

BELLEVUE CHRISTIAN

WITH PURPOSE

**Bellevue Christian School
Junior-Senior High
Handbook**

2018-19

Table of Contents

Philosophy and Framework of Bellevue Christian School	3
• Mission Statement (3)	
• Doctrinal Statement (3)	
• Educational Confession (4)	
• Building a Handbook from Philosophy (7)	
• Conflict Resolution: Philosophy and Approach (8)	
General Practices	12
• Health and Safety (12)	
• Academic Information (14)	
• Opportunities for Community (17)	
• Technology, Electronics and Social Media (19)	
Community and Conduct	20
• Classroom Expectations (21)	
• Locker Use and Decoration (21)	
• Vehicles Safety (21)	
• Clothing (21)	
• Public Display of Affection (22)	
• Serious Offenses (23)	
• Substance Use/Abuse (23)	
• Cheating/Plagiarism (24)	
• Personal/School Property (25)	
• Weapons (26)	
• Bullying, Harassment and Fighting (26)	
• Disciplinary Procedures (28)	
Attendance	30
• General/Off Campus Lunch (30)	
• Attendance Guidelines and Expectations (31)	
Building/Equipment	33
• Lockers (33)	
• Lost and Found (33)	
• Lunch/Deli (33)	
• Parking and Traffic (34)	
• Gym Use (35)	
• LRC/Library Use (35)	
Inclement Weather Procedures	36

Philosophy and Framework of Bellevue Christian School

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 Bellevue Christian community. Three foundational principles which have guided Bellevue Christian 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.

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 Institutional Goals & Educational Confession

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

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 Bellevue Christian 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.
- Bellevue Christian 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

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

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, Bellevue Christian 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 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 Bellevue Christian 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.

- Bellevue Christian 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, Bellevue Christian seeks the theological and biblical counsel of those churches who support the doctrinal position of this confession.

- Bellevue Christian will seek to involve local pastors in school programs, committees and activities.
- Bellevue Christian 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.

Building a Handbook from this Philosophy

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. (Colossians 3:23; 1Corinthians 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 (Matthew 10:34-36). But like leaven it is also to infiltrate society and bring change (Matthew 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

Conflict Resolution – Philosophy and Approach

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, Bellevue Christian encourages family communication and participation in the educational process. On the other hand, we believe that everyone in the school 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 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 Bellevue Christian 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.

Working Together in the Bellevue Christian 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 the school, and to encourage free and open communication between individuals from diverse cultural and doctrinal backgrounds.

Authority

The school 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

Bellevue Christian will take active measures designed to periodically identify potentially sensitive issues that might raise differences on matters of conscience within the school community. Periodically the school will sponsor community events that inform parents and students of potentially sensitive issues, course content, or materials.

An Open, Listening Community

In building a kingdom community at Bellevue Christian, 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 school 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 Employee Performance

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 Head of School, 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.

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 him/her 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.

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 Head of School

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 Head of School 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 Head of School who shall render a decision in writing within thirty days to all the parties concerned.

Review

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

General Practices

Health and Safety

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.

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 needs are informed.

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 Bellevue Christian risk management program and is an efficient way to meet the needs of more school families.

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 Policies:

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 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.

Health and Immunization 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.

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, Bellevue Christian 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. The school is working closely with the local fire departments in assuring that their preparation is appropriate and adequate at all levels.

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. 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.

Student Pregnancy:

Should a Bellevue Christian School 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.

Student Residence Policy:

All Bellevue Christian 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 the school. 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

See Academic Handbook for additional information

Assistance for Struggling Students:

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.

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 (staffing) in which student, teachers, and parents analyze the problem and commit to specific actions will probably bring the most progress. A parent may request a staffing through a teacher, administrator or counselor.

Educational Therapy: 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 the next school year is conducted in the spring. In high school, a four-year course planning packet is reviewed and revised as necessary with a student's advisor. Junior and senior high school academic handbooks, containing brief descriptions of all courses offered, are available online. 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 Junior High Principal or High School 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 any requests for schedule 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.

Commencement:

Students must have completed all necessary requirements in order to participate in High School Commencement or 8th grade Graduation. Any exceptions must be approved by the Principal.

Homework:

Homework is a normal expectation of the school's academic program. Due to our block schedule, discussing homework in terms of average minutes per night is not effective. However, Bellevue Christian strives to make homework meaningful and ensure time for students to pursue meaningful relationships and activities outside of school. Students who are overburdened by homework are encouraged to discuss concerns with their teacher or an Administrator. 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:

Bellevue Christian 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.

