

Bellevue Christian Secondary Parent – Student Handbook



2011 - 2012

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Bellevue Christian School

Bellevue Christian School was established to help parents fulfill the God-given mandate to “bring up a child in the way he should go” (Proverbs 22:6). Rooted in a heritage that embraces community, school personnel, parents, and students united to fulfill the sacred and holy purpose of education (education which is under the Lordship of Jesus Christ). The BCS mission statement eloquently expresses how BCS strives to be faithful to the biblical purpose of education.

Mission Statement

Our goal is to prepare young people to live fully for God in a rapidly changing world, with the ability to understand, evaluate, and transform their world from the foundation of God’s unchanging values.

Fulfilling the school’s mission is a dynamic task, which takes the cooperation of the entire BCS community. Three foundational principles which have guided BCS over the years in developing educational programs and policies are:

Jesus Christ is the Lord of all things, especially education.

Education is a parental responsibility.

Education is relationship.

It is our desire that this handbook help you understand more about our school and the policies and procedures, which help to operate it safely and efficiently. We encourage you to become familiar with the contents of this handbook, and to contact your building principal at any time if you have any questions.

History of Bellevue Christian School

Bellevue Christian School has served the Christian community for over 56 years.

1950: Founded as “Eastside Christian School” with nine students.

1951: Established campus in Clyde Hill on nine donated acres.

1981: Leased Three Points Elementary from Bellevue Public Schools for K-6 elementary site.

1985: Established an elementary campus in Woodinville.

1992: Completion of Greene Center on the Secondary Campus.

1996: Phase I, Mack Elementary completed.

Approximately 1,250 students are enrolled from three-year-old preschool through high school on five campuses. Students come from the general geographical range of Monroe to Renton, and North Bend to Seattle. Bellevue Christian School represents families from more than 150 local congregations.

Common Commitment

“Oh, the depth of the riches of the wisdom and knowledge of God! How unsearchable His judgments, and His paths beyond tracing out! Who has known the mind of the Lord? Or who has been His counselor? Who has ever given to God, that God should repay Him? For from Him and through Him are all things. To Him be the glory forever! Amen.” (Romans 11:33-36, NIV)

Everything, then begins and ends with God. Our lives ought to be committed to serving Him. Paul put it this way in the next chapter of Romans.

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God--which is your spiritual worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is--His good, pleasing and perfect will.” (Romans 12:1-2 NIV)

Bellevue Christian School serves families who are committed to “presenting their lives as living sacrifices to God” and “finding God’s will for their lives.” Such people will be committed to the renewing of their minds, “that is, viewing all life from God’s perspective rather than man’s perspective. In other words, we desire that our students be non-conformists! Not conforming with this world, but conforming to Christ and His Kingdom.

The family’s commitment provides the basis for the school’s procedure for working together. BCS is solution oriented. If there is a common commitment (family-school), there will be a solution for every problem. Amos 3:3 puts it this way: “Do two walk together unless they have agreed to do so?” If the school and family have a common commitment, if they agree to walk together, solutions to difficulties will be found.

The common commitment is that the school and the family have chosen together to make serving God the most important task in life. The desire of both parties will be to bring every area of life under obedience to Jesus Christ. (Philippians 2:5-11)

Service for Jesus Christ is bound up in obedience to Him. At school, the specific areas of obedience include interpersonal relationships, personal conduct (language, dress, attitude, etc.) and stewardship of time (activities, studies, etc.). Obedience to Jesus Christ includes obedience to those He has placed over you to help in these specific areas.

The Bellevue Christian School is an educational institution committed to consistent Biblical Christianity as expressed in the following doctrinal position. It is interdenominational in character and organized as a private non-profit corporation.

Doctrinal Statement

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man regeneration sovereignly applied by the Holy Spirit and evidenced by a living faith in Christ is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Statement Of Goals

Based on the Bellevue Christian School Educational Confession

Seeking to be in harmony with the historic creeds of the Christian faith, we affirm that:

1. **GOD IS THE SOVEREIGN CREATOR OF ALL THINGS Romans 11:36**

Since God made all things, and the world is held together by His Word and His Grace, all of creation is revelatory of God. Thus, the educational process must begin with the recognition that all of life is inescapably religious in nature. Understanding this, we are compelled to integrate the various academic disciplines into a unified and holistic view of the world in which we live.

- The educational program at BCS will stress that the knowledge of God and His creation is the ultimate purpose of education.
- Programs, policies and coursework will integrate all the academic disciplines in a manner consistent with a unified Christian worldview.
- Course descriptions will include a statement setting forth a Biblical basis for their academic disciplines.

2. **THE BIBLE IS THE WORD OF GOD WRITTEN, INSPIRED AND INFALLIBLE, THE ONLY AUTHORITATIVE GUIDE FOR FAITH AND LIFE**

Although God reveals Himself in the created order, we can only understand that Natural Revelation by interpreting it in the light of Holy scripture. This means that the educational disciplines must never be seen as independent of the Biblical revelation, as though they are religiously neutral.

Instead, the Scriptures must provide the foundation and framework for all of our educational endeavors.

- Policies and programs will reflect a scriptural approach to education.
- Coursework will include an explanation of the way Scripture is utilized in the teaching of courses.
- Instructors will explain the biblical foundation for their courses and show how their discipline reveals and glorifies God.

3. **HUMAN BEINGS ARE CREATED IN THE IMAGE OF GOD**

As a bearer of His image, each person is both accountable to God and is of inestimable value. Accordingly, we believe that every student is to be treated with love and respect. Also, we recognize that we must cultivate the unique gifts each person possesses and nurture a sense of responsible vocational service to the Kingdom of God.

- Programs and policies will reflect our determination to meet the needs of those who desire Christian education.
- Individual abilities and learning styles will be considered when designing academic coursework.
- BCS policies, procedures and classroom structure will reflect the school's commitment to nurture sound interpersonal relationships.

4. **HUMAN BEINGS ARE STEWARDS OF THE EARTH**

God has delegated to human beings, His image bearers, a subordinate authority to exercise godly dominion in His Name over the creation. As stewards of the created order we are to care for God's world, draw out its latent treasures, and view our labor as a joyous service to God and His world.

- Coursework will stress our individual and corporate responsibility to be faithful stewards of God's world.
- Faculty, staff, students and parents will be expected to behave in a manner which respects a biblical model of authority.
- Coursework will always respect the Creator-Creature distinction.
- Staff, faculty, students and parents are expected to be good stewards both in and out of the classroom.

5. **MANKIND IS FALLEN IN SIN, AND HAS BROUGHT THE CREATION ITSELF UNDER SIN'S BONDAGE**
Ephesians 2:1, Romans 8:22

We recognize that humanity is fallen and that sin has impacted the whole of creation, resulting in our alienation from God and affecting our understanding of ourselves and our relationship to the natural world. We must take seriously the fallenness of the world in which we live and the effect of sin upon our own understanding. Therefore, we recognize that absolute truth is found in Christ alone and not in the products of our own learning.

- Coursework will include an understanding of the fundamental limitations of that discipline.
- Policies, procedures and coursework will reflect an acknowledgment of our own limitations, weaknesses and failures.

6. **REDEMPTION IN JESUS CHRIST EXTENDS TO THE WHOLE OF CREATION Acts 2:39**

As Christians, we must confront the fallen world with the claims of Christ, calling upon it to acknowledge His Lordship by taking every thought captive to Christ. Thus, as we build a Christian culture, we must lay claim to every aspect of our world and challenge every other “way of life”.

- Students will be confronted with the Gospel and their need for personal redemption through coursework and campus activities.
- Coursework shall encourage students to become agents of cultural redemption by challenging them to think “Christianly” and by teaching them to evaluate and engage unbelieving modes of thought.
- Recognizing our Lord’s mandate to be the salt and light of the world, BCS shall serve God’s redemptive purposes in the community by strengthening its witness among its neighbors in the Pacific Northwest.

7. **KNOWING IS DOING**

Redemption entails a knowledge of the truth and necessarily results in service and discipleship. Consequently, the Christian school must encourage a sense of loving servant hood by incorporating in its program opportunities for practical community service.

- Faculty, staff, students and parents are expected to model discipleship by following our Lord’s command to be servants of all and to love one another.
- Faculty, students and staff should be recognized and acknowledged for practical demonstrations of servant hood both in and out of the classroom.

8. **TEACHING IS MODELING**

The school is to model a biblical view of life in its operations and its relationships. The task of all at BCS is to manifest the wisdom, love, and discipline of Christ in their responsibilities and in every aspect of their lives.

- Faculty, staff and students are expected to model Christ-like behavior and to evidence spiritual fruit consistent with their age and maturity.
- Interpersonal relationships are expected to demonstrate an attitude of accountability to one another in Christ.
- Faculty will encourage students to academic excellence.
- Reviews and evaluations of both staff and students will reflect a biblical model of discipline and relationships.

9. **THE ULTIMATE GOAL OF EDUCATION IS DISCIPLESHIP**

The goal of Christian education is to lead the student to a life of service to Christ’s Kingdom and to other people. Therefore, the Christian school will seek first to promote the Kingdom of God and His righteousness, so that its students might incarnate His righteousness in lives of humble service.

- BCS policies will encourage mentoring relationships between students, faculty and staff and will stress accountability.
- Policies, procedures and coursework will stress the primary importance of seeking the Kingdom of God, and will emphasize our accountability to Christ our Lord.
- Academic excellence will be encouraged as a form of discipleship.

10. **THE RELATIONSHIP BETWEEN HOME, CHURCH, AND SCHOOL**

Bellevue Christian School seeks a relationship of mutual support and encouragement with the families and churches represented in its student body. While this school must never betray its

educational vision, it should be responsive to the needs of its families. Parents, on the other hand, should support the school's educational leadership, yet without forsaking their parental responsibility for nurturing the child. Finally, our school recognizes the legitimate spiritual oversight of the Church with respect to its children. Accordingly, BCS seeks the theological and biblical counsel of those churches who support the doctrinal position of this confession.

- BCS will seek to involve local pastors in school programs, committees and activities.
- BCS will urge parental participation in reviewing its policies and procedures.
- Programs, policies and classroom procedures will encourage church attendance and student involvement in their respective churches.
- Faculty are encouraged to invite parental and pastoral participation in student progress, aspirations and endeavors.

Aslan's Thrift Stores

Bellevue Christian School operates thrift store in Bothell:

Aslan's Too--18827 Bothell Way N.E., Suite 107, (Bothell Center), (425) 485-5401.

Net profits from the two stores directly benefit the BCS financial aid program.

DONATIONS: All BCS parents can help with contributions. When those other charities call you, just say, "I'm sorry, but all my donations go to our school's thrift stores."

Take your donations of usable, resalable clothing, household goods, furniture, appliances, etc. directly to the store. You may also call the store to arrange pickup of large items, if you do not have transportation. Aslan's Thrift Store can provide a gift receipt for items donated.

VOLUNTEERS: Parents, grandparents, students are needed to work in the store or do laundry and repairs at home. Call the store manager for information.

Athletic Boosters

Parents are invited and encouraged to participate in the Bellevue Christian Athletic Boosters whose purpose is the following:

1. To promote the success and uniqueness of Bellevue Christian School and its ministry as it is expressed through the athletic program.
2. To promote a balanced Christian focus and emphasis within the BCS athletic program.
3. To encourage and facilitate student, faculty, parent and alumni involvement, awareness and support of the BCS athletic program.
4. To support the coaching staff.
5. To promote fundraising projects for the athletic equipment and facilities for all sports.
6. To pass down traditions and establish new ones.
7. To generate greater communication between athletes, coaches and parents.
8. To help promote a sense of community among the BCS family.

Further information may be obtained by calling the Athletic Office, 454-4028, ext. 112.

Bible Version

The New International Version (NIV) of the Bible has been selected for official use within BCS classrooms so that there can be uniformity in memorization and oral reading.

Car Pools

If you wish to participate in a car pool, contact the BCS Transportation Office for information.

Child Abuse

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse and neglect within 24 hours. Failure to make the required report is in itself a gross misdemeanor. It is not a breach of professional confidence or privilege so to report; the law protects professional school personnel from any liability which might otherwise be incurred for breach of confidence between a professional and his/her student. As Bellevue Christian School staff, faculty and administrators, we have a double accountability before God to be aware of the great responsibility we have to prevent offense against one of God's little ones. Even though under the laws of the State of Washington the legal age of consent is 16, we will protect all BCS students regardless of age.

In all cases of child abuse or neglect, whether suspected or confirmed, it is essential that strict confidentiality be maintained. This means that only those who are to be involved in meeting the needs are informed.

Clothing Guidelines

Bellevue Christian School has been established to serve families which are sincerely committed to Jesus Christ as Savior and Lord. If we accept young people who are not yet committed to Christ, it is with the understanding that they will cooperate with Christian standards of dress and conduct as the school defines them.

Matters of dress and personal appearance are primarily a family and personal responsibility. The school does not want to overstep the family's responsibility in this sphere. It does, however, have a responsibility toward the conscience of the Christian community as a whole, and it has some educational responsibility toward students in the matter of dress standards. The following general principles for clothing in a Christian school community are not offered as final or unchangeable, but we think they express important things which the Word of God is saying to us about dress.

1. Clothing should be modest, and modesty is an attitude of the heart. People often seek attention for themselves on the basis of sexual appeal, wealth, stylishness or outlandish dress. None of us is immune to these temptations, but as Christians we want clothing to contribute to a whole way of life which serves God and helps others.
2. Clothing should be functional. It should be well suited to the activity of the wearer. Part of man's service to God and his dominion over the creation is found in his devising clothes suitable to different activities.
3. Clothing should have an aesthetic quality that is pleasing to the sense of beauty. The human body is a gift of God. It should be dressed with respect for God who made it and redeemed it. An effort to make it attractive as part of a whole person is a service to God.
4. Clothing should demonstrate a sense of stewardship. All we have is a gift from God; we simply use it for Him while we are here. We must give account to Him of our use of it. We need to make careful use of the raw materials in the environment. We should also consider the amount of time and money we invest in our clothing.

All these principles must be held in balance. It is proper for clothes to be aesthetically attractive provided they are also modest, functional, and show good stewardship. Each principle complements the others in providing guidance for dressing as God's image bearers for His glory.

For more detailed and specific guidelines please see page 35.

Curriculum Committees

Each year Bellevue Christian selects certain curricular areas for review and revision. The review process involves subject area curriculum revision committees (appointed by the administration) and the Education Committee (appointed by the school board). All committees are made up of parents, faculty and administration representatives.

