

Student-Parent Handbook
2016-2017



Honoring God ... Helping Students Soar

Welcome to BCHS

President's Message

2016-2017

Welcome to BCHS and school year 2016-17! We – as a community – are pleased you have chosen BCHS as “your high school.” And to whom does “your high school” refer? It refers to your family. While it is the student who is directly receiving the education, it is the entire family – partnering with the school – which yields the most robust and successful Christian educational experience and outcome.

Our student-parent handbook serves as the guide by which school life plays out. The procedures and rules contained within are not intended to stifle creativity and growth, but rather to identify the boundaries within which the BCHS high school experience will be played. We are pleased that an overwhelming percentage of our students and parents have found these guidelines to be informative and productive as we seek to maintain the wonderful campus climate uniquely found at BCHS.

There is no student-parent handbook which can fully anticipate every potential occurrence. Or – if such a handbook exists – a community becomes so rules-and-regulations driven that an oppressive climate is likely found. At BCHS we endeavor to be comprehensive in our student-parent handbook, but even more-so attempt to set a tone. This tone is simple ... we desire to prepare students for life beyond the walls of high school. We believe the guidelines included in this student-parent handbook – and, more importantly, the tone included therein – allow for such preparation to most favorably occur.

It is my prayer that BCHS provides the highest caliber of Christian education to each student and that our student-parent handbook provides guidelines which contribute to this goal. Please do not hesitate to contact me with any questions you might have.

Go Eagles!

In Christ,

A handwritten signature in blue ink, appearing to read "John Buetow". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John Buetow
President

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BCHS School Description

1.1 History and General Description of BCHS

Our campus is located at the corner of Stockdale Highway and Allen Road on 47 acres of prime real estate in the fast growing southwest area of Bakersfield.

The school was originally established under the name of Omega Christian School in 1979 as a ministry of Bakersfield Christian Life Center with an infant care through 12th grade program, originally serving approximately 130 students. In 1986, the church closed the school; however, a group of high school parents and interested community leaders worked together to open Community Christian High School. It was renamed Bakersfield Christian High School in 1997 to reflect the city as its greater community.

The administrative, teaching, office and coaching staff have a clear commitment to their ministry. There is a positive atmosphere on campus, reflected both in the dedication of the staff and the morale of the students. The families and staff exhibit dedication to one another, to the school and to the Lord.

1.2 Statement of Faith

We believe the Bible to be the inspired and only infallible Word of God.

We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe that mankind was created good, but lost the hope of life eternal, destroyed his communion with God, and fell under the bondage of sin and death by rebelling against God's perfect way of life.

We believe that Jesus Christ is God's eternal son who redeemed mankind. He was born of a virgin through the Holy Spirit, taught men how to live through His sinless life, took the consequences of our sin upon Himself in His passing and death upon the cross, arose bodily from the dead on the third day after His death, was seen by his disciples, ascended to the right hand of the Father and will return in power and glory.

We believe that all are sinners, that all are called to repentance and faith in Jesus Christ, that no one can come to the Father except through Jesus Christ, and that no one can come to faith in Christ, repent and attain holiness, but by the grace of God.

We believe that the Holy Spirit is freely given to those who believe in Jesus Christ. The fruit and benefits of Christ's redemption are applied to us individually by the Holy Spirit.

We believe that at the end of the age there will be two resurrections: one to eternal life and glory, the other to eternal condemnation.

Non-Denominational Mission Statement

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere to and teach.

In order to do so in all fairness, it is necessary that we remind faculty, staff, parents and students that the following areas are left primarily to the teaching of home and church:

- Church government (authority discipline)
- Time and mode of baptism
- Security of the believer
- Timing of future events
- Baptism of the Holy Spirit
- Sinless perfection
- Gifts of the Spirit (tongues, interpretation of tongues, healing, miracle working, discerning of spirits)

1.3 Philosophy of Education

Spiritual and Moral

Aspirations

- That our students will develop a spiritual awareness leading to acceptance of Jesus Christ as personal Lord and Savior.
- That our students will come to desire to know and obey the will of God as revealed in the Scriptures.
- That our students will develop a submissive will toward God and others in authority.
- That our students will come to value the church and the task of worldwide evangelism and discipleship.
- That our students will be inspired to live a consistent Christian life in all aspects by teachers who are role models.

Objectives

- Students will consistently drill in an appropriate grammatical/historical method of biblical interpretation.
- Students will analyze the biblical text in order to discern its contextual meaning and then discuss relevant applications for today's culture.

- Students will memorize the central figures, events and theological themes of the Holy Scriptures.
- Students will analyze various forms of biblical literature and apply appropriate interpretive principles in discerning literary styles.
- Students will analyze, synthesize and express the Christian worldview clearly.
- Students will state plainly the logical and evidentiary necessity of Christianity in order to, as Greg Bahnsen states it, “Make sense of human reason, moral law, human dignity, unity and diversity, love and every other intelligible human experience.”
- Students will compare and contrast various worldviews, exposing logical fallacies and evidentiary shortcomings in each.
- Students will investigate the ethic of Christ, comparing it with various other worldviews in order to articulate its essential superiority.

Academic

Aspirations

- That our students would come to love and value education as a way to honor God and redeem the time granted to them in this world.
- That our students would see education as a way to discover God and His world, and, as such, to see education as an opportunity for worship.
- That our students will develop a passion for lifelong learning.
- That our students will reason consistently from a Christian world and life perspective.
- That our students will come to understand that education is an important tool for them to achieve their God-given potential.

Objectives

- Students will memorize, analyze, summarize and describe central elements in the varied disciplines of academic study.
- Students will engage higher level thinking questions in an environment that demands informed, content rich answers to those questions.
- Students will recognize the principles of correct reasoning (logic).
- Students will research, organize, synthesize and evaluate information through proper use of resource and reference materials.
- Students will communicate the issues of academic inquiry consistently in writing, through visual arts, through oral presentations

and through analysis of labs and other forms of hands-on work in the varied disciplines.

- Students will evaluate ideas from a Christian perspective.
- Students will execute all other outcomes assigned in the varied disciplines.
- Students will recognize the central place of theology among the arts and sciences, to such an extent that the whole spectrum of human investigation is infused with meaning by the Christian worldview.
- Students will recognize the antithetical relationship between postmodern liberal education and the Christian approach.

Personal and Social

Aspirations

- That our students would be able to, in the words of Dave Horner from Biola, “out-live, out-think and out-die their culture.”
- That our students would come to understand that they are each unique image-bearing creations of God.
- That our students would advocate for the Kingdom of God amid the decaying culture in which they live, and that they would do so firmly, unwaveringly, but also graciously and winsomely.
- That our students would accept that they are not owners of their bodies or their material possessions; they are only stewards to the One who has and is making claims as to the proper use of their bodies and possessions.
- That our students would see the value of physical fitness for overall health in life.
- That our students would come to value the necessary connections that exist between the intellectual life, emotional life, social life, physical life and spiritual life.

1.4 Roles and Responsibilities

Staff

The staff of BCHS consists of administrators, faculty, counselors, coaches, support staff and campus services personnel.

Faculty

The faculty is comprised of education professionals who are equipped to teach in their subject areas from a Christian worldview perspective. The faculty is ACSI certified, which requires them to grow in their biblical and educational understanding while demonstrating a solid grasp of the instructional process. Each teacher is

prepared to act as a Christian role model. Each full-time faculty member will be available 30 minutes before and after a regular school day.

Activities Coordinator

Under the direction of the Vice President of Student Life, the Activities Coordinator works with student leadership in planning all student activities including graduation, social events and clubs. Parents interested in assisting in the planning of social events are to contact the Activities Coordinator.

Admissions Office

The Admissions office handles both domestic and international student recruitment efforts, new enrollment applications, re-enrollment, and withdrawal procedures for full-time and IAP students. They work with the Vice President of Advancement to prepare for admissions activities throughout the year such as Visitation Day and Open House.

Athletic Director

The Athletic Director works with the coaching staff, student-athletes, booster club, faculty and the administrative team to provide leadership and integrity in the operation of the overall athletic program as it reflects the mission of the school and as it relates to academics and CIF expectations.

College Counselors

College Counselors are on staff to provide guidance for students in regards to the university admissions process, such as coordinating testing, planning coursework and assisting in the planning for college visitations.

Security Officer

Serving the Student Life office, the Security Officer is responsible for providing campus supervision throughout the school day as well as various events throughout the year. In conjunction with Administration, this person continues to update and develop our "Safe Schools Plan" and provides resources and training for staff and faculty in regards to campus safety.

Vice President of Student Life

The Vice President of Student Life is responsible for the well being of the student body. Areas of responsibility include school activities, student leadership, attendance issues, accountability issues, the forum and chapel schedule and any other activity that involves the daily operations of student life. The Vice President of Student Life works with the activities coordinator, ASB advisor,

student government and school security to advance student accountability.

Vice President of Academic Growth

The Vice President of Academic Growth's role is central in establishing the intellectual life of the school. Areas of responsibilities include managing accreditation, curriculum and course development, grade reports, academic student placement, student testing, academic probation, faculty professional growth and evaluation, the counseling program and the daily operations of the academic program. The Vice President of Academic Growth works with the academic senate, technology, registrar, counseling department and the faculty to advance academic excellence.

Vice President of Advancement

The Vice President of Advancement's central role is to develop positive relationships within the community in such a way as to encourage enrollment and financial support. Areas of responsibilities include major gifting, promotional materials, fundraising activities and managing the admissions outreach process. The Vice President of Advancement works with the Director of Admissions, Grade Ambassador Program and the alumni association to promote school support and activities.

The President

The central role of the President is to assure that the vision of the school is fulfilled, namely, to offer a vibrant academic environment that challenges students to grow intellectually within the context of a committed, lively Christian faith. Areas of responsibilities include vision casting, overseeing the global operations of the school, and major gifting support in concert with the Board of Directors and Executive Leadership Team to fulfill and advance the mission of the school.

Board of Directors

The Board of Directors is the governing body of the school. All members must agree, without reservation, to the Vision and Statement of Faith of the school. As per the BCHS Bylaws, this body governs the strategic and fiduciary interests of BCHS. The men and women of the Board create the long-term strategic plan of the school. The Board also oversees the Office of the President, who administers the global operations of the school.

Any concerns or issues regarding BCHS personnel or the day-to-day operations of the school are to be directed to the proper BCHS administrator.

1.5 Accreditation

BCHS is fully accredited by the Western Association of

Schools and Colleges and the Association of Christian Schools International. BCHS is the only high school in Kern County to hold this dual accreditation. Course credit earned at BCHS is easily transferable to colleges and universities throughout the United States.

Statement of Nonprofit Status

BCHS is a nonprofit corporation established on July 24, 1986 as a 501(c) (3) tax-exempt organization.

Expected School-Wide Learning Results (ESLR's)

We are an independent, college preparatory school that believes by learning and applying the academic and spiritual disciplines, students will be empowered to lead successful, fulfilling and contributory lives.

BCHS will prepare its graduates to be:

- Service Minded Citizens
- Effective Communicators
- Critical and Higher Level Thinkers
- Quality Producers

1.6 Policies of Nondiscrimination

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

Admissions Policies

2.1 Parental Responsibility

It is the policy of BCHS that all students are under direct parental (or legal guardian) authority and responsibility while attending our school. This includes seniors who may have turned 18 years old while attending BCHS. The school is in partnership with the parents, working as a team with the students jointly and cooperatively. Students are expected to honor, respect and obey both parents and school staff alike. BCHS abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a current official copy of the court order. Court orders need to be given directly to the Vice President of Academic Growth.

Enrollment at BCHS is dependent upon adherence to the policies and guidelines of the school. A Christian high school education requires a three-way commitment between parents, students and the school. It is necessary for every BCHS family to have a working relationship with the school and be in agreement with the following:

It is understood that parents accept the responsibility for their student while enrolled at BCHS, cooperating fully with school rules and regulations including non-school hours. Parents/Legal Guardians understand that the code of conduct at BCHS does not tolerate profanity or obscenity in word or action, dishonor to the Bible, irresponsible damage of school property, or disobedience and disrespect toward one another and the personnel of the school. Parents/Legal Guardians agree to pay for any damage or loss to school property caused by our student due to intent or negligence. Violations of these standards may constitute grounds for dismissal from BCHS. It is understood that the parents or administration may withdraw the student from BCHS at any time with due cause.

The school is interested in every phase of the student's conduct. However, four areas are considered basic: honesty, integrity, respect for authority and respect for other's property. It is hoped that suspensions and expulsions from school will not have to be made at any time; however, if a student is consistently uncooperative, disrespectful or demonstrates an attitude destructive to the school's behavioral atmosphere, he/she will be treated accordingly after consultations with the parents.

Parental Expectations

Parents should read the Statement of Philosophy and Statement of Faith in applying for admissions to BCHS and express their willingness to honor those stated beliefs and purposes. Parents should understand that all subjects will be presented from the Christian worldview.

We expect parents to encourage obedience to the rules and expectations of the school and support the school in necessary disciplinary action and authorize BCHS to employ such discipline as seems wise and expedient by the Administration. Parents are encouraged to counsel with the Administration regarding discipline procedures. Parents should also support the school standards in their home. If after reasonable effort has been made to support your student and help him/her make satisfactory academic progress, your student does not comply with the standards of this school, you agree to withdraw your student.

We will strive to model a lifestyle in front of your student that is supportive of biblical and moral values. The lifestyle in the home should be consistent and in

agreement with traditional biblical principles to best partner with BCHS.

We pledge our fullest cooperation to keep denominationalism controversy in line with our non-denominational mission statement as described on page 1. We ask parents in kind to respect and adhere to our non-denominational mission statement.

It is important for you to report your student's psychiatric counseling; any prescribed program of medication; any serious, chronic or life-threatening medical conditions (e.g., hepatitis, tuberculosis, HIV positive/AIDS); or involvement with juvenile authorities during the past three years. Failure to report may be cause for immediate dismissal.

