



*Developing Lifetime  
Followers of Christ*

# PARENT- STUDENT HANDBOOK

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2011 - 2012

Now the Bereans were of more noble character than the Thessalonians, for they received the message with great eagerness and examined the Scriptures every day to see if what Paul said was true. 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 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.**

## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
STATEMENT OF FAITH.....	3
STATEMENT OF MISSION AND CORE VALUES .....	5
CORE VALUES .....	5
EDUCATIONAL PHILOSOPHY .....	6
EDUCATIONAL OBJECTIVES .....	6
BEREAN'S IMAGE .....	8
<b>STUDENT LIFE .....</b>	<b>10</b>
ATTENDANCE.....	10
CODE OF CONDUCT.....	12
<b>GENERAL INFORMATION .....</b>	<b>22</b>
INTERSCHOLASTIC SPORTS.....	25
<b>ACADEMIC INFORMATION .....</b>	<b>30</b>
GRADES, REPORTS, AND ELIGIBILITY .....	30
SENIOR PRIVILEGES.....	34
SPECIAL ACADEMIC OPPORTUNITIES.....	35
EMPLOYEE/STUDENT SEXUAL HARASSMENT POLICY .....	39

## 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 [berean-eagles.org](http://berean-eagles.org).

- 1) **We believe** the Bible to be the 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 because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 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 Christian is enabled to live a godly life (Romans 8:13,14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

### SCHOOL VERSE

*...but those who hope in the LORD will renew their strength.  
They will soar on wings like eagles;  
they will run and not grow weary,  
they will walk and not be faint.*

Isaiah 40:31, NIV

## A Student's Prayer

God, the all-wise, and Creator  
Of the human intellect,  
Guide our search for truth and knowledge,  
All our thoughts and ways direct,  
Help us build the tow'rs of learning,  
That would make us wise, astute,  
On the rock of Holy Scriptures:  
Truth revealed and absolute.  
O how vast the shores of learning—  
There are still uncharted seas,  
And they call to bold adventure  
Those who turn from sloth and ease.  
But we need Thy hand to guide us  
In the studies we pursue,  
And the presence of Thy spirit  
To illumine all we do.  
May the things we learn, so meager,  
Never lift our hearts in pride  
Till in foolish self-reliance  
We would wander from Thy side.  
Let them only bind us closer,  
Lord, to Thee, in whom we find  
Very fountainhead of wisdom,  
Light and life of all mankind.

—John W. Peterson

### STATEMENT OF MISSION AND CORE VALUES

*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."*

## **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 was created in God's image, differing from the lower creation in that he was endowed with the unique capacity of knowing and responding to God in a personal relationship (Genesis 1:26-28). However, due to Adam's representative act of disobedience, man became incapable of truly knowing and honoring God, being a sinner by nature and choice (Genesis 3; Romans 1:18-32, 3:9-19, 5:12, 8:6-8).

A person is delivered from this 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 in him and to train him in godly living so that he can fulfill God's total 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 parent and teacher models who are themselves born again and have this perspective on life.

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 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, along with the church, 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 direct the pupil into a saving relationship with God's Son, 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 the student to carry out the will of God daily.
  - f) to impart an understanding of each Christian's place in the church and its worldwide task of witness-bearing, evangelism and discipling, and to stimulate the students' involvement in this task.
  - g) to develop the mind of Christ toward godliness and sin and to teach the students how to overcome sin.
  - h) to encourage the development of self-discipline and responsibility in the student, based on respect for and submission to God and all other authority.
  - i) to help the student develop a Christian worldview by integrating life and studies with the Bible.

- 2) For the students' personal and social development, BCHS aims
  - a) to help the student develop his personality and capabilities, based on a proper understanding and acceptance of himself as a unique individual created in the image of God.
  - b) to teach students to treat others with love and respect since they, too, are made in God's image.
  - c) to cultivate a spirit of service so that the student will be a contributing member of his society, realizing his dependence on others and their dependence on him.
  - d) to promote an understanding of time as a God-given commodity and its effective use as an individual responsibility.
  - e) skills for personal and future endeavors.
  - f) to develop a Biblical understanding and appreciation of marriage and the family.
  - g) to promote physical fitness, good health habits, and wise use of the body as the temple of God.
  - h) to develop Biblical attitudes toward material possessions and their use for the glory of God.
- 3) Academically, BCHS endeavors
  - a) to promote high academic standards and to encourage and help the student to realize his unique God-given academic potential.
  - b) to help each student become skilled in the processes used in communicating and dealing with others, such as reading, writing, speaking, listening and mathematics.
  - c) to teach and encourage the use of good study habits.
  - d) to teach the student how to do independent research and to reason logically.
  - e) to develop creative and critical thinking and proper use of Biblical criteria for evaluation.
  - f) to motivate the student to pursue independent study in areas of personal interest.
  - g) to promote good citizenship through developing an understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity and acceptance of authority.
  - h) to discuss current affairs in all fields and relate them to God's plan for man.
  - i) 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.
  - j) to engender an appreciation of fine arts through the development of the student's understanding and personal expression.
- 4) In support of the homes of our students, BCHS desires
  - a) to cooperate closely with the parents in every phase of the student'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 Christian growth and to help them develop Christ-centered homes.
  - d) to assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.
  - e) to encourage regular attendance and involvement in the local church.

## **BEREAN'S IMAGE**

Most Christian schools have a special characteristic which reveals their primary point of distinction. This creates a "school image." The ambition of BCHS is to be recognized as a school that is committed to developing devoted lifetime followers of the Lord Jesus Christ and strong Christian leaders in all facets of life and fields of endeavor.

