



Brevard Christian School

2011-2012
Student Handbook

Introduction		<i>GRADUATION REQUIREMENTS</i>	21
<i>MISSION STATEMENT</i>	1	<i>SCHOLARSHIPS</i>	21
<i>HISTORY</i>	1	<i>CLASS SCHEDULES</i>	23
<i>STATEMENT OF FAITH</i>	1	<i>CLASS TRANSFERS</i>	23
<i>STATEMENT OF NONDISCRIMINATION</i>	1	<i>COLLEGE BOARD TESTS</i>	23
<i>EDUCATIONAL PHILOSOPHY & OBJECTIVES</i>	2	<i>TRANSCRIPTS</i>	23
<i>ACCREDITATION</i>	3	<i>DUAL ENROLLMENT AT BREVARD COMMUNITY COLLEGE</i>	23
<i>CONTACT INFORMATION</i>	3	<i>FIELD TRIPS</i>	24
		<i>LIBRARY</i>	24
		<i>COMPUTER AND INTERNET USE POLICY</i>	24
Enrollment		Spiritual Life	
<i>ADMISSION POLICY</i>	4	<i>CHAPEL</i>	26
<i>ENROLLMENT PROCEDURES</i>	5	<i>BIBLICAL INTEGRATION</i>	26
<i>RE-ENROLLMENT PROCEDURES</i>	5		
<i>TRANSFER STUDENTS</i>	6	Student Conduct	
<i>FINANCIAL POLICY & PROCEDURES</i>	6	<i>GUIDING ASSUMPTIONS</i>	26
<i>TUITION/FEES</i>	6	<i>DISCIPLINARY PROCEDURES</i>	27
<i>PAYMENT OPTIONS</i>	6	<i>Campus Life</i>	27
<i>REFUNDS DUE TO WITHDRAWAL</i>	7	<i>Discipline Philosophy</i>	27
<i>WITHDRAWALS AND/OR DISMISSALS</i>	7	<i>Purposes of Behavior Code</i>	27
<i>LATE CHARGES</i>	7	<i>Policy Boundaries</i>	28
<i>CHECK FEES</i>	7	<i>Responsibilities</i>	28
		Parent	28
		Student	28
		<i>Behavior Code</i>	29
		<i>Disciplinary Action Guidelines</i>	30
		<i>After-School Detention</i>	30
		<i>Disciplinary Probation</i>	30
		<i>Parent/Student Conference</i>	31
		<i>Saturday School</i>	31
		<i>In-School Suspension</i>	31
		<i>Out-of-School Suspension</i>	32
		<i>Expulsion</i>	32
		<i>Mentoring Program</i>	32
		<i>The Demerit System</i>	32
		Administrative Discretion	33
		Consequences for Accumulation of Demerits	33
		Extreme Behavior Violations	34
		Conflict Resolution	36
		<i>Dress Code</i>	36
General Information		Transportation	
<i>SCHOOL COLORS</i>	8	<i>PARENT PROVIDED</i>	38
<i>SCHOOL MASCOT</i>	8	<i>STUDENT PROVIDED</i>	38
<i>SCHOOL OFFICE</i>	8	<i>SCHOOL PROVIDED</i>	39
<i>MEDICATIONS</i>	8		
<i>WELL CHILD POLICY</i>	9	Activities	
<i>COMMUNICABLE DISEASES</i>	9	<i>POLICY AND OFFERINGS</i>	40
<i>FUNDRAISERS</i>	10	<i>ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES</i>	40
<i>FIRE DRILLS</i>	10	<i>NATIONAL HONOR SOCIETY</i>	40
<i>LOST AND FOUND</i>	11	<i>COMMUNITY SERVICE</i>	40
<i>LOCKERS</i>	11	<i>ATHLETICS</i>	40
<i>LUNCHES</i>	11	<i>SOCIAL FUNCTIONS</i>	42
<i>VISITORS</i>	11		
<i>VOLUNTEERS</i>	12	Activities	
<i>SCHOOL PICTURES</i>	12	<i>Drop-Off/Pick-Up Map</i>	43
<i>TELEPHONES</i>	12	<i>Elementary/Secondary Campus Map</i>	44
<i>STUDENT ACCIDENT INSURANCE</i>	12		
		Index	
			45
Attendance			
<i>SCHOOL HOURS</i>	13		
<i>STUDENT DROP-OFF & PICK-UP</i>	13		
<i>EXTENDED CARE</i>	13		
<i>ATTENDANCE POLICY</i>	14		
<i>ARRANGEMENTS FOR HOMEWORK</i>	15		
<i>MAKE UP WORK</i>	15		
<i>TARDIES</i>	16		
<i>LEAVING/RETURNING DURING SCHOOL HOURS</i>	16		
<i>SCHOOL CLOSINGS</i>	17		
Communications			
<i>SCHOOL TO HOME COMMUNICATION</i>	17		
<i>HOME TO SCHOOL COMMUNICATION</i>	17		
<i>PARENT-TEACHER CONFERENCES</i>	18		
<i>PARENT TEACHER FELLOWSHIP</i>	18		
<i>PARENT SUPPORT</i>	18		
<i>SURVEYS</i>	18		
Academic Life			
<i>TEXTBOOKS AND WORKBOOKS</i>	19		
<i>GRADING SCALE</i>	19		
<i>GRADING CALCULATIONS</i>	19		
<i>HOMEWORK</i>	19		
<i>HELP CLASS</i>	20		
<i>LATE WORK</i>	20		
<i>VIEWING PROGRESS REPORTS</i>			
<i>REPORT CARDS</i>	21		
<i>PROMOTION POLICY</i>	21		
<i>STUDENT ACHIEVEMENT TESTING</i>	21		

INTRODUCTION

MISSION STATEMENT

We exist to make disciples of Jesus Christ, through a Biblical school environment, that prepares students to glorify God spiritually, academically, and socially.

HISTORY

Brevard Christian School was started in 1968 as a ministry of Bethany Baptist Church, West Melbourne, FL. The school, at one time, was operated under the Accelerated Christian Education approach, but has used a traditional school format since 1981.

Brevard Christian School is owned and operated by Bethany Baptist Church of West Melbourne, Florida. Thus, it is designed as a private church school. Brevard Christian School practices open enrollment to all students in the surrounding area.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired and only infallible authoritative Word of God (2 Peter 1:21; Psalm 12:6, 7).
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (I John 5:7).
3. We believe in the deity of our Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory (John 1:1, Matthew 1:18, 2 Cor. 5:21, John 2, Col. 1:20, Acts 1:9, Rom. 8:34, Acts 1:1).
4. We believe that salvation is “by grace.” The conditions to salvation are repentance and faith (Eph. 2:8, 9).
5. We believe that humanity is justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Rom. 5:1).
6. We believe in the resurrection of life, and those that are lost unto the resurrection of damnation (Rev. 20:6, Rev. 20:11, 12).
7. We believe in the ministry of the local church as God’s established instrument of carrying out the Great Commission (Matt. 28:18-20).

STATEMENT OF NONDISCRIMINATION

Brevard Christian School admits students of any race, color, national and 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 race, color, national and ethnic origin in the administration of admissions policies, educational policies, or athletics and other school-administered programs.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

Philosophy of Christian Education

Brevard Christian School is a ministry of Bethany Baptist whose mission centers on an unwavering commitment to the grace of our God, the authority of the Bible and the preeminence of Christ in all things. Our doctrinal position, which all members of the school community uphold, is articulated in the Statement of Faith.

Brevard Christian School embraces a transformation model in that we recognize each child as made in the image of God, with worth and purpose beyond imagination, yet is born separated from God. Our vision is that students will come to know God, understand who they are in Christ, and transform society for His glory.

Brevard Christian School recognizes and values “the whole child,” and it is our mission to offer children a Christ-centered environment where they are educated spiritually, intellectually, socially, and physically to transform their world for Christ. As such, Brevard Christian School is committed to being a vibrant community of faith and learning.

Educational Objectives

The educational process in a Christian school is dependent on a biblical philosophy, which provides the right worldview and essential truths for life so that students may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the educational objectives of Brevard Christian School are as follows:

1. Concerning spiritual and moral development, graduates of Brevard Christian School:
 - a. Understand that the Holy Scriptures, including its basic doctrines and precepts, is God’s revelation of Himself and is His intended standard for faith and living;
 - b. Understand that personally accepting salvation by grace through faith in Jesus Christ is the means of being right with God;
 - c. Understand the Lordship of Christ, pursue intimacy with God, and demonstrate love for God by obedience to His commandments;
 - d. Exhibit ethical and moral application of a biblical worldview in all areas of personal life as well as national and global concerns;
 - e. Understand that all people are uniquely created in the image and likeness of God and possess the potential to develop their personhood and affect their family, church, and world for Christ; and
 - f. Embrace biblical excellence in the pursuit of education as a means of being a good steward of the gifts that God has given them.
2. Concerning academic/intellectual development, graduates of Brevard Christian School:
 - a. Commit to developing their God-given intellectual potential through all areas of study;

- b. Pursue knowledge as a means of knowing and understanding God more fully;
 - c. Possess a comprehensive command of communication skills including reading, writing, speaking, and listening;
 - d. Demonstrate critical-thinking skills in research, logic, and problem solving;
 - e. Demonstrate the ability to perceive and cope with ambiguity and opposing viewpoints;
 - f. Integrate an appreciation of God's creation with a sense of ethical and moral stewardship of both the environment and human culture;
 - g. Understand that biblically-based education includes development of the physical and aesthetic part of individuals as well as the academic part; and
 - h. Pursue godly wisdom and discernment in applying knowledge to life situations.
3. Concerning personal and social development, graduates of Brevard Christian School:
- a. Understand that they are made by God in His own image, are unique in personality and potential;
 - b. Honor Christ by respecting the unique worth of others;
 - c. Internalize a biblical concept of the roles of society, marriage, home and church;
 - d. Embrace a strong work ethic and derive satisfaction from progressive achievement;
 - e. Recognize Jesus Christ as the model for spiritual, emotional, social, and academic development; and
 - f. Continue to model a servant spirit by seeking opportunities for service in the home, church, and community.

ACCREDITATION

Brevard Christian School is accredited through the Florida Association of Christian Colleges and Schools (FACCS). The Florida Association of Christian Colleges and Schools' contact information is: P.O. Box 10009, Tallahassee, FL 32302; by phone at (850) 422-0065; or by the Internet at www.faccs.org.

CONTACT INFORMATION

Brevard Christian School
1100 W. Dorchester Ave.
W. Melbourne, FL 32904

Main Campus: (321) 727-2038
Preschool Campus: (321) 726-8165
School Fax: (321) 729-4212
Web Address: www.brevardchristianschool.com

Office	Email address	Extension
School Secretary	cborum@brevardchristianschool.com	
Administrator's Office	gendicott@brevardchristianschool.com	210
Admissions Office	Stephanie@brevardchristianschool.com	211
Athletic Department	eric.lantrip@brevardchristianschool.com	204
Attendance	Stephanie@brevardchristianschool.com	211
Finance Office	richanda@brevardchristianschool.com	212
Secondary Office	Clarence@brevardchristianschool.com	209
Preschool Department	rita@brevardchristianschool.com	

Note: The school administration reserves the right to interpret and execute all school policies and to address any other issues that may have an impact on the school community.

ENROLLMENT

ADMISSION POLICY

- Students are admitted on the basis of available space, their character, scholastic record, without regard to race, color, national or ethnic origin; and a genuine desire on the part of the parents to have their children in a Christian school.
- Only those children whom we feel will adjust to our particular program, and whose parents agree to cooperate fully with the teachers and administration will be admitted.
- Students are evaluated for academic readiness to enter Brevard Christian School. After successful completion of admission screening, the principal/administrator will give approval or denial for the enrollment process to continue.
- Each student applicant must be interviewed by the Guidance Counselor or other administrative personnel with at least one parent or guardian present.
- Brevard Christian School requires that all parents/guardians read the student handbook and sign the Covenant Agreement. The Agreement is to be returned by the third day of school. No registration will be complete nor a student considered enrolled until this signed and dated document is on file in the administration office. Also, Secondary Students are required to sign the STUDENT AGREEMENT OF CONDUCT, which will be distributed and explained during the initial interview.
- The completed enrollment forms for new students must be returned to the administration office along with copies of 1) your child's immunization records (including dates), 2) a physical, and 3) a birth certificate. **Note: Children entering K-5 must be five years of age ON OR BEFORE September 1.**
- The registration fees are due at the time of enrollment. The school monthly payment plan begins July.

