s) to any staff member upon request. This item will be sent to the office. A first violation will result in a verbal warning. The item will be kept in the main office until the end of the school day. Any further violations will result in a detention and a parent must come to the office to pick-up the item. The item will remain in the office until a parent is able to come to pick it up. If a student fails to comply with the teacher request to relinquish the item, they will be assigned at least one (1) day of suspension, according to the "Insubordination" section, in addition to the above sanctions.

SEXUAL HARASSMENT

All students at BCCS should be free from sexual harassment by other students, teachers, and staff. All complaints will be promptly investigated and resolved. Each case will be handled according to the best course of action for eliminating the harassing condition or situation. Findings and allegations will be communicated with both the complainant and the alleged harasser. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. All persons, including students and staff, should be free from sexual harassment in the school/workplace. Sexual harassment, by definition, includes affecting educational decisions or programs, making decisions affecting the student, or otherwise interfering with the student's academic/intellectual or extracurricular autonomy based on the student's submission to or rejection of such advances.

Students who violate this policy will face discipline as described under the "Harassment/Intimidation" section. Teachers and other staff who violate this policy will be

disciplined according to legal standards including contract and agency law. Students who file false accusations of sexual harassment will be disciplined and may even face expulsion, based on the nature of the complaint and its impact on the educational climate of the school.

TARDY TO CLASS

Any time that a student arrives to class after the late bell without a pass, he/she is considered tardy to class. The teacher will give a verbal warning. If a student is arriving late to class habitually, the teacher will assign lunch detention(s). If a student arrives to class more than ten (10) minutes late without a pass, it is considered a class cut. Repeat offenders may be referred to the office for additional discipline.

TARDY TO SCHOOL

Students who are not in their attendance center by 8:00am must report to the office to sign-in late. Those who do not sign-in may be assigned detention in addition to receiving the consequence for being tardy to school.

A student will be marked as “excused” or “unexcused” and included in the daily attendance report. Only an excuse from a doctor’s office, other legal documentation, or administrative approval will be excused. A note from a parent/guardian will generally not be considered excused. Students who arrive on a late bus will be excused.

Every three (3) tardies results in a lunch detention. If a pattern develops, before- and/or after-school detention will be assigned.

THEFT

Taking, receiving, transferring another student’s property, or school property without appropriate permission is considered theft. Depending on the value and severity of the violation, the following discipline will be assigned: detention, suspension, or referral for expulsion. In all cases, the stolen property must be returned and/or restitution be made. The police may be asked to file all appropriate charges.

THREATS

Threats of any kind, (physical, verbal, written, via phone and/or via computer) made to any student, group of students, community member(s), or district employee(s), will be dealt with on a case-by-case basis.

Students have the right to express themselves unless such expressions materially and substantially interferes with the educational process, threatens serious harm to the school or school community, encourages unlawful activity, or interferes with another’s individual rights. This includes verbal, written, and digital expression.

Students may 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.

Discipline may include detention, suspension, or referral for expulsion. For criminal threats or terroristic threats, the police will be asked to file all appropriate charges.

TOBACCO

Possession and/or use of tobacco is prohibited for all students, staff, and visitors. Smokeless tobacco and electronic cigarettes are also considered tobacco under this policy. If an electronic device contains a pipe, bowl, or reservoir, it will be considered to be drug paraphernalia. Charges may be filed for any tobacco violation. A first violation will result in an after-school detention. A second violation will result in a three (3) day suspension. Subsequent violations will result in a five (5) day suspension. Students acting as “look-outs” for smokers will be assigned detention. Please see “Incendiary Devices” for other consequences for possessing lighters or matches.

VANDALISM

Students who willfully or carelessly damage any school property will be assessed the cost of repair. Depending on the severity/nature of the damage and the cost of repair, the following discipline may also be assigned: detention, suspension, or referral for expulsion. The police may be asked to file all appropriate charges. School records will be withheld until all resulting debts are paid.

VERBAL ALTERCATIONS

Verbal altercations, including the use of profanity or mild threats, will result in suspension. Students who engage in a verbal altercation without using threats or profanity that still results in a disruption to the educational climate of the school will be assigned detention.

WEAPONS

Any student found to have brought a weapon onto school property, to a school-related activity, onto busses or other school-provided transportation, on his/her way to/from school, regardless of intent, will be in violation of the district weapons policy. The student may be reported to the police and receive a five (5) day OSS. Depending on the intent and circumstance, the student may be referred to the head of schools for expulsion.

