



## ***Student & Parent Handbook***

2023-24

**BibleCenterSchool.com**

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# Part I

## GENERAL INFORMATION

### Welcome

Welcome to the Bible Center School family. Thank you for entrusting us with the opportunity to serve your family concerning the education of your child. We are committed to providing the best Christian education available in the Charleston area. Please let us know if we can be of assistance to you.

To better acquaint you with our mission and focus, please take a few moments and read this handbook. It will help explain the policies and procedures by which we operate. A strong connection between home and school has proven to be one of the most important factors in a child's success in our school.

### Worthwhile Purpose

Bible Center School, a ministry of Bible Center Church, is a private educational institution offering a challenging educational program in a nurturing Christian environment for members of Bible Center Church and other families in the community who wish to take advantage of what we have to offer.

The purpose of BCS is to glorify God by producing more maturing followers of Jesus. A maturing disciple develops spiritually, academically, socially, and physically (Luke 2:52); therefore, we partner with parents to equip our students to grow in each of these areas. As an extension of each Christian home, we will reinforce Biblical values. Our students will be taught to demonstrate the fruit of the Spirit: love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self control. This includes high morals, good habits, respect for others, and responsibility. The Bible, while not being the only textbook, will be taught, and its principles will be guidelines for all other learning.

### History

Bible Center School officially began in 1981 with the completion of the Family Center addition at Bible Center Church. First grade was the first and only grade available that year. Grade levels were added on, one per year, as the school grew. Double tracking for most grades was also a gradual process, one grade level at a time. In 2010, as a result of the *Move to the Middle* campaign, seventh grade was added. The 2011-2012 school term was the first year in school history for Bible Center to have a complete elementary and middle school, with grades kindergarten through eighth grade. Bible Center School also has an exceptional preschool program for Birth to Transitional Kindergarten age students.

### Our School Spirit

Every student, employee, and family who is a part of Bible Center School has the opportunity to be

an ambassador of Jesus Christ. With that motivation in mind, it is important that each person embraces the school mission and represents BCS in an honorable way. Bible Center School is a great place to celebrate God's goodness among the body of believers.

When the students of Bible Center School were called upon to choose our mascot, the overwhelming winner was "The Rams." No mascot could have been more fitting of the spirit and mission of Bible Center School. Emblematic of both strength and sacrifice, the ram harkens back through the biblical tunnel of time when father Abraham was tested by God to offer his son, Isaac, as a sacrifice. At that dramatic moment, God provided a ram (Genesis 22:13). Abraham declared, "The LORD will provide," and the spirit of the ram lives today at Bible Center School – a place where God's Word is taught and revered.

Our school colors are maroon and gold. On Fridays throughout the year, students are allowed to wear Ram wear shirts and jeans/uniform bottoms to show their school spirit.

## Guiding Principles

### **Our Mission**

Bible Center School joins with parents in pursuing academic excellence and developing students with passionate hearts fully surrendered to God, minds trained to think Biblically, and hands ready to serve others.

### **Our Vision**

To develop Christian leaders who will influence every part of their world for Christ.

### **Our Educational Philosophy**

Bible Center School desires to assist the Christian home in training its youth. We recognize that God has ordained the home as the primary environment for the training of children; therefore, instead of seeking to take the place of parents, we strive to complement the parent's responsibility. With God's help, our teachers endeavor to be godly role models so that the home and school reinforce each other. (Deut. 6:7; Prov. 4:1; Prov. 22:6)

We believe that education should begin with a concern for the student's relationship with God through His Son, Jesus Christ, and extend throughout every other aspect of life. This is based on our beliefs outlined in our Statement of Faith and the basic tenet that all truth is God's truth. While a distinction is made between revealed truth and mundane truth as discovered by man, mundane truth must be subject to and evaluated in the light of the absolute criterion for determining truth—God's written Word. Therefore, all areas of curriculum and conduct must be interpreted and integrated within the recognized Christian view of the world. Human reason alone cannot be considered as a sufficient and independent criterion for judging truth. (Titus. 2:11-15; II Tim. 3:16-17)

We believe that education is the accumulated effect of every experience. Our responsibility, therefore, is to provide the experiences— spiritual, intellectual, emotional, and physical— that will result in the greatest possible growth. We believe that this is best achieved when the pupil is saturated in a Christian atmosphere of genuine joy and pleasant daily practice of thoughtful, responsible, purposeful activity. (Luke 2:52) The aim of these directed experiences is to teach the pupil the necessity of making his own decisions and accepting responsibility for his actions.

While developing this self-direction and self-control, the pupil should also be taught to be dependent upon the Holy Spirit. In other words, he should be an individual capable of making his own decisions, but at the same time be submissive to the will of God. (Rom. 6:13; 12:1-2; Eph. 2:10; John 16:13; 14:26)

We believe it is desirable that the student body reflects the diversity within American society, racially, socially, and economically, and that it be limited in size so a sense of community is possible. While the school seeks to serve as many children of Christian parents as possible, we do offer admission to students from families not professing the Christian faith. (Mark 16:15)

We believe that our curriculum should be governed principally by the requirements of both a general and college preparation and should include study of the Bible. We believe in seeking and initiating new methods of teaching even as we try to pass on to our students the great essentials of traditional knowledge and learning. Within the framework of the school's spiritual and academic objectives, we want to include as large a choice of courses and learning experiences as possible. (1 Tim. 3:16; Prov. 1:5; Prov. 12:1; II Chron. 1:10-12) We are looking for academic achievement, but our overriding priority is the development of mature Christian character. We seek the development of our students into men and women who have the capacity to give leadership to others in the great task of loving God with all their heart, soul, mind and strength, and their neighbors as themselves. Therefore, Christian character is emphasized over career. (Phil. 4:9; Deut. 6:5; Prov. 6:20-22)

## Core Values

- Scripture is recognized as the revealed Word of God and is truth.
- A rigorous process of the integration of faith and learning in all academic disciplines is maintained.
- A Christian administration and faculty model Christ in teaching and leading.
- High academic standards are maintained; internal and external evaluation is welcome.
- The curriculum and other programs are characteristically innovative.
- The school community exhibits love, justice, humility and service among board members, administration, faculty, students, parents and the larger community.
- Organizational practices are thoroughly Christian in regards to business, development, marketing, personnel, and government relations.

## Statement of Faith

- We believe the Bible to be the inspired Word of God. (2 Tim. 3:16)
- We believe that Scripture teaches there is one triune God, eternally existing. (Deut. 6:4, Mt. 3:16-17)
- We believe in the Deity of Jesus Christ (John 10:33), His virgin birth (Luke 1:35), His sinless life (Heb. 7:26), His vicarious gift of atonement (1 Cor. 15:3), His bodily resurrection (1 Cor. 15:4), and His personal return (Acts 1:11).
- We believe the ministry of the Holy Spirit is the indwelling of the Christian to live a more holy life. (Acts 1:8, Titus 3:5, 1 Cor. 3:16)
- We believe in the resurrection of both the saved and the lost, the saved to eternal life and the lost to eternal condemnation. (John 5:28-29)
- We believe that the world's creation is God's handiwork. We believe that men and

- women are His supreme creation, made in His likeness. (Gen. 1)
- We believe that the church is the body of believers who are called to take the Gospel of salvation to the world. (Mt. 28:19)

## Expected Student Outcomes

### Spiritual Formation

- Understand and commit to a personal relationship with Jesus Christ
- Know, understand, and apply God's Word in daily life
- Personally respond to and carry out the Great Commission locally and around the world in a culturally sensitive manner
- Are actively involved in a church community, serving God and others
- Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews (Phil. 4:8, Phil. 2:5-8; I Pet. 2:13-15; Prov. 20:11)

