

Birchwood Christian School

Student Handbook

Revised August 2020



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Birchwood Christian School

Home of the WARRIORS!

VISION STATEMENT

The vision of BCS is to provide an educational experience for your child that will be:

- **Rich in Relationships (God and Others);**
- **Rich in Responsibility (Leadership and Academics); and**
- **Rich in Righteousness (Faith and Character)**

MISSION STATEMENT

To equip students spiritually, educationally, and socially to effectively engage our culture and our world with the gospel of Jesus Christ.

1. To be grounded in God's Word, thereby fostering an educational environment, which upholds the Bible as our ultimate authority, guide and source in all matters.
2. To be an extension of the Christian home in fulfilling Deuteronomy 6:5-9 "to train up a child in the way he should go."
3. To provide programs that assist in the total growth and development of the learner.
4. To lead the child, under the guidance of the Holy Spirit, to a personal relationship with Jesus Christ.
5. To provide a Bible-centered, Christ-exalted curriculum which ensures the highest academic experience for all students.
6. To guide students into an understanding that the Bible provides the foundation for establishing and maintaining effective relationships with others.

BCS EDUCATIONAL PHILOSOPHY

It is the philosophy of BCS that...

- God has given the parents the primary responsibility for the education of their children—the school functions as an extension of the home. Deuteronomy 6:4-7
- Children need consistent Bible-based instruction from parents and teachers to develop Godly character and wisdom, and to live joyful, productive, and purpose-filled lives.

We are a faith-based, mission minded educational environment geared to meet the needs of families who are seeking a distinctively Christian education for their children.

Because we are passionately committed to preparing young people to engage our culture and our world with the gospel of Jesus Christ, we will only be enrolling students with a positive Christian testimony and lifestyle.

Our Core Values are to

Educate our students in truth based upon God's Word.

Educate our students through relationships and service by attending the needs of others through outreach to the community and by developing relationships with others based on servant leadership principles.

Educate under the authority principle that students operate under the God-ordained authority of their parents, pastors, teachers, coaches, etc.

Educate with discipline by teaching students the disciplines of life through study, character building, and service to others.

Educate in love by creating an atmosphere of motivation and encouragement in their relationships with God, and each other.

Educate our students in faith based action by teaching them to follow Christ, discover truths and principles of the Word of God and living by them daily.

Educate in unity with truth. We believe that all truth is God's truth so the unification of knowledge should be taught in relation to all subjects.

For Enrollment At BCS We Require:

- That every student commits to being a positive contributor to our educational and spiritual environment.
- That every student and at least one parent regularly attend a church that is in agreement with fundamental Christian doctrine.

HISTORY

Birchwood Christian School was founded in 2006 to provide Christian education to the Chugiak/Eagle River area. Birchwood Christian School is a non-profit (501-3-C).

BCS STATEMENT OF FAITH

We believe...

The Godhead: We believe the Godhead exists in three Persons: Father, Son and Holy Spirit. These three persons are one God, having precisely the same nature and attributes. *John 10:30; John 1:1*

Jesus Christ: We believe in His eternal existence as God; His Incarnation and Virgin Birth; His perfect life here on earth and death on the cross as the substitution atonement for sin; His literal, bodily resurrection from the dead; His present ministry of intercession in heaven; and His personal, future return to earth. *Matt. 1:18-25; 4:1-11; Luke 24; John 14; Phil. 2:5-11; Col. 1:13-22; Col. 2:9*

The Holy Spirit: We believe that the Holy Spirit, the third Person of the Godhead, convicts men of sin, regenerates, baptizes, indwells, seals and sets apart believers unto a holy life; that He keeps and empowers believers day by day; that He is the Teacher of the Word of God and our Guide for daily living. *1 Cor. 2:13; 2 Cor. 13:14; Gal. 5:13-25; 1 Thess. 5:19; 1 Tim. 3:16; 4:1; 2 Tim. 1:14*

The Scriptures: We believe the Bible is the inerrant, inspired Word of God. The Bible is our supreme and final authority in matters of faith and life. *2 Tim. 3:15-17; Heb. 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21*

Man: We believe that man was created innocent and pure and Adam fell through the sin of disobedience. Therefore, all people are corrupted in body, soul and spirit and need redemption. All people have the knowledge of God and choose to seek Him or not to seek Him. *Romans 1:19; 5:12; 1 Cor. 1:21-31; 15:19, 21-22; Eph. 2:1-22*

Salvation: We believe that salvation is by grace alone, a free gift of God apart from works; salvation involves repentance, a turning from one's own way to God's way and will. Salvation is through personal faith in the Lord Jesus Christ; all who receive Jesus Christ are a new creation, and that true salvation will be evidenced by a changed life. *Romans 3:28; 6:23; John 3:16; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6 to 2:11*

Church: A New Testament church is a local body of believers who are associated by covenant in the faith and fellowship of the gospel. The church is an autonomous body, operating through Elder leadership under the Lordship of Jesus Christ. In addition to the local church, the New Testament speaks of the church as the universal body of Christ, which includes all of the redeemed of all the ages. *Matt. 16:15-19; 18:15-20; Acts 2:41-42, 47; 15:1-30; 16:5; 20:28; Phil. 1:1; Col. 1:18; 1 Tim. 3:1-15*

Baptism and Communion: We believe that baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. Communion is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of Christ and anticipate His second coming. *Matt. 3:13-17; 26:26-30; Rom. 6:3-5; 1 Cor. 10:16, 21; 11:23-29; Col. 2:12*

The Future: We believe that every soul is eternal. We believe in the personal, visible, bodily return of Jesus Christ to earth; in the bodily resurrection of the just to eternally abide in the glory of God's presence, and in the bodily resurrection of the unjust to judgment and everlasting punishment.

1 John 2:28; 3:2; Jude 14; 1 Tim. 6:14; 2 Tim. 4:1, 8; Titus 2:13; Heb. 9:27-28

Statement on Marriage, Gender, and Sexuality. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2: 18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7: 2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Mt. 15: 18-20; 1 Cor. 6: 9-10)

We believe that in order to preserve the function and integrity of Birchwood Christian School (BCS) as the local Body of Christ, and to provide a biblical role model to BCS members and the community, it is imperative that all persons employed by BCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Mt. 5: 16; Phil. 2: 14-16; 1 Thess. 5: 22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3: 19-21; Rom. 10: 9-10; 1 Cor. 6: 9-11)

We believe that every person be afforded compassion, love, kindness, respect, and dignity. (Mk. 12: 28-31; Lk. 6: 31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Birchwood Christian School.

Statement on the Sanctity of Human Life. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

Final Authority for Matters of Belief and Conduct. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Birchwood Christian School's

faith, doctrine, practice, policy, and discipline, our School Board in consultation with Elders from the Crossing serves as Birchwood Christian School's final interpretive authority on the Bible's meaning and application.