A **weapon** includes: any type of gun, knife, cutting instrument, sword, striking instrument, firearm, shotgun, rifle, or any other instrument capable of inflicting serious bodily injury. The following are also considered a “weapon” according to this policy: pellet/bb guns, “look-a-like” firearms, explosive devices of any kind, ammunition, bullets, shells, chains, brass knuckles, batons, black-jacks, axe handles, pepper-spray, mace, tasers, stun-guns, or incendiary devices (when used to attempt or to inflict bodily injury).

OTHER TOPICS

As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. -Eph. 4:1-3



ACCEPTABLE USE POLICIES (INTERNET AND NETWORK)

The Internet provides enormous potential, both as a tool for teaching and support for learners. Beaver County Christian School, to all 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 Acceptable Use Policies. These policies must be signed (by signing off on the handbook) by all those who will use the school's equipment before being given access to the Internet.

Internet Terms and Conditions - 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, voice mail, computer, Internet, email, and stored email messages. Misuse of BCCS equipment may lead to disciplinary action up to and including dismissal of student or employee. Any use of the School's computer resources 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 disparage 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. 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 address, phone numbers, or social security number.
 - Users should not use the Internet to intentionally obtain or modify files, passwords, and data belonging to others.
 - Electronic mail 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 workstation including hard copies of such materials. The Administration has access to all materials on the system including e-mail.
 - 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 of 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 computer, network, or Internet as a system administrator or under a username other than the one given to you will result in 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 cancellation of the School's computer privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy 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 computer 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 with regard to such materials reported or discovered on the user's work station.
8. Students must agree to the BCCS Internet Usage Agreement if they wish to use the computers at the school. Students who do not follow the rules and conditions for using the computers and internet access supplied by the school, may permanently lose computer privileges and internet access supplied by BCCS.

ACCIDENTS AND EMERGENCIES

Accidents that occur during the school day or on any school sponsored trip will be reported to the office immediately. 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. If a student sustains a significant injury, the staff member in charge of the student at the time of the accident will complete an accident report.

BOARD MEETING ATTENDANCE

School board meetings, with the exception of executive sessions, are open to the parents, teachers, staff and association members. 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 or head of schools at least one week prior to the meeting to be included on the agenda. Submit 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 FACTS/RenWeb.

BUS SAFETY

Cooperation between the home, school, and bus driver 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:

- Comply with all driver rules and directives
- If the bus driver desires to assign seats, the student will occupy the seat assigned
- 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.
- Windows should be opened only with the permission of the driver. Students must always refrain from placing arms, head, or any part of the body out an open window
- Students must remain seated while the bus is in motion
- Eating or drinking is prohibited on the bus, unless approved by the driver
- Boisterous behavior or profane language is prohibited
- Students may not litter, vandalize, or damage the bus in any manner
- Shoving, tripping, fighting, snowballing, etc. while riding or waiting for the bus are prohibited
- Throwing or shooting of any object or material is prohibited while on the bus

- The emergency door at the rear of the bus is to be opened only on the orders of the bus driver or in the case of an accident
- Students must be at their bus stop on time. Drivers will not wait for students who make a habit of arriving late at their stop

BUS TRANSPORTATION

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. It is the responsibility of parents to contact their local school district to obtain bus schedules.

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

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.

Most students are issued Chromebooks, iPads, textbooks, lab equipment, etc. Many students are also issued athletic, music, and other uniforms and equipment. Students who borrow or use these resources are financially responsible for their loss or damage. Students are also responsible for adhering to any acceptable use agreements and or policies/procedures. The cost of replacement, rebinding or repair will be determined and assessed by the issuing teacher, program sponsor, or coach.

Students are also financially responsible for any damage to school property or debts such as money owed to the office or for fundraising. This debt must be settled, or diplomas and transcripts will not be released. Extracurricular event participation can also be suspended until outstanding debts are settled. Debts may eventually be submitted to the local district magistrate. Once debts become a civil complaint, students (parents) are responsible for court costs as well.

CELL PHONES (includes any/all personal electronic devices)

Students are permitted to have cell phones in school. However, they are not to be used during the school day (during classes, study halls, devotions, and announcements) unless a teacher or an administrator has approved their use. Cell phones may be used during lunchtime or between classes. Due to privacy concerns, cell phones should never be used in the restrooms.

Phones will be taken if they are being used during the school day with the exception of lunch, class changes, or when a staff member has authorized their use. Students will be given one verbal warning that allows them to pick up their phone at the end of the day in the office. For any subsequent violation of this policy, the phone must be picked up by a parent or guardian. Repeat offenders may lose all cell phone privileges.

CONFLICTS, CONCERNS, & COMPLAINTS (MATTHEW 18 PRINCIPLE)

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.

But 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 give 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 Scripture 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 amiable 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 with 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).

Sources:

- Dr. Paul A. Kienel, former president 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.

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.

