



BOOKCLIFF
CHRISTIAN SCHOOL

2017- 2018

Student/Parent Handbook

Proverbs 22:6

“Train up a child in the way he should go and when he is old he will not depart from it.”

Introduction to Bookcliff Christian School

History of the School

Bookcliff Christian School was founded August 31, 1988, under the leadership of Gary Reichard. Bookcliff Baptist church sought to provide excellence in academic and spiritual education for students from a broad section of the community without teaching “denominational doctrine”.

God has blessed the school tremendously since inception. During the first year we had a one-room school. Since that time, nine classrooms have been completed and are available. Our program has expanded to include activities such as music, physical education, a gifted and talented enrichment (G.A.T.E.) program, and computers. At Bookcliff Christian School, students receive a quality, well-rounded education.

Mission Statement

“To glorify God by loving and teaching His children to grow in wisdom, in stature, and in favor with God and man.”

Vision Statement

The desire of Bookcliff Christian School is to see a generation of children in the Grand Valley who are ready to face the challenges of life from a Christian perspective, who will impact their community and local culture in a Christ-honoring fashion, and who will change the world.

School Calendar and Hours

Bookcliff Christian School will follow the District 51 annual calendar as far as possible in order to accommodate parents who have children in both. Normally, the grade school will operate from 8:00 A.M. to 3:00 P.M.

Non-Discrimination Policy

Recognizing that all people are special creations of God having been made in His image, Bookcliff Christian School welcomes students of all races, colors, and national and ethnic origins and affords them all the rights, privileges, programs, and activities generally accorded to students at Bookcliff Christian School. Educational policies, admission policies and Tuition Assistance, as well as athletic and other school-administered programs, do not discriminate on the basis of race, color, or national or ethnic origin.

Statement of Faith

The school is a ministry to the broad section of the community and therefore teaches in accordance within broad evangelical understandings of the Christian faith. As a member of the Association of Christian Schools International, Bookcliff Christian School subscribes to the ACSI Statement of Faith as follows:

- (1) We believe the Bible to be the inspired, the only infallible authoritative, inerrant Word of God (Timothy 3:15; 2 Peter 1:21).
- (2) We believe there is one God, eternally existent in three persons Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- (3) We believe in the deity of Christ: (John 10:30); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 13:3, Ephesians 1:7, Hebrews 2:9); His Resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:1); His personal return in power and glory (Acts 1:11, Revelation 19:11).
- (4) We believe in the absolute necessity of regeneration by the Holy Spirit for Salvation because of the exceeding sinfulness of human nature: and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved (John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-19; Titus 3:5).
- (5) We believe in the resurrection of both the saved and the lost; resurrection of life for the saved, and they that are lost unto the resurrection of damnation (John 5:28-29).
- (6) We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- (7) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30-5:18)

Statement of Parental Cooperation

Attending BCS is a privilege that the school extends to families as a ministry of Bookcliff Baptist Church. Enrollment and re-enrollment in subsequent school years is by invitation only. Therefore, all parents or guardians of Bookcliff Christian School students are expected to affirm the following statements:

- (1) I will earnestly pray for Bookcliff Christian School.
- (2) I will fully support the policies and regulations as set forth in the Parent/Student Handbook and those coming from the administration, Advisory Team, and staff of the school.
- (3) I will pay all of my financial obligations on or before the date due according to the financial policies of BCS.
- (4) I will support BCS by gifts in addition to tuition and fees, as the Lord enables.
- (5) I understand that, as a parent, I am required to participate in fund raising events and in other volunteer capacities.
- (6) I will recommend BCS to other families as opportunities arise.
- (7) I will support BCS in the administration of its discipline policy as set forth in the Parent/Student Handbook.
- (8) I will attend Parent/Teacher Fellowship meetings.
- (9) I will assume responsibility along with BCS for my child's spiritual, intellectual, and physical well-being as I have made enough investigation of the school's premises, equipment, and staff to be satisfied in the reasonable precautions that have been taken for the well-being of my child.
- (10) I will seek to resolve any problem with school personnel without involving anyone outside of the problem. I will follow proper chain of command, (teacher, administrator, Advisory Team) one step at a time, in seeking a solution and *I will not spread criticism or hold a negative attitude in my heart* (Ephesians 4:29).
- (11) I understand that students with contagious diseases, symptoms of contagious diseases, or a fever will not be allowed in school. Students may be required to have a physician statement of good health before returning to school after an illness. It is school policy that a student with a fever will be sent home.
- (12) I understand the tuition fee is a yearly fee, and no adjustments are made for student absences.
- (13) I understand that it is my responsibility as the parent/guardian to make sure my child arrives at school dressed in accordance with the dress policy below.
- (14) I agree to support the teachings of BCS.
- (15) My child may be asked to leave according to my actions.

