



Berean

CHRISTIAN

*Developing Lifetime
Followers of Christ*

Parent-Student Handbook

2019-20

Now these Jews (*in Berea*) were more noble than those in Thessalonica; they received the word with all eagerness, examining the Scriptures daily, to see if these things were so.

Acts 17:11

BCHS Parent and Student Handbook

The policies and procedures contained in this handbook constitute notice to the parents and students regarding Berean Christian High School's expectations and requirements. Moreover, they also constitute, at a minimum, terms of an implied contract for enrollment if a student is accepted into the school.

The parent's and student's signature on the Parent-Student Handbook Conciliation Agreement form (online or hard copy) indicates that the parent and the student are in full agreement with and will hold to all expectations, requirements, beliefs, values, and obligations expressed herein. Failure to comply will give the school full authorization to make the needed decision in maintaining or discontinuing the student's enrollment at any time during the school's academic calendar year.

STATEMENT OF MISSION

Berean Christian High School is dedicated to providing a quality, Bible-centered education to develop lifetime followers of Christ.

CORE VALUES

Christ-Honoring: *Our allegiance is to honor and serve Christ.*

Bible-Centered: *Our commitment to Christ is based on Scripture.*

Service-Related: *Our mandate is to serve others, following Christ's example.*

Excellence-Driven: *Our resolve is quality in every pursuit.*

Future-Oriented: *Our hope for eternity is the basis for
"Building a Bridge to the Future."*

SCHOOL VERSE

*... but they who wait for the LORD shall renew their strength;
they shall mount up with wings like eagles;
they shall run and not be weary;
they shall walk and not faint.
Isaiah 40:31 (ESV)*

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INTRODUCTION

STATEMENT OF FAITH

Berean Christian High School (BCHS) is a member of the Association of Christian Schools International (ACSI) and subscribes to its statement of faith. For the BCHS complete statement of faith please inquire at the office or go to our website www.bereaneagles.org.

1. **We believe** the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:1-5, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation; that men are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone is a person saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the one in Christ is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

EDUCATIONAL PHILOSOPHY

The educational philosophy of BCHS is based on God's interpretation of all reality as found in His self-authenticating revelation, the Bible (II Timothy 3:15-17; II Peter 1:20-21; Isaiah 8:20). Since God created and sustains all things through His Son, the Lord Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him (John 1:1-3; Colossians 1:16-17; Romans 11:36). This is particularly true of man, who being created in God's image, is therefore endowed with the unique capacity of knowing and responding to God through an intimate and personal relationship (Genesis 1:26-28). Due to Adam's representative act of disobedience, all of humanity became relationally severed from God, no longer being capable of knowing or honoring Him (Genesis 3; Romans 1:18-32, 3:9-19, 5:12, 8:6-8).

A person is delivered from his state of spiritual death and alienation from God when he is regenerated by the Holy Spirit, and is reconciled to God through faith in Christ as Savior and Lord (Ezekiel 36:26-27; John 3:3-8; Ephesians 2:1-10; Romans 10:9-13). True freedom consists in bringing one's thoughts captive to the obedience of Christ, and abiding in His Word (II Corinthians 10:5; John 8:32, 15:5).

The Holy Spirit uses the entire process of education to bring the student into fellowship with God, to develop a Christian mind, and to train him in godly living so that he can fulfill God's purpose for his life. He must be taught the Bible so that he may understand God and himself and his role as God's image-bearer. The entire being of the student must be developed spiritually, mentally, physically and socially in relationship to God. He must learn to see all truth as God's truth and interpret all reality in the light of God's Word. He must be educated as an individual, with his own unique abilities and personality, who must learn to live and work with others at home, in the church and in a changing secular society. He must interact with and be taught by parents and teachers who are themselves born-again and have this perspective.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible to God for the total training and education of their children (Deuteronomy 6:1-18; Proverbs 22:6; Ephesians 6:4). At the parent's request, the Christian school then becomes a partner in giving this education.

EDUCATIONAL OBJECTIVES

1. For the students' spiritual and moral growth, BCHS seeks:
 - a. to teach the Bible as God's inerrant and authoritative Word and to develop love and respect for it.
 - b. to teach the basic doctrines of the Bible.
 - c. to encourage a personal, saving relationship with God's Son through confessing Him as Savior and Lord.
 - d. to cultivate a desire to know and obey the will of God as revealed in the Scriptures.
 - e. to equip and train so that the will of God is followed daily.
 - f. to impart a biblical understanding of the kingdom of God, emphasizing personal involvement in global and local evangelism and discipleship.
 - g. to develop the mind of Christ toward godliness and sin and to teach how to live as more than a conqueror.
 - h. to encourage the development of self-discipline and responsibility based on respect for and submission to God and all other authority.
 - i. to develop a Christian worldview by seeing all of life from God's perspective.
 - j. to make theology clear and practical.

2. For the students' personal and social development, BCHS aims:
 - a. to develop individual personality traits and capabilities, based on the understanding that each is uniquely created in the image of God.
 - b. to teach love and respect for others since all are made in God's image.
 - c. to cultivate a heart for serving others.
 - d. to teach awareness that service is a mutual necessity for the health and welfare of the people of God.
 - e. to encourage faithful contribution of both time and resources to the church and society.
 - f. to promote the understanding that time is a God-given commodity and its effective use is an individual responsibility.
 - g. to develop practical skills for personal and future endeavors.
 - h. to develop a Biblical understanding and appreciation of marriage and the family.
 - i. to promote physical fitness, good health habits, and wise use of the body as the temple of God.
3. Academically, BCHS endeavors:
 - a. to promote high academic standards and to aid realization of individual unique God-given academic potential.
 - b. to help build communication skills, such as critical thinking, reading, writing, speaking, listening and mathematics.
 - c. to teach and encourage the use of good study habits.
 - d. to teach how to research independently and how to reason logically.
 - e. to develop creative, critical thinking and the proper use of Biblical criteria for evaluation.
 - f. to motivate the pursuit of independent study in areas of personal interest.
 - g. to promote good citizenship through developing an understanding and appreciation of our godly heritage
 - h. to teach and demonstrate true freedom, human dignity and respect for authority.
 - i. to discuss current affairs and relate them to God's plan for man.
 - j. to produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
 - k. to engender an appreciation of fine arts through the development of understanding and personal expression.

4. In support of the families of our students, BCHS desires:
 - a. to cooperate closely with the parents in every phase of their child's development, especially as it relates to the school program.
 - b. to help parents understand the school's purpose and program.
 - c. to aid families in continued growth toward Christ-centeredness.
 - d. to assist parents in their awareness of the changing culture and its subsequent effects on the home and their children.
 - e. to encourage regular attendance and involvement in the local church.

BEREAN'S TESTIMONY

The desire of BCHS is to be recognized by our local community as a school that is deeply committed to developing devoted lifetime followers of the Lord Jesus Christ and produces strong Christian leaders in every facet of life and field of endeavor.

To achieve this goal, our staff endeavors:

1. to help each student develop a strong, personal relationship with Jesus Christ.
2. to give each student a well-rounded series of experiences and to learn how to interpret them rightly within the light of Scripture.
3. to help each student learn how to interpret all of life within a biblical framework.
4. to train each student in how to make godly life decisions.
5. to maintain a solid, respectable academic program.
6. to help each student develop a love for learning and a respect for academic discipline.
7. to help each student reach his full potential through the development of personal discipline skills.
8. to help each student learn how to compete with others in a godly manner.

ADMISSION POLICY

Enrollment

1. Minimum Admission Requirements for a Student:
 - a. A sincere profession in Jesus Christ as personal Lord and Savior and a desire to live in obedience to Him. Faithful attendance at an evangelical church that recognizes the Bible to be the authoritative guide for truth, faith, and practice.
 - b. Regular family attendance at an evangelical church that recognizes the Bible as the only authoritative guide for faith and practice.
 - c. A scholastic average of at least 2.0 at previous school and successful completion of 8th grade.
 - d. A personal desire to attend Berean.
 - e. A satisfactory conduct record at the previous school.
 - f. A willingness to abide by the rules of the school by signing the Parent-Student Handbook Agreement form each year.
2. Preferential Factors for Admission:
 - a. Favorable recommendations (see the enrollment packet).
 - b. A history of a commitment to Christian education.
 - c. Preferred consideration is given to siblings of current students and graduates of WCCA and other local Christian schools.
 - d. Priority is given to siblings of current students and to children of alumni, faculty, staff, or board (that meet the other minimum requirements).

Re-enrollment

The privilege of re-enrollment is contingent on the following student criteria:

1. The acknowledgment of Jesus Christ as personal Savior and Lord, and the desire to live in obedience to Him.
2. The personal desire to attend BCHS.
3. A satisfactory citizenship record (fewer than 70 demerits for the year).
4. Acceptable academic progress (minimum 2.0 GPA from the previous year).
5. Pastoral Reference completed and turned in showing regular attendance at an evangelical, local church that honors the Bible as God's only authoritative Word.
6. Administration reserves the right to determine any student's re-enrollment status.

Probationary Re-enrollment

1. A student may be re-enrolled on a probationary status based on the discretion of the Administration.

2. Excessive demerits, an unsatisfactory academic performance, or a missing Pastoral Reference may cause a student to be re-enrolled on a probationary basis.
3. The general conditions of probationary re-enrollment are as follows:
 - a. A student shows a genuine desire to meet the goals for improvement established by the Administration.
 - b. A student on disciplinary probation may not receive more than 25 demerits during any one quarter of the school year.
 - c. A student on disciplinary probation may not exceed 50 demerits during the entire school year.
 - d. A student on academic probation must maintain a GPA of 2.0 or greater each semester of probation.
 - e. A student on probation may need to meet regularly with an administrator.
 - f. A student who does not meet these general conditions may be terminated.
 - g. Upon termination, the family is liable for the remaining semester's tuition.