The curriculum revision committees have the responsibility to review and edit program goals, which are broad statements for a given curricular area, and course goals, which are statements of learning objectives for each grade level or course. Textbooks are also reviewed and recommended by these committees according to a cyclical schedule.

Development Department

The Development Department supports the ministry of Bellevue Christian School through marketing, public relations, alumni coordination, stewardship education, and fundraising. All parents are encouraged to contribute to the school through tax-deductible gifts, according to their means. The department also seeks funding from non-parent donors, corporations, and foundations. The major all school fundraising event is the dinner auction in the spring. The department also coordinates any internal fundraising done by campus or special interest groups.

BCS Directory

A school directory including family names, addresses and phone numbers, class lists, school faculty and staff, and other valuable information, is published in the early fall. The directory is intended for the exclusive use of BCS families and is not to be used as a mailing list or for business purposes. A copy is sent home to each family.

Disaster Preparedness

Fire drills, emergency evacuation drills, and earthquake drills are held to help students learn appropriate responses in the event a real emergency should occur, and also for insurance purposes. Students must conduct themselves as though a real emergency was in process. Students are expected to give strict obedience to teachers, assemble and proceed in single-file lines, walk briskly and in a quiet manner with a minimum of noise. Teachers will explain procedures and the route to be used in exiting the classroom prior to the first drill. An evacuation map is posted in each room.

In an effort to be adequately prepared to serve students in the event of a disaster or during an extended loss of power, BCS provides INDIVIDUAL (elementary only) and CLASSROOM EMERGENCY KITS (elementary and secondary) designed to provide comfort and first aid, if needed. These will be kept in an accessible area and will be replenished as needed. On a larger scale, each campus is working toward being better equipped with items necessary in the event of a major emergency. BCS is working closely with the local fire departments in assuring that their preparation is appropriate and adequate at all levels.

Communications From The School

- www.bellevuechristian.org The school website provides access to BCS programs and personnel. Employees are encouraged to become familiar with the school calendar as it lists events and schedule changes school-wide.
- ***e-Bulletin***: Immediate distribution of time sensitive information school-wide. Sent weekly via electronic mail on Mondays (or first day of the school week) and as needed to communicate schedule changes or emergency situations/procedures. To sign up, go to the BCS website and click on ParentLink. In the *communications* box, click on *e-bulletin subscribe*.
- ***Viking View*** – This magazine style format includes human interest stories and articles reflecting the distinct mission and vision of BCS.
- ***Junior/Senior High e-Mail Newsletter***: Monthly email newsletter

Insurance

Bellevue Christian has purchased a School-Time-Only medical accident insurance plan for **all** students. The school's plan is secondary to individual or family insurance. This plan fits into the objectives of the

BCS risk management program and is an efficient way to meet the needs of more BCS families. Families may purchase additional coverage for their student through this insurance program. Contact the controller, (425) 454-4402, ext. 203, for more information or for assistance with a claim.

Medical Emergency

For any serious illness or injury judged to be an emergency by school personnel, 911 will be called. Known allergies for conditions which might result in a medical emergency must be reported to the school at the time of registration. Health plans must be provided to the school for students who have any on-going medical issues.

Medication

First Aid - Band aids, ice packs, and simple first aid supplies are available in each school office.

Oral Medication

1. No oral medication (prescription or non-prescription) is provided by the school.
2. If it is necessary for a student to receive oral medication during school hours, you will need to do the following:
 - a) provide the office with a clearly labeled, unexpired original container
 - b) accompanied by the completed BCS medication form that must have a doctor and parent signature
 - c) medication will be stored in locked area not accessible to students
 - d) medication will be administered by an employee designated by the
3. Medication will be administered until:
 - a) the medication is gone
 - b) the prescription expires
 - c) the school year ends
4. It is a student's responsibility to report to the office at the set time to receive medication.
5. A self-administration option is available for secondary level students. You may pick-up a form from the Receptionist.

Injectable Medications - Normally no injectable medications are kept on campus. Any allergies or conditions requiring administration of injectable medications must be reported to the school during the registration process or as soon as the condition becomes known so that individual arrangements can be made.

Moms In Touch

This group of dedicated parents meets regularly to pray for the school, the children, and special needs. Contact each campus for the time and dates of prayer meetings.

Office Hours

District Office	8:00 a.m.-4:30 p.m.
Elementary Schools	8:00 a.m.-3:30 p.m.
Junior/Senior High	8:00 a.m.-3:30 p.m.
Preschool Office	8:30 a.m.-2:30 p.m.

Parent-Teacher Conferences

Parents are expected to attend a regularly scheduled fall (grades K-12) or winter (preschool) conference with their child's teacher or teachers to discuss needs, progress, and ways in which the home and school can work together. Students in grades 7-12 are encouraged to attend.

Physical Requirements

The Washington State Board of Health requires the following minimum immunization requirements for compliance with the school immunization law RCW 28A.31.118.

Students attending preschool through twelfth grade must present proof of "age appropriate" immunization on the child's first day of attendance.

Immunization Document from the Washington State Department of Health

The following link will provide current Immunization Requirements:

<http://www.doh.wa.gov/cfh/Immunize/documents/vacreqschool11.pdf>

If there are medical, religious, or philosophical reasons why your children should not be immunized, you must sign a waiver and present it to the school. In the event of a disease outbreak, they may be excluded from school for the duration of the outbreak.

Required Physical Exams

Kindergarten -- Students entering kindergarten and new students in grade 1 or who have not attended school before are required to have a physical examination. Forms are available in the office.

Tests --Hearing tests will be given in grades K, 1, 2, 3, 5, and 6.

Vision test will be given in grades K, 1, 2, 3, 5, and 6.

Scoliosis tests will be administered to students in grades 5-6.

Prayer

Prayer is indispensable in the life of the Christian school. While most prayer takes place individually, or spontaneously in classes or groups, scheduled times of corporate prayer are also essential. Faculty and staff have regularly scheduled prayer times. Many moms also participate in the Moms in Touch groups which meet weekly on each campus.

Resolving Differences Within The School Community

Conflict Resolution

From time to time honest differences of conscience over sensitive issues, concerns about the educational program, or concerns about the performance of an employee will arise within the school community which demand attention and peaceful resolution. In such cases, Bellevue Christian School is committed to two foundational principles that must be applied with wisdom and prudence. On the one hand, we recognize the fundamental responsibility of parents for the education of their children. Accordingly, BCS encourages family communication and participation in the educational process. On the other hand, we believe that everyone in the BCS community must recognize, respect, and cooperate with the school's mission statement, educational confession, and authority structure, and work for the common good within the bounds of established procedures and policies. For example, it is appropriate to use this process for determining the propriety of a specific teaching unit, but suggesting a revision of the educational confession would be a matter referred directly to the Board of Directors.

Mission Statement

Our goal is to prepare young people to live fully for God in a rapidly changing world, with the ability to understand, evaluate, and transform their world from the foundation of God's unchanging values.

Recognizing the foregoing, BCS is committed to a process for resolving differences through means that are Biblically based and sensitive to our mutual accountability as members of the body of Christ.

The following Biblical concerns and principles are reflected in the policy:

1. The practice of unconditional love (I Corinthians 13)
2. The promotion of unity within the body of Christ (Ephesians 4:4-6, John 17:21)
3. The concern for meekness, sensitivity and respect in our relationships with our brothers and sisters in Christ (Romans 14:13-23, I Corinthians 10:21-32)
4. The need for mutual submission, and for recognizing that we are all fallen creatures and therefore capable of offending one another (Ephesians 5:21-30, Romans 3:9-20, Matthew 7:1-5)
5. The value of finding peaceful solutions through open communication and mutual understanding (Acts 15:1-35)
6. The following of Christ's model for conflict resolution between Christians (Matthew 18:15-18)
7. The need to train up a child in the knowledge of God and to foster Godly wisdom (Proverbs 22:6, Proverbs 8:1-11)

8. The responsibility to be salt and light in our world and to acknowledge the culturally transforming authority of Christ (Matthew 5:13-16, Matthew 28:18-20)
9. The pursuit of peace and holiness in the light of God's Word (Hebrews 12:14-15, I John 1:5-6)

The principles upon which the following policy is based are derived from the BCS Statement of Goals:

1. Since Holy Scripture is the only infallible guide for life and doctrine, the policy seeks to reflect a scriptural approach to resolving differences.
2. In recognition that all people are created in the image of God, the policy seeks to nurture sound interpersonal relationships.
3. Acknowledging the integrity of Biblical authority structures, the policy calls upon adults and students to model their behavior in a manner that is consistent with scriptural norms.
4. Recognizing the problem of human sin, the policy provides a Biblical corrective for human weakness and temptations.
5. Because Scripture teaches us that knowledge is never theoretical, and thus always leads to a doing of the truth, the policy encourages the speaking of the truth in love as the demonstration of our commitment to that truth.
6. Since the Christian life is inherently a life within community, the policy fosters an attitude of accountability to one another as members of the body of Christ.
7. Consistent with the Biblical call to discipleship, the policy advocates the primacy of God's kingdom and glory in its procedures.
- 8.

Working Together in the BCS Community

Any member of the school community is encouraged, and has the responsibility, to present his or her concerns about the educational program or the operations of the school. It is the intent of the policy to define a process that will protect the unity of the body while respecting and advancing the unique mission of BCS, and to encourage free and open communication between individuals from diverse cultural and ecclesiastical backgrounds.

Community members are defined as:

- Currently enrolled students, their parents and guardians
- Faculty, staff, and administrators
- Board members, committee members, and appointees

Authority

The BCS Board, called by God and accountable to Him, has the responsibility and authority to formulate policies and procedures which recognize the school's authority structure, work for the common good and implement its stated mission within the context of Biblical principles.

Active Measures

BCS will take active measures designed to periodically identify potentially sensitive issues that might raise differences on matters of conscience within the school community.

BCS will improve communication among its members by sponsoring community events and by informing parents and students of potentially sensitive issues, course content, or materials.

An Open, Listening Community

In building a kingdom community at BCS, it is important that we establish lines of communication that operate in a Biblical fashion. This is particularly important when it comes to dealing with conflicts and grievances.

With this in mind, all members of the BCS community are encouraged to communicate freely and openly with each other. Suggestions or questions, as well as words of advice, encouragement, or admonition are welcomed and appreciated.

The administration shall provide a variety of avenues for communication within the school community through its written correspondences and by ensuring ample opportunities for community members to raise their concerns.

Community Sensitivity

All communication between community members is expected to be open, honest, respectful, and free of recrimination or intimidation. The administration will assist any member of the community in securing help in raising an issue of conscience.

Resolving Differences on Matters of Conscience

Informal Process

The Biblical principles listed in this policy suggest that in resolving differences we are to speak first to the person most directly involved and that we are not to make the circle of knowledge any larger than is necessary to deal with the situation. Accordingly, if an issue of conscience should arise, we are to approach the person involved (with a friend, if needed) to seek mutual understanding in a spirit of love, charity, and meekness before engaging others in the process.

If, however, the parties concerned are unable to resolve the matter satisfactorily, the formal process shall be initiated.

Formal Process: Stage One

Should a formal process be necessary, it will begin with the submitting to the responsible administrator of a written statement of concern designed to clarify the issues; and the parties will meet until such time as a resolution is reached, if possible. Outside parties and an administrator may be brought into the discussion to assist in seeking a resolution.

To alleviate any pressure, an interim resolution may be initiated until a final resolution is reached.

Formal Process: Stage Two

If necessary, the formal process shall be continued with the assistance of a Resolution Team which will make every effort to achieve resolution at this stage of the process. The administration will appoint the Resolution Team and will develop guidelines for the process to ensure that it functions within the constraints of existing school policies.

Resolving Differences Concerning the Performance of an Employee

This process is intended to address and resolve issues that may arise between employees and other members of the community, such as students, parents, and employee peers. However, it is not available to dispute, nor shall it limit, the authority of the superintendent, administrator, or other manager to enforce the terms of any employment contract or to exercise full management discretion in directing, supervising and disciplining their employees.

Informal Process

The Biblical principles listed in this policy suggest that in resolving differences we are to speak first to the person most directly involved and that we are not to make the circle of knowledge any larger than is necessary to deal with the situation. Accordingly, if a concern about the performance of an employee should arise, we are to approach the person involved (with a friend, if needed) to seek mutual understanding in a spirit of love, charity, and meekness before engaging others in the process.

If, however, the parties concerned are unable to resolve the matter satisfactorily, the formal process shall be initiated.

Formal Process: Stage One

Should a formal process be necessary, it will begin with the submitting of a written statement of concern to the employee's supervisor designed to clarify the issues; and the parties will meet until such time as a resolution is reached, if possible. Outside parties and an administrator may be brought in to the discussion to assist in seeking a resolution.

Formal Process: Stage Two

If necessary, the formal process shall be continued by the employee's supervisor. The concerned party shall meet with the employee and a supervisor who will facilitate communication and resolution. If, however, mutual agreement is not reached, the supervisor shall make a decision to resolve the issue.

Appeals Process

Since the underlying principles of conflict resolution are the same for both types of issues, the process of appeals for resolving those differences will also be essentially the same for both matters of conscience and for the performance of an employee.

Appeal to the Superintendent

Concerning the Issue of Conscience

If the Resolution Team is unable to resolve the issue of conscience to the mutual satisfaction of the parties, it will submit an appeal in writing to the Superintendent who shall render a decision in writing to all members of the Resolution Team within thirty days.

Concerning the Performance of an Employee

If either party wishes to appeal the decision of the supervisor about the performance of an employee, an appeal in writing will be submitted to the Superintendent who shall render a decision in writing within thirty days to all the parties concerned.

Appeal to the Board

The Superintendent's decision may be appealed to the Board which will determine its own procedure.

Review

The Superintendent shall annually review and report to the Board and Education Committee the nature and number of resolution issues raised during the year.

School Board

The BCS Board of Directors meets monthly to formulate policy and to provide direction for the school. The members of the school corporation elect the directors for three-or six-year terms. A listing of the board members will be in the school telephone directory. Meetings are open to parents, staff and students who are welcome to attend general sessions.

School Board Committees

Annually, the BCS School Board appoints board members and volunteer parents to the following Board Policy Committees: Advancement, Education, Finance, Long Range Planning, Trust and Investment, and Trusteeship. To fill vacancies on its policy committees, the board seeks parents who understand and support the school's educational philosophy and who have demonstrated a willingness to serve as a volunteer in various school programs.