Academics

Teacher Qualifications

A. Professional Qualifications.

All full-time teachers at BCS have degrees and are competent professionals. Every teacher must have or be working toward the Association of Christian Schools International teaching credential. The ACSI accreditation program requires preparation in Bible, Christian education, and philosophy of Christian Education, important to the goals and objectives of BCS.

B. Personal Qualifications

- (1) A born again experience as described in John 3
- (2) A demonstrated spiritual maturity as described in Colossians 3
- (3) A conviction that God has called him or her to teach in a Christian school
- (4) A demonstrated ability and gift to teach
- (5) A philosophy of Christian education in agreement with BCS
- (6) A personality suited to teaching
- (7) A love for children
- (8) An ability to maintain order in the classroom
- (9) Emotional stability in the face of sometimes trying circumstances
- (10) An ability to work with other school personnel, parents, and children
- (11) A submissive spirit to those in authority over him or her
- (12) A desire to strive for success

Curriculum

The curriculum used at BCS is carefully selected from a variety of Christian publishers including but not limited to Bob Jones University Press, Abeka Book, and Association of Christian Schools International. We believe academic excellence is a worthy goal. Following the traditional classroom approach with an intended maximum of 22 pupils per teacher, great emphasis is placed on the basic fundamentals of education. A strong phonics-based reading program and a solid, traditional mathematics program provide an excellent foundation for advanced work.

Gifted and Talented Enrichment (G.A.T.E.)

The purpose of the G.A.T.E. program at BCS is to give gifted and talented students an opportunity to realize their learning potential; academically, intellectually, and creatively. Students in the G.A.T.E. program are given the opportunity to share ideas and interests with students of similar abilities in a small group environment providing a wide variety of high interest learning materials. Growth in leadership skills and scholastic achievement is emphasized. Selection is based on teacher recommendations, past achievement, and SAT scores. Participants are expected to continue to excel in their daily classroom work in order to remain in the G.A.T.E. program. G.A.T.E. is an after school activity. An additional fee is required for this service. Only students enrolled in G.A.T.E. are allowed to attend or remain on campus after regular school hours.

Extra-Curricular Activities

Students must maintain a 2.0 GPA and maintain a “C” in Bible on his/her report card in order to participate in extra-curricular activities. In addition to grades, character marks will be used to determine eligibility in these activities. Any student who fails to maintain grade or character eligibility for any weekly grading period will be ineligible for that activity for a period of two weeks.

Grading System

The following grading system for academics is used in grades 1-8

A	92-100%	Superior
B	83-91%	Above Average
C	74-82%	Average
D	66-73%	Below Average
F	below 65%	Failure

Report Cards

Report cards are given out four times each year at nine-week intervals. The first report card is given to parents at the Parent/Teacher conference at the end of the first quarter. The others are mailed or given to the students to take home to their parents. Notice of when report cards go home will be on the website.

Progress Reports

Regular progress reports will be available on Headmaster and printed on request in the middle of each quarter.

Blue and Gold Honor Roll

Gold honor roll is earned with all “A” grades in core subjects. Blue honor roll is earned with all “A” or “B” grades in core subjects. Honor roll is awarded each quarter based on Report Card grades.

Promotion

Students must maintain an overall 66% or above for promotion. A student attending BCS must be present 160 days to be eligible to receive credit for a grade and be passed to the next grade. Students may be retained in a grade after a conference between the administrator, teacher and the parents, and it is agreed that it is for the best welfare of the student and the class. Social well being must also be considered in the promotion decision.

Parent/Teacher Communications

- (1) It is vital to the smooth operation of a private school that teachers have a good channel of communication with the students’ parents. All teachers, as well the administration, practice the “open door” policy. Your comments and concerns are welcome.
- (2) Special conferences between parents, teachers, and the administrator must be scheduled ahead of time through the office. Please do not expect a personal conference while classes are in session.
- (3) Headmaster (an internet based parent/teacher communication tool) will be a major source of communication. Parents of students in grades K-5 are registered users and will receive their information to check their students’ grades classroom activities/projects and newsletters.
- (4) Class work folders may be sent home at the discretion of the teacher. Teachers may require the folder to be signed by the parent and returned the next day. Class work should reflect to the student, parents, and teacher how the student is progressing. If there are questions regarding your student’s work, please contact their teacher.
- (5) So that teachers’ personal time may not be violated while they are not at work, and so that accurate information may be delivered from the office, teachers are not allowed to give their personal phone numbers to parents. Social media and personal email addresses are also not appropriate channels of communication between teachers and parents for school business. If parents have questions or concerns, they should address those to the teachers’ work email, call the office with questions and concerns, call during office hours to speak with a teacher if they are not involved in instruction at the time, or setup appointments through the office to meet with teachers.

Homework Policy

Homework in each grade will depend upon or vary with the needs of the class or students in the group. The desire is to further good study habits and develop a sense of responsibility and accomplishment for students. The meeting of such needs will be left to the discretion of the classroom teacher.

