

Bellevue Christian School Elementary Campus Handbook



Table of Contents

ALL SCHOOL INFORMATION	5
MESSAGE TO PARENTS	5
MESSAGE TO STUDENTS	5
HISTORY OF BELLEVUE CHRISTIAN SCHOOL	6
OUR MISSION	6
COMMON COMMITMENT	7
DOCTRINAL STATEMENT	8
STATEMENT OF GOALS	8
BIBLE VERSION	11
CHILD ABUSE	11
CHRISTIAN SCHOOLS INTERNATIONAL	11
CLOTHING GUIDELINES	11
Guiding Principles	11
INSTITUTIONAL ADVANCEMENT	12
DIRECTORY	12
EMERGENCY PREPAREDNESS	12
SCHOOL PUBLICATIONS	12
INSURANCE	12
MEDICAL EMERGENCY	12
MEDICATION	13
PARENTS IN PRAYER	13
OFFICE HOURS	13
PARENT-TEACHER CONFERENCES	13
PHYSICAL REQUIREMENTS	13
Required Physical Exams	14
PRAYER	14
RESOLVING DIFFERENCES	14
OVERVIEW FOR RESOLVING CONCERNS ABOUT THE PERFORMANCE OF AN EMPLOYEE	14
OVERVIEW FOR RESOLVING DIFFERENCES ON MATTERS OF CONSCIENCE.	15
PRINCIPALS FOR RESOLVING DIFFERENCES ON MATTERS OF CONSCIENCE:	15
Active Measures:	16
Opportunities to Raise Concerns	17
STEPS IN RESOLVING DIFFERENCES	17
Informal Process	17
Formal Process: Stage One	17
Formal Process: Stage Two	18
The Appeals Process	18
Review	18
INCLEMENT WEATHER PROCEDURES	18
SCHOOL BOARD	19

SCHOOL BOARD COMMITTEES	19
SEXUAL HARASSMENT	19
SUNDAYS	19
TELEPHONES	19
TRANSPORTATION	20
<i>TRANSPORTATION DEPARTMENT GOALS</i>	20
<i>TRANSPORTATION CONTRACTS</i>	20
<i>RIDING TIME</i>	20
<i>ROUTE AND BUS STOP POLICIES</i>	20
<i>SCHEDULE CHANGES DUE TO WEATHER</i>	20
Schedules	20
Junior/Senior High Schedules	20
Afternoon Schedule	20
Early Dismissal Due to Weather	21
<i>FIELD AND ATHLETIC TRIPS</i>	21
Bus Driver Responsibilities	21
Teacher's Responsibilities	21
Chaperone's Responsibilities	21
Parent's Responsibility	21
<i>PASSENGER CONDUCT ON SCHOOL BUSES (RULES)</i>	21
ELEMENTARY SCHOOL INFORMATION	24
<i>ARRIVAL AND DISMISSAL</i>	24
<i>ATTENDANCE</i>	24
<i>CHAPEL</i>	24
<i>DROP-OFF AND PICK-UP GUIDELINES</i>	24
Campus Traffic	25
Where to Pick Up Your Child	25
Dismissal Line Etiquette	25
<i>HOMEWORK</i>	25
<i>ILLNESS</i>	25
<i>AFTER SCHOOL CARE</i>	26
<i>LIBRARY</i>	26
<i>LOST AND FOUND</i>	27
<i>MESSAGES FOR STUDENTS</i>	27
<i>PARENT TEACHER FELLOWSHIP (PTF)</i>	27
<i>ROOM PARENTS</i>	27
<i>LUNCH</i>	28
<i>MILK</i>	28
<i>RECESS</i>	28
<i>REPORT CARDS/MID-TRIMESTER PROGRESS REPORTS</i>	28
<i>SCHOOL SUPPLIES</i>	28
<i>STAFF LOUNGE</i>	28

<i>TARDINESS</i>	28
DISCIPLINE: SCHOOL RULES AND DISCIPLINE POLICY	29
<i>PHILOSOPHY</i>	29
<i>DISCIPLINE PROCEDURES</i>	29
<i>DISCIPLINARY RESPONSES</i>	30
Informal, Ongoing Discipline	30
Reconciliation and Prayer	30
Formal Action	30
Parent Support	32
<i>STUDENT EXPECTATIONS</i>	32
<i>PLAYGROUND RULES</i>	33
General Rules	33
Recess Procedures	33
Whistles:	33
Ball Check-out Procedures	33

ALL SCHOOL INFORMATION

MESSAGE TO PARENTS

Dear Parents:

Welcome to a new year at Bellevue Christian School. We are looking forward to an exciting year where together we can discover the riches of God's World and His Word. Our common goal is that our children would be prepared "to live faithfully for God in this rapidly changing world."

We consider it an honor that you have chosen Bellevue Christian School to be your partner in nurturing your children toward this end.

This Parent and Student Handbook is designed to help you understand more about our school and the policies and procedures that will help us to be a safe and efficient community.

Please take some time to become familiar with the contents of this handbook. Share the highlights with your child so he or she will know what is expected of him or her. Let me know at any time if you have any questions.

Have a blessed year.

Your partner in Christ,

Jennifer Smith, Principal, Mack Elementary campus
Tony Bylenga, Principal, Three Points Elementary campus

MESSAGE TO STUDENTS

Dear Students:

I hope you are ready for an exciting year at Bellevue Christian School. This year you will discover much about God's World and His Word. Get ready to do your best, and to work hard and to learn and grow in so many ways.

God has given your parents the job of raising you for His purposes. Bellevue Christian School is here to help and support your parents in that job.

This handbook has guidelines and rules so that all families who come together to learn at Bellevue Christian School can live as one community. I hope you and your parents talk about some of these rules so you will know how you can be a good citizen at BCS.

Have a great year.