HARRASSMENT POLICY

Birchwood Christian School is committed to providing an environment in which all individuals treat each other with respect, free from all forms of intimidation, exploitation and harassment, including sexual harassment. Birchwood Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including termination or expulsion.

Definition of Harassment

"Harassment," including "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age, made by someone from or in the work or educational setting.

What to do if you Experience or Observe Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature, are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

Laura Rud—Superintendent, 688-2228

Robin Reich—Principal, 688-2228

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

GENERAL INFORMATION

School Colors
Green and Gold

School Mascot
Warriors

**School Logo
BCS Shield**

**School Communication
Web Page
Birchwood Christian School Families Facebook Page**

**Verse: Philippians 4:13
I can do everything through him who gives me strength.**

ADMISSION PROCEDURES

Admissions, Standards, Policy, and Procedures

- Parents must be in agreement with the policies of BCS and will be held accountable to partner with the school staff and administration in reinforcing rules and policies with their children.
- Students must desire to be a part of the BCS community, and be willing to submit to the standards, regulations and discipline by BCS leadership.
- Registration is not official until all the completed forms are turned in and all applicable fees are paid.
- Students enrolled in the 7th grade or who have not been enrolled in the Anchorage School District for one year are required to submit the results of a tuberculin skin test using the P.P.D. skin test. State required immunization records must be on file.
- **Each family** is required to **fulfill 25 hours of volunteerism**, each school year, in the classroom or during extracurricular activities. (See Volunteer hours under PTO heading in handbook)
- **Each family** is required to participate in **4** BCS fundraisers each year.

Non-Discrimination Clause

Birchwood Christian School does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship, athletic or other school administered programs.

Enrollment and Acceptance Process

Attendance at Birchwood Christian School is a privilege, not a right. Acceptance will be on the basis of agreement with the Philosophy and guidelines of the school by both the parents and the student. The student must indicate their agreement by signing, the BCS Student Agreement Form. Students who are failing academically or who have substance related or disciplinary problems are not encouraged to apply.

Admissions Process

Enrollment process begins by receiving our enrollment packet. New applicants must read, fill out, and return to the finance office all registration forms and questionnaires after reading the student handbook. A student will not be considered for enrollment until all

completed forms are turned in.

After all required paperwork is turned in to BCS school office the Admissions Committee will interview all new families and students. Students will be interviewed individually after the family interview. The Admissions Committee will determine final eligibility and then make the selection to fill any openings that may be available.

The Admission Committee is looking for a commitment to the Lord Jesus Christ as evidenced by the prospective student's testimony, commitment to the student's local church and character. We believe that students must desire to attend here. A student's attitude and behavior should show respect toward adults and peers. A student's desire to associate with other Christian young people through their church's youth group, Bible studies, or other groups is important. The Admissions committee is looking for evidence that the prospective student has a growing, personal relationship with the Lord Jesus Christ. The Admissions Committee is also looking for a commitment on the part of the family to the Lord Jesus Christ as evidenced by the family's regular attendance at a local church. We believe the home, church, and school need to support each other physically and spiritually. When one or more of these influences contradicts or fails to support the other, the effect is often counterproductive to what we are trying to accomplish at BCS. BCS is looking for evidence that the prospective student can be successful in our program, both academically and socially. It is in the best interest of the prospective student to be enrolled in a program where their success is at least moderately assured. It is not our desire to enroll any student who we feel would not be successful.

Curriculum

BCS places great emphasis on the basics of education. The A Beka Book curriculum is used along with ACSI (Association of Christian Schools International), Saxon Math, BJU Press, Wordly Wise and other resources, providing strong Bible, phonics, and mathematics programs.

Lost and Found:

Lost items are turned into the school office then placed on hooks in the TCAB foyer for two weeks. Items may be retrieved by students or parents from Lost and Found in the foyer. Unclaimed items are donated to Salvation Army on Fridays. A charge for lost books may be assessed in the school office.

Pets

Due to health and safety concerns, pets may not be brought into the school. (Special guest speakers with animals must check with the office for pre-approval).

Lunch

BCS is a closed campus. All students should plan on bringing their own lunch, utensils, and dinnerware each day. Microwaves will be available to warm student lunches. Students in grades K-12 will have the option each day to purchase lunch/snack items at the concession stand. Students who fail to bring a lunch will be offered meal items from

lunch concessions. Parents will be notified when this charge is added. With written approval from parents, seniors may leave campus during lunch to eat across the street at 3 Bears. Disciplinary issues while off-campus and/or excessive tardies to classes following lunch may result in an individual's revocation of this privilege.

K3-1st grade lunch: 11:45-12:15 in classroom
2nd-5th grade lunch: 11:15-11:45 in classroom
Grades 6-12 lunch: 11:30-12:00 in gym

Parent Volunteers

Each family is required to fulfill **25 hours of volunteerism** each school year. Volunteering helps BCS run more efficiently, keeps our tuition costs down and is necessary in any school setting. **Birchwood Christian School will be charging a fee of \$25 per volunteer hour not completed per year.** We ask that upon arrival, visitors report to the school office to obtain a visitor or volunteer tag. Visitors are not permitted in the hallways or classrooms without checking in. BCS does require a background check for all school volunteers.

Parents are encouraged to be involved in their children's learning experience by volunteering for various activities like:

Home room Mom/Dad: Enthusiastic moms or dads who contact parents within their class to provide refreshments. Enlist volunteer drivers, etc. for classroom and school events.

Field Trips: Volunteer to drive students to various planned field trips. Volunteer drivers must be on the approved drivers' list prior to the date of the field trip.

Classroom Helper: Parents are encouraged to offer assistance, and will be assigned as needed.

Other volunteer Opportunities:

Lunchroom Helper: Assigned as needed

Fall School Auction: collecting donations, advertising, decorating, displays

Teacher Appreciation luncheons

Sports - Team Parent, Concessions, Admissions, Score Keeping/Clock, Gate

Fall and Spring Open House

School Pictures

During the fall and spring individual and group pictures are taken professionally. Dates and times will be announced on the school's web site and through notices sent home with the students.

Phone Usage

Students may use the office phone with a note from the teacher. Students are not authorized to use cell phones during the school day. All cell phones must be turned off until after 2:30 pm.

Web Address

The school's Website is www.birchwoodchristianschool.org. Check out our web site for upcoming events and news. **School Email:** info@birchwoodwarriors.org

Fire Drill/Evacuation:

Building evacuation procedures and exit routes are posted in each classroom. Fire drills will be practiced throughout the school year. The staff will guide the students out of the building using prearranged exit routes. Staff will take all children to the designated location on the evacuation plan. Everyone will stay outside until the principal gives the okay to reenter the building. In case of an emergency the parent/guardian will be notified to pick up their child.