Before and After School Care

Any child brought to school prior to 7:45 A.M. must be included under the Rainbow Children's Center program. If someone other than the child's regular ride will be picking him or her up, parents need to call the office or send a note with their child. Students must be picked up at dismissal time. If students are not picked up within 15 minutes of dismissal, a fee will be assessed. Parents need to call the office if emergencies arise and they will be late. No students are allowed to be unsupervised in the hallways or classrooms before or after school including the time between school and activities. Siblings of students involved in approved after school activities are not to remain at school during these activities.

Attendance, Absences, and Tardies

Attendance.

Attendance will be taken and reported daily. If your child is absent, it is very important that you call the school office before 9:00 A.M. The rigorous demands of our curriculum require that a student attending BCS must be present a minimum of 160 days to be eligible to receive credit and be passed to the next grade. Habitual violation of the following policy may result in an administrative conference with the parent, a written parental contract with the school, and/or dismissal of the student.

Excused Absences.

A pupil who is absent is required to bring a written excuse to his teacher or to the office. The only legal reasons for absences according to state law are (1) verified illness of the student, (2) bereavement, and (3) verified dental, medical, or optometrist appointments. These are considered normal absences if they do not exceed 5 consecutive days. Habitual illnesses or those exceeding 5 consecutive days require a doctor's note.

Extended Absences.

A student will be excused for the following reasons provided the office is properly notified:

1. Extended personal, physical or emotional illness as verified by a physician or dentist.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by physician or dentist.
4. Extended contagious disease within a family as verified by a physician or dentist.

Prearranged Absences.

Prearranged absences may be scheduled through the school office for a maximum of five days per year. The student must bring a written note from home stating the reason for the length of the absence prior to the absence. In order for a student to obtain prearranged absences he/she must have an overall **"C"** average. Prearranged absences will not be granted during exam time or other special school activities. All prearranged absences will be considered excused absences. Assignments for prearranged absences are due one day after the student returns unless prior arrangements are made with the teacher. If the work is not completed, a signed note from the parent is required stating the reason the assignments are not completed.

Written Excuses.

A pupil who is absent is required to bring a written excuse to his teacher that specifically states the reason for the absence or the parent must call the school by 9:00 AM the day of the absence. Notes that read, "Please excuse my child for being absent" are not sufficient. A legitimate reason for the absence must be stated or the absence will be unexcused. All absence notes must be dated and signed by the parent. Doctor's excuses must be dated and signed by the attending physician. Doctor's excuses will not be accepted unless they are received within five days of the absence. In all cases of absence, it is the responsibility of the student to get his/her assignments and arrange to make up all missed tests. For an excused absence, work may be made up without penalty if it is returned to the teacher within a period of time equal to the period of time that the student was absent. For example, a student who missed five days of school has five days from the time he/she returns to hand in all assignments from his/her absence. Work not handed in within the time allowed will receive a mark equal to one letter grade lower for each day late.

Unexcused Absences.

Absences from school for reasons other than those listed above will be considered unexcused. Failure of parents to properly notify the office of a student's absence will result in the pupil receiving an unexcused absence. Students will be required to make up work missed due to an unexcused absence the following day; however, they will receive a mark one letter grade lower. Work not handed in the following day will receive a mark equal to one letter grade lower for each day late.

Accumulated Absences.

Absences involving chronic illnesses, contagious diseases, or those exceeding 5 consecutive days require a doctor's statement. If a student accumulates more than twenty absences, whether they are excused or unexcused, the school reserves the right to retain the student at the same grade level.

Tardiness

A. Habitual tardiness may result in a necessary lowering of grades in the subjects missed. The school will communicate with parents concerning habitual tardiness and its serious consequences. Students will be expected to be on time to classes, chapel, and all school functions. Any students who come to school late should go directly to the office for a pass to class. Students riding with other students will be considered tardy if they arrive late. Oversleeping and other such reasons for being tardy will be unexcused. Excused tardies, for example, are doctor or dental appointments, car troubles, etc. These are excused only if the office receives a note or phone call from the parent. The office will determine whether a tardy is excused or unexcused. Habitual violation of this policy may result in an administrative conference with the parent, a written parental contract with the school, and/or dismissal of the student. Two ½ days absent equal one full day absent.

B. Tardiness and Checking In or Out (two half-day absences equal one full day absent).

- (1) Checking in: Before 9:00 A.M.--tardy
9:00 A.M. and after--half-day absence
- (2) Checking out: Before 11:00 A.M.--whole day absence
11:00 A.M. and after—half-day absence
Before 2:00 P.M.—half-day absence
2:00 P.M. and after--whole day present

Leaving School during School Hours

A. If a student leaves campus for any reason, he/she must have a signed note, obtain office approval, and check out of the school office. Any time a student skips a class or leaves the school grounds without a written pass from the office, he/she will be considered truant and subject to disciplinary action.