In Christ,

Jennifer Smith, Principal, Mack Elementary campus
Tony Bylenga, Principal, Three Points Elementary campus

HISTORY OF BELLEVUE CHRISTIAN SCHOOL

Bellevue Christian School has served the Christian community for over 45 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: Elementary program in Woodinville celebrated tenth anniversary and moved to new Mack Elementary Campus.

2000: 50th Anniversary of Bellevue Christian School

Students are enrolled from three-year-old preschool through high school on three 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 170 local congregations.

OUR MISSION

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 faithfully 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.

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. Bellevue Christian School is an educational institution committed to consistent Biblical Christianity as expressed in the following doctrinal position. It is undenominational in character and under no church organization.

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 world view.
 - 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. In addition, 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 servanthood 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 servanthood 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.

BIBLE VERSION

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

CHILD ABUSE

Professional school personnel are required by state law to report to designated school and community authorities any suspected case of child abuse and neglect. Failure to make the required report is a gross misdemeanor. The law protects the reporter from any liability which might be incurred for breach of confidence between them and a student. BCS staff, faculty and administrators are accountable before God to prevent this offense against children. Bellevue Christian will protect all BCS students including those older than the age of legal consent. Strict confidentiality will be maintained. Reporting procedures will be outlined in the Employee Handbook.

CHRISTIAN SCHOOLS INTERNATIONAL

Christian Schools International's mission is to advance Christian education and to support schools in their task of teaching students to know God and His world and to glorify Him through obedient service.

BCS is a member of Christian Schools International. CSI is an organization whose purpose is to serve and support Christian schools in the USA and Canada. BCS benefits through curriculum and policy support, employee benefits and in-service training. For more information, see www.gospelcorn.net/csi.

CLOTHING GUIDELINES

Bellevue Christian School has been established to serve families that 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 that the Word of God is saying to us about dress.

Guiding Principles

1. Clothing should be modest, and modesty is an attitude of the heart.
2. Clothing should be functional. It should be well suited to the activity of the wearer.

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. These principles provide guidance for dressing as God's image bearers for His glory.

For those who need something more specific, the following should be noted and used as a guideline (as appropriate depending on age):

A. All Students

1. Personal hygiene is important. Hair should be neat and clean.
2. All students wear shoes or sandals. Sandals must have heel straps. Wear tennis shoes, sneakers, etc. for P.E.
3. No advertising of tobacco, alcoholic beverages, or inappropriate, obscene or suggestive slogans should be worn or displayed.
4. No bare midriffs, and no spaghetti straps.
5. No hats should be worn during chapel time.

6. Modest shorts may be worn; length should be **mid-thigh**, hemmed, no cutoff jeans.

B. Girls

1. Skirts and shorts should be worn at a modest length.
2. Open knit sweaters without blouses, spaghetti straps, halter tops, sheer blouses, tank tops and midriff blouses are not to be worn. Back and midriff must be covered. Sundresses must be worn with a blouse or T-shirt.

INSTITUTIONAL ADVANCEMENT

The Institutional Advancement department supports the ministry of Bellevue Christian School through marketing & communications, public relations, admissions & alumni relations, special events and fundraising programs. All parents are encouraged to make an annual gift to the school through tax-deductible contributions, attend school sanctioned events and consider leaving a legacy gift according to their means. The department also seeks funding investment from non-parent donors, corporations, and foundations. T h i s department coordinates all internal fundraising done on campus, or in partnership with special interest groups and community partners.

DIRECTORY

A school directory is available on line in RenWeb. See the BCS website for information. 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.

EMERGENCY PREPAREDNESS

Fire drills, emergency evacuation drills, lockdown 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, each campus has a preparedness plan that includes supplies, procedures and training required in the event of a major emergency. BCS works closely with the local fire departments to assure the School's preparation is appropriate and adequate at all levels.

SCHOOL PUBLICATIONS

The website for BCS is: <http://www.bellevuechristian.org>. It is frequently updated with pertinent information for all campuses.

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; it may cover the deductible or uncovered portions of a claim. Both an accident report and a claim form are required to be filled out and signed by a BCS representative documenting all potential claims. 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. Contact the BCS Finance Office at 425-454-4402 ext. 202, 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, or other health conditions must be reported to the school at registration.

MEDICATION

- A. Band Aids - Band aids and simple first aid supplies are available in each school office.
- B. Oral Medication
1. No oral medication (prescription or non-prescription) is provided by the school and cannot be kept in classrooms.
 2. If it is necessary for a student to receive oral medication during school hours, the medication must be:
 - a. provided in the clearly labeled, unexpired original container;
 - b. accompanied by the completed BCS medication form and must have doctor's and parents' signature;
 - c. administered by and logged by an employee designated by the Principal
 - d. stored in a locked area in school office.
 3. Medication will be administered until:
 - a. the medication is gone,
 - b. the prescription expires,
 - c. the school year ends whichever comes first.
 4. It is a student's responsibility to report to the office at the set time to receive medication.
 5. Elementary students may not self-administer medication at school.
- C. Injectable Medications - 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.

PARENTS IN PRAYER

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.-4:00p.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. Additional conferences may be arranged with individual teachers as needed.

Bellevue Christian School supports strong Teacher/Parent relationships. Classroom teachers regularly communicate with our parents through weekly newsletters, and we welcome conversations via email and appointments. BCS has set aside designated times in November for Parent/Teacher Conferences. These two days have purposefully been set aside to discuss your child's learning, and how we can work together to provide a rich learning environment for your child throughout the remainder of the year. It is important that all families schedule appointments to meet with classroom teachers on those days.

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 of the following on the child's first day of attendance.

You may get updated immunization information at:

<https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.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.

If your children need additional vaccines, please contact your physician, local health department or community clinic.

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.

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. Parents also participate in the Parents in Prayer groups which meet weekly on each campus. National Day of Prayer has become an annual event for parents, students and staff.

RESOLVING DIFFERENCES

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.)

Recognizing the foregoing, Bellevue Christian School 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.