### Academic Formation

- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
- Are proficient in mathematics and science
- Have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
- Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas)
- Have the skills to question, solve problems, and make wise decisions
- Are committed to lifelong learning
- Know how to utilize resources—including technology—to find, analyze, and evaluate information
- Understand, value, and engage in appropriate social (community) and civic (political) activities
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation
- Appreciate literature and the arts and understand how they express and shape the students' beliefs and values (Ps. 139:13-16; Neh. 8:8; I Thess. 5:21; Rom. 13:1, 2, 4; Ps. 24:1)

### Social and Personal Formation

- Understand the worth of every human being as created in the image of God
- Respect, and relate appropriately with integrity to, the people with whom they work, play, and live
- Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging Biblical hospitality for the stranger
- Embrace and practice justice, mercy, and peacemaking in family and society



- Are good stewards of their finances, time (including discretionary time), and all other resources
- Understand that work has dignity as an expression of the nature of God
- Are prepared to practice the principles of healthy, moral, family living
- Treat their bodies as a temple of the Holy Spirit
- Understand the value of physical exercise
- Develop a love for lifelong sports and activities (II Tim. 2:20-21; Rom. 12:10; I Cor. 12:20-26; II Tim. 2:15; Is. 40:31; I Tim. 6:6-10)

## Admissions

### Birthdate Information

Students are to be five years of age on or before July 1<sup>st</sup> in order to enter kindergarten. Transfer students are typically placed in the grade level following the last grade the student successfully completed. The school administration assumes the final responsibility for the grade placement of any student.

### Non-Discrimination Policy

Bible Center School is committed to welcoming students of all races, colors, and ethnic origins. Bible Center employees and students will conduct themselves in keeping with this policy. No employee or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of race, color, or ethnic origin. Students violating this policy will be subject to appropriate discipline, and repetitious violations of such policy will be grounds for dismissal from Bible Center School without refund or fees.

### Enrollment Procedures

Enrollment for students in K-8th grades will be finalized upon completion of the following:

- An admissions application and enrollment packet must be submitted online through FACTS.
- Receipt of all student records from previous school (if applicable).
- Receipt of Health and Immunization Records.
- Copy of Birth Certificate.
- Payment of Registration Fee.
- Completion of an entrance assessment.
- An interview/tour with an Administrator.
- School Administration will make the decision to accept or deny acceptance and will communicate the decision in person, by phone, or by email.
- All new students are admitted to Bible Center School on nine (9) weeks of probation. Failure to meet expectations may constitute grounds for reassignment or dismissal.

### Re-Enrollment

Bible Center School reserves the right to refuse re-enrollment to students or families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, or students who do not meet academic criteria of the school. In addition, no family may be re-admitted unless all previous financial obligations have been met.

**Health and Immunization Requirements**

Bible Center School publishes and enforces the state code of West Virginia regarding immunizations for all school children. This includes requiring proof of immunizations and other applicable tests before a student is admitted to school for the first time or before a student is allowed to continue in school when boosters or other immunizations are required by law. Any medical exemptions submitted to Bible Center School for review will be sent to the Kanawha County Health Department physician for approval. This physician will have the last word on approval of medical exemptions. This is in keeping with the Kanawha County School Board policy governing county schools.

**Withdrawal**

Withdrawals from school are to be made in writing through the school office. Tuition will be charged and payable through the end of the month that the child is officially withdrawn through the school office. Textbooks and other school-owned materials are to be returned at the time of withdrawal.

All schools need cooperation from both students and parents in the education process. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw. In addition, if the student's and/or parent's behavior or attitude indicates an uncooperative spirit, or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, the student may be requested to withdraw.

**Financial Information**

If you have a question regarding finances or the status of your account, please contact the school office. The teachers and administrators of the school do not have access to the financial records in order to maintain absolute objectivity.

A tuition and fee schedule has been established for the convenience of our school families. Tuition rates are reduced for each additional child in a family. The enrollment fees are non refundable.

Bible Center School receives its income from tuition and fees and does not receive any income from state or federal funds. It is expected that families will pay their tuition and fees when due. All accounts are due and payable by the 5th or 20th of each month. Online payments are billed through a FACTS account.

If a student attends one day or more of school during any month, he will owe the full month's tuition. Students who are suspended, expelled, voluntarily withdrawn, or asked to withdraw from school will receive no refund for the portion of the month they did not attend. No refunds will be given for student absences or for days off school that were not specified as days off on the school calendar.

**Enrollment Fee**

This nonrefundable fee is due at the time of enrollment and due annually to re-enroll each family. **All new families will pay an enrollment fee at the time of application.**

**Activity Fee (K-8)**

This fee, which is included in tuition, includes, but is not limited to field trips, educational technology integration, and online services provided by FACTS. The fee does not include retreats, overnight field trips, lunch program, sports fees, graduation, music lessons, various labs, and yearbooks.

**Payment Plans**

Tuition may be paid in a lump-sum amount, a 12-month installment plan (July through June), or a 10-month plan (August through May). Families who pay the entire year's tuition in one lump sum by the 1st Friday in July will receive a 5% discount. Families who pay the entire year's tuition in one lump sum by the 1st Friday in August will receive a 4% discount on their tuition.

**Scholarships**

A scholarship program, based on financial need and the availability of funds, has been established by the elders of Bible Center Church to assist families who would otherwise be unable to attend BCS. Online applications for scholarship funds are available March-April. Awards are given late May and/or early June. Any donation to the scholarship fund is appreciated and is a charitable, tax-deductible contribution.

**Records Release**

Permanent records (excluding health records) will not be processed, transcripts will not be issued, and report cards will be withheld until the household account is paid in full.

**Delinquent Payment**

Delinquent Payment may be cause for suspension or dismissal. Students with delinquent household accounts may be excluded from participation in fine arts performances, graduation exercises, or any extra-curricular activities.

**Athletic Fee**

BCS students have an opportunity to be involved in many sports from 6th-8th grade. An athletic fee will be assessed at the beginning of each sports season.

**Lunch Program (FACTS)**

The FACTS program operates throughout the school year to provide hot lunches for our students. Students pre-order lunch. Students may either purchase this school-provided lunch, or they may bring their lunch from home.

**Aftercare**

Aftercare services are offered for parents that need additional care for their children from 3:15 PM to 5:30 PM. Children must be signed out if they are picked up from aftercare after 3:15 PM. This service is provided for an additional cost on a monthly basis.

## Part II

# ACADEMICS

### General

#### K-8th Grade Students

Students are evaluated yearly with regard to their academic development, social skills, and personal maturity. Appropriate recommendations are then made.

#### Kindergarten

Every child needs to develop the essential skills necessary to build a solid educational foundation. Bible Center Kindergarten students are given the opportunity to develop a proficiency in reading and math that will set the stage for future learning. Everything we do is designed to build a positive and enjoyable learning environment. Our goal is to provide students with the tools to help them succeed in school. Students completing our kindergarten program participate in a beautiful cap and gown graduation ceremony.

#### Elementary

Our elementary school offers an advanced educational program designed to help students excel in all subject areas. The reading program is comprehensive and focuses on fluency and comprehension. Our mathematics curriculum focuses on critical thinking and problem-solving skills. Grammar, spelling, science, history, geography, and penmanship are also important elements of the curriculum.

#### Middle School

The course of study for students entering middle school is challenging and motivating. The overall program is designed to help provide stability in a time of physical and emotional transition. Dedicated Christian teachers and active participation in Christian activities provide student leadership, stability, encouragement, inspiration, and guidance.