Sexual Harassment

The gender differences and plan for relationships created for us by God are wonderful gifts that enrich not only individuals but the entire community. For students maturing in a culture that confuses and perverts those gifts, differences in gender and maturity can also be a source of extreme sensitivity and vulnerability. Any language or action that devalues a member of the community, creating embarrassment and self-consciousness, is unacceptable. Any type of unwelcome conduct related to

gender or sexuality, directed toward, or about, another individual (regardless of gender) may constitute sexual harassment. Unwelcome conduct includes, but is not limited to, touching, verbal, written or electronic comments; name calling, spreading rumors, suggestive gestures, forcing one's presence on another, or pulling at clothing.

Transportation

Transportation Department Goals

- To provide safe and efficient transportation for the students of Bellevue Christian School.
- To staff buses with qualified Christian drivers and provide required training.
- To maintain ridership sufficient for efficient operation.
- To provide a flexible fee structure that will accommodate the various needs of Bellevue Christian School families.
- To maintain and operate buses that meet Washington State regulations.
- To promote efficient methods of travel by encouraging families to use car pools, BCS transportation services, or Metro.

Riding Time

Bus routes and stops will be designed to provide safe and efficient transportation for students. Students are to be at their designated bus stop five minutes prior to the scheduled time in the morning. Buses cannot wait at morning stops for late students, or afternoon stops for late parents. At the driver's discretion, younger riders may be returned to the junior/senior high campus if they are not picked up by a parent.

Route and Bus Stop Policies

Location of bus stops and route changes are the sole responsibility of the BCS administration; appeals can be made to the Superintendent.

Criteria for determining route changes or bus stops:

- Safety
- Number of families served by the stop
- Special circumstances (age of children, etc.)
- Route efficiency (time and cost)

Unauthorized or unscheduled bus stops are not allowed.

Passenger Conduct on School Bus Rules

The school bus driver has the authority and responsibility to enforce published rules and regulations. He/she shall be the final authority on his/her bus. Students must obey the driver promptly. The driver may assign designated students a seat in which he/she will be seated at all times.

When a teacher, coach, or other certificated staff member, or chaperone is assigned to accompany students on a bus, such person shall work cooperatively with, and be under the authority of the bus driver as it relates to passenger conduct on the school bus.

Any misconduct by a student which is detrimental to the safety and welfare of others, or to the safe operation of the school bus, will be sufficient cause for suspension of bus riding privileges.

Passengers shall refrain from:

- Excessive noise and activity.
- Harassment of bus driver.
- Fighting or abusive body conduct (i.e., slapping, hitting, poking, shoving, tripping, pulling hair, etc.) on the bus, at the bus stop, or when loading or unloading the bus.
- Using unauthorized exits (from emergency doors, windows).
- Using vulgar or profane language or obscene gestures.
- Disrespect, verbal or physical abuse of the bus driver or other passengers.
- Failing to obey the driver.
- Damaging or defacing bus (parents of students damaging school buses will be responsible for proper reimbursement to the school).
- Littering of any kind.
- Eating or drinking on the bus.
- Sitting in the driver's seat or being to the immediate left or right of the driver.
- Other actions which create disturbances or are detrimental to safe riding.
- Unacceptable hazards that may cause injury – Passengers shall refrain from:
- Using other than emergency exit procedures as established by the emergency exit drills in the event of an emergency.
- Unauthorized opening, closing, or tampering of any kind with doors, windows, emergency exits, or emergency equipment.
- Movement out of seats while bus is in motion.
- Putting any part of body out of bus window at any time.
- Allowing legs, feet, and/or objects to obstruct aisle.
- Lighting matches, smoking, or using any type of flame or sparking device on the bus.
- Throwing objects in, out of, or at the bus.
- Transporting live animals, reptiles, or insects except for “seeing eye” dogs, unless prior approval is granted by the Transportation Department.
- Transporting firearms or heavy, sharp, bulky, and/or other articles which may be hazardous to other passengers, particularly in the event of an accident or an emergency stop.
- Other actions that are hazardous to passengers.

Passengers shall maintain safe bus stop procedures. Students must cross the road in front of the school bus but never behind it. Passengers shall refrain from:

- Indulging in any improper bus stop procedures (i.e., not lining up, throwing rocks, playing in streets, damaging property at bus stops, rushing the bus before it stops, etc.).
- Using other than regularly designated bus stops.
- Other actions which create disturbances or are detrimental to others.

References: WAC 392-145, WAC 180-40-240

Safe Transportation Requirements

In order to provide safe transportation for our school children, the bus driver must be alert and able to concentrate on his bus driving with a minimum amount of distraction. Self-discipline, therefore, is a must for those riding the buses. The National Highway Safety Council recommends that students whose behavior threatens the safety of all aboard should be denied transportation until their behavior becomes acceptable. Any child who persists in undesirable conduct or displays an attitude not in keeping with the spirit of the school shall not be permitted to remain on the bus to harm others by his/her influence.

Violation Procedure

When a student misbehaves on a school bus, the driver may first issue a verbal warning. If the offense continues, the bus driver will issue a Bus Citation. If the violation continues to occur, succeeding Bus Citations will be issued.

First Bus Citation

If a student's conduct is such that a Bus Citation is required, the driver will notify the student that he is receiving a Bus Citation and after completing the route will fill out the violation citation. He will then route the citation to the Transportation Department for recording and processing to the principal for an initial conference. Following the conference the principal will mail one copy of the violation citation to the parents with the appropriate comments. Bus riding privileges may be suspended at any time at the discretion of the principal.

Second Bus Citation Notice

In case there is yet further misbehavior warranting correction, the driver will issue a second citation. This second violation citation will be processed as above. The principal will then schedule a conference with or without the parents, or take whatever action the individual circumstances require. He will then notify the parents and the Transportation Department as to the action taken.

Third Bus Citation Notice

If a third Bus Citation becomes necessary, automatic suspension of bus riding privileges will be enforced until the principal reinstates them.

Snow/Ice Conditions

Snow or icy road conditions may cause school closure, alter the regular schedule or limit transportation services. BCS uses the services of Public Schools Emergency Communications System to communicate school closures and delays to BCS school families as well as the media. The following Internet address

may be added to your list of favorites: www.schoolreport.org so that it can quickly be found during an emergency. Click on *ParentLink*, then **Closure Info** in the **Emergency Preparedness** box.

Listen or watch radio and TV stations for one of the following announcements regarding schedule changes/closures. Announcements can be heard starting at 6:30 a.m. or during the day if a decision is made to dismiss school early.

In most cases we will make a district wide decision. Listen for **Bellevue Christian School**, not individual campuses.

- School closed
- 10 a.m. start; limited transportation; no morning preschool or morning kindergarten
- On time; limited transportation

BCS families are located throughout the Puget Sound area on hills, in valleys and along the water front. Therefore, if we make a decision to operate school and you determine that it would be unsafe for you to travel, please keep your children home. We respect your judgment in such circumstances.

Elementary Schedules: When school starts one hour late, the morning kindergarten and morning preschool classes are canceled. All-day kindergarten follows the altered schedule. Afternoon preschool and afternoon kindergarten operate on schedule.

Junior/Senior High Schedules: The junior/senior high will provide a special class schedule for days that are one hour late. Unless notified otherwise, assume that all normal services and schedules, such as the switchboard, receptionist, and general supervision of the campus, will be one hour later. However, events occurring before school, such as athletic practices, music, and independent classes, will be canceled.

When limited transportation is used in the morning it will automatically be used in the afternoon. Please note the time and location changes for the afternoon limited transportation schedule.

Early Dismissal Due to Weather: When weather conditions require an early dismissal from school, listen to the radio or television for dismissal time and for limited transportation announcements.

The School appreciates families working together to assure the safe arrival of our students. If students cannot be discharged safely (young children must be discharged to a school family or designated adult), the driver will keep them on the bus and return to school and call the parents.

Field Trips and Activities

A field trip is a planned educational experience that enhances and highlights instruction. The trip fits into the curriculum of the school. Therefore, it is designed to help the student experience a part of God's creation and respond to His direction in life.

All field trips must be approved by the Principal. A completed activity form and transportation request form is to be submitted a minimum of two weeks prior to the field trips.

Bus Driver: The bus driver's primary responsibility is to assure the safety of students being transported and he/she will respond accordingly to behaviors that place student safety in jeopardy.

Students: Students are expected to follow bus regulations as outlined in the bus handbook. On occasions where food is allowed, students are reminded to display courteous behavior and keep their area clean. Students who ride a bus to an activity are expected to return on the bus unless they have a signed note from their parents giving permission to return home with another adult.

Teachers: Teachers are asked to monitor student behavior, assuring that student behavior is appropriate and congruent with BCS standards.

Teacher's Responsibilities: The teachers should check with the Transportation Department several days in advance of the trip to be certain the trip has been scheduled correctly and clearly. All details regarding location, routing, times, etc. should be clarified.

The teacher is responsible to provide chaperones – a ratio of 1 chaperone to 10 students is recommended.

Each chaperone will be given all details and responsibilities they are accountable for during the field trip. It is the teacher's responsibility to maintain good group discipline and support the bus driver. The teacher should be seated near the front of the bus unless a chaperone has been so assigned. The bus driver's primary responsibility is to drive the bus, not maintain discipline.

In the even the class will be returning late to the bus, the teacher will inform the bus driver as to the length of time the class will be late. (The driver may be scheduled for another trip upon return.)

Teachers will see that the bus is clean and free of food and all articles left behind from students.

Chaperone's Responsibilities: The chaperone's primary responsibility is to assist the teacher. This enables the driver to give his/her complete attention to driving the bus. This element of safety is vital because these trips are usually over unfamiliar roads. Good student control helps make any trip pleasant and successful.

Parent's Responsibility: Parents should arrange to be at school at least 5 minutes before the scheduled return time to pick up students.

Athletic Trips

Bus Driver Responsibilities: The driver's primary responsibility is the safety of the passengers. On all field and athletic trips using school buses, the same rules and regulations as outlined in "Passenger Conduct on School Buses (Rules)" will be enforced. If a meal is required on the bus during transport, the coach and driver will make arrangements prior to trip. If this privilege of eating, is abused the bus

driver has the final authority to revoke it. The driver will communicate to coach/chaperone all rules and requirements for athletic trips.

In the event the bus has been delayed and will be late to campus, the driver will inform the transportation office.

Coaches Responsibilities: The coach's responsibility is to maintain good group discipline and support the driver. The coach should be seated near the front of the bus unless a chaperone has been so assigned. **The bus driver's primary responsibility is driving the bus, not maintaining discipline.** On an athletic trip there is to be at least one coach on the bus.

Coaches will see that the bus is clean and free of food and all articles left behind from students. Students are to remain on board the bus unless excused by the coach.

Athlete's Responsibilities: Athletes should remember that they are representing Bellevue Christian School in everything they do. They should conduct themselves in a manner befitting our Lord Jesus Christ.

Conduct in the bus or a private vehicle is to comply with the established "Passenger Conduct School Bus (Rules)".

- No standing or walking while the vehicle is in transit.
- The noise level is to be kept low.
- No glass containers of any sort are permitted.
- No soccer shoes, baseball shoes, golf shoes, or any other type of cleats.
- No changing of clothing while bus is in transit.

Athletes are responsible in assisting the coach in seeing that the vehicle is left clean. Athletes must arrive 15 minutes before departure time to avoid delays. If an athlete is late, he or she will be left at school to avoid delaying the entire team.

Parent's Responsibility: Parents should arrange to be at school at least 5 minutes before scheduled return time to pick up your students.

Phones

Because of the volume of calls, school phones must be limited to school business. A student must receive permission from the classroom teacher before being allowed to make a phone call. There are many valid reasons for use of the phone by students, however there are also calls which are unnecessary (i.e.: social arrangements without prior parent approval) which we seek to discourage. Students are not to send/receive texts or to use their cell phone in the classroom room as this causes disruption in the class. A local area phone is available on the junior/senior high campus.

Tuition

Payment Terms and Conditions

- The **non-refundable** \$200 Registration Fee and **non-refundable** \$750 Building Fee must be paid to confirm your family's enrollment for the next school year.
- Full annual tuition may be paid by July 1, 2011 with a 2% discount. (Please notify the finance office if you wish to pay in full.)
- Tuition may be paid in 10 equal installments July 1, 2011 through April 1, 2012.
- To begin a new quarter/trimester, your tuition account must be current.
- A fee of \$25 will be charged for all returned checks.
- A \$50 late fee will be charge to accounts that are 30 days past due.

The Registration Fee, Building Fee and Scheduled Tuition (per Enrollment Contract) must be paid prior to the first day of attendance.

Students who withdraw after July 1 will follow the payment liability schedule as outlined below:

<u>Date withdrawn</u>	<u>Liability</u>
Before June 30, 2011	Registration Fee and Building Fee
July 1, 2008 - August 31, 2011	Two months tuition
September 1, 2011 – forward	Remainder of Quarter/Trimester

Alternate tuition payment plans must be submitted in writing and approved by the Finance Committee.

Wednesday Evenings and Sundays

BCS does not normally schedule school activities on Wednesday evenings after 6 p.m. or on Sundays. We hope that our students can profitably use that time for family or church activities.

Community and Commitment

How unsearchable His judgments, and His paths beyond tracing out! Who has known the mind of the Lord Or who has been His counselor? Who has ever given to God that God should repay Him? For from Him and through Him are all things. To Him be the glory forever! Amen. (Roman 11:33-36 NIV)

Everything then begins and ends with God. Our lives ought to be committed to serving Him. Paul put it this way in the next chapter of Romans:

Therefore, urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices holy and pleasing to God--which is your spiritual worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind.

Then you will be able to test and approve what God's will is--His good, pleasing, and perfect will. (Roman 12:1- NIV)

Bellevue Christian School serves families who are committed to "presenting their lives as living sacrifices to God." Such people will be committed to the "renewing of their minds," that is, to viewing all of life from God's perspective rather than man's perspective. In other words, we desire that our students be non-conformists: not conforming to this world, but conforming to Christ and His Kingdom. We are seeking to build a community of believers who can work together in a common educational task.

The family's commitment provides the basis for our working together. BCS is solution-oriented. If there is a common commitment on the part of both family and school, there will be a solution for every problem. Amos 3:3 puts it this way: *"Do two walk together unless they have agreed to do so?"* If the school and family have a common commitment, if they agree to walk together, solutions to difficulties will be found.

