

PARENT-STUDENT HANDBOOK

2017 - 2018



West Campus (Pre-K – K)

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The mission of **BYRON CENTER CHRISTIAN SCHOOL** is to provide for children of the Christian community an excellent education, rooted in God's Word, preparing them for lifelong service in God's Kingdom.

August 2017

Dear Parents and Students of BCCS,

Welcome to Byron Center Christian School and the 2017-18 school year! Some of you have been a part of the BCCS family for a long time and I look forward to serving your family again this year. Others of you are just beginning. I would also like to extend to the new families a heartfelt welcome - you have joined a school community who earnestly seeks to serve and honor God in all aspects of school life. We look forward to this partnership with you as we fulfill the mission and vision of BCCS. Together, with God's help, we will learn from each other, encourage each other, and be blessed in our combined efforts. I am confident God will be leading us each step of the way.

Please take time to review the handbook found on our website (www.bccs.org on the parent page). All parents, especially parents of our new families, will want to read the handbook with special care because it attempts to describe many of the details of life at school. In this handbook, and in all our publications, you will soon note that our ongoing mission is to provide an excellent Christian education rooted in God's word.

Our theme verse this year comes from John 1:5: "**The light shines in the darkness, and the darkness has not overcome it.**" As was mentioned by one of the teachers at the spiritual retreat where the students selected the theme verse and theme song: "The conversations and comments surrounding both of these (the theme verse and song) was how, in over 100 years of God's faithfulness, our school has stood as a light in the darkness, a refuge for those seeking Christian education, a shelter in the storm for thousands of students and families over that century. Once again God does His thing through our students." It is my prayer that God will use these verses for students, staff, and parents in ways we cannot yet imagine. I am looking forward to seeing, through the work of the Holy Spirit, how the Lord will use this passage to impact us this year.

Students, by attending BCCS, you have become part of a tradition that expects your best. Doing your best requires careful attention in class, faithful and careful completion of assignments, thorough preparation for and promptness to class. God has blessed you with many gifts and your teachers want to help you discover them and develop them to their greatest potential so that you may use those gifts in lifelong service in His kingdom.

Again, it is a pleasure to have you as a part of the BCCS community. If you ever have questions or suggestions you would like to discuss, please feel free to call me or stop by the office.

In His Service,

John Kramer, Administrator
Byron Center Christian School



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BCCS 2017-2018 Calendar

August	23	Outdoor chapel on the hill, Ribbon cutting, Y5-8 open house
	23, 24	Staff In-service
	28	Assessment day for K – 5 th First day of school for grades 6-8; full day Back to School Night for Kindergarten Junior Kindergarten and Kindergarten Ice Cream Social
	29	Assessment day for K – 5 th Back to School Night for 1 st -8 th
	30	First day for 1 st grade – 5 th grade First day of school for Y5 program; both am and pm First day of school for M-W-F-AM and full time Kindergarten Magazine sale kick-off
September	31	First day of school for T-Th-F-AM Kindergarten
	1	No school, Labor Day weekend
	4	Labor Day
	7, 8	8 th Grade Retreat
	11 & 12	First days for Preschool
	11 & 12	School pictures for 1 st – 8 th grade
	13 & 14	School pictures for Preschool - K
October	20, 21, 22	7 th grade Outdoor Education Camp
	6	SOS ² = Students on Service, Serving our Savior
	18	½ day of school, staff in-service pm
	19, 20	No school, CEA conference
November	27	End of the 1 st quarter
	8, 9	Parent Teacher Conferences (also Book Fair)
	10	No school
	22	No school, in-service for staff
	23, 24	Thanksgiving break
December	8	Parents Club Christmas Shoppe (make up date the 15 th)
	21	½ day of school, Christmas break begins
	22-31	No school, Christmas break
January	3	School resumes
	8	K-2 Musical, VanSingel Fine Arts
	15	No school for students; Staff in-service
	19	End of 1 st semester
February	TBD	Skating party at Woodland Skating Rink
	14	Parent Teacher Conferences / Family Dinner Event
	16	No school - Winter break/snow make-up day
	19	No school - Winter break/snow make-up day
March	2	Family Fest
	5-9	Staff Appreciation Week
	TBD	8 th grade school play
	23	End of the 3 rd quarter
	24	3 on 3 Tournament
April	30	Spring break begins
	2-6	No school, Spring break
	13	Grandparents'/Special Friends' Day
April	20	Auction
	31	MS Theme Week
May	1-4	MS Theme Week
	23	Preschool graduation
June	28	No school – Memorial Day
	5	Kindergarten graduations
	7	8 th grade graduation
	8	Last day, ½ day

BCCS' MISSION, VISION, COMMITMENTS & OUTCOMES

Our **Mission** is what we do our purpose

The mission of Byron Center Christian School is to provide for children of the Christian community an excellent education rooted in God's Word, equipping them for lifelong service in God's kingdom.

Our **Vision** is what we hope to be our dream

The vision of Byron Center Christian School is to be a community of families partnering together with the church and our local communities to shape our children into living, breathing stories of faith, hope, and love.

Our **Commitments** are how we will act.... our code of conduct

- **Excellence** - We are committed to attracting and retaining exceptionally qualified, gifted teachers and staff who model Christian living and thinking and who implement best practices in their classrooms.
- **Rooted** in God's Word - We are committed to presenting a rigorous curriculum in the context of a universe created by our God, informed by the Bible, with Jesus as the focal point, and presented from a Reformed perspective. Our teachers, relying on the Holy Spirit, integrate their faith, articulating its relevance to each subject.
- **Christian Community** – We are committed to partnering with parents and nurture a positive relationship between the Christian home, church and school.
- **Inclusive** Education – We are committed to a school culture in which our love of God and love for each other are evident. We view each student as God's child, created with unique gifts and abilities. We embrace and support children of all academic abilities.
- **Stewardship** – We are committed to transparent financial oversight and accountability, and to a wise use of all the resources entrusted to us.
- **Respect** – We are committed to an environment that respects the worth and dignity of others and promotes honesty and integrity.

Our Student Outcomes are what will be our intended results...our measuring stick

Through faithful prayer and the power of the Holy Spirit, Byron Center Christian School students will demonstrate continual growth in the following areas of their lives:

Spiritual

- They will know and love God as Creator, Savior, and Lord so that each will marvel at his greatness, experience his forgiveness, choose to obey and serve him joyfully, and thereby bring light to their world.
- They will develop a worldview rooted in God's Word with Christ as the focal point.
- They will demonstrate spiritual discernment as they confidently and actively live out their faith and engage culture.
- They will develop the discipline of regular Bible study, Bible memorization and prayer, thereby encouraging their personal faith formation.

Academic

- They will know as much as possible about the creation, fall, and redemption of God's world so that each may be sent out with the knowledge, understanding, and skills to work in God's world as a restorer/healer.
- They will know that the world belongs to God and choose to be responsible stewards of his world as well as of the time and gifts he has entrusted to them.
- They will understand the importance of learning, catch a love of learning, and develop the necessary skills for a lifetime of learning.

Emotional/Social

- They will accept themselves as children of God and experience the joy of belonging to a Christian community.
- They will know that they have responsibilities to the Christian community as well as to a larger, global community.
- They will develop and nurture appropriate relationships with peers and adults.

Physical

- They will know their body is a temple of God to be kept healthy and strong for the work God has planned for each to do and to learn skills for lifetime recreation.

STUDENT LIFE

GENERAL EXPECTATIONS

BCCS intends to maintain a Christian educational environment for its students. A few simple rules help make it so.

- 1) Your behavior must not be a problem for anyone else.
- 2) Your behavior must be safe for you and others. (Example: no running in the halls)
- 3) If you make a poor choice, there will be an appropriate, fair consequence.
- 4) If you cause a problem, you must be part of the solution.