### Grading Scale

Our reporting system is designed to give parents and students an indication of the progress being made. Students are evaluated in their academic subjects. Academic grades are based on the quality and accuracy of work done on homework, quizzes, tests, exams, projects, etc.

#### 1st-8th Grade

Percent	Grade		
99-100	A+	78-79	C+
92-98	A	72-77	C
90-91	A	70-71	C
88-89	B+	68-69	D+
82-87	B	62-67	D
80-81	B	60-61	D
		0-59	F

**Kindergarten**

O	Outstanding	a	Always
S	Satisfactory	s	Sometimes
U	Unsatisfactory	NY	Not Yet

*Please check FACTS Family Portal frequently to see updated course averages.*

**Promotion/Retention**

Students in grades 1-8 receiving three “F’s” for the year in academic subjects, or two “F’s” if one “F” is earned in math, reading, or English may be retained at the same grade level.

**Honor Roll**

End of the year Honor Roll recognition is determined by final report card grades in core subjects (Math, Reading, English, Science, Social Studies, Bible).

A Honor Roll - Students who have earned all “As” or “A-s” in all core subjects as their final report card grade.

B Honor Roll - Students who have earned a grade of B- or higher in all core subjects as their final report card grade.

**Awards**

At the end of each school year, Bible Center School recognizes many students’ achievements in an awards ceremony. Students will be recognized for excellence in academics, athletics, fine arts, and Christian character.

**Sports Program Eligibility**

Bible Center School maintains an active interscholastic sports program competing in soccer, volleyball, basketball, track, cheerleading and baseball. Athletes must meet eligibility requirements outlined in the athletic handbook in order to participate. Student athletes are expected to maintain a good Christian testimony with staff and students and are expected to attend all practices and games. Athletes may be dropped from squads at any time for irregular practice attendance, lack of ability to perform at the standard set for squad membership, or for displaying an improper attitude. The coaches recommend athletes for awards based on participation, skill, sportsmanship, cooperation, behavior, and attitude.

All athletes and spectators are expected to display a good attitude and to maintain a Christian testimony at all times.

**Textbooks**

Required textbooks are supplied to students through Bible Center School. Learning to accept responsibility in regard to proper care of books and equipment is an important aspect of character development. In case of loss of textbooks or workbooks, students will be billed for the total price of replacement books.

## Homework

Homework is a necessary part of each child's education. All students will be assigned homework by their teachers. However, no homework will be assigned on Wednesdays in order to encourage students to attend church. Parents should oversee the completion of homework assignments nightly. Incomplete homework assignments accumulate per class per school year and may result in detentions, THINK SHEETS or Behavior Reports, and the student's grade being negatively affected. As a guide, teachers will assign 10 minutes of homework per grade level (K-5).

**The purposes for homework are as follows:**

**For Drill:** We believe that most students require solid drilling to master material essential to their educational progress.

**For Practice and/or Completion:** Following classroom explanation, directed study, and drill on new material, homework is given so that the material will be mastered.

**Students are expected to accept the responsibility for completing their homework as follows:**

- Have the necessary materials to complete their homework.
- Ask questions as needed to clarify their assignments.
- Work as independently as possible.
- Complete assignments with minimal help from parents.
- Complete homework in a thorough and thoughtful manner.
- Complete homework by the due date.

We request that parents assume the responsibility of ensuring that assignments are completed on time. The maximum amount of learning, along with the development of personal responsibility, is attained when children are encouraged to recognize that completion of homework is primarily their own responsibility. Repeatedly late or unfinished homework will result in disciplinary action.

## Cheating/Plagiarism

If it is determined that the student cheated via copying another student's notes, work, or assignment, or have represented others' work as his/her own (plagiarism), the work may receive a "0" or "no credit" grade. A student, who is found to have collaborated in the cheating, whether by loaning assignments for copying or giving answers directly, may also receive the grade of "0" or "no credit". Habitual incidents of cheating will result in further disciplinary action. In all cases of cheating, parents will be notified.

## Standardized Testing

All students, kindergarten-eighth grade, take the Iowa Basic Skills Test in cooperation with ACSI. Scores are returned to the school by the middle of June. Teachers administer the tests, arrange for make up of absentees, and record the scores on the permanent record cards at the end of the year.

## Academic Records

Educational records of students are transferred/ released only under the following conditions:

- With a signed request on school letterhead from the new school.
- School account paid in full.
- In compliance with a judicial order or subpoena.

Student records are not released directly to a parent. It should be noted that most educational institutions will not accept a transcript presented directly by a parent or students as a means of protecting privacy.

### Report Cards

Report cards are e-mailed approximately one week after each quarter ends.

## Attendance

### School Hours

Grades K-8	8:00 AM – 3:00 PM
Building Open	7:30 AM – 5:30 PM
Aftercare	3:15 PM – 5:30 PM (Charge)

### Middle School Schedule

Home Room	8:00–8:10 AM
Period 1	8:15–9:00 AM
Period 2	9:05–9:50 AM
Period 3	9:50–10:35 AM
Period 4	10:40–11:30 AM
Lunch	11:30 AM–12:00 PM
Advisory	12:05–12:25 PM
Period 5	12:30–1:15 PM
Period 6	1:20–2:05 PM
Period 7	2:10–2:50 PM

### Absences and Excuses

To gain the most in school, your child must be in regular attendance. The following shall constitute valid excuses for temporary absences for part or all of a school day with satisfactory evidence of the excuse provided by the parent to the school office:

- Illness or injury
- Death in immediate family
- Quarantine
- Medical or dental appointment
- Court or administrative proceedings
- Educational opportunity with proper advance notice
- Inclement weather conditions agreed upon by administrator

- Pre-approved family trip with necessary form on file prior to absence.

Other excused absences are at the sole discretion of the administration and are narrowly defined. Exceptions would be family emergencies to be individually evaluated on a case-by-case basis.

In grades K-8, families will receive an auto generated weekly attendance notification report via email. Students who accrue 10 and 15 unexcused absences in any class, will result in an administrative phone call or conference. Students who accrue 20 or more unexcused absences in any class, will result in required make up days at the end of the school year.

Student athletes must be present for four of the seven periods in order to attend that day's game unless granted approval from administration. If a student goes home from school sick, he or she may not come back that afternoon for a game.

### **Planned Absences**

Permission for all pre-planned absences or early dismissals due to family trips, appointments, etc. must be approved by the administration. The absence request form may be found online at [BibleCenterSchool.com](http://BibleCenterSchool.com). This form needs to be completed and returned at least one week before the planned absence if assignments are desired to be ready before the absence. Failure to do so may result in the absence being unexcused.

Students in grades 6-8 are responsible for securing all their own assignments for absences for any reason. All work is due upon return.

### **Unplanned Absences**

(Illness, Family Death, Etc.) When students return to school after any absence, they should email the teacher or school office the reason for the absence. The administration will determine if the absence is excused or unexcused. A doctor's note will be required for absences of five or more consecutive days. A doctor's note must be secured in advance for any on-going illness that requires numerous absences.

### **Homebound Policy**

Certain situations or conditions may occur (e.g., illness and surgery) that require a student to miss school for an extended length of time. The parent or guardian of homebound students will be asked to submit documentation from a medical professional that is relevant to the situation or condition, and to meet with an attendance review team. The review team will consist of one or more of the following: administrator, board member and/or pertinent faculty members. The goal of the review team is to provide the family with a short term IAP (individualized academic plan) that, if followed, will allow the student to progress without consequence, through the curriculum for the projected duration of the absence. Some situations or conditions may call for absence from school to the degree that a short term IAP through BCS is not in the best interest of the student or the school. If administration determines that the needs of the student are not being met during the course of the short term homebound IAP, then an additional meeting of the attendance review team will be warranted and grounds for dismissal may be communicated to the family.