- Parents will be notified of their student's acceptance. That acceptance normally occurs with a final interview with the appropriate administrator/principal which would clarify any conditions of enrollment which may be dictated by the results of the entrance testing, discipline records and interview.
- The same policies are in effect for students participating in the VPK or Children's First programs.
- No student will be admitted who smokes or uses tobacco in any form, uses drugs or alcohol, or has a criminal record. Students expelled from another school that school year are rarely admitted. If so, admittance is determined by the administration. If the interviewer feels a student has proven to be drug-free and has successfully completed a certified drug rehabilitation program, he/she may be considered a candidate for admission.

NOTE: Registration is not complete until all fees are paid (including past due accounts from the previous year), testing is completed, and the Covenant Agreement is signed.

ENROLLMENT PROCEDURES

Enrollment for school will be finalized upon completion of the following:

1. A completed Student and Family Application form.
2. A Financial Agreement signed by parents and/or guardians and a representative of Brevard Christian School.
3. Student Agreement of Conduct signed by the student and both parents and/or guardians (Grades 7-12).
4. Parents'/Guardian Statement of Support signed by both parents and/or guardians.
5. A Liability Release Form signed by both parents and/or guardians.
6. Medical Information Form.
7. Records Release Form (New Students only).
8. Full payment of Registration Fee.
9. Submit to a drug and alcohol screening (See NOTE).
10. Show sufficient competency in Math and Reading.
11. Meet with a member of the Administration.

RE-ENROLLMENT PROCEDURES

Students reenrolling in the school must complete a re-enrollment form, along with making sure all required immunizations are up-to-date.

Students entering 7th grade must complete the Hepatitis B vaccine series.

BCS reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of the school. In addition, no student may be re-admitted unless all financial obligations have been met from the previous school year without written authorization from the administrator.

TRANSFER STUDENTS

Students who transfer in after the school year has started will be charged beginning the month they enter BCS. Students entering after the 15th of the month will be charged ½ of the monthly tuition and will be responsible for the remaining monthly tuition through the school year.

Testing may be required of students transferring to Brevard Christian School. If the student tests deficient in any portion of Brevard Christian School's curriculum, he/she will be required to take the equivalent Brevard Christian School course, even if he/she has taken a similar named course of study in his/her school.

All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Release of official records requires written permission from the parent/guardian.

FINANCIAL POLICY AND PROCEDURES

Tuition/Fees

The administration of Brevard Christian School publishes new rates on a Financial Information Sheet that is released in the second semester for the following school year.

Information on payment plans can be found on the Financial Information Sheet.

Students who transfer in after the school year has started will be charged beginning the month they enter BCS. Students entering after the 15th of the month will be charged ½ of the monthly tuition and will be responsible for the remaining monthly tuition through the school year.

Student accounts must be current before entering classes.

Payment Options

We have three payment options:

- Option 1: Full tuition payment due by August 1st
Families paying the entire tuition receive \$100 off the tuition. Children's First and VPK students excluded.

- Option 2: Tuition payment by Semester

Families pay the first semester's tuition by August 1 and the second semester tuition by January 1. Each semester \$50.00 is taken off the tuition payment for paying by semester. If payment is not received by January 1, the discount is not given and the family must sign up on the monthly option plan. Children's First and VPK students excluded.

- Option 3: 11 monthly payments due the 1st of each month

FACTS PAYMENTS: Families setting up their monthly payment plan may do so through our association with the FACTS Management Company. This is an on-line payment plan that electronically deducts monthly payments. The FACTS annual enrollment of \$41 is due with the first payment.

DEBIT/CREDIT CARD PAYMENTS THROUGH THE OFFICE: Families may pay using MasterCard, Visa or Discover on a monthly basis through the school office.

Refunds Due to Withdrawal:

Note: Application and Registration fees are NOT refundable.

Tuition is due for the month the student is withdrawn. Brevard Christian School does not prorate by the day of the month. A refund will be given for families who have paid ahead whether through Option 1 or 2 listed above.

Withdrawals And/Or Dismissals:

If a student account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid in full. Grades or records are not released on the same day a student withdraws.

Parents must have completed all withdrawal papers and paid all fees and tuition payments due, in order for the school records to be sent to the receiving school.

Withdrawal is not complete until the withdrawal form is turned in to the administration office. An account left open may incur additional tuition fees until withdrawal papers are returned to the administration office.

Late Charges:

All payments for tuition, extended care, or any other charges paid through the school will be due on the first day of each month. A late fee of \$25.00 will be added to any account with a balance due after the 10th of the month.

Statements concerning outstanding account balances and the upcoming month's charges, if any, will be sent out on the 15th of each month.

If, on the first day of the new month, the previous month's tuition is still outstanding, the parents will be notified that they are subject to withdrawing their student(s) from school.

Check Fees and Other Information:

A \$25.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned

checks; cash, credit or debit card, money order, or cashier's check must be used to make further payments.

Report cards will not be released at the end of a grading period if the student's account is not paid in full.

The business office does not accept post-dated checks.

Graduating seniors student accounts must be paid in full **10 days** before graduation.

GENERAL INFORMATION

SCHOOL COLORS

Navy Blue and Orange

SCHOOL MASCOT

War Eagle

SCHOOL OFFICE

All parents are welcome in the school. However, when a visit to the classroom is necessary, please schedule it with the school office. Please, do not go directly to the classroom. This can cause an unnecessary disruption to our student's school day. If you wish to talk to your child's teacher, please arrange for a private conference by calling the office. **Please do not detain the teacher from his/her responsibilities immediately before or after school.** Teachers are happy to arrange for conferences with parents at convenient times.

Lunches, homework, books, or other items to be delivered to your child may be left in the school office. Although school phones are for school business, the students may use them for contacting their parent or guardian in case of an emergency.

MEDICATIONS

Florida State Law does not allow school personnel to administer medicine without explicit written instructions from the parent or guardian. All medications must be kept in and administered by the School Office.

Students are not permitted to have prescription medication, non-prescription medication (including cough drops), or vitamins in their possession unless the parent or guardian has completed the appropriate Prescription Administration Form and is administered from the school office.

Acetaminophen (generic Tylenol) may be given to students who have a fever of 100 degrees or above, if the Acetaminophen (generic Tylenol) -permission form has been signed and is in the student's cumulative folder. Parents will be called to take the child from school with a fever over 100 degrees. In a high-school student's case, if he/she has transportation at the school, he/she may sign out and leave with parent's approval.

WELL CHILD POLICY

For the protection of the students, please adhere to the following guidelines when determining if you should bring your child to school:

A well child has:

NO fever over 100.6 degrees currently or in the past 24 hours
NO vomiting or diarrhea currently or in the past 24 hours
NO continuous green or yellow discharge from his or her nose
NO unexplained cough that has been consistent for 24 hours
NO skin infections (impetigo, ringworm or unexplained rash)
NO eye infection
NO childhood diseases such as chicken pox, measles, etc.

If the child currently has any of the above symptoms, the teacher will not accept him or her into class.

If a child has diarrhea or vomiting, or has a skin or eye infection, the parents will be called immediately to come and pick up their child. If a child develops any of the above symptoms during the school day, the teacher will notify the office. The parent will then be called to pick up the child.

If a child is sent home with any of the above symptoms he or she must remain out of school for one full school day. (Example, student is sent home Monday, they may return to school on Wednesday.) A student may return earlier if they are seen by a physician and receive a written clearance to return to school.

Help us keep a healthy environment for everyone!

COMMUNICABLE DISEASES

Brevard Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term 'communicable disease' shall mean an illness, which arises as a result of a specific infectious agent which may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school Administrator. Diseases may include: Acquired Immune Deficiency (AIDS), Aids Related Complex (ARC), Abesias, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism,

Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma, HIV, Legionnaire's disease, Leptospirosis, Meningitis, Meningococcal, Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella, including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Infections, Yellow Fever.

Any students or employees with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from the school during the recognized period of communicability. Students and employees, for which immunization is not available, shall be excluded from the school while ill.

If the nature of the disease and circumstances warrant, BCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Brevard Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Head Lice: It is the policy of BCS that if nits are found in a student's hair, that the student's parent or guardian will be called to immediately pick up the student. The student must be treated for head lice and must be NIT FREE in order for him/her to return to school. Treatment must be repeated again in seven (7) days.

FUNDRAISERS

Our school typically plans two (2) major fundraisers per year to help upgrade the school program or to make a capital improvement in the school. Full participation by each family is necessary for our major fundraisers to be a success. All fundraising must be approved and scheduled through the administrator's office.

FIRE DRILLS

Monthly fire drills are held during the school year. At the sound of the fire alarm, students are to stand and march out of the building in an orderly manner to a designated place. At the appropriate signal, students are to return to the classroom in an orderly manner. Students must walk in a single line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his/her class and will take roll from the grade book taken from the classroom at the start of the fire drill. In each classroom, an EVACUATION PLAN is posted.

LOST AND FOUND

The Lost and Found Department for the school is operated from the office. Please be sure and check the gym, under the bleachers and in the locker rooms for any missing uniform shirts and pants after sports practices and games. All items in lost and found will be discarded or donated after one week.

LOCKERS

Lockers are assigned to all students in Grades 7-12. Students will be assessed a \$25.00 per year locker/lock use fee which is included in the registration fee. . A student may not use a locker without a lock. Students will be responsible for any damage to their lockers during the course of the school year and will be required to reimburse Brevard Christian School for any repairs that may be required as a result of the negligence and/or abuse of the student. Students may not “decorate” their locker or any other student’s locker with stickers, decals, markers, paint, etc. All lockers are subject to search by the administration at any time. A **\$75.00 fee** will be assessed to any student who defaces a locker in any manner. A student will have one week to replace a damaged or defective lock. Loss of a school lock will result in a \$15 fee for lock replacement.

LUNCHES

- A hot-lunch is provided each day for a fee.
- Hot lunch menus are available in the school office.
- Students may bring a bag lunch from home. **Microwaves are NOT available to students who bring their lunch.**
- Students may not have food delivered or brought to them from outside the school except for meals brought in by their parents.
- On a special occasion, like a birthday, the parent may bring a special lunch to surprise their child. Bringing food for others is prohibited, unless it is for the entire class (i.e., birthday cake, etc).
- Common manners and courtesy must be shown during lunch.
- Students are not to play with or waste food.
- Any damage, or disregard to rules, or disrespect to teachers or café workers will result in disciplinary action.
- Any vandalism to tables or any items in the café will result in parents being billed for such damage and disciplinary action will be taken.

VISITORS

The BCS campus is a “closed campus”. This means that any non-students on campus would be visitors. These campus visitors **MUST** report to the School office when wanting to come on campus and obtain a “Visitor” pass. Visitors should never go

directly to their child's classroom, café or to the gym looking for their child. Your cooperation is greatly appreciated.

VOLUNTEERS

As a private Christian school, not only do we need tuition to cover our expenses to educate students, we also rely on the good heart of our volunteers. To further indicate the importance of volunteerism, we ask each two-parent family to donate 20 hours of service each year and for single parent families to donate 10 hours of service. In lieu of volunteer hours, a \$100.00 fee per family may be paid. This payment will be on the May billing statement if the volunteer hours have not been provided. Volunteers are required to be screened through the school office. Check with the office before volunteering in the classroom or other situations involving direct contact with students. We have lots of volunteer needs, especially with our athletic department which typically occurs in the evening. Many other opportunities are available including donating food items for special occasions.

SCHOOL PICTURES

Each year, we offer individual and class pictures for our students. These pictures are done through an outside source. Information will be provided ahead of time for our families to prepare for these special days.

TELEPHONES

In the pursuit of academic excellence and in respect to our teachers, cell phones are to be turned off and stored in cubicles (1st-6th) or lockers (7th-12th) during school hours. Cell phones will be confiscated and returned at the end of the day for the first offense and kept for one week for the second offense and a detention. A third offense will result in a suspension and the phone kept for one week. School phones are available for emergencies. The use of the school phones are a privilege and can be revoked at any time.

MP3 PLAYERS OR OTHER MUSIC DEVICES

The use of any music devices (headphones) are prohibited anywhere on the BCS campus. Students should not bring such items to school. Such items found to be on campus will be confiscated and held for one week. Further violation of this policy will result in demerits, detention or both.