Discrimination Policy

BCHS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic programs or any other school administered program.

ATTENDANCE

California State Law requires that students attend school regularly and punctually. Each teacher will check attendance every class period.

Absences

1. If a student is absent for any portion of the day he **must sign in** to the office when he comes onto campus, **whether he has a written parental excuse or not.**
2. **Any student who has more than 20 absences from a class in a semester risks not receiving credit for that class.** In cases of prolonged illness, the family may appeal to the Administration for an exception by sending a letter of explanation with a formal health evaluation from a doctor.
3. All School Retreat: due to its spiritual and social significance, **student attendance at All School Retreat is mandatory.** Late enrollment or other extenuating circumstances may prevent a student from attending at the discretion of the Administration.
4. Any student who is absent for more than half of his classes on the day of an athletic game, extra-curricular or co-curricular activity (e.g. rehearsals, shows, practices, games, tournaments, etc.) is not eligible to participate in that day's activity. Exceptions may be made by the Administration for emergencies or medical appointments.
5. Illness or Bereavement Absences
 - a. Parents must notify the office if their student is home ill in order to excuse the absence. If the absence extends beyond 1 week (5 school days), a doctor's note may be required in order for the absences to be excused.
 - b. When daily work is missed due to illness or bereavement, a student will be allowed **double** the number of days missed as the maximum time for making up work for full credit.
 - c. If a student is absent on a test day that was previously announced, at the teacher's discretion he may be required to take the test his **first day back at school.**
6. Health Appointments
 - a. Whenever possible, health appointments should be made outside of school hours. If it is necessary to miss school for medical appointments during the day, a parent must notify the school office (written note, email or phone call) before school in the morning, and the student **must sign out** at the appointed dismissal time. Upon return to school, the student **must sign in** to the office to be readmitted.
 - b. When a student has an appointment that makes him late to school in the morning, written parental/guardian notification is required (written note, email or phone call) AND the student must sign in at the office when arriving to school.

- c. **Two-day extensions to make up class work are not given for absences due to health-related appointments and anything missed is due upon return to school.**
7. To clear an unexcused absence, a student must provide a written excuse or a phone call from the parent or guardian to the office within two days. Failure to follow this process may result in severe disciplinary action (i.e. 25 demerits and/or suspension). At the teacher's discretion, a student may not be given credit for missed homework or may not be allowed to make up a missed quiz/test if an absence remains unexcused.
8. **Planned Absences**

Planned absences should be kept to a minimum since student make-up work is an added burden to both the student and the teacher. For a planned absence, the following procedure is to be followed:

 - a. The student must obtain a Student Planned Absence Form (available in the Student Center). The form must be signed by all teachers and a parent/guardian and then returned to the office at least two days prior to the planned absence.
 - b. School work must be made up in advance or as prescribed by the teacher. If no such arrangements are made in advance, teachers may not allow homework or tests to be made up for credit.
 - c. A Planned Absence is allowed for seniors or juniors to visit the college(s) of their choice.
 - d. If the activity comes up unexpectedly, the parent should call the office or alert an administrator to the situation ASAP.
9. **Personal Days**
 - a. Three days of absence per year (other than emergency, illness, bereavement, or a planned absence) will be excused with written notification, email or phone call from a parent/guardian. Truancy is excluded from this provision. Personal days will be tracked in Renweb attendance.
 - b. **No extra time will be given for work to be made up following a Personal Day absence.** Any assignments made before the absence will be due on the day of the student's return. Quizzes and tests missed during the absence must be made up on the first day the student returns to school.
10. **School-Related Absences**
 - a. When a student is absent from a class for a game, field trip, retreat, concert, tour, etc., he is responsible for making arrangements with his teachers for all tests, quizzes and assignments that are due and to find out any new assignments **BEFORE** he has permission to leave. **No student** may leave for an activity if his academic responsibilities have not been handled properly.

- b. A Student Activity Clearance Form (available in the Student Center) is required when leaving early or missing class for a school-related activity. It must be signed by all pertinent teachers **before** leaving/attending the activity and turned in to the Advisor, teacher or coach. If a teacher does not grant the student permission to miss his class, the student **MUST** attend the class. The advisor, teacher or coach is responsible to collect the forms and check for completeness. Students who leave class without teacher permission will be considered to be cutting class and may be subject to discipline.

Sign-in/Sign-out Sheet

Any student arriving on campus after 8:30 a.m. **must sign in** at the office; any student leaving before the end of the school day **must sign out** at the office. Failure to sign in or out may result in disciplinary action. Students with approved afternoon off-campus schedules do not need to sign out. Late students are responsible for knowing the information in the daily bulletin.

Tardy

Consistent timely classroom attendance is a part of a student's education and aids in the development of respect, responsibility and character. As such, tardiness to class is unacceptable.

1. **A student is tardy if he is not in his seat when the tardy bell rings.**
2. If a student arrives late to school, he is to sign in at the office; he is marked tardy except for the following: a late bus or a doctor/dentist/family appointment.
3. If the **bus** is late, students are to go directly to class bypassing the office; this is a valid tardy provided the student goes directly to class.
4. If a student is more than 20 minutes late to class, it will be considered an absence.
5. Tardies are a 3 demerit violation, however, demerits are not immediately recorded. When a student has accumulated five tardy incidents in a school year, the Dean will assign him a mandatory lunchtime detention and a fine of \$5 will be billed to the student's account. Detention notification is done by email to both student and parents. Students who fail to show up for an assigned detention will still be billed \$5 and will be assigned to serve and charged again the following week. After serving the detention, the 5 tardies (T) will be reassigned as Served Detention (SD) in Renweb and demerits will not be recorded. Should a student not fulfill his detention obligation, the Dean may assign him 3 demerits for each tardy.
6. **A student may serve up to two detentions in a school year. Beginning with the 11th tardy, the student will incur 3 demerits for each tardy for the remainder of the school year.** At the discretion of the Administration, excessive tardies may also result in alternate consequences.
7. A parent may notify the office if a student is late to their first class of the day due to an accident on the road or other emergency, and the office staff may validate the tardy. Parent validation of a tardy must be done within **ONE WEEK** of the tardy. Parents may **not** validate tardies that are over one week old. Parent validations are limited to 10 per quarter. After 10 validations, any subsequent late arrivals will be

marked as a tardy for the remainder of the quarter and will accumulate towards a detention and/or demerits as per school policy. In addition, students will meet with the Dean to discuss the attendance issue.

8. Students coming to class from working a break in the Student Store may arrive up to 5 minutes after the tardy bell. Students arriving from working lunch duty may arrive up to 10 minutes after the tardy bell.

Closed Campus

Students are to remain on campus from 8:25 a.m. in the morning until school is dismissed. If for some reason a student must leave campus, his/her parent or guardian must send a written note, email or call the office for approval and the student must sign out in the office before leaving campus. **Cutting classes or leaving campus without permission is considered a serious matter and may result in severe disciplinary action.**

ACADEMIC INFORMATION

Student Course Requirements

While enrolled at Berean, students must take core classes required to receive a Berean diploma at BCHS. This includes, but is not limited to, Bible courses and Berean/California state minimum requirements. Individuals may petition the academic committee for exceptions to this policy if valid circumstances warrant consideration.

Students who participate in select groups on campus, i.e. Student Government, Advanced Drama, Advanced Chorale, Abundant Life Singers, Cheerleaders, etc., are expected to maintain full-time enrollment status at Berean for the duration of participation.

Class Selection

Full-time students are given preferential treatment in the scheduling of classes. Independent Study Program (ISP) students will be assigned classes once all of the full-time students' scheduling is completed.

Report Cards

Students will receive a report card following the conclusion of each quarter. Report cards will be sent via email for quarters one, two and three. The final report card of the year will be sent via mail once students have been checked out and accounts cleared.

Progress Reports

Progress reports are not mailed out. Parents may observe their student's progress at any time during the school year by logging on to their Renweb account.

Principal's Honor Roll

A student is considered to be on the Principal's Honor Roll (computed at the end of each semester) if he has a 4.00 grade point average (GPA) or higher without any drops in his current work.

Honor Roll

A student is considered to be on the Honor Roll (computed at the end of each semester) if his GPA is 3.5—3.99 without any F's and there are no drops in his current work.

Semester Exam Schedules

At the end of each semester, the student will receive a schedule of the final exams. Each student must have his parent or guardian sign an Exam Notification Form. If the parent has agreed (by signing the form) to allow the student to leave campus during a free exam period, the student must leave the school property. All students taking exams on campus must remain in their regularly assigned classrooms throughout the entire exam.

Academic Probation

Any student not maintaining a 2.0 GPA at the end of the semester will be placed on academic probation and the parents will be notified. Parents may be required to contact the Administration to discuss strategies for establishing goals to improve student

performance. The school may also request testing by an educational specialist and/or medical professional to be done in order to have a better understanding of the student's unique needs.

Eligibility and Probation

On the basis of tests and transcript evaluations, it is assumed that students enrolled at BCHS are able to maintain, at minimum, an unweighted 2.0 grade point average. Students whose grades fall below 2.0 at the end of any grading period may not be eligible to participate in athletics or any other extra-curricular or co-curricular activities (e.g. fine arts performances, debate tournaments, etc). Prior to auditions or tryouts, students whose grades fall below 2.0 may be prohibited from participating in the upcoming event. Other extracurricular activities such as Student Government, Cheerleading, etc. may have higher GPA requirements. Please refer to the appropriate activity agreements/contracts. Eligibility for fall activities is based on the previous spring semester grades for both new and returning students.

Ineligible students who earned at least twenty credits in the previous grading period may request a probationary eligibility period. They and their parents must complete and return a contract before they may participate in any activities, practices or games. The probationary period may not extend into a second consecutive quarter.