Earthquake Drills:

In case of an earthquake, children will be instructed to duck and tuck. They will be led away from windows and other unsafe structures. If there is time they will be led under the tables to be protected from falling debris. After the earthquake, attendance will be taken to make sure all the children are safe. In case of an emergency parents/guardians will be notified to pick up their child.

STUDENT ARRIVAL

Please help keep our site safe for students. If you walk your child/ren to class, it is important that you keep your child with you closely supervised at all times before and after class.

Boundaries and OFF Limit Areas

Any area that is not under direct supervision of a staff member is off limits. Students who are found in an area that is OFF LIMITS will be immediately suspended from school. Students may not be in the building before 7:30 AM

STUDENT DISMISSAL

Students must be picked up by 2:40 pm unless they are involved in a school sponsored extracurricular activity and/or event. Students must be with a coach or teacher in the building at all times.

Procedures:

Notify the school office if a child is to be released to anyone other than a parent or legal guardian. That person must go to the school office and show a photo ID and proof of insurance.

Parents are to pick-up children in the designated areas:

K/3-K/4 students are dropped off and picked up at their classrooms

K-5th grade students should be picked up from the hallway near the gym.

6th-12th grade students will dismiss from the entry way near the BCS office.

If the child is not picked up by 2:40 pm they will be taken to the After School Care program and families will be charged accordingly.

School Hours

K3 and K4 Full Day –Students may be dropped off at 8:00am. Class instruction starts at 8:15 am and ends at 2:20 pm.

Elementary (K-5th grade)-8:00 am-2:30 pm

Secondary (6-12th)-8:00 am-2:35 pm. Students should not arrive earlier than 7:45 AM or remain on the campus later than 2:40 pm unless they have permission or are participating in a supervised extracurricular school function.

After School Care

This service is provided for K3-5th grade students from 2:30-6:00 pm Monday through Friday located in the Chapel Area. After school care does not provide service on in-service days, holidays, or vacation days.

Student Attendance Policy and Procedures

Absences

Parents are asked to call the school office **before 8:00AM** if their student will be absent from or late for school. All school-work may be requested with this phone call. If the office is not contacted, the parent will be notified of the student's absence.

Excused Absences

With notification from a parent, student absences related to illness, medical appointments, death of a family member, emergency, or family travel will be considered excused absences.

Pre-Approved Absences

A pre-approved absence is typically a medical appointment or a family vacation. Parents must notify the school in writing or by telephone whenever the student will be missing school for such events. Students are responsible to pre-arrange make-up work for any classes that they will not be attending in such a circumstance.

Unexcused Absences

An absence from school or class without the knowledge and permission of the parents and the school, and those not meeting the guidelines for excused absences, will be considered unexcused. Disciplinary action and/or loss of credit for assignments may occur.

Accumulated Absences

Extended or numerous accumulated absences are not recommended. If a high school student is absent from class for more than ten (10) days in any one semester, no credit will be given without an administrative review and approval.

Makeup work policy

Prior to calling the school to report absence, check SYCAMORE (on-line grading program) for class assignments. If SYCAMORE does not show assignments, please request assignments from the school office before 8:00 AM. This homework will be available for pick-up in the school office at the end of the school day. Following the absence, the student is given one day for each day absent, up to five days, for make-up. For example, if a student was absent on Monday, work due Tuesday does not need to be turned in until Wednesday. Work not completed within the requisite time without prior permission from the teacher for an extension will not receive credit. If a test is missed, the student, on his/her return day, must schedule with the teacher when to take it. Any school work missed during truancy is forfeited and may not be made up for credit.

Tardy

A student will be considered tardy if he/she is not seated, quiet and prepared for class on time. Accumulated tardies will result in disciplinary action. (See Discipline Policy).

Leaving School During School Hours

BCS is a closed campus. Prior parental approval must be received at the school office before a student will be allowed to leave during school hours.

School Closures

If school closure is necessary due to inclement weather or natural disaster, an official announcement will be posted on SYCAMORE and on BCS social media sites. Generally, if Anchorage School District is closed due to inclement weather then BCS will be closed.

Student Withdrawal Policy and Procedures

Our ability to provide textbooks, supplies, and staffing is dependent upon student tuition. Therefore it is BCS policy that all families who withdraw students prior to the end of a semester are bound by their tuition contract and are responsible to pay their **semester tuition in full** at the time of withdrawal.

Academic records will not be released until all financial obligations are met.

ACADEMICS

The academic year is divided into two semesters. Each semester is made up of two nine-week quarters. Quarterly grade reports are available at the Parent/teacher conferences scheduled for the end of the 1st quarter and midway through the 3rd quarter. Semester grades are sent home and recorded to the student's official transcripts. Final exams will be given in high school courses.

SYCAMORE: (On-line grade book) Parents are encouraged to monitor student progress and current grades through SYCAMORE. Weekly assignments and grades will be posted regularly. (SYCAMORE link is on the web page.)

GUIDANCE AND SUPPORT SERVICES

BCS administration seek to help each student navigate a successful high school academic career. A guidance counselor is available to field questions or provide assistance with academic course selection. BCS promotes to high school families information regarding college fairs in the area each year. Additionally, BCS provides a helpful college and career planning software called Naviance to all students 6th-12th grades.

Naviance Middle and High School students and their parents have access to a web-based college- and career-readiness platform. Through the Naviance platform 6th-12th graders will assess personal academic and vocational strengths and interests, identify careers utilizing an individual's strengths and interests, research colleges/universities/post-secondary vocational schools that offer programs for selected careers, discover admission requirements for selected programs, and search for available scholarship opportunities to assist with post-secondary educational expenses.

Chapel

A regularly scheduled worship and/or teaching time will be set aside each week for all of our students.

School Hours

8:00 a.m. to 2:35 p.m.

Secondary Bell Schedule

7:45 a.m.	Doors Open
8:00 - 8:48	Period 1
8:51 - 9:41	Period 2
9:44 - 10:34	Period 3
10:37 - 11:27	Period 4
11:20 - 11:50	K/3-5th Grade Lunch
11:30 - 12:00	MS & HS Lunch (Elementary recess 11:50—12:20)
12:03 - 12:53	Period 5
12:56 - 1:44	Period 6
1:47 - 2:35	Period 7

Kindergarten Program:

A developmentally appropriate curriculum is implemented for the kindergarten program. Christian values are taught and are interwoven throughout each day's activities in an age-appropriate manner. Kindergarten students are introduced to language arts through systematic phonics instruction. Learning centers are used to stimulate interest in discovery and creativity.

Kindergarten Graduation:

Kindergarten students (5 year olds) have a graduation ceremony at the end of the year.