OVERVIEW FOR RESOLVING CONCERNS ABOUT THE PERFORMANCE OF AN EMPLOYEE

- As much as possible, the concern should be resolved informally in an atmosphere of prayer, love, meekness and charity.
- Should a formal process be necessary, it will begin by submitting to the employee's supervisor a written statement of the concern and the parties will meet to resolve the matter.
- If necessary, the formal process may continue with a meeting of the parties involved and the supervisor. The supervisor will render a decision and communicate to all parties involved.

- An appeal of the supervisor's decision may be appealed to the Superintendent.
- An appeal of the Superintendent's decision may be made to the Board.

OVERVIEW FOR RESOLVING DIFFERENCES ON MATTERS OF CONSCIENCE.

The following is a summary of the principles that are set forth in the policy:

- BCS will take proactive steps to identify potential issues, to improve communication between the school and home, and to encourage involvement from all members of the school community.
- BCS will foster community sensitivity by requiring all communication to be conducted in a respectful manner, free of gossip and recrimination, and without intimidation.
- As much as possible, the process is to be conducted in an informal atmosphere of prayer, love, meekness, and charity.
- Should a formal process be necessary, it will begin with the submitting of a written questionnaire 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.
- If necessary, the formal process may be continued with the assistance of a Resolution Team. The team will function within the constraints of existing school policies and will meet until resolution is reached, or until an appeal is necessary.

The Appeals Process -

- If the Resolution Team is unable to resolve the matter, it will appeal to the Superintendent for a decision.
- The decision of the Superintendent may then be appealed to the Board.

PRINCIPALS FOR RESOLVING DIFFERENCES ON MATTERS OF CONSCIENCE:

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

Since Holy Scripture is the only infallible guide for life and doctrine, the policy seeks to reflect a scriptural approach to resolving differences.

In recognition that all people are created in the image of God, the policy seeks to nurture sound interpersonal relationships.

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.

Recognizing the problem of human sin, the policy provides a biblical corrective for human weakness and temptations.

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.

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.

Consistent with the biblical call to discipleship, the policy advocates the primacy of God's kingdom and glory in its procedures.

Seeking to nourish the relationship between home and school, the policy solicits communication, participation, and involvement from all members of the school community.

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

The practice of unconditional love, (I Corinthians 13)

The promotion of unity within the body of Christ, (Ephesians 4:4-6; John 17:21)

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)

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)

The value of finding peaceful solutions through open communication and mutual understanding, (Acts 15:1-35)

The following of Christ's model for conflict resolution between Christians, (Matthew 18:15-18)

The need to train up a child in the knowledge of God and to foster Godly wisdom, (Proverbs 22:6; Proverbs 8:1-11)

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)

The pursuit of peace and holiness in the light of God's Word, (Hebrews 12:14-15; I John 1:5-6)

Active Measures:

1. Identify Potential Issues

Sensitive issues that might raise differences on matters of conscience within a Christian community should be periodically determined. Examples of such issues might include human sexuality, literature selections, Creation-Evolution, and certain theological positions.

2. Improve Communication

Recognizing the diversity of perspectives and church backgrounds within the BCS community, BCS will each year sponsor activities designed to foster relationships among the school families, staff, teachers, and administrators who make up that community.

Administration will inform parents and students of any potentially sensitive issues that have been identified and will provide the opportunity for the community to discuss those issues in a non-threatening atmosphere.

Administration and teachers will inform parents and students each year of course objectives, content, books, and curriculum materials.

3. An Opening, 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.

4. Handbooks

Parent, Staff, and Faculty handbooks will indicate how any member of the BCS community can raise an issue that needs to be resolved.

Opportunities to Raise Concerns

1. Conferences

An issue of conscience or concern may be raised by any member of the BCS community by requesting a conference with the person most directly involved.

2. Community Sensitivity:

a. Respect

All dialogue must be conducted in a spirit of openness and love and must evidence respect for the conscience of our brothers and sisters in Christ.

b. Offense

All members of the BCS community are admonished to avoid gossip, recrimination, or ridicule when resolving differences. Any offenses taken shall be candidly addressed and shall become part of the resolution process.

c. Assistance

Because intimidation, either real or perceived, is counter-productive to healthy relationships, anyone who feels intimidated may request assistance in raising an issue of conscience.

STEPS IN RESOLVING DIFFERENCES

Informal Process

Biblical principles of human relationships 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 (with a friend, if needed) involved 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

To initiate a formal resolution process, any member of the BCS community shall complete and sign a questionnaire designed to clarify the issue, determine the biblical principles at stake, and to discern whether matters of personal preference are involved.

The questionnaire shall be signed and delivered to the party with whom resolution is sought, and a copy shall be delivered to the principal.

The parties involved shall meet to discuss the issues raised and to work out a mutually agreeable resolution. Each party is welcome to bring to any conference a friend, pastor, or colleague who can assist in the discussion and resolution.

If the matter is not resolved in one meeting, then additional meetings shall be scheduled.

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

Each meeting shall include a time of prayer, asking God for wisdom and resolution.

These meetings shall continue as long as progress is being made towards resolution. However, if the parties determine that progress is not being made or that a facilitator is needed, an administrator will meet with them

to assist in the process.

If the parties still believe that no progress is being made, even with the help of an administrator, they shall initiate stage two of the formal process.

Formal Process: Stage Two

1. When an issue cannot be resolved at stage one of the formal process, a Resolution Team will be appointed to meet and find resolution.
 - a) The Resolution Team shall be comprised of the two parties involved, two persons chosen by each party, and one person chosen by the administrator.
 - b) The administrator will serve as a facilitator of the process and establish a timely schedule for resolution.
2. At its initial meeting the Resolution Team appointees shall -
 - a) hear statements from all parties involved,
 - b) ask questions to clarify the issues, but
 - c) not offer any suggestions for resolving the issue.
3. Each meeting of the Resolution Team will include a time of prayer in which each person will be encouraged to participate.
4. At the second and subsequent meetings, the Resolution Team will seek creative resolutions, trying to avoid an either/or assessment of the issue.
5. The Resolution Team shall not create a solution that supersedes an existing policy or the responsibilities of another committee. It may, however, request that a policy or decision be reviewed.
6. The Resolution Team's work is accomplished when it reaches a consensus for resolution of the issue, or when, by consensus, they submit the issue to the appeals process.
 - *Consensus* is defined as a resolution that is reached when no one is willing to veto.
7. The administrator will present the decision to all parties who are impacted by the resolution.