Promotion

When a student is accepted for re-enrollment, he will automatically be promoted if he has earned a minimum number of credits to enter the next grade by the start of the new school year...45 credits for 10th grade; 110 for 11th; 175 for 12th.

If a student is not promoted in the first semester, he may be promoted in the second by having 80 credits for 10th, or 145 for 11th. If a student is able to complete graduation requirements by passing all his second semester classes, he will be promoted to 12th at the beginning of second quarter. No student will be classified as a senior unless all school records are complete and on file at the office. In a case where records are lost from a previous school, a student must demonstrate proficiency in the subject to the satisfaction of BCHS to become a matter of record.

Incompletes

The maximum time allowed for making up incompletes is two weeks after the end of each grading period. Any work not made up within that time frame will automatically receive a zero and will be averaged as such. Exceptions to this policy may be made by the Administration.

California Scholarship Federation (CSF)

Eligibility for membership is determined at the beginning of each semester based on the student's previous semester's grades, according to the standards of the CSF. As a general rule, students who earn two A's for every B in university preparatory courses will be eligible.

Membership is not automatic to those who are eligible; interested students must apply for membership on an individual basis within the first two weeks of each semester.

Instructions for applying for membership will be announced in the Daily Bulletin. For more information, go to www.csf/cjsf.org.

Graduation Deficiencies

A senior who is lacking ten or fewer credits required for graduation will be allowed to participate in the graduation ceremony. The diploma will be withheld until the required credits are completed.

Advanced Placement (AP) Courses

Advanced Placement courses are college-level courses, and students must meet strict prerequisites to enroll. The staff reserves the right to limit enrollment based upon space available and teacher discretion. Priority will be given to upperclassmen who meet all requirements. Enrollment in any AP course constitutes a full year commitment. All students enrolled in AP courses are required to take the corresponding AP exam(s). Those who do not take their AP exam without a valid excuse risk losing the extra grade point in their GPA for that class. The exam fee(s) will be charged to the student's account at the beginning of the second semester.

Class Changes

If there is reasonable cause, class schedules may be changed during the first two weeks of a semester. Students must use the approved schedule change form available from the Dean of Academic Affairs and obtain all necessary approvals and signatures **before** changes will be considered.

Transcripts

All transcript requests should be made via email to the registrar. Please allow 2 weeks for processing.

Make-up Credits

Any student receiving an F can receive credits toward graduation by successfully repeating that subject in summer school, by passing an approved online course, or by satisfactorily repeating the class the following school year.

Summer School

A student may elect to make up any failing grade by completing the necessary course through an approved online school, public summer school, or community college. Courses not offered at BCHS may also be taken at a public summer school or at a community college to enrich the student's education. Any summer school courses planned to be used for credit must be pre-approved by the Dean of Academic Affairs.

Transfer Credits

Courses accepted for credit from an outside institution must be pre-approved by the Academic Committee. Advanced Placement and Honors courses accepted for transfer credit will not receive an extra grade point towards the Berean grade point average. The extra grade point can be factored in manually for college and scholarship applications.

Counseling

A key component of the ministry of Berean's faculty is helping students learn how to navigate through the decisions of life in a way that is both Christ-honoring and practical. Students are encouraged to share their burdens with Deans who have their best interest in mind and will give guidance consistent with God's Word. Academic, vocational and college counseling are available as well. Further information is available in the College and Career Center.

Teacher Assistant (TA)

A student may be a TA for one class per semester upon teacher approval.

College Entrance Exams

Students should plan to take a college entrance exam in the spring of their junior year. Information and registration for the SAT may be found at www.collegeboard.org and for the ACT at www.actstudent.org. The BCHS code number for both the SAT and the ACT is 053683.

The PSAT is administered in October to all freshmen, sophomores and juniors; junior year scores can qualify students for the National Merit Scholarship Program. Visit www.collegeboard.org for more details.

College Visitation

A Planned Absence is allowed for seniors or juniors to visit the college(s) of their choice. Representatives from numerous colleges visit campus each year to meet with interested students.

Resource

Resource is reserved for those students who need extra support to be successful in completing work required to obtain a high school diploma. The resource teacher will work closely with the student and the Dean of Academic Affairs to monitor academic progress.

MINIMUM GRADUATION REQUIREMENTS OF BCHS

Subject	BCHS Diploma
Bible	40
English	40
Social Studies	30
Math	30 ⁽¹⁾
Life Science	10
Physical Science	10
Language (Other than English)	0 ⁽²⁾
Phys. Ed. (Maximum of 40)	20 ⁽³⁾
Visual or Performing Arts	10 ⁽²⁾
Elective Courses	50
TOTAL CREDITS	240

NOTES:

(1) Must include Algebra I

(2) It is acceptable to take 10 units of a foreign language in place of visual or performing arts, or 10 units of visual or performing arts in place of a foreign language.

(3) Two years required for graduation. One year must be a P.E. course (including health) and the other year may be a second P.E. course, or participation in our sports program.

A minimum of 240 semester credits are required for graduation from BCHS.

Students are encouraged to acquire additional credits in the areas of math, science, English, and foreign language. Consult the BCHS Course Catalogue for UC and CSU admission requirements.

SENIOR PRIVILEGES

Quarterly Class Lunch

The senior class officers may plan an off-campus lunch once per quarter (upon administrative approval). The information and specifics will be announced before the event.

Off-Campus Periods

Full time seniors may schedule up to two off-campus periods (1-2 or 6-7) for a college class or work upon parental and administrative approval (off-campus forms are obtained in the front office). Students may not be on campus during their off-campus periods. Off-campus students may not arrive to campus prior to the passing period immediately before their first scheduled class or remain on campus following their last scheduled class. They must leave campus **within ten minutes** of their last class or risk disciplinary action.

Off-Campus Lunch

A senior may leave campus for lunch once a month on Purple Bell (extended lunch) days provided a **Senior Off-Campus Permission slip** is on file in the school office. The student may not leave until after the dismissal bell for lunch and must return in time for the period immediately following lunch. Students must sign out and in with the teacher on duty in the parking lot. If the teacher is unavailable, sign in and out must be done in the school office. Failure to sign in or out will result in 3 demerits/incident. Parent permission, in accordance with BCHS guidelines, must also be on file for students to drive any other student or be a passenger in another student's car to or from off-campus lunch. Students returning to school with food are not allowed to eat it during class time, in accordance with school policy.

Any senior receiving disciplinary action pertaining to off-campus privileges may lose ALL off-campus privileges for that semester. If the discipline takes place within the last six weeks of the first semester, the off-campus privileges may be forfeited for the remaining weeks of that semester as well as for the entire second semester, at the Dean's discretion.

Final Exams

All students are expected to take final exams. The exception to this rule is for second semester seniors who have maintained at least a B average for the semester. At the teacher's discretion, these students may be exempt from taking the final exam in those classes. Students are encouraged to take the final exam if they can improve a B to an A. Seniors who are exempt from all finals are permitted to take the last days off from school following Senior Chapel.

CODE OF CONDUCT

The school's Code of Conduct is derived from commandments and principles found in God's Word. Attitudes, activities and habits that are detrimental to spiritual growth and Christian testimony are to be avoided. Berean students are representatives of the school and ultimately the Lord Jesus Christ, both at school and in their community. As such, **students are accountable for behavior and attitudes expressed in person, online or over electronic devices when brought to the attention of the Administration.** A student may receive consequences as outlined below if he violates Berean's Code of Conduct either on or off campus (up to and including demerits, suspension, expulsion and referral to legal authorities if applicable). A student over the age of 18 (thus qualifying as an adult) is not exempt from any provisions in the Code of Conduct or any other student expectations outlined in the Parent-Student Handbook.

General Information

1. Students and parents are to seek to encourage one another in following Berean's Code of Conduct, and to hold each other accountable as is fitting for fellow believers. *"Do not spread false reports.... Do not follow the crowd in doing wrong"* (Ex. 23:1-2). *"Rebuke your neighbor frankly so you will not share in his guilt"* (Lev. 19:17). *"Have nothing to do with the fruitless deeds of darkness, but rather expose them"* (Eph. 5:11). *"See to it, brothers, that none of you has a sinful, unbelieving heart that turns away from the living God, but encourage one another daily, as long as it is called today, so that none of you may be hardened by sin's deceitfulness.... See to it that no one misses the grace of God and that no bitter root grows up to cause trouble and defile many"* (Heb. 3:12-13, 12:15). (See also Matt. 18:15-17).
2. The following questions provide Biblical guidelines for Christian conduct:
 - a. Will it glorify God? (I Cor. 10:31)
 - b. Am I acknowledging the authority of Jesus Christ? (Col. 3:17; Matt. 28:18)
 - c. Is it a proper use of the temple of the Holy Spirit? (I Cor. 6:19-20)
 - d. Will it offend a fellow-believer or cause him to stumble? (Rom. 14:13-21)
 - e. How will it affect unbelievers? (I Cor. 9:19-22; Col. 4:5)
 - f. Will it build up others? (Rom. 14:19, 15:2; I Cor. 14:26; Eph. 4:29)
 - g. Could it master or overpower me? (I Cor. 6:12)
 - h. Is it an abuse of freedom or self-indulging? (Gal. 5:13; I Pet. 2:16)
 - i. Is it a good use of time? (Eph. 4:15,16)
 - j. Is there any doubt about it? (Rom. 14:23)
 - k. What would Jesus do under these circumstances? (I Pet. 2:21-25)

3. Some of Berean's rules are not directly stated in the Bible but are considered critical in maintaining an appropriate academic and social atmosphere. If a student has a question about such, he is encouraged to speak with the Administration for the rationale. Regardless, cheerful and willing compliance is expected.