B. Doctor and other types of appointments, when possible, should be arranged so they will not interfere with classes.

C. All parents coming during class or lunchtime to pick up students must (1) check in at the office to sign out their student, (2) receive a pass for their student to leave, and (3) present the pass to the teacher, lunch supervisor, etc. before picking up their student. Students returning after an appointment must be signed back in through the office.

Accident and Illness

The teacher shall bring any student who has had a serious accident or seems seriously ill to the office as quickly as the teacher feels the student can be safely moved. If there is any doubt as to whether the student should be moved, the teacher shall stay with the student and send another student to the office immediately. Parents will be notified if the child is ill. Please come and pick up your child if you are called. Students with suspected contagious illnesses or fevers over 100 degrees will be sent home.

Prescription Medication

The state Department of Health (State health code 9-105) does not allow the school to administer over-the-counter or prescription drugs unless the parent and doctor give written permission. If your child needs to take medication during school hours, the original bottle accompanied by a prescription form must be turned in to the school office. The school must keep a record of the type of medication, dosage, and the time of day it is given. The school may administer the medication to your child acting as your agent. **DO NOT ASK US OVER THE PHONE TO ADMINISTER ANY MEDICATION TO YOUR CHILD. PERMISSION MUST BE GIVEN IN WRITING.**

BCS Lunch Program

Students may bring their lunches or order hot lunches provided by BCS Monday through Thursday. Payment for lunches must be made to Bookcliff Christian School ahead of time and may be included with tuition payments. Please note on checks the amount designated for lunches.

Chapel

Chapel services are held once a week. Chapel is a special time for students and faculty to worship the Lord, fellowship together around His Word and experience what other ministries around the world are doing. Programs are varied and include pastors, missionaries, teachers, musicians, classes as well as an occasional film. Parents are invited to attend chapel at any time.

General Office Policies

Office Policies. Office hours are 8:00A.M. -3:30P.M. or by appointment. Please make every effort to transact business during these hours. The answering machine is on 24 hours a day. Students should go to the office only on business. Daycare and church offices are off limits to all students unless they have a pass from their teacher or administrator.

Phone Use. Students are not allowed to use the phones at the school without permission. After school arrangements should be made before the student comes to school. Students are only allowed to use the phone if there is an emergency.

School Visitors. Parents may visit classes if they wish to observe the learning situation in which their student is involved. To keep classroom disruptions to a minimum, parents must check through the office before entering a classroom for any reason. Visitors other than parents wishing to visit or observe a teacher or classroom must have approval from the administrator. The classroom teacher will be notified of such a visit. BCS does not allow visitors or volunteers into the classroom during the first four weeks of school. Consideration will be given for special needs students.

Solicitation. No solicitation of students by other students or parents is allowed.

Phone Numbers and Addresses. Phone numbers or addresses of students and teachers will not be given out unless permission has been given to the office.

Financial Information

Tuition Payments

1. All payment plans begin with July 1. Subsequent payments are due the fifteenth day of each month.
2. G.A.T.E. payments are made directly to the G.A.T.E. teacher.
3. A late fee of \$25.00 may be placed on an account if there has been no payment or communication with the office made by the 15th of the month.
4. If you are paying for more than tuition, please make a note on your check stating the amount and purpose of the additional money.
5. If your account is delinquent more than 30 days, you will have 5 days to pay the past due balance in order for your child(ren) to remain in school.
6. All returned checks are subject to a returned check fee of \$25.00 and future payments must be paid with cash or money order.
7. A note explaining what is being paid should accompany each check. All checks should be made payable to Bookcliff Christian School unless other instructions have been given, e.g. school pictures.

Grocery Cards/Labels/Scrip

Registering your City Market Value Card with Bookcliff Christian School and picking up an Albertson's card from the office allows a percentage of your purchases to be included in the quarterly check BCS receives from each of them. Office Depot has a similar program whereby you can designate BCS to be credited with your sale. In addition, the Scrip program enables one to buy gift cards for a whole variety of stores with a specified percentage being designated for tuition or scholarships. Check with the office for details on these programs.

Fund Raising

All fund raising activities must be presented to and approved by the BCS administration. Fund raising can include, but is not limited to, the walk-a-thon, gift wrap sales, silent auction, yard sales, golf tournament, etc.

Responses to Emergency Situations

Lock-down Drills and Procedures

1. The threats against schools seen in the United States in recent years have made the installation of security systems and the development, implementation, and practice of lock-down procedures an essential part of school operations. The purpose of a lock-down is to secure the children, staff, and any other persons in the buildings so that they are in a locked, dark room in a position where they cannot be seen. The lock-down is a response to a threat from outside the school (e.g. a robbery in progress at a nearby bank) or from inside the school (e.g. an irate person who appears to be a threat to the safety of the children, staff, and others). Everyone in the building (including parents, visitors, janitors, etc.) will go into lock-down with no exceptions. Since not every conceivable circumstance can be anticipated or practiced for, administrators, teachers, and staff are encouraged to use their own good sense in every emergency situation.