DRESS EXPECTATIONS

Parents are responsible to teach their children to dress modestly and appropriately for school. The following is a guide to help parents and students determine what is appropriate attire to demonstrate respect to the school community, to support the instructional process, and to bring honor and glory to God. All clothing should be comfortable and modest. Any clothing that interferes with the educational mission of the school will be restricted. Students are expected to wear clean, neat, and safe clothing.

Each day students make a deliberate choice regarding attire. Choosing to not comply or choosing to be as close to the line as possible will likely result in a “bad day”. BCCS staff will adhere to these expectations and consequences. If parents are permissive regarding clothing that does not comply with our dress expectations, it creates a mixed message relative to our shared mission. We fully expect compliance from both students and parents regarding our expectations. The following items are not permitted during school hours:

- Articles of clothing that expose the chest, stomach, back, or undergarments are prohibited.
- Sleeves are required on all shirts (narrow tank tops or sleeveless shirts are prohibited).
- Skirts, shorts, and skorts must reach at least 4” above the knee. **Any questionable length will require a change of clothes.**
- Shear, see-through, or extremely tight-fitting tops or pants are prohibited.
- Tights, leggings, and other tight/form-fitting bottoms must be covered with an additional garment to the 4” length standard in the front and back or they cannot be worn.
- Holes, cut-off, frayed, or tattered shorts, pants, skirts, tops, etc. cannot be worn if they fail to meet the 4” length standard or if the chest, shoulders, stomach, or back are exposed.
- Clothing and other possessions that are obscene, profane, and vulgar, or promote the use of illegal substances or that depict any type of weapon (see “weapons defined”) are prohibited.
- Students may not wear any emblems, badges, or insignias that identify groups that are associated with violence, illegal activities, or prejudice.
- Bulky outer garments such as large coats or jackets cannot be worn during the school day unless a classroom or area of the building is significantly colder than normal.
- Sunglasses, masks, scarves, or anything that conceals a student’s identity cannot be worn unless there is medical or religious implication
- Teachers of any classes that are conducted in a lab or gym setting will specify additional clothing restrictions that are applied for safety and hygiene reasons.
- Students should change out of gym clothes before reporting to subsequent classes.
- Attire that results in any unnecessary distraction will be prohibited if it interferes with the educational mission of the school. The administration reserves the right to limit these types of distractions whenever necessary.
- 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.

When a student is in violation of the dress code policy, he/she will be dismissed from class until he/she is appropriately dressed. The student will not receive credit for class work that is missed. Students will be sent to the office so that progressive discipline may be applied.

Violations will result in one verbal warning per semester and detention (lunch and/or after school) for subsequent violations. We fully expect compliance from both students and parents regarding proper dress for school.

EMERGENCY DRILLS

Emergency drills (fire, evacuation, severe weather, dangerous intruder, etc.) will be held on a regular basis. All students and staff are expected to comply with all directives in an orderly fashion.

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 the principal at least two weeks in advance. Field trips that involve overnight stays must receive prior approval from the school board. Parents should receive at least one week notice of a field trip. A parent or legal guardian must give permission before any student may participate in a field trip. Parents should contact the sponsoring teacher or the school office if finances are a concern or if they have any questions about the field trip.

FINANCIAL AID (Tuition Assistance)

Financial Aid is available on a needs-basis, with a cap of 50% of tuition. Applications may be made online at <https://online.factsmgt.com/signin/3MNJY>. The Financial Aid Committee handles all financial aid matters.

HANDBOOK REVISIONS

BCCS reserves the right to change any policy and/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, with students, parents, and staff prior to going into effect.

HEALTH UPDATES / MEDICATIONS

It is imperative that parents keep the following FACTS/RenWeb forms updated and make any necessary changes throughout the school year:

Emergency Contact Form

Student Medical Form

After logging into FACTS/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 FACTS/Renweb.

No medications (prescription or over the counter) will be administered without written instructions from a parent and consent from a physician. The school will not provide over the counter medications to students. 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/RenWeb.

LOCKERS

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. 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.

LOST AND FOUND

There is a designated lost and found area near the vending machines. Periodically, all items will be donated or discarded. Announcements will be made reminding students to check for lost items.

PARENT-TEACHER CONFERENCES

Parents are expected to attend the parent/teacher conferences that are typically arranged in the fall. The conference affords the opportunity for the parents/teachers to discuss information that may not become apparent until much later in the year. In the upper grades, 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.

PARKING ON SCHOOL GROUNDS

During the school day, student use of the high school parking lot is by permit only. Licensed student drivers wishing to park in the school parking lot must complete an application form through the high school office. Parking tags will be issued. These tags are transferable between registered family-owned vehicles, but not between/among other students.