To successfully maintain this image, our teachers have the following goals:

- 1) to help students develop a strong relationship with our Lord Jesus Christ.
- 2) to give students a well-rounded series of experiences, helping them uphold Christian standards in the world.
- 3) to help students understand life today in perspective with our founding Christian heritage.
- 4) to train students to make godly decisions in life.
- 5) to maintain a solid, respectable academic program.
- 6) to help students develop a love for learning and a respect for academic discipline.
- 7) to help students reach their highest potential through the development of personal discipline.
- 8) to help students develop confidence in competition and to use this competition in the maturation of healthy emotions.

*For those whom he foreknew he also predestined to be conformed to the image of his Son, in order that he might be the firstborn among many brothers.*  
Romans 8:29 ESV

## **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 faith and practice.
  - b) A scholastic average of at least 2.0 at previous school and successful completion of 8th grade.
  - c) A personal desire to attend Berean.
  - d) A satisfactory conduct record at the previous school.
  - e) A willingness to abide by the rules of the school by signing the Parent-Student Handbook Conciliation Agreement form each year.
- 2) Factors for Admission
  - a) Both parent(s) and student regularly attend an evangelical church that recognizes the Bible as the only authoritative guide for faith and practice.
  - b) Favorable recommendations (one school administrator, one recent teacher, and one church leader who knows the student well).
  - c) Prior Christian schooling.
  - d) Preferred consideration is given to siblings and/or children of alumni of BCHS, and graduates of WCCA (providing the application is received on time).
  - e) Priority is given to siblings of current students and children of faculty/staff/board (that meet the minimum requirements).

### **Re-enrollment**

The privilege of re-enrollment will be by invitation to return contingent on the following criteria:

- 1) Acknowledgment of Jesus Christ as his/her personal Savior and a desire to live in obedience to Him.
- 2) Student's personal desire to attend BCHS.
- 3) Satisfactory citizenship record. (fewer than 70 earned demerits for the year)
- 4) Acceptable academic progress (2.0 GPA from the previous year).
- 5) Regular attendance at an evangelical, local church that honors the Bible as God's only authoritative Word.
- 6) Depending on how well a student meets the above qualifications, especially with regard to "satisfactory citizenship," re-enrollment may not be determined until the end of the school year.

### **Probationary Re-enrollment**

- 1) Students may be re-enrolled on a probationary status based on the discretion of the administration.
- 2) Students who have not clearly met the re-enrollment criteria may be re-enrolled on probation if they evidence a genuine desire to meet the goals for improvement established by the admissions review committee.

### **Due to an excessive number of demerits, or unsatisfactory academic performance students may be re-enrolled on a probationary basis.**

The general conditions of probationary re-enrollment are as follows:

- A student on probation may not receive more than 25 demerits during any one quarter of the school year.
- A student on probation may not exceed 50 demerits during the entire school year.
- A student on academic probation must maintain a GPA of 2.0 or greater each semester of probation.
- The student on probation will meet as scheduled with the appropriate administrator.
- A student who does not meet these general conditions will be terminated.
- Upon termination of enrollment, the family will be 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.

*Blessed is the man who trusts in the Lord, whose confidence is in him.*  
Jeremiah 17:7, NIV

*And this is the confidence that we have toward him, that if we ask anything according to his will he hears us. And if we know that he hears us in whatever we ask, we know that we have the requests that we have asked of him.*

I John 5:14-15, ESV

*In [Christ Jesus our Lord] we have boldness and access with confidence through our faith in him.*

Ephesians 3:12, ESV

# STUDENT LIFE

## ATTENDANCE

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

- If the student is absent for any portion of the day he **must sign in** to the office when he returns to campus, whether he has a written parental excuse or not.
- To be excused, he must bring a written excuse signed by his parent or guardian to the office, or have his parent call the office **by 8:20 a.m.**
- If an absence is not cleared by a note or phone call from the parent or guardian on the first day of return to school, the absence will be unexcused.
- To clear an unexcused absence, within two days, the student must bring to the office a written excuse signed by his parent or guardian. (Failure to follow this process may result in formal disciplinary action.)
- **The student may not be given credit for make-up homework or allowed to make up a missed quiz/test for an unexcused absence.**

### Absences

**Any student who has more than 20 absences in a semester from a class risks his receiving credit for that class.** In cases of prolonged illness, the family may wish to appeal to the Board for an exception by sending a letter of explanation and a health evaluation from the doctor.