Standardized Tests:

Following is a list of standardized tests administered to the Bellevue Christian student body. Testing for grades 7-11 is conducted on the school's 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

Grade 10-11 Preliminary Scholastic Aptitude Test (PSAT) National Merit Scholarship Qualifying Test
Grade 12 Students are advised to register for the SAT* or ACT* in preparation for college

Back to School Night:

“Back to School Night” is for 7th – 12th grade parents/guardians. Back to School Night is your opportunity to come to the campus and experience a “day in the life of your student.” You will meet the classroom teacher and have a chance to hear what will be going on in the classroom. Each class period will meet briefly with a passing period between each class period. Unfortunately, the abbreviated class period schedule for the evening does not allow parents the opportunity to conference with teachers about student progress.

Parent-Teacher Conferences:

Conferences occur in November. Secondary students are encouraged to attend.

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.

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.

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

Books and Supplies:

Students purchase their own textbooks. Books may be purchased from other students, from the University Bookstore, or an online provider. Books should be purchased before coming to class the first day.

In addition to texts, students should have a copy of the English Standard Version Bible. Paraphrases such as *The Message* Bible should not be used for official school purposes. 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.

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.

In the Junior High, cell phones must be stored in approved cases throughout the school day.

Because phone use is discouraged and/or prohibited throughout the day, parents are encouraged to call the school if they have an urgent message for their child.

Opportunities for Community

Spiritual Formation:

Chapel is a time of community gathering to explore and participate in Kingdom life. Topics and formats strive to be relevant, challenging, and helpful in equipping students and adults to live a life of worship across many spectrums. While chapel is meant neither to be a church service nor academic class, elements of both can often play a helpful role in creating an environment where we, as a school community, can enter into God's transformational work in our lives on an individual or community level.

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.

Student Leadership and Service:

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 Bellevue Christian School, and especially student body elections, different from what you have encountered elsewhere.

High School Student Senate: This group of up to twenty members represents the student body. 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 a class period and so must be scheduled as one of the seven class periods of the day.

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.

National Honor Society:

Election to the school's 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.

Service Learning:

At the heart of Christian education at Bellevue Christian School are three essential elements: First, that our students learn to think through all of life from a Christian worldview perspective. Second, that our students come to understand and live into their giftedness as created by God. Finally, that our students understand that they are called to serve God through the gifts they have been divinely given, which includes serving others as part of following the Great Commandment and the Great Commission.

The school is committed to providing students with structured and engaging service experiences that foster a life-long commitment to responding to God and meeting human needs. Therefore, as part of the Bellevue Christian Service Learning Program, students are required to fulfill a service requirement, the "Bellevue Christian Service Experience"; one of the minimum requirements for graduation. We believe that engagement in service experiences will help our students understand and participate in the transforming power that comes from God through serving others.

Detailed information regarding the Service Learning program may be obtained through their specific Handbook or by contacting that department.

School Sponsored Outings & Activities:

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 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.

Dances: High School dances are allowed at Bellevue Christian provided that any new dance has received prior permission from the Head of School. Student dress and behavior must be consistent with the behavior outlined in this handbook.

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; the groups are kept small. Traveling in a van for a week requires participants to interact in ways that bring self-insight and build relationships. Statetrip often binds people together in a way that is close to the ideal of Christian community.

Campus Visitors: The primary purpose of visitation is to give prospective students a look at our school. Bellevue Christian 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 students 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.

Technology, Electronics and Social Media

Using the school computer network is a privilege. All students sign a Network ID/Code of Conduct Agreement during enrollment or prior to obtaining a Bellevue Christian network ID. A Bellevue Christian network ID gives students access to all applications available to students, except email and the Internet.

Social Media:

The use of social media on and away from Bellevue Christian campus is part of student life. We recognize that many activities can affect the student body even when the activity occurs outside the school campus or away from school activities. The school does not attempt to monitor student behavior outside normal school functions, yet periodically matters come to the attention of the administration that may raise concerns.

When a student posts potentially damaging images or messages about self and/or others that may be interpreted as threatening and/or concerning, whether such posts occur during or outside of school, Bellevue Christian administration reserves the right to respond in order to assure the safety of our student body is maintained. Students are to be reminded to use discretion when posting thoughts and images on social media, regardless of where the postings originate. Inappropriate messages, postings, and images may be reviewed by school officials.

Bellevue Christian School administration may take disciplinary action for conduct by students that is illegal, obscene, immoral, threatening, of the occult, sexual or otherwise would reflect disgracefully on the student or the school. A violation of this policy will be grounds for discipline up to and including expulsion.

Electronic Device Use:

Cell Phones (as a phone-only): 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.

Tools: Smart phones, Tablets, Laptops: These items may be used in class with teacher permission for class-related activities (which may include, but is not limited to, research, Bible reading, taking pictures of whiteboard material). However, teachers may deny student use if the device is being used inappropriately and/or for non-class related learning activities.