The common commitment is that the school and the family have chosen together to make serving God the most important task in life. The desire of both parties will be to bring every area of life under obedience to Jesus Christ. Philippians 2:5-11 gives the precedent:

Your attitude should be the same as that of Christ Jesus: who, being in very nature God, did not consider equality with God something to be grasped, but made Himself nothing, taking the very nature of a servant, being made in Human likeness. And being found in appearance as a man, He humbled Himself and became obedient to death--even death on a cross! Therefore God exalted Him to the highest place and gave Him the name that is above every name, that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father. (NIV)

Service for Jesus Christ is bound up in obedience to Him. At school, the specific areas of obedience include interpersonal relationships, personal conduct (including language, dress, attitude) and stewardship of time (activities, studies, etc.). Obedience to Jesus Christ includes obedience to those he has placed over you to help in these specific areas.

Teachers and staff will attempt to work with students individually as discipline is needed. Students will be referred to the counselor or administrator should more time or help be needed or if it becomes apparent that there is no commitment to BCS or to obedience to Christ.

If the student continues to express a lack of commitment, the school and student are no longer walking together and continued dialogue would be meaningless. At this point, the referred student will forfeit the privilege of attending BCS. He/she may return to school if and when a commitment can be affirmed (or reaffirmed) and it becomes apparent that the student and the school are now "walking together".

In order to help those who need specific guidelines, we have clearly spelled out some regulations. However, **the main focus remains that BCS is committed to serving students and families who are committed to "renewing their minds" and living lives in obedience to Jesus Christ.** Therefore, the work of the school is positive and forward looking, helping students in their walk before the Lord, helping them go where they are committed to going. BCS will not attempt to "make" students walk a path to which they have no commitment, but will help them find another school to attend.

The important issue is commitment - commitment to the purpose of BCS makes this school different from other schools. The goal should be to please the Father in all of life. *"He has not left me alone, for I always do what pleases him."* (John 8:29b). Students living out the attitude of this goal will have no "conduct problems" here.

Now, read the doxology at the beginning again, Commit yourself to Him, and enjoy the year.

Community and Kingdom

We believe the most biblically valid model for organizing and building a distinctively Christian school is the model of the Kingdom community. It is not authoritarian or child-centered or content centered. It holds before us--teachers, parents, and students alike--the vision of who we really are: the body of Christ in a sin-torn world, In this model the central principle is biblical servanthood. Christ, who had ***all authority***, discipline (subordinated) himself and became a humble, obedient servant. Like Him, the truly disciplined Christian will make choices that reflect a commitment to the greatest good of the Body of Christ--the community of believers.

Kingdom living is not easy, and it does not "come naturally." But if we are to follow at Bellevue Christian School the instruction to "seek first God's kingdom and His righteousness," we will have to remember some characteristics of Kingdom living and try to put them into practice.

1. The concept of Kingdom calls for *radical discipleship*. Service to Christ may not be regarded as one department of life, but as the root of all we do. *"For in Him we live and move and exist,...for we also are His offspring."* Acts 17:28 That is why entrance into His Kingdom is described in terms like being born again, and why God calls us to do all things for Him. (Col 3:23; 1Cor 10:31)
2. Kingdom living is *counter-cultural*. It sets forth new values that turn the values of the world upside-down. In the Kingdom community, the last are first; leaders are servants; one loses one's life to find it; enemies are to be loved. The Kingdom therefore causes divisions and confrontations (Matt 10:34-36). But like leaven it is also to infiltrate society and bring change (Matt 13:33).
3. Kingdom living is *community living*. God clearly spelled out a community style of living in I Corinthians 12, Romans 12 and Ephesians 4. Christian community is a lifestyle that fulfills God's teaching on love. It stands in opposition to the "every person for him/herself" individualism of our surrounding culture.

A Kingdom community must also be built at many levels in the church, in the family, and in the marketplace. The school cannot be a substitute for any other institution. But in all aspects of the school's operations, we hope to be building a true Kingdom community, where people:

- Know each other
- Practice acceptance, support, and forgiveness
- Find their fulfillment in serving others

- Practice trust as well as reconciliation
- Are vulnerable and accountable to each other
- Share goals and work together
- Share the resources God has given them
- Seek truth and justice
- Reach out beyond themselves

Community and Communication

*"If it is possible, as far as it depends on you, live at peace with everyone."
(Roman 12:18 NIV)*

Communication: In building a kingdom community at Bellevue Christian School, it is important that we establish lines of communication that operate in a Biblical fashion. This is particularly important when it comes to dealing with conflicts and grievances. The basic principle was stated by Jesus in Matthew 18 and it is this: speak first to the person most directly involved, and do not make the circle of knowledge any larger than is necessary to deal with the situation.

With this in mind, we encourage you to communicate with us at the school. Please contact anyone on the staff if you have suggestions, questions, or words of advice, encouragement, or admonition. If problems arise, go as directly to the source as possible for an explanation. If the problem concerns a faculty member, contact that teacher directly before going to the principal. BCS principals make it a policy not to act on complaints against teachers unless the teacher has first been approached.

Parents should also be careful to model truly community-conscious behavior before their children. If a parent has questions or grievances, they should be pursued, but a parent is unwise to undermine the position of a teacher or the school in general by exposing his/her child to unnecessary criticisms.

Conflict: A student who experiences conflict with a teacher should first see that teacher privately to share the problem. It is sometimes helpful to take one other student with you for moral support. Again, the principle of Matthew 18 says that we should not make the circle of involvement any larger than necessary. If this conference does not resolve the situation, the next step would be to speak to the counselor, the assistant principal, or the principal.

Conferences: Time for academic communication is specifically provided in parent conferences which are held shortly after the end of the first quarter. Details will be sent home in advance, along with an opportunity to request specific "entry times" on conference days. This allows us to meter the flow of parents into the area where all teachers are available, guaranteeing you the shortest possible time to see all the teachers you need to see. Each conference lasts about 10 minutes. Both parents are encouraged to attend, along with the student. Come prepared both to share and to listen. Please be on time because parents will be waiting for a conference right after yours. Conferences at other times of the year or with other teachers can be arranged. Students, parents, teachers or principals may initiate a conference.

Opportunities for Community

Convocation: The word means "called together," and we use it for those times when students and staff meet together outside of scheduled classes. Convocations are sometimes used for worship services. These are not intended to be junior church services or spiritual pep rallies. Many times our goal during convocation time is to express our life experience together as a learning community. Students and teachers work together to plan and lead many of the convocations.

Assemblies, class meetings, and other special activities are also sometimes scheduled for convocation periods. From time to time, convocation period is used for an open forum in which students are encouraged to freely discuss concerns among the student body. These forums can contribute significantly to the development of true community.

Devotions: Students are encouraged to share and pray for each other during devotional and prayer times in classes. If we develop a sense of community within class groups, we will be able to increasingly share truly personal needs. Patterns of devotional time vary, but our intent is that all students have an opportunity to share regularly with one another in prayer.

Leadership: Because we are trying to build a Biblical model of community, we try to follow a Biblical pattern of leadership. We believe God has called us to be *servant leaders*, people who lead by meeting the needs of others. The Bible talks about people having certain gifts and qualities which could be recognized by those around them. The most important qualities were those that showed obedience to Christ. Therefore people did not campaign for popular election to offices in the church, but officers were not simply appointed from above, either. To see this principle in action, read Acts 6:1-7. Because of this Biblical basis, you will find the idea of leadership at BCS, and especially student body elections, different from what you have encountered elsewhere.

High School Student Senate: This group of twenty members represent the student bodies. These students are responsible for providing leadership within the student body. They also represent the students in cooperative planning with the faculty and administration. Senate meets during second period and so must be scheduled as one of the seven class periods of the day.

1. **Qualifications:** Election to office is the result of demonstrated ability and faithfulness, and should be sought for selfless rather than selfish reasons. Student leaders should be persons 1.) who profess to belong to Jesus Christ, and whose lives give evidence of that profession, 2.) have demonstrated care for and faithfulness to others and to the community at Bellevue Christian School, and 3.) have demonstrated faithfulness in using their gifts as students.
2. **Nominations:** From a list containing the names of all eligible students, three groups (present senate/council members; the student body and the faculty) nominate those whom they believe have demonstrated the qualities listed above. Nominations by these three groups are calculated as follow. Nominations by the faculty count as thirty percent, by the Senate count as twenty percent, and by the student body count as fifty percent of the total. All those who are nominated by an average of at least 35 percent of the three groups will be placed on a general student body ballot for election. The five students in each class who receive the most votes are

elected. (Ties or one-vote differences may be decided by a runoff. Subsequent ties are decided by coin toss.)

3. **Seeking Office:** What should you do if you desire an elective office? Remember that nominations will be based on how others see you. As the school year proceeds you might ask yourself a few questions. If you were arrested on a charge of being a Christian, would there be enough evidence to convict you? In class, do you show leadership in helping others to learn, or do you distract from the educational process? Do you work for change by becoming involved, or do you only criticize from the sidelines? Do you disagree in a way that shows a desire to improve matters, or do you just want to complain? Are you as eager to help with clean-up as with planning? Do other students feel that you support and encourage them, or that you put them down? Do you try to discover the truth, or just spread gossip and rumor? Are your friends brought closer to Christ by getting close to you? Your answers to those questions should give you an idea of your qualification for elective office.

Junior High School Student Council: Student Council is a one semester class that meets during the school day. This group of students is elected following the similar criteria and procedures as the HS Senate.

High School Class Council: This group provides the same leadership mentioned above in class activities. Qualifications needed are the same as for Senate. This is a great opportunity to demonstrate a desire to serve. Each class (grade level) council is composed of all those who volunteer to help. Meetings are set by mutual agreement.

Informal Opportunities: There are many other opportunities for students to use their leadership abilities to serve the community. Teams and other organizations elect their own officers. In order to utilize the abilities, ideas, and energies of more students, the junior high student council and the high school senate delegate responsibility to student volunteers to work on various aspects of school activities. If you have ideas to improve the school and ways of implementing these ideas, communicate with your Senator or student council representative.

Community Building and Service

National Honor Society: Election to the BCHS chapter of the National Honor Society is Based on four criteria: Academic achievement, Service, Leadership, and Character. High academic marks alone are not sufficient. Sophomore, juniors, seniors with a cumulative GPA of 3.45 or higher may apply. New members are selected by a council of the high school faculty. The timeline and selection procedure are published each year. The society meets quarterly and all members are expected to do a service project. Members are given a certificate and wear gold cords at High School graduation.

Technology Honor Society: The mission of the BCS Technology Honor Society is to promote and recognize three characteristics in students: technological literacy, academic scholarship and commitment to service. Invitations to participate are sent out during first quarter to any student in 10th, 11th or 12th grade with a GPA above 3.0. In keeping with the mission, the Technology Honor Society is a service organization, and all who join are required to participate in a technology related service project during the school year. In the past, projects have included refurbishing computer

systems for Mendenhall Ministries in Mississippi, building and maintaining teacher web pages, tutoring elementary students on technology, helping elderly learn to use technology, and planning and running the BCS Girls in Technology Workshop. The projects change every year as needs change and new ways to serve our school and local communities arise.

Outreach: Junior high students are urged to participate in a fund-raising drive to feed the hungry as part of an annual hunger awareness week.

High school outreach opportunities include participation in BCS homeroom service groups twice a year plus a variety of student-initiated projects with rescue missions, teen ministries, nursing homes, and community services. High school students are encouraged to participate in these extra-curricular activities. Many of our students participate in spring or summer mission trips. Recent locations have included Asia, Thailand, and Mississippi. Educational/Cultural trips to Germany and Spain are also scheduled.

Retreats: One advantage of a smaller school is that we can get to know one another better. As members of the body of Jesus Christ we are admonished to "build one another up in the most holy faith." For this purpose, several outings are scheduled during the school year. Getting away from the hustle and bustle of school and being together for good fellowship, good food, and good activities all contribute to community-building, an essential part of the life of the school. When on school sponsored retreats, all school dress and conduct rules apply.

Social Activities: If a sense of community is to develop, it is important that students spend time together outside of the regular school day. The teachers and student leaders hope students will attend social events for the sake of being together and not necessarily because the activities are things they love to do. In a day when people seem to be demanding extravagant ways of being entertained, we need to discover the joy of doing ordinary things with people we care for. We especially encourage attendance at athletic and musical events because it is appreciated by the participants and builds school and community spirit

Those who wish to attend social events are expected to sign up and submit any required fees or permission forms by the published deadline.

- A. **School-Sponsored Activities:** School-sponsored activities are listed on the printed calendar of events, and are published on the school's web page at www.bellevuechristian.org All such activities are cleared through the principal's office. If there is any doubt as to whether an event is school-sponsored, a call to the school receptionist can answer the question.
- B. **Other Activities:** Students are also encouraged to get together socially apart from school events, especially if they are expanding their regular circle of friends. In planning their own social activities, students should choose dates and times that do not conflict or compete with regular school activities.

The school encourages active participation by parents in the lives of students. Often parents will plan an overnight or weekend party of some sort which includes a group of BCS students. The school does not wish to become intimately involved in planning, executing or monitoring these functions. However, we strongly suggest the following guidelines:

1. Adequate adult supervision should be available for the entire time. Parents should confirm that appropriate supervision has been arranged.
2. Careful discretion should be given to the types of activities (i.e., appropriateness of certain movies, hot tub parties, etc.).
3. Use of tobacco or alcohol, abuse of any substance, or illegal activities are prohibited by the school and should not be permitted by school families who host parties involving BCS students.

Dancing: Dancing is clearly part of God’s good creation; perversion or inappropriate use of dancing is evidence of sin. Psalm 149:2-4:

*Let Israel rejoice in their Maker’
Let the people of Zion be glad in their King.*

Let them praise his name with dancing
And make music to him with tambourine and harp.
For the LORD takes delight in his people.

Psalm 150: 3-5:

*Praise him with the sounding of the trumpet,
Praise him with the harp and lyre,
Praise him with tambourine and dancing,
Praise him with the strings and flute,
Praise him with the clash of cymbals.*

Biblical dance is an expression of the joy one can have in the Lord, provided dancing is done in a way that glorifies God and edifies others. To label dancing as “worldly” is not good biblical thinking. However, to allow misuse of dancing or to model those who have perverted God’s good creation is not acting responsibly either. Christ’s atonement paid for our sin; therefore as members of the body of Christ we have an opportunity to be actively involved in reclaiming dance as part of God’s creation.