SCHOOL RULES

- 1) Byron Center Christian School, as all schools in Michigan, has had to adopt a weapons and extreme behavior policy. The BCCS Board will permanently expel any student who possesses a dangerous weapon, commits arson or a violent crime on BCCS property, including buses used in transporting students. (The complete policy is available in the office.)
- 2) In compliance with other area schools, BCCS has also adopted a Substance Abuse Policy: "Any student who has an illegal substance in his/her possession at BCCS will receive a minimum of a one day in-school suspension. The student faces the possibility of expulsion which will be determined by the Education Committee of the School Board."
- 3) No gum at school - before, during, or after.
- 4) Please park bikes only in the bike racks.
- 5) Personal electronic devices may not be used during the school day (bell to bell) without permission.
- 6) You have the right to open only your locker.
- 7) Once you arrive at school in the morning, you may not leave the school grounds without permission.
- 8) Teachers may not supply students with any medication. (See Student Medication Policy, p. 31).
- 9) Be respectful and courteous to all teachers, students and visitors in the building.
- 10) Please be responsible with playground equipment. Bring it in even if you didn't take it out.
- 11) You may use the gym only with permission and only with sports equipment from the gym.
- 12) Be ready to begin class when the teacher is ready to begin.
- 13) Listen carefully and follow directions.
- 14) Keep an accurate, up-to-date assignment list either in a planner or an electronic device.
- 15) Help keep classrooms and hallways clean.
- 16) Always do your best.

DRESS CODE

The guidelines are very simple: modesty and appropriateness. Some popular styles do not comply with these guidelines, so be thoughtful when buying school clothes. Here are some more specific suggestions which may help you:

- 1) Christian parents should give adequate and proper supervision to their children's clothing and grooming.
- 2) Dress should be neat, clean, and fit appropriately, with Christian modesty. Tight clothes, such as yoga pants, are not permitted.
- 3) General guidelines:
 - a. Girls: Shirts and dresses must have a modest neckline. Sleeveless tops may be worn only if they have at least a three-inch-wide shoulder strap. They cannot have open back or sides.
 - b. Boys: Shirts must have a sleeve.
- 4) Pants, jeans, and shorts with shirts or tops that are neat and in good taste are acceptable. That means no bare midriffs, no low-cut tops, and appropriate coverage when bending over or sitting in the classroom.
- 5) Clothing must not be torn, ripped or have holes.
- 6) Students may not wear clothing that promotes alcohol, drugs, music groups, or any wording or illustration that has sexual suggestiveness or an unchristian connotation or any other message that conflicts with the philosophy of the school.
- 7) Shorts can be worn if they are at least as long as the extended fingertips on the side when the shoulders are in a relaxed position.
- 8) Hats, caps, or sweatshirt hoods are not to be worn in school.
- 9) Shoes or sandals must be worn at all times.
- 10) If any questions arise on what is appropriate, the clothing should be checked before it is worn.
- 11) The staff will make the final determination on whether a student's dress is appropriate.
- 12) If you wear something "iffy", a staff member may give you something else to wear for the day.
- 13) Students will either call home for appropriate clothing or may opt to wear the alternate clothing provided by school.

We want people to recognize a Christian atmosphere when they come into our building, which includes the appearance of our staff and students. Our goal is to honor God in all we do, including our attire. Students, if you are ever unsure about whether what you are wearing is honoring to God, your teachers will be happy to work with you in making an appropriate decision.

Dress code for the middle school is listed on page 28 under "What should I Wear."

BELL SCHEDULE

Junior Kindergarten

AM	8:35 – 11:30
PM	12:30 – 3:30

Grade K

8:35	School begins
10:10 - 10:30	Recess
11:35 - 12:25	Lunch (staggered times starting with K)
1:50 - 2:05	Afternoon recess
3:30	Dismissal

Friday Kindergarten times (Part-time Kdgn)

AM	8:35 – 11:40
PM	12:30 – 3:30

Grades 1 – 2

8:35	School begins
10:10 – 10:30	Recess
11:35 – 12:25	Lunch (M-W, F) -staggered times starting with 1 st grade)
12:05 – 1:10	Lunch (Th) -staggered times starting with 1 st grade
2:10 – 2:25	Afternoon Recess
3:30	Dismissal

Grades 3-5

8:35	School begins
10:10 – 10:30	Recess
12:05 – 1:00	Lunch (M-W, F) -staggered times starting with 3 rd grade
12:05 – 1:10	Lunch (Th) -staggered times starting with 1 st grade
2:10 – 2:25	Afternoon Recess
3:30	Dismissal

Grades 6 - 8

7:55	School begins
11:58 – 12:28	Lunch (M- Th)
11:52 – 12:22	Lunch (F)
2:45	Dismissal
2:55	<u>Students must be out of the building unless they have permission to stay later from the office, a teacher or a coach.</u>

LUNCH/MILK

- 1) A hot lunch program is provided by the Byron Center Public Schools. Free or reduced rates are available to those who qualify.
- 2) Families may order lunches for their students by the month and will deposit funds into their online accounts as necessary.
- 3) Some students carry their lunches.
- 4) All students eat lunch only in their homerooms, not in the hallways or playgrounds.
- 5) If school is canceled for any reason, the hot lunch planned for that day will be served on the day school resumes.

Students may also order milk through the public school hot lunch program. See the August newsletter for milk and lunch prices.

TRANSPORTATION

Bus service is provided to all students, Y5 -8th, living in the Byron Center Public School District. This service is provided both in the AM and the PM every day. No bus service is provided at mid-day for either the Y5 classes or the Kindergarten classes on Fridays. Those outside the Byron Center Public School District generally bring their children individually or in car pools. If you need help in contacting a car pool, please call the office.

BUILDING SECURITY

We want our students to feel safe and secure in today's world. When parents and school partner together effectively on safety issues, students can respond with confidence and security to the precautions that are becoming increasingly necessary in our schools.

- 1) All visitors are required to report to the office, as per signs posted at entries.
- 2) All adults entering the building beyond the main offices are required to display a visitor ID that they obtain from the office after signing in.
- 3) All doors to the buildings are locked during school hours except the front doors by the main office.

SAFETY DRILLS

At school, we are required to have the following drills:

- 1) Five Fire Drills
- 2) Two Tornado Drills
- 3) Three Lockdown Drills

EMERGENCY CLOSINGS

- 1) We are automatically closed when Byron Center Public Schools are closed due to weather conditions.
- 2) Closings or delays will be posted on our website and Facebook pages and announced over several local radio and TV stations.
- 3) If the weather looks threatening, snowy, or icy during the day, any news of closing early will be reported to parents via electronic mail, website and Facebook postings and over the airwaves.
- 4) **Please do not call school or staff regarding closings during the day.**
- 5) Tornado watch or warning during the day - students will be kept at school.
- 6) Parents may pick up their own children for either a watch or a warning without a call to school. Parents should notify the office in the appropriate building if they pick up their child. If parents permit someone else to pick up their child, they must notify the office prior to the child leaving school.
- 7) **Afternoon or evening activities will be canceled in the event of a tornado watch or warning.**

PHONE USE

- 1) **Students are only allowed to use their cell phones during the school day when they have teacher permission. This includes making a phone call, receiving/sending a text, using their cell phone as a planner, or to read. In addition, they may only make phone calls in the office. Any other use or activity with their cell phone may result in confiscation by their teacher.**
- 2) Junior Kindergarten and Kindergarten students may use the phone by teacher permission only.
- 3) A phone will be available in the EAST Campus office for 1st – 5th graders to make necessary phone calls.
- 4) Middle school students may use the phone in the main office at a charge of \$0.25 per local call.
- 5) The office WILL NOT loan money for phone calls. Quarters WILL be given in exchange for bills/change to use the pay phone, purchase instrument supplies (reeds, etc.). Please encourage your child to keep a small amount of money in their locker for these needs or to borrow from a classmate.
- 6) Students are not allowed to use classroom phones, except in case of emergency.

PHYSICAL EXAMINATIONS

- 1) All incoming preschool students must receive a physical exam and return the appropriate form to school prior to the opening of school in the fall. Immunizations must be up-to-date.
- 2) All incoming kindergarten students should receive a physical exam and return the appropriate form to school prior to the opening of school in the fall. This exam must include a vision and hearing screening. Immunizations must be up-to-date.
- 3) All students participating in interscholastic sports must receive annual physical exams. These will be offered through the South Suburban Christian Schools at South Christian High School or at your child's pediatrician's office.
- 4) According to school policy, students are not allowed to begin school or start activities until all appropriate exams have occurred and the necessary paperwork has been returned to the office.