The school reserves the right to dismiss any student who does not respect and observe its spiritual and behavioral standards and/or cooperate with its educational goals.

In the event that any check is returned to the school due to insufficient funds, the school may require that all future payments be made in cash, cashier's check or certified check. You must pay the school for all costs and expenses, which may be incurred by the school as a result of all returned checks including an **NSF check fee of \$25.**

If a student is currently enrolled in the school, the commitments set forth in the enrollment contract are dependent upon the student's successful completion of the previous school year as determined at the sole discretion of the school.

For any student having academic difficulty, enrollment in the Educational Support Services program may be a requirement for continued enrollment. There will be an additional fee for this service.

If tuition is outstanding, the school reserves the right to deny a student the opportunity to take their finals until the outstanding balance has been paid.

The previous year's tuition must be paid before the student can be enrolled for the following school year.

2.2 Refund Policy

Semester 1

June 1 to August 15 - 75% refund of first semester tuition

August 16 to October 21 – 50% refund of first semester tuition

October 22 – no refund of first semester tuition

Semester 2

Prior to December 1 – 100% refund of second semester tuition

December 1 to January 9 - 75% refund of second semester tuition

January 10 to March 10 – 50% refund of second semester tuition

March 11 – no refund of second semester tuition

2.3 Student Insurance

Student accident/medical expense insurance is provided through the school. The cost is factored into tuition. All students are covered for school activities **secondary** to your family policy. It is the responsibility of parent(s)/guardian(s) to provide **primary** insurance for students. Failure to provide insurance for your student will negate any school secondary school insurance coverage. Evidence of insurance must be provided to the school office before participation can commence in athletics. (Athletic Department)

2.4 Activity Management Policy

When planning extracurricular activities such as athletic, choir, band or theater events, every effort will be made to resolve date conflicts in advance so that a young person participating in fine arts and an athletic team will not have to make the choice between these events.

In the event that a conflict cannot be resolved it will be the parent's responsibility to give their student direction as to which event they should participate.

When a parent makes the decision as to which event their child shall participate in there will be no consequences regardless of which event they choose, in other words a student's grade will not be reduced in drama class, choir, band or athletics for the choice the parent makes.

2.5 Publicity Policy

BCHS occasionally publishes our students' names, photographs, or achievements in our school publications. This information may also be released to local newspapers or posted on the BCHS Official website or Official networking site to promote BCHS. Neither Students' nor Parents will be compensated financially for the use of these images at any time during or after attendance at BCHS. To decline publicity, please indicate on the handbook agreement form by initialing the space next to decline.

2.6 Capital Use Fees

This is a nonrefundable annual fee that each student pays to cover the wear and tear on the buildings. The money is designated for capital repairs and replacements only.

Academics

3.1 Graduation Requirements

BCHS College Preparatory Diploma: The total number of credits required for graduation from BCHS is 241. Each class earns five credits each semester. Community service earns one credit for 40 or more hours of service. See the course descriptions catalog for required courses.

BCHS Scholars Program Diploma: Full time, on campus students, who attend BCHS for four years, qualify for the Scholars Program by completing a required minimum of six advanced placement courses (effective class of 2012): two from the sophomore year and four from the junior/senior years (see requirements below). Students must maintain a 3.5 GPA each semester.

BCHS College Preparatory

Subject Area	Total credits	# of years
Bible	40	4
English	40	4
Social Studies	30	3
Physical Education	20	2
Science	30	3
Mathematics	30	3
Foreign Language	20	2
Visual & Performing Arts	10	1
Electives	15	
Community Svc. Hrs.	1	40 hours
Health	5	1 Semester
Semester		241 total credits

BCHS Scholars Program

Subject Area	Total credits	# of years
Bible	40	4
English	40	4
Social Studies	30	3
Physical Education	20	2
Science	30	3
Mathematics	40	4
Foreign Language	30	3
Visual & Performing Arts	20	2
Electives	5	
Community Svc. Hrs.	1	40 hours
Health	5	1 Semester
Semester		261 total credits

Transfer students are required to take a semester of Bible for each semester of attendance.

No student shall receive a high school diploma from BCHS until ALL graduation requirements and full payment of all tuition/fees or property is returned including but not limited to: athletic attire/protective gear, choir apparel, musical instruments, library books and all service hours are completed.

3.2 Academic Information

The BCHS academic core class offerings have been approved for transfer credit by the University of California. The list of classes is reviewed on an annual basis and is available for viewing.

The BCHS school code used for SAT 1, SAT 2, ACT, PLAN and PSAT tests as well as NCAA Clearinghouse and college applications is: **050208**
BCHS offers a college preparatory program designed to meet the academic needs of students who wish to pursue a higher education.

Diploma Requirements: The curriculum at BCHS is taught from a Christian worldview. It comprises a required core of studies believed to be fundamental to a liberal education, and elective courses designed to fit the needs and interests of the individual student. The course of study follows a traditional college-preparatory path, which includes AP offerings. Each student is required to spend the full four years in high school. Attending summer school or carrying more than a normal load during the regular school year should be regarded as an enrichment of the student's education rather than an accelerated program that replaces BCHS' course requirements. It is required that BCHS students will complete all of the required courses at this school, and not at an alternate academic facility. Bible is required for each semester of attendance at BCHS. Required Bible credits are waived for any semester that the student does not attend BCHS prior to enrolling. Students are required to be at BCHS with a full seven period course load. Seniors meeting graduation requirements may be permitted to have an unscheduled first or last period or extended lunch. They must, however, leave campus or be in supervised areas after their last class or during extended lunch. All seniors must have five on campus classes that count for credit. All exceptions must be petitioned through the Vice President of Academic Growth.

3.3 Graduation Walking Policy

All students must complete the minimum diploma requirements, pay all tuition/fees in full, complete 5 hours per semester of community service hours and financial aid service hours if applicable in order to be eligible for graduation/activities.

Any prior failing grades must be retrieved prior to the

midterm marking point of Semester 2 (MT2) of their twelfth grade year.

Any potential graduate who has failed a required graduation course or is credit deficient going into their final quarter will be placed on a graduation/diploma contract. Potential graduates in good course and credit standing, but are earning a failing grade in the third quarter will also be placed on a graduation/diploma contract.

Only those students who have a 'D' in one class heading into graduation will be allowed to participate in graduation activities without receiving their diploma at graduation. If a potential graduate has more than one 'D' or an 'F' in any course needed to meet graduation requirements, that students will not be allowed to participate in graduation activities.

These activities include but are not limited to, walking in the graduation ceremony, attending Disney's Grad Night and the reception of a high school diploma. Upon completion of all graduation requirements, a high school diploma will be released to the student.

Students who have an outstanding financial balance including but not limited to: tuition, sports charges, books, iPads, AC adaptor, USB cable or any transactions as defined by the Business Office at BCHS will **not** be able to participate in graduation activities as described above and will **not** receive their high school diploma until the financial obligations are resolved.

Students who still need to acquire community service and/or financial aid hours to meet the requirement for graduation may still participate in graduation activities but will not receive their high school diploma until the community service hours are completed as part of their graduation diploma requirements.

If tuition is outstanding, the school reserves the right to deny a student the opportunity to take their finals until the outstanding balance has been paid.

Seniors must turn in their iPad, AC adaptor and USB cable following senior finals. All iPads must be turned in prior to boarding the bus for Gradnite.

3.4 Summer School Policy

Many students attend summer school for enrichment, remediation or advancement. Except when making up a D or F in a class required for graduation, BCHS does not give course credit for summer study taken at an alternate academic facility, although course advancement may be given. For repeated courses, the new grade and the course's original grade will remain on the transcript. Students who wish to improve a grade of C- or lower, may do so at a community

college or another accredited institution, or they may retake the course during the regular school year. Students taking summer school courses in order to advance to a higher level in any discipline must discuss the plan with the appropriate department head in the spring. The department head may arrange a BCHS examination at the end of the summer. If work on the examination shows that the student is prepared for the next level, his/her schedule will be changed accordingly. In order to satisfy residency requirements at BCHS, it is required that students will take their required courses for graduation at BCHS during the regular school year. Seniors who have failed one or more of the required academic classes or another requirement such as P.E. will be required to repeat the failed work in an accredited summer school before receiving a diploma or a transcript showing the graduation date. Upon request, enrichment coursework from another institution may be put on the BCHS transcript but will not count towards the BCHS GPA or towards completion of diploma requirements. All exceptions must be petitioned through the Vice President of Academic Growth.

3.5 Transfer Students

A student who requests a transfer to BCHS should have a cumulative GPA of 2.00 or higher and should have made satisfactory progress in meeting the BCHS graduation requirements. A student may be admitted due to special circumstances, in which case specific conditions will be stipulated. It is recommended that application for admission be made at the beginning of the academic year. However, it is possible to admit students mid-year, subject to class availability. Students that have been expelled from another school will not be admitted to BCHS.

When a student transfers to BCHS from an accredited high school, **only semester grades and units will be posted on the BCHS transcript.** When a student transfers to BCHS during the academic year (other than at the beginning of the 2nd semester) the withdrawal grades and/or quarter grades will be averaged in with grades earned at BCHS.

Each student's transfer credits must be evaluated by the counselor and registrar before inclusion on a BCHS transcript. In addition, the Vice President of Academic Growth must give approval for any outside courses taken by a student, whether it is to make up an "F," "D" or "Incomplete" grade, or to get ahead in credits.

3.6 Scholars Prerequisites and Requirements

Scholars Prerequisites

- 3.5 cumulative GPA in 9th grade
- Student/Parent submit request form in counseling

- Must meet prerequisites for honors courses in 10th grade
- Students are required to enroll in two minimum, three maximum Honors courses a year (students requesting more than three need the approval from the Vice President of Academic Growth)
- Students not meeting all of the criteria for Scholars admission may appeal to the Academic Senate for reconsideration

Continued Enrollment Requirements for the Scholars Program:

- Maintain a “C” or better each year in all Honors or AP courses
- 3.5 GPA each semester (students who do not have a 3.5 at the end of the 1st semester will be on probation and their cumulative GPA for the year must be a 3.5 to remain in the Scholars Program)
- Minimum of two advanced courses per year starting in sophomore year for a total of six
- Minimum of two advanced courses per year starting in sophomore year for a total of six
- For every three advanced courses, at least one must be a humanities course and one must be a math or science course (not all classes can be from humanities or math/science)
- Satisfactory behavior/teacher approval at semester
- Students who do not meet the above requirements will be transferred to the college prep program the following semester and will be removed from the Scholar’s Program
- Students who do not pass Honors courses with a “C” or better will be transferred to college prep courses the next semester

Students not in the Scholars Program who wish to take Honors and AP courses:

- Must have a minimum of a “B” in a previous or prerequisite course
- Must have an overall GPA of 3.0
- Maintain a minimum “C” average in Honors or AP courses

No “D” or “F” grades on transcript in order to take an AP course (excludes repeated courses)

Students who do not pass Honors courses with a “C” or better will be transferred to college prep courses the next semester

Returning students must receive a teacher recommendation/approval to take all AP and honors courses

3.7 Schedule Change Procedure

Students who enroll in any course at BCHS are expected to remain in that course for the entire semester (for semester courses) or year (for full year courses). Should there be a request for a class schedule change after registration, the following procedures will apply:

- Last day to add a class is the last day of week two of the semester
- Request will be taken on the assigned schedule change days only
- Students may request a schedule change form from the Counselor
- The student must have the form signed by their Parent/Guardian, Teacher, Counselor, and Vice President of Academic Growth
- Once all signatures have been acquired the student returns the form to the Counselor and the change will be submitted to the Registrar
- Schedule changes may be initiated by the Administration at any time

Withdrawal From Class Procedure

- Student must acquire a schedule change form after the start of the school year.
- The schedule change form must be signed by the impacted teachers, parent and student.
- The Vice President of Academic Growth or Counselor will contact the student to discuss the circumstances and conditions of the class withdrawal.

The transcript posting will be indicated as follows for withdrawals:

Day 1 of the semester to last day of week two - no indication on the transcript

Day 1 of week three to last day of week 12 - a “W” will appear on the transcript

Day 1 of week 13 to last day of semester - a “WF” will appear on the transcript

Note:

W = withdraw without penalty. The student is allowed to withdraw without the grade “W” affecting any grade point average.

WF = withdraw with failing grade. This grade is treated as an “F” in computing all grade point averages and is subject to the minimum passing grade requirement.

Students who wish to add a class after the first day of the third week of the semester must get approval from the Vice President of Academic Growth and/or Counselor to receive credit for the semester. If the class

is not approved for credit the student will receive NC (no credit) on their transcript. After the first day of the third week of the semester transfer students who add classes not taken at their previous school must make up the work missed or receive no credit for the semester.

Schedule Conflicts

Students who have a scheduling conflict or a necessary course is not offered on campus have the following options:

- Distance learning through an approved institution
- Enrollment in the BCHS IAP program
- Summer School

See your counselor for approval.

3.8 Testing

Achievement tests are administered each year. The following tests are administered:

9th & 10th grade - Students will take the PSAT (preliminary test to the SAT1) for their grade level to prepare them for the SAT exam.

11th grade - Juniors are strongly recommended to take the SAT1 in preparation for college admittance and are encouraged to take the ACT

12th grade - Seniors may retake the SAT 1 and/or ACT in the fall to improve their scores

Test scores will determine AP Placement.

Grading Scale

Credit is a term used to indicate the earning of units by passing a class. Five credits per semester are issued when a student earns a passing grade of A, B or C.

NOTE: Any course receiving a grade of D, F or WF (or any NC received for a course used to satisfy graduation requirements) must be retaken until a minimum passing grade is achieved.

Consequently, when a student passes both semesters of a class, the student will earn 10 credits.