The Appeals Process

1. If the Resolution Team is unable to resolve the matter, it will submit an appeal in writing to the Superintendent.
 - a) All points of view and proposed resolutions found among team members shall be included in the appeal.
 - b) After reviewing the documents, the Superintendent will meet with the Resolution Team as often as needed to hear statements from each participant and to pray for wisdom.
 - c) The Superintendent shall render a decision and deliver it in writing to all members of the Resolution Team within thirty (30) days.
2. The Superintendent's decision may be appealed to the Board which will determine its own procedure.

Review

Administrators shall document the nature and number of resolution issues raised and submit an annual report to the Superintendent.

INCLEMENT WEATHER PROCEDURES

Snow or icy road conditions may cause us to close school, alter the regular schedule or limit transportation services. Please go to our Inclement Weather Procedure on the Bellevue Christian website:

SCHOOL BOARD

The BCS Board of Directors meets monthly to formulate policy and to provide direction for the school. The directors are elected by the members of the school corporation for three or six year terms. Meetings are open to parents, staff and students to attend general sessions.

SCHOOL BOARD COMMITTEES

The BCS School Board annually appoints board members and volunteer parents to the following Board Policy Committees: Education, Finance, Long Range Planning, Trust and Investment, and Advancement (fund raising). 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

Sexual harassment of students or employees by other students or by employees of Bellevue Christian School is unlawful. It is contrary to our religious belief and the commitment of this school to provide a stable learning and working environment.

School authorities will not tolerate any sexual harassment of students and staff. All contact between students, teachers, and other adult employees should be in keeping with respect for the individual students, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable environment. Sexual harassment includes, but is not limited to, making unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

SUNDAYS

BCS does not normally schedule school activities on Sundays. We hope that our students can profitably use that time for family or church activities.

TELEPHONES

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 telephone call. There are many valid reasons for use of the telephone by students; however there are also calls which are unnecessary (i.e.: social arrangements without prior parent approval) which we seek to discourage.

TRANSPORTATION

TRANSPORTATION DEPARTMENT GOALS

- To provide safe and efficient transportation for the student 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.

TRANSPORTATION CONTRACTS

Any families wanting to utilize the transportation provided by BCS need to submit a completed transportation contract *before* students are allowed to ride the bus. Transportation contracts are available on the BCS website at: <https://www.bellevuechristian.org/resources/transportation/>

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 campus to the Extended Day Program after school care if they are not picked up by parents.

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:
 - a. Safety
 - b. Number of families served by the stop
 - c. Special circumstances (age of children, etc.)
 - d. Route efficiency (time and cost)
- Unauthorized or unscheduled bus stops are not allowed.

SCHEDULE CHANGES DUE TO WEATHER

Schedules

When school starts at 10:30 a.m., the morning kindergarten and morning preschool classes are canceled. All day kindergarten follows the altered schedule. Afternoon preschool and afternoon kindergarten operates on schedule.

Junior/Senior High Schedules

The Junior/Senior High will provide a special class schedule for days that start late. Unless notified otherwise, you may assume that all normal services and schedules, receptionist and general supervision of the campus will begin at 10 a.m. However, events occurring before school, such as athletic practices, music and independent classes, will be canceled.

Afternoon Schedule

When snow routes are in effect in the morning the same route 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, check email and the BCS website for dismissal time and for snow route announcements.

If weather conditions necessitate the elimination of a bus stop, the driver will let students off as close as possible to the scheduled stop or at one of our school family's home with instructions to call parents. We appreciate 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 AND ATHLETIC TRIPS

Bus Driver Responsibilities

The driver is in full charge of the bus and pupils. In 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 except that students may eat on the bus. If this privilege is abused the bus driver has the final authority to revoke it. All papers and litter are to be picked up and the bus cleaned upon return. Students 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.

Teacher's Responsibilities

The teacher's responsibility is to maintain good group discipline and support the driver. The teacher should be seated near the back of the bus unless a chaperone has been so assigned. The bus driver's primary responsibility is driving the bus, not maintaining discipline.

In the event the bus has been delayed and will be late in returning, the teacher should make a call to the Principal and inform him/her of the problem. If unable to contact the Principal, the teacher should call the Transportation Coordinator.

Chaperone's Responsibilities

The chaperon's primary responsibility is to assist the teacher. In some cases, there may be no teacher on the bus and the chaperon thus becomes the adult supervisor. Under these conditions, his/her responsibility is to take charge of the discipline.

The assistance of chaperons is highly desirable on field trips. This enables the driver to give his complete attention to driving the bus. This element of safety is especially vital because these trips are usually over strange roads. Good student control helps make any trip more pleasant and successful.

Younger siblings are not permitted on field trips with their elementary siblings.

Parent's Responsibility

Parents should arrange to pick up students at the school as soon after return from after school activity as possible.

