

BEREAN CHRISTIAN SCHOOL

A Ministry of

EDGEMONT BIBLE CHURCH

POLICY HANDBOOK



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1. BIBLICAL PRINCIPLES

One of the basic reasons why parents enroll their children in a Christian school is to obtain an education grounded in moral values. Berean Christian School uses the Biblically-based Accelerated Christian Education (ACE) curriculum, which includes Scripture memory passages and references to God and Jesus Christ. These are designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students' sense of responsibility and integrity so that they can be the shining light and salt of the world. In this endeavor, personal discipline is of the utmost importance.

2. MISSIONS STATEMENT

Berean Christian School (BCS) exists to assist parents in bringing their sons and daughters to maturity in Christ and preparation for life and ministry by teaching them sound academics and the principles of God's Word, Way, and Will, the application of them and how to teach them to others.

*One Word: **DISCIPLESHIP***

School Verse: Acts 17:11 "These (Bereans) were more noble than those in Thessalonica, in that they received the word with all readiness of mind, and searched the Scriptures daily, whether those things were so."

2.1. Objectives

2.1.1. For Students

To Practice obedience to God

- In worship
- In His service
- In good works toward all men
- In growth of the knowledge of Him
- In sharing Him with others

To live within the principles of God's Word

- Respect for authority
- Take responsibility for our actions
- Practice forgiveness of those who wrong us

To become strong in spirit, soul, and body

- Careful study of the Word of God
- Personal discipline

To gain a working understanding of the created world and its order

- Study of the natural and health sciences
- Study of mathematical theory, laws, and skills
- Study of history, current events, governments, and economics
- Study of the language arts and foreign language
- Study of physical education
- Study of the Biblical perspective on all of the above topics

To gain the ability to be prepared for life

- Effectiveness in problem solving
- Effectiveness in setting goals
- Effectiveness in communication skills
- Building strong relationships through interaction with peers and elders
- Strengthening family life and values

2.1.2. For School

To provide the resources to accomplish the educational atmosphere and teach the principles of God's Word, Way, and Will

- Cooperating with parents in the formal instruction of their children
- Creating an environment for learning consistent with Godly principles
- Providing excellent facilities for the training of students
- Developing of a Godly staff for the training of students

3. STATEMENT OF FAITH AND DOCTRINE

BCS is a ministry of Edgemont Bible Church (EBC) and follows their statement of faith and doctrine, which can be found in their Constitution and Bylaws. A copy is available in the school office.

4. ADMINISTRATION

Official Board - The governing body of the church, the conduct of its business, the management and control of all its property (real and personal), and the supervision of its organizations, shall, under the leadership and guidance of the HOLY SPIRIT, be vested in the Official Board, composed of the Pastor, the Board of Elders, and the Board of Deacons.

The Official Board has the final authority over the BCS School Board in appointing the Chairman of the school board, in approving staff salary and benefits, and in approving certain issues which may affect policy, persons, or property.

School Board - The governing body of the school, which operates under the authority of the EBC Official Board. The authority of the school board rests in Scripture (II Timothy 2:2), the EBC Constitution, and the provision of the Official Board. The School Board has responsibility to determine staffing needs, make recommendations for staff hiring and pay, establish curricula, recommend tuition, and establish policies and procedures.

Director / Senior Administrator - The Pastor of Edgemont Bible Church has the responsibility of Spiritual guidance and general oversight.

Principal - The Principal is hired under the authority of the Official Board with the recommendation of the school board. The Principal oversees the daily operation of the school and serves as the liaison with the staff, parents, students, the community, and the school board. The Principal reports directly to the Director and to the Chairman of the School Board.

Staff:

Supervisors - The Supervisor for each Learning Center (LC) is the senior staff person who maintains authority in the LC, encourages Spiritual standards, answers academic questions, administers diagnostic and achievement tests, and inspires and motivates students to perform at maximum potential. The Supervisor reports to the Principal.

Monitor - The Monitor assists the Supervisor in the smooth operation of the LC, helps maintain Spiritual standards, checks daily goals, records attendance, observes student behavior, answers non-academic questions, files materials, and helps motivate students to their optimum. The Monitor reports to the Supervisor.

School Secretary - The Secretary assists the Principal in the general operation of the school. The Secretary is responsible for maintaining financial records, general correspondence, cumulative records, education and office records, and the PACE inventory system. The Secretary should be an effective public relations person on the phone, through correspondence, and in personal encounters. The Secretary reports to the Principal.

Volunteers - Volunteers are the school parents and EBC members who volunteer their time and services to the school. Persons who assist in the Learning Centers have completed the BCS Volunteer application and the EBC "Child Protection Program". Volunteers are under the authority of the Principal.

5. ABOUT THE SCHOOL

Berean Christian School was founded in 1972 as a ministry of Edgemont Bible Church (EBC). The Pastor of EBC at that time, J. Darrel Handel, established BCS as one of the first Christian-based schools that utilized the Accelerated Christian Education (ACE) curriculum. Since that time there have been more than 17,000 ACE schools started in more than 30 countries. ACE was founded on the belief that a child can learn on his own if given materials that he can read and understand, when written with adequate instructions. Coupled with this belief is the Biblical principle that each person is created as an individual with unique capacities, gifts, talents, and abilities.

Therefore, the ACE curriculum is designed to be implemented by the child individually, but with adult guidance. It is an individualized program which allows the student to learn at his/her individual pace.

The program initially tests each student and places him/her in the academic areas based on the test results.

BCS has continued with the ACE program, challenging each student to use his/her God-given abilities by establishing high academic, spiritual, and Biblical moral standards. These standards reflect a guiding principle of the ACE program, where Scriptural training is incorporated to discipline a student in all areas of life.

The focus of our School is our Lord Jesus Christ, and our primary concern is the academic excellence and spiritual growth of the students. The BCS Board strives to hire the most qualified instructors who are dedicated to guide the students in their growth in Christian living. Both the Board and staff members must be members in good standing with Edgemont Bible Church. All staff members have professed their faith in Jesus Christ as their LORD and Savior and exhibit it in their lifestyle.

Throughout the years, students have graduated from BCS who have performed equally well (if not exceeded) with peers from public schools on Achievement Tests and college entrance exams. In addition, our graduates have seen the blessings of their Christian education as they have entered many professional, technical, and self-employment vocations. Our church, as well as others, has been blessed by our alumni and by currently enrolled students who serve the Lord through music, teaching, and other ministries in their churches.

6. STANDARDS OF CONDUCT

We acknowledge the importance of discipline in the spiritual and academic preparation of children for a life pleasing to God. All school policies are guided by the desire to emphasize the characteristics of Jesus Christ, our Lord and Savior, and diminish the negative aspects of the world in every student's life. Although BCS is not legalistic in its approach to student behavior by dictating a cumbersome list of things students cannot do, certain activities hinder our desire to move away from worldliness and toward godliness.

Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

BCS requires that each student adopt and abide by the following standards without reservation:

- Maintain 6 inches or more of separation between each other. (1 Corinthians 7:1)
- Strive toward excellence in grooming in accordance with the school hair and dress codes. (Deuteronomy 22:5, 1 Timothy 2:9-10, 1 Corinthians 11:6,14)
- Refrain from use of profane, vulgar, or abusive language or conduct at anytime. (Ephesians 5:11-12)
- Refrain from use of alcohol, tobacco, narcotics, and other dangerous or addictive substance on or off campus. Any association with these items may result in immediate dismissal from school. (Ephesians 4:19-24, 5:11-12, Proverbs 22:10)
- Refrain from cheating, gambling, dancing, and immorality. Any student who participates in such activities or entices others to participate in such activities is subject to disciplinary action. (Proverbs 4:23-27, 22:10)

Gripping is not tolerated and items designed for mischief are not allowed. Attitudes, behavior, and language unbecoming of a Christian may result in suspension or dismissal from school.

"Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us, looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is set down at the right hand of the throne of God... Wherefore we receiving a kingdom which cannot be moved, let us have grace, whereby we may serve God acceptably with reverence and Godly fear: For our God is a consuming fire."
(Hebrews 12:1, 2, 28, 29)

7. ADMISSIONS POLICIES

BCS is a ministry of EBC, and the very motive of BCS is the training of Christian leaders. Therefore, it is a requirement that parents enrolling their children in BCS be in doctrinal agreement with EBC.

Parents need to come to a personal and harmonious agreement between them that Christian education is the right choice for their child. Negative motivations, such as avoidance of problems or school situations, may begin a thought trend toward Christian education, but ultimately are inadequate for the long-term educational and spiritual training of the child if these are the only motivations. Problems of any nature with a previous school must be disclosed, discussed, and resolved with the administration before enrollment occurs. BCS honors disciplinary judgments levied by other schools. Failure to provide full disclosure of situations with a previous school may result in expulsion of the student.

BCS offers learning programs for students K4/K5 through Level 12.

7.1. Statement of Non-Discrimination

BCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, athletic, or any other school administered policies.

8. ADMISSION REQUIREMENTS AND PROCEDURES

8.1. Application Process

1. A) Complete the Initial Application and Student Record Release and return to BCS office for review with the \$75.00 Registration Fee; B) Have the Pastoral and Personal References completed and sent to the school.
2. Upon acceptance of the Initial Application, BCS will forward the Student Application and BCS Policy Handbook; Diagnostic Testing will be scheduled. (Registration Fee will be returned if not accepted.)
3. Student Application is completed and returned. Policy Handbook Signature Page is signed and returned.
4. Upon completion of Diagnostic Testing, a conference is scheduled with the family (parents and student) to review all information. A determination of acceptance will be made at this time, and an academic projection will be developed and agreed to by BCS and the Parents.

Minimum requirements for enrollment are:

K4 - Students who attain their 4th birthday by December 1st of the current school year or any 5 year old who scores less than 80 on the Reading Readiness test.

K5 - Students who attain their 5th birthday by January 1st of the current school year and who score 80% or above on the Reading Readiness Test.

Level 1 - Six to Seven year-olds who are reading.

Level 2-6 - Students will be placed academically based upon diagnostic test results.

Level 7-12 - Students must test within 12 PACEs of academic Level by age, per subject, with a maximum of 72 gap PACEs.

All students (current and new applicants) entering the 7th level and above will be interviewed. It is necessary that the student of this age level and older, state for themselves, the desire to attend, or at least reveal his/her willingness to attend, and follow the standards and rules of BCS. Additionally, they need to have made a profession of faith in Jesus Christ as Lord and Savior. **Written and verbal testimony is required of the student.** Acceptable references must be given for consideration. These must include a pastoral reference from the Pastor of the church you attend and two additional non-family references.

5. Once all materials from the application package have been received, an interview will be scheduled. The family (parents and students) will be interviewed by BCS representatives. Questionnaires, application, diagnostic results, and other pertinent factors will be discussed.
6. School and family are given 3-days for prayerful consideration of their decisions. At the end of 3-days, BCS may grant a conditional acceptance or determine some other course of action, which may include rejection of the applicant.
7. Applicable registration forms and fees will be due prior to attendance.
8. Uniforms, except for Physical Education, should be obtained within the first 30 days following attendance.
9. A student's academic record (past and current) will be closely scrutinized. All applicants are under probation for the first 9-weeks of enrollment. The probationary student may be dismissed, without cause, from BCS if it is determined to be in the best interest of the school.

8.2. Diagnostic Tests

Each new student considered for acceptance by BCS will undergo diagnostic testing to determine the level of his/her placement in the ACE curriculum. Diagnostic tests will be administered according to the ACE Procedures Manual.

Students transferring to BCS from another ACE school are not required to take the placement Diagnostic test as part of their admission process.

8.3. Selection of Students

Student admission priority to the base school will be in the following order:

- Returning students re-enrolled by April 15th
- Transfers from satellite – members of EBC
- Transfers from satellite - non-EBC members
- Students re-enrolling after April 15th
- New applicants - members of EBC
- All others

Special-needs students will be reviewed on a case-by-case basis. Acceptance will be contingent, in part, on BCS's ability to meet students' needs.

The following students will not be accepted:

- Married students
- Single parents as students
- Divorced students

- Students under disciplinary action from another school (unless approved by the School Board)

8.4. Proof of Immunization

In compliance with rules and regulations, which the Department of Public Health shall promulgate, all children shall have a health examination and immunization as follows:

- Physicals are required for all new students. Physicals from prior school years cannot be accepted. Physicals completed within the last six months from the start of school can be accepted.
- A Physical Examination Form is required for students entering Kindergarten, level 6, and level 9; Dental Exam Form for students entering Kindergarten, level 2, and level 6; Vision Exam Form for students entering Kindergarten or attending an Illinois school for the first time. Forms must be on file with the school office prior to October 15th of the current school year.
- All students entering Pre-K or 5th level for the first time must show evidence of having received the Hepatitis B vaccine.

9. INFECTIOUS DISEASES POLICY

Students will not be allowed in school when they have flu-like symptoms, a fever for any reason, or open wounds that may promote infections. Students shall not be allowed to return to school until they have been fever-free for a minimum of 24-hours, been on prescribed medication for 24-hours, and/or have a medical doctor's approval.

10. REENROLLMENT POLICY

Application for reenrollment should be completed by April 15th of the current school year.

Applications for reenrollment will be approved at the sole discretion of the School. The first month's tuition must be paid by August 30th of the current year. Students who have withdrawn from BCS at any time during a current school year must re-apply for admission, including payment for all appropriate fees. Students reaching the age of 19 during the current school year will not be accepted for reenrollment.

11. WITHDRAWAL POLICY

Parents or Guardians may withdraw their child from BCS for any reason upon seven days written notice.

BCS has the right, for any reason, to require a student to withdraw without notice. This provision may be separate and apart from suspension or expulsion under the school's disciplinary policies.

Parents are responsible for any tuition due or paid for the month that the student has attended for a minimum of one day. Reimbursements of tuition paid beyond the current month of withdrawal are not automatically given, but at the discretion of BCS and the School Board.