### **Make-up Work/Tests/Quizzes from excused absences**

The teacher will NOT be responsible for reviewing lectures, class discussions, or giving extra tutoring. It is the student's responsibility to see the teacher about all make-up work. The number of



days missed is the number of days the student has to make up all missed work. The teacher should use discretion in how much work was missed and/or tests/quizzes given on the day of return over material missed.

### **Tardiness**

**Classes begin at 8:00 AM.** Upon entering school after classes have begun, elementary and middle school students must report to the school office to receive a tardy slip. At that time, determination will be made as to whether or not the tardy is excused. Late students will not be admitted to class without a tardy slip. Tardies and absences will be recorded in FACTS.

- Each tardy will be entered on the child's attendance record.
- After five tardies in one nine-week grading period, parents will be notified.
- After ten tardies in one nine-week grading period, the principal will call the parents to discuss a solution to the problem.

### **5 Tardies=1 Unexcused Absence**

#### **Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the school. Please make every effort to schedule appointments before or after school hours. However, we recognize that from time to time, compelling circumstances require that a child be late for school or be dismissed before the end of the day.

*Students must be present until 11:30 to be counted as present for a full day.*

#### **Early Arrival/Late Stay**

Teachers are to be on duty at 7:30 AM. each school day. Students will report to their homeroom teacher upon arrival.

The aftercare program is from 3:15-5:30 PM at an additional cost of \$10 per hour which will be billed to your account through FACTS. Snacks and drinks are provided during the first hour.

#### **Illness or Injury**

Students who become ill or injured during the school day will be assisted by our school staff. Parents are always notified upon vomiting, diarrhea or fever over 100 degrees, or injury. We ask that students are free of fever, vomiting, or diarrhea at least 24 hours before returning to school. If a determination is made that paramedic assistance is necessary, 9-1-1 will be called and the child will be taken to a nearby hospital. Parents will be notified immediately.

## **Closing of School/Delayed Openings**

Severe weather or another emergency may require the opening of school to be delayed or school to be closed for the day. For weather closings or delays, BCS will not follow the Kanawha County School announcements. A decision to close school or delay opening is generally made by 6:00 AM. and is made for one day at a time. A text message, voicemail, and email will go out to all parents who are registered for Parent Alert through their ParentsWeb account. This information is also posted on our school website, Facebook page, and is relayed to local television stations. If school is in session, the decision to send a child to school is ultimately made by parents and guardians.

## PART III

# DRESS CODE

### General Guidelines

During school hours, the following guidelines are designed to prepare the student to live self disciplined and self-aware in a world that lacks both. None of the items below reflect a New Testament command, nor do they measure someone's spirituality. However, since our students will one day attend colleges, be employed by organizations that have rules, and live in societies that have laws... we want to begin preparing them now to be leaders.

*Uniforms may be purchased from any retailer as long as colors and styles match the following guidelines.*

#### Uniform Shirts

**Colors:** maroon, light gray, black, white

Must have a collar: polo, Oxford, or turtleneck

#### Uniform Bottoms

**Colors:** Khaki (closest to tan, not bone or military green) and Black

**Style:** Pants (*no leggings or jeggings*), Cargo Pants, Shorts, Skirts, or Skorts

**Girls:** Jumpers, Skirts, Skorts, and Shorts may not be shorter than three inches above the knee.

**Boys:** Shorts or Pants (***No knit/stretchy/spandex pants or shorts are allowed***)

#### Lands' End

Go to [landsend.com/school](https://landsend.com/school) and search BCS approved uniform items.

Logo Number: 0569827K

All items listed are BCS approved.

Any item with a BCS logo must be purchased through the Lands' End website.

#### Hair

All hair should be well kept and neat in appearance.

Hair should not cover the eyes.

Any coloring of hair should be natural in appearance.

Boys may not wear hairbands.

#### Accessories/Piercings

Boys are not permitted to wear earrings.

Administration reserves the right to ask students to remove make-up, piercings, jewelry, and accessories that are considered a distraction to the school environment.

#### Shoes

Must be comfortable and closed toe.

No sandals, flip flops, crocs, or backless shoes

### **Physical Education Uniforms**

Students in grades 5-8 are required to wear gym uniforms during physical education classes. These required uniforms consist of any BCS RAM wear shirt and black shorts with at least a 4" inseam.

### **Outerwear**

Extra sweaters or sweatshirts may be worn in the classroom, but must be of school color and may not be worn in place of a uniform shirt. Sweaters and sweatshirts worn in the classroom must be free of logos or writing except for the BCS logo or RAM Wear.

Layering (long sleeves under short sleeves) must be uniform colors

### **RAM Wear**

Students in Grades K-8 may wear RAM wear with jeans, and closed toe shoes every Friday.

### **Dress Code Violations**

Classroom teachers will notify parents when students are not in dress code. If the problem persists, school administration will notify the student's parent(s) and ask the student to change.

## **Part IV**

# **PARENT INVOLVEMENT & RELATIONSHIPS**

### **Parent Volunteers**

There are times throughout the school year when parents may serve as chaperones on field trips or as volunteers in the classroom or at other school events or programs. When chaperoning or volunteering, parents are expected to adhere to the dress code of the activity and should not bring siblings to the activity. Per Bible Center Church policy, all potential school chaperones or volunteers are required to submit background clearances to the school office prior to participation. Additional information is available through the school office.

### **Parent-Teacher Conferences**

Bible Center School recognizes the importance of the home and the school working together to obtain spiritual and academic growth for the students. Therefore, parent-teacher conferences may be necessary at various times throughout the school year in order for parents and teachers to address individual student needs at school. The school asks all students and parents to make every effort to participate as needed in these beneficial conferences.

### **Parent Communication**

FACTS, a segment of our school office management software, is available as a means of improving parent-school communication concerning the academic progress of our students. This online system has proven to be an invaluable tool designed to help parents track homework assignments, upcoming tests, grades, class activities, calendars, and much more. Additional information is available through the school office.

### **Parental Custody**

If there are situations regarding parental custody or parental restraint orders, the school will follow what the court deems appropriate through official court papers. The school must have a notarized copy of an official court document (with judge's signature) before the school can take any action. The safety of the student is the school's number one concern, and at no time will the school release a student to a parent or authorized person that appears to be under the influence of substances or in an impaired condition. Please inform the school office of any situations of parental custody or restricted visitation.

### **Parental Visits and Conferences**

Parents and guests are not permitted to visit in the classrooms without the permission of administration.

Parents and guardians wishing to have a conference with a teacher or administrator must do so

by appointment. Administrators work on a very structured schedule and can rarely take drop-in appointments. Teachers are not permitted to hold impromptu conferences at the door of their classrooms. Please call the office or send a note to the teacher in order to schedule an appointment.

If you as a parent need to meet with several teachers at once, please call the office to arrange for a joint conference.

Parents are never to go directly to their child's classroom during the school day. Please go to the office where your child will be called via the intercom. Teachers are not permitted to receive lunches or books and are not to dismiss students from their room without approval from the office. This policy is for the protection of your child.

## Parental Support

Our goal is to partner with parents in educating students academically, socially, and spiritually. Parents should avoid actions, statements, and activities that are out of harmony with the spirit of BCS policy and practice. We realize that disagreements may occur, but the staff desires a harmonious relationship with all parents.