The following grading scale will be used by the teachers for assignments, projects, tests, etc.:

- A = 90 - 100% (Consistently superior)
- B = 80 - 89% (Exceeds Acceptable standard)
- C = 70 - 79% (Acceptable standard)
- D = 60 - 69% (Falls Below acceptable standard)
- F = 00 - 59% (Failing)

Semester GPA determinations receive the following quality points:

Advanced Placement and Honors

- A = 5 quality points
- B = 4 quality points
- C = 3 quality points
- D = 1 quality points
- F = 0 quality points
- WF = 0 quality points

College Preparatory

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality points
- F = 0 quality points
- WF = 0 quality points

The following grades are excluded from the GPA determination:

- CR= credit
- NC= no credit
- W= withdrawal
- REP= repeat (original grade will appear on the transcript but will not affect GPA)
- I= incomplete

Electives

BCHS offers a variety of elective courses (see course descriptions at bakersfieldchristian.com). Students are strongly encouraged to take more than the 15 required elective credits.

Office/Student Aide (students may only take this course for two semesters for a total of ten elective credits)

3.10 Homework and Enrichment Credit

The purpose of homework is preparation, review, practice and reinforcement. Homework is intended as an extension of what happens in the classroom. It is not intended as punishment or busy work. Homework encourages academic pursuits independent of the teacher. The amount, quality and usefulness of homework are determined by teachers, with sensitivity and consideration given to parents and students.

Teachers will have a clearly established and defensible purpose for every homework assignment and will utilize that homework in the classroom in a consistent manner. Teachers will effectively communicate to students and parents the intended use of homework (including the positive and negative consequences) and the approximate worth as compared to the whole grade.

Teachers will regulate the amount of homework per evening with consideration given to reasonableness and balance.

Parents should know from their student what homework the student has been assigned, including nightly and long-term projects and assignments. Parents will be given a copy of the teacher's homework policies at Back-to-School Night as part of their class syllabus. It is recommended that parents help the student plan a time for homework. There should be a regular time and regular place for homework in an environment that lends itself to quiet study.

Parents should be available to help the student with homework as needed. If parents have questions concerning length or amount of assignments, they should contact the individual teacher. The average amount of homework time will differ with each student. A reasonable minimum expectation for a typical College Preparatory program is 20-30 minutes per class per night. Due to the nature of Advanced Placement (AP) courses and the fact that they are taught at the college level, students enrolled in these courses will have a heavier homework load than those students enrolled in traditional classes.

Students should record their homework due dates, tests dates and project due dates in their iPad calendar. It is the student's responsibility to record assignments and to make sure they understand all aspects of the assignments. It is recommended that parents check OnCampus on a regular basis to check for grades and upcoming assignments.

Each afternoon before leaving school, students should make sure they have all books and materials needed for a given night's work. The iPad calendar should be used to make a study plan for the study time available according to the student's personal, family and church schedule.

After an approved absence, it is the student's responsibility to get all missed assignments. It is recommended that each student have a "buddy" in each class who can be contacted about what might have been missed. The student must learn to be responsible, plan ahead, budget time wisely, employ good study skills and meet all academic expectations.

No homework or long-term assignments will be accepted late except for teacher and administration exceptions. If absent for three days or less students must make up all work within a period of time equal to the number of days absent. For absences more than three days, students and parents must contact the teacher to determine a reasonable due date for work missed during the absences. Questions or concerns about dates will be addressed by the Vice President of Academic Growth.

Students are expected to turn in homework before leaving school for a school-sponsored event. The Vice President of Academic Growth may make exceptions. Students are responsible for making up any assignments, tests and quizzes missed during school-sponsored events and must meet with their teacher to determine a date and time to complete quizzes and tests. Whenever possible students should complete tests and quizzes before attending a school-sponsored event or before an approved absence.

An excused absence DOES NOT constitute a reason to turn in an essay or major assignment a day late. All essays and major assignments are due on the assigned due date whether a student is here or not. If the student is absent the day an essay is due, he or she needs to be sure to turn the essay or major assignment into his or her teacher by the end of the school day. The student is responsible for arranging to have the essay or major assignment delivered to his or her teacher's classroom or the front office or to e-mail the essay as an attachment to his or her teacher. Any exceptions must be petitioned through the Vice President of Academic Growth.

Students are expected to check their OnCampus every day, especially when they are absent. They will be held responsible for the information posted by their teachers.

3.11 Final Exam Policy

All students, freshman through seniors, will take a final at the end of the school year. The only exception is for students who take an AP course and subsequently take the AP exam associated with that course. Accomplishing these two requirements exempt only those students from a final exam for second semester (they will still be responsible for taking a final for the first semester in the case of year-long courses).

SEMESTER GRADES ARE CALCULATED AS:

Term 1 = 80% Semester 1 Final = 20%
Term 2 = 80% Semester 2 Final = 20%

3.12 Educational Support Services (ESS)

Program Purpose and Goals

The Educational Support Services Program serves to meet the academic needs of students who require additional classroom support. Students receive extra instructional support in one-on-one or small group tutoring sessions. Specially trained educators support and encourage students on a regular basis in their academic studies by using teaching strategies which will provide the student with the tools necessary to succeed in the classroom and ultimately in the college environment.

Requirements for Program Admissions

All students seeking admissions into the ESS program must first meet the regular admissions requirements. Some students will be required to attend the ESS program as a condition of the admissions process. Students on Academic Probation may be required to attend the ESS program as a condition of their probation. Students may be referred to the ESS program at any time during the school year. There is a fee for attendance in this program.

3.13 Independent Academic Program

The BCHS Independent Academic Program (IAP) provides parents and students an alternate way to earn a diploma:

BCHS accredited diploma and transcript: Students must meet all graduation requirements and take approved, equivalent, college preparatory coursework; take tests at BCHS proctored by a member of the BCHS faculty; and have tests scored by a member of the BCHS staff, unless graded by a third party, such as online academies. Students in the IAP program are not eligible for the Scholar Program. Courses not taught by the home school parents must be approved and align with the Diploma Requirements and Summer School policy on page eight.

IAP parents and students are expected to be familiar with and adhere to the BCHS IAP Policies and Procedures and information available in the Admissions Office.

Full-time, on-campus, students may not transfer to the IAP program but may make up non-passing grades through IAP with approval by the Vice President of Academic Growth. All exceptions must be petitioned through the Admissions office.

3.14 Physical Education Policy

Physical Education Requirement - 20 credits:

All freshmen are required to take one P.E. or Weight Training Class. The remaining 15 credits may be fulfilled by taking a P.E. class or by participating in a BCHS afterschool sport. Students may earn GPA credit for a maximum of two semesters per year; additional sports will be listed on the transcript but will not be included in the GPA calculation.

P.E. courses will take priority, throughout a student's high school career, in the GPA calculations in the instance a student completes either P.E. or Weight Training and participates in a sport. For instance if a

student participates in a sport for four years but completes a PE course, that P.E. course will be calculated in to their GPA in place of an previously listed sport. Students must complete the required 20 P.E. credits by their senior year or they will be required to take P.E. Seniors may not join a Varsity team their senior year without having previously played that sport at a high school level. Exceptions must be petitioned through the Athletic Director.

3.15 Off Campus Physical Education Policy

It is recommended that all students take their P.E. credit requirements through BCHS, but in the event that one of the common scenarios challenges this recommendation, a student will need to observe the following guidelines to acquire P.E. credit from an off-campus source.

Common scenarios that reflect the reasons students seek exemptions to the P.E. course requirement include:

- Impacted Schedules - Students do not have an available period when P.E. courses are offered.
- Physical Disability - Students have physical limitations that prohibit their ability to participate in rigorous activities.
- Comparable Experiences - Students are concurrently involved in a competitive, high-performance, off-campus physical activity that reflects their unique giftedness, skills or talents, such as dancing, gymnastics, and hockey. This would not include recreational or house-league activities.

Policy Guidelines

- The Vice President of Academic Growth must preapprove the substitute P.E. experience prior to the respective semester's Add/Drop deadline. Students may not request exemptions retroactively (i.e., after the "Add/Drop" deadline in each respective semester).
- Students with impacted schedules must postpone enrollment in a P.E. course until a subsequent semester unless immediate graduation requirements necessitate the P.E. course.
- Online P.E. courses may not substitute for BCHS' P.E. requirements.
- In the event of unforeseen and sudden disabilities while enrolled in an on-campus P.E. course, students may request to utilize physical therapy experiences in lieu of the remaining P.E. requirements for the duration of the semester or the disability, whichever comes first.
- As per California standards, students must attain a minimum of 40 minutes of physical activity every

ten academic days throughout the entirety of the semester.

- Students must develop and propose a syllabus for their alternative P.E. course experience, which will serve as an official academic contract between BCHS and the student. The syllabus will be submitted to the Vice President of Academic Growth for approval prior to the start of the alternative PE course. The syllabus must contain the following information:
 - Nature and description of the physical activity
 - Timeframe for completing the exercises
 - Log Sheet that documents the following information
 - Date
 - Times
 - Activity
 - Signature (coach or supervising adult, other than parent)

3.16 Report Cards

BCHS operates on a semester system. Upon passing each course with a letter grade of A, B, or C, students earn 5 credits per class each semester. Courses such as ESS and Study Hall, are not awarded academic credit and do not appear on report cards. All report cards are uploaded to the parent account via OnCampus and can be accessed using the parent portal through the BCHS website at the midterm marking point (October/March) and end of each semester (December/May). Between reporting periods the student's progress will be recorded on OnCampus and should be reviewed weekly. Should a student fall at or below a 73% in any class they are in danger of failing the course. At this time it will be imperative that corrective steps are taken. This should include discussing the course with your student and contacting the teacher via email or telephone message. Teachers are expected to return messages within 24 hours, email messages may be detoured due to the SPAM filtering system. Parents are encouraged to follow up with a telephone call if an email reply is not received. If challenges persist an appointment should be made with the Vice President of Academic Growth to develop a plan of action.

Semester two report cards will be held from the parent(s)/guardian(s) and student until full payment of all tuition/fees or property is returned including but not limited to; athletic attire/protective gear, choir apparel, musical instruments, library books and all service hours are completed.

3.17 Academic Probation

When a student falls below a 2.0 grade point average or multiple course failures following a quarter's grading period, there will be a parent and student meeting with

the Vice President of Academic Growth. The student will be placed on an Academic Warning contract with specific conditions. If the student is not able to raise his/her grade point average up to a 2.0 or higher for the following quarter and pass all classes with a C or higher, his/her academic progress will be reviewed by the Vice President of Academic Growth and the student will be placed on an Academic Probation contract. If the conditions of the academic probation are not met, the student will be asked to withdraw. The Vice President of Academic Growth will make the final decision.

3.18 Parent Resources

Parents will have access to all information including grades on our website, www.bakersfieldchristian.com Click on the "Parents" link located at the top of the webpage, log in and access information through OnCampus, Eagle Café, BCHS Attendance Policy etc. Report cards are uploaded to the NetClassroom link and may be accessed in PDF format following each reporting period.

3.19 Office Hours

The Administration Office is open Monday through Friday from 7:45 a.m. to 4:15 p.m. and is closed for school holidays and breaks.

3.20 Course Retrieval

Students who receive a "D, F, WF or NC" semester grade in a required course are required to repeat the course in summer school (if available); otherwise, the student will need to enroll in the same course during the next academic year. The primary responsibility for identifying such courses and enrolling in the same rests with the student and parents (see Graduation Requirements and Summer School policy). Credit Retrieval: Seniors must complete all credit retrieval coursework by the end of the third quarter in order to walk at graduation. Any exceptions must be petitioned through the Vice President of Academic Growth and President.

3.21 Incomplete Grade

This policy is applicable in cases of prolonged absence (less than four weeks), due to illness or other extenuating circumstances whereby significant class work has been missed to warrant an incomplete grade ("I") at the midterm or quarter grading period.

When the work has been completed to the satisfaction of the instructor, the instructor will assign a letter grade to remove the "Incomplete." The grade will be based on the work completed prior to the absence and the work submitted during the designated make-up period.

Should a student receive an “Incomplete” at any grading period, the student will have two weeks to remove the “I” grade, except in extenuating circumstances when approved by the administration.

Should the missed course work not be completed the “I” grade will be recorded as an “F.”

3.22 Academic Awards

Departmental Awards

Students from each grade who have demonstrated outstanding achievement or outstanding effort in each department are chosen by the faculty of that department to receive these awards.

Honor Roll

- Given to any BCHS student who achieves a minimum semester GPA of 3.5.
- All honors are based on the student’s grade point average (GPA) as determined by the academic year
- Students with a GPA between 3.5 and 3.9 earn Vice President’s Honor Roll
- Students with a 4.0 or higher earn the President’s Honor Roll

ACSI Distinguished Christian High School Student

Juniors and Seniors who show a clear Christian testimony and are in the top 20% of the class in one or more of the following areas: Academics, Leadership, Music, Art, Drama and Athletics.

U.S. Presidential Awards Program

This award is coordinated by the office of the President of the United States and is given to reward academic success in the classroom. To be eligible, seniors must have a cumulative GPA of 3.5 or higher, achieve in the 85th percentile or higher in math or reading on a standardized achievement test, faculty recommendation, and have written the top senior research papers.

President’s Award for Educational Achievement

This award is coordinated by the office of the President of the United States and is given to reward academic effort in the classroom. To be eligible, students must have below a 3.5 GPA, but are passing all classes. Each member of the faculty recognizes a student who has demonstrated a positive attitude as well as consistent effort and improvement throughout the school year.

California Scholarship Federation (CSF)

A CSF chapter has been organized to promote scholarship, further education and service, and to honor those students who have achieved a high academic level of excellence. BCHS chapter receives new members at the beginning of each semester. Grades must come from the tenth through the twelfth grade in order to be considered full members. Ninth grade marks can be used to consider students for associate membership. It is up to each student to apply for membership in CSF. Students do not automatically become members because of qualifying grades.

Gold Seal Bearers

Seniors who have been members of CSF for four of six semesters (one semester must be in the senior year) may wear gold tassels at graduation. The gold seal of the CSF is placed on his/her diploma, transcripts and permanent records.