High School dances are allowed at BCS provided that any new dance has received prior permission from the Superintendent. In addition, the following requirements must be met:

1. Only BCS students may participate. Guests invited to more formal events, such as the Valentine’s Banquet or JSB, must have received prior permission from the principal to attend.
2. A dance committee comprised of a minimum of one parent, one administrator, and one student will oversee selection of:
 - Teacher and parent chaperones. Chaperones must be briefed before the dance on guidelines for appropriate music and student behavior.
 - Music. No lyrics which are suggestive, rude, or contrary to the Christian faith will be allowed.

3. Student dress and behavior must be consistent with the behavior outlined in this handbook.
4. Any student behavior that is sexually suggestive or physically intimate will be stopped by the chaperones. Students not complying will be asked to leave.

In a school as large and diverse as BCS, not everyone is going to agree with every activity. Parents may reserve the right to not allow their student to participate in dances based on personal convictions and/or teachings of their church.

Athletics: Please see the BCS Athletic Handbook located on the BCS Website @ www.bellevuechristian.org

Technology: Using the school computer network is a privilege. All students must obtain a BCS Network Account. To obtain a network account, fill out a BCS Network User-Id Application (provided @ enrollment). A BCS network account is activated within 1 – 2 school days and gives students access to all applications available to students at BCS, except email and the Internet.

Statetrip: Statetrip is a spring travel activity for eighth graders providing first-hand learning in our state. Statetrip is a unique and intensive experience. Statetrip groups are led by teachers and parents, and are kept small. Traveling in a van for a week requires participants to interact in ways that bring self-insight and builds relationships. Statetrip often binds people together in a way that is close to the ideal of Christian community.

Visitors: The primary purpose of visitation is to give prospective students a look at our school. BCS students may bring guests to campus provided they are interested in future enrollment. However, we want to make sure there is no disruption of the regular educational program. Therefore we ask that BCS host student obtain written permission from one of the administrators and your teachers before the day of the visit. Visitor forms are available from the office after the hosting student has met with an administrator. The visitor will also be required to bring written parental permission.

Yearbook: The high school and the junior high each publishes its own yearbook. The yearbook reflects the Christian community within the school, and makes an important contribution to the building of unity. Yearbook is a regularly scheduled course.

Community and Conduct

Building a Kingdom School: Discipline means "discipling". Our goal is to help students become followers of Jesus Christ, not to make them obey rules for the sake of the rules. We want to apply the command to "seek first the kingdom of God" in the way we relate to each other as students, parents, teachers, and administrators. We believe the task of each person is to encourage others to move towards Christian maturity: to nurture responsible, caring members of the Body of Christ.

To shape our conduct in a way that builds a Kingdom school, we need to break away from old categories such as conservative versus liberal, or authoritarian versus permissive. We believe that in order to follow a Kingdom model, we must emphasize:

- Relationships rather than rules
- Mutual trust rather than suspicion
- Personal guidance rather than impersonal systems
- Reconciliation rather than punishment
- Natural rather than artificial consequences
- Restitution as a necessary part of reconciliation
- Strength from the Lord rather than personal power

The Christian school is a learning community. The rules that do exist are there to help learning take place. In order to establish trust and the concept of substantive obedience (from the heart), the basic "rules" are stated as positive expectations:

- DO WHATEVER IS RIGHT
- DO WHATEVER IS NECESSARY
- DO WHATEVER IS HELPFUL
- DO WHATEVER IS KIND

These four guidelines provide the framework for learning how to discipline oneself for community living. The message communicated is: "We are trusting students to make good decisions." The other side of these positive "rules" is that they point to some things to be avoided.

- Avoid doing things that could cause physical harm to others.
- Avoid doing things that could cause emotional stress or psychological damage.
- Avoid doing things that could offend people's values, especially spiritual values.
- Avoid doing things that could obstruct the learning process.
- Avoid doing things that could inconvenience people and/ or cause them to have to do extra work.

Specifics:

In and Around the Classroom: Because many people need some help deciding what general principles mean in practice, we offer some practical examples for the classroom.

- Use language that will not be offensive or demeaning to others.
- Clean up before leaving each class. Return borrowed items, pick up your area, and leave the desks and chairs straight.
- Safety is always important. Walk, don't run, in the halls, keep chairs and feet on the floor. Don't push or throw items. Use common sense.
- Access to D building classrooms is via the lower MPR hallway and either the outside stairway or the alley entrance. The gym and room D203 are classrooms, not thoroughfares..
- Don't keep large amounts of money or unnecessary items at school. There's no sense in tempting a potential thief. Lock personal items in a gym or hall locker.
- We invite students to fellowship together in the Commons and courtyard. Please remember to clean up your trash. Whenever possible, pick up trash near you even if it is not yours. Don't expect someone else to clean up a mess you can easily avoid. Do not sit or put your feet on lunch tables.

Lockers: A locker provides privacy and you are responsible for its condition. Because the halls are very public places, the posters and pictures you choose to display become part of the decoration of the campus. The question is: Are they helping to focus my thoughts, and those of others, on true godliness? In order to maintain an atmosphere which is honoring to Christ, lockers should not display any of the following:

- Photos or posters that are primarily sexual in nature (i.e., men or women wearing bathing suits, underwear, etc.); no nudity, partial nudity, or suggested nudity.
- Decorations which suggest or glorify violence or the occult, or which are coarse or obscene.
- Decorations or slogans that are blasphemous or anti-Christian.
- Alcohol or tobacco ads.

(These same standards apply to notebooks and clothing.)

If an adult believes that your locker displays inappropriate materials, he or she will speak with you directly. If the two of you cannot agree, the student should consult with an administrator.

iPod, cell phone, laptops, or any other portable listening devices: When students use portable listening devices with head phones, they choose not to participate in the community life of the school; therefore portable listening devices are not to be operated on campus during the school day. On school-sponsored activities specific permission must be received from a faculty member. Headphones are permitted on school buses at the driver's discretion for regular routes and at the supervising teacher's discretion for field trips and other events. Items used in violation of this rule may be confiscated, and will have to be picked up at the school office. Repeat violations will become a disciplinary issue. Headphones may be used by students for whom it is specifically noted in their 504 plan.

Cell Phones: Cell phones may not be used during class time. Cell phone use is distracting for the student and disruptive for the rest of the class and the teacher. Cell phones must be silenced and put away. Teachers are asked to confiscate cell phones that are used, or ring, or are visible during class time.

In addition, cell phone use during a quiz or exam compromises academic integrity. (See also section V Serious Offenses, B: Breaches of Personal and Academic Integrity). If, in an emergency, a student needs to place or receive a phone call/text message during class time, the student must 1) ask the teacher for permission and 2) use the cell phone outside of the classroom. The student must first have the permission of the classroom teacher to use the tools of the cell phone for class use (calculator, calendar, internet access).

Vehicle Safety: Campus parking is a privilege, not a right. Therefore, students, teachers and parents driving to school are expected to drive cautiously and safely. The posted speed limit is 5 miles per hour. Exceeding this speed, or driving in a dangerous or reckless fashion, will result in loss of the privilege of driving on the campus. All student drivers are required to register their vehicle(s) at the bookstore and sign a parking application agreeing to follow the rules listed in this section.

Student Parking Policy

Procedures:

1. Registration: **All students driving to school (including motorcycles) must be registered with the bookstore.** (See BCS Parent/Student Handbook, "Parking and Traffic".) Only students with a valid Washington State driver's license (permits don't count) and a vehicle may apply for parking registration.
2. **Fee:** Cars with one licensed driver, **\$100**; carpools, **\$30**; and motorcycles, **\$20**. (*Carpool definition: 2 or more BCS students, can include siblings.*)
3. Seniors will be the only students parking on campus, with the exception of those reserved spaces mentioned in #4. **Juniors, sophomores, and freshmen will park at First Presbyterian Church.**
4. Reserved spaces: Spaces will be reserved for the auction bid winner, for disabled student drivers and for seniors with morning NEVAC classes. No other individual student parking spaces will be reserved.
5. Tags are issued to the applicant only and **may not be transferred** to another student. Tags must be displayed at all times when parking at BCS between 7:00 a.m. and 3:30 p.m. One student parking space per family will be allowed on the Clyde Hill campus lots.

Rules: The student driver will:

1. Drive safely and observe a **5 mph** speed limit in parking lots.
2. Display parking permit in lower left corner of the front windshield.
3. Park in their assigned lot only. No parking in bus zones, "no parking" zones, alleyways, or spaces marked for visitors, handicapped drivers, or faculty/staff. Also, we are not permitted by the town of Clyde Hill to park on the street, nor are we to park at Chinook Middle School or Sacred Heart.
4. Observe no loud music or horns, and no littering rules.
5. Agree to cooperate with the guidelines of the school's attendance policies regarding leaving campus (lunch or any other time) and/or skipping.
6. Understand that all Parent/Student Handbook rules apply to all parking areas, including First Presbyterian Church.
7. Not lend, give, or otherwise transfer parking tag to another student.

Penalties for violations (per school year):

1. **Reckless Driving:** Administrators respond immediately to reports of reckless driving from neighbors, parents and staff. Reckless driving and speeding result in an immediate and indefinite suspension of driving privileges. A student's vehicle may be towed at the student's expense (approximately \$110 towing charge plus storage fee of \$8.75/half day depending on the towing company) if the student parks on campus or at Bellevue 1st Presbyterian Church while parking privileges have been suspended, or if the car is parked illegally on neighboring streets, at Chinook Middle School or Sacred Heart School.
2. **Unregistered and Untagged Vehicles:** Unregistered or untagged vehicles receive an automatic \$50 fine. If the student had not previously registered as a driver there is an additional \$50 registration fee.
3. **Parking Violations:**
 - First violation: warning ticket
 - Second violation: student assigned parking lot litter pickup for one lunch period.
 - Third violation: student turns in keys to office for one week
 - Fourth violation: Phone call home. Student prohibited from BCS parking privileges for 1 week

- Fifth violation: phone call home. Student may lose parking privileges indefinitely (see Parent/Student Handbook) **Underclassmen who receive 3 tickets in a school year forfeit the privilege of parking on campus the 1st marking period their senior year.**

What if:

1. There are no spaces left in my parking lot?
 - Park in visitor’s lot and report to the bookstore or assistant principal immediately. A late pass to class will be issued if necessary. **Your car may not remain in the visitor’s lot.**
2. I have to drive a different car to school occasionally?
 - Include the second car on your registration form. A tag will be issued for each car registered.
3. I have extenuating circumstances as to why I cannot park where I should, or I have other questions or concerns?

See the Assistant High School Principal or the BCS Bookstore Manager.

Guidelines for how we should and should not dress:

How a person dresses reveals much about his/her attitude toward life, his/her respect for himself/herself, for others and for the God we endeavor to serve. General principles to follow are modesty, moderation, neatness, cleanliness, and appropriateness.

In a learning environment, personal modesty is required of all students. Modesty is a tricky thing these days. Our goal for our students at BCS—female and male—is to help you become classy, godly young people who think and act Biblically. Immodest dress goes directly contrary to those goals and brings out the worst in us, not the best. God created you as a **whole person**—not just a collection of body parts. We want students to dress in a way that demonstrates godly intentionality that is good for *everyone*, in school and beyond. **We would like to assure you that it’s ok to wear the latest fashions and wear well-fitted clothing...just make sure they follow our school rules!** ☺ Therefore, please take note of the following items when choosing your clothes for any BCS event (class, retreats, evening events, field-trips, outings):

Ladies:

- **Cleavage:** Just. Don’t. Show. It.
- **Short shorts and skirts:** In the original Greek, “short shorts” is (roughly) defined inappropriate”. Shorts must be mid-thigh in length. Mid-thigh shorts are classy, and plenty of girls wear them. Be like them. A good rule of thumb is at least 2 inches below the fingertips (when arms are at the side), even when bending over.
- **Sufficiently cover your derriere:** If you are wearing Lululemon pants, leggings, or tight fitting pants your top (sweatshirt, T-shirt, or other school appropriate top) must be long enough to cover your rear end even when bending over.
- **Please avoid** these two sets of words when related to your shirts and tights: “See” and “through” and “bare” and “shoulders” (the former can be defined also as “tank” and “top”).
- Everyone has a **stomach** and **back** and knows what they look like; we don’t need to see yours to confirm our knowledge. Tops must be long enough to cover the stomach and back.

- For retreats (like Lakeside), wear either a one-piece **swimsuit** or a two-piece with a nifty non-white T-shirt on top.

Fellas:

- No **underwear** showing. If you need a belt, get one!
- **Keep your shirt on** at all times (regardless of how hot you are or how sweet your six-pack is)
- No **tank-tops** or half T-shirts (it's called an *under-shirt* for a reason)
- No Speedos swim briefs on retreats.
- Boys are expected to remove their hats during worship and prayer times.

Everyone:

- Personal hygiene is important.
- Shoes or sandals must be worn at all times.
- Tank tops and half T-shirts are inappropriate.
- No advertising of tobacco, alcoholic beverages, violence, weapons, profanity or inappropriate, obscene or suggestive slogans should be worn. These same standards apply to lockers and notebooks.

Reminders/ Consequences:

- If you see your friend dressing inappropriately, please give them a friendly reminder. 😊
- If you're not sure about if what you're wearing is appropriate, we would strongly advise you wear something else, or ask the Principal or Counselor before you wear it.
- If we see clothes that do not follow these guidelines, you will have to change into something else immediately or call your parents to bring you more appropriate clothes. You will not be able to get back into class until your clothes meet the rules.
- Repeated dress code violations will result in detentions or suspensions. Inappropriate school clothing interferes with the learning process.
- We ask parents to assist us in choosing proper apparel for school settings.

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God...therefore honor God with your body.”

1 Corinthians 6:19

Public Displays of Affection: When God created each thing, He said “it is good.” This includes female and male differences and relationships. The feelings we have for each other are pleasures given by God. However, some displays of affection including frontal hugging, kissing, and sitting on laps are not appropriate in public, especially in school. Any adult on campus may confront students about inappropriate behavior and students are expected to obey the adult. Continued displays of affection reported to the an administrator will result in a meeting with the offending students, and their parents.