- 1) All School Retreat  
Due to the spiritual and social significance of All School Retreat, **attendance is required.**
- 2) Illness or Bereavement Absences
  - a) 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.
  - b) If a student is absent on a test day that was previously announced, he must take the test the first day back to school.
- 3) Emergency Health Need Appointments  
When possible, make health appointments outside of school hours. If it is necessary to miss school for medical appointments during the day, a note should be brought to the office 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 and be readmitted. When students have an appointment that makes them late to school in the morning, they also need a note from the parent or doctor. **Two-day extensions to make up class work are not normally given for absences due to health-need appointments.**
- 4) 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. If there is an activity or need that the parents consider important enough to warrant taking the student out of school, such as routine medical or dental appointments, family vacations, etc., the following procedure must be followed:
  - a) **PRIOR** to a planned absence, a note or parental call is required before the student is given the Request to be Absent Form from the office. The form must be signed by all teachers and 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) If the activity comes up unexpectedly, the parent should call the office or alert an administrator to the situation.
- 5) **Personal days**  
Three days of absence per year (other than emergency, illness, bereavement, or a planned absence) will be excused at a parent's request. (Truancy is excluded from this provision.) **No extra time will be given for work to be made up.** 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.
- 6) **School-Related Absences**
- a) Unless otherwise directed, when a student is absent from a class for athletics, a field trip, a retreat, a concert, a tour, etc., he is still responsible to make arrangements with his teachers for all tests, quizzes and assignments due and to find out what the new assignments are. If he will miss classes because of a school activity, his assignments are to be turned in to his teacher before leaving for the activity. Any tests or quizzes scheduled on the day of the activity or athletic trip must be taken before he leaves. No student will be allowed to leave for an activity or athletic trip if the academic responsibilities have not been handled properly.
- b) A student is to be prepared for class the following day just as if he had not been absent. Fatigue or sleeping late, the morning following an athletic event or trip is not considered sufficient reason for an excused absence or a reason for not being prepared for classes. See tardy policy on the following page.
- 7) **Activity Clearance Form (For School-Related Absences)**  
A Student Activity Clearance Form is required for each student in advance of leaving for a school-related activity. It should be signed by all teachers before leaving for the activity and turned in to the activity sponsor or coach. If a teacher does not sign their section of the Activity Clearance Form the student will not be permitted to go to the event. Each sponsor or coach will be responsible to check that the forms are completed and then turn it into the office before departure.
- 8) **Absence on the Day of Activities**  
The school assumes that a student who is too sick to attend class is too sick to participate in a school activity. Therefore, any student who is absent (or suspended) for more than half of his classes on the day of a game (or any other school activity) is **not eligible to participate** in that day's activity. Exceptions may be made by the administration for emergencies or medical appointments.

### **Closed Campus**

Students are to remain on the campus from 8:25 a.m. in the morning until school is dismissed. If for some reason a student needs to leave the campus, he is to bring a written note from his parent or guardian to the office for approval before school in the morning. His name will then be placed on the absentee list for the time he is to leave that day. **Cutting classes or leaving campus any time during the day without permission is considered a serious matter and will result in appropriate disciplinary action.**

### **Sign-in/Sign-out Sheet**

Any student arriving on campus after 8:30 a.m. **must sign in** to the office and is responsible for bulletin announcements; any student leaving before the end of the school day (2:55 p.m.) **must sign out** in 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.

### **First Period Tardies**

If a student is tardy at the beginning of school, he is to go to the office to sign in and receive a hall pass to go to class. Normally, the only acceptable reasons are illness or car breakdown. Students are responsible to clear their tardy upon arriving at school. The tardy will remain as unexcused if the student fails to clear it within five school days. Students should allow adequate time for traffic problems and hazardous road conditions. Students who are late are still responsible for pertinent bulletin announcements.

If the bus is late, students are to go directly to class without going to the office; this is an excused tardy (provided the student arrives in class before the five-minute bus tardy bell rings, which is three short rings).

### **CODE OF CONDUCT**

With regard to conduct, BCHS encourages a positive heart attitude toward the ethical standards of Scripture so that the student will by the grace of God learn to *"delight in the law of God"* and *"be conformed to the image of God's Son," "our great God and Savior, Jesus Christ, who gave Himself for us, that He might redeem us from every lawless deed and purify for Himself a people for His own possession, zealous for good deeds"* (Romans 7:22, 8:29; Titus 2:13,14).

The school's code of conduct is derived from the commandments and principles of God's Word. Attitudes, activities and habits that are detrimental to spiritual growth and Christian testimony are to be shunned. The following questions provide Biblical guidelines for Christian conduct:

- 1) Will it glorify God? (I Corinthians 10:31)
- 2) Am I acknowledging the authority of Jesus Christ? (Colossians 3:17; Matthew 28:18)
- 3) Is it a proper use of the temple of the Holy Spirit? (I Corinthians 6:19,20)
- 4) Will it offend a fellow-believer or cause him to stumble? (Romans 14:13-21)
- 5) How will it affect unbelievers? (I Corinthians 9:19-22; Colossians 4:5)
- 6) Will it edify or build up others? (Romans 14:19, 15:2; I Corinthians 14:26; Ephesians 4:29)
- 7) Could it master or overpower me? (I Corinthians 6:12)
- 8) Is it an abuse of freedom--self-indulgence? (Galatians 5:13; I Peter 2:16)
- 9) Is it a good use of time? (Ephesians 4:15,16)
- 10) Is there any doubt about it? (Romans 14:23)
- 11) What would Jesus do under these circumstances? (I Peter 2:21-25)

NOTE: Some of Berean's rules are not directly stated in the Bible, but are deemed necessary to maintain an appropriate academic and social atmosphere. If a student has any questions about such rules, he should not hesitate to ask the administration, faculty or staff for the rationale. Regardless, he is expected to gladly and willingly comply.

### **MUTUAL ENCOURAGEMENT AND RESPONSIBILITY**

*"Do not spread false reports.... Do not follow the crowd in doing wrong"* (Exodus 23:1,2). *"Rebuke your neighbor frankly so you will not share in his guilt"* (Leviticus 19:17). *"Have nothing to do with the fruitless deeds of darkness, but rather expose them"* (Ephesians 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"* (Hebrew 3:12,13, 12:15). (See also Matthew 18:15-17).