National Honor Society

Membership in the National Honor Society is a **Faculty awarded honor** presented to those students who have exemplified outstanding character, academic achievement, leadership and service. Requirements for membership in this honor society are rigorous, as the student must excel in additional areas of character, leadership and service; as well as maintain a **cumulative, unweighted academic GPA of 3.5** or above and have no incidences of academic dishonesty or disciplinary issues in the student’s junior or senior year. Not all students are awarded membership in to the NHS the first time their achievements are reviewed; some must continue to work on one area or another, most often the areas of leadership and service. Membership is awarded in the junior and/or senior year.

Mayor’s Trophy

A senior who shows outstanding achievement in leadership, academics, athletics and community service is nominated by the school to compete with nominees from all area Bakersfield high schools.

Eagle of the Year

The senior who best exemplifies the vision statement of BCHS is chosen by the faculty to receive this award. Candidates for this award must have been enrolled at BCHS for four years, have demonstrated academic excellence and have evidenced a solid Christian commitment. Recipients of this award are given the opportunity to address the senior class during the graduation ceremony.

Eagle Fine Artist

Any senior who has attended BCHS all four years, completed three or more art classes, was “Artist of the Month” at least once and is an exemplary art student.

Eagle Scholar

Any senior who has attended BCHS all four years, has a clear Christian testimony and has been on the Honor Roll for eight semesters is named Eagle Scholar.

Eagle Pride

Any senior who has lettered in three sports for all four years at BCHS receives this award.

Eagle Service Award

This is given to a graduating senior who has demonstrated a consistent positive Christian witness and has performed a minimum of 100 community service hours during his/her tenure at BCHS.

Athletic Letters

These are awarded by the Athletic Department to students who show outstanding ability in a particular sport. They are awarded at the end-of-the-season awards.

Academic Patches

These are awarded to students who earn a 3.5 GPA in five consecutive semesters and enrolled in at least four academic classes.

Art Patches/Pins

Visual and performing arts patches are awarded to students who have taken two VPA courses in a specific area. i.e.: Art, Band, Guitar, Theater, etc. Additional years in a specific VPA area will earn the student a VPA pin for each additional year.

Scholar Athlete

This award is given to the student-athlete for each season of sport under the following guidelines:

- Must be awarded a varsity letter
- Have a cumulative academic GPA of 3.5 on a 5.0 (weighted scale)
- The cumulative GPA of 3.5 must be accumulated for at least two semesters
- Each student who meets the requirement will receive a certificate

- The student with the highest GPA on each team will receive a patch, and a chevron for each additional awarding
- If the student with highest GPA already has a patch, then the student with highest GPA that does not have a patch will receive it

Valedictorian and Salutatorian Selection Policy

The designation of valedictorian will be given to the graduating senior(s) who has earned the highest GPA (weighted) from among the graduating class. Candidates for this award must have been enrolled at BCHS for three years. The designation of salutatorian will be awarded to the graduating senior(s) who has earned the second-highest GPA (weighted) from among the graduating class. Candidates for this award must have been enrolled at BCHS for three years. The valedictorian(s) and salutatorian(s) will be recognized at the appropriate academic ceremony. Receiving either of these awards does not qualify an individual to address the senior class during the graduation ceremony.

3.23 Digital Materials/Textbooks

BCHS will use the IT tech fee to purchase digital materials for students. There will be the need for students to purchase materials/textbooks for school use offered for sale through our online service, <http://escobookstore.com/Home/bcs>.

Students should take care of their books, as replacement copies are often hard to obtain. We discourage students from loaning their books to others and request that they not leave their books in rooms or on the school grounds. The student's name should be neatly written in the front of all books. Proper care of textbooks could save your family considerable expense. Students should not write “answers” in their books, as the books may not be accepted by ESCO Bookstore for return credit.

NOTE: Textbooks and other school supplies left on the walkways will be taken to the lost and found.

3.24 Work Experience

Junior and senior students who qualify may choose to take Work Experience. Students who choose Work Experience must follow these requirements:

- Obtain a “Work Experience Form” from the office
- Complete the form and return it to the office

- Must work at least three of the school days he/she leaves early and work at least 15 hours a week
- Must be in classes through fourth period
- Must either (a) be at work by 3:00 p.m. or (b) work at least four hours each shift if work is in the evening

Students must obtain approval to take Work Experience from the Vice President of Academic Growth.

Work Permits - State law requires that students under 18 years of age who plan to work must obtain a work permit. Applications may be obtained from the Registrar. California State Labor prohibits students under 18 working more than four hours on a school day. They cannot work between the hours of 10:00 p.m. and 5:00 a.m. on school days and from 12:30 a.m. to 5:00 a.m. on weekends.

Students must have a "Request for Work Permit and Statement of Intent to Employ Minor" (B1-1) on file with the school when working on school days. Application for work permit forms may be obtained from the School Registrar. Once the work permit application is returned to the school, the work permit card may be picked up the next day in the office.

3.25 Community Service

One of the goals of BCHS is to promote the spiritual maturity of each student. Spiritual maturity may best be described as Christ-likeness. Because Jesus came "...not to be served, but to serve..." we provide reasonable opportunities throughout the year for our students to learn the job of serving others through community service. One community service credit is required for graduation. Each student is to complete 5 hours of community service for each semester in attendance at BCHS to complete this graduation requirement. A community service form must be submitted to the student's counselor for each service event completed.

3.26 College Placement Assistance

Students meet periodically with their counselor, beginning with their freshman year, to assure that their academic progress is commensurate with their college and academic goals. Students may utilize catalogs from many California and out-of-state colleges and universities, both Christian and secular. Additionally, representatives from many colleges and other institutions visit our campus during the year. College fairs, both Christian and secular, are offered in the community that students may attend.

Juniors and seniors are given two days each year for college visits.

Information is also available to students who seek scholarships. Scholarships are available from a variety of groups to students who meet their specific criteria. Announcements will be made periodically reminding students of scholarship or grant opportunities and deadlines.

Records and Transcripts

Records - the cumulative records for each student are available to the parent. Please call the office to set up an appointment if you wish to view them and the Vice President of Academic Growth or Registrar will be pleased to assist you.

Transcripts - each student's semester grades are recorded on a transcript, which is the permanent record of a student's academic achievement. These may be requested via Naviance for current students.

Transcript requests are processed with 24 hours after the initial request. They will be sent electronically or be mailed at no cost from school to school, or school to work only and may only be carried if the seal is not broken.

Transcripts will be held from the parent(s)/guardian(s) and students until full payment of all tuition/fees or property is returned including but not limited to; athletic attire/protective gear, iPad, AC adaptor, USB cable, choir apparel, musical instruments, library books and all service hours are completed. Transcripts will be released to requesting institutions only.

3.27 AP Appeals Process

Students interested in taking an AP course must display a history of academic success in prerequisite courses as well as post a PSAT score that demonstrates a knowledge threshold commiserate with the given AP course in order to be automatically qualified.

Students who do not meet the listed requirements (click on link) may still take an AP course by completing an appeals form. Appeal forms for all AP courses can be collected from their school counselor. The departmental committee will meet as a team to review all appeal forms for requested AP courses and decide if an AP course is the best placement for the student.

Behavior Policies

4.1 Discipline Policy General Statement

BCHS is dedicated to the training of students in a program of study; activity and living that is "applied

Christianity.” We believe that all students should be taught to feel a God-given responsibility to walk honorably before all men. Doing what is right should be the main focus for guiding conduct, but institutional integrity also requires the exercise of disciplinary action. Students who are unable to meet the student conduct standards set by the school will not be able to remain at BCHS. The key aspect of this process is finding students that best fit the mission and goals of the school. BCHS believes that students enter school for serious reasons and that, in general, their consciences and common sense are sufficient guides for their behavior. A sense of responsibility for one’s own conduct as well as for the general well being of the community is expected.

BCHS views discipline as a redemptive tool in the process of building character. It is critical for students to understand the value of discipline within this framework. Otherwise, he/she will have a more difficult time moving forward after a disciplinary action. Members of The Office of Student Life will consult with parents, as appropriate, on all recommended disciplinary actions. The Vice President of Student Life will approve all disciplinary actions taken. Parents may appeal any disciplinary action to the President, who shall have the final decision. The BCHS community is encouraged to resolve matters quickly and properly.

4.2 Expectations Of Students

Students are expected to abide by the following guidelines, policies and standards. Attendance at BCHS is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality and honesty.

Before students are able to attend classes, they and their parents are required to sign and return, to the Office of Student Life, the Handbook Agreement Form sent with this handbook agreeing to abide by all policies in the Student Handbook as implemented by the administration, faculty and staff of BCHS. Attendance by a student shall be deemed as an agreement by the student and their parent. The following general rules must be adhered to at all times:

- Failure of the student or parents to consistently comply with all policies, rules and guidelines of BCHS is grounds for BCHS to expel the student.
- BCHS reserves the right to expel any student if it is determined that the student or parent is not in agreement with either the philosophy or educational goals of the school and poses a detrimental impact on the school’s overall program.

Campus Expectations

- Students are not to be in unauthorized areas unless accompanied by a teacher or with special permission. Students are not allowed in any building or classroom without a teacher present or without special permission.
- During school hours, students are expected to remain on campus unless they have written permission from the office, are on a school field trip, or have been signed out by their parent or guardian.
- Each person should do his/her best to help keep the campus clean by placing trash in the proper receptacle.
- For the purpose of keeping the campus clean, gum is not allowed on campus at anytime.
- There is to be no riding of skateboards, skates, scooters, hover boards, bikes or similar items on any walkway or on the school grounds at any time.
- Students are not to damage or deface property that does not belong to them. Any students involved in vandalism on or off campus resulting in property damage will be subject to school discipline and financial responsibility. Parents will assume financial liability for any and all damages incurred.
- Students may not sell items on campus for any reason, unless approved by an administrator. Gambling is prohibited.

Classroom Expectations

- Students are expected to arrive to class on time and be prepared with all necessary materials.
- Eating in the classroom is allowed during lunch with teacher supervision. Students may have water in the classroom buildings and in the gym throughout the day.
- Students are expected to be familiar with and observe all individual classroom rules instituted by the teachers.
- Students are expected to give the teacher and his or her fellow students the respect that each is entitled.

Social Expectations

- Every student is required to behave in a respectful and Christ-like manner, as they relate to all students, faculty, staff and guests. The language used on campus should be consistent with Ephesians 4:29 “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

- Students should refrain from public displays of affection. Holding hands is permitted except in class, chapel, or forums.
- If a student becomes pregnant or causes someone to become pregnant, they may be withdrawn from school at the time of disclosure. The student may be permitted to enroll in IAP for the remainder of that semester.
- It is the expectation of BCHS that students will not marry while they are enrolled at BCHS, regardless of parental consent.

Off Campus Expectations

- It is **not** the responsibility of BCHS to monitor student behavior at non-school activities. However, there may be an occasion when student conduct, even though separate from the school, will be of such nature as to negatively reflect on the school and call into question the student's continuance as a BCHS student. Therefore, if an agent of the school becomes aware of such conduct, we will share this information with the parents and the appropriate authorities and reserve the right to take disciplinary action whenever proper.
- Off-campus activity that includes the use of email, social networking, text messaging, other form of communication or other acts that create a risk of substantial disruption within the school environment will be subject to an investigation which may or may not include law enforcement.
- BCHS administration reserves the right and authority to govern and rule regarding all other matters not listed herein regarding improper behavior by students and discipline while representing the school.

The following may result in immediate dismissal from school:

- Possession, sale or use of any controlled substance, alcohol, intoxicant, vaping, tobacco or any smoking paraphernalia at any time while a student at BCHS.
- Hosting a party where alcohol or drugs is available.
- Possession, sale, use of an explosive, lighter, matches, firearms (including ammunition), knives or other dangerous objects on school grounds or at school sponsored events.
- Physical acts of aggression or violence, written, verbal or physical harassment or bullying, hazing or sexual harassment (including but not limited to physical assault, unwelcome touching, suggestive remarks or verbal abuse, leering or ogling, and sexual coercion).
- Sexual promiscuity, sexual immorality, or sexting.

4.3 Harassment Policies

Harassment/Bullying/Hazing - This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation and harassment, including sexual harassment. Harassment, intimidation, hazing and bullying of any student by any other student or staff member are prohibited. This policy applies to such actions at school, and also off campus school events or other situations where such action creates a substantial disruption of the educational process. This school is prepared to take action to prevent and correct any violations of this policy and will investigate such allegations in a prompt, confidential and thorough manner. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Sexual harassment - is not social or courting behavior. Instead, it is the use of sexuality to harass, and is best seen as an assertion of power. Sexual harassment for the purpose of this handbook may include, but is not limited to:

- Physical Assault – including rape or any coerced sexual relationship
- Pressure exerted on either an adult or a student for sexual activity or for a relationship that takes on a sexual or romantic coloring that exceeds the limit of a friendly relationship; any demeaning or repeated unwanted sexual propositions; unwelcome touching; leering at or ogling a person's body
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior; sexually stereotyped or sexually charged insults, humor or verbal abuse; and inappropriate verbal questions

Members of the BCHS community are encouraged to report any incident to a person of authority, such as a faculty person, coach, counselor or an administrator. All persons in the BCHS community are obliged to take each instance seriously and inform the Vice President of Student Life, the Vice President of Academic Growth or the President.

The school will discipline or take appropriate action, up to and including dismissal from BCHS, against any student, staff volunteer or any person who is found to have violated these policies.

4.4 Accountability Process

Students who do not meet the expectations of the school will be referred, either immediately or at a later time, to the Office of Student Life. Violations of school rules will result in appropriate sanctions and

consequences in the sole and absolute discretion of the school, including, but not necessarily limited to the following, which are not required to be administered in any progressive order:

Loss of Privilege - Students who demonstrate a lack of concern for the expectations and rules of the school may have their privileges restricted or removed. (e.g. off-campus lunch privileges for seniors, athletic participation and activities)

After School Detention - Students who have after school detention are required to report to the designated detention room at the assigned time. Students will receive instructions and must work diligently for 45 minutes to avoid additional time being added to the detention.