2. A lock-down normally would be initiated by the police who have been made aware of some threat that could impact the school. However, every member of the administration and staff has the right to initiate a lock-down if they become aware of a circumstance or situation that could possibly become a threat against the school.

3. The administration can initiate a lock-down using the phone system, three loud whistle blasts, and/or using the hand-held megaphone. **Teachers could initiate a lock-down from their classrooms by dialing 911 on the school phones which will then sound an alarm in all the classrooms. A 911 phone alarm means an automatic lock-down of the school.** Teachers, either preschool or grade school, can initiate a lock-down using the hand-held radios and/or three loud whistle blasts.

4. Once a lock-down has commenced, the classroom, restroom, and office doors should remain locked until they are opened either by the police (who have keys to the whole building) or one of the administrators. Doors should not be unlocked even for a student left in the hallway or for anyone else even if they are begging to get in. Students in the hallways or restrooms will be taken to the office. Lock-downs can be terminated only by the police officer in charge of the incident and either he or one of the administrators will unlock the doors.

5. A lock-down will be followed by a “shelter in place,” which means that normal activity can resume inside the building, but no one (including visitors, parents, etc.) can go outside until the police signal an “all clear” which is then communicated to everyone in the building.

6. Once the lock-down has ended and shelter in place begins, teachers and other staff should account for every school child in their charge and every person locked-down with them. All of the children will need to be accounted for. Some children may have been in the office or another classroom and have been locked-down there. Others may have been taken from the school by parents prior to the lock-down. All must be accounted for by head count or by phone calls to their families. All families will be notified as rapidly as possible of the status of their children.

7. Once the “all clear” has been given, students and parents will be reunited with their children. All the children will be moved to the gymnasium to await the arrival of their parents or whoever can legally pick them up from school. Parents will be allowed into the building two at a time through the northwest door; they will move through the building down the long hallway; their children will be released to them; and then they will exit the building through the northeast door.

8. Teachers must at all times have readily available a list of their students and their contact information. The grade school office, the pre-school office, and the church office will all have notebooks entitled *BCS/RCC Emergency Information* which contain list of students and staff and their contact information. These lists must be kept current and be with the administrators during a lock-down.

9. The police School Relations Officer may initiate practice lock-downs from time to time in order to increase the school’s effectiveness in the event of an actual lock-down. Elements of a lock-down (e.g. evacuation of the gymnasium) will be practiced from time to time at the initiation of the administrators or teachers (e.g. on the playground).

Fire Drills/Building Evacuation Procedures

1. The purpose of a fire drill is to thoroughly instill in the minds of the students and staff the correct procedure for clearing the buildings in case of an emergency so that an evacuation of the buildings may be done quickly and safely and with a minimum of confusion.

2. Fire drills should be conducted during the first week of school and periodically (about once a month) after that in order to maintain proficiency.

3. When a fire alarm is sounded everyone including visitors is required to leave the building regardless of what they may be doing at the time. Visitors should follow the instructions of faculty and staff during a fire drill or actual emergency. Everyone should move to the playground or far enough from the building to avoid interference with emergency vehicles.

4. While maximum speed is essential in leaving the building, speed must remain subordinate to control and good order. No one should be talking, running, or pushing during a fire drill or actual emergency. Students are not to take anything (except coats in winter time) with them from the school building. Teachers should take their emergency contact information and exit the building with their students.

5. Teachers are responsible to insure that everyone exits from their rooms according to the prearranged plan posted in each classroom, that their classroom lights are out, and that their door is closed. Teachers should keep close supervision of their students during the exit from the building. Teachers should insure that all students are accounted for once the exit is complete.

6. Students on the playground should remain there and move away from the school building. Students who are in the restrooms at the time of a fire drill should join the nearest line of students exiting the building and rejoin their own class outside.

7. As with all emergency situations, not every contingency can be anticipated, so teachers and staff should use their own judgment should an exit be blocked or some other unusual circumstance arise.

8. Upon an “all clear” being announced, everyone should return to the building in an orderly fashion. In the event of an actual emergency and an “all clear” is not sounded, the children should be moved to the old church building via a route that would not interfere with emergency equipment.

9. Teachers should insure that their substitute’s file has information regarding emergency procedures including fire drills.

Evacuation Procedures

1. In the event of an emergency that endangers the entire building and the surrounding premises (e.g. the spill of toxic chemicals) which requires the school to be evacuated, evacuation sites within walking distance will be established by the police. The police would most likely instruct the administration about the kind, location, and so on of the danger being faced and the choice of an evacuation site.