PASSENGER CONDUCT ON SCHOOL BUSES (RULES)

Policy

1. 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.
2. When a teacher, coach, other certificated staff member, or chaperon 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.
 3. 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 of suspension of bus riding privileges.
 4. Passenger conduct - Passengers shall refrain from:
 - a. Excessive noise and activity.
 - b. Harassment of busdriver.
 - c. Fighting or abusive body contact (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).
 - d. Using vulgar or profane language or obscene gestures, disrespect, verbal or physical abuse of the bus driver or other passengers.
 - g. Failing to obey the driver.
 - h. Damaging or defacing bus (parents of students damaging school buses will be responsible for proper reimbursement to the school).
 - i. Littering of any kind.
 - j. Eating or drinking on the bus.
 - k. Sitting in the driver's seat or being to the immediate left or right of the driver.
 - l. Other actions which create disturbances or are detrimental to safe riding.
 5. Unacceptable hazards that may cause injury - Passengers shall refrain from:
 - a. Using other than emergency exit procedures as established by the emergency exit drills in the event of an emergency.
 - b. Unauthorized opening, closing, or tampering of any kind with doors, windows, emergency exits, or emergency equipment.
 - c. Movement out of seats while bus is in motion.
 - d. Putting any part of body out of bus window at any time.
 - e. Allowing legs, feet, and/or objects to obstruct aisle.
 - f. Lighting matches, smoking, or using any type of flame or sparking device on the bus.
 - g. Throwing objects in, out of, or at the bus.
 - h. Transporting live animals, reptiles, or insects except for "seeing eye" dogs, unless prior approval is granted by the Transportation Department.
 - i. 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.
 - j. Other actions that are hazardous to passengers.
 6. Passengers shall maintain safe bus stop procedures. Students must cross the road in front of the school bus and never behind it.

Passengers shall refrain from:

 - a. 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.).
 - b. Using other than regularly designated bus stop.
 - c. Other actions which create disturbances or are detrimental to others.

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, a Bus Citation will be issued by the bus driver. 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 Coordinator 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

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 Coordinator as to the action taken.

Third Bus Citation

If a third Bus Citation becomes necessary, automatic suspension of bus riding privileges will be enforced until they are reinstated by the Principal.

ELEMENTARY SCHOOL INFORMATION

ARRIVAL AND DISMISSAL

The arrival and dismissal schedule for Mack Elementary is as follows.

	Full Day K - 6th Grade	Preschool	½ Day Kindergarten
Start	8:30AM	8:30AM	Morning Sessions:
End		11:30 AM	8:30-11:30 Monday-Friday
Start		12:30 PM	
End	3:00 PM - Mack	3:00 PM	
	2:53 PM – 3 Points		

Please do not drop off children earlier than 8:20 a.m.

Teachers have morning devotions from 8-8:15 a.m.

Students may not be in classrooms unattended.

PLEASE NOTE: Half Day Kindergarten sessions (morning or afternoon) might vary from year to year.

When school is in session, BCS students are expected to be in school. The only legitimate excuses for absence are illness, injury, doctor or dentist appointments, and attendance at the funeral of someone in the family. All other activities should be scheduled outside of school hours or during normal holiday and vacation times. If a parent plans to have the student miss school for a short period of time (orthodontist appointment, etc.), e-mail the child's teacher and office in advance.

ATTENDANCE

When school is in session, BCS students are expected to be in school. The only legitimate excuses for absence are illness, injury, doctor or dentist appointments, and attendance at the funeral of someone in the family. All other activities should be scheduled outside of school hours or during normal holiday and vacation times. If a circumstance requires a student to miss school for an appointment, e-mail the child's teacher and office in advance.

Students who will be gone for extended periods of time must have a Planned Absence form filled out and presented to the teacher at least two weeks in advance, except in the case of an emergency. These forms are available on the BCS website.

When a child is absent, parents should either telephone or e-mail the teacher or school office by 9 a.m.

Students arriving to school late must check in at the office before going to their classroom. Students who leave before the end of the school day must have their parents sign out at the office.

CHAPEL

All-school chapels are held each week in the multi-purpose room (MPR). Our own parents, administrators, teachers and students, as well as local pastors, youth pastors, musicians, drama groups, performers, BCS teams and performing arts groups, local fire and police, and community leaders are included in our annual chapel schedule. Parents are welcome to join us for our chapels.

DROP-OFF AND PICK-UP GUIDELINES

These instructions will help us all work together at arrival and dismissal time, to ensure that we deliver all students to the correct drivers, and to keep traffic flowing smoothly. This may be a new experience for some parents; others will appreciate the reminder.

Campus Traffic

- Our campus speed limit is 5 MPH.
- Always give right of way to children and other pedestrians.
- Please observe all campus signs and follow the directions of those directing traffic.

Where to Pick Up Your Child

- Grades K-2 are picked up in front of the classroom building.
- Grades 3 - 4 are picked up along the parking lot island.
- Grades 5-6 are picked up in front of the administration building.
- Do not ask your child to meet you at the playground. **Children may not be on the playground unsupervised.**
- Older students with siblings in grades K-2 will be picked up with the younger sibling, in front of the Classroom Building. Exceptions to this are made by request and with the approval of the principal.
- If you have an older child arriving on the shuttle from the junior/senior high please pick up your elementary student promptly at 3:00 PM, then wait for the shuttle to arrive. You may not leave your child unsupervised waiting for the shuttle to arrive. You may want to enroll your child in the After-School Care program.
- After 3:15 PM, all remaining students will be brought to the After School Care program.

To view a map of the dismissal traffic flow for Mack [click here](#).

To view a map of the dismissal traffic flow for 3 Points [click here](#).

Dismissal Line Etiquette

- Pull up to the front of the line.
- Stay in your car while at the curbside. Do not leave your car while in the pick-up line.
- If you need to speak to a teacher or leave your car for any reason, please park your car and wait until 3:15 p.m. when the teacher's dismissal duties are completed. Teachers must focus on dismissing their students between 3:00 and 3:15.
- Curbside is only for picking up students.
- Pull forward to close up space ahead of you as other cars depart.
- Students will be dismissed to the curbside of cars lined up in the pick-up lane.
- Students will not be allowed to walk through a lane of traffic or circle to the driver side to enter your car.
- After you pick up your child you may proceed carefully to exit, slowly.

HOMEWORK

The suggested maximum average daily homework loads given to students is 10 minutes per grade level.