K/3-K/4 Grading Scale:

- √+ Proficient
- √ Satisfactory
- √- Emerging

Kindergarten through First Grading Scale:

- O Outstanding
- S+ Above Average
- S Satisfactory
- S- Below Satisfactory
- N Needs improvement

First through 5th grade:

Elementary students are taught the core subjects (Bible ACSI, ABEKA/BJU language arts, ABEKA/BJU Spelling, Saxon math, BJU science and social studies) in a challenging academic atmosphere. The lower grades (1-3) offer an introduction to core subjects, including the teaching of mathematical concepts through incremental development and continual review as well as systematic phonics instruction.

The upper grades (4-5) offer a continuation and expansion of the core subjects, including the application of skills learned in thinking, writing and appreciating the elements of literature across the curriculum as well as the development of independent learning in preparation for junior high.

Second through Fifth Grade Standard Academic Grading Scale:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 59

6th -8th Grade

Our middle school program is the bridge between elementary and high school. Here students continue learning basic skills and develop additional study habits necessary for serious academic work in high school. Our program helps young students explore and develop their academics, athletic and artistic skills in a Christian environment. The middle school program is departmentalized, providing instructors the ability to teach in their areas of expertise, at the same time, offering a rich variety of academic and practical learning opportunities during daily “periods”. Conscious of the spiritual capacity of middle school students all subjects are taught from a Christian perspective to foster their individual spiritual growth. During these years it is essential that they are influenced by strong Christian teachers and leaders for as many years as possible.

9th-12th Grade Student Academics

Fall Semester Grade Placement

High school students will be placed in a grade according to the number of credits he/she has earned.

0-6	9th Grade	Freshman
6.5-12	10th Grade	Sophomore
12.5-18	11th Grade	Junior
18.5 +	12th Grade	Senior

Students will only be allowed to participate in activities as a member of the class to which they are assigned by credits.

6th-12th Grade Standard Academic Grading Scale:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59

I Incomplete

*Incompletes are designed for students in grade levels 6-12 and must be made up within two weeks of a quarter's end. An Incomplete grade will be changed to **F** if assignments are not completed within the 2-week allotted period.

*Grading for students in grade levels 6-12 shall be weighted according to the following:

- 60% of a student's overall grade shall be comprised of scores from tests, quizzes, formal essays, formal student presentations, or cumulative projects.
- 40% of a student's overall grade shall consist of scores from homework, participation, or extra credit.

GPA– Grade Point Average

Semester grades will be recorded on transcripts and used to calculate GPA. This will be used to determine academic honors and activity eligibility.

A-4.0 B-3.0 C-2.0 D-1.0 F-0.0

AP-Advance Placement (College Placement)

A-5.0 B-4.0 C-3.0 D-1.0 F-0

Honor Classes

A-4.5 B-4.0 C-3.0 D-1.0 F-0

Junior High Honor Roll

High Honor Roll GPA 3.76 - 4.0

Honor Roll GPA 3.5 – 3.75

D's or F's in any quarter disqualifies

High School Honor Roll

There are three levels as follows:

Principal's Honor Roll: GPA 4.0+
High Honor Roll GPA 3.76 to 3.99
Honor Roll: GPA 3.5 to 3.75
D's or F's in any quarter disqualifies

Senior Honors

Cumulative GPA

GPA 4.00+ Graduates Summa Cum Laude
GPA 3.76 to 3.99 Graduates Magna Cum Laude
GPA 3.50 to 3.75 Graduates Cum Laude
D's or F's in any quarter disqualifies

End of the Year Picnic: Last day of school BCS holds an all school picnic and fun day.

Standardized Testing

In April of each year all 3rd-8th grade students will be given standardized tests in order to monitor the achievement of individual students and the school. All students in grades 9-11 will be assessed using the PSAT/NMSQT in October.

Academic Probation

Students failing two or more courses during any grading period will be placed on academic probation. They will be given a quarter to improve their grades. If grades do not improve, a student may be expelled.

Students with Special Education Needs

BCS does not provide staffing or services for students with special education needs. We will strive to meet the needs of every student enrolled, however some students may be refused enrollment based upon our inability to meet their special educational needs.

Student Missions

BCS students and their parents are encouraged to be a part of short-term summer mission trips to Alaska native villages and to Mexico and Africa. Students must raise their own support for these trips. Trips are open to both Middle School and High School students.

Accreditation

Birchwood Christian School has achieved joint accreditation through Association of Christian Schools International (ACSI) and AdvancEd. Any changes to our policies and practices necessary for continued accreditation with ACSI/AdvancEd will be communicated to parents in a timely manner.

BCS GRADUATION REQUIREMENTS

You must complete minimum of **22.5 credits** of high school courses in order to graduate from BCS. Course requirements:

Bible—4 CREDITS

Bible for each high school year in attendance at Birchwood Christian School to graduate.

Language Arts—4 CREDITS

English 9 or Honors English 9; English 10 or Honors English 10; American Literature & Composition; AP English Language and Composition; British Literature & Composition; AP English Literature and Composition

Social Studies—4 CREDITS

World History-one year, U.S. History-one year, United States Government-one semester; Alaska Studies-one semester; Economics-one semester; Law-one AP US History or AP Human Geography (optional for Junior and Seniors with Administration approval)-one year. Students may waive the .5 credit social studies requirement by completion of Level III of a world language (Latin, French, German, Japanese, Russian, or Spanish).

Mathematics—4 CREDITS

Algebra I-one year; Geometry-one year; Algebra II-one year; Trigonometry/Pre-Calculus; Calculus-one year; Algebra A-one year; Algebra B-one year; Business Math-one year; Consumer Math—one year. Students must complete course work containing or founded in Algebra I Level math skills or demonstrate Algebra I level skills by examination. Students pursuing a College Prep Diploma must complete a minimum of Algebra I, Geometry, and Algebra II. **Note: Basic Math and Consumer Math do not meet requirements for students pursuing an Alaska Performance Scholarship via a Math & Science Curriculum.**

Science—3-4 CREDITS

Eight semesters of science credit are required. Two semesters must be in Biology. Two semesters must be in physical science. Two semesters must be in Chemistry. Two semesters must be in a science elective: Anatomy & Physiology, Marine Biology, Physics, or Astronomy.

Physical Education/Health Education—1.5 CREDITS

Two semesters of a physical education class to fulfill graduation requirements and one semester of Health Education. Physical Education credits may be fulfilled by participation in varsity athletics (1 full season=0.25 credits).

Electives—0.5-2.0 CREDITS

Electives may include additional courses in Language Arts, Social Studies, Mathematics, Science, Technology, Fine Arts, World Languages, Music, and PE. Total of one credit in BIBLE for each year in attendance at BCS in the high school to graduate.