Students must provide proof of a valid driver's license, license plate and make and model of the car. Students are expected to drive cautiously and safely in the school lot. Parking on school property is a privilege that may be revoked for discipline violations or reckless/careless driving. All parking is done so on school property at the driver's own risk. The school assumes no liability for damages to vehicles parked on school grounds nor to personal property in the vehicle. In addition, school administration reserves the right to search student vehicles if reasonable suspicion warrants such.

SCHOOL CANCELLATIONS OR DELAYS

If emergency situations arise, school cancellation announcements will be posted via text alert through FACTS/RenWeb and aired on local media stations such as KDKA, WPXI, and WTAE. Please make sure that you always keep your contact information updated in your RenWeb account to ensure that you receive such alerts in a timely manner.

SCHOOL RECORDS

Records will be maintained according to local agency and PA Code. BCCS will not forward a student's academic records or will not grant diplomas unless tuition accounts are current. Records are not made available to anyone with outstanding obligations to the school.

STUDENT SEARCHES

When there is reasonable suspicion of a violation of school rules or laws, or in the case of an emergency, the administration reserves the right to search a student and his/her belongings. The scope of the search may include, but is not limited to: outer garments, backpacks, purses, and any other personal belongings. As a reminder, lockers and vehicles that are driven onto school property are also subject to search (including random, sweeping searches). Non-compliance with a reasonable request to search may result in suspension or referral for expulsion depending on the scope of the investigation. Any time that a student search is conducted, an administrator will contact a parent/guardian of the student who was searched in order to disclose the reason for and the findings of the search.

STUDENTS LIVING OUTSIDE THE HOME

Students who attend BCCS must live with their parent(s)/legal guardian(s) 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(s) or legal guardian(s) with whom the student originally resided and with the responsible adult(s) with whom the students now resides. Any student failing to follow these procedures may be removed from school until the proper re-admission procedures have been followed.

An exception to this policy may be made if students are moving temporarily outside their homes due to extenuating circumstances. In such cases parent(s) must submit written notification to the school principal detailing the arrangements, the reason for the arrangements, and their expected duration.

TUITION

Tuition payments are handled through FACTS (Renweb) Tuition Management, or through the BCCS business office if you choose the full pay option. The Business Manager handles all tuition collection. The exact details of your plan will depend on the option you have chosen. A family will not be allowed to register for the upcoming year or start a semester if there is a balance due at that time.

If students/families leave the school with a balance owed, all records are held until the balance is paid. The district will continue to contact the family and attempt to collect unpaid balances.

Each year mandatory fees will be updated and posted through FACTS/RenWeb including: enrollment/registration fees, building fees, tuition rates, and a FACTS processing fee.

VISITORS AND GUESTS

School visitors will be limited to those with a legitimate educational purpose. A visitor must coordinate with a staff member in advance of their visit. The office must be notified of the date, time, and purpose for any visit. Non-essential visitors will only be permitted before or after school hours or during the lunch hour.

VOLUNTEER HOURS

Our school cannot function without family volunteers. We ask that each family volunteer at least 12 hours of their time per 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/RenWeb under Resource Documents. Parents should log their volunteer hours through FACTS/RenWeb.

Volunteer opportunities include: driving/supervising student-athletes to/from games and events; serving during school events such as in-class celebrations, Jogathon, etc.; buildings/grounds beatification; classroom/school painting; approved tutoring; and other service oriented activities that benefits our school community.

STUDENT CHROMEBOOKS

Policies and Procedures



GENERAL INFORMATION

The policies, procedures, and information within this section apply to Chromebooks and other electronic devices, resources used, and issued by BCCS. Teachers may set additional requirements for use in their classrooms. The program goal is that every student will be issued an individual Chromebook to provide enhanced access to and integration with our curriculum. Therefore, parents cannot opt out of BCCS technology resources. These devices should also provide flexibility as school educational needs continue to evolve.

In most cases, seniors will have the option to buy the device that they were issued at well-below market value. These devices make for excellent “starter” laptops beyond high school.

CARING FOR YOUR DEVICE

The Chromebook is BCCS property. All users will follow this handbook and *Acceptable Use Policy (AUP)* for the care and maintenance of this technology and for our network. Students are responsible for the custodial care of the device whether on or off campus. Devices that are broken or that fail to work properly should be turned in to the office or to a technology team member. Students should complete a help ticket so that our technology team can address any repairs or issues. **General Precautions and Care:**

- Only use a clean, soft cloth to clean the screen and keyboard. Do not use cleansers of any kind. Alcohol-based technology wipes or sprays can be used according to product directions. Never spray directly onto the device; always spray onto a clean, soft cloth then wipe the device.
- Cords and cables must be inserted carefully into the device to prevent damage; Always ensure that a cord/cable is being used in the correct port.
- Do not write, draw, or place stickers or labels on the Chromebook.
- Do not remove the BCCS Technology asset tag from the device.
- Be careful not to drop or handle the Chromebook carelessly.
- Be careful not to crush the Chromebook under other heavy items.
- Never carry the Chromebook by the screen; avoid carrying while open.
- Keep all liquids and food away from the Chromebook that may cause damage if spilled.
- Please keep the Chromebook charged and read for class each day. BCCS will establish charging stations that may be available for use throughout the day.
- A protective case must always be used when transporting the Chromebook to/from classes, to/from home and during school. Again, NEVER carry the Chromebook by the screen.