Audio or video recording of another individual without their consent is strictly prohibited. Audio or video recording of classroom activities is permitted only with the permission of the classroom teacher and the Principal or Director of Student Academic Services, and only for uses that support education-related activities. Audio or video recording in bathrooms or locker rooms is not allowed at any time. Publication of pictures, videos of audio recordings without consent of the subject may be referred to the appropriate law enforcement agency.

The school maintains a video surveillance system in the exterior and common areas of our campus. Audio recording is not a part of this system. Our system's intent is to keep our students and property safe and secure. Video footage may be consulted to address possible violations of community conduct.

Community and Conduct

Philosophy Statement:

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. 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.

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.

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) and sign a parking application agreeing to follow the rules listed in this section.

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 humanity's service to God and dominion over the creation is found in 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.

Reminders/ Consequences:

- 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 may have to change into something else immediately or call your parents to bring you more appropriate clothes. You may 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.

Public Displays of Affection:

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. Continued displays of affection reported to 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, Bellevue Christian 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.

- *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. Possession or use by a Bellevue Christian 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.

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 Bellevue Christian for a dependency assessment and physiological test (e.g. urinalysis or blood test). The student will be excluded from school until Bellevue Christian receives the assessment report directly from the agency. The student and/or parents must authorize the mutual exchange of information between the school 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 Bellevue Christian must receive that assessment report directly from that agency before the student returns to school. Bellevue Christian may also require a behavioral contract as a condition for continued enrollment. Note that 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 Bellevue Christian 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 Bellevue Christian students is prohibited at all times. If alcohol is present among minors in a vehicle or at a party, all Bellevue Christian 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 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.

In addition to the above substances, any device or paraphernalia designed to deliver substances to the body are not allowed on campus (e.g., e-cigarettes, vaping devices, pipes, etc).

Any student who distributes any substances or products described in this section is subject to immediate consequences, up to and including expulsion.

- ***Cheating and Plagiarism:***

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, cover their own test papers, and avoid looking around.
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 Bellevue Christian Academic Integrity Policy.

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 Bellevue Christian 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.

Students may be asked 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.

- *Personal and School 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. Bellevue Christian 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 Bellevue Christian network, email or internet accounts/passwords (with or without permission) carry additional penalties and loss of privileges listed in the Network ID/Code of

Conduct agreement. 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.

- *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, and immediately if a firearm is discovered on campus.** All weapons incidents are reported to the State Superintendent of Public Instruction. If a student is removed from Bellevue Christian for possession or use of a weapon, we are required by law to report the offense to the receiving school.

- *Bullying, Harassment, and Fighting:*

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. 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 three specific types of harassment need special mention.

1. Bullying: Bellevue Christian School seeks to cultivate and perpetuate a respectful, honoring, and service-oriented school environment for all students. This is accomplished by consistently emphasizing these qualities during the school year, recognizing students who are exemplifying these qualities, and at the same time providing consistent consequences for behaviors to the contrary. Bellevue Christian seeks to partner with students and parents to create a school environment where all students can be accepted and valued for who God has made them to be, as well as being part of a larger school community.

In cases where a student or students choose to act in a manner contrary to the qualities and objectives listed above, a variety of approaches will be implemented to address the problem areas. Bullying is best defined by a systematic, intentional, and consistent attempt to harm another student, either physically, verbally, and/or emotionally. Additionally, intentional attempts to exclude or ostracize another student *can be* considered bullying behavior.

- All administrators are available for students who need to report an act of bullying, either as an eye-witness or victim. Students who continue to exhibit bullying behaviors (verbal, physical, psychological) will receive an escalating scale of consequences, including possible suspension and, in extreme cases, expulsion.

- Teachers work with administrators by reporting peer-mistreatment and bullying anywhere on campus during the school day, and reporting the situation to administrators in a timely manner. All teachers are available for students who need to report an act of bullying, either as an eye-witness or victim.
 - Counselors are available for students who need support for bullying-related issues. They will provide an important level of support, education, and training for students involved in a bullying situation.
 - All leaders of co-curricular activities (e.g. sports/coaches, field-trips, all-school events) will uphold school policy regarding student conduct and desired behaviors. Leaders will report both appropriate and inappropriate behaviors to administrators in a timely manner (for recognition or consequences, respectively).
2. 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.
 3. Sexual Harassment: 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.
 4. Hazing/Intimidation: By definition, initiation or hazing of Bellevue Christian 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.
 - 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.

5. 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.

Disciplinary Procedures:

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 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. 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.

Junior High

Typically, students will be given **lunch detention**, ranging from one or more days, depending on the nature of the incident. Lunch detention usually involves written work designed to review the incident from a biblical perspective, with the goal being greater wisdom for future decisions, as well as concrete steps aimed at reconciliation. Other detention work may involve community service or other supervised activities. Detentions may be given out for too many tardies, behavior which creates more work for others (e.g. making/leaving a mess), behavior which is hurtful towards another student(s), or blatant disrespect towards adults and authority figures. Detention may also be given for poor behavior at off-campus, school sponsored events.