Subject	General Requirements	College Prep Requirements
English/Literature	4.0	4.0
World History	1.0	1.0
U.S. History	1.0	1.0
AK Studies	0.5	0.5
US Government	0.5	0.5
World Economics	0.5	0.5
Humanities Elective	0.5	0.5
Math	4.0	4.0
Science	3.0	4.0
World Language	0.0	2.0
Health	0.5	0.5
P.E.	1.0	1.0
Electives	2.0	0.5
*Bible	4.0 (1/year)	4.0
Total Graduation Credits:	22.5 credits	24 credits

**BCS now offers two diploma tracks with diplomas marked accordingly: General Diploma or College Prep Diploma. College-bound students will require 4 English/Literature credits; 4 Mathematics credits meeting Alaska Performance Scholarship requirements; 4 History/Social Studies credits; 4 Science credits; 4 Bible credits; 1.5 PE/Health credits; 2.0 World Language credits of the same language; and a minimum 0.5 elective credits. Students earning a General Diploma will complete a minimum of 22.5 credits with 1.0 credit less than College Prep students in Science and no World Language requirement. General diploma recipients will complete their required 22.5 credits with a minimum of 2.0 elective credits.

Transfer Exceptions

Transfer Students meeting Alaska graduation requirements and BCS grade level requirements will be granted exceptions for the Bible electives.

Seniors must be enrolled full-time (fulfilling day at KCC or work study upon approval) and may not graduate at semester.

Course Scheduling and Request Priority

All secondary students enrolling for the next academic year will be given course selection priority. The priority of course selection goes to rising seniors first, then to rising juniors, then rising sophomores, then to rising freshman.

Dropping and Adding Classes

A student may drop a class within the first week of the semester. Additions also must be made within the first week of the semester and must be approved by the teacher. **ALL DROPS AND ADDITIONS MUST BE APPROVED BY THE ADMINISTRATION.**

Homework

BCS believes that family time, athletics, and music are important. Therefore we commit to keeping homework at a minimum. We believe that we can accomplish great things educationally within the school day.

Failed Courses

If a student fails a course, they are encouraged to re-take the course to gain the credit. If the course is required for graduation, the student **MUST** re-take the course to earn their BCS diploma. Even if course is repeated and student earns a passing grade, the original grade of “F” is factored into the cumulative GPA.

Transfer Credits

BCS honors other accredited or recognized educational institutions in the reciprocity of grade and credit reporting. Upon the written request of the parent, approved courses may be reported on the official BCS transcript upon the following conditions:

- Only official transcripts for other educational institutions will be reported.
- The name of the issuing institution, the dates, course names, credit values, and grades shall be listed on the BCS transcripts exactly as they appear on the incoming transcript except for credit values from college.
- Credit values from colleges or university shall be transferred in at the rate of 0.5 high school credits per three-credit College course.
- Each Home school course presented to Birchwood Christian School credit for which is not on an official educational transcript must be accompanied by a detailed portfolio to the principal for review and possible approval.

Dual High School/College Credit Courses

BCS offers high school/college on-line dual enrollment courses through Grand Canyon University for Juniors and Seniors who meet GCU enrollment requirements. BCS uses the following formula when posting college credit: 3-4 college credit hours=1.0 high school credit. The class and grade is posted as it appears on the college transcript.

Valedictorian Selection

The student completing College Prep coursework with the highest GPA will be considered BCS' Valedictorian. For consideration in the factoring of a student's GPA, College Prep coursework must consist of courses offered by BCS; or, if offered by another academic institution, be of similar rigor to those courses offered by BCS and be approved by BCS administration in advance of the student taking the course. Advanced Placement and Honors courses are weighted greater than other courses and factor heavily into class ranking. Thus, students are rewarded for taking advanced courses.

ACTIVITIES

Extracurricular Activities Rules and Procedures:

Participation in athletics/activities develops the student mentally, physically, socially, and spiritually. All participants are expected to maintain the same Biblical standards that are required during the school day. All students represent BCS at sporting events or activities, whether on or off campus, need to reflect Christian sportsmanship and or conduct at all times. Each coach/sponsor will have requirements that are specific to the sport or activity.

BCS offers a variety of activities to enhance the talents and abilities of students.

These include:

- Elementary Speech Meet (Association of Christian Schools International, ACSI)
- Elementary Spelling Bee (Association of Christian Schools International, ACSI)
- Middle School Spelling Bee (Association of Christian Schools International, ACSI)
- Middle School Soccer (Alaska Christian School Athletic Association, ACSAA)
- Middle School Basketball (Alaska Christian School Athletic Association, ACSAA)
- Middle School Volleyball (Alaska Christian School Athletic Association, ACSAA)
- High School Soccer (Alaska School Activities Association-Region II ASAA)
- High School Boys Basketball (Alaska School Activities Association-Region II,ASAA)
- High School Girls Basketball (Alaska School Activities Association-Region II,ASAA)
- High School Girls Volleyball (Alaska School Activities Association-Region II,ASAA)
- Middle School Track and Field (Alaska Christian School Athletic Association, ACSAA)
- High School Track and Field (Alaska Christian School Athletic Association, ACSAA), (Alaska School Activities Association-Region II,ASAA))
- Middle and High School Student Government

Activities Grade Rule

Eligibility for the varying levels of participation will be based on the following:

- Varsity: grades 9-12/ Junior varsity: grades 9-11

Activities Enrollment Rule

- A student must be officially enrolled in BCS fulltime in order to participate in tryouts, practices or games. Seniors must be enrolled in at least 4 classes at BCS.
- Weekly grade checks are generated beginning the second Monday of the quarter.
- A student may participate when the grades have been raised to the standards previously stated after a mandatory one week period of ineligibility.

Activities Scholarship Rule

For a student to participate in extra-curricular /athletic activities, he/she may not have an “F” in any subject and must maintain a semester cumulative grade point average of 2.0. If a student is declared ineligible, he/she will not be allowed to participate in any practice or scheduled event until the ineligible student’s teacher(s) sign off that eligibility has been re-attained. Grades will be checked every Monday, with eligibility determination made by Noon Tuesday, for each student participating in an extracurricular activity. Thus, a student’s minimum length of ineligibility will be one (1) week.

Activities Age Rule

A student shall not have reached the age of 19 on or before the first day of August of their senior year if he/she wishes to compete in varsity sports.

Activities Use of Prohibited Substance Rule

If any student is found using drugs, alcohol or tobacco at any point in season or out of season (on or off campus) he/she will be immediately expelled from Birchwood Christian School, and will forfeit eligibility.

EXTRACURRICULAR ACTIVITIES FEES

Activities Fees:

Middle School Soccer: (Alaska Christian Schools Athletic Association ACSAA) **\$200**

Middle School Basketball: (ACSAA) **\$200**

Middle School Volleyball: (ACSAA) **\$200**

Middle School Track & Field: (ACSAA) **\$200**

Varsity Soccer. Alaska School Activities Association, Region II. **\$300**

Varsity Volleyball: Alaska School Activities Association, Region II, **\$300**

Varsity Basketball: Alaska School Activities Association, Region II, **\$300**

Varsity Track & Field: Alaska School Activities Association, Region II **\$300**

Activities Sickness Policy

1. If a student comes to school and goes home sick during the day, he/she will not be allowed to practice or participate in a sport/activity on that day.