Immoral Behavior

The biblical and philosophical goal of Berean is to develop students into mature, Christ-like individuals. As such, this necessitates Berean's board and administration to make choices in regard to those qualities or characteristics that best exemplify a Christ-like life. Though parents or students may hold different personal beliefs in regard to these stated qualities or characteristics, while enrolled at BCHS, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain specified activities or behaviors. Berean therefore retains the right to refuse enrollment to or to expel any unrepentant student who engages in or promotes sexual activity outside of God's plan. (Leviticus 20:13; Romans 1:27, 1 Corinthians 7:2).

Demerits

1. Demerits are assigned in accordance with the Categories of Offenses chart and are recorded in RenWeb.
2. Demerits are not punitive but merely reflect a student's choices, giving opportunity for a change in behavior; each student is encouraged to be wise in his decisions. "*A man reaps what he sows*" (Gal. 6:7).
3. Walking in the Spirit of God is essential for a student to maintain a good conduct record. "*For God has not given us a spirit of timidity, but a spirit of power, of love and of self-discipline*" (II Tim. 2:7).
4. The Administration reserves the right to assign fewer demerits at their discretion.
5. If a student accumulates demerits totaling 25, 50 or 75 during one school year, he/she will be assigned a one-day suspension to be served as a Saturday School Suspension (see below for details regarding fees, times, etc.). Accumulating 75 demerits during the first semester may result in the termination of enrollment or rejection of application for re-enrollment, subject to the discretion of the Administration.
6. When a student accumulates 100 demerits in a school year, he loses the privilege of attending Berean, subject to the discretion of the Administration.
7. In certain cases, discipline for excessive demerit accumulation may take other forms in addition to receiving demerits.
8. A student's demerit record may have a bearing on his re-enrollment.
9. In order to participate in extra-curricular activities such as socials, Homecoming, JSB, retreats, etc, students must be in "Good Standing" with the school (defined as having 50 demerits or less AND a minimum 2.0 GPA). Students not in "Good Standing" may only participate at the discretion of the Principal.

10. **Demerits accumulated during the month of May will carry over into the following year. Carry over demerits will be removed from the new school year if a student earns zero demerits for the first quarter.**

Suspensions

1. Scheduled suspensions occur when a student accumulates 25, 50 or 75 demerits in a school year. **SCHOOL WORK must be made up in advance or as prescribed by the teacher.** If such arrangements are not made, teachers may not allow the homework or tests to be made up for credit.
2. Suspensions are assigned on Saturdays or on another day at the discretion of the Administration. Each Saturday School Suspension served will incur a fee billed to the family's account (\$100/each). Saturday Suspensions are served from 8am – 2pm with teacher supervision. Students will complete a written assignment during that time.
3. Emergency suspension from school may be used for the purpose of removing a student from the area of offense until a parent conference can be arranged with an Administrator.
4. All work that is due during the time of suspension must be turned in the first day upon return to class after the suspension. Quizzes and tests missed during the absence will be made up on the first day of return to school, at the discretion of the teacher. For other applications of suspensions see the Categories of Offenses table.
5. **A student is not permitted to attend any school function or to participate in any extracurricular activity on the day he/she is suspended.**

School Requested Withdrawal or Expulsion

When it becomes apparent that a student's influence is detrimental to the progress of others, or if a student remains unsympathetic toward the educational objectives of BCHS, or if a student refuses to live under the authority of his parents by no longer living at home, his enrollment may be terminated. Such a student may not participate in Berean-sponsored activities, e.g., Homecoming, Junior/Senior Banquet (JSB), Awards, and he is not allowed to visit on campus.

The school will work closely with the student's parents and pastor(s) to help restore him to fellowship with the Lord. If sincere repentance is evident, the student may apply for re-enrollment no earlier than 6 academic months following his withdrawal or expulsion. Re-enrollment applications will be subjected to thorough review by the Administrative team who reserve the right to make all final decisions.

Merit Passes

The merit pass is an award issued on a quarterly basis to every student that meets certain qualifications. Merit Passes entitle the bearer to redeem the following benefits: no grade penalty for 3 one-day-late homework assignments (nightly homework only, no major assignments or projects), clear 2 tardies and free admittance to 1 home game. In addition, students may turn in their Merit Pass to be entered into the Quarterly Merit Pass raffle drawing. The criteria for earning merit passes are: 1st quarter—nine demerits

or fewer from the previous school year; 2nd quarter—zero demerits for the first quarter; 3rd quarter—three demerits or fewer for the first semester; 4th quarter—six demerits or fewer for the year. **In computing merit passes, every tardy violation (whether detention has been served or not) is considered the equivalent of three demerits.**

iPads

All students and parents have signed the iPad *Acceptable Use Policy (AUP)* as part of the enrollment process. The selected following guidelines are taken from the AUP, but to view this document in its entirety, please go to the school website at www.bereaneagles.org. Please note that these policies and guidelines are subject to modification throughout the school year, at the discretion of the Administration.

1. The iPad remains the property of Berean Christian High School and is entrusted to the care of the student for the duration of the school year.
2. If a student's iPad is damaged, lost or stolen, the repair or replacement cost will be charged to the student's account and a replacement will be provided.
3. Students are expected to bring their iPad to school every day, to every class.
4. Student work must be stored in the Cloud (and/or Google Drive) so that it can be accessed from any device at any time.
5. All students must have their own Apple ID/iTunes account.
6. All students must have a Gmail account with an email address of *lastnamefirstname.bchs@gmail.com* and students must check their email daily.
7. All students must password-protect their iPad and turn on the Find My iPad feature (Settings-AppleID-iCloud-FindMyiPad) and keep it on at all times.
8. Students are accountable for any information, applications or media on their iPad and all information is subject to the regular school policies of Christian conduct and character. For example, profane, indecent, or malicious media will not be tolerated.
9. Students may not use their iPads to text, play games, access social media sites or for any use other than what the teacher has instructed during class time. If they are caught doing so, they will be referred to the Deans where their offense will be recorded and demerits will be assigned. On the second offense, the iPad will be locked down for the remainder of the semester, in addition to demerits being recorded.
10. Students may not "hack", jailbreak or in any way alter the iPad settings set up by the school. If they are caught doing so, they will be referred to the Deans for consequences, up to and including 35 demerits and automatic suspension.
11. School staff may check a student's iPad at any time, without warning. If a student refuses to give needed passwords, the iPad will be wiped clean and demerits may be assigned. In addition, teachers may utilize Apple Classroom or Google Classroom to track students' iPad use during class time.

12. iPads are not permitted at All School Retreat, school assemblies, pep rallies, Chapel, and class meetings unless otherwise specified.
13. Recording in the classroom (either audio, visual or still photos via any device) without teacher approval is strictly forbidden. Violation of this rule will be handled as a privacy violation, per the Categories of Offenses chart. If such a recording is posted online or shared with other individuals, the student may also be subject to legal consequences.

Cell phones

Since cell phones are disruptive and can easily be misused, cell phones must be put in the classroom caddy from bell to bell in every class. **They are not permitted to be seen or used for any purpose during class, Chapel or assemblies.** When a student violates this policy, the teacher will take the phone from him and give it to the Dean. At the end of the school day, the student may retrieve his phone from the Dean or the school office. Cell phone violations may earn demerits and repeated violations may result in the loss of the privilege of carrying a phone at school. Students may only use a cell phone between classes, during a break, or at lunch. Students may not be dismissed from class to make or answer calls.

Smart watches are not allowed to be worn during assessments in any class.

Cell phones must be left in the classroom caddy prior to leaving the classroom during class time for any reason (e.g. to use the bathroom, visit the office). Parents are to refrain from trying to make contact with their child on his cell phone while he is in class. If a student must be contacted, the parent should call the school office and the school will relay the message to the student.

With the school's responsibility to preserve a safe environment for all students, the Administration, with justifiable cause, may confiscate and/or search student cell phones for content that may be dangerous, illegal or disruptive to the school community.

Cheating and Plagiarism

1. Cheating on a test, exam or quiz may result in 35 demerits and a zero grade.
2. Obtaining answers from another student or any other inappropriate source without doing the work yourself on graded assignments:
 - a. may result in 35 demerits and a zero for **receiving** the answer;
 - b. may result in 20 demerits for **providing** the answer.
3. Collaborating on graded homework may be considered cheating depending upon the teacher's directions for that assignment.
4. Blurting out an answer on a graded test/quiz may result in a zero and demerits at the teacher's discretion.
5. Being found in possession of any cheating devices (i.e. information written on a student's skin or desk, small "cheat sheets", etc.) will be considered evidence of an intent to cheat (or already having cheated if found after a test/quiz) and may result in discipline according to the Categories of Offenses chart.

6. Plagiarism or turning in someone else's work as your own may result in up to 35 demerits and a zero.
 - a. Submitting a previously graded assignment as new work may result in 35 demerits and a zero.
 - b. Failure to properly acknowledge sources on a project/paper may negatively impact the student's grade and may result in demerits—both at the teacher's and Administration's discretion.
7. Teachers may require students to register and submit their work to a plagiarism detection website (i.e. Turnitin.com).

Student-Faculty Relationships

Students are to treat every teacher, staff member, and adult volunteer with respect as is fitting to those who have authority over them in the Lord. The proper manner of address is "Miss", "Ms.", "Mrs.", "Mr.", "Dr.", or "Coach." This is equally applicable in the classroom, on campus, on the athletic field, and at all school-related activities.

Social Life

While an increasing interest in boy-girl relationships is natural, student conduct should remain wholesome and Christ-honoring. Any physical display of affection at school or a school sponsored event (hand-holding, kissing, etc.) is considered improper conduct and may be subject to disciplinary action.