Serious Offenses: Appropriate behavior standards apply to all school-related activities whether or not they occur on campus or during school hours. In addition, BCS students are expected to obey the law at all times. Any persistent violation of student behavior standards is serious, but a few categories of misconduct need special mention because we believe they require immediate decisive action. Offenses not listed here may also be regarded as serious, especially if they involve illegal activity, constitute a

threat to the health and safety of self or others, disrupt the educational process, create a climate of stress or fear, or mock spiritual things.

- A. **Substance Use/Abuse**: Possession or use of substances listed below on campus or during school hours or on any school-related activity, will result in an automatic suspension from school and placement on a behavioral contract. However, possession or use by a BCS student of substances listed below or abuse of any substance, **at any time**, is considered a serious offense. Substance abuse at any time hurts the student and the school community through physical impairment, potential accidents, addiction and lost academic potential. It also causes inevitable social and spiritual isolation, deception, and negative influence on others. Providing such substances, or evidence of the intent to provide them to others, is considered a more serious offense and will result in more severe consequences. (See also section VI, Discipline Steps, on pages 19-20 of this handbook, and the Christian Citizenship section, p. 2, in the BCS Athletic Handbook.)

Following a substance abuse offense, or in the case of suspected use or dependency, the student will be required to report immediately to an agency specified by BCS for a dependency assessment and physiological test (e.g. urinalysis or blood test). The student will be excluded from school until BCS receives the assessment report directly from the agency. The student and/or parents must authorize the mutual exchange of information between the BCS counselor and any outside agencies or counselors. The student will be required to follow the assessment agency's recommendations including possible counseling, in-patient or out-patient treatment and/or periodic follow-up screenings. Parents may request a second professional opinion but BCS must receive that assessment report directly from that agency before the student returns to school. BCS may also require a behavioral contract as a condition for continued enrollment. However, suspected dependency is treated as a health issue rather than a discipline violation. This is true whether it is self-reported, based on an "at risk" inventory or determined following an offense, as long as a student is cooperative.

1. **Tobacco**: Bellevue Christian campuses (including the parking lots) are tobacco-free zones. It is unlawful for students under 18 years of age to purchase, possess, or use any tobacco product. Possession or use is a serious offense for all BCS students; even those over 18 years of age. The first offense will result in a minimum 1-2 day suspension.
2. **Alcohol**: It is unlawful for those under 21 years of age to purchase, possess, or use alcohol. Alcohol possession or use by BCS students is prohibited at all times. If alcohol is present among minors in a vehicle or at a party, all BCS students present will be considered to be "in possession." The first offense will result in a minimum 2-5 day suspension.
3. **Drugs**: Possession or use of any illegal substance (or any legend drug or controlled substance without a prescription) is unlawful. Students who must take any prescribed medication during the school day are expected to follow the Medication Policy on page 11 in the All-School section of this handbook. Abuse of any common (even if legal) substance or possessing/providing drug paraphernalia is also a serious offense. The first offense will result in an automatic suspension of at least 5 school days.

- B. **Breaches of Personal and Academic Integrity:** Integrity should be prized by everyone, but most particularly by those who claim to be followers of Jesus Christ. Lying, making deliberately misleading statements or misrepresenting the facts are inconsistent with the values of our community; they destroy trust and relationships, and therefore will not be tolerated. If intended to cover up a mistake, failure or offense, your own or someone else's, these behaviors only compound the problem. Cheating on exams, plagiarism (copying from another source without acknowledgment) or helping others cheat or plagiarize are simply specialized forms of lying. Any attempt to cheat on a quiz or test, present someone else's work as your own, or help another student to do so will result in a loss of credit for that assignment, with no opportunity to make it up. The incident will be recorded and a letter sent home. A second breach of academic integrity while a student is enrolled will result in an automatic two-day suspension in addition to the loss of credit, and placement on a behavioral contract.

Specific Expectations:

1. During quizzes and tests, students must put away all extra materials, cell phones, electronic devices and/or any device that can connect to the internet, unless specifically pre-approved by the teacher for that event. Students are to be silent, avoid looking around and cover their own test papers.
2. On papers and projects, students must acknowledge all sources they consult. Students must properly attribute any quoted or paraphrased content or borrowed ideas. Guidelines given by teachers for specific assignments come from the MLA Handbook. Students may be required to submit papers electronically in addition to a hard copy.
3. Any action that compromises or appears to compromise academic integrity will be dealt with as a violation of the BCS Academic Integrity Policy.

Having academic integrity means you are honest about what you know and the work you have done. It would not be truthful to take someone else's answers as if it is your own knowledge, and it is stealing to present someone else's work as if it is your work. These types of stealing and lying are called cheating and plagiarism.

In some cases, it is expected that the work a student submits will be his or her own individual and original work. This is an individual process (you work alone) and an individual finished product (e.g., you write and submit your own paper). If you quote another source verbatim, borrow an idea, capture a digital image, copy-cut and paste text from another person, or digital source you must cite the source. Please use the BCS standards for citing sources. It is plagiarism to present writing, illustrations, images, or ideas as your own, when they are not originally yours. Even collaboratively written text should be acknowledged for what it is.

Sometimes you will be allowed to work cooperatively in a group in order that you may benefit from the learning process itself and profit from and contribute to the learning of others. In this case a group process will be permitted. At times you may still need to present your own written product even though a group process was allowed. That is, you may discuss the assignment, share ideas and even answers, but the writing, answers, PowerPoint, or other finished product you submit must be your own work product. This is a group process (you work together), but an individual product (e.g., you still write and submit your own paper). You might even be required to briefly exchange papers with another student to give/receive constructive feedback on a particular assignment. This can be a valuable part of the group learning process. When your

work is completed, your thinking may have benefited from others, but you will have an individual end product that is clearly unique and different from theirs. However, you may not release control of an electronic or hard copy of your work to another student. That does not aid the learning process but encourages copying, and you would be held accountable for helping another student to cheat or plagiarize.

At other times you may be required to submit a single joint group project. For example, members of the group will not only share in the research, but they will also contribute equally toward the written work, a poster, a PowerPoint presentation, a hand-out, and the actual class presentation. This is not only a group process (you work together), but a group product as well (e.g., you write and submit one common group paper). If you are unclear on the teacher's expectation, please inquire whether the work submitted needs to be an individual or a group product.

Disrespect for Others & Their Property: Showing respect for the possessions and privacy of others is part of showing respect for their persons. It also demonstrates good stewardship of things and relationships. Disrespect causes real loss and creates mistrust, resentment and stress in the community.

1. **Stealing:** Whether it belongs to private persons (known or unknown) or to the school, deliberate taking of property that does not belong to you without permission is stealing. In addition to disciplinary action, restitution will be required. **The police will be called if necessary.** BCS works to cultivate a community where individuals feel safe. Consequently they may leave possessions unguarded on campus. Keeping that type of community requires greater integrity of its members, a commitment to ask rather than assume, and a selfless attitude of looking out for others. For example, students are cautioned not to "borrow" books or other items without the knowledge of the owner, and not to keep "found" items of value, but to turn them in to the school office immediately. Such actions create hardship for others and draw suspicion to you.
2. **Trespassing:** Unauthorized entry into school offices or classrooms, or onto the roof is trespassing. A fine will be assessed automatically against a student who is on the roof for any reason, in addition to disciplinary action. A ball or other item lost on the roof will be retrieved by a custodian within a day or two. Entering another person's locker, bag or other belongings, or attempting to gain and/or use another person's locker combination or keys without permission are also examples of trespassing. Attempting to gain access to and/or use another person's BCS network, email or internet accounts/passwords (with or without permission) carry additional penalties and loss of privileges listed in the Computer Acceptable Use Policy (AUP). Claiming it is a joke does not justify trespassing. Trespassing also creates suspicion of attempted cheating or stealing.
3. **Vandalism:** Deliberate or negligent action which results in damage to property, or requires extensive cleanup, is vandalism. Restitution will be required. An administrator will determine whether restitution will be made through work, a fine or both. Deliberate acts, or a pattern of negligence, may also result in disciplinary action. Claiming it is a joke or a prank does not lessen the damage, cost, inconvenience or cleanup, and is not a justification for vandalism.

Dangerous Weapons: Nothing that could cause another person serious harm is appropriate in a school. By state law it is illegal to possess any dangerous weapons, including guns, objects appearing as guns, spring-loaded knives, martial arts weapons such nunchakus or throwing stars, sling shots, brass knuckles, and other instruments designed to inflict bodily injury. Laser pointers are not permitted as the laser can burn the retina. All members of the school staff are instructed to confiscate any such weapon immediately and without question. The student will meet with the principal. **The police will be called if necessary.** All weapons incidents are reported to the State Superintendent of Public Instruction. If a student is removed from BCS for possession or use of a weapon, we are required by law to report the offense to the receiving school.

Disrespectful/Abusive Language or Behavior: Bullying, malicious teasing, harassment, threats, and foul or abusive language destroy community. Claiming it was a joke, that the victim was not offended, willingly cooperated, or responded in kind, do not justify for put-downs, offensive and hurtful remarks, or humiliation. Hazing and “initiations” by individuals or groups are prohibited (see page 23). Even mild teasing or harassment which becomes a pattern can be extremely hurtful. This type of behavior constitutes a serious offense and could result in suspension or a recommendation for expulsion, but two specific types of harassment need special mention.

1. **Racial Harassment:** Christ’s ministry is one of reconciliation. A Christian community values and is enriched by the diversity of its members. Any language or action that devalues a person or builds barriers between individuals or groups is unacceptable. Any type of unwelcome conduct directed toward, or about, another individual because of race, ethnicity, language or culture may constitute racial harassment. Unwelcome conduct includes, but is not limited to, verbal, written or electronic comments; name calling; spreading rumors; or mocking gestures.
2. **Sexual Harassment:** The gender differences and plan for relationships created for us by God are wonderful gifts that enrich not only individuals but the entire community. For students maturing in a culture that confuses and perverts those gifts, differences in gender and maturity can also be a source of extreme sensitivity and vulnerability. Any language or action that devalues a member of the community, creating embarrassment and self-consciousness, is unacceptable. Any type of unwelcome conduct related to gender or sexuality, directed toward, or about, another individual (regardless of gender) may constitute sexual harassment. Unwelcome conduct includes, but is not limited to, touching, verbal, written or electronic comments (i.e. texts, facebook, email, etc.); name calling, spreading rumors, suggestive gestures, forcing one’s presence on another, or pulling at clothing.
3. **HAZING:** By definition, initiation or hazing of BCS students in any form is a serious disciplinary offense. All Bellevue Christian adult staff are accountable to clarify the expectation and its rationale for students, to prevent it if possible, and to deal with it according to policy if it occurs.
 - **DEFINITION:** Websters New World Dictionary defines hazing as, “to initiate or discipline (fellow students) by forcing to do ridiculous, humiliating, or painful things.”

- **EXPLANATION:** Any expectation put upon a student to act, dress or perform in an unusual manner which is not an intrinsic part of the program/class/sport, and/or any expectation which singles out students (by age, grade, rookie status, ethnicity, gender, etc.) is suspect. Each situation requires the adult in charge to make a judgment based on Bellevue Christian School philosophy and policy. Following are specific examples and rationale.
- **It is hazing** to expect students to wear costumes intended to be ridiculous, paint their faces, or wear or carry signs. **It is hazing** to physically restrain or coerce students for any purpose.
- **It is not hazing** to invite a student to an event, breakfast or party, or to offer a student a note of welcome or a “token of belonging,” as long as the student may choose to accept or refuse without pressure. Invitations or offers must be positive and affirming, so that any person might reasonably seek out and appreciate the same attention.
- **RATIONALE:** The BCS Parent/Student Handbook section titled, Community and Conduct (page 12) lays out the philosophical basis for our behavior expectations. This is the context within which we read the explanations under Serious Offenses including, “disrespectful or abusive language and behavior” (page 16). The intent is self-explanatory but, to remove any doubt, the terms, “initiation” and “hazing” are specifically listed. BCS practice has not changed. It has been the consistent practice in the high school, to discipline on the basis of the **appropriateness of the action itself**,

Not on the stated intent of the perpetrator,
Not on any quantifiable injury which results, and
Not on the degree of offense expressed by the victim.

In other words, **typical excuses are no justification for otherwise unjustifiable actions**, e.g.

1. “I was only joking,”
2. “But it was funny,”
3. “She didn’t say, ‘no’,”
4. “He went along with it,”
5. “But its an initiation,”
6. “It’s a tradition,”
7. “They did it to me when I was new,” or,
8. “I asked her afterward and she seemed ok with it.”

Fighting: The general rule is, “hands off.” A single instance of fighting, or any violent or abusive treatment of others on campus may result in suspension. Punching will result in an automatic suspension.

Repeated Skipping: At the high school three incidents of skipping a class, chapel or required meeting, will result in suspension. The fourth time will result in a one week suspension. At the junior high level leaving campus without permission will result in a suspension.

Disciplinary Steps: The school's aim in dealing with student misconduct is not primarily to punish, but to bring about change. Therefore most student behavior problems will be dealt with in a series of steps. However, any serious offense may result in immediate suspension or a recommendation for expulsion from school, at the principal's discretion, whether or not any of the intermediate steps described below have been taken.

A. **Dealing with Minor Offenses:**

1. **Classroom Level:** As part of the educational process, students are expected to learn appropriate and responsible behavior. Therefore such behavior is taught, and rewarded with trust and privilege. Behavior, speech and attitudes that are inappropriate and/or irresponsible are seen first of all as opportunities for learning. Classroom teachers, coaches, bus drivers, and other adult supervisors have the first responsibility. In any situation involving school facilities or activities, the faculty member who is on the scene is presumed to have the authority to deal with behavior problems. Students may expect to be confronted, corrected, or counseled by any staff member or parent volunteer. If a staff member believes that the student is not responding appropriately to correction, the school counselor and/or an administrator may be notified and asked to intervene. The staff member may also notify or consult with the parent and/or give appropriate consequences.
2. **Administrative Level:** The administrator's role is to assist classroom teachers, coaches and other supervisors in bringing about student learning with respect to behavior, language and attitude, as well as to deal with situations that do not originate in a supervised situation. Examples of measures which might be employed at this level include:
 - conference with parents
 - conference of the student, parents, administrator, with all of the student's teachers (a "staffing")
 - behavior contracts
 - withdrawal of privileges such as participation in activities, leaving campus during extended lunch, driving to and from school, etc., as appropriate to the offense
 - imposition of conditions for continued attendance such as professional evaluation and/or counseling
 - in-school suspension, or out-of-school suspension for the student to consider future behavior
3. **Repeated Offenses:** Minor problems cease to be minor if they are persistent and willful. Problems which continue as a pattern, in spite of corrective steps, become serious offenses.