**BCHS code of conduct violations that may result in disciplinary action:**

- 1) Tardiness, cutting classes, truancy
- 2) Profanity, immoral language, vulgarity and possession of pornography
- 3) Sexual harassment (see Appendix for complete policy)
- 4) Lying, stealing, cheating and plagiarism
- 5) Insubordination, negative critical attitudes and slander
- 6) Denigrating name-calling, fighting
- 7) Any infraction of the state or federal penal code
- 8) Littering, damaging or defacing school property
- 9) Gambling—on or off campus
- 10) Improper boy-girl relationships, engaging in any form of sexual misconduct—on or off campus
- 11) The possession, use, or selling of alcohol or tobacco (including chewing tobacco)—on or off campus
- 12) The possession, use, or selling of any illegal drug—on or off campus
- 13) The possession, use, handling, or selling of any weapon, or instrument designed to do bodily harm—on or off campus
- 14) The use of androgenic/anabolic steroids and other performance enhancing substances (Policy #1304A14)—on or off campus

**Immoral Behavior**

The biblical and philosophical goal of Berean is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, 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 defined activities or behavior. Thus, Berean retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13; Romans1:27).

**Merit Pass**

The merit pass is an award issued to the student on a quarterly basis who has met the criteria established by the school. The criteria for earning merit passes are: 1<sup>st</sup> quarter—nine demerits or fewer from the previous school year; 2<sup>nd</sup> quarter—zero demerits for the first quarter; 3<sup>rd</sup> quarter—three demerits or fewer for the year; 4<sup>th</sup> quarter—six demerits or fewer for the year. If a junior or senior earns a merit pass each of the first three quarters of the school year, he may redeem them for one personal day to be taken during the fourth quarter of that year. This personal day is to be scheduled with the attendance clerk in the front office who will also collect the merit passes.

**Demerits**

Infractions of the code are assigned demerits and are recorded on RenWeb. Demerit points are assigned in accordance with the demerit system. See Categories of Offenses on the following page. **When a student accumulates one hundred demerit points he/she loses the privilege of attending Berean Christian High School, subject to the discretion of the administration. The demerit record will also have a bearing on re-enrollment. Demerits accumulated during the last four weeks of school will carry over into the following year. Demerits that carry over may be removed from the new school year if a student earns zero demerits for the first quarter.**

## **Suspensions**

1) Scheduled Suspensions

**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.

2) Emergency Suspensions

Emergency suspension from school is for the purpose of removing a student from the area of offense until a parent conference can be arranged with an administrator. All work that was due during the time of suspension must be turned in the first day upon return to class after 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.

3) **A student may not attend any school functions or participate in any extracurricular activities on the day(s) of his/her suspension.**

**Categories of Offenses**

<b>Categories</b>	<b>Demerits</b>	<b>Consequences</b>
<b>Category 1</b> Weapons, illegal drugs/paraphernalia, sexual misconduct, immoral behavior, racial harassment, violent threats	<b>100</b>	Expulsion (report to law enforcement as required), restitution, removal from all athletics
<b>Category 2</b> Alcohol, premeditated fighting, stealing, stink bombs, bullying, threats/intimidation	<b>50</b>	2-day suspension, restitution, assignments, removal from current or next athletic team
<b>Category 3</b> Cheating/plagiarism, inappropriate computer usage, forgery, lying, pornography, profanity, non-premeditated fighting, tobacco, truancy, vandalism	<b>35</b>	1-day suspension, assignments, miss next athletic event
<b>Category 4</b> Cutting class, defiance, insubordination, disrespect, graffiti, hazing, visual or verbal obscenities, off campus without permission, reckless driving	<b>25</b>	1-day suspension, assignments
<b>Category 5</b> Disobedience, irrelevant article, cell phone violation, leaving class without permission, failing to sign in or out, off limits, speeding, unacceptable display of affection, vulgarity, social function dress code violation	<b>10</b>	
<b>Category 6</b> Disruptive talking or behavior, eating/drinking in class, littering, out of seat without permission, dress/hair code violation	<b>5</b>	

**NOTES:**

- After careful consideration of the circumstances, the administration may assign fewer demerits when it is fitting.
- An accumulation of **25 demerits** will result in a **1-day suspension**; **50 demerits** will result in a **2-day suspension**; **75 demerits** will result in a **3-day suspension**. **Accumulating 75 demerits during the first semester, or 100 demerits during one school year will result in the termination of enrollment or rejection of application for re-enrollment**, subject to the discretion of the administration.
- The administration, faculty, and staff will encourage a student to develop self-discipline, and not to accumulate demerits, but the responsibility of the choices and consequences ultimately rests upon the student. "*A man reaps what he sows*" (Galatians 6:7).

- 4) Through the Lord's help a student is able 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 Timothy 2:7).
- 5) Category 3 offenses result in missing competition time from the next scheduled competition. Football players miss half of one game; all other athletes miss the next full competition. If the athlete is not currently participating in a sport the penalty carries forward to the next season.
- 6) Category 1 and 2 result in dismissal from the team. If the athlete is not currently participating in a sport the penalty carries forward to the next season.

### **Cheating and Plagiarism**

*"Lying lips are an abomination to the LORD, but those who deal truthfully are His delight"* (Proverbs 12:22).