CONFLICT RESOLUTION

Occasionally it does happen that there is a conflict or specific complaint. The proper channels for handling such concerns are based on Matthew 18:14-17.

Please DO NOT...

- Talk to another teacher or parent about it.
- Go directly to an administrator without first discussing it with the teacher involved.

Please DO...

- Call the other person involved or make an appointment to meet at school to talk.
- Be discreet about when and with whom you discuss the concern.

If a conflict arises:

- 1) Parents should first attempt to reach a solution directly with the person (teacher, coach, board member, and other staff) involved.
- 2) Only after this has been done should the administrator be drawn into helping reach a solution. Contacts to the administrator should be in writing and signed by the individual showing the concern. Most likely the first question you will answer is, "Have you discussed this with the other individual?" The goal is to serve you by facilitating relationships. You will be treated with respect since your concern - simply because it exists - is authentic. We sincerely try not to polarize viewpoints or create an adversarial tone, but rather to work things out together in Christian love.
- 3) Should resolution still not be reached to your satisfaction, the administrator should be asked to set up an appointment for you with the Education Committee of the school board. Prior to a meeting with the Education Committee, the concern should be placed in writing by the individual parent and be given to the chairperson of the Education Committee. The Education Committee will make the final decision.

In conversations among parents, please encourage others to follow the proper channels so their concerns register accurately. Remember also that the Education Committee of your school board should be aware of parents' perceptions. You are encouraged to share, by way of a phone call or note, positive and negative feedback to your Education Committee.

STAYING IN AT RECESS

To stay in at a scheduled recess requires a daily note from parents. Generally, if a child is sick enough to stay in at recess time, the parents should consider keeping him/her home.

SELLING THINGS AT SCHOOL

Students may not sell items like candy to other students at school. This includes items sold for profit or items sold for charitable purposes. Students may contact teachers or other students for pledges for things like walk-a-thons and bike-a-thons or to sell subs or pizzas for organizations to which they belong.

ACADEMIC - GENERAL

STAFF FOR 2017 - 2018

WEST CAMPUS TEACHING STAFF, PRESCHOOL – K

Preschool	Mrs. Michelle Helder, Mrs. Ruth Holtrop, Mrs. Michele Vieu
Preschool Aides	Mrs. Lynelle Berkompas, Mrs. Sheryl Fredricks, Judi VanSolkema
Junior Kindergarten Kindergarten	Mrs. Marci Boomsma Mrs. Cathy Clousing, Mrs. Sheri Groelsema, Miss Abby Helder

EAST CAMPUS TEACHING STAFF, 1st – 8th

First Grade	Mrs. Cindy Coffey/Mrs. Deanne Wilson, Miss Jenna Jongekrijg, Mrs. Deb Vredevoogd
Second Grade	Mrs. Kristin VanWieren/Mrs. Lisa Kooyer, Mrs. Jill Battjes
Reading Recovery Instructional Aides	Mrs. Kathy Fleet Mrs. Michele Vieu
Third Grade Fourth Grade Fifth Grade	Mrs. Colleen Campbell, Mrs. Deb DeVries Mr. Chris Sievers, Mrs. Aubrey VanWylen Mr. Joel DeVries, Mrs. Katie Klomp
6 th Grade Math & Science	Mrs. Julie Musch
6 th Grade Language Arts & Social Studies	Ms. Mindy Grimm
7 th & 8 th Grade Language Arts	Miss Jodi Ebbeling
7 th & 8 th Grade Science,	Mr. Clay Lubbers
7 th & 8 th Grade Social Studies	Mr. Tom DeBlecourt
Middle School Bible	Mr. Jim Hop
7 th & 8 th Math, 6 th Bible	Mrs. Beth Kiekintveld
Instructional Aides	Mrs. Deb Burgess, Mrs. Heather Dood, Mrs. Barb Franken, Mrs. Jill Schrottenboer, Mrs. Missy Sculley, Mrs. Amy Trifan, Miss Leah Wychers
Academically Talented Consultant/Teacher	Mrs. Jessica Setsma

BOTH CAMPUSES TEACHING STAFF

Art	Mrs. Jennifer Bergsma
Music	Mrs. Leah Bouwman, Mrs. Karen Betz-Griewahn
Physical Education	Mrs. Lori Gortsema
Spanish	Mr. Tim Konynenbelt, Mrs. Holly Leyen
Technology	Mrs. Mary Gronsman
Educational Support Services	Mrs. Sharon Baker, Mrs. Kathy Fleet, Mrs. Julia Seerveld
Media Centers	Mr. Joe Faber, Mrs. Mary Gronsman, Mrs. Glenna Miedema

SUPPORT STAFF

Administrator
Finance Secretary
Administrative Assistants
Curriculum Coordinator
Social Worker
Head Custodian/Maintenance
Custodial Assistants
Enrollment Coordinator
Promotions Director

Mr. John Kramer
Mrs. Missy Walters
Mrs. Linda Van Kooten, Mrs. Carol Veltema
Mrs. Jill Battjes
Dr. Pam White
Mr. Tod Van Doeselaar
Mr. Jason Netz, Mr. Marc Wiltzer
Mrs. Kelly Wolthuis
Mrs. Leanne Gurley

SUPPLIES

- 1) Most books are furnished by the school.
- 2) Most supplies are available to the elementary students (PK – 5th). Parents may purchase initial supplies at the beginning of the year.
- 3) Middle school students must buy their supplies other than those listed below under Organization/Study Skills.
- 4) Students will be charged for defacing text books. The fee will be determined by the value of the book and the extent of the damage done.
- 5) Middle school students must have their books covered at all times in order to minimize wear and tear.
- 6) An initial supply list for each grade is shared with parents in the summer before school begins. A copy of that list is available by request from the office.

TEXTBOOKS

Bible	P - 8	CSI
Language Arts	PK - 8	We have developed our own reading/language arts/writing/spelling program based on the literacy learning philosophy and educational research
Literature	7 8	Prentice Hall Scott – Foresman
Math	K - 5 6 7 8	Math Expressions UCSMP Pre-Transition Math UCSMP Transition Math UCSMP Algebra
Spanish	K - 5 6 - 8	We have developed our own Spanish program Prentice Hall
Science	K - 8	Cereal City Science and inquiry units
Social Studies	2 - 6 7- 8	MacMillan, McGraw-Hill Prentice Hall

HOMEWORK EXPECTATIONS

- 1) Parents can expect students in the upper grades to have homework or tests to study for most evenings.
- 2) As a student progresses through the grades, he/she will be responsible for more work. As a rule of thumb, parents can expect 10 minutes of homework per night, times the grade student is in:

1st grade = 10 min.

4th grade = 40 min.

7th grade = 70 min.

2nd grade = 20 min.

5th grade = 50 min.

8th grade = 80 min.

3rd grade = 30 min.

6th grade = 60 min.

- 3) Students are responsible for the completion of all assignments. In general, only medical or family emergency excuses will be accepted.
- 4) If students consistently have more (or less) than the expected amount of homework, parents should visit with the child's teacher(s).



CLASS LISTS

- 1) The faculty will develop class lists in May for the following school year. This process takes several hours for each grade.
- 2) Because great care and prayerful consideration enter into the formation of class lists, parents are asked and expected to abide by the decision of teachers in this matter.

CLASS LISTS, continued

- 3) If there are any extraordinary circumstances or if there are additional factors that staff should consider when forming the class lists, Class Request forms are made available in March, with an announced due date. These requests are reviewed and decided upon by the Education Committee.
- 4) No parental requests for a particular teacher for their child will be accepted after the announced deadline in the Family Newsletter.
- 5) Class lists will be mailed to parents and teachers in mid-August. Changes cannot be made to the class lists once they are published.
- 6) Teachers may accept no requests from parents for a particular teacher for the following school year. Teachers will ask parents to request a Class Request form from the office.