STUDENT ACCIDENT INSURANCE

Brevard Christian School does maintain all necessary insurance required to operate a non-profit school in Brevard County and the State of Florida.

We also can offer a voluntary Student Accident policy which may be purchased from the school's insurance provider if so desired. Information is available in the school office.

If your child is involved in an accident during school hours, or during school-sponsored activities, parents must file the claim with their primary insurance company. Then, any additional costs may be filed through the school office using the school's secondary insurance. Office personnel will complete the school's part of the form, and the parent will then be responsible to file the claim.

ATTENDANCE

SCHOOL HOURS

School Office	8:00 am - 4:00 pm (Mon. – Fri.)
Morning Care	6:30 am - 8:15 am
After School Care	4:00 pm - 5:30 pm
Kindergarten	8:30 am - 3:30pm
Grades 1-12	8:30 am - 3:30pm
Preschool Hours	See Preschool Handbook

Students may be dropped off at 8:15 am and picked up by 4:00 pm. Class hours are from 8:30 am to 3:30 pm. *Students arriving before 8:15 am or remaining after 4:00 pm are required to attend Extended Care (see Extended Care for a description) for proper supervision.* The only exception is for students who participate in an extracurricular activity.

Brevard Christian School will NOT be responsible for any student remaining on campus after this time unless the student is participating in a regularly scheduled athletic event or practice. The gym is not open after school is dismissed. It is for designated events only.

STUDENT DROP-OFF & PICK-UP

Students should be dropped off no earlier than 8:15 am or picked up no later than 4:00 pm unless attending extended care. See the appendix for drop-off/pick-up layout.

EXTENDED CARE

In our attempt to provide a safe, supervised school campus Extended Care is for students arriving before 8:15 am or staying after 4:00 pm. All students are required to attend the Extended Care program if they are not involved in a supervised function during those times. Students who arrive early or remain late cannot be on campus without supervision. This includes Elementary and Secondary students. Please make arrangements for your child(ren) regarding extended care needs that you might have throughout the school year. A \$2.25 per half -hour fee is assessed for this service.

Please observe closing times. You will be assessed \$1 for each minute you are late after 5:30 pm. Charges begin at 4:00 pm in the afternoon, and end at 8:00 am in the morning. However, attendance is expected if arrival is before 8:15 am.

ATTENDANCE POLICY

1. What Qualifies as being counted as present at School?
 - A student who is present at school is in attendance.
 - A student who is participating in a school sponsored event away from school or out of class is considered to be present. Examples of a school sponsored event are: academic contests, athletic contests, field trips and special meetings on campus.
2. What is required legally in the state of Florida?

*Florida State Law (1007.271) regulates the number of absences a student is allowed in order to receive credit for a course. The state allows no more than 18 absences for the entire year. **Secondary students** who have more than 9 absences in a semester will not receive credit for that semester. This includes excused and unexcused absences.*
4. What happens when a student begins to accumulate too many absences?

When the school is informed of a student's accumulation of absences, the parents will be notified by letter. Normally, when we see 6 or more absences, we will send a letter to the parents.
5. Parents need to inform the school concerning the absence of their child.
 - Parents must send a note with their child following an absence.
 - When appropriate, following a sickness or Doctor's appointment, the student should have a medical note from the provider.
 - Students who return from an absence without a note will receive an unexcused absence.
6. Types of Absences
 - A tardy can become an absence
 - The student must be in the class for 70% of the class hour. Any student 15 minutes late is considered absent for that class.
 - Excused
 - Illness:
 - A Parent's note for a 1 day illness.
 - A Parent & Doctor's note for multi-day absence
 - Doctor's Appointment:

Doctor's note should accompany a parental note.
 - Pre-Arranged Absence:

Must obtain approval of teachers and administration of the school
 - Unexcused:
 - Unexcused absences result in zeroes (0) for all work/participation missed.
 - Missing all or part of a class period without specific verbal or written permission from the Administration is unexcused.

- An absence which may occur with permission of a parent, but not acceptable to the Administration as a justifiable reason to be absent from school is unexcused.
 - Students may not leave school grounds during school hours unless they receive permission from the Administration and are signed out in the school office. Failure to follow this procedure will result in an unexcused absence and will be treated as unexcused.
 - Unexcused absences will be reflected on the student's nine-week grade.
 - All school work missed, including tests and participation grades will receive zeroes for each unexcused absence.
 - Notes to excuse absences are to be brought the day a student returns to school. If no note is presented, an unexcused absence with its academic penalties will be assigned. The absence can be changed to "excused" if a note with an excusable reason is brought the next day. A one day grace period is provided for excused absence notes.
 - Suspensions: Students are expected to do all missed work, including tests and quizzes; however, students may only earn up to 50% for class assignments and 75% for tests and quizzes.
7. Exceptions to the state law concerning attendance.
- Court Dates with Documentation
 - Illness with Medical Professional Documentation
 - Extended illness which causes the student to become home bound with Medical Professional Documentation and Administrative assistance
 - School sponsored events

ARRANGEMENTS FOR HOMEWORK

Elementary and Secondary students may request homework assignments that have been missed during their absences through the school office if absent for more than one day. Access your MyWebChalk account for all missed assignments. Contact the office by 9:00 am to have homework assignments available by 3:30 pm if you are unable to access your MyWebChalk account.

MAKE-UP WORK FOR EXCUSED ABSENCE

After an excused absence, Elementary and Secondary students will be permitted to make up missed classroom work within one week, seven (7) days of their return to school. Students will be permitted to make up missed quizzes and tests within two (2) days of their return to school. The Student bears the responsibility to make up all missed work and missed tests.

TARDIES

Tardiness is disruptive to the classroom and has an adverse affect on you child's education.

Tardy Procedures

- Any student arriving after the final bell MUST come through the school office and have a note stating the reason for their tardiness before being allowed into the class.
- If a student is tardy because of a previous class, that teacher must write a note for the student.
- Each Teacher will track the unexcused tardies in their class.
- Tardies are rarely excused.
- Students who are more than 15 minutes tardy will be counted as absent for the entire class. ****

Tardy Discipline

- A warning will be issued when a student has received four (4) unexcused tardies.
- An Administrative after-school detention will be given when a student is marked tardy, UNEXCUSED, five (5) times in any grading period.
- A sixth (6th) tardy will result in a Saturday School. Saturday School is from 8:30 am to 12:00 pm and costs \$20.00. This fee is for the teacher who will be at the school to supervise the Student.
- Failure to serve detention will result in Administrative discipline, which includes suspension.
- Habitual tardiness may result in the student being withdrawn from school.

LEAVING/RETURNING DURING SCHOOL HOURS

Authorized Leaving of Campus

BCS operates under the "closed campus" policy. This means that once a student arrives on campus in the morning, he/she is not allowed to leave until class is dismissed at the end of the school day. The exceptions are:

- Students who have a parent's specific request on file and that request has been approved by the Administration.
- His/her parent or guardian has signed out the student.
- The student is involved in a Dual Enrollment class during the school day.

Note: Students involved in Dual Enrollment or have limited classes (primarily, Seniors) are expected to leave campus immediately following their last class.

Steps to follow to leave campus:

1. Get parent permission
2. Inform office personnel by written note
3. Sign out at the school office

Unauthorized Leaving of Campus

Students are not allowed to leave campus without the permission of the Administration. Students are not allowed to leave campus for lunch. Students who leave campus without permission will be subject to a one-day suspension.

SCHOOL CLOSINGS

Our reaction to natural disasters will be governed by the instruction given on radio and television by the local authorities. We follow the advice given to and taken by the district school system. If the local district school system closes school for students due to pending or actual disaster (i.e., Hurricanes, flooding, etc.), Brevard Christian School will be closed. This does not include dismissals for holidays and vacations. Any additional information may be obtained by listening to various radio stations. There may be times when Brevard Christian School will be open before the Public Schools are back in session or closed for a longer time following a natural disaster. Contact the school office if uncertain.

COMMUNICATION

SCHOOL TO HOME COMMUNICATION

Parent-Teacher Orientation

Parent-teacher orientation will be held in the week before the first day of school. Information will be given at this meeting, which is important to a smoothly running school year. At least one parent and all students are required to attend. You will be informed in advance as to the dates of this meeting.

HOME TO SCHOOL COMMUNICATION

Parent Concerns

There are effective ways to handle any problem that may arise during the school year. Brevard Christian School encourages each parent to respect the teacher as a professional and, likewise, the teacher to respect the parents. The common goals of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and school. Therefore, special mention is made of the best method for dealing with problems and/or complaints. This approach follows the biblical principle found in Matthew 18. Please heed the following guidelines:

1. When a problem situation occurs between parent and teacher, the parent **MUST** first take the problem to the teacher. A telephone call or note can normally handle this.
2. If a conference is needed with the teacher, contact the school office to arrange an appointment.
3. Should the problem still not be worked out, a conference with the parent, teacher and school administration, which includes the appropriate supervisor, may be necessary at this time. All conferences with the administration must be scheduled through the school office.

PARENT-TEACHER CONFERENCE

Conferences should be made by appointment with the teachers in person or phoning the school office, and not during school hours. Failure to attend a Parent-Teacher Conference may lead to dismissal of student from school. Other conferences may be scheduled as needed.

PARENT-TEACHER FELLOWSHIP

The Parent Teacher Fellowship (PTF) gives the families of our students an opportunity to take an active roll in Brevard Christian School. All parents are invited and encouraged to become a part of the PTF. The PTF is a friend to the teachers of BCS, honoring and supporting them throughout the year. Contact the school office if you would like to be a part of the Parent-Teacher Fellowship.

PARENT SUPPORT

It is expected that parents/guardians of students will support the policies of BCS. If there is a continual unwillingness to support the school in such a way that the student's, class, or school's success and ability to educate the students involved is hindered, that parent will be required to with draw their student(s) from BCS.

SURVEYS

We employ surveys of student and parents to continually improve our service to our families and to the community.

ACADEMIC LIFE

TEXTBOOKS AND WORKBOOKS

1. All soft back textbooks (also called “consumable”) are the property of the student. Hard back textbooks are the property of the school.
2. Damage or extraordinary wear on textbooks will result in a damage assessment or purchase fee.
3. If a student damages a textbook or workbook in such a way that it is unusable for classroom work, the student will be required to purchase another textbook or workbook to finish the course. Payment is due at the time of order.
4. If a student cannot find a lost textbook or workbook within 7 days, a new textbook or workbook must be ordered to finish the course. Payment is due at the time of the order.

GRADING SCALE

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 & below	F

GRADING CALCULATIONS

Nine-Week Grades are calculated as follows:

- 30% - Class Assignments
- 30% - Quizzes
- 40% - Tests

Semester Grades are calculated as follows:

- 40% - 1st nine weeks
- 40% - 2nd nine weeks
- 20% - Semester exam

If curriculum does not include semester exam, first and second nine-week grades will be calculated at 50%.

HOMEWORK

- Homework is a vital part of mastering the subject matter of a class. We have found that students who do not consistently do their homework often struggle to pass their classes.
- Homework is graded in the following manner:

- 100% - turned in on time
- 50% - reasonable effort given but incomplete (teacher's discretion)
- 0% - No Homework
- At the discretion of the teacher, homework may be graded periodically for an actual grade in lieu of (100% or 0%).
- Secondary Policies
 - Students who fail to complete their homework assignment will receive one demerit.
 - A student receiving a second demerit for neglect of homework in the same grading period will be placed into mandatory homework sessions.
 - The student will have one week from the beginning of homework sessions to exit mandatory homework sessions.
 - Students who receive 6 or more demerits in homework will be placed into mandatory homework sessions for the balance of the semester.
 - Students who are placed into mandatory homework sessions will have a mandatory homework lesson book which must be completed by the student and brought to the homework sessions.
 - A parent may request a student attend an available homework session if desired without having received homework demerits.

HELP CLASS

Teachers are required to offer at least one 30 minute help class each week for students who may have academic gaps or are experiencing academic difficulties. Help classes will be set up by the teacher, and it is the student's responsibility to be there. These classes are held after school, and it is the responsibility of the student and parent to provide transportation home. Additional tutoring or intervention needs may be required for the student to remain at Brevard Christian School. Teachers are not required to give more than one help class per week. Additional fees may be required for tutoring or other interventions.