ILLNESS

A child feeling or appearing ill in the morning should not be sent to school. A sick child will be placed in the

health room and remain there until a parent or designee arrives to take the child home. Students should not return to school until they have been clear of fever, vomiting, and diarrhea for a 24-hour period.

Report all contagious illness (chicken pox, strep throat, etc.) to the office so that parents of the other students in the class can be notified.

FEVER: If your child has a fever at home, be sure to keep them home from school for 24 hours AFTER they are fever free without any fever reducing medications. If your child has a fever at school, our office staff will call you to come pick up your child to go home. They need to remain at home until they are fever free for 24 hours without any fever reducing medications.

VOMITING OR DIAHRREA: If your child is complaining of feeling ill (stomach ache, headache, chills, lack of appetite, etc.), we request that you keep your student at home. Students should not return to school until they have been clear of vomiting and diarrhea for a 24-hour period. If a student complains of feeling ill or behaves ill the teacher will send the student to the office. The office will take their temperature. If a fever is over 99.8 we will call the parents to take the student home. If there is no fever, we will talk with the student and assess if going back to class is appropriate or if it is best to rest in the health room for a time, or go home.

RASHES: If your child has a rash that you do not know the cause of please keep your student at home until the rash is completely gone, or you have a doctor verify that the rash is not contagious. If a student has a rash at school and we have not received a doctor's verification that the rash is not contagious, we will call the parents to come take the student home.

BUMP/INJURY TO HEAD, NECK OR BACK: If a student receives a bump or injury to their head, neck or back that is not easily relieved with an ice pack, we will call the parents to come pick up their student and recommend they be taken to a doctor for evaluation.

CONTAGIOUS ILLNESS: If we have any suspicion of a contagious condition such as chicken pox, strep throat, Roseola, Lice, etc., we will call the parent to take the student home.

UPSET CHILD: If a student is upset and not easily consoled we will contact the parents.

AFTER SCHOOL CARE

Bellevue Christian School's Extended Day Program exists as a service for elementary parents. We offer a safe and caring place for our students before and after regular school hours. Our program is an extension of the regular school day, and as such, conforms to the policies and procedures outlined in the Student / Parent Handbook. Playtime, directed activities, and supervised study time will be included in the program.

LIBRARY

The elementary school library is open for use whenever it is staffed by a librarian or trained library assistant. Books may be returned any day of the week, but materials may not be taken from the library unless they are properly checked out by library staff.

Kindergarten classes will read books in the library but not check them out. Teachers have books in their classrooms that are available for borrowing.

First and second grade classes will be able to take out one book per week.

Third through sixth grade classes will be able to take out a maximum of two books per week.

All books are checked out for a one-week period. However, your child will have library every week and he/she can easily renew a book if need be. Notes are sent to students reminding them when books are overdue. If a book is overdue by two weeks, parents are notified.

All books and other materials must be returned or paid for by the end of the school year, or a student will not receive his/her report card.

When materials are lost, the amount charged will be the replacement cost and a handling fee.

There will be no system of fine for overdue materials, for students' in grades 1-6. However, students are still responsible for library materials, and are required to care for and return on time any materials borrowed. Teachers and library staff will stress stewardship of God's gifts in order to help children grow in this area of responsibility.

LOST AND FOUND

Clothing and other items which may be left lying around should be labeled with the student's name, grade level, and home phone number. Lunch bags and boxes are often left in buses or cars and should also be identified with a name and grade level.

Found articles are placed in a designated Lost & Found location. Students and parents are encouraged to frequently check there for lost or misplaced items. All unclaimed items are donated to organizations that help the needy.

MESSAGES FOR STUDENTS

Please call in emergencies only. If you have an important telephone message for a student, please call it in before 1 p.m. We will do our best to deliver the message to the student by the end of the day.

PARENT TEACHER FELLOWSHIP (PTF)

The PTF meets monthly at 8:30 AM. The purpose of the parent group is to:

1. To support the overall Bellevue Christian School philosophy;
2. To promote unity of the school;
3. To support teachers and staff in meeting the needs of each individual student and the student body as a whole;
4. To encourage parent leadership and initiative within the school;
5. To capitalize on the gifts and strengths of our parents; and
6. To encourage parent volunteers to serve in these and other activities: Jog-A-Thon, Carnival, auction, teacher appreciation, talent show, Box Tops for Education, book fairs, Science fairs, Track Meet, Field Day, etc.

All parents with children enrolled at BCS are automatically members of the Parent Group.

ROOM PARENTS

The PTF helps to recruit at least one Room Parent for each classroom. The responsibilities include relaying PTF information and activities, assisting the teacher with finding volunteers as needed, help plan class parties, and other related activities. Other volunteer opportunities exist throughout the school. Please contact your PTF

for information.

LUNCH

Students bring their own lunch and eat in their own classrooms. We recommend that students bring a nut-free snack which may be eaten before or after their morning recess. The PTF at the Mack campus facilitates versions of hot lunch programs (i.e., “Pizza Friday”). The lunch program at 3 Points has a contracted hot lunch program.

MILK

Milk is available and is paid for on an annual basis for students in grades K-6. Information is provided at the beginning of the year.

RECESS

Mid-morning recess: K-3 at both campuses, 4th – 6th at the Mack campus. At 3 Points campus, mid-morning recess for 4th – 6th is at teacher’s discretion.

Lunchtime recess: K-6 at both campuses

Each class also has physical education twice a week.

REPORT CARDS/MID-TRIMESTER PROGRESS REPORTS

Report cards will be sent home at the end of each trimester. Mid-trimester progress reports will be sent out at the discretion of each classroom teacher.

SCHOOL SUPPLIES

Textbooks are furnished for students in the elementary school. Students need to bring items as required by the teacher. School supplies are not provided for homework and at home projects. Careless or deliberate damage to or loss of textbooks will be charged to the student on a replacement value basis.