We ask that the Matthew 18 principle be applied to ensure that communication begins between the parent and teacher. This models a positive attitude to our students. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher first. An effort will be made to resolve any differences and maintain excellent communication between parents and school staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or school staff or the standards articulated in the school's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

## Conflict Resolution

There is no perfect school. Christian schools, including BCS, have conflict. God's plan for resolving conflict is revealed in Matthew 18:15-17.

It is BCS' policy to follow this Biblical principle by encouraging individuals to go directly to the person with whom they have a problem and share their concern. Going to other people, including friends, parents, staff, or board members, only magnifies that problem, and should not occur.

The following steps are to be followed when a conflict occurs:

1. The person with the concern should meet directly with the individual involved in the conflict (for example, a parent meeting with the teacher or coach involved in the conflict).

2. If the initial meeting does not resolve the issue, the individuals involved in the conflict should meet with the appropriate superior (for example, the parents and/or coach involved in the conflict meet with the school administration and/or athletic director).
3. If the conflict remains unresolved, the individuals involved should meet with the school administration.
4. If the conflict still remains unresolved, the school administration may call upon the Executive Pastor and/or school board members to assist with mediation and/or advise the school administration as to final resolution.

## PART V

# STUDENT CONDUCT

The goal of discipline is *self*-discipline. A good plan teaches students to submit their will to the proper authority while not breaking their spirit. As this is accomplished, a student will learn to discern right from wrong, make decisions based on Biblical principles, and rule their personal desires with an eye to the future rather than the immediate.

Self-discipline can only be achieved as the school and home work in harmony. We partner with parents to reinforce God's directive to "Train up a child in the way he should go." This is prompted by structure and guidelines, and is acknowledged by reward for good behavior and consequences for poor behavior.

Behavior policies and procedures exist to achieve responsibility from students, and to create a safe, secure, and life-giving school environment. This type of atmosphere fosters achievement and academic excellence. We desire to help each student develop his or her God-given abilities to be used for His glory.

This handbook is used by the administration as a guide to follow. Each case and circumstance is considered individually. It may be revised, or other programs may be set up by the administration.

### Student Response to Discipline

When students are corrected, they should **never** discuss the problem or argue with a teacher in front of other students. If the student feels a misunderstanding exists, he or she should obey the teacher without protest and take the following steps to satisfy the matter:

- Make an appointment to see the teacher to discuss the matter privately, or speak with the teacher before or after class.
- Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.
- If a problem still exists after discussing it with the teacher, the parent should make an appointment to meet with the Administration and teacher.

This represents the Matthew 18 principle and should be followed in every instance. Situations handled in this manner will rarely be brought to the administration.

### On-Campus Conduct and Procedures

Without classroom learning, our school would not exist. It is imperative that learning be encouraged and protected. Our classrooms must foster a safe and productive learning environment; therefore, student behavior must not distract or cause incidents that would lead to distraction. The following are guidelines when on campus.

## Cell Phone Use

Students are not permitted to use a cell phone during school hours. Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker (6th-8th) or book bag (K-5th). If a student brings a cell phone to class or carries it during the school day, the phone will be confiscated and returned to the student on the first offense and to parents on any subsequent offense.

**Note:** "Forgetting" to turn off the cell phone is not an excuse.

Possession of a cell phone during a test or quiz for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken.

No cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious offense.

### Other electronic devices

Chromebooks have the great potential to enhance learning and improve many areas of a student's education. However, strict guidelines must be followed to ensure that this potential is maximized.

Electronic games, music, devices, or anything else deemed distracting is prohibited during the school day. Such items will be confiscated and may be required to be picked up in the office by a parent or guardian.

Apple watches may not be used as a communication device during the school day. Inappropriate use of this technology will result in disciplinary action.

### Conducting Business on Campus

A student may not sell a product, collect money for a product, or solicit business in any way while on campus without permission from the Principal. Ignoring this may result in a suspension and possible expulsion.

## Disrespect Toward Faculty or Staff Members

Students at times are learning the appropriate boundaries toward adults in authority. However, when disrespect affects the school environment, it requires a more serious solution. Any student who intentionally disrespects a member of the faculty, staff or administration, with intent, will receive disciplinary action. Examples of such behavior would be: refusal to follow faculty, staff, or administration instructions; demeaning language or gestures toward faculty, staff, or administration, especially in front of other students; or any other demeaning, inflammatory, degrading, or unwarranted accusation by a student toward the faculty, staff, or administration.

In the event of any violation of this policy, the administration reserves the right to designate a suspension or an appropriate disciplinary action up to and including expulsion.



### Corporal Punishment

Neither school personnel nor parents may administer corporal punishment on campus to any student.

## Violence Prevention

### Zero-Tolerance for Violence

Bible Center School does not tolerate violence in any form. Every member of this school family – students, teachers, parents, support staff, administrators and others, while on school property and at school sponsored events – is governed by these policies and is expected to share in the task of creating an environment that is safe, harmonious and respectful.

### Weapons Policy

Bible Center School strictly prohibits and will not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school will not tolerate the presence of weapons in lockers or in any other place on its property. The school prohibits the use of weapons or the threat of the use of weapons or replicas by any person on its property, in its buildings or at school-sponsored activities. Bible Center School treats *possession* of a weapon and the *use* of a weapon as two separate offenses. Having a weapon on one's person or in an area subject to one's control in a school location constitutes *possession* of a weapon. Objects, the *mere possession* of which constitutes possession of a weapon, include, **but are not limited to**, the following: Any gun (loaded or unloaded), all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Any firearm muffler or firearm silencer.

*Any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or any device similar to these. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant. Any combination of parts either designed or intended for use in converting any device into any destructive device described above, or from which such a device may be readily assembled.*

Using or threatening to use any of the above items or a replica of a weapon of any kind constitutes use of weapon. Using (or threatening to use) an otherwise innocent item as a weapon, *even if that object under normal circumstances is not a weapon*, constitutes use of a weapon. (Example: brandishing a ball- point pen in a stabbing motion.) Such use may also violate other school policies.

When a student threatens to use a weapon or replica thereof, whether or not such weapon or replica is in the student's possession, the parents of the child will be informed, and the minimum disciplinary action shall include suspension.

The minimum consequence for students possessing, using or distributing weapons shall include confiscation of the weapon, notification of the parent or guardian, and immediate out-of school suspension. The administration will impose suspension for any length of time deemed necessary.

**Assault, Threats & Harassment Prohibited**

Bible Center School does not tolerate assault, threats, harassment, or abuse against any members of the school family. Verbal or written threats, racial/ethno-cultural harassment, physical or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable and will be dealt with through appropriate discipline.

**Assault & Harassment**

Bible Center School prohibits the use, attempted use, or threatened use of force or intimidation against another person without his or her consent.

Bible Center School prohibits any course of comment or conduct that is known or ought reasonably to be known to be objectionable, or create an environment that is hostile, intimidating or offensive to another person.

Bible Center School prohibits any intentional violation of the “six-inch principle.” The six-inch principle holds that each student should avoid intentionally “invading” the six inches of space surrounding a person and his or her property, with the exception of activities directed by the faculty during class (i.e., P.E.) or in which normal and reasonable contact should be expected (i.e., incidental contact in the hallways, in lunch lines, or during an athletic activity).

When a verbal assault, threat, or harassment occurs, the parent/guardian of the student involved will be informed; and the perpetrating student will be disciplined. The administration reserves the right to use any disciplinary action up to and including expulsion.