CONNECTING TO A HOME, WI-FI NETWORK

Students will need to set up their Chromebook on their home wireless network. It is crucial that parents monitor and manage student Internet activity and screen time while at home. It is the prerogative of the parents to limit or restrict Chromebook or Internet use at home. However, students will use their Chromebooks under the direction of their teachers while at school.

PRINTING

Although Chromebooks were designed to foster a collaborative digital environment, Internet or cloud printing protocols may be utilized. You can setup device protocols for home printing.

Printing at school should be limited. Chromebooks and Google resources, files, and documents are designed to be shared digitally among users. Printing will continue to be facilitated through classroom/lab desktop computers when needed.

RECEIVING & RETURNING A DEVICE

Chromebooks will be distributed at the beginning of the school year freshmen and new students to BCCS HS. Prior to being issued a device, parents and students must review and sign the *BCCS Student-Parent Handbook* and the *Student Chromebook* signature pages. These forms must be signed annually to maintain possession of a BCCS-issued Chromebook.

Each student will be provided a Chromebook, charger, and a standard issue carry case to protect the Chromebook during daily use. If students prefer to purchase their own protective case, backpack, etc. they may do so if the carrying case provides padded protection.

RETURNING A DEVICE

The school-issued device with accessories will be returned to the school during the final week of the school year as facilitated by the technology team. If a student withdraws from BCCS during the school year, the device and accessories shall be returned to the school office at that time. Students who withdraw, for any other reason, must return this school-issued device with accessories to the school office.

If a student is in good standing, parents may elect to maintain possession of the device over breaks including the summer months. Further information will be shared prior to the end of the school year.

FAILURE TO RETURN A DEVICE

Students must return the school-owned Chromebook and accessories upon request, or upon withdrawing. If not, the student/parent is financially responsible for the replacement cost of the device, including any/all school provided accessories.

If the student does not return the device in proper working condition, the student will be responsible for any damage to the device. Needed repairs may be covered by the School Protection Plan (SPP), not to exceed the replacement cost of the device. Accessories will also need to be repaired/replaced at cost.

STUDENT DISCIPLINE

The discipline procedure in *BCCS Student-Parent Handbook* addresses possible offenses such as theft and destruction of school or personal property, which apply to the Chromebook or any technology device. Depending on the seriousness of the offense, students may lose Chromebook and/or technology resource/network privileges as well as being held for detention, suspension, or even in extreme cases, expulsion.

POLICIES AND PROCEDURES

ACCEPTABLE USE POLICIES (AUP) – FOR DEVICES AND BCCS NETWORK

The Internet provides enormous potential, both as a tool for teaching and support for learners. Beaver County Christian School, to all 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 Acceptable Use Policies. These policies must be signed (by signing off on the handbook) by all those who will use the school's equipment before being given access to the Internet. ***Internet Terms and Conditions for 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, voice mail, computer, Internet, email, and stored email messages. Misuse of BCCS equipment may lead to disciplinary action up to and including dismissal of student or employee. Any use of the School's computer resources 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 disparage 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. 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 address, phone numbers, or social security number.
 - Users should not use the Internet to intentionally obtain or modify files, passwords, and data belonging to others.
 - Electronic mail 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 workstation including hard copies of such materials. The Administration has access to all materials on the system including e-mail.
 - 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 of 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 computer, network, or Internet as a system administrator or under a username other than the one given to you will result in 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 cancellation of access to BCCS computer privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy 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 computer 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 with regard to such materials reported or discovered on the user's work station.

8. **Students must agree** to the BCCS Internet Usage Agreement if they wish to use the computers at the school. Students who do not follow the rules and conditions for using the computers and internet access supplied by the school, may permanently lose computer privileges and internet access supplied by BCCS.

USING YOUR DEVICE AT SCHOOL

The Chromebook is intended for use at school each day and for the completion of outside, independent assignments. Students will be able to use their school-issued Gmail and other Google Classroom tools in addition to Canvas, RenWeb/FACTS, and other web resources. Students will have access to the Google Suite of school applications, including Google Docs, Sheets, Slides, Forms, and more.