LATE WORK

If a student does not complete an assigned project in the given-time schedule, he/she will be given three (3) days to turn it in, with a letter grade drop for each successive day late. After the third day, the project will receive a 0%. (For example, Monday the assignment is due. If it is turned in Tuesday the highest grade possible is 90%, Wednesday is 80%, and Thursday is 70%, and Friday no credit would be given. A parent may request a student attend an available homework session if desired to get the assignment finished within three days.

VIEWING STUDENT PROGRESS

Our internet-based program, RenWeb, is the portal through which a parent may keep up-to-date with his or her child's progress. Grades are updated by Wednesday of the following week, so all grades should be available from the Friday before to the beginning of the quarter.

REPORT CARDS

Grades are issued at the end of each nine-week grading period.

A student who has incomplete work at the time report cards are calculated will be automatically assigned a zero for each missing assignment. Students with an "I" for incomplete is considered an "F" until all the grades have been turned in and made current in the office.

Quarterly and End-of-year report cards will not be issued to students with outstanding school bills, which include tuition, unpaid fees and damaged property.

PROMOTION POLICY

Students are promoted who demonstrate ability in their core subject areas in elementary and junior high school. Students must have an overall passing grade in their core subjects to be promoted in the elementary and junior high schools.

High school students must pass a sufficient number of credits (see Graduation Requirements) to graduate. Class standings are based upon credits earned.

STUDENT ACHIEVEMENT TESTING

Brevard Christian School uses standardized tests to check student progress and assess students' potential, and compare our students to our county, state and nation. Students take the Stanford Achievement Tests in the spring each year. The reports from these tests are made available to the parents after tests are graded by a professional company. The Otis Lennon School Ability Tests assess each student's potential.

GRADUATION REQUIREMENTS

In order to graduate from a Florida High School, a student must earn 24 credits.

"Beginning with students entering their first year of High School in the 2007-2008 school year" the 24 required credits are divided in the following manner.

16 core curriculum credits

- Four (4) credits in English, with a major concentration in composition, reading for information, and literature.
- Four (4) credits in Mathematics, one of which must be Algebra 1, a series equivalent to Algebra 1, or a high-level mathematics course.

- Three (3) credits in science, two of which must have a laboratory component.
- Three (3) credits in Social Studies as follows: one (1) credit in American History; one (1) credit in World History; one half (½) credit in Government; and one half (½) credit in Economics.
- One (1) credit in fine arts.
- One (1) credit in physical education to include integration of health.
- 8 Credits in Elective. (4 of which are required Bible classes 9th-12th grades)

Students entering BCS during their high school years will not be required to make up missed Bible credits.

Students receive one-half (1/2) credit for each semester passed with a grade of 60% or better. Therefore, if a student fails a semester in a subject he or she loses ½ credit towards his or her graduation requirements.

Credits for graduation are accumulated in ninth through twelfth grades. Students planning to attend college are strongly encouraged to take two credits of foreign language and a minimum of one credit of computer education, as many colleges require these for incoming freshmen.

GRADUATION HONORS

In order for a graduating senior to receive Valedictorian or Salutatorian honors, the graduate must have attended BCS for his/her entire high school career.

SCHOLARSHIPS

In the past years, BCS graduates have received scholarships from:

The National Honor Society
 Florida Bright Futures
 College of the Ozarks
 Robert C. Byrd Honors Scholarship
 U of Central Florida/Valedictorian/Salutatorian
 Baptist Bible College
 Tandy Scholarships
 Local Sorority Scholarships
 Gardner-Webb College
 Pensacola Christian College
 Erskine College
 Embry-Riddle University
 Florida Tech

Flagler College
Bethel Baptist College
Brevard Community College
Liberty University

A student who attends BCS for only his/her senior year will not qualify for scholarship consideration if there are other BCS students with comparable GPA's, who have a longer tenure at BCS.

CLASS SCHEDULES

Class schedules are subject to change each semester. When students meet with the Guidance Counselor to schedule classes, the class schedule will be given.

CLASS TRANSFERS

On rare occasions, a High School student may want or need to transfer to another class. If that is the case, the student must request a class transfer the first two (2) weeks of class. If it is possible, an attempt will be made to transfer that student to another class. The administration and teachers may identify a student who is not capable of succeeding in a particular class. If possible, the administration will recommend a transfer to another class for that student.

COLLEGE BOARD TESTS

The ACT (American College Test) and SAT (Scholastic Aptitude Test) should be taken in a student's junior and senior years. BCS administers the PLAN Test (the preparation for the ACT), and the PSAT (the preparation for the SAT), and is the qualifying test for National Merit status).

The ACT and SAT test dates will be posted in the school office, and students may pick up application forms to complete for these College Board tests.

TRANSCRIPTS

It is the policy of BCS not to release official transcripts or records directly to students or their parents. When transferring to a new school, the parents will sign a request for student's transcripts, and upon receipt of that request, BCS will forward that transcript to the new school.

DUAL ENROLLMENT AT BREVARD COMMUNITY COLLEGE

All students in Dual Enrollment will be required to pay full tuition in order to receive a diploma from Brevard Christian School. Students in 10th and 12th grade may take Dual Enrollment courses if they meet the requirements. Students will be required to fulfill class needs through the courses offered at BCS. Bible and all core classes must be taken at BCS.

Only those courses NOT offered at BCS may be taken for high school credit at BCC. Courses offered at both BCS and BCC may ONLY be taken for college credit. All final decisions will be made by the Guidance Counselor and/or Administration.

Students must meet the minimum cumulative un-weighted GPA for the selected program:

- 3.0 For an Associate in Arts Degree
- 2.5 For an Associate of Science
- 2.0 For a Vocational Certificate

FIELD TRIPS

Appropriate field trips will be scheduled throughout the school year to supplement classroom instruction. Dress for field trips is the same as standard dress code unless otherwise noted. Communication will be sent home regarding each field trip. Parents chaperoning Field Trips are expected to abide by the same dress code as our teachers and to be background screened through the school office.

LIBRARY

Brevard Christian School has a multi-volume library filled with books, videos, Internet access and other resources to assist our students academically. We are constantly working to expand our holdings each year.

COMPUTER AND INTERNET USE POLICY

What's covered by terms and conditions?

All computers including those connected to the network and the use of any part of the network including file servers, email and the Internet.

When may I access the Internet?

Internet access is only allowed when a teacher/staff member is present in the room.

Are my computer and Internet activities private?

Any or all activity may be monitored at any time.

Can I "share" my computer login with others?

Your account is not yours to "share". If you share your account, give out your password or allow others to access the computer when you are logged in you will lose your computer privileges. You are responsible for all activity that occurs under your account name when you are logged in.

Can I store personal items on the school file server or on a computer?

School computers and file servers are for educational purposes only. If it is not directly related to a class project then don't store it. Any use of the computer for non-educational purposes will result in the loss of your account.

Can I send personal emails?

The email system is for educational purposes only. If it is not directly related to a class project then don't send it. Any use of the email for non-educational purposes will result in the loss of your account.

Can I just "surf" the web for personal interest?

Internet access is provided for educational purposes only. If a site is not directly related to a class you should not be there. Any use of the Internet for non-educational purposes will result in loss of account.

Can I load my own software?

All software loaded on the computers must be loaded by the Computer Technology Coordinator and owned by Brevard Christian School.

Can I post messages to a bulletin board or fill out surveys?

If the bulletin board or the survey is not directly related to the class and approved by the teacher you may not view it or post to it. Accessing non-approved bulletin boards or surveys will result in the loss of your account.

Can I send homework or other schoolwork to myself at home or from home back to my school mail?

Yes, this is an excellent way to transfer files between home and school.

Can I save work to a floppy disk or a USB jump drive?

Yes, provided that the disk is in good working condition and free from virus and other malicious software. If you unknowingly introduce a virus into the system, you may be held responsible for damages and lose your account. If you knowingly introduce a virus into the system you will be held responsible for damages and lose your account.

What happens if I try to hack into someone else's account or computer?

All access to the system is logged and can be traced back to any computer, regardless of where the "hack" originates. If you try to hack the system, the police will be notified, charges may be pressed and you will be financially responsible for any damage and time it takes to repair it. You will lose your computer access.

How long can I lose computer access for?

Computer access can be suspended for the remainder of your time at Brevard Christian School.

If I lose computer access does this mean I won't be able to take any computer classes at Brevard Christian School?

Yes

If I lose computer access while I am taking a computer class, will I fail the class?

Computer teachers might provide alternative assignments for a short period of time but will not provide alternative assignments for an extended period of time.

You may be held responsible for any physical damage or peripheral hardware damage on the computer assigned to you.

Are any websites off-limits?

Yes. Internet access is for educational purposes only. Sites such as www.myspace.com, www.facebook.com, www.youtube.com, and similar websites are off-limits. Students found accessing these sites will receive a one week probation with stiffer penalties for repeated offenses up to loss of computer access for the rest of the school year.

SPIRITUAL LIFE

CHAPEL

Chapel services are held each week with teachers and students participating in the programs. Chapel services are under the direction of the Campus Pastor (Junior and Senior High School) and the Bethany Ministries Children's Pastor (Elementary). Preschool chapel is led by the teachers of the Preschool. We believe chapel services to be of great importance and we strive to make it the high point of the week for our students. Chapel services include guest speakers and special events designed to grow our students spiritually.

BIBLICAL INTEGRATION

As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every subject or activity. This means that the Biblical viewpoint must permeate the entire school program, including curriculum, co-curriculum activities, business and the interpersonal relationships of all those associated with the school.

STUDENT CONDUCT

GUIDING ASSUMPTIONS

- 1. The standard of behavior is simple, straightforward and understood by all.**
- 2. Students, by nature, will always push to change the standard.**
- 3. Students are to be trained in self-discipline and modesty.**
- 4. Parents, who support our school and consider sending their children to our school, will judge us based on the behavior they see on our campus.**
- 5. The Church is called to change the culture, many times; the culture has changed the church.**
- 6. Standards of conduct and dress establish a basic team spirit, camaraderie and the belonging to the group.**

DISCIPLINARY PROCEDURES

CAMPUS LIFE:

Brevard Christian School is a Christ-centered community of students, faculty, staff and parents who desire to provide a safe, peaceful and loving environment that promotes learning and develops character. Christian faith affirms the sacredness of the individual because of his or her relationship to Christ: God created man in His image; God created man as a person; and God Himself became man. Such a faith recognizes the value of a community such as BCS. Each student, teacher or parent in this community is related to the other members. Each is nurtured in the relationships found in this community, and each has a responsibility to God for the other members of the community. Therefore, God intends for each member of this academic community to nurture and complete each other in any way possible.

DISCIPLINE PHILOSOPHY:

Discipline is an integral part of emotional and spiritual development. It occurs in a positive way through instruction, modeling appropriate behavior, rewarding appropriate behavior, praise, and prompts, etc. (Prov. 22:6; Eph. 4:22-24). Usually, these methods build in new behaviors, or increase the frequency of desirable behaviors.

Discipline also occurs as a result of an appropriate use of punishment or aversive learning (Heb. 12:5-8). Included in this category are reprimands, detention, social probation, work assignments, suspension, and expulsion. Generally, when punitive disciplinary processes are used the purpose is to suppress or remove undesirable behaviors.

Any time disciplinary measures are taken, whether in a positive or punitive process, those measures are taken for the express purpose of ministering to (i.e., developing or educating) the individual and/or the whole student body. This involves assisting the student(s) in transferring responsibility and accountability for behavior from parents and teacher/administrators to God who is the ultimate judge and authority (Rom. 14:10; II Cor. 5:10). As this process occurs, the student matures spiritually and emotionally and develops self-control as well as an understanding of accountability to God.

When punishment is administered at BCS, mercy and justice are combined in an attempt to assist the student in understanding the offense and the results of the offense. Further, punishment is administered in such a way as to show that love and forgiveness result when a student has appropriately responded to discipline. Every attempt will be made to instill in each individual an understanding of the necessity of the discipline and the potentially positive outcome. When all methods

for helping a student have been exhausted without positive results, or a student (or his/her parents) is not cooperative in carrying out disciplinary procedures, or a behavioral problem is an extremely serious offense, it may become necessary for the student to leave for the greater good of the student body. This is not a desired occurrence and a great deal of effort will be made to prevent it from happening.