Further, because such relationships are often detrimental to the growth of the student (negatively impacting his other relationships, grades, or mental health), BCHS strongly advises refraining from exclusive boyfriend/girlfriend relationships while in high school. An enrolled student that marries will be asked to withdraw from school.

School Sponsored Social Events

Berean's Student Government class hosts several social events throughout the school year (including, Fall Social, Homecoming, JSB, etc.).

1. As school sponsored events, students shall conduct themselves in an appropriate and mature manner as is fitting for Christian young men and women, including the dancing portion of the event if applicable.
2. Any Dress Code violations will result in demerits, correction at the event if possible, and/or removal from the event.
3. Non-Berean guests must have administrative approval prior to attending school sponsored social events. Guests attending such an event must agree to comply with Berean's policies. Guests who violate a policy may be asked to leave the function, and their Berean host may incur discipline as a result.
4. As JSB is a special event reserved for upperclassmen, freshmen are not allowed to attend (from BCHS or other schools). Berean Sophomores who are invited to attend JSB with an upperclassman must complete a Guest Form and be approved by the Administration in order to attend.

5. Students and guests are subject to search at any time during the event (inc. purses, bags or pockets). BCHS Administration and/or Event Security have the right to confiscate any item that may be deemed hazardous or in violation of BCHS policies.
6. A breathalyzer test may be used at the discretion of the Administration. If a student is found to be at any level of intoxication or in possession of any alcohol/drugs or weapons of any kind, the student will be detained until parents are notified and students are picked up. In extreme situations, law enforcement may be notified as well. Violators may be subject to administrative consequences, up to and including a 5-day school suspension and removal from extra-curricular activities, including graduation.

Social Dancing

Dancing is permitted at Junior Senior Banquet (JSB) as a special privilege for upperclassmen who are in Good Standing. Specifics, timing, theme and music selection are at the discretion of the Administration.

Other School Rules and Policies

1. The content of a student's school work must not be in conflict with the biblical guidelines and values espoused in Berean's Code of Conduct. Inappropriate content will result in an academic penalty as well as a discipline penalty at the discretion of the Administration.
2. Students may not wear hoods in classrooms or in chapel.
3. Students may not wear headphones or earbuds in class without teacher permission.
4. Students are not to bring unnecessary items to school or to school-sponsored events which will have or tend to have a disturbing, dangerous, destructive or distracting influence on the school or any individual. This includes (but is not limited to) such items as inappropriate comic books or magazines, toys, laser pointers, fireworks, e-cigarettes or vaping paraphernalia, water guns, water balloons, skateboards, etc. (If you are not sure, consult a Dean **prior** to bringing it on campus). Students bringing such items to school may receive demerits in accordance with the Categories of Offenses Chart ("Irrelevant Article").
5. In the interest of school and individual student and staff safety, if the school has reasonable cause, Administration may inspect students' backpacks, purses, cars, lockers, iPads or cell phones at their discretion.
6. Recreational activities (catch, Frisbee, etc.) are restricted to the ball field and away from all buildings and the parking lot. On account of tort, all such activities during school hours must have staff supervision.
7. Due to the irresponsibility of some, Berean does not ever permit the chewing of gum on campus, **including at extra-curricular events**. Students receive 3 demerits per infraction.

8. Food is not allowed to be consumed during class time (in or out of the classroom).
9. **Food Delivery:** Students are responsible for the timing of any food deliveries. All food deliveries for a student must be made to the designated drop off area in front of the school office. The school takes no responsibility for food deliveries. A student is not allowed to take possession of a delivery until a passing period, break or lunch. Rules for eating in class still apply (see above).
10. **Loitering:** There is to be no loitering in the rest rooms, locker hallways, parking lot, or in other unsupervised areas. Students that have been permitted to be outside during class time are to respect other classes by being quiet and not being a disturbance. Students may not wander the halls or take extended time before or after visiting the restroom during class time. Gymnasium rest rooms are off limits to students, except during school functions in the gym.
11. **Hall Passes:** Any student outside of his assigned class must have in his possession a hall pass from that classroom. If a student needs to see the Dean, counselor, or go to the office due to illness, he must have a pass. If the student is doing something that causes him to miss the beginning of his next class, he must **first receive permission** from the teacher of that class.
12. **Campus Boundaries: The student parking areas are off limits during the school day—access is only granted with Administration permission and accompaniment.** Students who violate this policy will receive demerits and/or other consequences. During the school day, a student may not leave the school grounds without permission from the office and his parents.
13. The school is not responsible for student supervision outside of school hours unless the student is participating in a school sponsored event. Students' privilege of being on campus before or after school hours may be revoked at the discretion of Administration.
14. Students must live in submission to the authority and at the residence of their parent/s or legal guardians.
15. **Drug & Alcohol Testing:** In the interest of student and school safety, any student reasonably suspected to be under the influence of an intoxicant may be subject to alcohol (breathalyzer) or drug testing (at an independent facility).
 - a. In the case of reasonable suspicion, the first test will be at school expense. Reasonable suspicion is based on (but not limited to) observations by school staff or administration of apparent possession, use or impairment.
 - b. In the event of a positive test result, and as a condition of continued enrollment, a student will be required to submit to additional random testing at parent's expense for a term to be determined by school administration (up to the duration of enrollment).
 - c. Any student found in possession of alcohol, marijuana or other illegal drug may be subject to expulsion. "Possession" includes if the item is found on his/her person, in his/her backpack, locker, car, etc.

CATEGORIES OF OFFENSES

Categories	Demerits	Consequences
Category 1 Weapons, illegal drugs/paraphernalia, marijuana, sexual misconduct, immoral behavior, racial harassment, violent threats	100	Expulsion (report to law enforcement as required), restitution, may lose the privilege of participating in extra-curricular activities
Category 2 Alcohol, fighting, stealing, pornography, bullying, threats, intimidation, privacy violations	50	1-day suspension, restitution, may lose the privilege of participating in extra-curricular activities and loss of <i>Student in Good Standing</i> status
Category 3 Cheating, plagiarism, disabling iPad settings, forgery, lying, tobacco/vaping, unexcused absence, vandalism	35	1-day suspension, may lose the privilege of participating in extra-curricular activities
Category 4 Cutting class, defiance, insubordination, disrespect, graffiti, hazing, obscenities or lewd behavior, profanity, off campus without permission, violating BCHS driving or parking rules, inappropriate content	25	1-day suspension
Category 5 Disobedience, irrelevant article, leaving class without permission, loitering, unacceptable display of affection, vulgarity, social function dress code violation	10	
Category 6 Disruptive talking or behavior, cell phone violation, iPad violation, eating/drinking in class, littering, out of seat without permission, dress code violation	5	
Category 7 Tardy, missing materials in class, failing to sign in or out, gum chewing, campus boundary violation	3	

DRESS CODE

General Guidelines

Personal appearance is important.-While recognizing that there are many tasteful styles of dress, BCHS chooses to place less emphasis on matters of personal preference and more on matters pertaining to **modesty, propriety, neatness, cleanliness, and attire that does not call undue attention to oneself. Dress code policy is ultimately subject to the discretion of the Administration.** Verses that guide our Dress Code include: I Corinthians 10:31, Romans 13:1, I Samuel 16:7, I Corinthians 8:9.

A student who is in violation of the following Dress Code may incur demerits, be required to change into appropriate attire, and/or be sent home at the Dean's discretion. The faculty and Administration sincerely appreciate the cheerful cooperation of all, student and parent alike, in striving to abide by these guidelines with integrity. Dress Code is to be followed at all times while a student is on campus, at all school-sponsored events, All-School Retreat and Special Events. Exceptions must be pre-approved by the Administration, such as an All School spirit day.

Attire should be modest at all times. Attire and appearance should be neat, clean and appropriate for an educational environment. Shoes or sandals must provide adequate protection at all times.

Modesty and Propriety

Some types of clothing are simply not appropriate for school. Every student is expected to use wisdom and discretion while abiding by the following guidelines:

1. **Boys**

- a. **Shirts:** A wide variety of shirts may be worn. Tank tops, sleeveless shirts, thin undershirts, and shirts with graphics, slogans, and advertisements that conflict with Christian values are not permitted. Oversized shirts are not acceptable—a shirt may extend no longer than the end of the thumb (when the arm is at the side).
- b. **Pants:** A variety of different styles of pants are permitted with the following guidelines: Oversized pants (more than one size too large) are unacceptable. The waistband must be worn at the waist or at the top of the hips—not the hip joints. No sagging/ dragging. Visible underwear is never permissible. Sweat pants are permitted if they are loose fitting (i.e. traditional athletic sweat pants and soccer/Adidas-style only). Form fitting sweat pants or pajama pants **are not** permitted. Though a variety of pants are allowed, at the discretion of the Deans a student may be asked to change if the pants are deemed inappropriate and demerits may be assigned.
- c. **Shorts:** PE shorts are not appropriate classroom attire.

2. **Girls**

- a. **Tops:** All shirts must be **at least 3” over the shoulder** (front and back, not including the collar). The following are not allowed: tank tops, tops with revealing necklines, halter tops, tops that do not completely cover the midriff in any posture, tight or form fitted tops, tops with graphics that conflict with Christian values. Bras and bandeaus are never to be visible. Lace, sheer, thin or any other see-through type top must be worn with an undershirt that completely covers the bra/bandeau and midriff.
- b. **Dresses/skirts/shorts:** Dresses, skirts, and shorts may be **no shorter than 3” above the knee**. They must be modest, not clingy or form fitting. Visible cleavage is unacceptable. Athletic/running shorts are not acceptable wear for the classroom.
- c. **Pants:** Jeans and pants in a variety of styles may be worn to school with the following guidelines: “Jeggings” are not allowed, undergarments or midriff must not be exposed when sitting. Sweat pants are permitted if they are thick and loose fitting (i.e. traditional athletic sweat pants and soccer/Adidas-style only). Form fitting sweat pants, yoga pants and pajama pants **are not permitted**. Though “skinny” jeans and certain sweat pants are allowed, at the discretion of the Deans, a student may be asked to change if the pants are deemed inappropriate and demerits may be assigned.