Students who were previously withdrawn must re-apply for reenrollment, but the student's acceptance will not necessarily be approved.

12. FINANCIAL INFORMATION

BCS is a ministry of EBC and is governed by the BCS Board from funds received through tuition charges and gifts. All contributions (not tuition) are tax deductible. Therefore, parents are asked to support the School, especially in prayer, voluntary service, and with gifts, as the Lord gives opportunity.

Because members of EBC support and maintain the school facilities, they pay a lower rate of tuition.

The tuition charged by BCS is for a full academic year and is due and payable by August 1st. The School administration permits the yearly tuition to be paid in installments. Contact the School office for a current tuition and fee schedule. Students enrolling mid-year would pay on a pro-rated basis. For tuition and fee purposes, attendance in school for any part of a month is considered attendance for the full month. All persons involved in the financial support of a student are required to sign the school's financial agreement.

12.1. Fee Types

There will be a single charge described as tuition incurred for students enrolled at BCS. The tuition charge covers the expenses incurred by the school to educate the student. Those charges include, but are not limited to, staff salary, PACEs, activity fees, awards, office equipment, and supplies.

12.2. Billing Procedures

Tuition may be paid inclusively and directly to BCS or by monthly installments using the FACTS tuition management system. The tuition for new or returning students is due by August 1st of the current year, whether paying inclusively or by installments through FACTS.

Inclusively: Paying tuition inclusively simply means that the full amount of either the first or both semesters is paid all at once. If paying in a semi-annual manner is preferred, the second semester's tuition is due by December 31st of the current year. For students enrolling after the start of the school year, the balance of the first and/or of both semesters would be due and payable.

Installments via FACTS: The FACTS system is a tuition account management company which collects the tuition at a monthly rate as a direct withdrawal from the assigned checking or savings account of the student's family. The family may use their existing account or setup a separate account in which to make monthly deposits, from which the FACTS management company will withdraw the monthly tuition. For students enrolling after the start of the school year, the first month's tuition is due upon acceptance and the automatic withdrawals will begin for the successive monthly tuition.

12.3. Accounts

12.3.1. Delinquency

Accounts that are delinquent will be charged a late fee by FACTS. In addition, delinquent accounts using the FACTS system may incur an insufficient funds charge by their bank. Once the delinquency extends beyond 30-days, FACTS may start legal proceedings to collect the delinquent funds. In addition, the student will be suspended until all delinquent funds, including all incurred late fees, and the next month's tuition, have been paid.

12.3.2. Returned Checks

Checks paid to Berean Christian School that are returned due to insufficient funds will incur a service fee which will be added to your account to cover the costs incurred from our financial institution plus an administrative cost. (As of June 2008 the charge is \$30.00. This is subject to change based upon the cost incurred by the school.)

12.3.3. Monthly Statements

A monthly statement will be sent with any charges due directly to BCS. Accounts that are delinquent beyond 30 days will incur a late fee of 1.5% per month of the balance or a minimum fee of \$1.00, whichever is greater.

12.4. Refunds

BCS does not automatically return already paid funds upon a student withdrawing from or being expelled from the school. However, BCS has the discretion to return unused funds at its discretion. If the student attends school one day in a given month, then the tuition is due and payable for the entire month. Tuition paid beyond that month may be reimbursed.

13. FIRE AND TORNADO DRILLS

Practice fire and tornado drills will be held during the school year.

Fire Drills: During fire drills, a designated sound of the bells will ring and then students are to stand and walk out of the building in an orderly manner. Students must walk in a straight line. They are expected to refrain from talking, pushing, or running. Each Supervisor will direct their Learning Center to the designated area.

Tornado Drills: At the designated signal, students should proceed (as above) to a designated place and assume a crouched position with their heads protected. Each Supervisor will direct their Learning Center to the designated area.

14. EDUCATION PROGRAM

BCS has chosen the ACE program as the best program to accomplish its task of discipling students. The program stresses the development of Christ-like character and produces high academic achievement. In addition to the excellent core curriculum provided by ACE, BCS also provides Christian Leadership Training (CLT) and physical education for all students and various electives for high school students.

14.1. Academic Levels

The ACE curriculum is an individually diagnosed and prescribed, non-grade level program which allows students to work at their own level of academic achievement. "LEVELS" generally correspond with conventional grades K-12. Students are grouped in Learning Centers according to age groups, but given work that corresponds to their performance ability.

14.2. Core Curriculum

The core curriculum includes the six basic academic disciplines that provide a student's essential educational needs: Math, English, Literature and Creative Writing, Social Studies, Science, and Word Building. Each subject consists of 12 PACEs per level (ex. Math level 1 is from PACE #1 up to and including PACE #12). The expectation is that a student will complete a minimum of 72 PACEs (60 PACEs for Pre-K and K programs) in one academic year, evenly balanced among the core subjects.

BCS is committed to the very highest spiritual and academic standards. The instructional program of the school is designed and implemented to properly train students who wish to continue their education beyond high school. Careful consideration should be given to the entrance requirements for the type of colleges students plan to attend. Courses will vary among students. College catalogs should be referenced by candidates and parents to select specific courses that need to be completed in high school to meet specific college entrance requirements.

*"Study to show thyself approved unto God,
a workman that needeth not to be ashamed,
rightly dividing the word of truth."
(II Timothy 2:15)*

14.3. Scripture Memorization

The Word of God is living and powerful and accomplishes a miraculous work in those who read and understand it. It causes those who meditate on it day and night to prosper in all they do (Psalm 1:1-3). Before one can meditate on Scripture, and thereby be successful, it must be memorized. The **Scripture Memory Book** has been prepared to assist you with your BCS student's memory work. The passages of Scripture required for each month have been broken down into weekly bites. When your student memorizes the entire month's Scripture, sign and date it. They will then come to school and recite the passage to his/her Supervisor or Monitor. The students are required to recite the Scripture with no more than 2 helps each month.

14.3.1 Scripture Trip

Students who have successfully recited all of the assigned monthly Scripture to a staff member in the month it is due are entitled to attend the Scripture Trip.

14.4. Christian Leadership Training (CLT)

In order to provide students with practical training in Christian living, a classroom setting is used to allow students to interact with the staff in discussion of Biblical principles. Topics are chosen by the staff to reflect the discipleship needs of the student body as a whole. Projects, homework assignments, and tests are included in the class requirements. Students in levels 7-12 are also required to perform ministry service and to participate in Student Conventions.

14.4.1. Ministry Service

The student must complete 20 hours of ministry service per school year (preferably all in one academic quarter). Students perform voluntary service to person(s) or organizations other than the home. This may include the church, school, hospital, nursing home, elderly persons, children with learning or physical challenges, and many other possibilities. A project description must be submitted with the necessary approvals by the end of the first quarter. One copy of the Project Description is to be forwarded to the Principal's office for placement in the student's file. Ministry services must be completed by the sixth-week of the fourth quarter.