2. The initial stages of an evacuation would proceed much like a fire drill. The classrooms will be contacted by phone, bull horn, and/or perhaps the fire alarm and informed that an emergency evacuation is underway. The teachers will be responsible for taking emergency contact information and cell phones with them and leading their students out of the building and to the announced

evacuation site. Just like in a fire drill children should take nothing with them (except coats and other cold weather gear in the cold times of the year).

3. Once outside the administrators and/or police will instruct the classes where to go and what procedures to follow. Depending upon the circumstances, parents may be called to come and pick up their children or possibly an “all clear” may be given for return to the building. The faculty and staff will remain in positive control of the children until the crisis is ended, either through the children having been picked up or return to school.

Discipline Policies and Expectations

Purpose of Discipline

1. The purpose of consistent discipline in a Christian school is to bring the student to maturity in Christ. The strength and guidance gained through this reliance on Christ will enable the student to become self-disciplined in every area of his or her life. When disciplinary action is taken, the reasons for such action need to be understood by the student so that an opportunity for learning and maturing takes place.

2. The whole of student discipline is built around the concept of “respect”: respect for God and his Word, respect for country, respect for parents, for teachers, for other adults, for other children, and for oneself.

3. As in so many areas of life the Golden Rule taught by Jesus in Matthew 7:12 is applicable, “Do unto others as you would have them do unto you.” If one expects to be treated with respect and fairness, then one should also expect to treat others with the same respect and fairness. Failure to do so indicates a willingness to face the consequences.

Classroom Discipline and Management of Students

1. The atmosphere or climate established in the classroom determines to a large extent the quality of learning which can occur. Therefore, a primary responsibility of every teacher is to develop an atmosphere which is conducive to good behavior and maximum learning.

2. Discipline that is both firm and fair is a reasonable expectation of both parents and students. In order to achieve firm and fair discipline, teachers need to

- a. Establish clear rules for behavior and manners while at school and the consequences for breaking them
- b. Instruct the students thoroughly regarding all rules and classroom expectations
- c. Keep parents informed regarding the rules and disciplinary actions taken
- d. Be consistent in the enforcement of the established rules
- e. Expect the same adherence to the rules by all students equally
- f. Establish that every student is responsible to the class for his or her behavior
- g. Clarify that every instance of rule-breaking is a form of disrespectfulness to someone
- h. Establish clear guidelines for all routine matters such as using the restrooms, getting drinks, pencil sharpening, collecting papers, etc.

3. Modeling good attitudes, behavior, and manners is an essential requirement for the success of every teacher. Children will tend to learn as much from good modeling and application of respect and fairness as they will from written rules.

4. Teachers are responsible for the maintenance of order among the students whether they are in the classroom, on the playground, in the gym, at lunch, or elsewhere in the school. Students must be trained to understand that any teacher or other adult in charge of them has the right and responsibility to correct them when necessary.

5. Every teacher is expected to handle the discipline problems in his or her own class. A child should be sent to the administrator only when the offense is very serious or when the student is beyond the teacher’s control.

Administrative Discipline

1. When a child is sent to the administration for discipline, the school reserves the right to administer punishment that seems necessary and expedient to bring about an acceptable form of conduct.

2. Corporal (physical) punishment of children is not an option in the Bookcliff Christian School due to legal restrictions.

3. The administration may carry out the following steps of discipline:

a. **Counseling**. With an emphasis on the unacceptability of the behavior of the student and a call for repentance and apology, especially where other children may have been involved. At the discretion of the administration, parents may be informed when this step is taken.

b. **Sending Home**. This would occur following repeated visits to the office with no evidence of repentance. The intent of this step is to involve the parents in the disciplinary process.

c. **Suspension**. Normally, this would begin in-house, meaning that the child would forgo some activities and be restricted significantly while at school. If in-house suspension fails, then the student could be suspended from attending school for a set period (perhaps three days).

d. **Expulsion**. If the above disciplinary steps fail and the student continues to misbehave significantly and shows no evidence of desire to change, the student could be required to withdraw from the school.

School-Wide Behavior

1. Students need to be taught that, in addition to the rules of the classroom, there are consistent standards of behavior and expectations that apply throughout the school and that they are to behave properly under the supervision of all adults, not only the classroom teacher.