If the student misses an assigned detention or fails to work in an appropriate manner, he/she will serve two more detention days or may receive more serious consequences. **Detention takes precedence over athletic practices.**

Saturday Work (three hours and \$25) - Students who have Saturday work will be assigned by the Office of Student Life to arrive by 8:00 a.m. dressed in work clothes ready to work diligently for three hours to avoid additional time being added to the detention. A \$25 fee will be collected prior to the assigned workday to secure supervision with the return of the Saturday detention slip. If the student misses an assigned Saturday work detention or fails to work in an appropriate manner, he/she will receive additional consequences as assigned by the Office of Student Life. **Saturday work assignment takes precedence over all extracurricular events.**

In-School Suspension - Students who have in-school Suspension must report to the Vice President of Student Life before the start of school prepared with pencil, notebook paper and reading materials. A student's teachers may provide current class work. Students will remain in suspension throughout the school day and not be permitted to interact with other students at any time during the school day or participate in school activities that day. Any student who receives an in-school suspension shall be ineligible for athletic participation for at least one week, usually starting from the first day of the suspension or the day of infraction per administrative decision. Suspended students may not participate in activities, practices or competition during that week.

Suspension - Students who are suspended may not attend classes or school events. The ultimate decision for suspending a student rests with the Vice President of Student Life. Any student who receives a school suspension shall be athletically ineligible for at least one week, usually starting from the first day of the

suspension or the day of infraction per administrative decision. Suspended students may not participate in activities, practices or competition during that week.

Behavior Contract - Students whose behavior demonstrates a serious or recurring disregard for the rules and expectations of the BCHS community will be placed on a behavior contract. Students who commit a subsequent major rule violation while on a behavior contract are likely to be dismissed from school.

Dismissal from School - Any student may be dismissed from the school for any serious violation of school policy or when a student's conduct is deemed detrimental to the school's reputation and/or good name. Final and binding determination in the matter of separation from the school lies with the President, which determination shall be made in his/her sole and absolute discretion. A student who has been dismissed or who has withdrawn for disciplinary reasons may not return to campus unless he/she has been granted permission by the President or his designee.

College Admission Notification - BCHS reserves the right to note disciplinary actions on the student's official transcripts, which in the judgment of BCHS, warrant such notation. Examples include but are not limited to cheating, plagiarism, lying, theft, etc.

4.5 Classroom Discipline Procedures

In the classroom, teachers are responsible for maintaining the control and discipline necessary to establish a quality/learning environment. The Vice President's of Student Life and Academic Growth in addition to the President, support the teacher in this disciplinary role, and will become involved whenever it appears that student disruption and lack of cooperation warrant their attention and sanction. Teachers are encouraged to be consistent in their disciplinary actions and to keep the discipline in line with the offense, with the goal in mind of helping students to move towards self-discipline.

In the event a student interferes with the teaching and learning environment by being disrespectful and disobedient. The teacher will put the student on a classroom behavior step form:

Step 1 - The teacher will speak directly to the student about their behavior. (If necessary, the teacher may arrange a private conference.)

Step 2 - If the unacceptable behavior persists, the teacher will inform the parents of the issue. (This may or may not impact the student's grade.)

Step 3 - If the two actions above do not produce the desired result, the Office of Student Life shall be informed of the situation. Members of the Office of

Student Life will meet with the student and a detention will be issued.

Step 4 - At this step the student will meet with the Vice President of Student Life and a Saturday detention will be assigned.

Step 5 - Student and Parent will meet with the Vice President of Student Life to be placed on a behavior contract and decide on a future course of action.

Special circumstances may require the teacher to circumvent the above by sending the student directly to the office.

4.6 Four-Step Prevention Policy

It is the desire of BCHS to provide a Christian Education to all of our students in a substance free and positive environment. We also realize that at times some of our students will make decisions that are not consistent with our desires and policies. Based on our zero-tolerance policy and our desire to help students who have made wrong choices, we have a four-step policy to be utilized by students if needed.

In an effort to allow our students to be proactive in correcting problems, we have adopted the following four-step plan:

Step 1 - A student may contact a teacher/staff member on campus whom he/she is close to and confide in that teacher/staff member the problem that he/she is planning to correct.

Step 2 - The student must then inform his/her parents of the problem. Note: the student is welcome to have the teacher/staff member present.

Step 3 - The teacher/staff member will inform the Vice President of Student Life of the problem. This is not for the purpose of discipline, but so that they are informed in case a problem were to occur on campus.

Step 4 - Finally, the student must agree to submit to a correction plan agreed upon by the student, the Vice President of Student Life and the parents. In the case of alcohol or drug use, the student will be required to complete an outside substance abuse counseling program.

4.7 Conflict Resolution

As a college preparatory institution, our goal is to foster an environment where students are given opportunities to solve their own matters. The key is giving them the skills needed to work through their daily concerns and the positive experience of seeing them solved in a biblical way as Christ taught in Matthew 18. To that end, students and parents are encouraged to abide by the following guidelines:

- If a student or their parent has a concern or

complaint regarding a specific teacher, staff member, coach and/or administrator, it is essential that initial communication be with that specific teacher, staff member, coach and/or administrator.

- If the concern is not resolved, the student's parent should speak with the department chair. If the concern still is not resolved, the student or parent needs to speak with the Vice President of Academic Growth.
- The president is the final point of contact regarding conflicts.
- If the student needs help in determining how to speak with the teacher, staff member, coach and/or administrator, he or she may, at any time, contact the Vice President of Student Life or Vice President of Academic Growth to seek guidance.
- If the conflict is a claim of unlawful harassment including sexual harassment, students should go to any teacher, staff member, coach or administrator other than the one against whom they have the claim.

4.8 INTERQUEST Detection Canine

It is the desire of BCHS to provide the safest possible environment for BCHS students. BCHS is blessed with a wonderful student body and we are committed to taking all reasonable steps to provide a secure and safe campus for all students. As a result, we have entered in to an agreement with *Interquest* Detection Canines, Inc. to provide trained canines to conduct random unannounced inspections of our campus. *Interquest* provides service to 300 public school districts and private schools in the United States with over 20+ years of experience. The canines are trained to detect the presence of medications, illicit drugs, alcohol and gunpowder based items. Campus buildings, parking lots and grounds will be randomly inspected for prohibited items. If detected and found, the school will initiate the appropriated disciplinary action.

4.9 Mandatory Reporting

The employees and volunteers of BCHS comply with the reporting requirements of California's Child Abuse Reporting Law. BCHS will immediately report any known or reasonably suspected incidents of child abuse to the appropriate child protection agency.

4.10 Dress Code Policy

Philosophy

The standard of dress at BCHS is designed to encourage a casual academic atmosphere lending dignity to both the individual and the school while contributing positively to the learning environment. We

recognize the importance of self-expression and individuality during the teenage years, and we expect students to do so in a way that would honor themselves, others and God. The main principles governing the dress code are modesty, courtesy and avoidance of extremes that some might find distracting or offensive. We acknowledge that some of these specific standards reflect community preferences, and we in no way attempt to equate them to levels of spirituality. We also recognize that exceptions may be necessary due to certain religious traditions and will be considered by the office of Student Life on a case-by-case basis.

Parental Note

BCHS believes it is not only the school's responsibility to determine dress code, but also the student's and parent's responsibility to adhere to a dress code conducive to a proper learning environment.

General Statement

All clothing must be in good condition, not ripped or frayed. All logos must respect Christian principles and the philosophy of BCHS. Any article of clothing, jewelry, make-up or carry items (e.g. notebook, folder, backpack or iPad case) referencing alcohol, drugs, tobacco, offensive language or pictures, or derogatory messages is not allowed. Apparel from high schools other than BCHS is not acceptable. All hoods and hats must be removed indoors. Administration reserves the right to make the final decision in regard to dress, including any areas not addressed by the following guidelines:

Grooming and Accessories – Hair may only be subdued natural colors and must be well groomed and kept out of the face. No extreme hairstyles are allowed, such as Mohawks or Fohawks. Jewelry should be modest. Tattoos are discouraged and must be kept covered at all school events, both on and off campus. Any type of shaving or notching of the eyebrows is not permitted.

- **Girls:** Girls may wear make-up and nail polish that is modest and not heavy. Traditional lobe earrings and one outer cartilage helix piercing, per ear are acceptable. All other piercings, even if they are covered are not permitted. Clear plugs are not acceptable.
- **Boys:** Boys may not wear make-up or nail polish. Hair must be neat, clean, out of the eyes and non-distracting. Facial hair is allowed but must be kept neat. The Office of Student Life reserves the right to require a student to shave if deemed inappropriate. Body piercing is not allowed, including earrings. Clear plugs are not acceptable.

Shoes – Must be worn at all times. Sandals (flip flops), athletic sandals, or shoes with a heel in excess of two inches are not recommended. Closed toed shoes are recommended.

Shirts – In an effort to avoid judging music groups, clothing that promotes any music group will not be permitted. All tops must hang two inches below the waistline of the pants. All garments must have modest necklines with no open backs, bare shoulders, or open sides. Sheer tops are acceptable, only if a solid shirt that complies with the dress code is worn underneath.

- **Girls:** Sleeveless tops are permitted, but tank tops and spaghetti straps are not allowed. Both shoulders must be covered.
- **Boys:** Tank tops and sleeveless tops are not permitted.

Pants and shorts – Jeans, dress pants, trousers, khakis, and chinos are acceptable, but sagging or ultra low-rise pants and shorts are not allowed. Ripped or torn jeans are **not** allowed. Leggings, exercise pants, yoga pants, etc. may be worn but **must** be worn with a shirt or top that completely covers front and back. Pants and shorts should not have any wording across the back. Shorts should be Bermuda-style and be no shorter than six inches from the top of the kneecap. Swimwear, pajama style pants, sweat (athletic) pants are not allowed. Tight fitted exercise pants are allowed but **must** be worn with a shirt or top that completely covers front and back.

Skirts and Dresses – Skirts and dresses are acceptable for girls but may be no shorter than six inches from the top of the kneecap, even if tights or leggings are worn underneath.

Game Day Dress For Athletic Teams – Students who participate on a BCHS athletic team can wear special dress on game days as informed by their coach.

Spirit Days – Modesty must be a priority. T-shirts that have been altered by ripping or cutting must remain in compliance with the guidelines for shirts. **Students not participating in the specified Spirit Dress must be within regular dress code.**

After School Events – While we recognize that after-school events may call for either more relaxed or more formal dress, we expect the students of BCHS to dress appropriately for all occasions associated with the school.

Formal/Prom Attire - All formal attire must be modest and avoid extremes that some might find distracting or offensive. All regular school guidelines for grooming and accessories apply to formal and prom, including but not limited to the policies regarding facial hair, piercings and tattoos.

Boys' Attire - We expect young men to wear nice pants, dress shirts and ties. Jeans are not allowed. Tuxedos and sport coats are permitted, but not required.

Girls' Attire - Skirts and dresses must be no shorter than six inches from the top of the kneecap. Length is measured according to solid fabric, not lace or sheer fabric. Slits must observe the same guidelines. Low cut necklines are not permitted. Dresses may not be cut below the bust line, either in front or on the sides. There should be no visible cleavage. Strapless, one shoulder, halter, and spaghetti straps are allowed. Dresses may be backless, as long as they are not cut below the navel and the sides are covered up to the bust line. Dresses may not have any cutouts or holes on the front or sides, even if covered by sheer fabric. Bare midribs are not permitted. No pinning, fabric inserts or panels will be allowed as an alteration for a dress to meet dress code. All female students, either BCHS or guests, must return a signed formal dress code agreement prior to the purchase of their formal ticket.

Students who are not dressed appropriately for formal or prom will not be permitted into the event. No refunds will be given.

Consequences Per Semester

Students who are not dressed appropriately will not be permitted to attend class until their clothing has been changed. Therefore, any missed classes or tardies will be unexcused.

1st offense - Verbal warning

2nd offense - Student conference with the office of Student Life and parental notification (after school detention will be issued)

3rd offense - Student conference with the office of Student Life and Saturday detention will be issued

4th offense - Parent/student conference with the office of Student Life, student will be placed on a behavioral contract

4.11 Electronic Devices

BCHS strives to provide a safe and positive learning climate for students. Therefore, it is the policy of BCHS to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated on or off campus. Cyber bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion. This may occur through text messages,

emails, Facebook pages, or any other electronic form of communication. Anyone who engages in cyber bullying will be suspended and placed on a behavioral contract. If future incidents occur the student may be asked to withdraw.

Cellular Phones - In order to maintain respect for others and the learning environment at BCHS, cellular phones may not be used during class, or during any BCHS activity during the school day (ie chapel, forums, meetings). The use of cellular phones by students for any purpose during class time is prohibited unless authorized by the teacher. Students are allowed to carry cellular phones on them but they are not to be visible in the classroom or during BCHS activities during the school day. Cellular phones must be turned off during class time. Students may be required to place cell phones in the back of the classroom. Students will be required to turn in their cell phones for a classroom pass. Students who do not follow these guidelines will have their devices taken from them and given to the Student Life office.

Music/Ear Buds - Music devices are not allowed unless teacher has made exception in their classroom.

Consequences

1st Offense – Electronic device is turned into the Office of Student Life for the remainder of the day and a detention will be assigned. The student's electronic device will be returned after the student has met with a member of the Office of Student Life.

2nd Offense – Electronic device is turned into the Office of Student Life. Parent or guardian will be notified and the student will lose their electronic device privileges for one week with the device remaining locked in the school office.

3rd Offense – Electronic device is turned into the Office of Student Life for the remainder of the week and a Saturday Work will be assigned. A parent or guardian will be required to pick up the electronic device from the Student Life's office at the end of the week. A student may lose their electronic device privilege for the remainder of the year.