14.4.2. State and International Student Convention

The most exciting and rewarding event for the student is the annual ACE State Convention. Students who attain their thirteenth birthday by December 31st of the current school year and who have not attained their nineteenth birthday by the same date are encouraged to prepare for competition in over 140 events including academics, athletics, music,

drama, arts/crafts, and science exhibits. Winners are eligible for the International Student convention held each spring. ACE Student Convention Guidelines are available to assist students in preparing for competition. Preparation begins in the fall under the Supervisor's control.

14.4.3. CLT Grading

Applicable grades and course credit for Christian Leadership Training will be based upon a 10-point system.

- Ministry Service = 3 points
- Biblical Principles grade (A=4 points, B=3 points, C=2 points)
- BCS Student Convention participation = 3 points

A total of 10 points. = A; 9 points. = B; 8 points. = C; and less than 8 points will be noted as U (unsatisfactory).

14.5. Physical Education

Physical education is held weekly. Activities will be held under the direction of the physical education teacher on campus and will be directed by qualified instructors for any off-campus activities in which the students may engage (i.e. swimming, gymnastics, and archery).

It is the school's policy that no student is excused from the required physical education course without a written excuse from his/her family doctor.

Students are required to be in the P.E. uniform outlined in the Student Handbook. Failure to comply will result in disciplinary procedures that may include detentions. Clothes will be taken home each day and washed prior to next use.

14.6. Field Trips

Students who have attained privilege (See Student Handbook) for the week have the honor of attending the weekly field trip. This "educational" excursion is held each Friday to provide a regular incentive to those who meet all the minimum responsibilities for the week.

Although such off-campus trips are of real enjoyment for the students, they are designed primarily to enrich learning.

A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control in various social conditions.

14.7. Progress Reports

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are mailed to parents on the Wednesday following each nine-week period.

14.8. Awards Program

At the end of each school year we have a special program commemorating the accomplishments of our students during the school year. The following is a list of awards presented at the Award's Program:

- ABC's With ACE and Christi Diploma: Given to students who complete the ABC's with ACE and Christi (Learning-to-Read program).
- Scripture Memory "In Your Heart" Award: A medallion is given to each student who has successfully recited the required Scripture passages from the Scripture Memory Book for the year.
- Stone Mason: This award is given to each student attending BCS and it represents the individual character traits exhibited by the Lord Jesus Christ as seen in each student during the school year.
- Perfect Attendance: Awarded to students without any absences or tardies during the school year.
- Good Citizenship: This certificate is presented to those students who went the entire year without receiving any detention slips.
- Letterman Award: Students earn points as well as privilege letters. This award goes to the student within each Learning Center who earns the most points for privilege (B-1, C-2, S-3).
- Honor Roll: Students who maintain an "A" average (94-100%) or a "B" average (88-94%), recite all assigned Scripture verses, and maintain an academic balance will earn this award.
- PACE Awards: Students receiving these awards have completed the following number of PACEs during one academic year: 65+ PACE Certificate (65-74 PACEs); 75+ PACE Trophy (75-84 PACEs); 85+ PACE Trophy (85-99 PACEs); 100+ PACE Trophy (100-124 PACEs); 125+ PACE Trophy (125-149 PACEs).
- Scholarship Award: A \$50.00 savings bond is presented to one student within each Learning Center with the highest overall test average.
- Supervisor's Award: This award is presented to one student within each Learning Center, and is based upon grade average, assigned Scripture memory recited, and Godly attitudes displayed on a daily basis, as well as Godly leadership.

- Principal's Award: This award is given to a student selected from the total school setting and is based on: Assigned Scripture memory recited, the extent to which the student displays and uses Godly wisdom and understanding in daily living, a demonstration of Biblical principles operating in their lives, Godly leadership qualities, self-control, cooperation, truthfulness, submission, diligence, etc.
- Pastor's Award: This award is given to the student who most exemplifies Christian Character, as outlined in the Holy Scriptures. The willingness and initiative to allow the Saviour to conform him or her to His image in academics, social life, personal attitudes, spiritual life, and Christ-like character.

14.9. Graduation Requirements

Each student 9th level and above will be given an Academic Projection that will track his progress towards graduation. The Academic Projection will be developed with the input of the student's supervisor and parents and will act as a guide towards their graduation. In addition to the core curriculum that is required, there are numerous electives that are available to each student. Students who have completed the requirements for graduation will, on the approval of the School Board, receive their diploma. Graduation ceremonies will be held once each school year in the spring, and those students who have been approved for a diploma may participate.

BCS offers three different diplomas. The diplomas offered are Honors, College Preparatory, and General Course of Study. Most students at BCS will be placed into the College Preparatory Course of Study. Students who show great aptitude in their academics will be placed into an Honors Course of Study. Occasionally, if it is determined by the school administration and the student's parents that a child cannot complete the requirements for a College Preparatory diploma, the student will be placed into a General Course of Study. The courses and credit hours required for each are presented in the following tables.

14.9.1. Honors Course of Study

The Honors program includes the standard curriculum plus additional attainment of the very highest quality preparation for a college education. The following courses are recommended:

SUBJECT and COURSE MATERIAL Required = ® Optional = ð	CLASS CREDIT	28 MINIMUM REQUIRED
Bible <ul style="list-style-type: none"> • New Testament Survey ® • Old Testament Survey ® • Life of Christ ð • New Testament Church History ð 	1 1 1 1	3
Math <ul style="list-style-type: none"> • Algebra I ® • Geometry ® • Algebra II ® • Trigonometry ® • College Math (Analysis and Logic) ð 	1 1 1 1/2 1	3-1/2
English <ul style="list-style-type: none"> • English I ® • English II ® • English III ® • English IV ® 	1 1 1 1	4
Social Studies <ul style="list-style-type: none"> • World History ® • World Geography ® • American History ® • The Constitution ð • Economics ð • Civics ð 	1 1 1 1 1/2 1/2	4
Science <ul style="list-style-type: none"> • Biology ® • Physical Science ® • Chemistry ® • Physics ® 	1 1 1 1	4
Additional Requirements <ul style="list-style-type: none"> • Etymology ® • Technology Training ® • Speech ® • Music ® • Foreign Language ® • Physical Education ® • Christian Leadership Training ® • College Planning ® • Choice Electives ® 	1 1 1/2 1/2 1 2 2 1/2 1	9-1/2
Total Credits		28

The Honors student must complete 28 credits and attain a 94% average over the course of Levels 9 through 12. The student must demonstrate the ability to communicate effectively in written and oral presentations. Their composite reading rate must be in excess of 600 WPM as measured on the ReadMaster® program. The student must score at least 22 on the ACT or 1000 on the SAT.