EDUCATIONAL SUPPORT SERVICES

At Byron Center Christian School, we recognize that each student has individual strengths, abilities, and areas of need related to academic progress. An extensive school-wide educational support system has been designed to place all our students in the least restrictive environment as much as possible, enabling them to reach their fullest God-given potential.

- **Health** - Vision and hearing screenings are done periodically by the Kent County Health Department. Vision is tested in grades P, 1, 3, 5, and 7. Hearing is tested in grades P, K, 2, and 4. These tests are usually given in the spring of each year, but if during the year you suspect a vision or hearing problem for your child, call the school office and we will attempt to arrange an additional screening.
- **Ancillary Services** - Refers to supplemental services that have been determined necessary to assist individual students. These services are provided on our campus by specialists through Byron Center Public School. Goals and objectives reflect the IEP in the areas of:
 - Speech/Language Therapy
 - Audiology
 - Physical and Occupational Therapy
 - Vision Therapy.
- **Evaluation Services** - Parents or teachers concerned about their child's academic progress and seeking an evaluation should contact our Educational Support Service Coordinator, Mrs. Kathy Fleet. After consultation, if it is in the child's best interest to pursue an evaluation, a referral will be made to the CLC Network where Mr. Doug Bouman, Nationally Certified School Psychologist, will provide the evaluation and construct an IEP. Assistance will be given if an outside agency is preferred.
- **Accommodations and Modifications** - A team consisting of your child's teacher(s) and a Support Service Specialist will meet regularly to determine specific accommodations (minor adjustments involving the child's instruction) and/or modifications (changes in the content, curriculum, criteria and assessments) as needed for specific children.
- **Response to Intervention** - A multi-level prevention system designed to allow school staff to instruct all students in accordance with their level of educational need. Goals and progress are reviewed bi-weekly in grade level teams monitored by the Educational Support Services Coordinator, Mrs. Kathy Fleet.

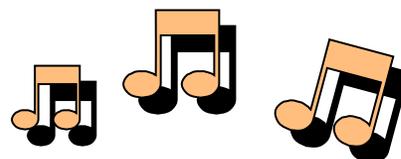
EDUCATIONAL SUPPORT SERVICES, continued

We offer a four-tier framework:

- Tier One (need is identified and monitored in the classroom)
 - Tier Two (targeted instruction, usually offered in small group)
 - Tier Three (intensive strategic intervention provided outside the classroom by a highly qualified teacher)
 - Tier Four (fully evaluated students with supported diagnosis receive frequent and complete monitoring of all academics by Mrs. Sharon Baker).
-
- **Paraprofessionals** - Assigned according to specific student goals and objectives to assist teachers and/or students with interventions, accommodations and modifications as individually developed in all four tiers.
 - **Reading Recovery** - A short-term, early intervention program for the most at-risk literacy students in first grade. The goal for each child involved is to reach reading independence at or above grade level expectations in literacy. This program is delivered through Mrs. Kathy Fleet, who has been trained in the research supporting its success.
 - **Social Worker** - Services are available on a short-term basis through our school in conjunction with Pine Rest Christian Hospital. Dr. Pam White, social worker, is available for consultation with parents, children, and staff.
 - **Academically Talented** - Consultation and direct instruction is provided by Mrs. Jessica Setsma to students identified with exceptional potential, providing a means to achieve at their individual high level.
 - **Achievement Tests** – The Measures of Academic Progress (MAP) Testis administered semi-annually in grade 3-8.

FINE ARTS

General Music	required of all students K – 4 th ; open to students in 5 th – 6 th grades
Band	open to all students in 5 th - 8 th grades
Choir	open to all students 5 th – 8 th grades
Play	open to all students in 8 th grade
Art	required of all students in 1 st – 8 th grades



MUSIC PROGRAM REQUIREMENTS

The following are offered in the music program of BCCS

- 1) K - 4 students will have one general music class per week.
- 2) Beginning in 5th grade, band meets three times per week, while choir meets twice per week.
- 3) 5th – 8th grade students may choose choir, band, or both.
- 4) Those 8th graders choosing neither band nor choir must take a general music class.

Performances

An excellent music program requires commitment from students, staff and parents. Understanding these simple requirements will develop an excellent program where students can learn and grow.

- 1) Performances are considered to be part of the curriculum. All scheduled evening concerts, Saturday festivals, and church worship service special music are mandatory.

MUSIC PROGRAM REQUIREMENTS, CONTINUED

- 2) The music instructor(s) will inform parents early in the school year of scheduled performance dates. Please write these dates on your calendar.
- 3) Performances are final exams for performing groups.
- 4) Generally, children in grades K – 4th will have one music performance night per school year.
- 5) Generally, children in grades 5th and 6th will have two performance evenings per year.
- 6) Generally, children in 7th and 8th will have two evening performances per school year and one week-end festival performance per school year (band and choir in early March). Parents can also expect 7th and 8th grade band students to have one solo or ensemble performance per year (mid November).

Absences

Generally, an absence from a performance will not be acceptable. However, should a parent deem it necessary for his/her child to miss a performance, the music teacher should be informed of the expected absence in writing at least two weeks prior to the performance. In case of an emergency the music teacher should be informed of the absence as soon after the performance as possible. Communicating with the music teacher is essential.

Consequences

Absence from a performance by a performing group member has a negative impact on the rest of the group. Failure by a 5th – 8th grade student to attend a performance, whether excused or not, will result in a child's music grade being dropped an entire grade or no points being given for that performance. If a child in 5th - 8th grade misses a performance and the absence was not excused by the teacher of the group, the student will be required to complete an alternative assignment to be determined by the music teacher.

Organizations

BCCS is a member of the Michigan School Band and Orchestra Association (MSBOA) and the Michigan School Vocal Music Association (MSVMA). We join these organizations annually because 1) we recognize that both organizations are committed to excellence in music, 2) these organizations provide the school and its students with an objective evaluation of our program, and 3) being a member of these organizations symbolizes that we are involved in our communities and that as a Christian school we are striving for excellence.

BCCS Music Boosters

Goal: The overall goal of BCCS Music Boosters is to heighten community and parental awareness of our music program by developing God given talents in our students through excellence in our music program. We will use this opportunity to praise our God and to glorify his name in the classroom as well as in the greater community.

Purpose: The purpose of the BCCS Music Boosters shall be to promote interest in the music department and its activities as well as to augment the needs of the music department of BCCS.

It is our hope that parents, K-8, will join various committees formed by the Music Boosters to assist in the various jobs of the music department. Examples of these jobs include: assist in the K-2 musical, maintain and implement the school's instrument program, help with uniforms, organize our music library, transport equipment for concerts and festivals, assist in sectional work, develop our scholarship program, support BCCS in MSVMA and MSBOA participation, and envision a greater BCCS music future.

ACADEMIC – MIDDLE SCHOOL

ORGANIZATIONAL/STUDY SKILLS

- **All students**
 - should have a 3-ring binder
 - will be given spirals if required by the teacher and will have the option of taking a pad of note book paper.
 - must take the binder to all classes and study hall (even if they don't need it)
- **All notes**
 - note taking will be expected of students. However, each teacher will give expectations to the students as needed for each class.
- **All quizzes, tests, and hand-outs**
 - should be organized and filed by each student based on the needs of the class and at the request of their teachers.
- **All daily work**
 - will be completed in a variety of methods based on the needs of the class and at the requests of their teachers.

WRITING EXPECTATIONS

- 1) All written responses should be in complete sentences unless indicated otherwise (e.g., "list") with proper punctuation and capitalization.
- 2) Misspellings will count off on all writing which could be reviewed by students. Misspellings on tests will not be counted off unless the test involves students having to learn certain spellings.
- 3) All writing must be neat and legible. If the student fails to do so, expect the teacher to give the paper back to the student until it is neat and legible.
- 4) Students turning in assignments or projects are expected to do their own work. Any student who turns in work which is copied from another source and who does not credit that source is guilty of plagiarism. Assignments or projects which are either partially or totally plagiarized will receive failing grades.
- 5) Students are expected to use a word processor to create the final draft of most assignments. They are expected to follow the BCCS formatting guidelines for printed documents as outlined in the media centers users guide, which is handed out to each student at the beginning of the school year.