4th Offense - Electronic device will be turned in to the Office of Student Life. A student will lose their electronic device privilege if not lost already for the remainder of the year. Student will be placed on behavioral probation and a parent conference will be set up to discuss the conditions of the behavioral contract.

Electronic devices on campus are the responsibility of the student and therefore BCHS is not liable or responsible for lost, damaged or stolen electronic devices.

4.12 School Issued iPads

All BCHS students are required to sign and abide by our Acceptable Use Policy.

While the iPads are meant to increase student learning, any unacceptable behavior as deemed by the office of Academic Growth may or may not result in the following consequences as outlined on our assertive discipline sheet: (Please pay particular attention to the student pledge for iPad use as found in the AUP.)

Consequences

First Offence – A verbal warning will be given to the student by the Media Resource Specialist.

Second Offence – The student will serve detention as prescribed by the Office of Academic Growth.

Step 3 – The student will be placed on an Academic Contract, requiring a meeting between the student, parents and Vice President of Academic Growth to discuss the future usage of their iPad.

4.13 Acceptable Use Policy

Privacy

Network and Internet access is provided as a tool for education. BCHS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such data shall remain the property of BCHS. No user shall have any expectation of privacy regarding such materials.

General Computer Use

Technology is constantly changing and as new equipment is made available for students and staff, the AUP must also remain up-to-date with that technology. In this AUP, “computers” is a general term that applies to all possible configurations of computers such as desktop, laptop, or servers. Likewise, “mobile devices” is also a general term that includes, but is not limited to smart phones such as Android phones, iPhones, iPads, tablets, etc. “Storage devices” includes, but is not limited to, USB storage devices, smart cards, memory cards, hard drives, solid state drives, etc.

- **Games may not be played on any computer or mobile device.** Exceptions may be made for course specific needs if authorized by the course instructor and approved by the IT Director.
- File sharing, Peer-to-Peer (P2P), downloading,

copying, or otherwise distributing any music, videos, pictures, or other copyrighted materials is strictly prohibited and is punishable by law.

- Software may not be loaded or installed on any school computer. Software apps may be installed onto school issued iPads, but must comply with the use policies in this document.
- Changing or tampering with any of the computer’s system configuration or mobile device’s security settings is prohibited. This includes, but is not limited to, removal of configuration profiles, altering security preferences, jail-breaking, app-cracking, etc.
- Changing or tampering with any school owned technology such as computers, displays, mobile devices, keyboards, mice, power adapters, cables, etc. is prohibited.
- Users may not bypass, circumvent or otherwise defeat any software or hardware security measures, Internet content filters or antivirus protection, by any means including, but not limited to, proxy websites and services, bypass filters, portable apps, or boot-loading measures.
- While on campus, all users must use the Internet access provided by BCHS. Users are not permitted to create hotspots, share wifi connections, tether devices or otherwise bypass the school network.
- Users may not attempt to gain access, modify, or delete other users’ data, or attempt to intercept any transmission of such data.
- Users may not share their login account information, username or password with anyone. It is the user’s responsibility to protect this information. Users are prohibited from logging in to multiple computers under a single account.
- Audio and/or video recording is not permitted at any time unless authorization is given by individuals being recorded.
- Users must abide by local, state, and federal laws such as, but not limited to, copyright law, licensing laws, privacy laws, and BCHS policies and guidelines.

Parents and students are required to sign the school-issued iPad Acceptable Use Policy in order to use the iPad.

Vandalism or Theft

Individuals are responsible for the care and proper use of any school equipment they use that are issued. If an individual damages school equipment, it is the responsibility of that individual to report the problem immediately to the BCHS IT Services Department. Likewise, if an individual notices damaged, vandalized, or misused equipment, it is also the responsibility of that individual to report the problem immediately to the BCHS IT Services Department.

Consequences

Failure to abide by all school policies, procedures, or guidelines regarding the AUP for Technology and Internet Access may result in immediate suspension of access to BCHS technology-related services. An AUP violation may also result in disciplinary actions and liability for damages. Violators may also be subject to any civil and criminal penalties as defined in any applicable local, state, or federal laws. AUP violations will be sternly dealt with and have the following consequences, all of which will be recorded on the student's record:

- First offense: A verbal warning will be given to the student.
- Second offense: The student will serve detention as prescribed by the Office of Academic Growth.
- Third offense: The student will be placed on an Academic Contract, requiring a meeting between the student, parents and Vice President of Academic Growth to discuss the future usage of their iPad.

Warranties

BCHS makes no warranties of any kind, whether expressed or implied, for the service it is providing. BCHS does not represent or warrant that the functions of the system will meet any specific requirements or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including loss of data and information) sustained or incurred in connection with the use, operation or inability to use any technology related systems.

4.14 Academic Dishonesty

The BCHS community holds the highest standards of honesty and integrity in all aspects of campus life. Academic honesty and integrity are strong values among faculty and students alike. Any violation of the school's commitment is a serious affront to the very nature of BCHS's mission and purpose.

Academic dishonesty is the act of presenting information; ideas and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Such acts include plagiarism, copying of class assignments and copying or other fraudulent behavior on examinations. Students are never discouraged from seeking legitimate help and resources.

Acts of Academic Dishonesty include but are not limited to:

Examples of cheating include but are not limited to:

- Students sharing schoolwork between students

- Copying or using unauthorized/non-teacher approved notes during examinations, homework, lab assignments or written work
- Submitting papers completed entirely or in part by another person
- Giving answers or receiving answers to a quiz, test or exam to/from someone who has already taken the same quiz, test or exam.
- Copying material from someone's work without citing it as a source
- Copying homework from another student rather than completing the homework independently
- "Padding" a bibliography with citations never read
- Copying from a quiz, test or exam of another person with or without the person's knowledge.
- Writing a paper in part or whole for another student
- Using the same paper or project to fulfill requirements in two different courses without the prior approval of the instructors involved
- Using an unauthorized method of translating text for a foreign language class
- Obtaining test preparation materials without teacher approval
- Use of any electronic device to provide the student an unfair advantage, including unauthorized calculators

Plagiarism - A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when this in fact is not true.

Examples of plagiarism include but are not limited to the following:

- Word for word copying of another's writing without enclosing the copied passage in quotation marks and identifying the passage with a citation both of which are necessary
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words and ideas, with the student's sole contribution being that of working the pieces together
- Paraphrasing which is a restatement of another person's analysis or conclusion or summarizing without credit being given to the person who prepared the text or writing (which may be skillfully prepared)

If a student is found to have committed an act of Academic Dishonesty:

First Offense - The teacher will notify the parents via email or letter and via a phone call of the incident and of what action the school may take should the student again violate this policy. The student will receive a grade of 0 on the assignment/exam/project and will meet with the Vice President of Academic Growth to be placed on an academic warning contract.

Second Offense - The student will receive a grade of 0 on the assignment/exam/project and will meet with the Vice President of Academic Growth to be placed on an academic probation contract.

Academic probation will require BCHS to notify colleges if requested of student academic status. The second offense becomes part of the student's behavioral file for the **entire term** of his/her enrollment at BCHS irrespective of the time period between offenses. In each case, the Vice President of Academic Growth, the Counselor, and the teacher will be notified of the incident and its resolution. Academic dishonesty offenses do not become a part of the student's permanent transcript record.

Third Offense – Parents and students meet with the Vice President of Academic Growth and the President

Should the student/parent or instructor filing the accusation not accept the verdict, any appeal will be made to the President.

Attendance

5.1 Attendance Policy and Codes

General Statement

The primary purpose of the Attendance Policy is to keep the parent(s)/guardian(s) informed as to the number of student absences/tardies in any particular class. The intent of the policy is to improve academic success through student attendance and accountability. Students are expected to be present at all classes, meetings and assemblies at BCHS. BCHS reserves the right to review a student's attendance records with regards to the issuance of academic credit and completion of course work.

Process for Reporting Absences

- All students absent from school all day or even one period must have a parent/guardian call the BCHS office at 410-7000 between 7 a.m. and 9 a.m. the day of the absence. Notice of an absence beyond 48 hours OR failure to notify the attendance office of an absence will result in an unexcused absence.
- Any student leaving or returning to school must sign in/out at the office.
- Appointments (when scheduling a time outside of school is not possible) require a note from the doctor, dentist, therapist, DMV, passport or driver's training office for the absence to be excused because of an appointment.

Process for Planned Absences

- When it becomes necessary for a student to miss school, parents and/or students are expected to acquire a "Request for Absence" form from the office or website.
- The "Request for Absence" form needs to be completed and signed by teachers, parent(s) and then approved by the Vice President of Student Life at least 24 hours prior to the prearranged absence. Students may not turn in a "Request for Absence" form after an event.
- A "Request for Absence" is not required by athletic teams, forensics, band, choir, science fair, field trips, however attendance may be revoked for academic or behavioral reasons by administration.

5.2 Absence Categories

- (C) Truant - absence without the prior knowledge and consent of parent/guardian
- (T) Unexcused tardy
- (K) Excused tardy
- (A) Absent – any unexcused absence
- (E) Excused - absence for a reason listed as "excused" below
- (S) School activities - absence due to an activity associated with BCHS, (i.e. sporting events, band or choir competition, forensics events, field trip, etc.)
- (O) Office - absence due to meeting with a Counselor, Office of Student Life, or an Administrator

5.3 Absence Policies

Excused Absences

- Prearranged approved absences (i.e. family vacations/trips, weddings, funerals, approved community service and college visits)
- In school suspension
- Personal illness
- Unforeseen family emergencies such as death in the family, court subpoena or excused appointments

Unexcused Absences

Any absence that is not approved or authorized by the Office of Student Life is considered unexcused. Every unexcused absence will result in a loss of points for each class missed. Unexcused absences include, but are not limited to:

- Oversleeping
- Personal business of a non-emergency nature
- Leaving campus without permission

- Cutting class
- Being more than 20 minutes late to class without an excused tardy pass
- Failing to complete the “**Request for Absence**” form in a timely manner

Policy on Absenteeism

Every day at BCHS is an important academic time for your student. Parents should make every effort to schedule appointments, family vacations and other absences around the academic calendar. Students with excessive absences (excused or unexcused) will be held accountable **per semester** as follows:

- **1-9 absences** – Parent is responsible to keep track of student’s attendance status by using OnCampus.
- **10 absences** – The student will be placed on an attendance contract to address attendance.

5.4 Truancy

1 truancy - A detention slip will be issued to the student from the Office of Student Life, parents will be notified and the student will serve a detention after school.

2 truancies - A detention slip will be issued to the student from the Office of Student Life, parents will be notified and the student will serve a Saturday service detention. A fee of \$25 will need to be paid in the Administration Office prior to the Saturday service detention.

3 truancies - Parent/student conference with the office of the Vice President of Student Life to discuss a Behavioral Contract and a one-day of in-school suspension (ISS) will be issued.

Early Release - Parents must call the office with the reason and time of departure in advance or the student will not be allowed to leave. Students are to meet their parents at the office prior to signing out for departure. Students who are driving themselves to an appointment must have a parent inform the office of this fact. The office must validate all departures through parent contact. Students leaving school without permission will be considered truant.

5.5 Tardy Policy

A student is tardy when the student arrives to the classroom after the final bell. A student arriving late to school is to report to the attendance office to secure a pass prior to attending class. Students who are late will be excused only in limited circumstances. If a student is more than 20 minutes late to class, the student will be marked absent.

Students with excessive tardies will be held accountable **per quarter** as follows:

- Every tardy will lead to a loss of points in each class a student is tardy to.
- **6 tardies** – Student will receive a Saturday work detention. Failure to show without reason may result in an ISS.
- **9 tardies** – Parent/student conference and a Saturday work detention will be issued.
- **12 tardies** – Parents/students conference with the Office of Student Life and a one-day ISS will be issued.
- **15 tardies** – Parent/student conference with the Office of Student Life and the student will be placed on a Behavioral Contract.

(All Saturday detentions will be from 8:00 a.m. to 11:00 a.m. and require a \$25 fee)

5.6 Suspension

All in school suspensions are served in an area designated by the Office of Student Life with appropriate supervision. The head security officer will facilitate lunch for the student. Any in or out of school suspension will result in a loss of any extracurricular activity for the week i.e. athletic participation, VPA activity or any participation as deemed by the Office of Student Life.

5.7 Fog Delay Policy

Fog delays will be announced over the radio and television and/or on school website, usually as early as 6 a.m. BCHS will be on a delay whenever the “high schools in the Greater Bakersfield area” is announced. When a delay is called, students are expected to follow the Fog Delay Schedule. Teachers are expected to follow the regular schedule. Students arriving early may go to a teacher’s classroom if permission has been granted for this to occur.

5.8 Student Passes

Each classroom will have a laminated classroom pass. Teachers will issue their classroom pass to only one student at a time. Students may not leave the classroom during class time unless they have a classroom pass and only one student may use the pass at a time. Students will be required to exchange their cell phone for the classroom pass.

5.9 Free Period Guidelines for Seniors

Seniors who have free periods throughout the day are permitted to leave campus only if they have received prior approval. They are expected to return to campus for remaining classes in a timely fashion to avoid being

marked tardy. Students who have unexcused absences for classes after a free period will be considered truant and could be required to stay on campus during their free periods for the remainder of the year.

Seniors who choose to stay on campus during their free periods are required to stay in the library or Student Union. Students who are not in the library or Student Union during their free periods will be assigned to a study hall during those periods.

Athletic Policies

6.1 Athletics General Statement

Athletics at BCHS is a vital part of the life of our school. Almost two-thirds of our student body will compete in athletics this year. One distinction that sets athletics at BCHS apart from other high schools is the fact that we believe Jesus Christ is the foundation on which we build our teams. The intensity and the investment that we use in athletics is an intimate platform in which to discover who we are as an individual and who we are in relationship to Jesus Christ. We believe that the athletic field is an extension and a complement to the classroom. To summarize this important part of athletic success, we use the following acronym:

Character Heart Respect Integrity Sacrifice Team

Goal

Athletics is an integral part of the process of training students for Christ. Both student-athletes and fans will learn many invaluable lessons. It is the role of the Athletic Department in conjunction with the school board and the administration to make rules that govern the spirit of competition for the school. The school's goal is to work together with the home to make the BCHS athletic program a tool in the hands of Christ – for His honor and glory.