2. **Some general school-wide rules.**

- a. Students will respect and obey all faculty and staff of the school as well as the church staff. Adults should be addressed using the proper titles.
- b. Students will show respect for the Bible, the church, and the Christian and American flags.
- c. Students will respect and care for school and playground equipment that they may use.
- d. Students are expected to model Christian behavior in every aspect of their lives at school: in attitudes, in actions, in speech, and in dress.
- e. The following restrictions apply to all students. Electronic games, ipods, tablets and other electronic devices are not permitted unless written permission has been given by the office or teacher for special projects or for special needs. Chewing gum is not permitted, nor are skateboards. Students are permitted to have cell phones, but these must be turned off during school hours, and they must be turned in to their respective teachers at 8:00 AM and picked up at 3:00 PM. Cell phones are not to be used by students without permission until they are picked up by their parents. Non-permitted items found in a student's possession will be confiscated and returned only to a parent. If a student needs to make a phone call, the office phone is available for use with the permission of someone in the office.
- f. Preschool and school age children are not permitted to bring war or fighting toys to school.

3. **Hall rules.** Students must have permission to be in the hallways when not in their classrooms. While in the hallways, students should keep their hands and feet to themselves.

4. **Lunch area rules.**

- a. Each student should get his or her lunch and be seated at the table for his or her grade.
- b. Each student should keep to him or herself, not messing with another's lunch or hitting, kicking, etc.
- c. Each student should clean up the lunch area (including tables, chairs, and floor) after him or herself. Those eating a hot lunch should throw away the left over items in the trash cans provided. Milk or juice cartons that are not empty should be placed in the tray provided. Those bringing their lunches should dispose of trash in the cans as well.
- d. Each student should seek permission from the teacher to leave the table and go outside or elsewhere to play.

5. **Playground rules.**

- a. Students should play on the equipment in a manner so they will not get hurt.
- b. Students must stay within the boundaries of the playground.
- c. Students are not to fight with each other, but be kind and respectful to other students.
- d. Students shall not throw rocks, stand in swings, jump out of swings, twist the chains of the swings, swing with two students in a single swing, climb on or hang in the trees.
- e. Students shall not bring toys other than balls from home for use on the playground.

6. **Gymnasium rules.**

- a. Students should not play on the tables or chairs in the lunch areas.
- b. Students should not play on the stage or under the stage.
- c. Students should be careful not to run into or hurt others while playing.

7. **Restrooms.** Restrooms are not to be used for playing or loitering. When in the restrooms, students should be quiet since the restrooms are near some of the classrooms.

8. **Chapel.** Since chapel time is a time of worship, students should show a quiet, worshipful attitude and respect for the Lord's house.

School Dress Code

Bookcliff Christian School has adopted the following uniform dress code policy for all students. It is the primary responsibility of the parent to make sure their child arrives at school dressed appropriately.

A. Uniform Colors:

- (1) Navy Blue, White, Yellow, Red for upper extremity wear.
- (2) Navy Blue and Khaki only for lower extremity wear.

B. Boys' Dress:

Pants/Slacks	(docked or cargo style pant)
Shorts	(no shorter than 3 inches above the knee/no gym shorts)
Shirt	(long or short sleeve button down)
Polo	(long or short sleeve)
Turtle Necks	
Sweater	(pull over or button down)
School Sweat Shirt	(front zip or pull over with or without hood)
Vest	(pull over or button down)

Socks	(black, navy, white)
Belts	(navy, black)
Shoes	(athletic/tennis/sneaker-type shoes with non-marking soles)

C. Girls' Dress:

Pants/Slacks	
Capri's	(may be worn as straight pant type or gaucho shirt style)
Shorts	(no shorter than 3 inches above the knee/no gym shorts)
Skirt or Skort	(knee length)
Polo Dress or Jumper Style Dress	(knee length)
Shirt	(long or short sleeve button down)
Polo	(long or short sleeve)
Turtle Necks	
Sweater	(pull over or button down)
School Sweat Shirt	(front zip or pull over with or without hood)
Vest	(pull over or button down)
Socks	(black, navy, white)
Belts	(navy, black)
Shoes	(athletic/tennis shoes; no sandals, flip-flops, shoes without backs)

D. All students will be required to have Bookcliff School Shirts for school field trips and for functions on certain school days.

E. All clothing must adhere to the following guidelines:

- (1) No jean/denim or fleece type material and No t-shirts
- (2) Pants must fit, not baggy or hanging below the hip.
- (3) Shirts/polos can be worn not longer than 3 inches below the top of the hip bone; straight tailed shirts may be worn out or tucked in, tailed shirts must be worn tucked in.
- (4) Shirts, skirts, dresses must be no shorter than three inches above the knee.
- (5) Jackets, sweaters, sweatshirts etc. worn in class must be the dress code colors with no logos (except school shirts).
- (6) Shoes must be flat soled, no open back or open toe shoes are allowed.

F. The last Friday of every month is a free dress day; however, general school dress guidelines must still be followed. The school will continue to recognize special dress days throughout the year (i. e.; Bronco Day, Spirit Day, Red Day, Wild Hair Day etc.). Jeans and uniform tops may be worn on Fridays.

G. Consequences of Failing to Adhere to the Dress Code. Students arriving at school dressed in violation of the dress code will remain in the office until the parents can be called to correct the situation. The student may return to class when properly attired.