2. If a student misses practice due to a doctor's order, he/she must bring a release from the doctor to once again begin practice.

Activities Attendance Policy

Attendance - The following attendance guidelines apply to students participating in extracurricular programs.

- A student must be in school 4 full periods the day of competition to be eligible for participation that day (or for seniors 4th hour to KCC or school to work program).
- Student/athletes must be on time to school the day following a game regardless of return time. If tardy to school the day after a game the following will be in effect:
 - (a). 1st offense: warning
 - (b). 2nd offense: 1 game suspension
 - (c). 3rd offense: possible dismissal from the team.

Sportsmanship

Participants and fans are expected to be gracious in speech and action at all extra-curricular events. Our Christian testimony and witness is far more important than winning a competition. No negative speech shall be directed at players, coaches, officials, or fans at any time. The penalty for blatant unsportsmanlike behavior shall be:

Student/athlete: Removal from the competition/event, possible removal from the team/activity.

Parent: Removal from the competition/event.

Coach:

- (a). **First offense-** Strong reprimand in permanent file and removal from competition/event.
- (b). **Second Offense-** Removal from coaching/ sponsoring responsibilities and forfeiture of stipend.

STUDENT CONDUCT

BCS Community Expectations and Guidelines

Our goal is to train leaders who exhibit highest principles of Christian servant-hood, self-discipline, and integrity, and who have a burden to strengthen and grow the body of Christ. As such, students are expected to be respectful, hard-working members of our educational community.

Leadership Commitments

All BCS Administration, Teachers, Coaches, and Staff Members are committed to...

- Respecting you...by listening to you
- Challenging you to work for success academically and spiritually.
- Encouraging you to strive for excellence.
- Praying for you and your family.

Student Commitments

In Speech-I will encourage others. I will not use foul or abusive language, or words that tear down. I will avoid gossip and the spreading of rumors- asking myself, "Is it true, necessary and kind?"

In Conduct- I will not "bully" or promote violence of any kind.

With Property- I will respect school property and the property of others. I will not touch another person's belongings without his/her permission.

In Relationships- I will always use the Biblical guidelines and uphold a Christian standard for relationships.

In Honesty- I will be truthful and refuse to conceal wrong-doing.

In Appearance- I will dress according to the dress code to be modest and not distract others or bring unnecessary attention to myself.

In Learning- I will seek to understand and grow. I will consistently strive to do my best academically.

In Attendance- I will attend every class session unless I am sick or excused by a parent or teacher.

In Being Punctual- I will be on time to class and activities.

Student Drivers and Vehicles

Student drivers must submit a photocopy of their driver's license, vehicle registration, proof of insurance, and a completed *Parental Permission to Drive* form. Vehicles are to be parked in designated student parking and are to be locked at all times. Driving is a privilege which may be revoked due to irresponsibility behind the wheel or for excessive tardiness. Students may not drive motorcycles on campus.

Student Bicycles & Skateboards

Students who ride their bikes to school must provide their own lock and chain. The school assumes no responsibility for lost or stolen student property. No skateboards are permitted.

HEALTH AND SAFETY

Immunizations

Parents or guardians are required by state law to provide written evidence of immunizations for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles), and Mumps. The law provides that pupils be immunized or be in the process of receiving this protection at the time of opening of school in August.

The law further requires that students be tested for tuberculosis if they attended school or lived in a 'high risk' country in the preceding school year. No student shall be permitted to remain in school for longer than 15 days if written evidence of immunization has not been presented. State laws require that a record of the exact dates of immunization of each student is on file in the school folder. A summary of all initial entry pupil immunization records must be reported to the Director of the Department of Health annually by Dec. 15th.

Immunization requirements are as follows:

DIPHTHERIA, TETANUS, WHOOPING COUGH (DPT): A minimum of four (4) doses. A fifth dose of vaccine is required if the fourth dose was administered prior to the fourth birthday.

HAEMOPHILUS B (HIB): 4 doses are required.

HEPATITIS B: 3 doses are required before entry to kindergarten.

HEPATITIS A: 2 doses are required.

POLIO: A minimum of 3 doses of polio vaccine. If the third dose was received prior to the fourth birthday, a fourth dose is required.

MEASLES, MUMPS, AND RUBELLA (MMR): 2 doses of live virus measles vaccine are required before entry into kindergarten; the first dose must have been administered on or after the first birthday and the second at least 28 days later. 2 doses of live virus measles vaccine are required for students in grades 7-12.

VARICELLA: 2 doses is recommended before kindergarten.

Students whose immunization records have been misplaced or are not available are required to have a booster of each of the following:

DPT, POLIO, and MMR. An exception would be allowed in the case that a written statement is submitted by a physician indicating that immunization is medically contraindicated for an individual. An exception would also be allowed in the case of a good cause/religious objection. A statement signed by a parent/guardian, stating the objection must be on file with the immunization records.

** Students must have an updated PPD result on file at time of enrollment.*

Medications

The school will not administer any medication, including over-the-counter drugs, unless the following criteria are met:

- A Long Term Medicine Administration Form (LTMA) is completed by the parent for a prescribed medication, which is dated and signed, and states the name of the patient, name of the medication, and the dosage and time to be administered.
- Prescription medication must be brought to the school office in the original

- container, along with the LTMA.
If your child suffers from frequent headaches, cramps, dental pain due to braces, etc., please discuss with school administration and provide written notification providing approval for distribution of over-the-counter medicines.

Students are not allowed to bring to school or administer any type of medication to themselves or others while at school.

If a child is taking medication that may affect his/her behavior, parents must notify the administration and teacher.

Physical Exams

Physical exams are required for all kindergarteners. All students participating in extra-curricular sports activity must have a current sports physical on file before playing sports.

Communicable/Contagious Illness

Parents should not send their child to school if the child displays any of the following:

- Elevation of temperature (100 degrees or more)
- Skin rash, undiagnosed or not under treatment
- Inflamed eyes
- Severe sore throat and/or coughing
- Vomiting or diarrhea
- Runny nose

If a student has a cold, green runny nose, fever, flu, etc., the student cannot be brought to school. This is for the protection of all concerned. A student with these symptoms are to be absent for at least 2 days during the most contagious period. Before returning to school a student must be symptom-free (fever, vomiting, diarrhea) a full 24 hours.

A student who becomes ill at school will be isolated and the parent called. Parents should make arrangements for someone to pick up the student as soon as possible.