PURPOSES OF BEHAVIOR CODE:

1. To provide positive reinforcement for positive behavior.
2. To establish a clear description of the types of behavior that would be considered unacceptable.
3. To set forth the disciplinary measures that will be taken against unacceptable behavior.
4. To provide for the communication of all involved - parent, student, teacher, and administration - of the cause for discipline and the action taken.
5. To provide for accurate record keeping of disciplinary action so that discipline may be administered throughout the school in a firm, fair and consistent manner.

POLICY BOUNDARIES:

The discipline policy applies to students while they are on campus, on BCS operated school buses, or at school functions. Their behavior at other times or places is *parent's responsibility* and *not the school's*. Behavior that *impairs the testimony of the school*, however, cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

RESPONSIBILITIES

PARENT: You have been given the responsibility by God for the discipline of your children. As a BCS parent you have conferred this authority upon teachers and administrators during the school day and in school activities. If a parent has questions or disagreements regarding disciplinary actions, it is his or her responsibility to immediately discuss them with the teacher involved and not to bring the grievance to other parents, faculty or students. For matters not resolved with the teacher, parents are encouraged to schedule a meeting with the School administrator and teacher.

STUDENT: BCS students are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility, and love. In harmony with the principles of Scripture, the rule by which a young person is to live is the conscious striving for God's approval and the protection of your Christian testimony.

BEHAVIOR CODE

Discipline is necessary for the welfare of the students as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a code of conduct not only for their own benefit, but for the benefit of others as well. Brevard Christian School expects full cooperation from students and support from parents.

Brevard Christian School has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at Brevard Christian School is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and expectations of the institution; and the school may request withdrawal of any student at any time, who in the opinion of the school does not fit into the spirit of the school ministry.

There is, at Brevard Christian School, a great sense of commitment and love for the students and families we serve. There is; however, an additional commitment to the total school family and to the Lord Jesus Christ.

When problems arise, the following means of discipline may be used in various combinations and varying order.

- The teacher may warn the student and explain why the behavior is not acceptable.
- Extra work may be assigned.
- Privileges may be restricted.
- A student may be dismissed from class to go to the office for a conference with the principal.
- Demerits may be issued.
- A phone call or an email may be made to the parent.
- A note may be sent to parents that must be signed and returned the within three days. Failure to return the signed note will result in additional consequences.
- A parent-teacher-principal conference may be arranged.
- The student may be assigned to an **After-school Detention (\$5)**. Charges are to be used to pay the person supervising the students assigned to after-school

detention. Should there be balance at the end of the school year, it will be placed in an account to be used for one of the student mission programs.

- The student may be assigned to a **Saturday School (\$20)**. Charges are to be used to pay the person supervising the students assigned to Saturday school. Should there be balance at the end of the school year, it will be placed in an account to be used for the student mission trip program. Saturday School will be scheduled on Specific Saturdays from 8:00 am to 12:00 pm.
- An Out-of-School Suspension may be given.
- The student may be asked to withdraw from school.

DISCIPLINARY ACTION GUIDELINES

Guidelines are established to insure that both students and parents understand the process which will be followed should disciplinary actions be necessary. As stated earlier, it is the hope of the BCS administration that every student will function within the school community without the need of disciplinary intervention. However, to assume so would be unrealistic and to not make preparations would be negligent.

Described below are the potential consequences for misbehavior.

AFTER-SCHOOL DETENTION

Students who are assigned *After-school Detention (\$5)* must report for detention at **3:45 p.m.** and remain until **4:45 pm** on **Tuesdays** and **Wednesdays**. These days may be adjusted at the discretion of the administration. At 4:45 p.m., students must leave campus; go to an extracurricular activity, or to after-school care.

An additional day may be assigned for misbehavior or failure to attend on the designated day. Students reporting late to detention will not be allowed to serve the detention that day. A discipline notice will be sent home the day the detention is assigned and the student will be expected to serve the detention on the next available day.

A student serving five (5) After-School Detentions in a semester will earn a Saturday School.

DISCIPLINARY PROBATION

A student will be placed on disciplinary probation when the administration feels that the behavioral pattern and record indicate that the student is not abiding by the rules of the school. During this time some privileges may be denied, and the student will be

observed carefully to see if any real effort is being made to improve attitudes and actions.

PARENT/STUDENT CONFERENCE

School administration may request a conference with a student and his/her parents, or the student and his/her parents may request a conference with the school administration concerning the student's conduct. The goal of the conference will be to develop a behavior contract with defined, measurable goals for improved conduct.

SATURDAY SCHOOL

Students may be assigned to *Saturday School* as a consequence for disciplinary infractions. Saturday School hours are from 8:00 a.m. to 12:00 p.m. and will cost the student **\$20.00**. Students must come in school dress code unless otherwise directed.

Other than for accumulation of demerits, Saturday School may be assigned at the discretion of the administration for any major infractions such as disrespect to faculty, defacing school property or profanity. Saturday school may also be assigned for simple infractions which are continuously repeated offenses such as chewing gum, tardiness, unauthorized cell phone use and hall violations. It will be at the administrations discretion to either assign such a Saturday School accompanied by demerits or in place of demerits. How this is determined will be explained in the "Determination of Demerits and Level Consequences" section of this policy.

*Students are **not** permitted to participate in any extracurricular activity on the day of the Saturday School.*

IN-SCHOOL SUSPENSION

1. Student must complete classroom assignments in a designated room from 8:00 a.m. to 3:00 p.m.
2. All class work missed must be made up. Ten percent will be subtracted from the grade on all assignments, quizzes, or tests missed because of suspension. If no assignment, quiz, or test was scheduled for the day missed, ten percent will be deducted from the participation grade.
3. No contact with other students during the school day.
4. Students will not be allowed to participate in any extracurricular activity on the day of the suspension.
5. A fee of **\$20.00** must be paid at the beginning of the day.

OUT-OF-SCHOOL SUSPENSION

Serious discipline problems which may result in students being assigned Off Campus Suspension involves the following:

1. Students are not allowed to be on campus for any reason without permission of the administration.
2. All class work missed must be made up. **Twenty percent will be subtracted from the participation grade in each class missed because of suspension.**
3. Students will not be permitted to attend or participate in any extracurricular activity on the day of the suspension.

EXPULSION

A student may be expelled or required to withdraw from school at any time he/she is found to be out of harmony with the rules and policies of the school. A student expelled is prohibited from school grounds and functions (ballgames, competitions, school plays, banquets, etc.). Decisions in these matters are at the discretion of the administration.

1. An expulsion from BCS is for two consecutive semesters.
2. The expelled student must satisfactorily complete a mentoring program and be recommended by his/her mentor as ready to make application for readmission.

MENTORING PROGRAM

The mentoring program is for students who have been expelled from BCS or students who have been placed on prayerful consideration with regard to being allowed to continue as a student. Any expelled student who wishes to re-apply for admission after the expulsion period must complete the requirements of a mentoring program. The mentoring program has as its goal the restoration of students who have lost the privilege or are currently in danger of losing the privilege of attending BCS.

THE DEMERIT SYSTEM

Certain behaviors can be assigned a specific number of demerits while others give the administration a greater degree of discretion.

For example:

Specifically Defined...

Tardy to Class	1-5
Dress Code	1-5
Hall Violation	1-5
Leaving Class without Permission or Pass	1-5
Unprepared for Class	1-5
Violation of Candy, Food, Gum Rules	1-5

Administrative Discretion...

Chapel Misconduct, Cheating or Lying, Communicating without Permission (talking, notes, letter, etc.), Defacing School Property or Vandalism Disobedience, Disorderly Conduct, Disrespect, Disturbing Class, Driving Offense Fighting, Having Unapproved Items at School, Horseplay, Immorality (Sexual Misconduct), Inappropriate Music (material collected), Invasion of Privacy (being in someone's backpack, wallet, purse, notebook, textbook, etc., without previously obtaining that person's or the administration's permission), Leaving Campus Without Permission, Littering, Off Limit Areas, Physically or Verbally Threatening a Teacher, Pornographic or Lewd Material, Promoting or Attending Inappropriate Concerts, Movies, Establishments, etc. Questionable Behavior Roughhousing, Skipping Class, Social Infraction, Stealing, Teasing and Name Calling, Tobacco in Any Form, Vulgarity, Profanity, Drugs or Alcohol.

In any of these instances the administration has the discretion of assigning demerits ranging anywhere from 1 to 50 demerits, giving level consequences or both.

NOTE: Students may not “*work off*” demerits under any circumstances.

Consequences for Accumulation of Demerits

STEP ONE

When a student receives **5 demerits** during a semester, a call is made to the student's parents and a **Detention** is assigned and a **\$10 fee** will be assessed. The particular day will be left to the discretion of the principal.

STEP TWO

When a student receives **10 demerits** during a semester, an excessive demerit report will be sent home and a **Detention** will be assigned and a **\$10 fee** will be assessed.

STEP THREE

When a student receives **20 demerits** during a semester, a ***Saturday School*** will be assigned and a ***\$20 fee*** will be assessed.

STEP FOUR

When a student receives **25 demerits** during a semester the parent will be contacted and the student will be assigned ***1 day In-school Suspension***. *The student may not participate in athletic or extracurricular activities for one week.*

STEP FIVE

When a student receives **35 demerits** during a semester, he is placed on ***disciplinary probation***. The accumulation of 35 demerits ***restricts the student from participation in any extracurricular activities for the remainder of the semester.***

STEP SIX

When a student receives **40 demerits** during a semester, he will be assessed ***three days of In-school Suspension*** and a parent conference will be scheduled.

STEP SEVEN

Any student who receives **50 demerits** during a semester will have the privilege of attending Brevard Christian School taken away.

EXTREME BEHAVIOR VIOLATIONS

Listed below are some of these serious offenses.

CHEATING: Students should resist any temptation to copy work from other students or to plagiarize. Cheating of any type is regarded as a serious offense and may lead to a suspension or expulsion.

FIGHTING: Fighting is not an acceptable Christian way of settling differences. A student who is willingly involved in a fight will receive a **minimum 3-day suspension** from school depending upon the severity of the offense. The Principal may take into consideration such factors as bullying or excessive provocation and assign suspensions or expulsion as warranted. However, a penalty up to and including suspension will be considered for any student who, in the course of defending him/herself, does intentional physical harm.

PROFANITY, GROSS DISRESPECT: While “discourteous behavior” and “inappropriate language” may generally be handled through the discipline report procedure above, profane language or gross disrespect for authority may lead to **suspension or expulsion.**

PROFANE LANGUAGE includes gross sacrilege, vulgar language (such as use of sexually-oriented profanity) and obscene gestures.

GROSS DISRESPECT of authority includes either open defiance or active resistance toward a teacher, staff member, or other adult volunteer which is either belligerent or vulgar in nature. Any student who

is proven to have treated a BCS faculty or staff member in such a manner will forfeit the right to attend Brevard Christian School.

SUBSTANCE ABUSE: A student who knowingly possesses, uses, or is under the influence of any narcotic substance, alcoholic beverage, controlled drug, or intoxicant of any kind shall be subject to expulsion.

A student who distributes narcotics, an alcoholic beverage, a controlled drug, or an intoxicant of any kind will forfeit the right to attend Brevard Christian Schools.

TOBACCO USE: Smoking is prohibited on school grounds or at school sponsored events. Possession of any tobacco product is prohibited and is subject to these actions:

1. First offenders will receive a minimum 5-day suspension from school.
2. Second offenders will be recommended for expulsion.

THEFT: Acts of theft will be subject to one to five days of suspension or expulsion depending upon the severity of the incident and restitution of the items taken.

“Determination of Demerits and Level Consequences”

Each teacher has an established behavior policy for his/her classroom. It is there to insure that your child have a positive uninterrupted classroom experience. This is the best situation for teaching and learning to occur. Should, however a student fail to adhere to this policy then a Misconduct Report is completed and sent to the school office along with the student. In the report the teacher will indicate the severity of the offense. It is this indication which will determine whether the principal will simply assign a detention; a demerit or both. One student may be given one demerit for chewing gum on the first offense, but when asked to throw it away they complied with no issue. While another student could receive a demerit and a

detention for chewing gum for the first time because when he/she was asked to throw his/her gum away he/she did so in a disrespectful and argumentative manner. The determining factor will be the student's attitude and demeanor. Positive school climate is our goal. This is only achieved when consequences are consistent and address not just the act but the attitude and intent as well.