- 1) Cheating on a test, exam or quiz may result in 35 demerits and a grade of zero.
- 2) Obtaining answers from another student or any other inappropriate source without doing the work yourself on **graded** homework:
  - a) For the student **obtaining** the answer it may result in 35 demerits and a grade of zero.
  - b) For the student **providing** the answer it may result in 20 demerits.
- 3) Collaboration on graded homework may be considered cheating depending upon the teacher's directions for that assignment.
- 4) Submitting the same homework twice for credit after changing the headings and dates may result in 35 demerits and a grade of zero.
- 5) Blurring out an answer in class which invalidates the question for everyone may result in the teacher giving everyone credit **except** the person who blurred out the answer and it may result in demerits for class disruption.
- 6) Plagiarism:
  - a) Total plagiarism (turning in someone else's work as your own) may result in up to 35 demerits and a grade of zero.
  - b) Failure to properly acknowledge sources in a project/paper may result in demerits—to be determined by the teacher.

### **Tardy**

When a tardy student enters the classroom he invariably causes a disruption. A student is tardy if he is not in his seat when the tardy bell stops ringing. If a student is tardy by twenty minutes or more, it may be considered a cut. 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. For the remainder of the school year that student will be assigned a mandatory lunchtime detention and a fine for every **two** offenses. Should that student not fulfill his detention obligation, the dean may assign him 3 demerits for each infraction.

### **Arriving to Class Unprepared**

When a student arrives to class without being prepared (e.g. he has forgotten a book in his locker) he may be considered tardy. (See above for the consequences of being tardy.) Individual teachers may determine that this infraction will also negatively impact the student's grade.

### **Gum Chewing**

Due to the irresponsibility of some, Berean does not permit the chewing of gum on campus, including at extra-curricular events. When a student has accumulated five incidents of chewing gum while on campus in a school year, the dean will assign him a mandatory lunchtime work detail and a fine of \$5. For the remainder of the school year that student will be assigned a mandatory lunchtime work detail and a

fine for every **two** offenses. Should that student not fulfill his work obligation, the dean may assign him 3 demerits for each infraction.

### **Requested Withdrawal or Expulsion**

When it becomes apparent that a student's influence is detrimental to the progress of others, or if, after counseling, a student still 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, such as the Holiday's Banquet, Homecoming, Junior/Senior Banquet (JSB), Sports Awards Event, etc. This student will not be 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's application for re-enrollment for the following semester will be considered by the admissions committee. (See I Corinthians 5:9-13; II Corinthians 7:8-11; Ephesians 5:3.)

### **Social Life**

While an increasing interest in boy-girl relationships is normal, students should keep them both wholesome and in good taste. Any outward display of affection (hand-holding, inappropriate embracing, kissing, etc.) will be considered improper conduct for school or school activities and may be subject to disciplinary action.

BCHS advises against exclusive relationships ("going steady") since such relationships often interfere with healthy friendships and academic achievement, and may lead to unnecessary emotional distress. BCHS strongly encourages students to attend social functions, such as banquets, with groups of friends.

Non-Berean guests must have administrative approval prior to attending banquets, JSB, and any other school-sponsored special events. Guests attending any of the special school sponsored events must comply with the school's policies. Guests who violate our policy will be asked to leave the function. Students who marry while enrolled will be asked to withdraw from school. Students engaging in sexual misconduct are subject to expulsion.

### **Social Dancing**

Historically, many of God's people have had scruples against social dancing on the basis that such practices tend to break down proper inhibitions and reserve between the sexes, thereby contributing toward worldliness in areas where God calls His children to be holy and conformed to the image of Christ. BCHS has never knowingly sponsored activities that cause disharmony in families and disunity among its students, and that ALL students cannot enjoy.

For these reasons BCHS does not sponsor dances, nor allow on-campus promotion of dances. Further, the student directory may not be used for this purpose. Parents and/or students are encouraged to plan wholesome and enjoyable activities in which all students may participate. Anyone interested in learning how to join in the planning of such an event is encouraged to call the school. (See ACSI Handbook for Christian Living.)

### **Student-Faculty Relationships**

In keeping with the fact that authority is ordained of God, students must develop and maintain an attitude of respect for each teacher and staff member. The proper manner of addressing a teacher or staff member is through the appropriate use of the terms "Miss," "Mrs.," "Mr." or "Coach." This same standard is applicable in the classroom, on the athletic field, and at all school-related activities.

## Other School Rules and Policies

- 1) Students that have been permitted to be outside during class time are to respect the classes in session by being quiet.
- 2) Students are not to bring any irrelevant items to school or to school-sponsored events which will have or tend to have either a disturbing, dangerous, destructive or degrading influence on the school or any individual. This includes (but is not limited to) such items as radios, CD/mp3 players, ipods (with or without headphones), inappropriate comic books or morally questionable magazines, laser pointers, fireworks, knives, guns, water guns, water balloons, skateboards. (Exceptions must be cleared by the office **first**.)
- 3) Recreational activities (catch, Frisbees, etc.) are restricted to the ball field. Students are to stay away from cars and buildings. On account of tort, all such activities must have staff supervision.
- 4) Snacks and beverages (other than water) are not allowed in the classroom.
- 5) Gum: Chewed gum often creates ugly cleanup problems; therefore, gum is not to be chewed on the campus.
- 6) Loitering: For tort reasons there is to be no loitering in the rest rooms, locker corridor, parking lot, or in other unsupervised areas. Lunch may be eaten only in the Student Center, in the rectangle between buildings A and B, C and K, B and Gym, C and E, or in a classroom with the teacher's permission. Gymnasium rest rooms are off limits to students, except during school functions in the gymnasium.
- 7) 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.
- 8) Boundaries: For the protection of students' property, **the student parking areas are off limits during the school day**. During the school day, a student may not leave the school grounds without permission from the office and his parents.