Head Lice

Head Lice are extremely contagious. Parents will be called to pick up their child immediately if the student is found to have head lice, or nits. The following protocol will be followed for those students discovered:

No re-admittance to class until a nurse has rechecked and cleared the student.

No nits on the head. If one nit is found then the student will be sent home immediately.

The student will be allowed to return once a nurse has cleared the student. A note from the nurse/doctor must accompany student.

DRESS CODE

Our main focus in supervising the appearance of students is that the students are clean, neat, and modest, and that girls look feminine and boys masculine. Students not meeting these standards will be required to change.

General Standards:

No clothing with non-Christian slogans, words or inappropriate signs

No hats, hoods or sunglasses are to be worn inside the school facility

Clothing must be appropriately buttoned and zipped up.

Clothing must fit appropriately (not too baggy or too tight)

Clothing must be absent of holes, mesh, rips, tears, and slits that reveal skin.

Shoes must be worn at all times. NO flip flops or sandals during cold weather. (Principal will notify when it is deemed “cold weather.” This is for health and safety reasons)

No shirts exposing midriff. No low-cut blouses, sports bras, halter or tube tops.

No tight shirts, tank tops, or muscle shirts.

Jeans, khakis, corduroys, and slacks must fit properly and be ‘neat’ in appearance.

Girls may also wear skirts or dresses that are knee length. Leggings must be worn with any skirt or dress that does not reach the knee.

Dresses or tops with spaghetti straps must be worn with a jacket or sweater. Tops, skirts, or dresses with inappropriate slits are prohibited. This requirement will also be enforced at school-sponsored events, including academic/athletic banquets, graduation, etc.

Guys may not wear earrings or pony tails.

No tattoos.

No body piercings (exceptions Hoops may be worn in ears. One little stud can be worn in the nose at principal’s discretion)

No unnatural hair coloring is allowed. (I.e. blue, purple, pink)

Boy’s hair should be off the collar, out of eyes, and with side-length not greater than mid-ear.

Ankle-length athletic, aerobic, yoga, and warm-up pants may be worn at the Principal’s discretion. **Form-fitting pants of any kind must be accompanied with a long shirt or sweater covering the backside.** Except for administration approved spirit days, sweat pants and pajama pants are prohibited.

Guys must be clean-shaven at all times; side-burns may not extend below the earlobe.

Shorts are prohibited except during PE class. Students must change out of PE attire at the end of class.

**Provided that clothing remains modest and appropriate some leniency regarding dress code will be provided for K/3-4th grade students.

All Students may wear:

- Plain Hooded Pullover Sweatshirts. Hooded sweatshirts must be absent of inappropriate phrases, slogans and images. Hoods must not be worn inside the building.
- Plain colored shirts (not white undershirts) or Christian T-shirts. A Christian T-shirt is defined as a sleeved T-shirt consisting of Christian slogans or phrases, Bible verses, or appropriate biblical images. Appropriateness is subject to the approval of the BCS principal.
- BCS Spirit Wear may be worn every day.
- Modest clothing that fits appropriately and glorifies Jesus.

Consequences for inappropriate clothing will be consistent with the following progressive discipline plan.

- 1) 1st written warning and required to change.
- 2) 2nd written warning and required to change; parent contact
- 3) Requirement to change; detention
- 4) Subsequent incidents will result in further consequences, up to and including suspension and/or expulsion.

Personal Property & Technology

Items not related to student academics should be left AT HOME. No weapons or self-defense items should ever be brought on campus, i.e. knives, guns, mace, etc. If such items are brought on campus, it is grounds for immediate expulsion.

Cell phones, pagers, e-readers, tablets, mp3 players, iPads, laptops, and other such devices must be turned off as the student enters the school building. All such devices must remain off and stored in the student's locker until the end of the school day. High school students who need such devices specifically for coursework approved by the administration of Birchwood Christian School may retrieve and use their device at designated times. At all other times, such devices must be stored in the student's locker or BCS office.

Student use of electronic devices during unauthorized times will result in the device being taken from the student. The student's parent may then retrieve the device from the BCS office. Multiple offenses may result in student's loss of privilege to have electronic device on school property.

Generally, these devices are not necessary for instruction at BCS; and therefore, do not need to be present at BCS. Students and their families are responsible for all personal electronic devices brought onto the BCS campus.

BCS Computer/Internet/Technology Use

Students and staff are required to use school computers, school networks, and the Internet system in an appropriate manner. Inappropriate use of computers, school networks, Internet, e-mail, and BCS technology equipment in BCS facilities or at/for BCS events, is prohibited. Inappropriate use may include, but is not limited to, the following:

- Accessing, sending or displaying offensive messages, pictures, or images
- Using obscene language
- Harassing, demeaning, defaming, insulting, threatening or attacking others
- Violating copyright laws
- Using another's password, impersonating another person
- Trespassing in another's folders, work, or files
- Deliberately damaging hardware or software
- Employing the BCS network for commercial purposes
- Using BCS computers, Internet, or network for illegal activities
- Plagiarism

Violations committed by students may result in loss of computer, network, and internet privileges, withdrawal from or failing computer-related class(es), as well as other disciplinary or legal action including recommendation for suspension and/or expulsion.

GENERAL DISCIPLINE GUIDELINES

BCS will not allow chronic disciplinary problems to negatively impact the educational environment of our students. Students who are defiant or disrespectful can expect immediate suspension from school for up to ten days. Students who continue to exhibit behavioral problems after suspension may be expelled.

Disciplinary Procedures

The following are successive steps of disciplinary action that may be taken for any violations of the standards of conduct, dress, or attendance. Severe cases may skip steps. As the school partners with the home in training the students, school parent communication is eagerly sought and desired through each level of discipline.

- Classroom discipline by the teacher
- Classroom teacher notifies parent (sends copy to principal)
- Student sent to the principal's office
- Parent/Student/Principal conference
- Behavior probation (removal from extra-curricular activities)
- Student serves In-School suspension
- Student serves an Out-of-School suspension
- Student faces expulsion

Detentions

Detentions are used as a corrective discipline for students violating guidelines of a relatively minor nature. Detentions will be served after school each Monday until 3:15 pm. Students must read, write, or study with no talking, resting, or eating. Students who skip detention must serve the next extension. Students dismissed from detention for talking or misbehaving will be referred to the principal. Students will not be excused from detention to participate in student activities.

Three Detentions

Extension 1

Four Detentions

Another extension after school

Five Detentions or 3 Extensions

1 day of Out-of-School suspension

Extensions

Extensions will be used as a corrective discipline for repeated and/or more serious offenses. Students report to the school office to be assigned to a room from 2:45-3:45 pm. They must read, write, or study with no talking, resting, or eating. They are not allowed to participate in any after school activities, practices, or athletic contest on the day of their extension. Failure to serve an extension results in a 1 day Out-of-School Suspension before returning to school.