Conflict Resolution

At some time during the school year, a problem may arise with your child. Usually, this problem can be solved with a simple phone call. We suggest you follow this procedure in handling any problems that might surface:

First ... person to whom complaint has been made.

Second ... school principal.

Third ... school administrator

The steps are established to insure that appropriate channels are followed and appropriate communication is made to all parties involved. The goal is that problems are resolved in a manner in which Christ is honored and positive relationships are maintained.

IMPORTANT NOTE: In extreme situations a student may be asked to leave BCS based upon the behavior of a parent.

DRESS CODE

BCS believes it is necessary to dress appropriately and modestly at all times. The school maintains a high standard of modesty and dress based upon Biblical Principles. Please realize that while you may not agree with the specific standards we maintain, as an institution, we must prescribe specific standards. It is expected that the parents cooperate in enforcing these standards.

Dress Code – Girls

- Earrings are to be worn only in the ears.
- Shoes must be worn at all times.
 - Athletic or canvas-type shoes are acceptable for the classroom.
 - Shower thongs and open-toed or open-heeled sandals or slides are not permitted.

- Flip-flops are not permitted
- Shirts must be purchased from “Sunshine Uniforms.”
- BCS Spirit wear may be worn on Fridays.
- All Uniforms (tops, bottoms, jumpers) must be purchased from “Sunshine Uniforms.”
 - Must be of modest length, administration has final word.
 - On Spirit days students may wear BCS spirit wear, however all skirts and capris must be those purchased from Sunshine Uniforms.
- Shirts may be worn “untucked” unless they are too large and appear “sloppy.”
- Sweaters, coats and sweatshirts must be purchased from “Sunshine Uniforms”. Any outerwear which is not in code will not be permitted on campus or in the classroom.
- Athletic sweatbands or any other head covering including ball caps and skullcaps may not be worn.
- Hair
 - Extreme hairstyles or hair colors are not permitted. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
- Jewelry
 - Administration reserves the right to disallow any jewelry of which they determine to be inappropriate for a positive Christian School climate.
 - Not to be excessive.

Dress Code – Boys

- Earrings are not permitted and should not be worn on campus or school related events.
- Shoes must be worn at all times.
 - Athletic or canvas-type shoes are acceptable for the classroom.
 - Shower thongs and open-toed or open-heeled sandals or slides are not permitted.
- Shirts must be purchased from “Sunshine Uniforms”.
 - Shirts may be worn “untucked” unless they are too large and appear “sloppy
 - On Spirit days students may wear BCS spirit wear, however all skirts and capris must be those purchased from Sunshine Uniforms.
- Sweaters, coats and sweatshirts must be purchased from “Sunshine Uniforms”.
- Pants/Shorts – Must be purchased from “Sunshine Uniforms”.
- Athletic sweatbands or any other head covering including ball caps and skullcaps may not be worn.

- Boy's hair must be neatly cut and short enough not to be shaggy, bushy, or unkempt.
 - Hair must be well groomed and out of the eyes.
 - Hair length on the side cannot be below the ear.
 - Hair length in the back must not touch the bottom of the collar of a polo type shirt.
 - No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
- Jewelry
 - Administration reserves the right to disallow any jewelry of which they determine to be inappropriate for a positive Christian School climate.
 - If chains are worn, they must be worn under the shirt. Chains may not hang outside the shirt.
 - Not to be excessive.

School sponsored events outside of school: When a student attends a school function, whether on or off school grounds, discretion and Christian modesty are expected with consideration given for that particular activity. At sports activities, dress with modesty, knowing that you represent BCS. If necessary, you may be asked to leave the activity if immodestly dressed and you will receive appropriate demerits.

TRANSPORTATION

PARENT PROVIDED

See appendix for drop-off and pick-up procedure.

STUDENT PROVIDED

Bicycles must be parked in their designated area in the back parking lot. Locks are highly recommended. Students must walk their bicycles while on campus.

Student drivers must register their vehicles with the school office, offering driver's license and proof of insurance.

When the student parks his/her car in the parking lot and enters BCS, he/she does not return to his/her car without permission from administrative personnel.

Students cannot sit in cars during study halls. When driving on and off campus, students are required to keep the volume of the music where it cannot be heard outside of the car.

Reckless driving will result in suspension and eventual loss of driving privileges.

Student Parking is assigned – Student Stickers/Teacher/Staff Stickers

VIOLATIONS will be loss of driving privileges to school.

SCHOOL PROVIDED

1. The school is responsible for students participating in all officially sponsored school activities such as field trips, athletic events, choir appearances, class trips, etc.
2. Students will only be transported in school-approved vehicles and by school-approved drivers.
3. A student may leave the official travel party only after parent has signed the proper form.
4. School approved parent drivers must have a copy of driver's license and proof of insurance on file in the school office and cleared as a volunteer.
5. The following rules will be enforced with traveling on school transportation:
 - No Food or Drink is allowed on any school van or bus
 - Remain seated and facing forward
 - Do not bring any breakable container on board
 - Do not bring any animals onboard other than service dogs
 - All school behavior policies apply when on school vehicles
 - Students misconduct on school transportation may be sufficient reason to suspend riding privileges and enforce other disciplinary measures
 - Any damage to the vehicle or equipment will be compensated for by the responsible party/(ies)

ACTIVITIES

POLICY AND OFFERINGS

Extracurricular activities are a privilege at Brevard Christian School. Failure to comply with school academic behavior and dress codes will result in that privilege being revoked.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Students must maintain a 2.0 or higher as required by the particular activity to participate.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society, Brevard Christian School War Eagles, is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character, and spirituality by which they were selected. Membership is reserved for tenth through twelfth grades.

Academic requirements are a GPA of 3.25 or higher.

Students will be inducted each year during a formal ceremony open to parents and friends.

Membership in the National Honor Society qualifies the graduating seniors for possible scholarships from the National Honor Society Scholarship Program.

COMMUNITY SERVICE

We encourage students and provide opportunities throughout the year to participate in community service projects that benefit the school and surrounding community.

Senior High students are expected to perform at least 75 hours of community service.

ATHLETICS

FHSAA

The following are the eligibility rules set forth by Florida High School Athletic Association of which Brevard Christian School is a member.

(Please note at the end of this section, additional requirements have been added for every athlete as stated by the Athletic Director and BCS Administration).

1. The Student must be regularly promoted and in regular attendance at member school. (Note: If you are enrolled in an home education program, you may participate in a sport at the school of your choice provided you notify the school of your intent to participate in the sport at that school prior to the first day of the regular season in that sport). All home-school students/athletes requesting to play for

Brevard Christian School, must conform to our rules, ex: drug testing, hair and dress code, and acceptable Christian behavior.

2. The student must be an undergraduate.
3. The student must enroll in school within 10 days of the beginning of the school year.
4. The student must be under 19 years, 9 months, if you are in high school, under the age of 16 years, 9 months, if you are in junior high school, or under the age of 15 year, 9 months, if you are in middle school. **IF YOU REACH THIS AGE DURING THE REGULAR SEASON IN A SPORT YOU WILL NOT BE ELIGIBLE TO BEGIN COMPETITION IN THAT SPORT.**
5. The student must not have entered 10th grade more than three years ago.
6. The student may participate only one year as a sixth-grader, only one year as a seventh-grader, only one year as an eight-grader, only one year as a ninth-grader.
7. The Student must earn and maintain CUMULATIVE grade point average of 2.0 or better in all courses taken during the second semester of the previous school year to be eligible during the FALL SEMESTER of the current school year and each SEMESTER thereafter. (NOTE: If you are in the 10th, 11th, or 12th grade, you may choose to figure your overall cumulative grade point average using all courses taken since you entered the 9th grade if that overall cumulative GPA will make you academically eligible. If you are in the 9th grade, you do not have this option (Section 232.425, Florida Statutes).
8. The student must attend the first school that you enrolled in or practice at, during the current school year. You will eligible in this school for as long as you remain enrolled in this school provided you meet all other eligibility requirements. If you transfer to another public school attendance zone with your parent or other individual with whom you have lived with from the past 365 days, you will not be eligible in the new school for the rest of the school year unless both your old school and new school approved your transfer and signed a waiver to that effect. (NOTE: If you transfer to another school after the start of a sports season, you will not be eligible to play that sports event if both your old school and new school approved your transfer). A student who is assigned to or otherwise enrolls in an out of district public school, or nonpublic school, may be assigned to or enroll in the public school which serves his/her district without loss of eligibility, due to the transfer, provided he/she meets all other eligibility requirements. A student who transfers to a member school without a corresponding change of residence on or after the beginning of any sports season (first day of practice) shall not be eligible to compete in that sport for the duration of that school year. A student may be eligible to play another sport that has not begun its season. Contact the Athletic Director for that information.
9. The student must have a signed permission form to participate from your parents/guardians on file in the school office.
10. The student must have your proof of physical form from FHSAA. These forms can be secured form the Athletic Director or coaches. The physical form may be

dated any time between June 1, and one day before your first practice of that school year.

11. Must be an amateur.

12. Must not accept money, gifts or donations for participation in a sport, or use a name other than your own when participating.

13. Must not be guilty of gross unsportsmanlike conduct or behave in a manner that is unacceptable to your principal or the FHSAA, both of which carry maximum six-week suspension from participation.

If you are ejected from a contest for a flagrant foul or unsportsmanlike conduct, you cannot participate for one week and two contests at the minimum. Ineligibility may be extended to six weeks or more. Parents/schools are allowed to appeal. Contact the Athletic Director for information on that process.

14. The student may not sit on the team bench, stand in the team box or be on the field of play while in uniform if you are not eligible to participate.

From Brevard Christian School

The Athletic Director and Administration have the authority to keep an athlete from participating in sports if a student has not kept his grades at a 2.0 or above during the individual 9-weeks grading period (2 per semester). Also, if a student has been a disciplinary problem, he/she may relinquish his/her eligibility in sports while at Brevard Christian School.

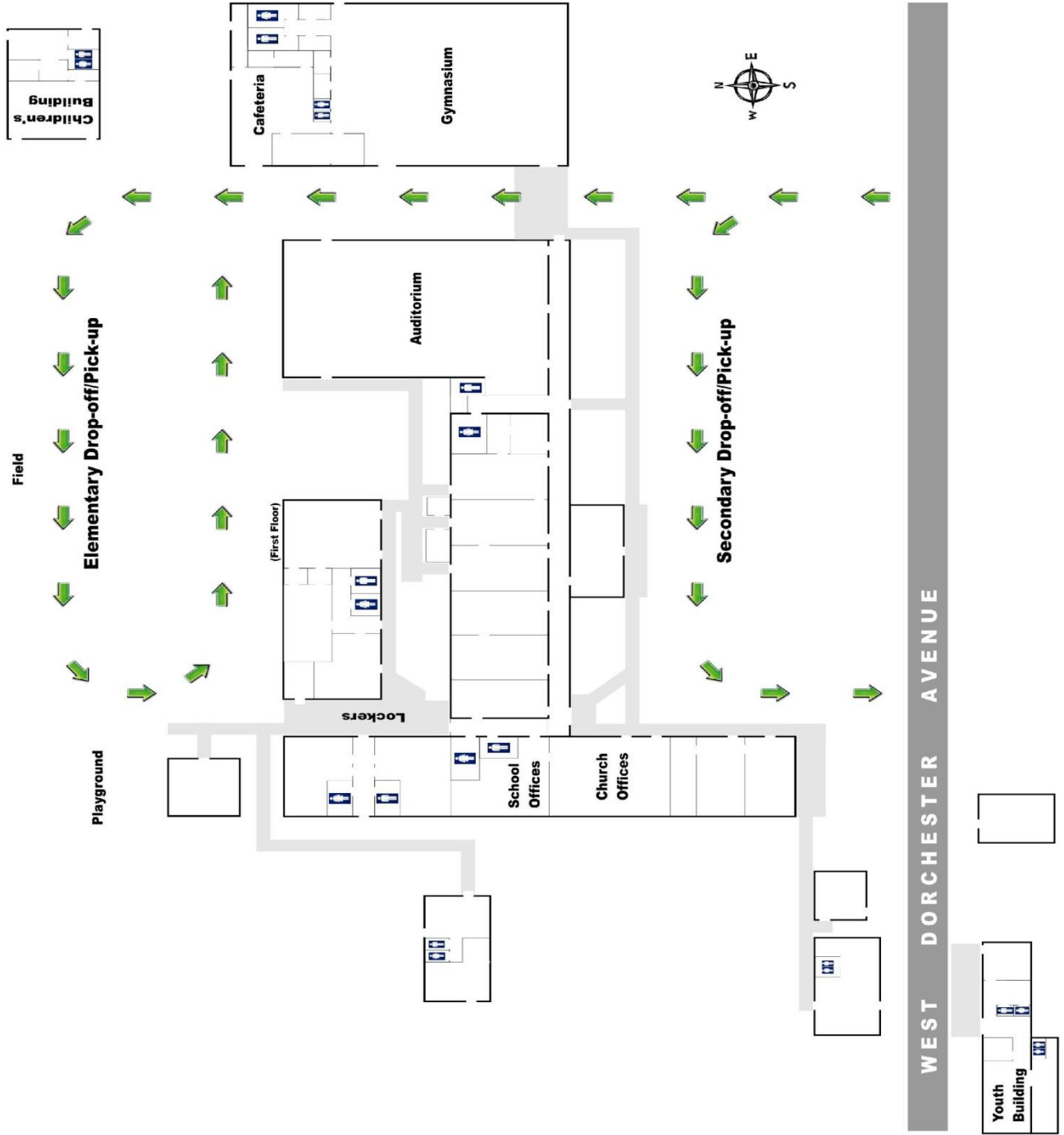
BCS prides itself in the caliber of sports program it offers to students. However, students know that academics are first and to participate in sports here at Brevard Christian School is an earned privilege. In the past, several sports scholarships have been earned by our graduates and in each case; the recruiting coaches have been impressed with our students' character.