Students are expected to bring their Chromebook to class each day, unless directed otherwise by their teacher. BCCS will maintain a limited number of "loaner" devices that may be available when requested. These devices will be prioritized for students who have their issued devices out for repair with our technology team.

DEVICE INSPECTION

Students may be asked to provide their Chromebook for inspection by staff for unauthorized apps, extensions, or other policy violations. The Chromebooks are BCCS property, students do not have the right to refuse inspection.

DEVICE LEFT AT HOME

If a student leaves his/her Chromebook at home, s/he is responsible for getting the course work completed when reunited with the device (i.e., using other tools in the meantime like paper/pen). In these cases of forgetfulness, checking out a loaner Chromebook may not be an option. If available, loaner devices are for in-school use only and must be returned before the end of the school day. All Chromebook policies regarding care and responsibility apply to loaner devices when borrowed.

If a student repeatedly leaves the device at home, interventions will be put into place by the teacher and/or administrator. Disciplinary actions may be taken if a student continues to be unsuccessful in being prepared for school/class.

DEVICE REPAIRS/LOANER DEVICES

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair with the technology team. Only in the case of repair, the loaner may be taken to and from home until the repaired device is returned to the student. The student is fully responsible for this loaner and charger, just like their own assigned Chromebook.

GOOGLE APPS FOR EDUCATION

Students will always use their school-issued, Gmail account (.student@bccspa.org) to access school-related/provided software/apps or networked resources.

GOOGLE APPS AND EXTENSIONS

All apps and extensions are managed and distributed by the school. If you discover an app or extension that is useful in the pursuit of learning, discuss this with your teacher or technology team. The apps and extensions used by BCCS are propagated through our district Meraki management system. From time to time the school may add apps/extensions for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or have added apps that are not authorized by the school.

INAPPROPRIATE MEDIA, SOUNDS, GAMES, ETC.

Inappropriate media may not be used as an avatar, screen saver, or background photo. Inappropriate media includes, but is not limited to, the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures. Use of such media may result in disciplinary action.

Sound must be always muted unless permission is obtained from the teacher for instructional purposes. Internet games, messaging apps, and/or movie streaming services are not allowed on the Chromebooks. All school-provided software/apps are distributed through the Google Management Console.

INTERNET SAFETY/CONTENT FILTER

BCCS has invested in providing an open and secure Internet experience for our students on campus as Chromebooks and other networked devices are filtered through Securly, a cloud-based content filter. Internet activity is tracked -- general keywords searched, blocked sites attempted to be accessed, top sites searched, etc. Data may be reviewed by administrators, teachers, and counselors if there is cause for concern. When students are off campus, parents are responsible to monitor and assist student use on outside networks/resources.

KEEPING YOUR DEVICE CHARGED

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge the Chromebook every evening or over the weekend. Students cannot count on using a charging station while at school.

MANAGING YOUR DATA

Please note that storage space is very limited on the Chromebook. It is the student's responsibility to ensure that work is not lost due to accidental deletion. Chromebook malfunctions are not an acceptable excuse for not handing in schoolwork. Students should utilize file storage that is available through their BCCS Google account. External flash drives may also be used.

PASSWORDS AND PRIVACY

Keep your password safe and private at all times. If you feel that your password security has been breached, contact a member of the technology team for assistance.

Google Apps is governed by a detailed Privacy Policy, which ensures that Google will not inappropriately share or use personal information placed in its systems. Google complies with applicable US privacy law, and the *Google Apps Terms of Service* specifically details its obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations. Google is registered with the US-EU Safe Harbor agreement, which helps ensure that our data protection compliance meets US and European Union standards for educational institutions.

RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES

The use of BCCS technology and network resources is a privilege, not a right. The privilege of using technology resources is not transferable by a student to others or groups outside the school and terminates when a student is no longer enrolled. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the Chromebook computer. If a person violates any of the policies, procedures, and information contained in this handbook, privileges may be suspended or terminated and access to the school's technology resources may be denied. For intentional misuse appropriate disciplinary action will be applied.

The act of jailbreaking a Chromebook computer voids any warranty and is in strict violation of the AUP and the guidelines in this handbook. Chromebook privileges will be terminated, and appropriate disciplinary action will be applied.

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

The user is responsible for what s(he) says and does with the computer device and on the network. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

A crucial part of the 1:1 Chromebook Program is encouraging a strong partnership between teachers, parents, and students. When students are using their school technology, they are responsible to follow the mission, purpose, and expectations of BCCS. This means that any inappropriate usage at school or at home can still affect the learning process in the classroom.