STUDY HALLS

In order to teach the good use of study time and to create an atmosphere conducive to studying, the following rules have been adopted for study hall:

- 1) Students must come prepared to work or read for the entire period.
- 2) There is no talking or working together unless students are assigned by a teacher to work together. Otherwise, the environment is to be quiet.
- 3) Students will be allowed to leave study hall a limited number of times each nine-week period.

1-TO-1 TECHNOLOGY PROGRAM

Parent Information

“A Chromebook is a laptop that runs a web browser. With other computers, various applications are run from a desktop—one of which is probably a web browser. With a Chromebook, the device is a web browser. The applications and files are stored in the cloud and not on the Chromebook itself.

Unlike a traditional PC, the Chromebook stays fast and up-to-date on its own. Each time the device is turned on, it updates itself with the latest apps, features, systems updates, and antivirus software.

A Chromebook needs little processing power or local storage since all the heavy lifting happens in the cloud. As a result, it boots super fast—in 8 seconds—and the battery can last up to eight hours.”

-Information taken from google.com/support/chromes

Frequently Asked Questions

Q. How will the Chromebook be used in a classroom?

A. Some of the ways that a Chromebook will be used are to access Google Drive, Internet applications, various educational videos, content creation for projects, digital portfolios and digital presentations. Each teacher and subject is unique. Some teachers will use the Chromebooks almost every day and some teachers will use the Chromebooks only occasionally.

Q. What are the benefits of using Chromebooks?

A. One of the benefits of using Chromebooks is the operating system, Chrome OS, which updates itself automatically. An additional benefit is that Chromebooks use multiple layers of protection against viruses and there is no need for additional virus protection.

Overall, we hope that students will learn to engage technology in a Christian manner and to understand how to represent themselves in today’s digital world.

Q. Who owns the Chromebooks?

A. Chromebooks are the property of Byron Center Christian School and are loaned to students during the school year for educational purposes only. Students will be assigned the same Chromebook each year which will be distributed at the beginning of the school year and collected at the end. **BCCS administration and faculty retain the right to collect and/or inspect Chromebooks at any time.**

Q. May we go out and purchase a Chromebook ourselves instead of renting from the school?

A. No. Reuse of Chromebooks for the school’s current model, such as between siblings, will be considered on a case by case basis depending on the age and condition of the Chromebooks. There will be a \$50 fee per year for reuse of Chromebooks.

1-to-1 Technology Program/FAQ's, continued

Q. What if we don't have wireless internet at home?

A. Students will need to have access to wireless internet to be able to use their Chromebooks. If you do not have wireless internet at home, our Media Center will be open before and after school. In addition, there are many local businesses and public libraries that offer free WiFi access. It is important for parents to understand that these area businesses may not provide filtering or appropriate adult supervision.

If you have internet (but not wireless) at home, students will still be able to access and print their files and Google documents through their individual Gmail accounts on your home computer and printer.

Q. Will there be filters set up for inappropriate content?

A. The individual Chromebooks do not have filters built into the device; however, Byron Center Christian has filters set up on our wireless internet. If parents want to set up a filter on their home internet or computer system, there are free applications. A website for parents to set up filtering on their home network is [opendns.com](http://www.opendns.com) or <http://www.opendns.com/home-solutions/parental-controls/>. The instructions for setting up a family shield are at <https://store.opendns.com/familyshield/setup/>.

In addition, school may block some social media such as Facebook and Twitter during class time. Students will be able to access them before school and after school.

Q. What if I don't want my child to bring the Chromebook home?

A. If there are special circumstances that would create a hardship for a family to have the Chromebook kept at home, a parent should contact the Technology/Media Instructor. Arrangements will be made for the student to keep the Chromebook at school.

Q. How is the school going to handle security of the Chromebooks?

A. The students will be responsible for the security of the Chromebooks. If they are not going to carry the Chromebook with them to class, they need to be stored in their locker. Students should not assume that their Chromebooks are safe if they are left in a backpack in the locker room or unattended after school during sports practices or other activities.

Q. When will the students start using the Chromebooks in their classes?

A. The Chromebooks will be distributed to the students on the first day of school. The Chromebooks will not be fully charged the first day. They will need to be taken home and charged.

On that first day, teachers will review the Chromebook Policy with the students. Please take the time to read through the policy yourself. The students will also receive basic instructions for using the Chromebooks.

After that, the amount of time the Chromebooks are used will depend on the teacher and the subject. Some teachers will use them almost every day. Other teachers will use them less often.

Student Information and Responsibilities

- A. Using a Chromebook at School
 - Students are expected to bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
- B. Charging Chromebooks
 - Chromebooks must be brought to school each day with a full charge.
 - Students must charge their Chromebooks at home.
 - There will be a limited number of charging stations in the Media Center. Students will be responsible for the security of the Chromebook while they are waiting for the Chromebook to charge.
- C. Failure to bring a Chromebook to School
 - A student may check out a loaner for the day from the media center.
 - The student will accept responsibility for any damage or loss of the borrowed Chromebook.
 - The first time a student borrows a Chromebook because it was forgotten at home, there is no consequence. There will be a \$10.00 fee for any subsequent loans of a Chromebook.
 - Students who obtain a loaned Chromebook must return the device by 2:45 p.m. to the Media Center.
- D. Backgrounds
 - Inappropriate media may not be used as Chromebook backgrounds or themes. Students will be asked to remove the inappropriate media and will be reported to the Administrator.
- E. Video Capability
 - The device is equipped with a camera and video capabilities. As with all recording devices, it is expected that students will ask permission before recording an individual or group.
 - Students must obtain school permission to publish a photograph or video of any school-related activity.
- F. Sound
 - Sound must be muted at all times unless permission is obtained from a teacher.
 - Students may use headphones with permission from a teacher. Each student should use their own personal set of headphones.
- G. Inappropriate Classroom Use
 - Students who use the device for personal use in class (i.e. Facebook, Twitter, inappropriate website content, Pandora, Pinterest, games/entertainment, and others) or who handle the Chromebook inappropriately will have the Chromebook taken away by the teacher for that hour. The violation will be reported to the Administrator. The student will be responsible for making up the work on their own time.
 - Students who receive three classroom violations will turn in their Chromebooks to the school office for five school days. They will be required to make up the work each afternoon for 1 hour after school.
- H. Security
 - Never leave a Chromebook unattended. When it is not in a student's personal possession, it should be in their locker.
 - Do not leave a Chromebook in a car for extended periods of time. Exposing it to long-term extreme temperatures or direct sunlight is harmful.

Student Information and Responsibilities, continued

- Do not lend the Chromebook to another student. The responsibility for any damage or access to inappropriate content will be to the student who was assigned that Chromebook.
- I. Logging into a Chromebook
 - Students will log into their Chromebooks using their school-issued Gmail account.
 - Students should never share their account passwords with other students or friends.
 - J. Managing and Saving your Digital Work with a Chromebook
 - Student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection.
 - Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
 - The school is not responsible for the loss of any student work.
 - K. Printing
 - Students are encouraged to digitally submit their work to their teachers when appropriate.
 - Students may print to the media center only with the permission of a teacher.
 - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at: <http://www.google.com/cloudprint/learn/>.

Using the School's Electronic Network

In addition to the information in the Student Handbook, students agree to the following:

- 1) Privacy
 - There should be no expectation of privacy with respect to any usage of Chromebook, regardless of whether it is for school use or personal use. The school may access, view, monitor, or record use of student Chromebooks at any time.
- 2) Personal Information
 - Students should be cautious about personal information and pictures that they share online.
 - Students will select online names and passwords that are appropriate.
 - If students receive any inappropriate electronic communication, it should be reported to a teacher or administrator.
- 3) Respecting Others
 - Students will not use electronic communication to bully, harass, or stalk other people.
 - Students will not access other students' accounts or private spaces.
 - Students will forward inappropriate materials or communications to a teacher or administrator.
 - Students will report online abuse that they see happening to other students.
- 4) Copyright and File Sharing
 - Students are required to follow all copyright laws including text, images, programs, music, and video.
 - Students will not download, share, or post online any illegally obtained information.