In-School Suspension (ISS)

ISS is used as a corrective discipline for repeated and/or more serious offenses. Student will report to BCS office at 8:00 am and will remain separated from the rest of the student body for the entire school day. Student must read, write, or study with no talking, eating (except lunch), or resting. Student may also be assigned other duties/tasks to be completed under the supervision of school administration. On the day a student serves an ISS, s/he will be prohibited from participating in all extra-curricular activities. Failure of a student to appropriately respond to ISS may result in an Out-of-School Suspension. Classroom assignments, projects, and exams will be completed by the student in the designated ISS area during the day the ISS is served.

Out-of-School Suspension (OSS)

OSS is used as a corrective discipline for severe cases or when a student fails to respond appropriately to school discipline and/or guidelines. A student may not be on campus any part of the day of the OSS and forfeits participation, including spectating, in any school activities for that day. Homework will be available on SYCAMORE or in the school office for parents to pick up by 2:30 pm on the day of suspension. To receive credit, all homework and school projects must be turned in on the day the student returns to school from the OSS. If a test is missed, the student must take it during his/her return day.

Re-Application

Re-Application will be used for severe offenses. The administration/school board reserves the right to expel a student upon a first or subsequent offense. (drugs, alcohol, tobacco, weapons, and sexual misconduct). This policy applies to activities both on and off campus during the entire enrollment year, including summer break, holidays, evenings, and weekends.

Re-application process:

- 10 day suspension from school (see OSS)
- Parent & Student meet individually with administration /School board.
- Loss of leadership privileges for 6 months; removed from sports teams, offices, and other non-graded activities.
- Favorable interview with an administrator before returning from suspension (testimony, church participation by student and family, personal convictions, walk with the Lord, pastoral recommendation)
- The student agrees to eagerly participate in biblical discipleship with a Christian adult for 10 months as a condition of re-enrollment.

- Full cooperation and support from parents throughout the process, including active involvement in their local church. A three to six-week probation will be effective upon student return to school.

Expulsion

Expulsion may be recommended to the school board or administrator for repeated and/or severe disciplinary cases, whereby the student would be dismissed from school for the remainder of the year.

SPECIFIC INFRACTION AND DISCIPLINE GUIDELINES

All student discipline is done on a case-by-case basis with the strongest sense of consistency and fairness possible. Each of the following severe infractions will be accompanied by student and/or parent conferences with the administration.

Dress Code Violations

Students will be required to change into attire that meets dress code. Subsequent violations and/or refusal to change clothing may result in disciplinary action up to and including expulsion.

Cheating and Plagiarism

Cheating is a breaking of academic integrity and involves one or more of the following actions:

- To use, copy, or turn in another person's work.
- Being in possession of a copied test/exam given by a teacher.
- Failing to follow testing procedures given by a teacher.
- Using any type of notes or "cheat sheet" during a test or exam.
- Communicating in any way with another student during a test or exam.
- Discussing an upcoming test/exam with a student who has already taken the exam.
- Using/stealing the ideas and/or writings of another person and using them as your own, without giving proper credit to the original author.
- Assisting another student to cheat as defined by any of the other examples.

Discipline for Cheating/ Plagiarism

As Christians, we recognize that cheating is a serious offense in God's eyes. Therefore, students found to be cheating will receive one or more of the following consequences:

- A grade of "0" on the assignment and up to 10% semester grade reduction in the class; and/or
- A semester grade of "F" in the class; and/or
- Suspension from school for up to ten days; and/or
- Expulsion from school for the remainder of the semester.

Negligent Damage to School Property/Defacing School Property

Student is responsible for replacing broken or damaged item if repairs/reconditioning of item are not easily completed. Student will also be assigned to In-School Suspension (minimum) or Out-of-School Suspension for purposeful defacing of school property.

Vandalism/Graffiti

Immediate suspension or expulsion will result. Police will be contacted in the case of criminal activity.

Theft/Aggravated Assault

Immediate suspension or expulsion will result. Police will be contacted in the case of criminal activity.

Dishonesty

1,2, or 3 day Out-of-School Suspension

Inappropriate language or possession of inappropriate media

Off colored jokes, profanity, crude speech, unwholesome words. 1,2 Day Out-of-School Suspension.

Fighting

5 day Out-of-School Suspension (minimum). Meeting with the Superintendent, Principal and/or school board conference. Possible expulsion

Horseplay

Horse play is any loud or boisterous behavior, physical pushing/shoving/wrestling, or physical contact.

Minimum detention or In-School suspension. Maximum 1, 2, or 3 day Out-of-School suspension.

Verbal or Physical Bullying/Cyberbullying/Harassment/Sexual Harassment.

1-3 day Out-of-School Suspension (minimum). Possible expulsion.

Truancy (unexcused absence)

1, 2, or 3 Day Out-of-School suspension

Possessing Guns or other Dangerous Weapons

The possession and/or use of weapons or items designed to look like weapons while under school jurisdiction are strictly prohibited by Anchorage Municipal ordinance. Students guilty of dangerous weapons violations may not be allowed to continue in BCS. Any student possessing a firearm on school property will be expelled from school. Possession or use will warrant: parental conference, notification of Anchorage Police Department and expulsion from BCS.

Alcohol/Tobacco

Students found guilty of drinking alcoholic beverages or using tobacco products in any setting, public or private, will be issued an Out-of-School Suspension ranging from 3-10 days for a first offense. A subsequent offense will result in the student's expulsion from BCS. Driving privileges to school and/or BCS-sponsored events may also be suspended or revoked on the first or a subsequent offense.

Possessing Drugs/Drug Paraphernalia

Students who possess drug paraphernalia, use, have in their possession or make pretense of using, possessing, or encouraging others to use narcotics (marijuana, cocaine, etc) will be expelled from BCS. The Anchorage Police Department will be notified of all incidents related to statutory criminal offenses.

Public Display of Affection (PDA)

Proper Christian conduct with the opposite sex will be emphasized in the school. Couples may sit together during the lunch hour; however, couples found to be in secret or private places will be subject to disciplinary action. No holding of hands, arms around each other, or other physical contact between those of the opposite sex will be permitted during the school day, on the school van, or at school functions.

Sexual Assault/Molestation/Rape

Students who verifiably sexually assault another individual or commit an act of molestation or rape will be immediately expelled from BCS. In addition, BCS administration will notify the Anchorage Police Department of the incident.

Sexual Promiscuity. Students engaging in acts of sexual promiscuity, regardless of whether those acts occur on school property, at school-sponsored activities, or in public or private settings are subject to disciplinary action, including immediate expulsion.

Inappropriate Use of Social Media. Students who, through the use of personal or public technology, post material on a social network that defames the name of Christ or is deemed denigrating to the school, its staff, or other students will face disciplinary action up to, and including, expulsion.