STAFF LOUNGE

The staff lounge is for staff only during designated breaks. Please respect this room as a quiet retreat for teachers and staff only.

TARDINESS

A good start of the school day sets the tone for the remainder of the day. Habitual tardiness to school and class is disruptive to the other students and is detrimental to the academic growth of the child, and if allowed to continue will most likely set a pattern for succeeding endeavors in life. Developing a habit of being punctual is a responsibility which the school relies on the family to fulfill. When tardiness occurs, the child must check into school through the office and obtain a pass before going to class. Parents will be contacted by the principal if there is chronic tardiness.

DISCIPLINE: SCHOOL RULES AND DISCIPLINE POLICY

PHILOSOPHY

As a school staff, we are responsible to do our best to develop fair rules and enforce them in a just and equitable manner. We believe in holding students responsible for their behavior. Discipline can and should be a learning experience for the individual and should protect the rights of the group.

As parents, you are encouraged to support our efforts to have each student behave responsibly. If parental questions arise relative to specific disciplinary action in which their children were involved the following should be followed:

1. Parents are encouraged to speak directly with the teacher involved to gain a clear explanation of the situation.
2. If further parental clarification is necessary, the Principal should be contacted (Matthew 18).

NOTE: The following guidelines help students understand the basis for class and school rules

“A new command I (Jesus) give you: love one another. As I have loved you, so you must love one another. All men will know that you are my disciples if you love one another.” (John 13:34-35)

Have respect for yourself

Have respect for others

Have respect for school and personal property

Students are praised and receive positive reinforcement for appropriate behavior. By emphasizing student accomplishments and encouraging positive interaction with others, we hope to set an example that students will want to follow.

DISCIPLINE PROCEDURES

Most problems are minor and infrequent and can be corrected by the teacher and the student together. A warning will be given by the teacher or playground supervisor for minor violations of campus-wide, classroom, or playground rules

Students in Grades 4-6 will be sent to a study/detention room at noon recess if work is consistently not completed, or for continue violations of rules. (A communication from the teacher will be sent home after five detentions for any given trimester.)

- If students display persistent misbehavior, or in the case of serious infractions, a “Disciplinary Report” will be sent home immediately
- Students who receive three “Disciplinary Reports” or commit a serious offense will confer with the Principal
- Serious offenses include:
 - Open defiance, disobedience, or disrespect to a supervising adult
 - Endangering self or others
 - Swearing or other inappropriate language
 - Fighting
 - Damaging property
 - Illegal activity (alcohol, drug or tobacco possession or use)

Resultant consequences may include:

- Conference with parents
- In-school suspension
- Out-of-school suspension
- Expulsion
- Other appropriate consequences

DISCIPLINARY RESPONSES

There are many responses that may be used to effectively correct a student who breaks a school rule or classroom rule. The following is an outline of some of the responses.

Although most children will never experience most of what is outlined below, it is helpful for all parents to know that we are willing to take strong and loving action when necessary and that loving correction is beneficial for our children and honoring to the Lord.

Informal, Ongoing Discipline

For some students and in some situations, a knowing look, verbal reprimand, or gentle touch are effective classroom interventions. Phone calls, notes, parent-teacher conferences, and conferences with principal and/or counselor are all opportunities for students to see the adults in his/her life communicating, cooperating, and working toward solutions. This is a powerful message for students.

At other times a stronger response or consequence is required. Students who are separated from class (time out) are being given the message that their behavior is not acceptable and will not be tolerated. Although that separation is brief, students are welcomed back when they are cooperative, kind, respectful, etc. The stakes are raised when a child is sent to the office or to the principal. We have succeeded in making visits to the principal happy times and not just occasions for discipline, but the principal is respected as the head of school and a visit with him is taken seriously.

Visits with our school counselor are not disciplinary, but may be opportunities to help a student think and talk through issues and find solutions to unacceptable behavior.

Reconciliation and Prayer

Reconciliation is an essential part of discipline. Christian reconciliation requires an apology, repentance, and forgiveness for the parties involved. We encourage members of our community to use biblical language when working toward reconciliation. True repentance identifies and names the wrong behavior. It demonstrates openness to correction and ownership of the problem. It expresses a desire to change. For example, "I did such and such. It was wrong. It hurt my relationship with my classmates. I am sorry for what I did. Please forgive me," expresses all the elements of genuine repentance. We don't want students to recite formulas, but to understand that their words have significance.

Students and teachers have an obligation to forgive. This is not optional, but is required in scripture. When forgiveness is sought, we can acknowledge that the behavior was not "OK", and that is why forgiveness is needed. "I forgive you" allows a person to forgive others as Christ has forgiven them.

Prayer for and with our children is important at all levels of discipline. Prayer allows us to lead children to God, to become reconciled with their creator and Lord. Prayer allows us to seek forgiveness and to ask the Holy Spirit to change our hearts and help our behavior. In prayer, teachers, students and parents ask for strength and wisdom to do right, for patience when in difficult circumstances, and for courage to make right decisions.

Formal Action

When the frequency and/or severity of a student's behavior warrant stronger measures, the student may be placed on successive levels of accountability. Each level of accountability may involve a *behavior improvement plan*, the oversight of a *disciplinary team* and different consequences and interventions.

Consequences range from time-outs, lost recess, to in-school suspensions, out-of-school suspensions and finally an expulsion.

A *behavior improvement plan* focuses on specific behavior goals, reconciliation and positive behavioral change. A *behavior improvement plan* sets specific, measurable goals that are monitored frequently and provide a method of communication, and rewards and consequences. These plans are developed in conference with parents, students, teacher and principal, and are signed by all parties.

Wise oversight may require the involvement of a *disciplinary team*. Such a team consisting typically of the classroom teacher, the principal and other members of the community appointed at the discretion of the principal.

Restoration or reimbursement for loss, damage or injury is a part of biblical justice. It demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and community and is a necessary part of reconciliation. 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 a *behavior improvement plan*.