## **DRESS CODE**

Personal appearance is important because the manner of dress often reflects the heart. Further, studies indicate that how a person dresses affects how he acts and how people respond to him. However, recognizing that there are various tastes in dress, BCHS wishes to place less emphasis on matters of personal preference and greater emphasis on matters pertaining to modesty, propriety (I Timothy 2:9), neatness, cleanliness, and attire that does not call undue attention to itself. Dress code policy is subject to the discretion of the administration.

- 1) General Guidelines
  - a) Regular school dress is to be worn at all times a student is on campus, and when attending school-sponsored events, unless an exception is made for a special reason.
  - b) Dress should be modest at all times.
  - c) Dress and over-all appearance should be neat, clean and attractive.
  - d) Dress should be appropriate for the occasion--what is appropriate for the beach, for example, may not be appropriate in a classroom.
  - e) A student's appearance should not attract undue attention or be a distraction to others (i.e., radical dress, hair styling or unnatural coloring, excessive jewelry or make-up, chains, body-piercing, tattoos, etc.)
  - f) The style should not be one that is obviously copied from some group whose lifestyle and philosophy are un-Christian or are expressing displeasure with what is generally accepted as normal.

- g) Shirts and caps that communicate messages inconsistent with Berean standards of conduct or Christian values are unacceptable.
  - h) Shoes or sandals that provide adequate protection must be worn at all times.
  - i) Students coming in unacceptable attire may be sent home.
- 2) Specific Guidelines
- a) **Modesty and Propriety**  
 Christians must be careful not to dress in sexually suggestive ways that can cause un-Christ like thoughts or behavior displeasing to God. There are also some types of clothing that are simply not appropriate for school attire. Students are expected to abide by the following guidelines:
    - i) **Boys**
      - (1) **Shirts:** A wide variety of shirts may be worn. Exceptions are tank tops, sleeveless shirts, undershirts, and shirts with graphics, slogans, and advertisements that conflict with Christian values. Oversized shirts are not acceptable—they may be no longer than the end of the thumb (when the arm is at the side).
      - (2) **Pants:** Oversize pants (more than one size too large) are unacceptable. For example, if the waist size is 32", a size 36 would be too large. The waistband must be worn at the waist, or the top of the hips, not the hip joints. No sagging/ dragging.
      - (3) **Shorts:** Modest shorts no shorter than typical walking shorts may be worn. P.E./gym shorts are not permitted for classroom attire.
      - (4) **Caps, hats, and hoods:** Head coverings of any type (caps, hats, hoods, etc.) are not to be worn during prayer or worship (including chapel), nor may they be worn while in a classroom.
    - ii) **Girls**
      - (1) **Tops:** Straps on sleeveless tops must be at least 3" wide front and back. Blouses and tops with revealing necklines, tank tops, halter tops, tube tops, tops that do not completely cover the midriff in any posture, tops that are tight fitting, undershirts, or T-shirts with graphics, slogans, and advertisements that conflict with Christian values are unacceptable.
      - (2) **Dresses/skirts/shorts:** Low-cut or backless dresses, or halter-tops and bra-less attire are inappropriate. Hemlines and slits in straight skirts, and shorts may be no more than 3 inches above the top of the knee cap in any posture and must not be tight and/or form fitting. P.E./gym shorts are not permitted for classroom attire.
      - (3) **Pants:** Slacks, "classic," "regular," and "relaxed" fit jeans are appropriate. Low rise "hip-hugger," or "fit and flare" style pants or jeans that are form-fitting and tight are not acceptable.
  - b) **Neatness**  
 Neatness does not necessarily mean the newest and the best.
    - i) **Pants (boys and girls):** Pant legs must not be so long that they drag on the floor. They must be clean, without tears, holes, or ragged hems. Jogging or windbreaker-type pants are acceptable; cotton flannel-type pants or cotton sweat pants are not acceptable.
    - ii) **Hair (boys):** Hair must be neat and clean at all times to avoid a shaggy, unkempt appearance. At any time, the hair should never cover the eyes and not exceed beyond the shirt collar in length. Neatly maintained moustaches and beards are permissible.

c) **Radical dress, hair, jewelry, and makeup**

Faddish, radical, bizarre, or “group-labeling” attire is distracting and attracts undue attention. Therefore the following are unacceptable:

- i) **Dress:** Radical dress that identifies with any gangs or groups whose lifestyles, values and philosophy are un-Christian or express displeasure with what is generally accepted as normal.
- ii) **Hair:** Unnatural hair coloring or radical and faddish hair styling.
- iii) **Miscellaneous:** Chains, visible tattoos, body piercing (including nose piercing), ear jewelry (boys), or fingernail polish (boys).

**NOTE: Students with unacceptable attire may be sent home.**

3) **Dress for Special Activities**

- a) **School Sponsored Events:** The above dress code applies to all school-sponsored athletic events, parties, drama/music productions, field trips and banquets. Exceptions may be made for trips like the all-school retreat and waterslide type events. Swim wear must display modesty. Girls must wear one-piece swimsuits with no French cuts or side openings, and boys must not wear bikini or Speedo style swimsuits.
- b) **Formal Events** (awards, receptions, banquets, etc): Dress-up day attire, or as prescribed by the occasion. No jeans for banquets. **Girls must wear dresses that are modest in appearance** (consult with the Dean of Women if unsure) and boys are to wear suits or sport coats, dress shirts and ties.