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, and 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: 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 to seek 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 Head of School, 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 Head of School.
- E. Restitution:
Restoration or reimbursement for loss, damage, or injury is a part of biblical justice. It demonstrates repentance for deliberate action and 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 the step-by-step disciplinary process.

School Attendance Policies

General/Closed Campus:

Bellevue Christian 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 at the front desk if they arrive later than 8:20am. If they need to leave prior to 2:55pm they must check out with the front desk before they leave. If they return before the end of the school day, they are to check in again with the receptionist.

Off-Campus Lunch:

Junior High students will only be allowed to be checked out for 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 the 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 (such tardies or absences are unexcused), unsafe use of a car, or transporting students who are not authorized to leave campus. All parking and

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.

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 (such tardies and absences are unexcused), unsafe use of a car, or transporting students who are not authorized to leave campus. All parking and 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 Guidelines and Expectations:

1. General Principles:

- 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 (below).
- 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. All Day Absence:

- Parents should call the school and leave the following information:
 - 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)

3. Partial-day Absence

- Parents should call the school and leave the same information listed above.
- 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.
- If you leave campus during the school day for any reason except a previously-approved lunch, you must sign out at the reception desk and sign in if you return the same day.

- 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:

- Once the school day begins, you have to be in class.
- 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.
- If you are ill, report to the reception desk. You will be sent to sick bay, and your parents will be called if necessary.

5. Planned Absence:

- 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.

6. Late to Class:

- If a teacher or administrator makes you late, ask that person for a written excuse.
- Your classroom teacher can excuse your tardiness to that class.
- 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 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.

7. What Shall I Do About Assignments?

- 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. Excessive Absence Policy

Because students learn best when they are in class, consistent attendance is important. Classes meet four days a week, so six absences is the equivalent of a week and a half of absences from

that one class. Therefore, we have an attendance policy for students who have excessive absences. Our goal is for each student to achieve to the best of her/his ability.

Excessive Absence Policy:

Attendance action:

6 absences to any class
8 absences to any class
13 absences to any class

Administrative Action:

Parental Notification
Written Attendance Agreement
Possible loss of credit for class. Grade Modification plan enacted.

Exceptions to Absences: School Related Absences (field trips, athletic early dismissals)

Unexcused Absences: Unexcused absences (or skipping class) creates problems of behavior, academic performance and safety/security. Students who are unexcused will not be permitted to make up work missed on the day of their absence. Students who skip class will be referred to the Assistant Principal for appropriate consequences including detention, suspension or, in extreme cases, expulsion.

Building/Equipment Policies

Lockers:

Lockers are assigned at the beginning of the school year. Both Junior High and High School students can obtain locker assignments from the Junior High/High School Front Desk. 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 Front Desk. This is important because you will be charged for any damage to your assigned locker.

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 donated. 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 and breaks. 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. Students are expected to clean up after themselves and are encouraged to help their friends remember to clean up as well.

Parking and Traffic:

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.

Parent and Student Parking:

- All students who drive to school must register their cars at the front desk. There are two student parking lots. Seniors park on campus using both student parking lots. Juniors and sophomores park at Bellevue 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 MPH 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.
- 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 provided at other sites.
- Traffic: Students are encouraged to carpool or take the bus (either the Bellevue Christian 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.

Student Parking Policy

Procedures:

1. Registration: All students driving to school (including motorcycles) must be registered with the school. Only students with a valid Washington State driver's license (permits don't count) and a vehicle may apply for parking registration.
2. Seniors will be the only students parking on campus unless previous arrangements are approved. Juniors, sophomores, and freshmen will park at First Presbyterian Church.
3. 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 Bellevue Christian between 7:00 a.m. and 3:30 p.m.

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 \$100 fine and a one-week lunchtime detention for the driver.
3. **Parking Violations:**
 - First violation: warning ticket
 - Second violation: \$25 fine
 - Third violation: \$50 fine and one-day lunch detention
 - Fourth violation: \$100 fine and one-week lunch detention
 - Fifth violation: \$100 fine and suspension

What if:

1. There are no spaces left in my parking lot?
 - Park in visitor's lot and report to the front desk 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 Transportation/Parking Director.

Gym:

Because the gym must be used 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 7:45 a.m. until 3:30 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. The LRC is a shared space of critical importance to the educational and cultural life of Bellevue Christian School. Students should follow posted and verbal directions of LRC staff at all times regarding use of space, checking out of materials, and conduct while in the LRC.

Inclement Weather Procedures and Schedules

Snow or icy road conditions may cause school closure, alter the regular schedule, or limit transportation services. Bellevue Christian uses multiple venues for communicating closure information including the student and parent information system, the school website, and local media.

Schedule Change/Closure Announcements:

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

Bellevue Christian 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.

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.