Recommended Schedule of Courses for Honors Course of Study

Sequence	Course	Credits
1st Year	Algebra I	1
	English I	1
	World History	1
	Biology	1
	New Testament Survey	1
	Etymology	1
	Physical Education	1/2
	Christian Leadership Training	1/2
	1st Year Total Credits	7

Sequence	Course	Credits
2nd Year	Geometry	1
	English II	1
	World Geography	1
	Physical Science	1
	Old Testament Survey	1
	College Planning	1/2
	Music	1/2
	Physical Education	1/2
	Christian Leadership Training	1/2
	2nd Year Total Credits	7

Sequence	Course	Credits
3rd Year	Algebra II	1
	English III	1
	American History	1
	Chemistry	1
	Foreign Language	1
	Technology Training	1
	Physical Education	1/2
	Christian Leadership Training	1/2
	3rd Year Total Credits	7

Sequence	Course	Credits
4th Year	Trigonometry	1/2
	English IV	1
	Social Studies Elective	1
	Physics	1
	Speech	1/2
	Bible Elective	1
	Choice Electives	1
	Physical Education	1/2
	Christian Leadership Training	1/2
	4th Year Total Credits	7

Grand Total Credits: 28

14.9.2. College Preparatory Course of Study

SUBJECT and COURSE MATERIAL Required = ® Optional = ð	CLASS CREDIT	26 MINIMUM REQUIRED
Bible <ul style="list-style-type: none"> • New Testament Survey ® • Old Testament Survey ð • Life of Christ ð • New Testament Church History ð 	1 1 1 1	2
Math <ul style="list-style-type: none"> • Algebra I ® • Geometry ® • Algebra II ® 	1 1 1	3
English <ul style="list-style-type: none"> • English I ® • English II ® • English III ® • English IV ® 	1 1 1 1	4
Social Studies <ul style="list-style-type: none"> • World History ® • World Geography ® • American History ® • The Constitution ð • Economics ð • Civics ð 	1 1 1 1 1/2 1/2	4
Science <ul style="list-style-type: none"> • Biology ® • Physical Science ® • Chemistry ð • Physics ð 	1 1 1 1	3
Additional Requirements <ul style="list-style-type: none"> • Etymology ® • Technology Training ® • Speech ® • Music ® • Foreign Language ® • Physical Education ® • Christian Leadership Training ® • College Planning ® • Choice Electives ® 	1 1 1/2 1/2 1 2 2 1/2 1-1/2	10
Total Credits		26

The College Preparatory student must complete 26 credits.

Recommended Schedule of Courses for College Preparatory Study

Sequence	Course	Credits
1st Year	Algebra I	1
	English I	1
	World History	1
	Biology	1
	New Testament Survey	1
	Etymology	1
	Physical Education	1/2
	Christian Leadership Training	1/2
	1st Year Total Credits	7

Sequence	Course	Credits
2nd Year	Geometry	1
	English II	1
	World Geography	1
	Physical Science	1
	Bible Elective	1
	College Planning	1/2
	Music	1/2
	Physical Education	1/2
	Christian Leadership Training	1/2
		2nd Year Total Credits

Sequence	Course	Credits
3rd Year	Algebra II	1
	English III	1
	American History	1
	Science Elective	1
	Foreign Language	1
	Technology Training	1
	Physical Education	1/2
	Christian Leadership Training	1/2
	3rd Year Total Credits	7

Sequence	Course	Credits
4th Year	English IV	1
	Social Studies Elective	1
	Speech	1/2
	Choice Electives	1-1/2
	Physical Education	1/2
	Christian Leadership Training	1/2
		4th Year Total Credits

Grand Total Credits: 26

14.9.3. General Course of Study

Minimum course of study for a standard high school diploma.

SUBJECT and COURSE MATERIAL Required = ® Optional = ð	CLASS CREDIT	24 MINIMUM REQUIRED
Bible <ul style="list-style-type: none"> • New Testament Survey ® • Old Testament Survey ð • Life of Christ ð • New Testament Church History ð 	1 1 1 1	2
Math <ul style="list-style-type: none"> • Algebra I ® • Geometry ® • Algebra II ® 	1 1 1	3
English <ul style="list-style-type: none"> • English I ® • English II ® • English III ® • English IV ® 	1 1 1 1	4
Social Studies <ul style="list-style-type: none"> • World History ® • World Geography ® • American History ® • The Constitution ð • Economics ð • Civics ð 	1 1 1 1 1/2 1/2	4
Science <ul style="list-style-type: none"> • Biology ® • Physical Science ® • Chemistry ð • Physics ð 	1 1 1 1	2
Additional Requirements <ul style="list-style-type: none"> • Etymology ® • Technology Training ® • Speech ® • Music ® • Foreign Language ® • Physical Education ® • Christian Leadership Training ® • College Planning ® • Choice Elective ® 	1 1 1/2 1/2 1 2 2 1/2 1/2	9
Total Credits		24

The General Course of Study student must complete 24 credits.

Recommended Schedule of Courses for General Course of Study

Sequence	Course	Credits
1st Year	Algebra I	1
	English I	1
	World History	1
	Biology	1
	New Testament Survey	1
	Etymology	1
	Physical Education	1/2
	Christian Leadership Training	1/2
	1st Year Total Credits	7

Sequence	Course	Credits
2nd Year	Geometry	1
	English II	1
	World Geography	1
	Physical Science	1
	Bible Elective	1
	College Planning	1/2
	Music	1/2
	Physical Education	1/2
	Christian Leadership Training	1/2
		2nd Year Total Credits

Sequence	Course	Credits
3rd Year	Algebra II	1
	English III	1
	American History	1
	Foreign Language	1
	Technology Training	1
	Physical Education	1/2
	Christian Leadership Training	1/2
		3rd Year Total Credits

Sequence	Course	Credits
4th Year	English IV	1
	Social Studies Elective	1
	Speech	1/2
	Choice Elective	1/2
	Physical Education	1/2
	Christian Leadership Training	1/2
		4th Year Total Credits

Grand Total Credits: 24

14.10. Driver's Education

BCS works with Belleville West High School during the school year in providing driver's education services to BCS Base and Satellite students. Those students who are in the 10th level and attain their 15th birthday during the current school year and wish to participate should notify the office. Based upon the student's birth date, Belleville West determines and then notifies BCS on class assignments. Parents choosing to have their child attend driver's education in the summer should contact the public high school in their district. Parents may also place their students in private classes. No credits are earned for participating in driver's education.

15. DISCIPLINE POLICY

15.1. Philosophy

Discipline in the Christian school must transcend the conventional code of ethics and behavior. Discipline is not just rules and regulations that must be followed, but is to be the development of self-discipline in which all participants are "to be conformed to the image of His Son" (Romans 8:29).

The goals of Berean Christian School are as follows:

1. Establish a well structured, ordered environment conducive to learning. (1 Corinthians 14:40)
2. Develop Christ-like character within our students. (Romans 8:29)
3. Develop within students self-discipline rooted in Biblical principles with a respect for others rather than a fear of punishment. (Proverbs 1:7, Romans 14:13)
4. Teach students to discern between Biblically acceptable and unacceptable behavior. (Romans 12:2, Ezekiel 44:23)

With the cooperation of family, church, and school, Berean Christian School endeavors to fulfill its mandate to assist all parents in educating their children and to serve all students entrusted to its care. To this end, Berean Christian School is committed to establishing a strong circle of support consisting of students, staff, parents/guardians, volunteers, pastors, and administrators who are united in faith and dedicated to bringing the students to maturity in Christ and preparing them for life and ministry by carrying out the spirit of these policies.