A Good Rule of Thumb for Dresses: If a line were drawn from the top of one arm pit to the other, both front and back, there should be no skin showing below it.

- i) **Homecoming:**  
Girls typically choose to wear a shorter “tea-length” dress to this event, as it is located in the gym. Dresses may not be more than 3” above the knee in any posture (sitting, standing, pictures, etc.). Bubble-hemmed dresses may be worn, so long as the length of the dress complies with the above guideline. Necklines need to conform to modest Christian standards (no cleavage is revealed). Material of dresses must conform to modest Christian standards.
- ii) **Winter Banquet:**  
Girls typically choose to wear a full-length formal gown; however, a “tea-length” dress may be worn to this event. Winter Banquet is held off-campus, thus upping the level of formality. As with Homecoming, shorter dresses may not be more than 3” above the knee in any posture. Necklines need to conform to modest Christian standards (no cleavage is to be revealed). Material of dresses must conform to modest Christian standards.
- iii) **Junior/Senior Banquet (JSB):**  
JSB is the most formal event of the year. Girls typically choose to wear a very formal full-length gown. Necklines need to conform to modest Christian standards (no cleavage is to be revealed). Material of dresses must conform to modest Christian standards.  
**The Dean of Women must approve all dresses before the date of the event.**

- c) **Guests at school sponsored events:** Guests must conform to BCHS handbook policies and dress standards.

The goal of Berean’s special social events is to provide students with an opportunity for godly, wholesome fellowship. Modesty is expected as students strive to be above reproach in their dress. Remember, the goal is

not to be as close to “the line” as possible. Rather, in taking a stance for Christian propriety and respect for authority, students will learn to choose modest dress that still allows for personal taste and style.

**Note: Inappropriate choices about dress code may disqualify the student from being allowed into an event.**

**Questions?**

Questions regarding application of dress criteria may be directed to the appropriate dean—preferably **far enough in advance of the event to allow for necessary alterations**. Admittedly, personal standards of modesty and propriety may vary from person to person. Therefore, the faculty and administration are deeply appreciative for the cheerful cooperation of all students (and their parents) as they conscientiously attempt to follow these guidelines.

## **GENERAL INFORMATION**

### **Cell phone/Telephone**

If a student needs to be contacted by a parent during school hours, the parent should call the school office (925) 945-6464; the school will then relay the message to the student.

**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. Students may not use cell phones when excused from class for another purpose (e.g. to go to the bathroom).

Since cell phones are disruptive and can easily be misused, **they are not to remain on the student's person during class time.** Rather, cell phones are to be placed in the student's pack in the back of the classroom before the tardy bell rings and are to remain there. If the student does not have a pack, he is to inquire of the teacher what to do with his phone. When a student violates this policy, the teacher will immediately confiscate the phone and give it to the dean. At the end of the school day the student may retrieve his phone from the dean. Violations of this policy are considered a classroom disturbance and may earn demerits.

### **Study Hall**

Study Hall is not a regular part of the BCHS program. Requests to be in a Study Hall are approved by the counselor and the Study Hall teacher. Students scheduled for Study Hall are expected to use their time wisely.

### **Fire Drill**

- 1) When the fire bell rings, immediately stop work.
- 2) An assigned student shall open the classroom door and hold it open until all students have left the classroom.
- 3) Leave books and other articles on the desk top; take keys and purses.
- 4) Form a single-file line and leave quickly and quietly for the designated outdoor classroom areas (consult chart 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 and stay in a single line.

### **Earthquake Drill**

- 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
  - d) If electricity is on, there will be five short rings of the bell; if there is no power, 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.

### **Lock Down – Intruder Drill**

In case of an emergency the administration will announce a lock-down over the public address system. 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 all-clear bell sounds followed by a public announcement that the campus is all cleared. During the lock-down neither the teacher nor the students are to open the door to anyone that is asking to be let in. Students outside of their classrooms are to find the nearest classroom before it is locked or go directly to the office.

### Injuries or Illness

If a student is hurt, injured, or ill in any way while on the school grounds, report the condition immediately to the teacher in charge or to office personnel.

### Medicine

All medicines brought to school must be checked in at the office with the instructions for taking them. They are not to be shared with other students. Medicines are dispensed by the school personnel only upon parental approval. A student must obtain permission from the office to carry emergency medicine.

### Lunch

Students are responsible to provide for their own lunch needs. Food is to be eaten within the lunch room, in one of the designated outside areas, or in a classroom with a teacher's permission. Students may not eat lunch on the sports field or the parking lot. **Failure to dispose of trash properly may result in a disciplinary action.** A student may only go off campus during his lunch break if he has obtained parental permission through the office and if he is accompanied by his parent, pastor, or a teacher.

### Student Store

The student store snack bar sells sandwiches, refreshments, and goodies. The student store is open only during morning breaks and lunch periods. Students are encouraged to take pride in this campus by keeping it clean through properly disposing of trash.

### Lockers

Each student is assigned two lockers and locks, one for books and one for P. E. Lockers are to be kept neat and orderly. Inspection of lockers may be held periodically. The school is not responsible for items in the lockers. If possible, avoid putting valuables such as money in the lockers. (Remember, Jesus had twelve disciples—and one of them was a thief!) Lockers left unlocked overnight or on weekends may be cleaned out by the administration or the faculty. If this occurs, locker contents may be redeemed from the Lost and Found in the front office. Use of lockers and textbooks that belong to others may be cause for disciplinary action.