When an assault occurs, the parent/guardian of the student involved will be informed. If there is no weapon involved, the minimum length of out-of-school suspension of a student offender is three days unless there are mitigating circumstances. If there is a weapon involved, the minimum disciplinary action for a student offender is seven days of suspension unless there are mitigating circumstances. In any instance of assault, the administration reserves the right to use any disciplinary action up to and including expulsion.

When a student violates the “six-inch rule” and there is physical contact that 1) is reasonably described as “non-violent,” 2) does not lead to injury, threat of injury, or a dangerous situation, 3) is non-threatening, and 4) is part of a mutual disagreement or pre-fight pushing or shoving; the parent/guardian of the student involved will be informed and a minimum of a detention will be issued. The administration reserves the right to use any disciplinary action up to and including suspension.

Repeat offenses may result in a suspension. If the Administration finds that a student’s physical response to a verbal or physical provocation is disproportionate it will be deemed “unreasonable,” and the Administration may reduce disciplinary actions or exonerate the student who did not initiate the physical altercation.

Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school.

**Bullying**

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students through behavior described in the "Violence Prevention" section above. The term "bullying" implies prolonged and repeated behaviors and is not tolerated. This includes cyber-bullying. Students, faculty, staff, and parents should notify a member of the administration immediately when there is a suspicion or report of ongoing activity.

The Administration reserves the right to use any disciplinary action up to and including expulsion in such cases. This includes amending consequences listed in the parent/student handbook when proven to be "systematic and chronic."

Wrongful or untrue claims of bullying, harassment, threats, or assault are strictly prohibited. The Administration reserves the right to use any disciplinary action up to and including expulsion for such an act.

**Cyberbullying**

Cyberbullying, in its basic form, is defined as unwanted, willful, and aggressive behavior committed through electronic means. Cyberbullying will not be tolerated. Harassing, dissing, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not post comments on any social media site or text with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action.

**Sexual Harassment**

All allegations of sexual immorality will be promptly investigated as impartially and confidentially as possible. A timely resolution of each complaint will be communicated to the parties involved.

The school will permit no retaliation against anyone who brings a *bona fide* complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including expulsion or termination of service where appropriate.

Any student or staff member found to have violated this sexual harassment policy is subject to disciplinary action, up to and including expulsion or termination.

**Sexual Immorality**

All allegations of sexual immorality will be promptly investigated as impartially and confidentially as possible.

Sexual immorality allegations may include, but are not limited to:

- Explicit conversations
- Viewing explicit content
- Sexting/Distribution of sexual content
- Sexual relations
- Sexual lifestyles that are found to be out of harmony with the overall spirit, goals, policies, and direction of Bible Center School.

Any student or staff member found to have violated this sexual immorality policy is subject to disciplinary action, up to and including expulsion or termination.

### **Vandalism**

Bible Center School prohibits the deliberate damage or defacement of school buildings, grounds, equipment or books or the personal property of individuals while on school property. When vandalism occurs, the student's parent will be informed; the student and parents will be held responsible for returning stolen items to their owner or paying full compensation for them; and the student or parent/guardian will be responsible for paying all costs to restore or replace the vandalized property to its condition prior to being vandalized. The student will be disciplined where warranted. In any instance of theft or vandalism, the administration reserves the right to use any disciplinary action up to and including expulsion. The student's transcripts and any other awards or privileges (including yearbooks, academic and fine arts awards, participation in field trips or class trips) will be withheld until the student's debt is repaid.

### **Searches**

Bible Center School authorizes the principal and any other designee to conduct searches and, where necessary, to seize prohibited substances or objects. Students should have no expectation of privacy from the school staff in any areas designated to them for storage of personal belongings on school property (i.e., lockers, etc.), nor should students have an expectation of privacy from the school staff in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, etc.). Nor will they have an expectation of privacy from the school administration for any electronic devices that are confiscated outside of the locker while on campus.

## **Social Media Policy**

BCS does not monitor material, interaction between students, or information that is posted on social media sites or through texting/email (Facebook, Snapchat, Instagram, etc.). However, there may be times when students post/send things and the administration of the school has firsthand knowledge. When inappropriate material is posted by a student and faculty/administration becomes aware, the administration will respond accordingly. Posting of the following is considered inappropriate use of social media and are grounds for disciplinary action:

- Negative or derogatory comments directed at school employees or the school itself.
- Negative or threatening comments directed toward another student.
- Comments or pictures that contain sexual content (including sending/posting nude or partially nude pictures), inappropriate language or gestures, immoral activity or racial slurs or inappropriate language.
- Pictures or videos taken at school which are non-academic. Taking pictures, videos, or audio recording during school hours without permission is strictly prohibited.

When posting pictures, videos or comments that reveal illegal activity such as, but not limited to, the use of drugs, underage drinking, theft, or explicit sexual behavior, and/or nude/partially nude pictures, in addition to school discipline, proper law enforcement authority may be involved.

**Conflict between students, gossip, or teenage drama will not be addressed by the school and are parental matters.** If these types of occurrences spill over and become disruptive during the school day, it may be necessary for the school administration to get involved. We encourage parents to **heavily monitor** what their children are texting and posting on social media.

## Student Drug, Nicotine, and Alcohol Use

Students using alcohol and illegal drugs pose a threat to their own health and safety, as well as to that of other students, and have a detrimental effect on the learning environment of their classes. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student

This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the Administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

### Prohibited Activity

A student, who on school property or anywhere at a school sponsored activity, **is under the influence of** alcohol, drugs, or mood-altering substances, or who **possesses, uses, distributes, dispenses, sells or aids in the procurement of** alcohol, narcotics, restricted drugs, mood altering substances, drug paraphernalia, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Bible Center School's Student Conduct Policies. In the event of any violation of this policy, the administration reserves the right to designate an appropriate disciplinary action up to and including expulsion.

## Parental Support

By introducing and enforcing this code of conduct Bible Center School creates a learning environment that encourages the wholesome aspects of life, and in some ways, reduces the distractions prevalent in many schools.

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

## Probation, Dismissal, and Expulsion

### **Probation**

Students may be placed on probation for academic, social, disciplinary, or spiritual reasons that contradict our statement of faith. Parents or guardians will be notified of this action by the school administration. Failure to consistently improve in the area of concern may result in suspension or expulsion from school. Types and definitions of probation are listed below:

#### **Academic Probation**

A student is placed on academic probation when he is failing in all or almost all of his academic classes or when he is showing little effort in assigned class work.

#### **Disciplinary Probation**

A student is placed on disciplinary probation when he repeatedly or flagrantly ignores, disobeys, or flaunts a disregard for school regulations and/or teacher instructions. When a student receives 3 detentions in a semester, he/she is a candidate for a behavioral contract. This contract between student, parent(s), and administration clearly states expectations for the student to remain enrolled at BCS. If a student fails to respond to this action, expulsion may follow.

#### **Dismissal/Expulsion**

Students may be expelled or required to withdraw from school at any time they or their parents are found to be out of harmony with the rules and policies of the school. Decisions in these matters are at the full discretion of the administration, and further reviews or appeals cannot be considered.

### **Reinstatement “Grace Policy”**

There may be times when a student’s conduct or action forces the administration of Bible Center School to expel him/her. When expulsion occurs, a meeting between School Administration, parent(s), and student will occur for the purpose of spiritual repentance and reconciliation. Middle School students will typically be removed for a period of at least one semester. These guidelines for dismissal are dependent upon the individual offense, and the level of repentance/reconciliation demonstrated by the student. While the student will not be permitted to return to Bible Center School for the designated time frame, the student will have an opportunity to reapply for admission if the following measures have been successfully completed:

1. The student must enter a professional counseling relationship with a Christian counselor for a minimum of 10 hours. The family must provide documentation from the Counselor that this requirement has been met; and
2. The student must demonstrate a genuine understanding of his/her wrongdoing.
3. The student must remain academically eligible.
4. The student and the student’s family must have demonstrated complete support of the school and its personnel throughout this corrective process.