Parents are responsible for managing and monitoring Chromebook usage when at home. Teachers will be able to monitor student account activity, as it can affect the learning process. The technology team will have access to review/audit all students' Google Drive documents and activity.

STUDENT RESPONSIBILITIES

- Use any/all technology in a responsible and ethical manner.
- Obey all school rules concerning behavior and communication.
- The *1:1TH* and *AUP* must be reviewed by both student and parent and signed each year through online registration. The *AUP* is available online through the school's website. These documents must be signed by students and their parents each year as part of this agreement.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, jailbreaking the Chromebook, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students' own negligence, errors, or omissions.
- Monitor all activity on your account(s) and keep passwords private and uncompromised.
- Always put the Chromebook to sleep after use and secure the Chromebook in the carrying case to protect your work and information.
- If you should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, alert a teacher or technology team member.

STUDENTS MUST PROVIDE PROPER CARE OF DEVICES

- Chromebooks must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual Chromebook and keeping it in good working order.
- Only labels or stickers approved by BCCS may be applied to the computer. These school labels and stickers must not be tampered with. If there is a label or sticker that needs to be replaced, please contact a technology team member.
- Protective cases furnished by school must be kept in working condition with only normal wear and no alterations to avoid paying for a replacement.
- Chromebooks that malfunction or are damaged must be reported to the office and/or technology team
- Chromebooks that have been damaged from student misuse or neglect -- **whether on campus or off** -- will be repaired with a per-incident fee to be paid by the student/parent.
- Chromebooks that are stolen must be reported immediately to the office. A police report must be filed promptly with the local police with jurisdiction over the incident.
- Upon notification that the Chromebook has been lost or stolen, the technology team will attempt to secure data and prevent use of the device.

PARENT/GUARDIAN RESPONSIBILITIES

- Please talk to your child(ren) about values and the standards that should be followed regarding the Internet just as you would on the use of all media information sources, such as television, telephones, movies, and radio.
- Please monitor your child's Internet activity and instruct your child(ren) on proper digital citizenship.
- Please help your student maintain the Chromebook as a 1:1 learning tool in the pursuit of academic success and greater access to curricular resources.

SCHOOL RESPONSIBILITIES

- Provide technology resources (with regulatory policies/procedures) to students.
- Provide Internet content filtering for students to use while on the school network.
- Provide network data storage and file sharing through Google Drive. These will be treated similar to school lockers. These resources are school property, students should have no expectations of privacy.
- Periodically review, monitor, and restrict information stored on or transmitted via school owned-equipment and/or resources and to investigate inappropriate use of technology resources. Student privacy should not be assumed.
- Provide guidance to aid students in doing research and help assure student compliance of the AUP.
- Provide an effective learning environment for integration of 1:1 learning tools.

REPAIRS/LOSS OF CHROMEBOOK

SCHOOL PROTECTION PLAN (SPP)

BCCS recognizes the need to protect our technology investment that has been made by both the school and our families. If the Chromebook should need repaired, the Chromebook must be brought to a technology team member for damage assessment or determination of malfunction. The types of damage may include but not limited to: cracked screens, broken hinges, missing keyboard pieces, cracked plastic pieces, damaged ports, frayed cables, liquid damage, and inoperability of any kind.

The Chromebooks are covered by a BCCS in-house accident/damage protection plan. To be issued a Chromebook, each student/parent must pay for a \$25 policy each year. This policy covers the issuance of a Chromebook and accessories, minor repairs and the issuance of a “loaner” device to be used during repairs.

In cases where accidental, minor damage (less than \$100) occurs including, but not limited to: cracked screens, broken hinges, missing keyboard pieces, cracked plastic pieces, damaged ports, frayed cables, liquid damage, and inoperability of any kind --the school will typically cover the cost. Repeat incidents of minor damage will result in a \$50 deductible being charged for repairs.

Major repairs (in excess of \$100) and/or replacements due to accidental physical destruction of keyboard, drives, or screen, theft, loss, etc. will be assessed a \$50 deductible prior to issuing a replacement device.

Multiple major repairs and/or replacements or loss of the device may cost the student/family the full cost of a replacement device (approximately \$250).

SUMMARY OF SPP FEES AND CHARGES

\$25 -Annual SPP premium, per device (required)

\$0 -Deductible and loaner device for minor damages/repairs (<\$100)

\$50 -Deductible for major damages/repairs (>\$100); First loss or theft of device

Cost (up to \$250) -Replacement cost due to intentional damage; multiple incidents of theft/loss and/or major damages/repairs (>\$100)

INTENTIONAL DAMAGE

If it has been determined by the school that there was intentional damage due to misuse, neglect, misconduct, or vandalism to a Chromebook, then the student/parents are responsible for the full cost of repairs for the intentional damage or full replacement as determined by the technology team. The SPP DOES NOT cover intentional damage, even while in school. If it can be determined that a BCCS student intentionally damaged a device that was issued to another student, they will be responsible for the full cost of repair and/or replacement. Again, the SPP does not cover any intentional damage.