A policy statement cannot cover all situations involving the need for discipline that may occur in schools. It is the purpose of these policies to bring about an element of consistency, without impeding the judgment of school administrators when dealing effectively with the variety of situations that they may encounter.

The Berean Christian School Board supports its staff in its dealing with any student who is involved in acts which are seen to threaten the safe and harmonious environment of the school community.

15.2. Procedures

Berean Christian School is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

At BCS, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and genuine regard for the student.

However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciples in all areas of life:

"Obey them who have the rule over you, and submit yourselves..."
(Hebrews 13:17)

"He is in the way of life that keepeth instruction: but he that refuseth reproof erreth." (Proverbs 10:17)

"Foolishness is bound in the heart of a child; but the rod of correction will drive it far from him." (Proverbs 22:15)

Berean Christian School administers the following forms of discipline to correct behavior that is not in accordance with the Holy Scriptures:

1. **Demerits** are given for procedural violations. An accumulation of demerits will lead to a detention as follows:
 - 3 demerits / day = 20 minutes detention
 - 4 demerits / day = 30 minutes detention
 - 5 demerits / day = 45 minutes detention
 - 6 demerits / day = 60 minutes detention

2. **Detentions** (time served after school) are given when a student receives 3 or more demerits.

Some infractions will result in immediate detention. Examples include incomplete goals, scoring violations, verbal abuse, or disrespect.

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed by the parents. The next school day the slip is to be returned, and detention time is to be served.

3. **Physical Detention** (time served after school in physical activity. It may be running stairs or other heavy physical labor.)

A consistent pattern such as two (2) or more detections per week over a three-week period of time will result in physical detention.

4. **Conference with parents**

Excessive demerits and detentions are an indication that a student may need direction in the development of principles of character in his life. Conferences between the supervisor, principal, and parents are sometimes necessary to assure this growth. Conferences will be documented with problematic behavior, expectations for change in behavior, dates to be accomplished, and consequences if not accomplished. The written documentation will be signed by the supervisor, principal, parents, and student. It will be placed in the student's file, and a copy will be sent home to parents.

5. **Suspension** - Students may be suspended for serious or repeated infractions of the school code. The length of suspension (typically 1 - 3 days) is at the discretion of the school administration. Any student receiving more than two (2) suspensions within the school year will lead to the recommendation for expulsion.
6. **Expulsion** is the dismissal of a student from the school system by directive of the School Board.

15.3. Conflict Resolution

The student must at all times conduct himself in a manner becoming of a lady or gentleman. Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting is emotionally biased and may not include all the information
- Realize that the school has reasons for all rules and that they are enforced without partiality
- Support the administration and call the school for all the facts

Jesus Christ gives us the model on how to resolve conflict in Matthew 18:15-17.

15 Moreover if thy brother will trespass against thee, go and tell him his fault between thee and him alone: if he will hear thee, thou hast gained thy brother.

16 But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.

17 And if he will neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.

The desire is to resolve the problem by involving the fewest number of people and restoring the relationship as soon as possible. We covet a spirit of unity among our students, parents, monitors, learning-center supervisor, principal, and the school board. You can help all concerned with aiding your child to grow in the Christian life by simply helping us resolve problems as they arise. Should a problem or difficulty arise, please follow this appeal process:

- Students who have misunderstandings and difficulties with each other should try to resolve them between themselves.
- Parents or students who have questions or difficulties with the staff should make an appointment to talk with that particular staff member.

- Any unresolved difficulties will then be referred by the staff to the principal for resolution, if possible. He will then schedule a conference with those involved.
- Should resolution not take place, the principal will confer with the director (EBC pastor) and then, if necessary, take the matter to the BCS Board.
- PLEASE DO NOT TAKE SHORTCUTS. Follow the chain of authority. It is our sincere belief that this will eliminate misunderstanding and will allow us to operate the school more efficiently.

15.4. Determining "Truth"

If a student witnesses an incident, then he or she should bring it to the attention of the staff/administration for investigation. It must be confirmed by at least two witnesses to establish it as "truth".

15.5. Search Policies

All items brought to the BCS campus or for a BCS event are subject to scrutiny by the staff of BCS. A search of duffle bags, backpacks, notebooks, lockers, student offices, pockets, or purses, or any other things the student brings to school may be conducted without reasonable suspicion being necessary. The student of BCS is expected to be honorable in all things and to bring no objects that would be offensive, questionable, immoral, illegal, unbiblical, etc., to the campus or on any BCS event.

15.6. Making an Appeal

If a student believes he has additional information to share with a staff member which will assist that authority to make a fully evaluated decision regarding an issue the staff is addressing with the student, he or she should respectfully ask, "May I make an appeal?" This is the appropriate response a student should make when appealing to a staff member. Student appeals will only be accepted from students who have a history of being obedient, respectful, and humble to his/her authorities.

15.7. Grievous Offenses Policy

The following behaviors endanger the health, safety, decency, or order of the teaming environment and will not be tolerated. A student will be immediately suspended from school pending an investigation for violence, weapons, controlled substances, pornographic material, intentional theft, homosexuality, and sensual contact. Based on the results of the investigation, a recommendation may be sent to the School Board to expel the student.

Violence - Violence is defined as physical, verbal, or implied behavior that is both (1) intentional and (2) unprovoked.

Threats - Any form of communication which suggests, describes, or implies any violent act against another human being will be considered a serious and potential threat against that human being. "Any form of communication" will mean any written, drawn, spoken, or acted out communication whether verbal or non-verbal. "A violent act" will mean any implied act of harm through force. Threats, whether on campus or not, will not be tolerated.

Violent Acts - Any act of force against another student or staff member with the intent of doing harm will not be tolerated.

Weapons

Any projectile apparatus, cutting implement, strangling item, throwing device, or bludgeoning stick will be treated as a weapon and will not be tolerated on campus. The same will be true for those objects that are made to imitate any of the aforementioned items. (A partial list would include guns, hand guns, bow and arrows, cross bows, knives, hatchets, ropes or cords, throwing stars, clubs and riot batons.)

Any object not created as a weapon but having the capability of a weapon, such as types of sports equipment, are to be checked in at the school office upon arrival at school and may only be used in the sports event during the time of the event. Failure to do so will result in the confiscation of the item by the school staff. The item may then be retrieved by the parent only.

Any student caught with a weapon on campus will be prosecuted to the full extent of the law, will be expelled from school, and will not be re-enrolled in BCS.

Theft / Destruction of Property

Theft - A student found stealing from another student, from the school or church, or from anyone with whom we are in a BCS event, will be suspended from school pending the results of an inquiry into the matter. If the inquiry determines the student's guilt is with malice or intent, he will be expelled. If the inquiry shows the theft was unintentional, the item itself or an identical item of equal value will be restored to the victimized student. The erring student will be given a reprimand regarding not bothering other's possessions but may remain in school.

Destruction of Property - A student who destroys the proper of another person or the institution will make full restitution of the destroyed property without help from "insuring" companies. If the destruction was intentional and/or malicious, the student will be expelled. If the destruction was accidental or unintentional, the student may remain in school.

Controlled substances

The use or possession of controlled substances (alcohol, tobacco, drugs, etc.) and their paraphernalia by BCS students are unacceptable whether on or off campus.