Care of the Chromebook

- 1) General Care
 - Heavy objects should never be placed on top of Chromebooks.
 - Never throw or slide the Chromebook.
 - Chromebooks must remain free of any writing, drawing, stickers, and labels.
- 2) Sleeves
 - The Chromebook should remain in the protective sleeve at all times and must be replaced if lost or destroyed.
 - The sleeve must remain free of any writing, drawing, stickers, and labels.
 - Although the sleeves are intended to help protect the Chromebooks, they are not guaranteed to prevent damage. It is the student's responsibility to care for and protect the Chromebook.
- 3) Transporting the Chromebook
 - Keep the Chromebook away from food, liquids or sharp objects in the backpack.
 - Don't throw or slide backpacks with the Chromebook inside.
 - When a book bag is set down, be sure that the Chromebook is not under heavy textbooks.
- 4) Screen care
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents or other liquids.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Do not store the Chromebook with the screen open.
 - The screens are easily damaged by excessive pressure. Do not put anything heavy on top of a Chromebook or do not put anything in the protective cover that would press against the Chromebook.
- 5) Identification
 - The Chromebook and power cord is labeled with the student's first and last name and year of graduation. Do not remove this information.
 - Each Chromebook has a unique identification number which should not be modified or removed.
- 6) Miscellaneous
 - Cords, cables, and removable storage devices should be carefully plugged and unplugged.
 - Never lift Chromebooks by the screen.
 - Never carry Chromebooks with the screen open.

Repairing a Chromebook

- 1) All Chromebooks needing repair must be brought to the Media Center. Do not attempt to gain access to the internal electronics or to repair the device.
- 2) A loaner Chromebook will be issued to students. Students accept responsibility for any damage or loss to the loaned Chromebook.
- 3) While their Chromebook is being repaired, the student may take the loaner device home.
- 4) There is no fee to the students when using a loaner because their Chromebook is being repaired.

- 5) Byron Center Christian School will be financially responsible for repairs because of normal use, mechanical breakdowns, or faulty construction.
- 6) Students/parents will be responsible for repairs caused by misuse, abuse, or accidents.
- 7) Students/parents will be responsible for replacement of Chromebooks that are stolen.
- 8) Estimated Costs of school model Chromebook parts and replacements:
 - Replacement Cost: \$300.00
 - Screen: \$ 70.00
 - Keyboard/touchpad \$ 52.00
 - Power cord \$ 32.00
 - Protective Sleeve: \$ 15.00

ATTENDANCE

The mission of BCCS is to provide an “excellent education.” Parent support is essential for us to accomplish the mission. An excellent education can only be provided to families who make attendance a high priority. Faithful attendance is an obligation of families attending BCCS.

Parents are encouraged to plan family activities during scheduled school vacations and thereby receive the highest quality education BCCS can offer. Whenever students are absent, the quality of their education is compromised. We recognize, however, that at times there may be a need for a student to be absent. The following guidelines govern attendance at BCCS.

DAILY ATTENDANCE PROCEDURES

- 1) The office must be called each day your child is absent by 8:00am for students 6th - 8th and **9:00am** for students Young Fives – 5th. Call 878-3347.
- 2) You will be called if we have not heard from you by the above times.
- 3) Any student arriving after the first tardy bell of the day or returning after an absence during the day, **must sign in at the office** and receive a check-in slip from one of the secretaries to be presented to the teacher.
- 4) Any student leaving the building during the school day **must sign out in the office** before leaving the premises.

EXCUSED AND UNEXCUSED ABSENCES

EXCUSED ABSENCES INCLUDE:

- 1) Sickness of the child.
- 2) Family vacations or mini-trips arranged with the office and staff at least two weeks in advance.
- 3) Funerals of family or friends. (notify the office)
- 4) Necessary appointments with doctors or dentists. (notify the office)

Make-up work for excused absences

- 1) For sickness or funerals, the child has the number of days absent plus one (the day of return) to make up all work, including assignments and tests. Quizzes will be made up at the teacher’s discretion. Teachers will do whatever is possible to help the child make up work.
- 2) For one or two-day family out-of-town trips, the teacher will attempt to give assignments the day before. These will be due the day of return. Assignments given the day after the absence must be in the day after that. All tests must be made up the day of return.
- 3) For family vacations of three days or more, the student must make up tests or work within 3 school days after returning. Teachers can be expected to give only general assignments prior to the vacation just before the vacation begins, and will give further specific assignments upon the return of the child.
- 4) Even though teachers will attempt to help the child make up work, the parents or the child have responsibility to find out what is missed.

UNEXCUSED ABSENCES INCLUDE:

- 1) Generally, those not included as excusable.
- 2) Being absent without following proper procedures.
- 3) Absence for any reason without notification to the office.
- 4) Tardiness.

Attendance, continued

Penalty for unexcused absences

It is realized that many unexcused absences are the result of parental decisions. However, the school must protect the interests of all families and all children. An attitude that school can be skipped easily with no consequences leads generally to a low setting of priorities by the community on the value of education. To prevent this, the following penalties will be used in cases of unexcused absenteeism:

- 1) Any test, quiz, or assignments missed will receive a grade of “zero.” However, the student must still make up the test, quiz or assignment if the teacher feels it is necessary.
- 2) In the elementary, 1st – 5th, three unexcused tardies will receive a letter from the office reminding parents of the importance of children being at school on time. Three more unexcused tardies will result in a phone call from the administrator. Three additional unexcused tardies will result in a call from the Education Committee of the board.
- 3) In the middle school, 6th – 8th grades, the same procedure will be followed as the elementary school but, in addition, each set of three unexcused tardies will also result in a ninth hour.

LEAVING SCHOOL GROUNDS

- 1) Students may leave school grounds **only** by parental permission through a note to the child’s homeroom teacher **and** by signing out in the main office.
- 2) Parents are discouraged from taking their children out of school other than an occasional dental or medical appointment.

REPORTING IN AFTER AN ABSENCE

- 1) PK – 5th: Parents must write a note to the classroom teacher explaining the absence.
- 2) 6th – 8th. After any absence, the parent must write a note to the office and the office must write a check-in note admitting the student to class. This will be true for a tardy, a return from the dentist, doctor, a one-day absence, or a multiple day absence.

DISCIPLINE

DISCIPLINE PHILOSOPHY

Taken from the same root word for disciple, discipline is established and maintained at BCCS with the intent to “train” or “build into” the lives of students (Matthew 28:19; Proverbs 22:6). For this reason, the discipline procedures are progressive in nature. Students are expected to behave in a positive manner that demonstrates respect for adults, themselves, and other students as well as their property. They are expected to follow classroom and school rules as described by school staff. In addition, all state laws that apply to children apply at school (laws pertaining to possession or use of tobacco, illegal drugs, or alcohol; possession or use of fire arms, explosives, weapons, or any item that causes students or teachers to fear for their safety, etc. Parents/guardians are requested to promptly report any suspicious acts or rumors of violence to the administrator).

Discipline Goals:

- 1) To help students learn self-discipline and how to act as a Christian in a social/academic setting.
- 2) To help assure all students in our school of an environment in which they can feel safe and are built up by all members of the body of Christ. BCCS implements an anti-bullying policy and will focus on building Christian community. See Policy on “Employee and Student Dignity” at the end of the handbook.
- 3) To help students develop responsibility for their own work and behavior.

DISCIPLINE PROCEDURE FOR GRADES K – 5th

The staff and administrator will determine age appropriate consequences for elementary school students.

MIDDLE SCHOOL DISCIPLINE PROCEDURES

What Should I Wear?