THEFT OF DEVICE

Under the SPP, a device will be replaced 1 time (after the \$50 deductible is paid). A police report must be filed. A copy of the report must be submitted to the school. Any subsequent losses due to theft or loss of the device will not be covered by the SPP. A student/parent will be responsible for the full replacement cost.

Chromebook Help

BCCS LOGIN, NETWORK ISSUES AT SCHOOL

Any issues with logging in, network access, etc. please see Mrs. Stroupe or Mr. Dodd.

HOME NETWORK, PRINTING ISSUES

Please refer to the instructions and/or customer support regarding your home network (router, internet provider, printer, etc.). Because there are many different products and configurations, BCCS cannot reasonably provide at-home support.

PHYSICAL DAMAGE (REPAIRS OR DAMAGE, HELP NEEDED)

Please complete a help ticket and leave your device with Mrs. Mozley or Mrs. Stroupe. At that time, you are encouraged to request a loaner device.

FORGOT YOUR DEVICE AT HOME

Please check with Mrs. Stroupe or Mrs. Mozley to see if a loaner is available for you to use during the school day. They are issued on a first come, first served basis. Unless you are waiting for a repair, loaners cannot be taken home. They must be returned by the end of the day.

LOANER DEVICES

Whether a loaner is issued due to repairs or if you forgot your device at home, a loaner must be logged when issued to a student. Devices must be signed out and signed back in. Students cannot help themselves to loaners. If a student does not follow proper procedures or does not show proper care for a loaner, they will not be eligible to borrow a device in the future. Again, please do not take a loaner unless Mrs. Stroupe or Mrs. Mozley records your device #. You must make sure you return your device by the end of the day or in the case of repairs, when your device is ready to exchange.

Sample Chromebook Help/Repair Ticket

Student Name: _____ Gr: _____

Student Email: _____

Device Asset Tag → BCCS Tech - _____

Description of the problem (repairs needed): _____

Student Signature: _____ Date: _____

Please see Mrs. Stroupe or Mrs. Mozley to be issued a loaner while your device is under repair. You will be notified to trade-in your loaner for your device once repairs are completed.

(This Section Reserved for BCCS Tech/Admin Only)

BCCS Tech Assessment:

_____ Minor repair (<\$100)

_____ Evidence of Intentional damage

_____ Major repair (>\$100)

_____ Total loss (must be replaced)

BCCS Office/Admin actions taken by: _____

_____ Repair covered by SPP

_____ Repair not covered, \$ _____

_____ Repair covered, \$50 charge

_____ Replacement cost required, \$ _____

Additional comments (prior incidents, repair history, etc.): _____

(File copy; email copy to parents/student; update Tech Repair Database)

Student/Parent Signature Page

1:1 Technology Policies & Procedures

BCCS Student Chromebooks

"We have read/reviewed the 2022-23 BCCS Student Chromebook Policies and Procedures. We acknowledge that educational technology is a crucial component that expands access to curricular resources in support of the BCCS curriculum. We have read/reviewed and agree to adhere to all policies and procedures as contained within this handbook. We understand that if we do not understand any of the included policies/procedures we are responsible for communicating with an agent of the school for further clarification and understanding."

To acknowledge the above statements, please print, sign, and return this form to the office along with the annual **\$25 SPP premium**, per device.

Student Name: _____

Grade: _____

(Please print)

(Student Signature)

(Date)

(Parent Signature)

(Date)

Student Name: _____
(Please Print)

Grade: _____

Student/Parent Sign-Off Page 2022-2023 BCCS Student/Parent Handbook

A digital copy of this handbook will be emailed via FACTS/RenWeb to all students/parents. A copy is also linked directly to the school website under High School Academics.

“We have read/reviewed the 2022-2023 BCCS Student/Parent Handbook. We acknowledge that membership in the BCCS community is conditional upon meeting enrollment requirements and adhering to the policies/procedures that are outlined in this handbook. If we do not understand a rule, policy, or procedure, we understand that we are responsible for contacting an appropriate agent of BCCS for clarification.”

“We acknowledge that school policies/procedures are in effect on the way to/from or between school(s), while in-school during the school day, while on school property at any time, while attending school sanctioned events (on- or off-site), or any other time a nexus can be made between student action(s) that impact the student body and/or mission of the school.”

“By signing, we acknowledge the above statements.”

Student Signature

Date

Parent/Guardian Signature

Date

***Please return this form to the high school office
by Friday, September 2, 2022.***