Pornographic Material

Pornographic material of any sort (printed, copied, drawn, photographed, electronically delivered, taped, videoed, or brought by any other means) will not be tolerated on the campus of BCS or at any event in which BCS students are in attendance. Any pornographic material found at school will be confiscated and destroyed, and the student(s) responsible for bringing it will be expelled.

Students caught off campus, off school hours with pornography will be suspended pending an investigation.

Homosexuality

It is the position of the Edgemont Bible Church and therefore the position of BCS that the practice of homosexuality is forbidden in the Holy Bible. The exact statement regarding our position is found in our "Statement of Faith" and in the debt constitutional. No student will be admitted to BCS who is to our knowledge practicing homosexuality. No student will be admitted to BCS whose guardian(s) or caretaker(s) are practicing homosexuals. Any student discovered in any homosexual behavior, on or off campus, will be expelled after sufficient evidence has been gathered to prove the charge. Such a student cannot be re-enrolled in BCS.

Sensual Conduct

Sensual contact is defined as physical contact that would compromise the purity and morality of a Godly life (1 Corinthians 7:1). It is the mission of BCS to assist parents in bringing their sons and daughters to maturity in Christ and preparation for life. The Bible is our foundational source for this process. The Bible is very clear that the believer's life is to be pure and free of immorality. To keep the student on track with these goals until the day he or she is married, BCS will not tolerate any form of sensual contact of staff or students with other staff or students. To assist in this endeavor, students of the opposite sex are not to be alone in any rooms on campus. There must always be an adult present. Students caught in sensual contact will be suspended or even expelled pending the gravity of the episode.

15.8. No Right To A Hearing / Burden Of Proof

Nothing in these policies will be construed as granting a student the legal right to any hearing with the Administration, School Board, or any other School body or official except as is specifically prescribed in this Handbook. The School Board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The School Board and Administration will not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration or School Board for the purpose of disciplining students of Berean Christian School will be made in the sole discretion of the School officials and are not subject to further review outside of Edgemont Bible Church or by any court. All discretionary decisions made by the Administration or school Board for the purpose of disciplining students of Berean Christian School will be made in the sole discretion of the school officials and are not subject to further review outside of Edgemont Bible Church or by any court.

16. SCHOOL PROCEDURES

16.1. Parent Orientation

Required for all newly enrolled parents prior to the beginning of the school year or the next scheduled session after enrollment. The orientation consists of training manuals, PACEs, cassettes, and visual presentations. The sessions are designed to help the parents understand the school procedures and programs.

16.2. Parent-Staff Fellowships

Throughout the school year, parents will be asked to attend Parent-Staff Fellowship (PSF) meetings. These serve as links between the home and the school. They offer opportunities for fellowship, student participation, and better understanding between the home and school. If feasible, there will be one PSF meeting scheduled during each school quarter.

16.3. Parent-Supervisor Conferences

In an attempt to maintain communication between the parents and the home and to continue to provide the best possible ministry to the home and the student, parents are required to meet with their child's supervisor at the end of the first and third quarters of the school year. These are important to the success of each student and provide an opportunity for parents and the supervisors to discuss areas of achievement and concern.

16.4. Chapel, Special Meetings, and Assemblies

Chapel sessions are held weekly, usually on Wednesday from 12:30-1:30 p.m. They provide students with the opportunity to enjoy Christian music, participate in the chapel ministry, and hear the preaching of the Word of God. These are unifying times for the students. Parents are always welcome to attend.

16.5. Class Attendance Policies

The school has an academic term of at least 176 days with at least 5 hours of instruction per day or 880 total hours. In order for your child to gain the most from school studies, regular attendance is mandatory. **It should be remembered that every day missed does represent a loss of productive time and means that a readjustment of goals will be necessary, resulting in compensatory homework assignments.** Please make arrangements with your child's supervisor to pick up their PACEs for home study in the event of absence.

16.5.1. Absences

When a student will be absent from school due to illness or emergency, a phone call should be placed to the school office by 9:00 a.m. Upon returning to school a written excuse should be presented to the supervisor. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments are to be scheduled after school hours.

Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work. Any unexcused absence will result in an automatic detention. Three unexcused absences will result in a one day suspension.

Excessive absences will inhibit the student's progress. Continued absence will necessitate a meeting between parent(s) and principal. If, in the opinion of the administration, the absences are unnecessary, the student will be reported truant.

- ◆ Students arriving after 10:30 a.m. will earn a 1/2 day absence
- ◆ Students arriving after 1:30 p.m. will earn a full day absence
- ◆ Students leaving school before 1:30 p.m. will earn 1/2 day absence

16.5.2. Tardiness

A student is considered tardy if he is not in the Learning Center prepared for the day by 8:30 a.m. Continued tardiness will necessitate a conference between parent(s) and principal. The consequences of a tardy or numerous tardies per semester are as follows:

- 1 tardy = 1 demerit
- 3 tardies = detention (1 unexcused absence)
- 9 tardies = suspension (3 unexcused absences)

16.5.3. Student Arrival

Students are to arrive at school between 8:00 a.m. and 8:30 a.m.

16.5.4. Before School / After School Program

A Before and After School Program may be available for students who need to arrive to school early (before 8:00 a.m.) or who need to stay late (after 4:00 p.m.). These services are provided as a convenience to our families and are not a program of BCS. All fees must be paid directly to the provider.

16.5.5. Late Arrival / Early Departure

Parents / Parent Representative must sign student in for late arrival and sign them out for early departure. No one under the age of 18 may sign out a student.

16.5.6. School Dismissal and Student Departure

Pre-K and Kindergarten students are dismissed at noon each day, unless they are registered for full-day classes. Students in Levels 1 through 12 and full-day Kindergarten students are dismissed at 3:30 p.m. except on Early Dismissal days when dismissal is at 1:30 p.m. Students left after 4:00 p.m. (2:00 p.m. on Early Dismissal days) will automatically be enrolled in the After School program (if available), and will incur the charges for that program. Fees should be paid directly to the After School provider when the student is picked up. Only students who are involved in an authorized after school activity or who are serving a detention will be exempt from being placed in the After School program.

If the After-School program is not available, parents or legal guardians who have not picked up their children by 4:00 p.m. (2:00 p.m. on Early Dismissal days) will be charged a late pick-up fee. The rate of this fee will be \$5.00 for every 15 minutes after 4:00 p.m. This fee must be paid before the student returns to school the following day. Students involved in an authorized after-school activity will be subject to the fee if not picked up at the given time.

16.6. School Office

School office hours are from 7:45 a.m. until 4:00 p.m. Monday through Friday. When coming to the school for any reason, please come to the office first. Do not go directly to the Learning Center.

16.7. School Closing and Special Announcements

School closing and announcements will be posted on News Channel 2, News Channel 4, News Channel 5, AM 1120 KMOX, and AM 1320 KSIV. They will also be posted on the associated websites.

16.8. Visitors

Visitors are welcome, but must receive prior approval from the school office. Upon arrival, the host student should introduce visitors to the staff. Parents of students and prospective students are always welcome to visit. All visitors must keep the clothing standards of the school and check in with the school office upon arrival.