B. **Step-by-step Procedures for Serious Offenses**

1. **Step One:**
Junior High
 - First detention: Meet with an administrator during the entire lunch time. You will complete some written work aimed at helping you figure out what went wrong, as well as what will help you avoid similar issues in the future.
 - Second detention: A similar process as the first one will be followed, but with a bit more written work on the student's part. This detention will occur after school.

- Third detention: This will occur at 7 a.m., before school, to complete yet more written work and discuss how you can avoid Step Four of detention, which is...
- Fourth detention actually has a different name: SUSPENSION. You will now spend a day at home, being in trouble with the school and your parents.

High School

A first serious offense, or a pattern of repeated minor offenses, will place a student on step one. Parents will be notified as soon as possible, and if the situation warrants, the student may be suspended immediately pending further action. A student/parent conference will be held with an administrator to confirm that a basis exists for a relationship with the school. A follow-up plan will be determined with expectations and consequences which an administrator will monitor. The student may be suspended for up to two additional days while deciding whether he/she wishes to return to school under the new plan.

2. **Step Two:** A second serious offense, or other evidence of failure to respond to step one, will place a student on step two. Parents will be notified as soon as possible. The student may be suspended from school for up to one week. An administrator will meet with the student and his/her parents for mutual corrective planning. The family will also be encouraged to arrange participation by a leader from the student's church. In some cases the administrator will arrange a "staffing" (a meeting with all of the student's teachers), to seek their collective guidance and support for the student. The school may require a professional evaluation and/or a behavioral contract for continued enrollment.
3. **Step Three:** A third serious offense, other evidence of failure to respond to step two, or any offense which poses a significant danger to the health, safety or well-being of students, will place the student on step three. The parents will be notified as soon as possible and the student may be suspended indefinitely. All parties previously involved, and the principal, if not already a party, will meet to consider a future course of action. The principal may recommend expulsion from school (see next section, Expulsion). If the student is allowed to remain in school a behavioral contract will be required.

C. **Definitions:**

1. **In-School Suspension:** A student remains in a supervised location on campus during the school day, but is temporarily denied the privilege of attending one or more classes. In-school suspension may be requested by a faculty member, but is exercised by the principal. All academic work missed during in-school suspension must be made up.
2. **Out-of-School Suspension:** A student is temporarily denied the right to be on the school grounds, participate or attend, in school activities, or attend classes. The decision to suspend may be made by the superintendent, the principal, or the principal's designee. Daily work missed during the suspension period may not be made up. Longer range assignments (unit tests and research papers) must be completed on time.

3. **Emergency Suspension**: at times it becomes necessary for the safety and protection of the student and/or other students to exclude the student from school for an unspecified period of time.
 4. **Expulsion**: When it is clear that a student, by words or actions, is not abiding by the spirit or guidelines of the school, Bellevue Christian School will not allow a student's continued enrollment. The final decision to expel is made by a faculty committee convened for that purpose, acting on the principal's recommendation. The "Administrative Policy on Expulsion" will be given to any student recommended for expulsion and is available to anyone upon request.
- D. **Appeals**: Disciplinary measures taken by the principal may be appealed to the superintendent. The superintendent's decision to uphold a disciplinary action may be appealed to the school board.

RESTITUTION: Restoration or reimbursement for loss, damage or injury is a part of biblical justice. It demonstrates repentance for deliberate action and demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and community and is a necessary part of reconciliation. Therefore biblical restitution_(cost plus 20%) is an expectation at BCS. In case of loss, damage or injury the administrator will work with all parties to determine appropriate restitution and will communicate the school's expectation to them. In the case of theft or deliberate damage or injury this expectation will become part of the step-by-step disciplinary process.

STUDENT PREGNANCY POLICY: Should a BCS student become pregnant or cause a pregnancy, the school seeks to follow a course of action that considers the interests and responsibilities of the mother, father and child. Our aim is to work for healing and reconciliation. While we feel that the behavior which resulted in the pregnancy does need to be dealt with, our policy is not punitive. The principal will hold a meeting with the student(s), parents, a faculty/staff advocate selected by the family and the pastor or church leader to determine the best course of action. A copy of the complete student pregnancy policy is available on request.

School Attendance Policies

CLOSED CAMPUS:

1. **General**: BCS operates a closed campus. Students are **NOT ALLOWED** to leave campus during the school day without **PRIOR** permission from a parent or an administrator. Students **MUST CHECK IN** if they arrive later than 8:20am. If they need to leave prior to 2:55pm they **MUST CHECK OUT** with the receptionist before they leave. If they return before the end of the school day, they are to check in again with the receptionist.
2. **Long Lunch**:
Junior High
Students will only be allowed to be checked out for long lunch by **THEIR OWN PARENT**. We will not accept written notes or phone calls to allow students off campus. Parents have the option of checking out their student and then handing them over to another parent who will be

responsible for their transportation and timely return to campus. If you leave campus during long lunch, you must sign out and sign back in at the main office window. Students leaving campus without permission will be suspended.

High School

On Thursday of each full school week, high school students who obtain written parental permission (grades 9-12) are permitted to leave campus for an extended lunch period. The permission forms are distributed at the beginning of the school year and must be signed and returned to the school office before the privilege is granted. This privilege may be withdrawn for violations, such as being late to the next class (these tardies/absences are unexcused), unsafe use of a car, or transporting students who are not authorized to leave campus. All parking/driving rules listed on the parking application, signed by the student and parent at the beginning of the year, apply. This lunch time privilege does not apply to class periods (including study hall). This privilege gives students one way of practicing personal responsibility, including planning for a return to campus in time for the next scheduled class. Students in grades 9-11 are not permitted to leave campus during lunch on any other day.

3. **Senior Lunch Privilege:** Members of the senior class who obtain written parental permission may leave campus during lunch any day. The permission forms are distributed at the beginning of the school year and must be signed and returned to the school office before the privilege is granted. This privilege may be withdrawn for violations, such as being late to the next class (these tardies/absences are unexcused), unsafe use of a car, or transporting students who are not authorized to leave campus. All parking/driving rules listed on the parking application, signed by the student and parent at the beginning of the year, apply. This lunch time privilege does not apply to class periods (including study hall).

ATTENDANCE

1. **General Principles:**

SUMMARY: Be there, be on time, and be prepared. Absence from school does not excuse you from school work.

- You are expected to be in school every day unless there is an emergency such as illness, or a death in the family.
- Once at school you are expected to be in every class, convocation, and scheduled activity, on time and with all necessary materials.
- If you must miss a class or a day of school, you are expected to follow the correct reporting routine that follows.
- You are responsible for making up any work missed while you were absent. It is up to you to find out what was assigned, and to arrange with the teacher for makeup of any tests or projects that came due.

2. **If You Will Be Absent All Day:**

SUMMARY: Have your parents call first, or bring a written excuse, to the reception desk when you return. If you don't, you're skipping.

- Your parents should **call 425-454-4028, Ext 106** and leave a message stating:
 - the name of the caller
 - the name of the student
 - the date(s) of the absence(s) and
 - how much of the day the student will be absent
 - the reason for the absence (examples: illness, family emergency, medical appointment)
- If there is no phone call, you must bring a written excuse on the day you return.
- If there is no parental excuse, you will be given a one-day grace period. If you still have no excuse on the second day your absence will be permanently marked **UNEXCUSED**.

3. **If You Must Leave Campus During the School Day:**

SUMMARY: Have permission FIRST, you MUST sign out at the reception desk. If you return to school, you MUST sign back in, before you go back to class. If you don't, you're skipping. [Official school activities are an exception.]

- Your parents should **call 454-4028 Ext. 106** and leave a message with the same information as if you were absent all day.
- Permission to miss a class during the school day must be presented **IN ADVANCE**, either in writing or by phone. If you don't have advance permission the absence will be **UNEXCUSED**. The absence **CANNOT** be excused after the fact.
- If you leave campus during the school day for any reason except extended lunch, you must sign out at the reception desk and sign in if you return the same day. **YOU MAY NOT SIGN OUT WITHOUT SPECIFIC PERMISSION IN WRITING OR BY PHONE FROM SOMEONE IN AUTHORITY: A PARENT, A TEACHER, OR AN ADMINISTRATOR.** If you leave without signing out your absence will be marked **UNEXCUSED**, permanently.
- Field trips, school related events and early dismissal for athletic events are taken care of automatically. If you're on the list, you're OK.

4. **Missing Class to be Elsewhere on Campus:**

SUMMARY: Forget it, unless you are in sick bay or called out by the principal.

- Once the school day begins, you have to be in class. **ONLY YOUR CLASSROOM TEACHER OR A SCHOOL ADMINISTRATOR CAN EXCUSE YOU TO GO ELSEWHERE ON CAMPUS.** No, your parents can't do it either.

- If you think you have a good reason to miss class in order to work with another teacher, you must FIRST obtain a written request from that teacher. The teacher whose class you will miss must then agree. If you leave first, and try to excuse it later, it's a skip.
- If you are ill, report to the reception desk. You will be sent to sick bay, and your parents will be called if necessary. If you just "lie down somewhere" because you "weren't feeling well" it's a skip.

5. Planned Absence:

SUMMARY: If you know in advance you will be absent, get a form from the reception desk and have all your teachers and an administrator sign it. You must complete all academic work before you leave unless your teacher specifically allows you to make it up.

- If you are planning to be away from school for more than one day, you must obtain the signature of all of your classroom teachers. This also applies to school-related activities such as environmental education or extended field trips.
- Receive the planned absence form from the reception desk, have your parents fill it out and sign it, then take it to all of your teachers. They will write in the arrangements you must make to complete your academic work. The form must then be returned to the reception desk for an administrative signature. You will be given a copy to take with you..
- If you know about your absence in advance, whether you will be gone several days or only one, you must make academic arrangements in advance. This also applies to school field trips and early dismissal for athletic events. If you fail to make arrangements in advance, your teacher does not have to let you make up the work.
- If your absence is only for your convenience (EXAMPLE: leaving early for a family vacation), your teachers are not obligated to make special arrangements for you to take tests or make up work.

6. Late to Class:

SUMMARY: Be on time. If you can't, have a written excuse or a legitimate reason. The teacher decides whether or not you are excused. Tardiness can lower your grade, or result in other consequences. Read each teacher's absence and tardy policy.

- If a teacher or administrator makes you late, ask that person for a written excuse. No one else can excuse you.
- Your classroom teacher can excuse your tardiness to that class, but certainly won't if you disrupt class to ask.

- If you arrive late, it is your responsibility to make sure you are not recorded as absent. This means you will probably have to speak to the teacher before you leave at the end of class to make sure your presence was recorded.
- If you arrive more than five (5) minutes late, or too late to participate in the lesson for the day, and you do not have a written excuse, the teacher may count you as absent/unexcused rather than tardy.
- The BCS Uniform Tardy Policy assesses a grade penalty after three unexcused tardies per quarter. In addition, each teacher has a written policy stating the effect that excessive absences and tardiness may have in that class. You will get a copy of this policy at the beginning of the year, and a copy is on file in the assistant principal's office. Some teachers may lower your grade due to tardiness, others may have you make up time with them at lunch or after school; and others may report your tardiness to the assistant principal.

7. What Shall I Do About Assignments:

SUMMARY: If you know ahead, plan ahead. If you miss, make it up. If you skip, you get a zero. If you miss too often, your grade can be lowered, or credit may be denied. Read the teacher's policy.

- Keeping track of academic work missed during absence is your responsibility. If you know about an absence ahead of time, you must make all the necessary arrangements before you leave.
- In many classes, attendance is a major factor in grading. In band, choir and drama, for example, missing class means missing practice, and that will directly affect your grade.
- A student who has accumulated 10 absences, for any reason, in one semester from any one class may be denied credit in that class. Each teacher has a written policy explaining how this works in that particular class. You will get a copy at the beginning of the course, and a copy is on file in the assistant principal's office.

8. What If I Skip:

SUMMARY: Don't. You get a zero, and you get in trouble.

- Truancy from class is potentially a serious problem. Besides causing you to get a zero for any academic work that was due, all skips will be reported to the Assistant Principal for disciplinary action. Being absent from convocation, assemblies or required meetings, and leaving campus without getting permission in advance are also defined as "skipping".
- A first skip will result in a verbal warning to the student.

- A second skip will result in a letter to the parents warning of the problem and the possible consequences.
- A third skip will be regarded as a serious disciplinary offense and will place the student on disciplinary step one (see page 19). Subsequent unexcused absences will be dealt with according to the policy described in V. Serious Offenses.

Uniform Attendance Policy

On the Impact Of Unexcused Tardies and Skips On Course Grades

Unexcused Tardiness: The 4th unexcused tardy to any class in a single quarter will result in the loss of 1 point on a 100 point scale (or .04 points on a 4-point scale). Each additional tardy to the same class in the same quarter will result in the loss of an additional 1 point on a 100 point scale up to a total loss of 10 points (or a total loss of .40 points on a 4 point scale). No penalty will be assessed for excused tardies. The 3-tardy grace period will begin anew each quarter but the points lost in the first quarter of either semester will impact the semester grade along with any points lost from the total possible in the second quarter of that semester.

For example, a student who had earned 94 points out of 100 (an “A” grade), and who had: 0 tardies would receive a 4-point avg. of 3.76 or 94 points and an A quarter grade.

1	3.76	94	A
2	3.76	94	A
3	3.76	94	A
4	3.72	93	A
5	3.68	92	A-
6	3.64	91	A-
7	3.60	90	A-
8	3.56	89	B+
9	3.52	88	B+
10	3.48	87	B+
11	3.44	86	B
12	3.40	85	B
13	3.36	84	B
14	3.32	83	B-

Skips: Each absence determined to be a skip by the assistant principal and recorded in the Blackbaud data base by type “unexcused absence” (UX) with the reason code (SK) will result in the loss of 1 point on a 100 point scale (or .04 points on a 4 point scale). Absences due to suspensions are also unexcused and will result in the same loss of points. No academic penalty will be imposed for parent-excused or office-excused absences. Parents are expected to write or call in an explanation within two school days for any absence they intend to excuse.