The guidelines are very simple: modesty and appropriateness. Some popular styles do not comply with these guidelines so be thoughtful when buying school clothes. Here are some more specific suggestions which may help you:

1. Pants, jeans, and shorts with shirts or tops that are neat and in good taste are acceptable. That means no bare midriffs, no low-cut tops, and appropriate coverage when bending over or sitting in the classroom.
2. Students may not wear clothing that promotes alcohol, drugs, music groups, or any wording or illustration that has sexual suggestiveness or an unchristian connotation.
3. If any questions arise on what is appropriate, the clothing should be checked before it is worn.
4. If you wear something “iffy”, a staff member will give you something else to wear for the day.

We want people to recognize a Christian atmosphere when they come into our building, which includes the appearance of our staff and students. Our goal is to honor God in all we do, including our attire. In all cases, dress should be such that it does not call attention to individual students and not be a distraction to learning. Since the standards of “appropriate” dress are relative, they will be judged by the staff, and more specifically by the principal. Even as there is appropriate clothing for church, for baseball, for gym class, etc., so too there is appropriate clothing for school. Students, if you ever unsure about whether what you are wearing is honoring to God, your teachers will be happy to work with you in making an appropriate decision.

What About Discipline in Middle School?

BCCS wants to maintain a Christian educational environment for its students. A few simple rules make this quite easy.

- 1) Your behavior must not be a problem for anyone else.
- 2) Your behavior must be safe for you and others. (Example: no running in the halls)
- 3) If you make a poor choice, there will be an appropriate, fair consequence.
- 4) If you cause a problem, you must be part of the solution.

Are There Any School-Wide Rules I Should Know About?

1. BCCS, as well as all schools in Michigan, have had to adopt a weapons and extreme behavior policy. The BCCS Board will permanently expel any student who possesses a dangerous weapon, commits arson or a violent crime on BCCS property including buses used in transporting students. (The complete policy is available in the office.)
2. In compliance with other area schools, BCCS has also adopted a Substance Abuse Policy: “Any student who has an illegal substance in his/her possession at BCCS will receive a minimum of a one day in-school suspension. The student faces the possibility of expulsion which will be determined by the Education Committee of the School Board.

Are There Any Day-To-Day Rules That I Should Know About?

There are some general every-day rules that we need just to keep our school day running smoothly and to avoid any confusion. Some of these you probably won't agree with, but we have found them necessary to do middle school the right way.

1. Gum is allowed, but it should not be a distracting from the learning environment. The privilege can be taken away if abused.
2. Please park bikes only in the bike racks.
3. Personal electronic devices may not be used during the school day (bell to bell) without permission.
4. Students are not allowed to play games on their Chromebooks at any time while at school unless they have permission from their teacher. This includes before school, any breaks, and after school.
5. If you need to use your phone, you need permission from your teacher or you may use the phone in the office for 25 cents.
6. You have the right to open only your locker.
7. Once you arrive at school in the morning, you may not leave the school grounds without permission.
8. Teachers may not supply students with any medication. It's the law.
9. Stay in designated middle school areas both in the building and on the playground, before, during, and after school. (Your teacher will explain.)
10. Be respectful to all adults in the building—especially our visitors.
11. Please be responsible with playground equipment. Bring it in even if you didn't take it out. Thanks.
12. You may use the gym only with permission and only with sports equipment from the gym. (In other words, you may not use your sports equipment or equipment intended for outdoor use in the gym.) You may enter the PE office/equipment room only with specific permission from a teacher.

Wow! Is That It?

Just a few gentle reminders that help our days go smoothly.

1. Be ready to start when the teacher is.
2. Listen carefully and follow directions.
3. Keep an accurate, up-to-date assignment list either in our planner or electronic device.
4. Help keep classrooms and hallways clean by doing your part.
5. Be respectful and courteous to all teachers, students, and visitors in the building.
6. Always do your best.

Remember our theme and verse.

SCHOOL PROPERTY DAMAGE

- 1) If students break school property, on purpose or accidentally, they or their parents must replace it or pay to have it repaired.
- 2) Parents will be contacted regarding property damage caused by their children.

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege and a responsibility, and as such, each participant must adhere to the rules and expectations as established by the coach or leader.

- 1) All students participating in extra-curricular activities must maintain an acceptable level of performance in academics and social behavior. Academic expectations will be based upon ability level as determined by the teaching staff.
- 2) Students may or may not receive a warning before being declared ineligible.
- 3) Students may be declared ineligible if they display a pattern of not completing quality class work. Eligibility can be regained when student makes up or catches up on their work and/or shows improvement in their pattern of completing quality class work.
- 4) Students may be declared ineligible if they display a pattern of disrespect, mockery, cruelty, etc., toward their classmates and/or teachers. Eligibility can be regained when the students show improvement in their pattern of how they treat others.
- 5) Teachers and/or administration will meet regularly to discuss student concerns, and will determine eligibility as it applies to each student or situation.
- 6) Because some events do not have the same “season” as athletic events, they will be dealt with on an individual basis. This would include such events as Science Olympiad, the school play, yearbook committee, student council, etc.
- 7) Parents must be notified of a student’s ineligibility. Students should not be informed of being ineligible on the day of a game.
- 8) On the day of an extra-curricular event, students must be in attendance the entire day with exceptions made only for doctor/orthodontist appointments, funerals or other unavoidable circumstances.
- 9) Athletics:

<u>Girls</u>	<u>Boys</u>
Volleyball, 7-8	Soccer, 7-8 (co-ed)
Soccer, 7-8 (co-ed)	Basketball, 5-8
Basketball, 5-8	Baseball, 7-8 combined
Softball, 7-8 combined	Track, 6-8
Track, 6-8	
- 10) If possible, there will not be “cuts” at the 7th grade level. Most extra-curricular activities require try-outs for the 8th grade.
- 11) Coaches of eighth graders are not required to play all team members equally in games. Circumstances of the game will determine how the coach plays the team members.

OTHER POLICIES

Enrollment

To enroll children, parents must read this policy and agree to abide by its provisions.

- 1) Re-enrollment for the next school year should occur before June 1. This is done to help in the planning process for the upcoming school year. A late enrollment fee of \$50 will be assessed to returning families if enrollment is submitted after July 1.
- 2) The enrollment is due July 1, with the balance of the tuition to be paid before June 1 of the following year. Failure to do so may result in a child (children) not being admitted to school in the fall of the next school year.
- 3) The payment in full of any prior commitment is required by June 1. If unable to pay this balance by June 1, parents should contact their church or secure funds by a loan or other means so all prior balances with the school are retired. If unable to obtain the necessary funds to fulfill this obligation, parents must contact the Tuition Treasurer and provide a revised payment plan to retire prior commitments, along with the current school year commitment. The Finance Committee will decide whether or not to accept this plan. If the plan is accepted but not met during the year, the child (children) may not be allowed to continue their education at BCCS.
- 4) If there is no prior balance by June 1, parents may choose one of the following tuition payment plans:
 - a. Payment in full, less prior paid enrollment fees, by July 1
 - b. Direct Debit (equal monthly payments through a bank or credit union)
 - c. Equal payments throughout the school year that will result in a paid balance by June 1 of the following year.
 - d. Other – As specifically stated on the Tuition Payment Commitment area on the enrollment form.
- 5) Families may apply for a Needs-Based Scholarship. The Finance Committee will review all Scholarship requests and determine the appropriate distribution based on available funds. Families applying for a Needs-Based Scholarship must apply online using FACTS at www.factstuitionaid.com. All applications must be submitted by June 1st to be considered.
- 6) All payments must be made on time or the school office should be notified.
- 7) Late payments, or late agreed to payments, without notification to the school office, will result in contact from a Finance Committee member.
- 8) If a family's last child is enrolled as an 8th grade student, payment of tuition and all fees must be made in full by June 1 of the graduation year, unless prior arrangements have been made with the Finance Committee.
- 9) All parents must sign (electronically submit) the Statement of Belief, Statement of Purpose, Responsibilities of Christian Home, and Parent/Guardian Agreement in the online enrollment packet before their child can be accepted into BCCS.

OTHER POLICIES, CONTINUED

Employee & Student Dignity

Byron Center Christian School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity, and is not permitted.