Additional Guidelines

1. **Pants (boys and girls):** Pants must not drag on the floor. They must be clean and fit modestly. “Distressed jeans” and holes in jeans are acceptable as long as skin is not visible higher than 3” above the knees when standing. If skin is visible through fraying or holes higher than 3” above the knee, opaque leggings must be worn under the jeans or permanent patches applied. Other methods of “coverage” are not acceptable (i.e. duct tape, temporary patch, etc.).
2. **Caps, hats, and hoods:** Conservative and appropriate caps or hats may be worn in or out of the classroom. Hoods are not to be worn in classrooms or in chapel at any time.
3. **Footwear:** Slippers are not permitted to be worn to school. All shoes must have a firm sole (no fabric or soft soles).
4. **Outerwear:** Jackets and outerwear are not considered a “fix” to cover clothing that violates Berean’s dress code. In addition, blankets are not permitted to be carried or worn during school hours.
5. **Hair:** Hair must be neat and clean at all times to avoid a shaggy, unkempt appearance. At any time, hair should not cover the eyes. Boys’ hair longer than the top of the shirt collar in length should be neatly tied back. Neatly maintained mustaches and beards are permissible. Unnatural hair coloring or radical hair styling (as determined by the Administration) is not allowed.
6. Clothing that identifies with or depicts any activity, value, or philosophy that conflicts with Berean’s Code of Conduct or biblical guidelines of godliness is not allowed.

7. Visible tattoos and body piercing (including nose piercing) are not allowed.
8. Boys may wear a pair of single stud earrings that are not distracting to the educational environment (as determined by the Administration).
9. Face paint and masks of any kind are not allowed on campus at any time.

Dress Code for Special Activities

1. **School Sponsored Events:** Berean's dress code not only applies to the school day, but also to **all school-sponsored socials, athletic events, drama/music productions, and field trips**. Exceptions may be announced for events such as the All-School Retreat and Spirit Days.
2. **Swimwear at All-School Retreat and other school sponsored events:** Swimwear must display modesty. Girls may only wear one-piece swimsuits or tankinis that fully cover the midriff. Boys may not wear bikini or Speedo-style swimsuits.
3. **Special Events** (awards night, receptions, Homecoming, JSB, etc.): Formal, semi-formal or nice "church" attire is required depending on the event. Girls must wear dresses that are modest in appearance and follow the guidelines listed below, and boys are to wear suits or sport coats, dress shirts and ties. Jeans may not be worn to banquets. Any variance from these guidelines must be pre-approved by the Deans.
 - a. Dresses may not be more than 4" above the knee in any posture. Necklines may not be low cut; cleavage may not be seen; and low-cut backs are not acceptable. Dresses must have at least one strap; strapless dresses are not acceptable. The material and style of the dress must be modest and not form fitting.
 - b. Girls typically choose to wear a shorter dress to Homecoming being that it is a semi-formal event. JSB is a formal event and full-length gowns are typically worn.
 - c. Dress Approvals by the Dean of Women are mandatory for Homecoming, JSB, and those serving as Junior Marshals.
4. Guests at school sponsored events must conform to BCHS policies and dress standards. Dress approvals are required for female guests attending Homecoming or JSB. Berean students who host a guest at a social event will be responsible for and may incur discipline as a result of their guest's behavior at the event.
5. A dress code violation at a special event will incur demerits and may prevent entrance into the event and/or discipline.

GENERAL INFORMATION

Visitors

Campus visitors are limited to: parents of Berean students, alumni, and youth pastors. Every visitor must first obtain office approval and receive a Visitor's Pass before being allowed on the campus grounds. Visitor's Pass must be visible at all times. Visitors must abide by all school policies and rules while on school grounds. This includes dress code and other issues outlined in the Code of Conduct. **Visiting on campus is restricted to breaks and lunch only**, unless prior approval is granted by the Administration.

Fire

1. When the fire bell rings, immediately stop work.
2. Follow the teacher's directions regarding evacuation procedure.
3. Leave books and other articles on the desk top; take keys and purses.
4. Form a single-file line; leave quickly and quietly for the designated outdoor classroom line-up area where students will line up with their 4th period classmates (consult the chart located by the exit in each room).
5. Remain quiet and orderly so that all may hear necessary instructions.
6. When the designated area for the classroom is reached, turn and face the buildings while remaining in a single line.

Earthquake

1. Inside a Building:
 - a. Drop and cover; turn away from windows
 - b. Stay under shelter until shaking stops
 - c. Listen for instructions to evacuate buildings following the fire drill evacuation drill procedure
 - d. A bull horn will be used to give instructions
2. Outside of Building:
 - a. Get clear of all buildings, trees, exposed wires or other hazards.
 - b. Assume the drop-and-cover position until quake is over.

Active Shooter/Intruder

1. In case of an Active Shooter or Intruder scenario, announcements will be made to classrooms via walkie talkies and/or the school's intercom system to determine which type of scenario is occurring. The type of scenario will cause teachers to take different courses of action based on their training.
2. In the case of an **Active Shooter scenario**, teachers will issue instructions to their individual classes based on the "Run/Hide/Fight" model.

3. In the “**Run**” situation, teachers will issue evacuation directions to their students and assist with that evacuation.
4. In the “**Hide**” situation, teachers will lock all doors and windows and direct students to a location in the classroom away from the doors and windows. Students and teachers are to remain in this posture **in absolute silence** until the classroom is unlocked by law-enforcement or school administration. During the lock-down, neither the teacher nor the students are to open the door to anyone that is asking to be let in.
5. In the “**Fight**” situation, as a last option, teachers will issue instructions for students to fight the attacker and equip them with makeshift weapons to do so and assist them in the process.
6. In any situation it must be understood that the teacher may change between “Run”, “Hide” and “Fight” procedures based on the presenting situation and the best information provided to them.
7. In the case of an **Intruder scenario**, teachers will issue instructions to their individual classes based on the “Hide” model explained above.
8. In either scenario noted above, students outside of their classrooms are to enter the nearest classroom before it is locked or to find the nearest cover of safety if possible. If locked outside of a secure location, students must use their best judgment based on the “Run/Hide/Fight” model.

Injuries or Illness

If a student is hurt, injured, or ill while on the school grounds, the incident is to be reported immediately to the nearest teacher or to the front office.

Medication – School Hours

If a student needs to take a **prescribed medication** during school hours, the school must have on file a *Medication Release Form* signed by the prescribing physician for each medication for self-administration of prescribed medication. Example: EpiPen, the prescribing physician must mark the appropriate box on the form.

If a student needs to take an **over the counter medication** during school hours, the school must have on file a *Medication Release Form* signed by the parent/guardian for each medication.

The student/parent should also bring the correct amount of medication needed for dispensation during school hours in the original container. The office will maintain custody of all medications. It is the sole responsibility of the student to come to the office at the appropriate time for their medication.

It is a government regulation that students not carry medication with them, including such items as Tylenol, Ibuprofen, Midol and antibiotics. The BCHS office maintains a

supply of the following over the counter medications: Ibuprofen, Tylenol and Tums. Staff will refer to the Renweb authorization for parent permission to dispense.

Medication – All School Retreat

If a student needs to take a **prescribed medication** at All School Retreat, the school must have on file a *Medication Release Form* signed by the prescribing physician for each medication. The retreat medical staff will maintain custody of all medications. It is the sole responsibility of the student to come to the medical staff at the appropriate time for their medication.

If a student needs to take an **over the counter medication** during school hours, the school must have on file a *Medication Release Form* signed by the parent/guardian for each medication.

Parents/Guardians must drop-off the appropriate signed form/s and medication/s to the Medical Table before school on the day we leave for Retreat. With the form/s, the parent/guardian should also bring the correct amount of medication needed during the Retreat in the original container.

It is a government regulation that students not carry medication with them, including such items as Tylenol, Ibuprofen, Midol and antibiotics.

Student Store

The student store sells snacks, cookies, refreshments, and such. It is open during the morning breaks and at lunch.

Students scheduled to work in the Student Store may leave 5 minutes before the end of the class period in order to get to the Student Store on time.

Lunch

Each student is responsible for providing his own lunch. The school offers a daily lunch alternative from an outside vendor that is for sale at the Student Government table. The schedule for what is offered is determined by the Student Government at the onset of the school year.

Food is to be eaten within the Student Center, in one of the designated outside areas, or in a classroom with a teacher present. Students may not eat lunch on the sports field or in the parking lot. **Failure to dispose of trash properly may result in disciplinary action.**

Lockers

At the beginning of the school year, every student is assigned a hall locker, a lock and two keys. Every P.E. student is assigned a locker room locker (and combination). All lockers are to be kept neat and orderly. Administration may inspect any locker at their discretion. The school is not responsible for items in the lockers so avoid bringing unnecessary valuables to school. Lockers left unlocked overnight or on weekends may be cleaned out by the Administration or facilities manager. If this occurs, locker contents may be redeemed from the school's Lost and Found in the front office. Using a locker or a textbook that is issued to someone else may result in disciplinary action.

Textbooks and Supplies

Many textbooks will be furnished on the student's iPad. Other required non-digital textbooks are the student's responsibility to maintain. As such, the condition of these books will be noted when issued and returned. **Any damage incurred during the year may be charged to the student regardless of personal fault. Students must put a book cover on all of their school-owned hardbound books.** Avoid damaging a book's binding by stuffing it with papers. Students provide the rest of their necessary supplies as required by teacher.