Facilities and Procedures

The school makes available a variety of facilities, particularly for the benefit of students. Because we encourage the formation of true Christian community within the school, we follow a liberal policy regarding the use of school facilities for activities. However, events need to be scheduled well in advance, through the proper channels. All uses of school buildings and facilities must be approved and recorded on the calendar of events. An Activity Request Form must be obtained from the Facilities Coordinator for this purpose. It must be completely filled out including the name of the faculty/staff sponsor who will coordinate set-up and supervise the event and returned to the Facilities Coordinator.

To keep the various facilities operating well for the benefit of all, some guidelines must be followed. This section of the handbook details some specific procedures regarding our various facilities and services.

BOOKS AND SUPPLIES: Students purchase their own textbooks. Books may be purchased from other students or from the BCS book store. Information on bookstore operations is provided with the August information packet to parents. Books should be purchased before coming to class the first day.

Students who wish to resell their books to the bookstore would also be well advised to keep them covered to preserve their value. There is a place in the inside cover of most textbooks where a student should write his/her name. Please be sure you do this. Replacing missing books can become expensive.

In addition to texts, students should have a copy of the New International Version Bible and The Message Bible. Paraphrases such as the Living Bible should not be used for study purposes. Students should also have a dictionary. Pencils are required for math, and blue or black ball point or fountain pens for other classes. Do not use felt tip pens or ink colors such as red, orange, yellow, etc. for written work. Students should always bring standard paper and an appropriate writing instrument, and a spare to class. Teachers may require other supplies, such as ruler, protractor, compass, calculator, colored pencils, etc. We suggest that you wait to purchase these items until the teacher informs the students of specific needs.

GYMNASIUM: Because the gym must be “usable” for a variety of activities with various equipment, there are some rules that must be followed by all gym users.

- Don't sit on the bleachers when they are closed (it damages them.)
- Stay off the gym floor unless you are wearing approved tennis shoes or socks.
- Don't play on any equipment without permission and supervision.
- The gym is not a path to any other place. It is a classroom.

LEARNING RESOURCE CENTER (LRC)

1. **LRC Hours:** The LRC is open from 7:00 a.m. until 4:00 p.m. unless a schedule change is posted. Students may come to the LRC to study, read, use the computers or play chess when space is available.

2. Guidelines:

- During a class period, you must have your teacher's permission to come to the library.
- You must sign in at the LRC checkout desk when you arrive. (Sign in sheets are checked for attendance.)
- Enter the LRC in a quiet and orderly manner.
- Work quietly individually or in pairs. If you need to work in a group (more than two people), ask the librarian.
- During class periods, teachers may prearrange (3 days or more in advance) to bring a group to the LRC. In that case all the computers and/or tables may be reserved and you may be asked to go back to class unless you need to checkout specific materials. You may check the LRC calendar to plan your library work time in advance.
- NO FOOD OR DRINKS ARE ALLOWED IN THE LRC.
- We use an honor system described below for checking out materials.

3. Checking Out Books:

- Bring materials to check out counter.
- Stamp the due date in the book.
- Regular books and magazines may be checked out for 4 weeks.
- There are no overdue fines for regular material.
- If you have an overdue book, you will receive a notice the first day that the book is overdue, and you should return the book before the end of the week.
- If you do not return an overdue book, you will be asked not to check out material until your overdue material is returned.

4. Checking Out Reference Materials:

- Reference materials (books with blue cards) may be checked out for one period at a time or for overnight after lunch.
- Check out materials with the librarian.
- Please note: A fine is charged for overdue reference material. It is \$.50 per hour for reference books that are not returned before 8:30 a.m. the next school day.

5. Returning Materials:

- Books should be put in the book return slot inside the LRC.
- Magazines and reference materials should be left on top of the checkout counter.

SPECIAL NOTE: When you check out LRC materials you are making a contract with the school that you will not misuse the LRC materials and that you will return the materials on time. Consequences for not returning LRC materials on time are listed above. Since you are making a contract when you sign your name, you are responsible for the material that you check out. If you loan your LRC material to someone else or check out materials for another student, you are still responsible. If you lose a book or other LRC material, report it to the librarian immediately. If you intentionally take a book without checking it out you are stealing from the school.

LOCKERS: Lockers are assigned at the beginning of the school year. Normally two people are assigned to each full length locker. If you want to change lockers or locker partners be sure to make the change with the bookstore manager. This is important because you will be charged for any damage to your assigned locker. Both Junior High and High School students receive their locker assignments at the bookstore when they purchase books.

LOST AND FOUND: Personal articles should be labeled with the student's name and phone number. Lost and found items will be placed in storage in a designated room. All unclaimed items will periodically be sent to Aslan's Thrift Store for sale. All lunches left on morning school buses will be brought to the school office and may be claimed there until lunch time .

LUNCH PROGRAM: The Deli sells a wide variety of lunch and snack items during lunch. Other hours during the day are posted. Many students also bring sack lunches. Underclassmen (grades 9-11) must remain on campus to eat lunch except during high school extended lunch, at which time students (in grades 9-12 only) may leave campus for lunch. Seniors who desire to leave campus daily must submit a form signed by their parents/guardian authorizing such privileges. No food or drink is to be consumed in classrooms, hallways or in the gym during the school day. The Commons and courtyard are provided for that purpose. Students are expected to clean up after themselves and are encouraged to help their friends remember to clean up as well. Students are encouraged to individually ask a blessing on their food before eating.

EXTENDED LUNCH: On Thursdays, high school students (grades 9-12) have a longer lunch time; many students leave campus during this time. However, many students also remain on campus to visit with friends, play sports, or study. Because BCS students come from such a large radius, extended lunch gives students a longer period time during the school day to develop friendships. With the off-campus privilege comes responsibilities:

- All school behavioral rules apply to extended lunch.
- Please be a good neighbor in the neighborhood. Please obey all traffic laws. Do not litter. Do not cut across yards.
- To leave campus, students in grades 9-11 must have the Extended Lunch Permission Form, signed by parents/guardians, submitted to the high school office. The permission form is an avenue for students and parents to communicate about long lunch activities. BCS does provide passive supervision for students who remain on campus during long lunch.
- Students are responsible for returning to the campus on time for their afternoon class.

PHONE USE AND PHONE MESSAGES: Parents are asked to limit messages to emergencies only. It is impossible for us to guarantee delivery of messages to students during the school day. Students are required to have phones turned off and out of sight during class. Consequently they are not able to receive pages, text message or calls in the classroom because they disrupt class. Parents may email students directly on campus, understanding that students have limited opportunities to check their email.

OFFICE AND LOUNGE USE: Students should only go into the office with permission for official business. The faculty lounge should be entered only if the student has received permission from office personnel.

PARKING AND TRAFFIC: BCS wants to be a responsible neighbor in Clyde Hill and to "be at peace with all men." Probably the biggest impact any of us at BCS makes on this neighborhood is with our vehicles. Collectively that can be pretty significant.

Our agreement with the town of Clyde Hill imposes several restrictions on vehicle traffic and parking in an attempt to lessen our impact on the neighborhood. We are required to enforce them and so ask your cooperation.

- **Parking:** All parking must be on campus in the designated parking spaces. Parking is limited. Underclassmen park at First Presbyterian Church off Bellevue Way. No parking is allowed on streets surrounding the campus.
- Parking for after-school events must also be on campus. Overflow parking for specific events may be announced at the Chinook Middle School and Sacred Heart lots.
- All students who drive to school must register their cars in the bookstore. There are two student parking lots. Seniors park on campus using both student parking lots. Juniors and sophomores park at 1st Presbyterian Church. There should be no student parking in any other area of the campus. The parking fee is listed on the application with reductions given to those students who carpool. Applications are available from the bookstore. A speed limit of 5 MPR is to be observed on campus at all times. Parking tags must be clearly posted at all times in the lower driver's side corner of the vehicle's windshield.
- Parking for parents and visitors is provided in marked spaces in front of the main entrance. There is no parking during the school day in the driveway or bus lanes. Please observe all "no parking" signs and the fire lane alley on the south side of the campus. Handicapped parking is provided in front of the LRC to the right of the main entrance. Cars without handicapped stickers which are parked in stalls marked handicapped will be ticketed by the Clyde Hill police.
- **Traffic:** Students are encouraged to carpool or take the bus (either the BCS system or Metro). Students who must drive are expected to do so safely and considerately. Failure to cooperate with the above guidelines can result in loss of driving privileges or other disciplinary action.

POSTERS: Because we want our buildings to be attractive, posters and signs may be hung only in approved areas. Signs and posters must have approval from the Principal or other designee. Both approval and removal date must be visible on the posters. Posters and signs are to be removed on the removal date by the persons responsible, including materials used to fasten the poster.

STUDENT RESIDENCE: All BCS students (regardless of age) are expected to reside with their parent(s) or under approved adult guardianship. Because partnership with Christian parents is so vital to effective Christian education, parents or guardians are included in our enrollment interviews. Acceptance of a student is based partly on the belief that we can have a positive working relationship with these same parents or guardians throughout the student's enrollment at BCS. If a change in residence status or guardianship becomes necessary, please contact the principal or registrar as soon as possible. The

school will work with parents to be sure the same level of cooperation, communication and support can continue between home and school.

Academic Information

ASSISTANCE FOR STRUGGLING STUDENTS: The best time to deal with academic problems is before they begin. There are some things teachers can do to help students who are struggling academically. Parents and students are encouraged to inform teachers early if they anticipate problems or have information that might help the teachers understand why the student may experience difficulty. The key is cooperative effort.

- **Accommodations and Modifications:** Teachers can make some adjustments to cope with physical problems such as eyesight, hearing or small-motor coordination. In addition each department has a written policy on accommodations and modifications. Parents may request a copy.
- **Staffings:** If a student is not succeeding, a conference in which student, teachers, and parents analyze the problem and commit to specific actions (a staffing) will probably bring the most progress. A parent may request a staffing through a teacher, administrator or counselor.
- **Tutoring:** If you need the services of a tutor, the guidance counselor keeps a list on file and may be able to suggest an adult or student peer tutor that meets your needs.
- **Educational Therapy:** Many difficulties cannot be handled by the classroom teacher alone. Any request for significant program or assignment changes must be referred to Student Academic Services. Forms are available in the office for referral by either teacher or parent. An assessment team will evaluate the referral and make appropriate recommendations.

A copy of the complete SAS referral policy may be obtained from the school receptionist.

COURSE REGISTRATION AND SCHEDULE CHANGES: Course registration for each new school year is conducted during April and May. In high school a four-year course planning packet is reviewed and revised as necessary each spring with a student's advisor. Junior and senior high school academic handbooks, containing brief descriptions of all courses offered, are also available. Junior and senior high registration materials are distributed and explained in classes, and guidance in selection of courses is provided by faculty members. The principal is responsible for administering the course registration and scheduling procedures. New students register for courses with the JH Principal or HS Assistant Principal after they are admitted.

Because we believe in parental involvement in the choice of an academic program, parents are expected to approve the course selection sheet, and also any requests for course changes. During the school year students who need to make a schedule change must make an appointment with the High School Assistant Principal or Junior High Principal.

IMPORTANT NOTE: See Academic Handbook regarding procedures and deadlines for course changes.

GRADUATION: Academic information concerning high school graduation is found in the high school academic handbook. Bellevue Christian Junior High School also promotes students after the completion of their eighth grade year with a commencement exercise.

School staff plan the commencement program. No other school-sponsored activities are planned for the evening of commencement exercises. For the high school, overnight post-graduation activities are parent-sponsored. For the junior high, an all-day social activity is planned by the student leaders and teachers as a commencement activity.

HOMEWORK: Homework is a normal expectation of the BCS academic program. In grades 9-12 the average homework in each class should not exceed two hours per week. In grades 7-8 the average daily homework load should not exceed one and one-half hours. Students do need to plan and teachers are encouraged to give assignments far enough in advance to enable students to do the planning. Advanced Placement (AP) and advanced courses in high school will require more than the average amount of homework.

REPORT CARDS: Report cards are e-mailed home after each grading period.

STUDENT RECOGNITION: BCS recognizes the accomplishments, efforts and contributions to school and community in a number of formal and informal ways. The intent is to encourage and motivate to serious effort and faithful stewardship of the gifts God has given them, to recognize and validate the varieties of gifts and areas of interest of our students, and to celebrate as a community their successes.

Students are often recognized and thanked for their contributions in weekly Convocations. Several organizations have year end events and each athletic team has a end of seasons banquet. The high school holds an annual Awards Assembly in late May or early June at which a large number of students are recognized. A number of the honors for high school are listed below.

- A. **Service Awards:** Though all BCS students participate in some service activities, each year several students are recognized for outstanding leadership in service activities and for continuing service throughout the school year.
- B. **Honor Roll:** The purpose of the honor roll is to recognize and encourage students in their academic work. Bellevue Christian makes two distinctions in receiving honors. A grade point average of 3.35 or higher is considered Honor Roll, and a grade point average of 3.76 or above is considered High Honor Roll.
- C. **Top Scholars:** Each year at the Awards Assembly, BCS recognizes the student(s) in each class in grades 9, 10, and 11, with the top cumulative GPA through the end of the first semester.
- D. **Department Awards:** Each year one or more students are recognized by the teachers in academic departments (e.g., English, Math, SAS) for consistent outstanding effort, leadership or achievements in that subject area.

- E. **National Honor Society**: Sophomore, juniors, seniors with a cumulative GPA of 3.45 or higher may apply. New members are selected by a council of the high school faculty. The timeline and selection procedure are published each year. The Society meets quarterly and all members are expected to do a service project. Members are given a certificate and wear gold cords at High School graduation.

- F. **Valedictorian And Salutatorian**: The full time student(s) in the graduating class with the highest cumulative GPA over the first seven semesters of high school is named class Valedictorian. The student(s) with the second highest cumulative GPA is named Salutatorian. Each receives a medal which is worn at graduation. Each traditionally participates in the Commencement ceremony.

STANDARDIZED TESTS: Following is a list of standardized tests administered to the BCS student body. Testing for grades 7-11 is conducted on the BCS campus. Those tests marked with an asterisk (*) are optional and are administered by independent college testing services. Dates and times are published well in advance.

Grades 7-8	IOWA Test of Basic Skills
Grades 9	Explore Test (Pre Act)
Grade 10	<u>PLAN</u> (Pre-ACT)
Grade 11	Preliminary Scholastic Aptitude Test (<u>PSAT</u>) National Merit Scholarship Qualifying Test
Grade 12	*Scholastic Aptitude Test (SAT I)
	*American College Test (ACT)
	*SAT II