If these requirements have been met, then the student will be permitted to reapply to Bible Center School on a probationary basis with the understanding that final acceptance remains at the discretion of the school administration. If a student has been removed or asked to withdraw from

Bible Center School for behavioral or academic reasons, then he/she may not be permitted to attend BCS events.

## Student Behavior

Bible Center School expects students to establish and maintain a Christian testimony with teachers and students. Students are expected to follow school rules with a cooperative spirit while displaying respect for God, family, faculty, fellow students, and country.

Students are expected to be responsible for their own actions in spite of the actions of others. Behavior such as horseplay, disruptive talking, and bullying and/or intimidation of others is not compatible with Biblical standards of conduct, is not conducive to Christian character development, and encourages classroom disturbances with unwanted breaches in the normal learning process. Therefore, this type of behavior will not be tolerated.

## Offense Levels and Consequences

### Elementary School (1st-5th Grades)

#### Level 1

**Definition:** (Disobedience) Any minor disturbance that interferes with classroom order and/or instruction. *A level one offense includes any minor, first time incident.*

#### Possible Incidents:

- Distracting other students from learning
- Talking out of turn
- Not being prepared for class
- Running in hallway
- Out of seat or assigned place
- Throwing paper or other objects in classroom
- Physical Contact (minor pushing, shoving, horseplay)
- Inappropriate use of technology- 1st/2nd offense

#### Consequences:

- Level 1 behavior infractions will be handled by the classroom teacher in accordance with his or her classroom discipline plan.
- Level 1 behavior that persists:
  - The student will be responsible to complete a THINK SHEET.
  - The teacher will be responsible to enter the behavior report in FACTS and the student's parent(s) will receive an email notifying them of the persistent behavior.
  - 3 THINK SHEETS of the same nature in one quarter will result in a parent-teacher conference. The goal of the conference will be to work through the details and cooperatively implement a plan of action.
  - 4 THINK SHEETS of the same nature in one quarter will result in a 30 minute lunch detention.
  - 5 or more THINK SHEETS of the same nature in one quarter will result in an

- administrative conference with the teacher, student and parent(s).
- 6 or more THINK SHEETS of the same nature in one quarter may result in an external suspension or expulsion.

**Accountability:**

To ensure students demonstrate appropriate behaviors in the classroom, procedures and routines are frequently modeled and practiced.

**Level 2**

**Definition:** (Disobedience, Disrespect, or Defiance) Actions, activities, and attitudes that show a lack of respect for any authority. *A level two offense includes any of the following incident(s):*

**Possible Incidents:**

- Inappropriate use of technology- 3rd offense or more
- Major disrespect/insubordination
- Cheating/lying
- Use of profanity or crude references
- Hands on another student in an aggressive manner (non-fighting)
- Major classroom disruption/tantrums
- Major verbal altercation between students

**Consequences:**

- Student sent to the office for a conference with school administration and the student completes a THINK SHEET.
- School administration will be responsible to enter the behavior report in FACTS and the student's parent(s) will receive an email notifying them of the level 2 behavior incident.
- 3 THINK SHEETS of the same nature in one quarter will result in a parent-teacher conference. The goal of the conference will be to work through the details and cooperatively implement a plan of action.
- 4 THINK SHEETS of the same nature in one quarter will result in a 30 minute lunch detention.
- 5 or more THINK SHEETS of the same nature in one quarter will result in an administrative conference with the teacher, student and parent(s).
- 6 or more THINK SHEETS of the same nature in one quarter may result in an external suspension or expulsion.

**Level 3**

**Definition:** (Disobedience, Disrespect, or Defiance) Any physical or verbal abuse; Any activity dangerous to self or others. *A level three offense includes any repetitive level two incident(s).*

**Possible Incidents:**

- Repeated level two incidents
- Fighting
- Bullying (Verbal, Physical, Cyber)
- Immorality
- Stealing

**Consequences:**



- Student sent to the office for a conference with school administration and the student completes a THINK SHEET.
- School administration will be responsible to enter the behavior report in FACTS and the student's parent(s) will receive an email notifying them of the level 3 behavior incident.
- Level 3 behavior incidents will result in one or more of the following:
  - Parent meeting with teacher, student and school administration.
  - 30 minute lunch detention
  - Suspension: external or internal (length of suspension will be at the discretion of the school administration)
  - Expulsion

A student will be dismissed from school at any time his or her lifestyle is found to be out of harmony with the overall spirit, goals, policies, and direction of Bible Center School, has displayed a consistent inability to follow school rules and/or a disregard for the overall purpose and program of the school. Decisions in these matters are the responsibility of the school administration. Any student who has been suspended or expelled from another school will typically not be considered for enrollment until the student has completed the entire period of suspension or expulsion imposed by the other school.

## Middle School (6th-8th Grades)

### Level 1

**Definition:** (Disobedience) Any minor disturbance that interferes with classroom order and/or instruction. *A level one offense includes any minor, first time incident.*

#### Possible Incidents:

- Distracting other students from learning
- Talking out of turn
- Not being prepared for class
- Horseplay
- Running in hallway
- Out of seat or assigned place
- Throwing paper or other objects in classroom
- Tardy to class

#### Consequences:

- First time offense results in a verbal or non verbal warning from the teacher.
- Second offense results in a behavior report issued by the teacher.
- Incidents will be documented in FACTS and parent(s) will receive an automated notification.
- Teachers will email the dean of students a copy of the behavior report.

### Level 2

**Definition:** (Disobedience, Disrespect, or Defiance) Actions, activities, and attitudes that show a lack of respect for any authority. *A level two offense includes any repetitive level one incident(s).*

#### Possible Incidents:

- Repeated level one incidents
- Blatant disrespect of teacher

- Inappropriate use of technology
- Leaving classroom without permission
- Talking back to teacher
- Cheating
- Lying to teacher/staff
- Use of profanity or crude references
- Inappropriate comments to another student
- Hands on another student in an aggressive manner (non-fighting)

**Consequences:**

- Teacher enters the behavior incident in FACTS, schedules the detention, and notifies the Dean of Students of the Level 2 incident.
- Parents are notified by phone call and/or email of the incident and the date the student is required to serve the detention.
- The Dean of Students has a conference with the student.

**Level 3**

**Definition:** (Disobedience, Disrespect, or Defiance) Any physical or verbal abuse; Any activity dangerous to self or others. A level three offense includes *any repetitive level two incident(s)*.

**Possible Incidents:**

- Repeated level two incidents
- Fighting
- Bullying (Verbal, Physical, Cyber)
- Public displays of affection
- Immorality
- Stealing

**Consequences:**

- Teacher notifies the Dean of Students and/or School Administration about the incident.
- The Dean of Students and/or school administration meets with the student.
- The Dean of Students enters the behavior incident in FACTS.
- Administration notifies parent(s) of the incident and appropriate consequences ensue.
- Additional consequences may include one or more of the following:
  - Parent meeting with administration.
  - Suspension: external or internal; length of suspension will be at the discretion of the school administration.
  - Incident may result in expulsion.

3 behavior reports in one semester will result in one detention.

Students who have accrued 3 detentions in one semester will have a parent/administrative conference in addition to the assigned detentions and may be placed on probation for behavior.

Students who have accrued 5 detentions in one semester will be subject to suspension or possible expulsion.