Field Trip Guidelines

The following are guidelines for field trips:

1. Teachers or parents (in conjunction with teachers) schedule Field Trips
2. Field Trips should be relevant to or enhance subjects being taught and be approved by the administration
3. Parents will provide transportation to and from events. All parents who drive must stay at the event and return students to school.
4. A parent or the teacher must coordinate drivers IN ADVANCE.
5. All parents who transport students must have a Driver's License and current Car Insurance. A copy MUST be submitted to the teacher and the office to be kept on file in the office.

Recess

Recess breaks and all play times shall be arranged so that students are under the supervision of adults. A teacher or aide accompanies students while they are on the playground. Students are supervised at all times. Outside play will be planned whenever weather conditions permit. Students should bring appropriate clothing (hats, gloves, boots, etc.) for outdoor play each day. All children shall be encouraged to play outside with the group whenever possible. Children who do have to remain in because of colds, etc. shall be expected to conduct themselves in such a manner that will not interfere with classes that are in session. An adult will supervise students remaining inside at all times.

Withdrawal or Dismissal

A. In the event a parent finds it necessary to withdraw a student from Bookcliff Christian School, it is necessary that the following procedure be followed:

1. A written withdrawal form must be completed.
2. The written withdrawal form must be signed by office personnel
3. All books and other school property must be turned in to the office or teacher.

B. Records will be processed once this procedure is followed. Ending class attendance does not constitute withdrawal nor does it end financial responsibility. Withdrawal must be completed through the office.

C. A student may be asked to withdraw if his/her attitude has been judged by the administrator to be inconsistent with the goals, beliefs, or the rules of the school. Dismissal may result if tuition payments fall behind schedule, unless suitable arrangements are made through the school office. Report cards or transcripts will not be issued until tuition payments are paid in full.

D. In case of a withdrawal or dismissal, the school office will make refunds of paid tuition less adjustments for the damage or loss of any school property. Refunds for tuition will be made on a prorated per day basis, less the assessment of \$50.00 for withdrawal. Remember, records will not be released to another school until the account is paid in full.

Child Abuse Policy

The State of Colorado requires Bookcliff Christian School to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests 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. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

Harassment Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This 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, up to and including termination or expulsion. Harassment, including sexual harassment, applies to staff-staff situations, staff-student situations as well as student-student situations.

Definition of Harassment

Harassment, including sexual harassment, means unwelcome sexual advances, requests for sexual favors, and other verbal 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, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has a purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and service, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to a sexual advance
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
7. Physical conduct such as touching, assaulting, impeding, or blocking movements

What to Do If One Experiences or Observes Sexual Harassment

Reporting. Staff or students who feel that they have been subjected to conduct of a harassing nature, or observe conduct of a sexually harassing nature, are encouraged to report the matter to one of the school officials, including their teacher, the administrator, or the pastor of Bookcliff Baptist Church.

Confidentiality. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

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

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Parent Teacher Fellowship

The Parent Teacher Fellowship is a volunteer organization of the school parents who provide assistance to the administrator, teachers and staff to help meet the needs of the school. (PTF is not a parent advocacy group; therefore, any concerns should be taken to the administrator.) At the last PTF meeting of the year, officers will be elected and scheduled meeting times set for the next year. PTF finances are handled through the BCS bookkeeper. All events and ideas are coordinated first with the Administrator.

Parent Volunteer Program

The quality of education at BCS rests on the volunteer efforts of our school families. All parent volunteers are expected to dress in a professional, neat, modest manner that is compatible with their duties and the school dress code.

Bookcliff Christian School Advisory Team

The Advisory Team is comprised of up to eight members who are born-again Christians and members of Bookcliff Baptist Church. The members are chosen and confirmed through the constitutional processes of Bookcliff Baptist Church. They are men and women of prayer who offer their time and talent as they serve God at BCS. Advisory Team members are committed to develop a distinct philosophy of Christian school education and commit their time to refining this ministry.

Bookcliff Baptist Church

Bookcliff Christian School is owned and operated by Bookcliff Baptist Church. Bookcliff is the first Southern Baptist church to have been established in the Grand Valley. Those are new to the area or are looking for a church home are cordially invited to attend any of the services or to contact the church for a personal call or visit. The ministries of the church include among many forms of ministry Sunday morning worship services, Sunday evening discipleship and Awanas, Sunday school for all ages (married and single), nursery care, Wednesday evening services, youth ministries, Rainbow Children Center preschool and day care programs, and missions and outreach programs.

Asbestos Plan

Bookcliff Christian School is an asbestos-free school. To comply with state and federal regulations, we have an asbestos management plan. If you wish to see the plan, please contact the school office.

PLEASE NOTE: The Administrator and the Advisory Team have the right to amend the preceding policies when necessary and will provide parents with any changes on a timely basis.