An *in-school suspension* occurs when, as a consequence for behavior, a student remains 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.

An *out-of-school suspension* occurs when a student is temporarily denied the right to be on the school grounds, participate in school activities, or attend classes. The decision to suspend may be made by the superintendent, the principal, or someone appointed by the superintendent or principal. The student is allowed one day for each day that he/she is suspended to make up daily work and homework. Nevertheless, a penalty of one letter grade or 10 points (on a scale of 100) will be assessed for the work turned in late. Longer range assignments (unit tests and reports, and papers, for example) must be completed on time.

An *expulsion* occurs when Bellevue Christian School refuses to continue a student's enrollment. The final decision to expel is made by a *committee* convened for that purpose, acting on the principal's recommendation. The "Administrative Policy on Expulsion" will be given to the family of any student recommended for expulsion, and is available to anyone upon request.

Severe inappropriate behaviors such as insolence and defiance, dangerous or destructive acts, threats and intimidation will result in the student being sent directly to the principal. An immediate suspension may result in these cases. A student may be suspended pending an investigation and a decision of further action.

The Revised Code of Washington (RCW) describes *dangerous weapons*, and the carrying or possession of such:

Any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol or other dangerous weapon; who shall use any contrivance or device for suppressing the noise of any firearm (RCW 9.41.250).

Any fire arm; or device commonly known as "nun-chu-ha sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon

impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas (RCW 9.41.280).

As required by RCW 28A.320.130, each school district and each approved private school shall report annually to the Office of Superintendent of Public Instruction (OSPI) all known incidents in violation of RCW 9.41.280 in the year preceding the report involving the possession of weapons on school premises, on transportation systems, or in areas of facilities while be used exclusively by public or private schools. OSPI must compile the data and report to the House of Representative, the Senate, and the U.S. Department of Education.

Parent Support

At Bellevue Christian School we are blessed with excellent teachers and supportive parents. Class management is most effective when handled by the person closest to the situation. In the classroom, that means the teacher; at recess, that means the assistant. Parents and the principal may impact the classroom. But the most effective change comes through the professional in charge of that classroom. That means we encourage, support, and empower our teachers, rather than having principal or parents come in to fix things. Here are some thoughts on how you can support and encourage our teachers:

Don't undermine the school's action. Don't put your child in the position of evaluating the teacher by asking what the teacher did, why she did that, and whether they think it is fair. Don't complain about the teacher, or disagree in front of your child. Don't gossip. Don't complain to other parents. Be careful about allowing your kids to shift responsibility for their poor choices to others.

Trust your teachers. Although each child is unique, our teachers have had experience with hundreds of children over the years. Communicate regularly. Always go directly to the source. Be consistent in loving discipline. Demonstrate unity. Express your appreciation and support for the school regularly. We are on the same side.

STUDENT EXPECTATIONS

When students arrive at school, they are to go directly to their homeroom and wait outside until their teacher gives them permission to enter.

Students should not arrive on campus before 8:15 a.m. if not enrolled in the morning care program.

Any student arriving after the scheduled start to school must report to the office for a tardy slip.

Students will not leave the school grounds after they have arrived unless they have teacher and office permission. (Parents wishing to pick up their child before dismissal must sign them out in the office.)

Students will not run on any of the walkways or in the hallways.

All recreational activities must be conducted in the designated areas. Students must have permission to leave the playground or classroom. Food is not to be eaten in the halls or on the playground.

Gum is not allowed at school or on buses.

Hats will not be worn inside the buildings.

Students may not walk across the walkway, roadway, or go to a vehicle without teacher supervision.

Other classroom rules will be established by the teacher.

PLAYGROUND RULES

General Rules

1) Be Respectful

- A. Show respect to adults in charge (teachers, teacher assistants and parents) by listening quietly to them while they talk to you and following their directions promptly.
- B. Show respect to other students by sharing, using kind words, and treating others the way Jesus would.
- C. Show respect to the school by keeping the school area clean and free of garbage and playing with equipment nicely.

2) Be Safe

- A. Be safe when playing on playground equipment and when playing games with or around other people.
- B. Stay in areas where you can be seen and supervised by the adult in charge.
- C. If you need to use the bathroom or go to the office, you must get permission from an adult in charge. During recess, students may only go to the bathrooms or the office - not in their classroom.
- D. Run in designated areas
 - 1. Blacktop area at playgrounds
 - 2. Soccer Field
 - 3. Basketball Court
 - 4. Field behind portables next to covered play areas - please stay closer to covered play area than portables to respect classrooms.
- E. Walk in all other areas. If seen running in areas there will be consequences that will take place during recess time.

Recess Procedures

Regular recess includes the soccer field, the basketball court and the playground equipment on the upper playground.

If it is raining, go to the covered area or check with your teacher.

- 1) Covered area may be used basketball related games, four square, wall ball, hopscotch or cover from the rain.
- 2) Field behind portables may be used for games that involve running or use of a large area, such as soccer, football, kickball, etc.
- 3) If you want to play with balls out in the rain, please play on the side closest to the school, away from the covered pond area.

Whistles:

1 whistle = **Stop, Look and Listen**

2 whistles = Basketball court and soccer field stop playing and line up to go inside. Upper playground may continue playing. All equipment is turned in.

3 whistles = Everyone stops playing and lines up. All equipment should be turned in. Fifth and Sixth grade may walk quietly to their classrooms.

Ball Check-out Procedures

- 1) Equipment must be checked out during the first five minutes of recess from the appointed ball monitors.

- 2) The student who checked out the equipment is responsible for the equipment until it is turned in at the end of recess.
- 3) If the equipment is not returned, the student may not check out equipment or play with any equipment for the remainder of the day and the following day. The second-time equipment is not returned, privileges are lost for the week.

Broken or deflated equipment or balls lost to the pond should be reported to faculty or staff.