There are Athletic Fees associated with participating on an athletic team.

Finish What You Started Rule

If your student makes any one of BCHS's Sports teams, they have an obligation to finish what they started. If they decide to quit for any reason before the end of the season, they will not be eligible for a sport in the next season. Example: If they quit a fall team, they will not be able to participate on a winter team; however, they will have an opportunity to try out for a spring team.

Pre-Season Practice Expectations

If you are part of a team that is still in season, when the

next sport season begins, you need permission from your current coach to attend that practice.

6.2 Steroid Policy

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parent(s), legal guardian(s)/caregiver(s) agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524).

Both the participating student-athletes and their parent(s), legal guardian(s)/caregiver(s), will be required to sign an agreement stating that they hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. Under CIF Bylaw 200.D., there could be penalties for false or fraudulent information. BCHS policy regarding the use of illegal drugs will be enforced for any violations of these rules.

See Athletic Handbook for more information on CIF and the Code of Conduct for Interscholastic Student-Athletes.

6.3 Athletic Participation Packet

Parents and students will be asked to read and sign the following forms:

- CIF "Ethics in Sports"
- Travel Consent Form
- Authorization to Treat a Minor
- Student Insurance Information
- Permission to participate
- Concussion Awareness Form

Athletic/Parent Acknowledgement Of Athletic Policies

A copy of the Athletic Packet is available on the BCHS website. Each parent/guardian and athlete shall read the material and certify that they understand the athletic eligibility rules and policies of the school and agree to abide by them. The signature of each is required to be on file with the medical and participation forms before participating in practice or competition.

6.4 Athletic Eligibility

Minimum Requirements of BCHS.

Academics

Athletes must meet CIF and BCHS academic requirements to participate in athletics. Initial eligibility consists of a 2.0 grade point average during the previous grading period (quarter). This includes all incoming 9th graders (4th quarter of their 8th grade year) and all transfer students (previous quarter to their entry into BCHS). In order to maintain eligibility, a student-athlete must achieve a 2.0 GPA.

A student-athlete who does not achieve a 2.0 GPA at the end of the quarter will be declared ineligible at that time and for the next grading period (quarter). If at the end of that next grading period the student-athlete achieves a 2.0 he/she may return to the team.

Students will not be allowed to practice with the team; extenuating circumstances will be reviewed by the administration.

Students may not participate in a game or go out of town for a game.

Conduct

Any student who receives a suspension from school for behavior, attitude or absences shall be ineligible for at least one week, usually starting from the first day of the suspension or the day of infraction per administrative decision. Suspended students cannot participate in activities or games during their suspension.

Attendance

Students participating in athletics are required to be in attendance at least four periods of the school day (this includes practices and competitions) to be eligible. Reasonable time for doctor's appointments and court are usually the only exception. Prior notification, when possible, and a written notice are needed for verification of an appointment and permission to participate in practice or competition must be obtained from the athletic director.

Physical Examination

Record of a physical examination must be on file with the athletic director completed by a physician, advanced nurse practitioner or a physician's assistant and signed by the student's parent(s) or legal guardian(s), certifying that he or she has submitted to a physical examination within the prior 12 months.

6.5 Parent/Spectator Code

In accordance with CIF, BCHS has adopted the following Code of Conduct for Interscholastic Student-Athletes and recommends adoption of this code by parents/spectators as well.

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). This Code applies to all student-athletes involved in interscholastic sports in California. In order to participate in high school athletics, students must act in accord with the following:

Trustworthiness - be worthy of trust in all you do.

Integrity - live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what is right even when it is unpopular or personally costly.

Honesty - live and compete honorably; do not lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability - fulfill commitments; do what you say you will do; be on time to practices and games.

Loyalty - be loyal to your school and team; put the team above personal glory.

Respect - treat all people with respect all the time and require the same of other student-athletes.

Class - live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.

Disrespectful Conduct - do not engage in disrespectful conduct of any sort including profanity, obscene gestures, and offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations or other actions that demean individuals or the sport.

Respect Officials - treat contest officials with respect; do not complain about or argue with official calls or decisions during or after an athletic event.

Importance of Education - be a student first and commit to getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

Role Modeling - remember, participation in sports is a

privilege, not a right and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.

Self-Control - exercise self-control; do not fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

Healthy Lifestyle - safeguard your health; do not use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game - protect the integrity of the game; don't gamble. Play the game according to the rules.

Fairness - live up to high standards of fair play; be open-minded; always be willing to listen and learn.

Caring - demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.

Teammates - help promote the well being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

Citizenship

- **Play by the Rules** - maintain a thorough knowledge of and abide by all applicable game and competition rules.
- **Spirit of rules** - honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

6.6 Equipment

School equipment checked out to the student-athlete becomes his/her responsibility. The athlete is expected to keep it clean and in good condition. Equipment, practice gear and uniforms are to be used only in practice or contest or as directed by the coach. It is not to be worn in PE class or at other times unless directed by the coach. Loss of any equipment is the financial obligation of the athlete up to full replacement value. Fees may be charged for late return of equipment/uniforms. No athlete will be allowed to participate in a sport until previously issued athletic equipment/uniforms have been returned or proper restitution is made.

6.7 Travel

All team members are expected to travel to away contests in transportation provided by the school (on occasion, when competing at a school near BCHS, teams may be directed to meet at that site). Each member is also expected to return back to school on the same transportation. However, if a parent/guardian is at the site of the contest, they may take their student after checking out with the coach. *Any other plans must be pre-arranged in writing with the Athletic Director.*

Athletes will not be given permission to ride home with other athletes. BCHS transports their teams by way of bus and vans. Students are responsible to the coach, van driver and the bus driver. It is expected that BCHS athletes will obey the laws relating to school busses when being transported by the bus. In all modes of transportation, BCHS athletes will keep the vehicles clean, remain seated and belted when applicable, maintain a "quiet voice" in conversation and show the drivers appreciation. When traveling to sites off campus, athletes must have on their personal gear that will keep them protected in case of an emergency stop. This means appropriate dress in winter, including protection for hands, head and feet.

Food Stops - the coach may decide to stop at a restaurant before or after an event. Appropriate dress and behavior is expected.

The estimated return time from trips is usually given to the team members before the trip. A coach must wait with the students until all students are picked up, so when the team returns late at night it is important to arrange for transportation to be on time.

6.8 Award Policies

Varsity Letter Requirements

The high school varsity award shall be presented to an athlete who satisfies the participation requirements as listed by the coach, completes all team obligations and receives the recommendation of the coach. Each sport has specific requirements set forth by the team coach.

Lettering Criteria That Pertains To All Varsity Sports

An athlete who moves from one level of competition to another will receive his/her award at the higher level, provided the athlete has met the combined requirements.

A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.

Injury: any athlete who plays regularly and was

thereafter injured may be awarded a letter, if, in the coach's judgment, the athlete would have met the lettering requirements.

Complete the season in good standing with the school and coach.

Varsity Awards

The first varsity award will be a chenille letter, certificate and sport emblem. The second and subsequent varsity letters earned will be a certificate and sport bar.

Participant Certificate

All other athletes will be awarded a participant certificate.

League Awards

Athletes are nominated and voted upon by the league representatives and coaches for first or second all-league teams and one student in the league is selected as "Most Valuable" athlete. All league patches and certificates are issued to these athletes at the End-of-Season Athletic Awards Banquet, or as soon as they are received from the league office.

Male and Female Athlete of The Year

- Should be a senior
- Should be a Multi-Sport Athlete
- Should be All-League Selection
- At BCHS a minimum of 2 years

Graduation - Eagle Award

Each graduating senior who has lettered in three sports all four years at BCHS is eligible to receive the Eagle Pride Award.

General Information

7.1 Parent/Student Participation

Fundraising at BCHS

The philosophy of fundraising at BCHS emphasizes voluntary giving. All fundraising activities fall under the direction of the Advancement Office. Each year parents are encouraged to choose one of our three major fundraising events in which to participate. By concentrating our effort in these events The Key Event, the Eagle Golf Classic Tournament and the Annual Fund Drive, we eliminate the need to constantly ask parents for support. We rely on our parent community to assist us in seeking resources to benefit the school, such as gift-in-kind donations, financial contributions and foundation gifts. Your participation in our Eagle

Excellence Annual Fund and our fundraising events is strongly encouraged and necessary for the advancement and development of our institution.

Annual Fund Campaign

BCHS's Eagle Excellence Annual Fund is vital to the operation and maintenance of our campus. Your Annual Fund contribution not only provides you with a tax savings, but also allows BCHS to continue to build its endowment fund, allowing monies earned on the endowment to provide for need-based financial aid, teacher's salaries and other necessities.

A strong endowment is the key to securing the future of BCHS. A strong Annual Fund allows us to keep tuition at an affordable level and provide for our facility and programs. Each family is asked to participate in giving to the annual fund. Acknowledgements are sent out for your tax purposes.

Matching Gift Program

Make your gift count double! Many corporations match gifts. Contact the Advancement Office for a list of corporations that participate in this type of program.

7.2 Transportation/Parking

All student cars must be registered with the security office. Student motorcycles and motorbikes are not allowed on campus. A permit will be issued for all registered vehicles. The parking permit will be placed on the front lower, driver's side window of the car. All student cars are to be parked in the student parking lot area located at the Allen Road campus entrance. Absolutely no student cars will be parked in the teacher/visitor parking lot located off the Stockdale Highway campus entrance.

Cars illegally parked will be issued a warning for the first violation. A second violation will result in a \$10 fine and further violations may result in suspension of on campus parking privileges for a specified period of time. These fines will be added to the student's bill.

Students who do not park in the designated student parking area, who do not follow the proper traffic flow, who do not have permission to be in the student parking area or who do not drive in a safe and responsible manner may have their parking privileges suspended or revoked.

Students may not eat lunch in cars and are not to remain in parked cars at any time during the school day. Students are encouraged to keep their cars locked and to place valuable items in the trunk. BCHS is not responsible for theft, accidents or damage to vehicles parked on campus.

Bicycles are not to be ridden on campus but instead are to be parked and locked in the bicycle rack area (north of the administration building). BCHS is not responsible for the safety of bicycles brought on campus. Skateboarding or rollerblading on school property is not allowed at any time. Students who bring such items to school are to store them in the security office.

School Campus/Neighborhood Traffic/Driving Safety

The speed limit on all campus roads and parking areas is a maximum of 11 miles per hour. For safety reasons, the speed limit will be strictly enforced and tickets/fines may be issued. "Exhibitions of Acceleration" or "peeling out" are also prohibited. Students and parents are cautioned to be extremely careful driving on the school campus. As a testimony to our neighbors and community, we are also asking students and parents to obey all local traffic laws and speed limits, particularly when driving in or around the BCHS campus.

Provisional driver's license restrictions during the first year (California Law)

Effective January 1, 2006, driving restrictions for persons under the age of 18 who:

Are issued a provisional driver license (DL) *on or after* January 1, 2006 or

Already hold a provisional DL issued *on or after* January 1, 2005.

Provisional Driving Restrictions

You must be accompanied and supervised by a licensed parent, guardian or other licensed driver 25 years of age or older or a licensed or certified driving instructor when you:

Transport passengers under 20 years of age at any time, for the first **12 months**.

Drive between **11 p.m. and 5 a.m.** for the first **12 months**.

To determine if these restrictions apply to you, look at the date on your driver license. The date printed just to the left of your photograph is the date these restrictions begin. The new restrictions apply for 12 months following this date. **For example:** If the date on your license is May 7, 2005, you will have the above restrictions through May 7, 2006. Violation of either restriction can result in a fine and/or community service.

Persons under 18 may not be employed to drive a motor vehicle. When you turn 18 years of age, the

provisional part of your license ends. You may continue to drive as an adult using your photo license, which will expire on your 5th birthday after the date you applied.

Exceptions to Restrictions

When reasonable transportation is not available and it is necessary for you to drive, the law grants the following exceptions for minors to drive between 11 p.m. and 5 a.m. or to transport an immediate family member unaccompanied and unsupervised.

The law requires that you **must** carry a note explaining why you must drive and when the necessity will end.

School or school-authorized activities the note must be signed by the Office of Student Life or his/her designee and include a reason for the school or school-authorized activity and the date when the activity will end.

Immediate need of family member

The note must be signed by your parent or legal guardian and include the reason and date the necessity will end.

http://www.dmv.ca.gov/teenweb/dl_btn2/first_year.htm

Bus Transportation Regulations

In an effort to provide safe, efficient transportation, BCHS must maintain a high standard of discipline on the bus. The following rules have been adopted to govern pupil transportation.

Students should be at their assigned school bus stop 5 minutes prior to the scheduled departure time, to ensure not missing the bus.

The Transportation Department will not allow any student riding the bus to change their designated bus stop without written authorization from their parent or legal guardian. A note must be presented to the school office and to the bus driver indicating the student's name, date and the bus stop where the student is to be released.

- No whistling or yelling on the bus.
- No roughhousing or fighting on the bus or at bus stops.
- Students may not change seats. No standing while the bus is in motion.
- The bus driver is authorized to assign seats.
- No littering on the bus or at the bus stop.
- No eating, chewing gum or drinking on the bus.
- Large items may not be brought onto the bus without prior arrangements with the bus driver.
- No skateboards may be brought onto the bus at any time.
- No animals.
- Keep all body parts inside while windows are down.

Riding the bus is a privilege. If the driver reports a student to the school administrator, the administrator will be responsible for appropriate disciplinary action, which may include the loss of the privilege of bus transportation.