We are not challenged to develop an athletic program in our Christian school, but to develop a Christian Athletic Program in our school!

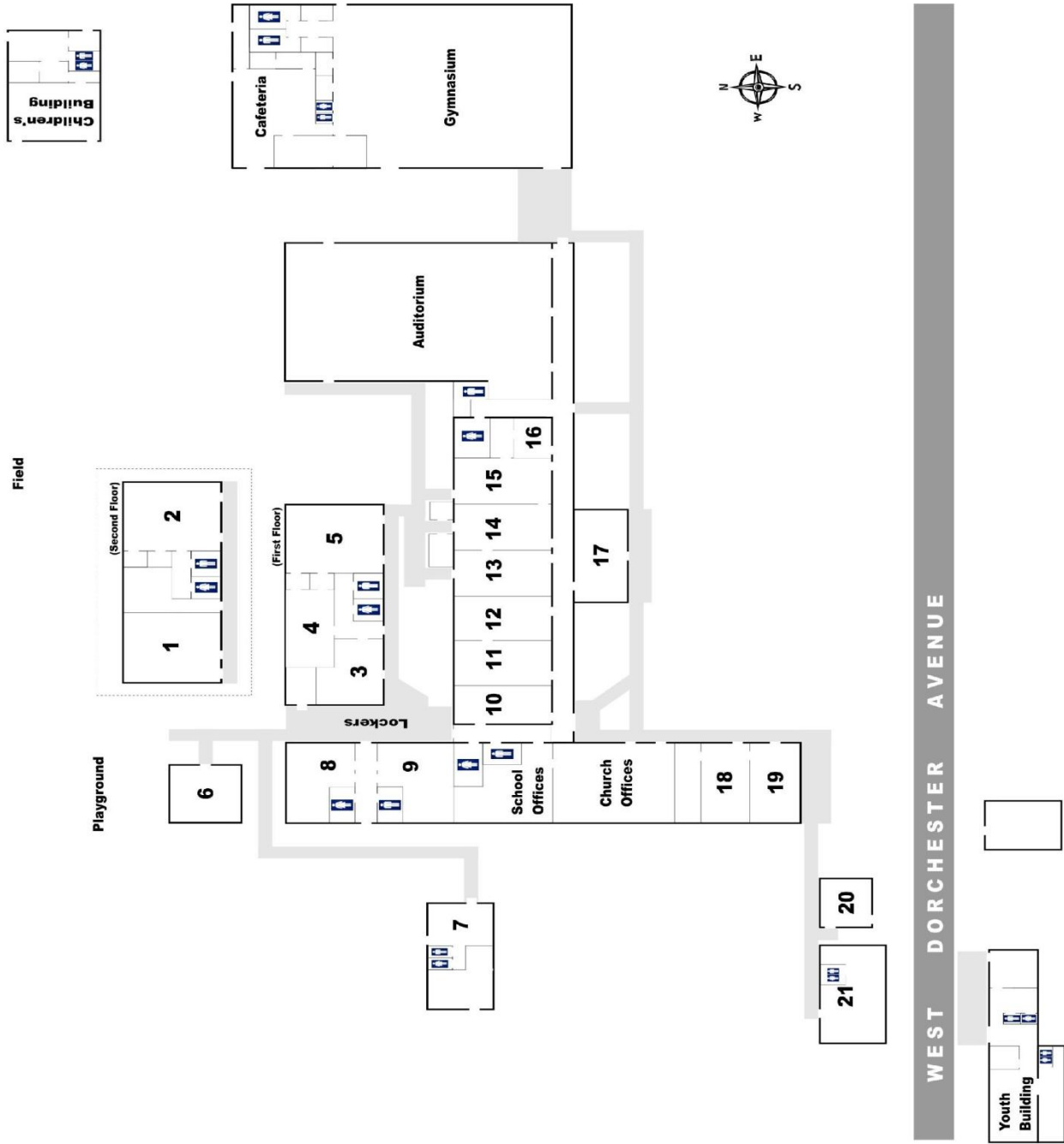
SOCIAL FUNCTIONS

School events can be a positive environment for learning how to relate with one another, so we encourage our students to participate in these functions; however behavioral and extracurricular dress codes do apply.

Drop-Off/Pick-Up Map



Elementary/Secondary Campus



ACCREDITATION	3	MAKE UP WORK	15
Administrative Discretion	33	MEDICATIONS	8
ADMISSION POLICY	4	MENTORING PROGRAM	32
AFTER-SCHOOL DETENTION	30	MISSION STATEMENT	1
ARRANGEMENTS FOR HOMEWORK	15	NATIONAL HONOR SOCIETY	40
ATHLETICS	40	PARENT PROVIDED TRANSPORTATION	38
ATTENDANCE POLICY	14	PARENT/STUDENT CONFERENCE	31
BEHAVIOR CODE	29	PARENT SUPPORT	18
BIBLICAL INTEGRATION	26	PARENT-TEACHER CONFERENCES	18
CAMPUS LIFE	27	PARENT TEACHER FELLOWSHIP	18
CHAPEL	26	PAYMENT OPTIONS	6
CHECK FEES	7	POLICY BOUNDARIES	28
CLASS SCHEDULES	23	POLICY AND OFFERINGS	40
CLASS TRANSFERS	23	PROMOTION POLICY	21
COLLEGE BOARD TESTS	23	PURPOSES OF BEHAVIOR CODE	28
COMMUNICABLE DISEASES	11	RE-ENROLLMENT PROCEDURES	5
COMMUNITY SERVICE	40	REFUNDS DUE TO WITHDRAWAL	7
COMPUTER AND INTERNET USE POLICY	24	REPORT CARDS	21
CONTACT INFORMATION	3	RESPONSIBILITIES	28
Demerits & Consequences Guide	32	Saturday School	31
DISCIPLINE PHILOSOPHY	27	SCHOLARSHIPS	21
DISCIPLINARY ACTION GUIDELINES	30	SCHOOL CLOSINGS	17
DISCIPLINARY PROBATION	30	SCHOOL COLORS	18
DISCIPLINARY PROCEDURES	27	SCHOOL HOURS	13
Dress Code	36	SCHOOL MASCOT	8
Drop-Off/Pick-Up Map	43	SCHOOL OFFICE	8
DUAL ENROLLMENT AT BREVARD COMMUNITY COLLEGE 23		SCHOOL PICTURES	12
EDUCATIONAL PHILOSOPHY & OBJECTIVES	2	SCHOOL PROVIDED TRANSPORTATION	39
Elementary/Secondary Campus Map	44	SCHOOL TO HOME COMMUNICATION	17
ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES	40	SOCIAL FUNCTIONS	42
ENROLLMENT PROCEDURES	5	STATEMENT OF FAITH	1
Expulsion	32	STATEMENT OF NONDISCRIMINATION	1
EXTENDED CARE	13	STUDENT ACCIDENT INSURANCE	12
FIELD TRIPS	24	STUDENT ACHIEVEMENT TESTING	21
FINANCIAL POLICY & PROCEDURES	6	STUDENT DROP-OFF & PICK-UP	13
FIRE DRILLS	10	STUDENT PROVIDED TRANSPORTATION	38
FUNDRAISERS	10	SURVEYS	18
GRADING CALCULATIONS	19	Suspension, In-School	31
GRADING SCALE	19	Suspension, Out-of-School	31
GRADUATION REQUIREMENTS	21	TARDIES	16
HISTORY	1	TELEPHONES	12
HOME TO SCHOOL COMMUNICATION	17	TEXTBOOKS AND WORKBOOKS	19
HOMEWORK	19	TRANSCRIPTS	23
LATE CHARGES	7	TRANSFER STUDENTS	6
LATE WORK	20	TUITION/FEES	6
LEAVING/RETURNING DURING SCHOOL HOURS	16	VIEWING PROGRESS REPORTS	21
LIBRARY	24	VISITORS	11
LOCKERS	11	VOLUNTEERS	12
LOST AND FOUND	11	WELL CHILD POLICY	9
LUNCHES	11	WITHDRAWALS AND/OR DISMISSALS	7



2011-2012
Student Handbook

Contact Information

Physical address

Brevard Christian Preschool
3300 Lakewood Drive
W. Melbourne, FL 32904

Telephone number

Preschool Office: (321) 726.8165
Finance Office: (321) 727.2038
School Fax: (321) 729.4212

Web address

www.brevardchristianschool.com

Enrollment

A pre-enrollment visit is required before admittance. Visiting the school gives you an opportunity to see the program work. It also helps your child to feel more comfortable with the transition into the school.

Children who are currently enrolled in Brevard Christian Preschool will have the opportunity to enroll first prior to open enrollment to the public. After open enrollment begins, it is on a first come first serve basis. Children are placed in classrooms according to their birth date. We follow the September 1st age deadline to place children into classrooms.

In order to enroll, children must have:

- An application on file with updated address and phone numbers.
- A copy of their birth certificate
- A Florida Physical
- All release forms signed and returned
- Registration Fees paid in full

Voluntary Pre-Kindergarten (VPK)

Brevard Christian Preschool participates in the Voluntary Pre-Kindergarten Program (VPK). This program is free to all children four years of age on or prior to September 1st.

VPK enrollment procedures:

1. Fill out BCS application
2. Submit all required documents for enrollment (i.e. physical, immunizations, birth certificate)
3. Directions about VPK vouchers and how to receive one from the Early Learning Coalition can be found at www.vpkflorida.org .
4. Submit the voucher you receive from the agency to Brevard Christian School.

Children enrolled in VPK are subject to the policies and procedures of Brevard Christian School including attendance, tardies, dress code, and volunteer hours.

Each month you will be responsible to sign an attendance verification form which is required by the VPK program. Your child's teacher will collect the signatures and turn in the documents by the fourth school day following the month's end.

Each VPK student will be assessed within 30 days of entering Kindergarten. The Florida Kindergarten Readiness Screening will be performed by school staff. This assessment is mandatory and will be done at Brevard Christian School during regular school hours.

Financial Policy and Procedures *(see p. 6 in the main section of Handbook)*

Items children need to bring

School Supplies - list provided

A change of clothes in a marked bag

If napping:

Mat with an impermeable surface (at least 1" thick)

Small Blanket in a large sealed plastic bag

Afternoon Snack

Lunches

Brevard Christian Preschool does not offer hot meals for the students. Children are asked to pack their lunch. Please utilize cold packs to keep lunches cold.

A thermos can be used to keep food warm. **Please no microwave items.**

Before and After Care

Brevard Christian Preschool offers Before and After Care services for our families. Before Care hours are from 6:30 a.m. – 8:10 a.m. After Care hours will end at 5:30 p.m. You may sign up for this care through the selection of your tuition package or you may pay \$2.25/half hour which is billed monthly.