Byron Center Christian School does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, counselor, or administrator. Employees may report to any building administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any employee's continued employment or any student's status or progress.
2. Making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person.
3. Creating an intimidating, hostile, or offensive working or educational environment.

Anti-bullying Policy

Bullying, another form of harassment prohibited by this policy, is defined as follows: Bullying happens whenever someone uses his or her power unfairly and repeatedly to hurt someone. The administrator and staff will design and implement procedures with the intent to build Christian community. Community expectations will be defined using Colossians 3:12–14. When any word, look, sign or act hurts a person's body, feelings or property and/or is determined to violate the expectation of compassion, kindness, humility, gentleness, or patience the student will be in violation. Violations will be followed up using established guidelines. (Amendment added June 2006).

OTHER POLICIES, CONTINUED

Student Medication Policy

If a child is required to take prescription medication during school hours and a parent or guardian of this child cannot be at school to administer the medication, the designated school staff will administer the medication in compliance with the instructions of a physician (as indicated on the prescription label) and the regulations that follow. The exact dosage and frequency of administration must be clearly set forth on the prescription label and request form **or** on written instructions signed by a physician. Only in an emergency situation that threatens the life or health of the child, may the mandate that two adults be present when administering medication not apply.

- A. Written instruction, on a form provided by the school, signed by a parent or guardian and physician, will be required and will include:
 - 1. child's name, date of birth, and school;
 - 2. name of medication;
 - 3. specific time(s) and dose(s) to be given at school;
 - 4. length of time, date to date;
 - 5. possible side effects, if known
 - 6. restrictions;
 - 7. physician's name and his/her signature, and telephone number where the physician can be contacted;
 - 8. parent's name, permission, and signature

- B. The principal or designee(s) will
 - 1. inform appropriate school personnel of the medication;
 - 2. keep a record of the administration of the medication;
 - 3. keep medication under lock and key;
 - 4. return unused medication only to the parents or guardians.

- C. The parent or guardian is responsible for transporting the medication to and from school. Students may not bring in or carry home medication. In the event that unused medication is not claimed by the parent or guardian, the administrator and/or designee will appropriately dispose of the medication and record this disposal on a medication log.

- D. All medication shall be clearly identified on the outside of the vial or package and the medication will be stored in a secure cabinet. No medication, prescription or non-prescription, should be kept in student lockers or desks.

- E. In the event medications are sent to school in students' pockets or bags, the medication will be confiscated by school personnel and held until a parent or guardian has the opportunity to claim it.

- F. The parent or guardian is responsible for providing correct doses of medication. The principal and designee(s) cannot split tablets to change doses.

Student Medication Policy, continued

- G. The parents or guardians must assume responsibility for informing the administrator and/or designee of any change in the child's medication and for providing a new prescription label and/or a physician's note to change the original dosage. The parent or guardian is responsible for confirming that the contents and the correct dosage are on the medication label. In the event that medications or dosages are changed during the prescribed time span, a new medication label must be provided for (may be done through pharmacist) the child's medication container. In the same instance, parents or guardians are responsible for filling out a **new permission** form.
- H. Those prescription medications given for less than ten-day duration do not require a physician's signature on the permission form in addition to the prescription label. However, medications to be administered on an as-needed basis throughout the school year will require a physician's signature.
- I. Students who may require administration of an emergency medication may have such medication identified as such, stored in the school office and administered in accordance with this policy.
- J. Other than bandaging of minor cuts, bruises and burns, no medication including pain relief tablets, cold tablets, etc., shall be administered to students without prior permission given via the online enrollment packet.
- K. School personnel shall not administer any medications where the administration of the medication requires specialized knowledge or training such as injection of medication, unless that person has the required knowledge or training. The administrator retains the right to refuse to administer such medication if s/he feels that s/he does not possess that necessary training to comply with this provision.
- L. A copy of this policy is to be given to parents or guardians who require that medication be administered to their children in the schools.
- M. If a student's **doctor** insists, for the safety of the student, s/he self-possess and/or self-administer medication the school must receive the instructions in writing from the doctor and the permission/request form from the parent or guardian.

Wellness Policy

Students are expected to learn and appreciate the fact that our body is the Temple of the Holy Spirit and, therefore, we have the responsibility to take care of ourselves physically. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of our students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the school's meal program, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits.

Specific Goals for Nutrition

- A. Nutrition education shall be included in the sequential, comprehensive Health curriculum.
- B. Nutrition education curriculum guidelines shall be age appropriate and culturally relevant.
- C. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- D. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

Specific Goals for Physical Activity

- A. Physical Education
 - 1. A sequential, comprehensive physical education program shall be provided for students in K-8.
 - 2. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
 - 3. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
 - 4. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 - 5. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
 - 6. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- B. Physical Activity
 - 1. The school shall cooperate and collaborate with families and community organizations to institute programs that support physical activity of all sorts.
 - 2. In addition to planned physical education, the school shall provide age appropriate physical activities (e.g. recess during the school day, intramurals when possible, interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

Specific Goals for Other School-Based Activities Designed to Promote Wellness

- A. The school shall provide clean environments in which the students eat.
- B. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- C. The school may limit celebrations involving serving food during the school day to occur after scheduled lunch periods so that students may consume a well-balanced meal and not just snacks.

Nutrition Guidelines for all Foods Available on Campus during the School Day

With the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as the fiscal management of the program.
- B. The guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- D. All foods available to students at school, other than the food service program, shall be served with consideration for promoting student health and well-being.
- E. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- F. All food service personnel shall receive pre-service training in food service operations.
- G. Continuing professional development shall be provided for all staff of the food service program.

*Note: all references to the food service program refer to the program operated by Byron Center Public Schools and provided to BCCS students.

VOLUNTEER GUIDELINES

Volunteers provide support to staff and students in many different ways. Staff members appreciate each volunteer's contribution of time and energy.

The ideal volunteer:

- Is friendly, reliable, flexible and respects confidentiality
- Has a professional attitude, interest, and enthusiasm for working with young people
- Works cooperatively with school staff to carry out the particular role
- Has talents that can enrich the school program
- Has time and a willingness to serve

Guidelines include:

- 1) All school volunteers will need to be approved by the administration after a background check. The background check will be conducted using internet sites operated by the Michigan State Police.
- 2) Playground volunteers are required to attend an orientation session with the administrator or designee.
- 3) All volunteers will be required to sign in through the office and wear a name badge each time they volunteer
- 4) Drivers must complete the school's volunteer driver form for each event or activity.

FEES SCHEDULE 2017/2018

<u>Grade Level</u>	<u>Annual Tuition Amount*</u>
Junior Kindergarten	\$ 3,910
Part-time Kindergarten	\$ 4,140
Full-time Kindergarten – 5 th Grade	\$ 6,450
6 th – 8 th Grade	\$ 6,550

***Note:** The parent commitment is less than the actual cost of education.

- The BCCS Foundation provides \$58,000 to the general operating budget.
- Parent’s Club provides \$30,000 to the general operating budget.
- Annual Fund gifts provide \$105,000 to the general operating budget.

Other Fees-due July 1

- Enrollment Fee \$225 per family

Methods of Tuition Reduction

BCCS Tuition Assistance - The board remains committed to the goal that every child continues to receive a Christian education regardless of the parents’ ability to pay. The amount of assistance will be determined by need and the funds available. Families may apply for needs based assistance by completing an online application with FACTS. For more information, please call the school office at 878-3347. If your family has a special need, you may also contact a member of the Finance Committee to request assistance.

Church Support - Several area churches have a “sliding scale” tuition assistance program, while others have their own method of providing assistance as needed. Contact your church’s deacons or administrative assistant for more information.

TRIP (Tuition Reduction Incentive Program) –A program in which families purchase gift certificates from school to local retail stores and restaurants and a percentage of the purchase price is credited to their tuition account.

Memorial Scholarship - A variety of \$500 scholarships are available through a special Memorial Fund. Contact the office for an application.

BCCS Bucks - For families enrolling for the first time or transferring to BCCS, a \$1,000 incentive per new student is available. Please contact the office for more information and an application.