***Detentions will be served during lunch and advisory time with school administration on Fridays unless otherwise notified.***

Any student who has been suspended or expelled from another school will typically not be considered for enrollment until the student has completed the entire period of suspension or expulsion imposed by the other school.

## PART V

# SYSTEMS POLICIES

### Daily Procedures

#### Adventure Camp

BCS offers a summer day camp program for any BCS students in TK-5th grades who wish to enroll. Camp costs and other detailed information are sent home each year prior to the end of school. Please contact BCS preschool for more information.

#### Aftercare

Students remaining after 3:15 PM, who are not practicing with a coach must report to aftercare until their ride arrives.

#### Birthdays

Invitations passed out in the classroom must include every child in the class. Boys may invite all the boys in the classroom and girls may invite all the girls in the classroom. If students are only inviting a few students to their party, invitations may not be passed out at school.

Birthday treats (cupcakes, donuts, etc.) may be sent with students to pass out during lunch or recess. Goody bags will be passed out at the end of the school day.

***Parents should not plan a birthday party during their child's scheduled lunch time.***

#### Car Line Procedures:

Please observe the following guidelines when picking up children between 3:00-3:15 PM:

- Cars should enter the parking lot from Angel Terrace and form a designated traffic lane leading to the front lunchroom door.
- Family name cards should be displayed in the passenger-side window.
- K-5th grade students will be dismissed from the lunchroom.
- Middle school students will be dismissed from the RAM Center.
- K-5th grade parents will follow the traffic pattern and exit at Angel Terrace. 6th-8th grade parents will proceed in the traffic lane after pick up and exit at the traffic light at Corridor G.
- After 3:15 PM, parents must come to the front office to sign children out.
- Parents who have business in the office should park in spaces provided in front of the building to avoid blocking the fire lane or hindering traffic.
- Handicap parking spaces are to be respected.

#### Chapel

Chapel services are held once each week for elementary students and once each week for middle school students. Parents are welcome to attend chapel services.

#### Child Abuse and/or Neglect

In accordance with state law and school policy, school staff is obligated under penalty of fine and

jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Field Trips**

The purpose of field trips is to enhance student learning through experiences outside of the traditional classroom. All field trips must be approved by the school administration and are planned by the teacher. The costs for transportation and admission are not always covered by the school activities fee. All chaperones must model the standards of dress and conduct expected from our students as stated in this manual. Chaperones may not take any siblings, friends or family on field trips.

### **Fund Raising**

Each year projects are planned to help improve or upgrade the school facilities. These projects are outside the regular school budget that is supported by tuition. We encourage active support of these fund-raisers because they directly benefit the students and help keep tuition costs reasonable. All gifts to Bible Center School are tax-deductible.

### **Insurance**

If a child is injured in a school related activity, the insurance claim must be handled through the child's or family's insurance policy. Claims for school related accidents may be submitted to the school's supplemental insurance policy only after all claims have been processed by the child's or family's insurance policy.

### **Lockers**

All middle school students will be assigned a locker. Students may decorate the inside of their locker with items that are in harmony with the standards and philosophy of Bible Center School. Nothing may be attached to the outside of a locker.

Lockers are the property of BCS and are subject to regular inspection without notice by a representative of the school administration. Students are asked to keep their locker locked during class time and not to give their locker combination to any other students.

### **Medication**

Whenever possible, any necessary medication should be administered in the home. At times when medication must be given during the school day, parents are responsible to ensure that all medication, along with written orders from a physician, be turned in to the school office and school staff as soon as the child arrives at school. Written permission from the parent or guardian is necessary for a child to receive medication during school hours. Whenever feasible, the child should self administer medication under adult supervision. For students who have an allergy requiring an epi pen or a diagnosis requiring an inhaler, we require a secondary epi pen or inhaler to be kept in the school office with a doctor's orders. **All medication needs to be submitted in original packaging or container.**

**Music**

Bible Center School is pleased to offer weekly music classes as a specialized subject area with a trained instructor. Programs are presented throughout the school year that allow students to use their musical talents to glorify God and to demonstrate the work learned in the classroom. Annual programs include a Veteran's Day Program, Christmas Program, and School Emphasis Sunday at Bible Center Church.

Private music lessons are offered by various instructors and arranged by parents. Students will be given release time from the classroom to participate. Lessons will also be charged to the child's school account. However, lessons will be suspended if payment is not kept current.

**Patrols**

Fifth grade students are given the privilege of serving as school patrols. Patrols serve as helpers in the classrooms and in the afternoon car line. Patrol duty assists students in learning responsibility, respect, and leadership. They are expected to exhibit respect, care and compassion to the elementary school students. The fifth grade teachers are the patrol advisors. Students may be removed from patrol duty for misconduct.

**Pick-up Procedures**

Safety for students of Bible Center School is a major concern of the staff. Therefore, only persons authorized by the child's parents may take a child from Bible Center School. Persons picking up students prior to 3:00 PM must come to the office to sign them out. The school may request identification if the person is unknown to school personnel.

**Solicitation**

Soliciting is forbidden at Bible Center School without the permission of the administration. This includes the selling of any items, any type of solicitation for funds, the distribution of political materials, the circulation of petitions, etc. Students are not to use the name of the school on any media outlet or in any publication without prior authorization from the school administration.

**Testing Services**

Bible Center School uses the services of Kanawha County Schools for academic, health, and psychological testing. These services may be requested by the parents or by the teacher with a parent's permission.

A Kanawha County Schools speech therapist comes to Bible Center School twice a week to provide speech therapy for students needing the service. She also screens all new students.

Each year a Kanawha County Health Nurse screens all second and fourth graders for auditory and vision problems.

## Office Procedures

**School Office and Dropping Off Items**

All parents are welcome in the school office. The office is open from 7:45 AM to 3:30 PM. Monday through Friday. Lunches, homework, books, or other items to be delivered to your child must be left in the school office for delivery.

**Visitors**

Visitors are welcome at Bible Center School. We do, however, ask that all visitors report to the security receptionist area immediately upon arrival. All adult visitors will be asked to sign in at the security receptionist area and will receive a visitor sticker that must be worn while on campus.

Students are allowed to visit only if they are prospective Bible Center School students.

No visitor may speak or participate in any program or class activity unless permission is secured in advance from the administration.

## Emergency Procedures

**Fire/Emergency Drill**

Fire drills are required to be administered each month during the school year. As a part of our emergency response plan, one additional emergency drill will be administered each quarter on a rotating basis as determined by the security team. It is important that students move to their assigned exit quickly and in an orderly manner as soon as the alarm sounds or an announcement is broadcast. Specific exit directions are posted in all classrooms. In case of severe weather, students will remain in the building in safe areas. In full cooperation with local and state safety officials, appropriate and reasonable precautions will be taken for the safety and protection of the students in emergency situations.

**Lock-Down Drill**

Periodic Lock-Down Drills will be held to prepare students for an emergency that requires a lock down situation. This alarm is a vocal announcement through the intercom system. Upon hearing the alarm, the teachers will lock the classroom door, turn off the lights and close window shades. The students will proceed to their lock-down location within the classroom. The class will remain in this position until the all clear is announced.

## A Closing Word

We believe that the Christian education made available by our school is based on the foundation laid by parents at home. The Word of God is clear that education begins in the home. It is our desire to work in cooperation with parents who understand their God-given responsibility to raise their children in the discipline and instruction of the Lord.

The families of our students are always welcome to attend the services of Bible Center Church, which sponsors Bible Center School. We invite you to contact us any time you wish to discuss the educational or spiritual needs of your children or family.