Student's using bus transportation to and/or from school must complete a bus transportation packet and obtain a bus pass from the BCHS Business Office.

7.3 Emergency Procedures

On a regular basis the school community goes through emergency drills to prepare students to act with calm confidence in the event of an emergency. In cases of extreme or widespread emergency, BCHS will make every effort to communicate with local radio stations particularly, KAXL (88.3 FM) and Talk Radio (1180 AM). After an emergency, the telephone and/or Eagle Alert may not be the most effective means of communicating with the school.

In case of an emergency, students must remain on campus until their parents or an approved adult picks them up. A parent or approved adult picking up a student in the event of an emergency must show their ID to the adult member(s) manning the check out gates and sign the student emergency form upon campus entry. Parents must then let the teacher supervising their student know they are picking up their student, so BCHS can account for every student. Parents are encouraged to explain to their student that it is in his/her best interest to remain at school until an approved individual picks them up.

In the event of an emergency situation, students will follow these procedures.

Fire Drill – The fire bell will ring in a constant fashion to initiate the fire drill.

- Students will evacuate the building following the egress route posted in each classroom.
- Teachers will take roll to make sure all students are accounted for.
- Students will remain with their class until direction from administration.

Earthquake Drill – A simulated earthquake recording will be played through the PA system initiating the earthquake drill.

- Students will **DROP** to their knees, **DUCK** with face away from windows, seek **COVER** under a desk/table and **HOLD** onto the legs.
- Students will wait for instruction from their teacher before evacuating the building.
- When the shaking has stopped, students will evacuate the building with their teacher following

the egress route posted in each classroom or by way of an alternate clear path.

- Teachers will take roll to make sure all students are accounted for.
- Students will remain with their class until instruction from administration.

Lockdown Drill – Administration will indicate over the PA system that a **Lockdown** is being conducted initiating the lockdown drill. This will occur in the event of a dangerous person on campus.

- Teachers will then lock the classrooms, close the blinds or shades, turn off the lights and move all students into an area where they will be out of sight.
- Teachers and students will wait behind locked doors for further instructions to be given over the PA or phone system remaining still and completely silent.
- Police or school officials will unlock doors if necessary to evacuate during or after an incident.

Environmental Disaster Drill - In the event of an environmental disaster, doors are to remain unlocked, air/heating units turned off and everyone must stay put.

- With the announcement of "**ALL CLEAR**", students will evacuate the building following the egress route posted in each classroom.
- Teachers will take roll to make sure all students are accounted for.
- Student will remain with their class until direction from administration.

7.4 Chapel, and Forums

General Description:

Surrendering each day to God is important to the life of BCHS and the lives of students, parents, faculty and staff. Setting time aside throughout the week for prayer and growth is a life-long habit we hope to model. To that end, the school has established the following programs that all students are expected to attend:

Chapel - Chapel is held on Thursdays and is coordinated by the Chapel Coordinator. Chapel is reserved for prayer, singing and a short message.

Assembly - Students gather to celebrate student achievements such as fine arts productions, athletic accomplishments, etc. Grade level meetings will be held, as needed, at this time.

Speaker Forum - The speaker's Forum is designed to offer a blend of speakers or panels from private and public organizations. These Christian speakers will share their Christian worldview and how it is lived out in their organization.

Speaker Guidelines - As a Christian school that admits students from diverse denominations, Christian traditions and backgrounds lacking a specific faith, we exclude the following from our assemblies:

The promotion of or criticism against, specific denominations, Christian traditions, Para-church ministries or Christian leaders.

Infomercials which use chapels to promote organizations, programs, camps or other ministries unless BCHS has invited an organization to do so because it fits our mission and programs.

An emphasis on doctrinal issues or systems that go beyond our own doctrinal statement and which tend to divide rather than unite Christians.

Teaching or presentations designed to shock or merely to entertain students rather than to make them think more deeply.

Coercion for an immediate mass response to speaker's remarks. It is not the school's intent for a student to be placed in such an uncomfortable position. Students may be given an opportunity to make a faith commitment.

If a speaker wishes to pass out literature or information, it must be submitted for approval to the Office of Student Life prior to the scheduled speaking engagement.

7.5 Closed Campus

Closed campus may be requested by administration in the event of abnormal scheduling such as the first week of school, Boondog Olympics, AP testing and other special events as deemed by administration. Permission from the school office must be obtained to leave the school grounds. Students who leave the school grounds without permission will have their absence considered as truancy and will be disciplined accordingly.

Students who must leave school during the day due to illness or an appointment must check out through the school office. Appointments and other planned events must be validated by the office with a parent/guardian or a telephone call beforehand.

Parents who wish to take their student out to lunch on a particular day must sign the student out and back in through the administration office. A student may take friends with them to lunch with permission from their parents and permission from their friend's parent(s). Students who do not return to class at the end of the lunch period will receive an unexcused tardy or absence. A parent must accompany both students during this time.

SENIORS (as a special privilege) - Who have written permission from their parents may leave campus for lunch. The permission form/liability waiver is available in the office. Academic probation, disciplinary action, class tardiness or misuse of the privilege may result in it being removed. Seniors must check out with campus security each day before they leave for lunch and check in when they return. Seniors with excessive tardies will lose their off campus lunch privileges.

7.6 Library/Media Center Policy

BCHS strongly believes in the educational value of technology and recognizes its potential to support curriculum. The school network and Internet access are provided for school-related purposes to staff and students who agree to abide by the BCHS Acceptable Use Policy for Technology and Internet Access. (See 4.12)

Computer Lab - All students will have accounts with a password on the server.

All students will be expected to conform to the Acceptable Use Policy when using the Internet.

Library Center - Is open from 7:45 a.m. to 3:30 p.m. for student use. The library houses a focused collection of resources that have been carefully selected to enhance instruction and to support the curricular needs of the school, as well as the needs of the entire range of students with individual learning styles and multiple intelligences. Computers are available in the reception center for students to use to access eBooks, Internet resources and other online libraries.

Check In/Out Procedure - Students may go to the library or computer lab during class time, only with prior permission from the teacher whose class they will be missing. Upon arrival students should sign in with the librarian and present their library pass. Students should sign out of the library before the end of the period and return to their regular class. Failure to follow these procedures could result in truancy and appropriate disciplinary action.

Library Rules - Absolutely no food or drink unless permitted by the librarian, with the exception of bottled water is allowed inside the library. Bottled water will be allowed but must be stored in student's backpack when not being consumed. If this rule is violated, the item will be thrown away and the student may lose library privileges.

All backpacks must be stored on the floor.

No phones or portable music/gaming devices allowed without the librarian's permission. If students violate this rule, the device will be confiscated and held in the

school office.

Quiet must be kept within the library at all times. If students would like to work collaboratively, they can reserve a study room with the understanding that if the use of the study room is abused, the students will be sent back to class.

If a student needs assistance with library resources, they are encouraged to seek out the library media teacher or library aide.

Please respect BCHS with proper use of all library equipment and furniture.

Library Resources may be checked out of the library for the quarter.

There will be a replacement fee for lost items. All unreturned items will result in the holding of the final semester report card and/or diploma from the student and parent. Report cards and/or diploma will be released upon clearance from the Librarian or Accounting Department.

7.7 Health/Medication Policy

If a student becomes ill during a school day, the parent/guardian will be notified of the illness.

Communicable Disease Policy - As an educational institution, BCHS accommodates a significant number of students during each day. In common with all schools, BCHS has a number of children at any given time who are fighting communicable diseases of one kind or another. Most of these sicknesses are minor, and are not a threat to day-to-day operations. Other communicable illnesses are of a more serious nature, and must be regarded with greater care.

Some diseases are chronic; others may actually be life threatening. It is the responsibility of the administration of BCHS to provide an educational environment that is free from the risk of dangerous/chronic infectious diseases. To that end, students with dangerous/chronic communicable diseases may be asked to leave the classroom until their condition is no longer reasonably conceived to be a threat to other students. Each case will be evaluated on its own merits, and through the usual administrative processes. The administration of BCHS reserves the right to review decisions to restrict classroom access, as required.

Examples of conditions that may merit exclusion from the classroom include (but are not limited to) the following:

- Fevers of over 100 degrees
- Certain eye infections (e.g. "Pink Eye")
- Strep throat

- Lung infections or sinus infections with very frequent coughing/sneezing
- Tuberculosis
- Hepatitis
- Meningitis
- Serious cases of influenza
- Some skin infections (e.g. Impetigo)

Medication at School - State law concerning the use of continuing medication by students contains the following requirements:

The parent must inform the office in writing of:

- The medication being taken
- The current dosage and duration
- The name of the supervising physician
- Parents must give permission for students to use Ibuprofen, Tylenol, etc.

Questions relating to the taking of medication at school should be directed to the school office. Student medications must be brought to the school office and left with the Office of Student Life.

Excuse from P.E. - In order for a student to be excused from P.E. due to illness or injury, a parent note is required and will excuse the student for a maximum of three days. Any further excuse will require a doctor's written statement.

Immunization Requirements - State law, SB 942, requires immunization for all students enrolled in California schools. For your student to enroll at BCHS you must present written evidence from your doctor or clinic that the necessary immunizations have been received. If you lack written evidence, come to the school office to sign a form indicating your child has had the necessary immunizations.

If immunizing your child is against your personal beliefs, you must sign a form indicating this fact. If your child has a medical problem, which prevents immunizations, provide a doctor's written statement to the school.

Our records, in order to be complete, must show proof that your child has had the immunizations listed below:

Immunization

Polio

four doses at any age or three doses for 7-17 if one after 2nd birthday

Diphtheria, Tetanus, Pertussis (DPT)

four doses

Measles, Mumps, Rubella (MMR)

1 dose

Hepatitis B

three doses

Varicella

1 dose or 2 doses if after 13th birthday

7.8 Announcements

All announcements need to be turned into the broadcasting room or emailed one day prior to publication. Announcements will be played via the BCHS broadcasting class every morning during third period.

7.9 Posting of Information and Distribution

Persons interested in distributing or posting any information (school and non-school related) on school property must obtain prior approval in writing from the Office of Student Life. All posters must be placed with the approved tape and all tape must be removed at the conclusion of the event. The student and/or sponsoring group is responsible for any damage to wall surfaces.

7.10 Student Union

The Student Union will be open from 8 a.m. to 4 p.m. five days per week. The Student Union is open to all students. Parents and students should be aware it is unsupervised and students are expected to behave according to the BCHS student guidelines.

7.11 Eagle Café

The Eagle Café is available to all students who would like to purchase breakfast, lunch, or snacks. The menu and other valuable information is posted on the BCHS website. Students will need to use a prepaid BCHS ID card for the Eagle Café. This card allows students to scan their card to make food purchases from the Eagle Café. Parents will need to set up student(s) BCHS Prepaid Campus Account by logging onto MySchoolBucks.com. Step-by-step instructions are located on the BCHS website under "Life at BCHS – Eagle Café."

7.12 Lost and Found

Any items left in and around the gym or gym hallway will be left at the east end of the gym hallway for 60 days. After which, they will be donated to goodwill. Any items left in the locker room will be moved to the coaches' office, after 60 days they will be donated. Any items left in classrooms and on campus will be left at the place they were found. Any valuable items found will be turned into the front office (See Mrs. Dragt/Mr. Porter). iPads found anywhere on campus will be turned in to the Director of Technology. ALL personal property should be marked with a student's name. Students are strongly encouraged to lock up items in their lockers. **The school is not responsible for lost personal property.**

7.13 Visitors

BCHS is a closed campus; therefore, any visitor must be approved. All visitors and parents, upon entering the campus, should check in with the receptionist. Visitors must sign in and will receive identification to wear while on campus.

Student Delivery

Flowers/gifts, balloons, spirit bags, etc., delivered to students will be kept in the office and can be picked up by students at the close of school that day.

7.14 Locker Policy

The security office will issue freshman students locks and lockers at the beginning of the school year. Returning students will not be issued locks/lockers unless they need them. If returning students need a locker they may have one assigned by the security office. If any student determines they do not need a locker, please turn your lock back into the security office as soon as possible. All students are expected to abide by the following rules:

In the interest of safety and to ensure compliance with school policies prohibiting the presence of drugs, alcohol, weapons and contraband, BCHS reserves the right to inspect lockers and their contents without prior notice or cause.

These lockers should be kept neat and treated properly. Lockers may not be decorated except when done for birthdays or other special occasions. These decorations must be ones that can easily be removed by the student at the end of the day. Balloons, crepe paper and streamers are acceptable, but no glitter, confetti, stickers or paint are allowed.

Students may access their lockers during school hours. After school and on weekends lockers will not be accessible.

Students are encouraged to keep valuables locked in their lockers or in their possession at all times. Students who lose their lock will be charged a \$10 replacement fee.

Students are not to share their locker combination to their locker with anyone.

7.15 Student Artwork Policy

As a school community, it is our delight to celebrate student achievement. We will take every opportunity to showcase students' artistic talents through the display

of student artwork. We will do this by displaying artwork at school functions, community events, live forums, and online via our website, Facebook page and other virtual venues such as Artsonia.

When students enroll in art courses, they grant permission to BCHS to use, copy, reproduce, publish, distribute or display any and all artwork created in fulfillment of course requirements, in order to promote the art program at BCHS. Before student work can be displayed publicly, a release form must be signed by the parent/guardian and the student. A release form will be provided to students at the beginning of school.

The artwork is the creative property of the student under the guidance of the art instructor. BCHS does not compensate students for the display of artwork however, as the owner of all artwork submitted in fulfilling the requirements of the art course, the student has the right to sell, give, or otherwise transfer ownership of their artwork to BCHS or another party.

In the event that multiple artists work on a single piece, it becomes the creative property of the group, which would require collective consent to sell or give the artwork to someone. If the materials used to create the artwork were solely the property of BCHS, the student and art teacher would confer regarding any transfer of ownership.

In any event, all artwork created during a school year, even if sold or gifted during that year, must be available for display along with other art produced that year in order to satisfy the requirements of the class