16.9. Medical

In keeping with the commands of Scripture, Berean Christian School does not consider government regulation of itself and its premises to be proper. Therefore, the school will not act as an information collection agency of the government for medical or any other information. We would, however, encourage parents of the school students to cooperate with the government and furnish whatever medical records might be necessary, for statistical purposes, directly to them.

Medical Records

Parents are expected to maintain an updated record of their child's medical history with the school. This includes a copy of the child's birth certificate, a copy of his/her immunization record (unless a waiver has been granted for personal convictions), and the Consent Form for Emergency Medical Care in the event of serious illness or accident.

Consent Form for Emergency Medical Care

Every student must have a Consent Form for Emergency Medical Care on file for the current school year. These may be secured from the school office and must be on file before class attendance. In case of emergency, the student will be taken to the nearest medical facility capable of handling the injury, unless otherwise instructed. Parental notification of any medical emergency involving their child will always be a top priority.

Dispensing of Medication

The school staff is not permitted to dispense any type of medication to students without written permission from parents. If a student needs medication, he should bring the medication with a note from the parent indicating permission and directions to administer.

16.10. Student Driving

To receive approval to drive to and from school, students must obtain a Student Driving Permission form from the school office, which is to be completed and returned to the office. After receiving permission, the student must comply with all other rules of the school's daily routine. Each student is reminded to depart from the parking lot in a safe, orderly manner, not to exceed 15 mph.

16.11. Facilities and Equipment

We thank God for the marvelous way in which He has blessed us with the facilities and equipment necessary to maintain and operate the school. As stewards of God's provisions our responsibility as staff and student body is to respect and care for all of church-school equipment and property. Therefore, students who accidentally damage property will be responsible for paying for the damage. Property damage of a malicious nature will be dealt with severely.

"Let a man so account of us, as of the ministers of Christ, and stewards of the mysteries of God. Moreover, it is required in stewards, that a man be found faithful." (1 Corinthians 4:1-2)

16.12. Telephone

The office telephones are for business use only. Students will be permitted to use the phone for emergencies only. Messages for students will be delivered when convenient, except in emergencies.

16.13. Meals

Students must bring a lunch; sodas are available for purchase. Every student must eat in the designated lunch area. No kitchen items are to be used by students except the refrigerator and microwaves. Any abuse will result in the disciplinary action. After eating, put all trash in the proper receptacles. Upon dismissal from lunch, go to the recreational area. Students will not be permitted to leave the campus during the lunch period.

16.14. Electronic Device Policy

Cellular phones are not to be seen, heard, or used on campus before or during the school day. Electronic music or video devices (including cameras and all related paraphernalia) are not allowed on campus.

Students using or displaying a cellular phone, electronic music device, electronic video device, camera, etc. before school or during the school day will face the following consequences:

- 1st Offense – Item taken away and given to student at the end of that day.
- 2nd Offense – Item taken away and returned to parent after meeting with an administrator.
- 3rd Offense – Item taken away and returned to parent at the end of the school year. Student will serve a one-day suspension.

Items not picked up at the end of the school year will be donated to an appropriate charity.

16.15. Learning Center Rules

Refer to Student Handbook.

17. SCHOOL ATTIRE

Clothing Regulations and Personal Appearance

Learning Center and P.E. Attire:

Each student's appearance must be discreet and modest. It is vital that each student whole-heartedly support the dress standards. Refer to the Student Handbook for the guidelines on school dress attire.

Special Activities:

Students who attend official school activities after school hours (either on or off campus) must wear clothing consistent with the Learning Center standards set by the principal.

18. SCHOOL SUPPLIES

Refer to the Student Handbook.

19. EXTRA-CURRICULAR SPORTS PROGRAM

The athletic program falls under the authority and direction of the administration of BCS. The policy and requirements are as follows:

1. The sports program that is available each year is determined by the amount of student participation and parent volunteers available to coach.
2. Varsity sports will consist of students who have attained their 13th birthday, but not more than their 19th by December 31st of the current school year.
3. Jr. Varsity sports will consist of students who have attained their 12th birthday, but not more than their 16th by December 31st of the current school year.
4. Students must be on privilege status.
5. Parent must provide proof of insurance, statement of permission, and consent to treat forms.
6. Player must have a physical examination to be completed prior to the start of the first official practice.
7. Members of the girl's team must wear a dress, or skirt with blouse or sweater when traveling to all away games.
8. Members of the boy's team must wear dress pants, dress shirt, and tie when traveling to all away games.
9. The coaches can suspend any player from the team for any of the following reasons:
 - Arguing with the coaches or referees;
 - Any foul or abusive language;
 - Not coming to the game with the proper attire; or
 - Violating the Standards of Conduct of the BCS handbook.
10. Coaches shall direct all activities of the team and the development of the roster.

Each player shall pay a sports registration fee due before the first official practice.

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20. AGREEMENT AND SIGNATURE

We, the parent(s), and guardian(s), and student(s) do solemnly affirm that we have thoroughly read and discussed the contents of this Berean Christian School Master Policy Handbook and do agree of our own volition that we will abide by both its letter and spirit. As a family, we agree to submit to the programs of Berean Christian School, and the school's academic and disciplinary regulations, and all of the other requirements instituted by the administration and carried out by the principal and faculty.

We the parent(s) and guardian(s) also specifically agree to the following:

1. To pay all tuition and other school fees in accordance with the Financial Information.
2. To abide by the school's Standards of Conduct.
3. Not to support criticism of the school by my child or anyone else, but instead correct my child, support the school personnel, call in for full details at any time I have a question concerning an incident, and if necessary, utilize the Appeals Process.
4. To pray for the school, its staff, and its programs, to lay a spiritual foundation through Godly example in the home; and attend all parent functions and assist in publicizing the school and its programs among family and friends.

Father: _____ Date: _____

Mother: _____ Date: _____

Guardian(s): _____ Date: _____

Student #1 _____

Student #2 _____

Student #3 _____

Student #4 _____

PLEASE NOTE:

KEEP THIS PAGE FOR YOUR RECORDS.

21. AGREEMENT AND SIGNATURE (RETURN TO SCHOOL)

We, the parent(s), and guardian(s), and student(s) do solemnly affirm that we have thoroughly read and discussed the contents of this Berean Christian School Master Policy Handbook and do agree of our own volition that we will abide by both its letter and spirit. As a family, we agree to submit to the programs of Berean Christian School, and the school's academic and disciplinary regulations, and all of the other requirements instituted by the administration and carried out by the principal and faculty.

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4. To pray for the school, its staff, and its programs, to lay a spiritual foundation through Godly example in the home; and attend all parent functions and assist in publicizing the school and its programs among family and friends.

Father: _____ Date: _____

Mother: _____ Date: _____

Guardian(s): _____ Date: _____

Student #1 _____

Student #2 _____

Student #3 _____

Student #4 _____

PLEASE NOTE:

THIS PAGE MUST BE SIGNED AND RETURNED TO THE OFFICE.

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