Hours of Operation

Brevard Christian Preschool is open from 6:30 am to 5:30 pm. Please observe closing times closely. Your account will be assessed \$1 for each minute you are late. Students may not return to class until the late fee has been paid.

Class time begins at 8:30 am. It is critical to your child's education to be here on time. Allowing children to walk into classrooms late will cause a disruption to students as well as to the teacher.

Arrival and Departure

Children dropped off between the times of 8:10 am. and 8:30 am. can utilize the circle drive. It is important that parents not park in the circle drive. It is only for dropping off students.

Children who are dropped off in the circle drive will be checked in by the greeter on duty. Otherwise, parents are required to sign their child in and out each day.

VPK Dismissal

VPK dismissal is at 12:00. All children leaving at noon will be brought to the front of the school. You may pull through the circle drive and stop at the front for a teacher to help your child into the car. Each family will receive two Brevard Christian papers with your child's name on it. One paper for the primary person picking up your child and one in case it is needed for another driver. Please place this paper on the dash of your car during the pick-up process. This will allow us to know who is allowed to pick up your child in the circle drive. Anyone without your child's paper must come into the school to verify identification. Notify the office immediately if your paper is lost or stolen.

For your child's safety we will follow the Florida safety seat laws. If you do not have a child safety seat in your car and it is required, you will need to park and enter the building to sign your child out.

What is the Safety Restraint Law?

All children 5 years of age or younger must be properly restrained no matter where they are sitting in the vehicle. Children through age 3 must be secured in a separate carrier or a vehicle manufacturer's integrated child safety seat. For children aged 4 through 5 years, a separate carrier, an integrated child safety seat, or a safety belt may be used. (FL Statute 316.613).

Tardiness

The official start time for school is 8:30 am. This means that a child must be in his/her class before 8:30 am. Children who are not in the classroom by 8:30 am will be considered tardy.

Three tardies will be considered an absence which will be recorded on your child's permanent record.

Tardies can be waived with a doctor or dentist note.

Fifteen tardies during one semester is considered excessive. Excessive tardiness may cause a student to be put on probation and eventually be dismissed from BCPS.

Students enrolled in the VPK program must meet the mandatory attendance requirements to remain in the program.

Withdrawal or Dismissal

We hope that the decision to enroll your child in Brevard Christian Preschool will be one that is best for your child academically, spiritually, emotionally, and socially. In the event that you must withdraw your child from Brevard Christian School, you must first make the Director aware of your situation. You will then have to make an appointment with the Financial Officer on the main school campus to officially withdraw your child from the school. By not withdrawing your child, you are subject to tuition costs as per signed contract.

Curriculum

Brevard Christian Preschool utilizes a Christian curriculum. The purpose is to train them in Biblical principles as well as character education, language, numbers, and phonics.

Medications

Prescription and non-prescription medication can be given to your child, only in the event of the following:

1. A medicine form is filled out which states child's name, dosage, and time medicine should be administered; and
2. Medicine is brought to the school in the original container.

Written authorization is required for Brevard Christian to dispense non prescription medications (i.e. Tylenol or topical medications). This authorization can be given on the application for enrollment form.

Accidents/Incidents

An accident/incident report will be signed by a parent or authorized person on your enrollment forms when children get hurt or are involved in a behavior issue. We will keep a copy of the report in your child's file. Basic first aid will be given to your child if needed.

Restroom procedures

Children who attend BCPS are required to be toilet trained and are given ample opportunities to use the restroom throughout the day. If in the event that your child has an accident, your child will be able to change out of their soiled clothing. Teachers are required to use gloves when helping children change from soiled clothing. If your child does not have extra clothes at school you will be called to pick your child up or bring clothes to the school.

Biting Policy

Biting is not uncommon for children under the age of three. Teachers at BCPS work diligently to help prevent biting from occurring, but on occasion it can happen.

If a child bites, an incident report will be sent home. If biting continues, the child's parent will be notified and the child may be sent home. Children who bite others and break the skin will automatically be sent home. If the biting is a constant problem, further action, including dismissal, may be taken.

Discipline Policy

We at Brevard Christian School teach the children to follow the biblical principle found in Luke 6:31 of treating others as you would want to be treated. Following this principle will help children to interact with each other in a positive, caring way.

Each of our teachers has a classroom management plan that reinforces positive behavior. Positive behavior is rewarded utilizing praise sticks, stickers, awards, etc. There may be times when a child needs to be disciplined for his or her behavior. This means that a child may receive a tally, get their name on the board, sit in time out, or be removed from the situation. Disobedience is usually taken care of in the classroom.

If a problem continues, the teacher will take the child to speak with the director. If the behavior continues once the child is returned to the classroom, the teacher will notify parent regarding behavior. The parent and teacher will work together to set up a behavior management plan for the child.

Children who are physical with a staff member (i.e. hit, kick, or bite etc.) will automatically be sent home. If inappropriate behavior continues, the child will be dismissed from BCPS.

BCPS does not practice corporal punishment.

Health & Sickness Policy (*see p. 8 Well Child Policy in the main section of Handbook*)

School Calendar

Brevard Christian Preschool follows the academic calendar of Brevard Christian School. Dates and activities are subject to change.

Weather Emergencies (*see p. 14 School Closing in the main section of Handbook*)

Dress Code

Any child not in correct uniform will receive a uniform notice. The third uniform infraction will result in a parent being called to correct the uniform for the child to remain at school. It is required that the parents cooperate in enforcing these standards. Repeated offenses will result in suspension from school until item is corrected.

Earrings: Girls – Only to be worn in ears.

Boys – No earrings allowed.

Shoes: Shoes must be worn at all times. Athletic or canvas type are acceptable for the classroom. Shower thongs and open-toed or open-heeled shoes are not permitted.

All uniforms must be purchased from Sunshine Uniforms. The Preschoolers also have t-shirts available for purchase through the school office.

Hair Policy

Girls Hair

- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.

Boys hair

- Must be neatly cut and short enough not to be shaggy or bushy.
- Hair must be well groomed.
- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
- Hair should be above the eyebrows, above the collar and not past the bottom of the ear.

Chapel

Each week children as well as teachers participate in a chapel service. Chapels are lead by a teacher or the director. Children participate in age-appropriate Praise and Worship as well as a story or message.

Toys or other Items from Home

Brevard Christian Preschool is a school. We offer a wide variety of educational toys and activities that children are involved in throughout the day. Therefore, please do not send toys from home with your child. Toys can be easily lost and/or broken. The only exception is on special days such as “Show & Tell” in which each teacher will notify their class of these days. Brevard Christian Preschool is not responsible for lost or broken toys.

Communication

Communication between teacher and parent is vital for your child’s academic progress. Always check for news posted in your child’s classroom or bulletin board at the front entrance. Friday folders are also a communication tool so please check them and return on the following school day.

Our teachers arrive by 8 am to prepare for the day, and it is difficult to speak with parents about progress in the morning when children are arriving. If you need to speak with the teacher please set up a time that is convenient for both teacher and parent.

Volunteer Hours (*see p. 10 in the main section of Handbook*)

Summer Camp

Brevard Christian Preschool offers a camp each summer for the students currently enrolled in school, to children who are enrolled for the following school year, then to children in the community. Summer camp usually begins the week following the end of regular classes and ends the week prior to school starting in the fall. Summer camp tuition is not included in the regular tuition schedule.

Confidentiality/Release of Information

Brevard Christian Preschool will respect the confidential nature of child and personnel records. Brevard Christian Staff is not permitted to discuss with parents, issues relating to other children or parents. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential unless parent(s) of child have granted written permission for disclosure, except for in the case of child abuse, which is required by law to be reported.

Parent Support

It is expected that parents/guardians of students will support the policies of BCS. If there is a continual unwillingness to support the school in such a way that the student's class, or school's success and ability to educate the students involved is hindered, that parent will be required to withdraw their student(s) from BCS.

INDEX

ACCREDITATION	3
<i>Administrative Discipline Process</i>	27
ADMISSION POLICY	3
ARRANGEMENTS FOR HOMEWORK	13
ATHLETICS	35
ATTENDANCE POLICY	12
BIBLICAL INTEGRATION	23
<i>Campus Boundaries</i>	24
CHAPEL	23
CHECK FEES	7
CLASS SCHEDULES	20
CLASS TRANSFERS	20
<i>Classroom Expectations</i>	23
COLLEGE BOARD TESTS	20
COMMUNICABLE DISEASES	8
COMMUNICATION FLOW CHART	16
COMMUNITY SERVICE	35
COMPUTER AND INTERNET USE POLICY	21
CONTACT INFORMATION	3
<i>Demerits & Consequences Guide</i>	29
<i>Elementary Discipline System</i>	31
Detention	28
DISCIPLINARY PROCEDURES	23
<i>Dress Code</i>	25
<i>Drop-Off/Pick-Up Map</i>	38
DUAL ENROLLMENT AT BREVARD COMMUNITY COLLEGE	21
EDUCATIONAL PHILOSOPHY & OBJECTIVES	1
<i>Elementary/Secondary Campus Map</i>	40
ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES	35
ENROLLMENT PROCEDURES	4
Expulsion	29
<i>Extracurricular Dress Code</i>	26
EXTENDED CARE	11
FIELD TRIPS	21
FINANCIAL POLICY & PROCEDURES	6
FIRE DRILLS	9
<i>Food, Gum, & Drink</i>	27
FUNDRAISERS	29
<i>General Expectations</i>	23
GRADING CALCULATIONS	16
GRADING SCALE	16
GRADUATION REQUIREMENTS	19
GUIDING ASSUMPTIONS	23
HELP CLASS	18
HISTORY	1
HOME TO SCHOOL COMMUNICATION	15
HOMEWORK	17
<i>Homework Sessions</i>	27
<i>Implied Consent</i>	24
LATE CHARGES	7
LATE WORK	18
LEAVING/RETURNING DURING SCHOOL HOURS	14
LIBRARY	21
LOCKERS	9
LOST AND FOUND	9
LUNCHESES	10
MAKE UP WORK	13
MEDICATIONS	7
MISSION STATEMENT	1
NATIONAL HONOR SOCIETY	35
NEW STUDENT PROBATION	5
OTHER FORMS OF DISCRIMINATION	33
PARENT PROVIDED TRANSPORTATION	33
PARENT SUPPORT	15
PARENT-TEACHER CONFERENCES	15
PARENT TEACHER FELLOWSHIP	15
PAYMENT OPTIONS	6
POLICY AND OFFERINGS	35
PROMOTION POLICY	22
RE-ENROLLMENT PROCEDURES	7

<i>REFUNDS DUE TO WITHDRAWAL</i>	6
<i>REPORT CARDS</i>	19
Saturday School	28
<i>SCHOLARSHIPS</i>	20
<i>SCHOOL CLOSINGS</i>	14
<i>SCHOOL COLORS</i>	7
<i>SCHOOL HOURS</i>	11
<i>SCHOOL MASCOT</i>	7
<i>SCHOOL OFFICE</i>	7
<i>SCHOOL PICTURES</i>	10
<i>SCHOOL PROVIDED TRANSPORTATION</i>	33
<i>SCHOOL TO HOME COMMUNICATION</i>	15
<i>SEXUAL HARRASSMENT POLICY</i>	32
<i>SOCIAL FUNCTIONS</i>	37
<i>STATEMENT OF FAITH</i>	1
<i>STATEMENT OF NONDISCRIMINATION</i>	1
<i>STUDENT ACCIDENT INSURANCE</i>	11
<i>STUDENT ACHIEVEMENT TESTING</i>	19
<i>STUDENT DROP-OFF & PICK-UP</i>	11
<i>STUDENT PROVIDED TRANSPORTATION</i>	33
<i>SURVEYS</i>	16
Suspension	28
<i>TARDIES</i>	13
<i>TELEPHONES</i>	10
<i>TEXTBOOKS AND WORKBOOKS</i>	16
<i>TRANSCRIPTS</i>	20
<i>TRANSFER STUDENTS</i>	5
<i>TUITION/FEES</i>	6
<i>Unacceptable Behavior & Prohibited Items</i>	24
<i>VIEWING PROGRESS REPORTS</i>	18
<i>VISITORS</i>	10
<i>VOLUNTEERS</i>	10
<i>WELL CHILD POLICY</i>	8
<i>WITHDRAWALS AND/OR DISMISSALS</i>	6