Clubs

Clubs are permitted on campus under the following conditions: administrative approval; there is a staff member present during meetings; there is an approved constitution; scheduled club activities must follow standard school procedures for activities.

Study Hall

Study Hall is a no-credit class. Students are expected to use study hall time wisely and allow others to do the same. Although students can take advantage of the opportunity to get homework assignments done, students involved in extracurricular activities such as athletics may especially benefit from utilizing a study hall.

Lost and Found

Students are to practice good stewardship by caring for all school property that is issued to them. The Lost and Found is located in the front office. (The P.E. department may handle its own Lost and Found.)

AHERA Annual Notification to Parents, Students, & Staff

This disclosure is in compliance with the federal Asbestos Hazard Emergency Response Act (AHERA) of 1986.

Several of the buildings of the Berean Christian High School campus (buildings A, B, C, D, & K) were originally built in the 1960s as part of an elementary school campus owned and operated by the Mt. Diablo Unified School District. Some of the building materials in these structures are known to contain trace amounts of asbestos, as permitted by the building codes of that era (most commonly in the drywall and original floor tiles). The trace asbestos is fully contained and non-friable, and is considered to pose no health hazard if left undisturbed. All areas are regularly inspected to ensure there continues to be no health hazard posed to students, staff, or other campus visitors. Any maintenance work that may disturb asbestos-containing materials is done by or under the direction of an accredited asbestos abatement professional.

No person shall saw, drill, sand or otherwise disturb any portion of the Berean Christian High School campus without first consulting with the school's Facilities Manager.

You have a right to review the school's AHERA Operations & Maintenance Program. Should you wish to do so, please contact the school's Facilities Manager, who serves as the Asbestos Program Manager.

INTERSCHOLASTIC SPORTS

It is a privilege to participate in any athletic activity at Berean Christian High School. Therefore, every student athlete must agree to abide by the following regulations and training rules set up by the Berean Athletic Department, the California Interscholastic Federation (CIF), the North Coast Section (NCS), and the Diablo Athletic League (DAL) as a condition of his participation.

General Information:

1. All athletes must have permission from their parent or guardian in order to participate in a sport. A signed parent or guardian release form must be completed at the beginning of each season. This online process must be completed by the parent and student.
2. The school carries medical insurance for inter-scholastic sports; however, this insurance is **always** secondary to family insurance. Claims must be made within 30 days of the injury in order to be eligible for coverage.
3. Student athletes will be charged the relevant sport fee for each sport played during the school year. This fee will be billed to the family approximately two weeks after the season begins or after the teams have been selected. **Sport fees will not be refunded or pro-rated for any reason.** Booster scholarships (to cover sport fees only) may be available for families with financial needs. Applicants can find the form on the BCHS Athletics web page and submit it to the school office. Accepted applicants' parents or guardians will be required to serve in the concession stand or other area during football or basketball seasons.
4. A Student Activity Clearance Form (obtained in the front office) must be signed by the teacher of any class that a student will miss due to the sports activity **before** he is permitted to leave for the event. (See the "School-Related Absences" section.)
5. **Removal of players from, or adding players to, a team:** Athletes may be removed from or added to a team at any point after the beginning the season of sport. For teams that require tryouts this typically happens during tryouts or during the first two weeks of a season for teams without a tryout. The coaches are responsible for determining the best makeup of the team(s) and take into consideration the entire program as well as the best thing for the individual athlete when making a decision. If, at any point, an athlete wishes to join a team after the start of the season the coach may, with approval from the athletic director, add the player or change the player from one level (Varsity, JV or Frosh) to another level to accomplish the goals of the program. If a coach determines that a player should no longer be a part of the program then the coach, with the approval of the athletic director, may dismiss the player from the program. This will typically result from a player violating team rules or repeatedly not following coach instructions.
6. If an athlete quits or is dropped from a team (for disciplinary reasons), he cannot participate in another sport without the consent of the coaches and the Athletic Director. **Sport fees will not be refunded** in this situation. Uniforms must be washed and turned in within one week of the last day on the team or fines will be applied.

7. Every athlete is expected to attend every practice, except for illness. If an athlete is injured but is able to attend school, he is expected to attend and observe the practice session. The coach should be notified ASAP if the athlete is unable to attend a game or practice.
8. Every athlete is to attend every game, even when injured. Athletes are to stay with the team so that the coach can account for every player at all times.
9. An athlete must attend at least a HALF day of school to be allowed to participate in that day's game or practice. For a Saturday game, the student must attend at least half of Friday's classes. Exceptions must be approved in advance by the Administration.
10. Every athlete should keep himself in good health and physical condition by getting proper rest and diet.
11. Every athlete is to remember that at all times he not only represents BCHS, but more importantly, the Lord Jesus Christ, and therefore is to show due respect for officials, other players and coaches.
12. Every athlete should be committed to his team for the entire season once the teams have been established. They may not participate in another sport prior to the end of the season without the approval of both coaches.
13. Participation in off-season activities sponsored or recommended by the coaches is greatly encouraged (e.g. weight training, camps, leagues, etc.).
14. Every athlete must maintain a minimum 2.0 unweighted GPA to be eligible. See "Eligibility Requirements".
15. Lost or damaged equipment (not due to normal wear) is paid for by the athlete.
16. At the end of the sport season, clean uniforms and gear must be turned in to the Athletic Department within one week of the last game. This allows a weekend to wash the uniforms. Any uniforms turned in unwashed will incur a late fine and/or cleaning fee. Any uniforms/gear not turned in by the due date will result in a \$1 per item, per day late fine. Until these responsibilities are cleared, the athlete will not be allowed to participate in another sport or will not receive their diploma if they are a senior.
17. **Any suspension results in an unexcused absence from practice and may result in missed playing time at the coach's discretion. Certain categories of misconduct may result in a mandatory loss of playing time.** (See Categories of Offenses chart or more details.)
18. P.E. credit may be granted for participation in extracurricular sports. At least ten credits toward the graduation requirement must be from regular P. E. classes or Health. A maximum of five credits per sport and ten credits per school year will be granted. Some school districts will not accept extracurricular sports as transfer credits. Athletes who do not complete the entire season will not receive any PE credit for the sport. This applies to athletes quitting the team or being removed for discipline or academic reasons. Injured athletes will receive credit if they remain with the team.
19. Sports Transportation: Every athlete must use approved transportation to and

from all scheduled away games and meets. Approved transportation includes the school bus, a school van, a vehicle owned and driven by a Berean employee, or a vehicle owned and driven by the parent of a Berean student. Berean provides transportation for most scheduled athletic events. Parents assume responsibility for students who choose to use their own transportation to or from practices or games.

20. Policy Regarding a Coaches' Responsibility to Players and Parents after Games and Practice: As one might assume, the school is responsible for the well-being of each of its athletes whenever he is officially participating in a school-sponsored activity. Out of respect for the coach (who may have also put in a full day's work), it is imperative that the parents/guardians of an athlete should observe the following guidelines:

- a. Pick-up the student promptly at the end of every after-school practice;
- b. Pick-up the student promptly at the end of every game;
- c. If the game is an "away" game, the coach will alert the players of the expected time of return at the practice immediately preceding the game. If the expected return to the school changes, the athlete is to alert his parent/guardian of this change **while on route** back to BCHS, and not wait until he physically arrives back on campus.

21. Medical Release to Compete in Athletics

The following forms must be on file with Berean or completed online prior to participating in practices or contests.

- a. Signed Handbook Agreement
- b. Signed Medical Release form
- c. Signed Doctor's Statement/physical examination form or Refusal to Consent Form (see below)
- d. Signed Acknowledgement of Risk form (sport specific)
- e. Signed CIF Forms: Concussion, Sudden Cardiac Arrest, Sportsmanship, and others as required by the state.

Student athletes must have a physical examination or health screening annually in order to participate in inter-scholastic sports.

EITHER the Parents' Refusal to Consent Statement OR the Physician's Statement must be signed (the Refusal to Consent may be substituted for a doctor's exam). BCHS is a member of the CIF. According to CIF Article, 3 Section 306, BCHS must abide by the following rule:

"An annual physical examination or a statement by a medical practitioner, certifying that the student is physically fit to participate in athletics is required before a student may try out or participate in interscholastic athletic competition. A student will be excused from this physical examination provided there is compliance with the Education Code provision concerning Parents' Refusal to Consent." The CA Education C 49451.

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the Principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any physical examination. When there is good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

While Berean is not a public school, we will operate consistently with the State of California in this area provided the parent or guardian signs the Refusal to Consent available in the office. Berean in no way recommends that athletes forgo an annual health screening.

<p style="text-align: center;">WARNING TO STUDENTS AND PARENTS: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION.</p>
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By its very nature, competitive athletics may put students in situations in which **SERIOUS, CATASTROPHIC AND, PERHAPS, FATAL ACCIDENTS** may occur. Many forms of athletic competition result in intense physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury.

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk, athletic participation by high school students also may be inherently dangerous. The obligation of parents and students in making this choice to participate cannot be over-stated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for the student to participate in athletic competition, the parent or guardian acknowledges that such risk exists. By choosing to participate, the student acknowledges that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques. No amount of instruction, precaution, and supervision will totally eliminate all risks of serious, catastrophic, or even fatal injury.

Athlete/Parent/Coach Ejection Policy Notification

The following rules and minimum penalties are applicable to players as adopted by the NCS Board of Managers on April 21, 1995. This policy includes non-league, league, invitational tournaments/events, post-season; league, section or state playoffs, etc.

1. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.
PENALTY: The player shall be ineligible for the next contest (non-league, league, invitational tournament, post-season, league section/state playoff, etc.)
2. Illegal participation in the next contest by a player ejected in a previous contest.
PENALTY: The contest shall be forfeited and ineligible player shall be ineligible for the next contest.
3. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
PENALTY: The player shall be ineligible for the remainder of the season.
4. When one or more players leave the bench to begin or participate in an altercation.
PENALTY: The player(s) shall be ejected from the contest-in-question and become ineligible for the next contest (non-league, league, invitational tournament, post-season, league, section or state playoff, etc.)

TRANSPORTATION

Bus Transportation

Berean owned school busses and vans are used for daily routes and field trips. All of these vehicles are equipped with seatbelts, which must be used. State and federal bus laws are observed by BCHS. Conscientious compliance with these rules will contribute to the safety of all involved. Violations may result in the loss of bus privileges and/or demerits. Those desiring to ride a bus are required to complete and return a Bus Application to the office. The office must be notified in writing of any changes in a student's requested bus service.

Bus Rules

1. Students riding any BCHS bus shall:
 - a. wear a seat belt at all times;
 - b. not stand or move around while the bus is in motion;
 - c. NOT DISTRACT the driver in any way; the driver MUST be able to see well and hear well at all times;
 - d. not extend parts of their body out of the seat area or out of the bus;
 - e. keep their feet on the floor and shall face the front of the bus;
 - f. remain seated until the bus comes to a complete stop;
 - g. always use handrails, especially in wet weather, and not jump down the steps;
 - h. not engage in loud conversation or other loud noises;
 - i. not make remarks to people off the bus or to passengers on the bus after leaving the bus;
 - j. not throw objects within the bus or out of the bus;
 - k. not bring glass containers on the bus at any time;
 - l. not bring liquids or potentially harmful materials on the bus at any time;
 - m. not carry weapons of any type on the bus;
 - n. not eat, chew gum, or consume any liquids on the bus (other than bottled water);
 - o. not deface or destroy seats, sidewalls, roof, or any part of the bus;
 - p. remain quiet when the driver puts the overhead lights on;
 - q. not bring living animals;
 - r. keep their hands to themselves and off of the property of others.
 - s. observe the rules outlined in the Handbook's Code of Conduct while riding the bus.

2. Written permission from parents and verified by the office must be presented to the driver at the time of boarding the bus if a student is to get off at a stop other than his scheduled stop. If a student is having a friend go home with him after school, the friend must have a note from his parent that has been verified by the office. This note **MUST** be handed to the driver at the time of boarding the bus in the afternoon.
3. Students should be at their bus stop at least five minutes before the scheduled time. If the bus is late, it is best to remain at the stop for at least fifteen minutes to allow for delays caused by accidents or traffic.
4. Students are to obey the driver promptly and cheerfully. The driver reserves the right to make any rules, to modify any rules, or to exercise his judgment in matters not covered by these rules. Students should realize that the driver has the responsibility for their safety, and it is every passenger's responsibility to promote the safe operation of the bus.
5. Repeated violations of the above rules may result in the loss of riding privileges and demerits may be assigned. The following may be used as a guide to discipline:
 - a. One citation – a verbal and written warning (recorded on RenWeb)
 - b. Two citations – a two-day riding suspension*
 - c. Three citations – a five-day riding suspension*
 - d. Four or more – a longer or permanent suspension, as the case may dictate. *

***NOTE:** In (b), (c) and (d), the parent will be informed by letter/call from the school office as to when the suspension will be enforced.

The driver retains the sole authority for issuing the citations. The school administration will support the driver's decision in these matters.

Motor Vehicles

Students are permitted to park in any of the **undesignated** spaces in the school's parking lot. **Student vehicles are off-limits once the school day begins and may only be accessed with faculty permission.** Cars are not to be driven in the parking lot unless the student is entering or leaving the campus. Reckless driving, violations of BCHS vehicle policies, excessive speed, excessive noise, or any other violation of city traffic ordinances in or around the high school area may result in disciplinary action, parent conferences, and/or revocation of parking privileges.

The school does not assume responsibility for students riding to and from school or going to school-sponsored functions in their own vehicles. The school is not responsible for damages that may occur while a student's motor vehicle is on school property. **All drivers are expected to observe the campus speed limit of 5 MPH.**

Parking

Parking permits are required and are obtained in the front office. Discipline and loss of parking privileges may be given for the following:

1. No parking permit
2. Illegal parking
3. Parking in designated staff or visitor parking spaces

Student pick-up and drop-off is reserved for the right lane in the front parking lot or on the street and **is not to occur in the student parking lot**. Please do not block the entrance to the parking lot and use extra caution when driving around the school.

Santa Fe Street

Students are not allowed to drive on Santa Fe Street at any time.

Bicycles

Indoor parking for bicycles is not available. There are bike racks available for student use in front of the College and Career offices. Chain locks are highly recommended.

Out-of-Town Activities

Students participating in an out-of-town school-sponsored activity are required to use approved transportation. When it is necessary to use private cars to transport students from more than one family, a student must have a permission note from his parents in accordance with Berean's transportation policy. (This policy does not apply to spectators.)

SEXUAL HARASSMENT POLICY

This policy pertains to relationships between students as well as between employees and between employees and students. This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. BCHS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. **As it relates to Sexual Harassment, students and employees are accountable for behavior and communication expressed in person, online or over any electronic devices. Employee-Employee, Employee-Student and Student-Student Sexual Harassment is strictly prohibited.**

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

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

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following (communicated either in person, over text, social media or any other means):

1. Unwanted sexual advances or propositions
2. Offering benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Requesting sexually suggestive photos
5. Displaying or sending sexually suggestive objects or pictures, cartoons or posters, leering or making sexual gestures
6. Making or using derogatory comments, epithets, slurs and jokes
7. Verbal abuse of a sexual nature, graphic commentary about an individual's body, sexually degrading words, suggestive or obscene letters, notes or invitations

8. Physical conduct such as touching, assaulting, impeding or blocking movements

What to Do if You Experience or Observe Sexual Harassment

Employees/Students who feel that they have been subjected to conduct of a harassing nature are encouraged to report the matter promptly to one of these school officials: the Principal, the Vice-Principal, the Dean of Women, the Dean of Faculty or the Director of Academic Affairs.

Employees/Students who observe conduct that is sexually harassing in nature are encouraged to report the matter immediately to one of the school officials listed above.

Confidentiality

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

Protection Against Retaliation

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

Procedure for Investigation of the Complaint and for Taking Corrective Action

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

CONCLUSION

The preceding Parent-Student Handbook has been developed in order to assist in maintaining a beneficial learning environment. It is a living document, subject to change as circumstances warrant. Students and their parents are expected to read it and abide by it for the good of the entire student body. Anyone with questions about it is encouraged to consult with the school's administration.

It is Berean Christian High School's great hope to be recognized by our local community as a school that is deeply committed to developing devoted lifetime followers of the Lord Jesus Christ, producing strong Christian leaders in every facet of life and field of endeavor and we trust that this handbook will assist in that effort.

BELL SCHEDULE 2019-2020

WHITE Bell Schedule

(normally Monday & Tuesday)

First	8:30 - 9:20
Second	9:25 - 10:10
BREAK	10:10 - 10:20
Third	10:25 - 11:10
Fourth	11:15 - 12:00
LUNCH	12:00 - 12:30
Fifth	12:35 - 1:20
Sixth	1:25 - 2:10
Seventh	2:15 - 3:00

BLUE Block Schedule

(normally Wednesday)

Second	8:30 - 9:55
CHAPEL	10:00 - 10:50
BREAK	10:50 - 11:00
Fourth	11:05 - 12:25
LUNCH	12:25 - 12:55
Sixth	1:00 - 2:20

GREEN Bell Schedule

(30-minute Chapel/Assembly)

First	8:30 - 9:15
Second	9:20 - 10:00
CHAPEL	10:05 - 10:35
BREAK	10:35 - 10:45
Third	10:50 - 11:30
Fourth	11:35 - 12:15
LUNCH	12:15 - 12:45
Fifth	12:50 - 1:30
Sixth	1:35 - 2:15
Seventh	2:20 - 3:00

YELLOW Bell Schedule

(30-minute Pep Rally)

First	8:30 - 9:15
Second	9:20 - 10:00
BREAK	10:00 - 10:10
Third	10:15 - 10:55
Fourth	11:00 - 11:40
PEP RALLY	11:45 - 12:15
LUNCH	12:15 - 12:45
Fifth	12:50 - 1:30
Sixth	1:35 - 2:15
Seventh	2:20 - 3:00

RED Bell Schedule

(normally Friday)

First	8:30 - 9:15
Second	9:20 - 10:00
BREAK	10:00 - 10:10
Third	10:15 - 10:55
Fourth	11:00 - 11:40
LUNCH	11:40 - 12:10
Fifth	12:15 - 12:55
Sixth	1:00 - 1:40
Seventh	1:45 - 2:25

GOLD Block Schedule

(normally Thursday)

First	8:30 - 9:55
BREAK	9:55 - 10:05
Third	10:10 - 11:30
LUNCH	11:30 - 12:00
Fifth	12:05 - 1:25
BREAK	1:25 - 1:35
Seventh	1:40 - 3:00

PURPLE Bell Schedule

(Monthly Class Meetings)

First	8:30 - 9:15
Second	9:20 - 10:00
ASSEMBLY	10:05 - 10:20
BREAK	10:20 - 10:30
Third	10:35 - 11:15
Fourth	11:20 - 12:00
LUNCH	12:00 - 12:45
Fifth	12:50 - 1:30
Sixth	1:35 - 2:15
Seventh	2:20 - 3:00

PINK Bell Schedule

(Half Day)

First	8:30 - 8:55
Second	9:00 - 9:25
Third	9:30 - 9:55
BREAK	9:55 - 10:05
Fourth	10:10 - 10:35
Fifth	10:40 - 11:05
Sixth	11:10 - 11:35
Seventh	11:40 - 12:05