### Textbooks and Supplies

Most textbooks will be furnished by the school. Each student should have his own Bible. (Bible teachers should be consulted on which version is preferred.) Books will be noted as to condition when issued in the fall. **Any damage incurred during the year will be charged to the student regardless of whether he did the damage himself. All hardbound books must be covered. Any book found not covered is subject to a 25 cent fine each day. Avoid dropping or stuffing books; it damages the binding.** Students will provide their own paper, pencils and other supplies.

### Lost and Found

Students are to practice good stewardship by caring for school property issued to their care. Students may be charged for retrieving property from the school's Lost and Found service. The Lost and Found is located in the library. (The P. E. teachers handle their own Lost and Found.) Lost and Found hours and fines are announced and posted at the start of the school year.

### Library

The library is a place for quiet study and research. It will be open each day during school hours, unless notified otherwise. The librarian is there to help the students

use the books and reference materials. Students are expected to abide by the following library procedures:

- 1) A hall pass will be required during class time. Sign in and out at the library entrance.
- 2) Books and magazines may be checked out for a two-week period and may be renewed for an additional two-week period. Every book must be checked out with the librarian. Leaving with a book that has not been properly checked out is cause for disciplinary action.
- 3) The fine for overdue books is 10 cents per day (up to a maximum of \$2). Students with outstanding fines may not be allowed to check out books until the fine is paid in full.
- 4) Replacement policies for lost books:
  - a. Paperbacks—\$5.00 minimum charge;
  - b. Hardbacks—\$10.00 minimum charge up to the current replacement cost (to be determined by the librarian).
  - c. Students who find a lost book during the current school year will receive a full refund (less \$2.00 to cover the fine).
  - d. Students will be charged for damage to any book checked out to them, up to the current replacement cost of the book.
- 5) Books stamped "For Reference Only" are to remain in the library. Exceptions may be cleared with the librarian. Occasionally a reference book may be checked out for one hour to another classroom on campus, or for overnight off campus. Overnight books must be on the librarian's desk by break the following morning. Fines for overdue reference books are: 1<sup>st</sup> day late = \$1; 2<sup>nd</sup> day late = \$2; 3<sup>rd</sup> day or more late = disciplinary action.
- 6) RESERVE BOOKS are books a teacher wishes to reserve for a large group project. They must remain available for others to use. These will be checked out for varying periods of time, from overnight to one week. They are treated in the same way as "For Reference Only" books (see #5 above).
- 7) No food or drinks are permitted in the library at any time!!!
- 8) Computers are to be used for research and homework purposes only.

### **Clubs**

Clubs are allowed on campus under the following conditions:

- 1) Administrative approval.
- 2) There is an adult sponsor.
- 3) There is an approved constitution.
- 4) Scheduled club activities must follow standard school procedures for activities.

### **Visitors**

**Each visitor (including a parent of a student or a Berean alumnus) must first obtain office approval and receive a Visitor's Pass before being allowed on the campus grounds.** Visitors must abide by all school policies and rules while on school grounds. This includes dress regulations and all off-campus social events. **Visiting on campus is restricted to breaks and lunch only**, unless prior approval is granted by the administration.

### **INTERSCHOLASTIC SPORTS**

It is a privilege to participate in any athletic activity at Berean Christian High School. Therefore, every student athlete must agree to obey 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 Valley Athletic League (DVAL) as a condition of his participation.

### General Information:

- 1) All athletes must have permission from their parents or guardian.
- 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 may be available for families with financial needs.
- 4) A Student Activity Clearance Form (obtained in the front office) must be signed by the teacher of any class that the student will miss due to the sports activity before he is permitted to leave for the event. (See the "School-Related Absences" section.)
- 5) 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. Sport fees will not be refunded in this situation.
- 6) Every athlete is expected to turn out for 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.
- 7) Every athlete is to attend every game, even when injured. Athletes are to stay with the rest of the team so that the coach can account for every player at all times.
- 8) 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 this applies to Friday school.
- 9) All athletes should keep themselves in good health and physical condition by getting proper rest and diet.
- 10) All athletes are to remember that at all times they not only represent Berean Christian High School but more importantly, the Lord Jesus Christ, and therefore are to show due respect for officials, other players and coaches.
- 11) An athlete should be committed to the team for the entire season once the teams have been established.
- 12) Participation in off-season activities sponsored or recommended by the coaches is greatly encouraged (e.g. weight training, camps, leagues, etc.).
- 13) An athlete must maintain a minimum 2.0 G.P.A. to be eligible. See "Eligibility Requirements" on page 31.
- 14) Lost or damaged equipment (not due to normal wear) must be paid for by the athlete.
- 15) At the end of the sport season, all uniforms and gear must be ready to be turned in to the coach the Monday following the last game. This allows a weekend to wash the uniforms. Any uniforms turned in unwashed will cost a late fine and/or cleaning fee. Any uniforms/gear not turned in that day will result in a \$1 per item, per day late fine. Until these responsibilities are cleared, a student will not be allowed to participate in another sport.
- 16) **Any suspension results in an unexcused absence from practice and will likely result in missed playing time. Certain categories of misconduct will result in missing competition time. (See demerit section on being removed from the team.)**
- 17) P.E. credit can 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.
- 18) Sports Transportation: All athletes 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. Students may drive their own vehicles to home games or specific away games in the local community.
  - 19) 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 Berean Students on all occasions where the student is officially participating in a school-sponsored activity. The coaches have been at work all day and have assumed the extra duty of coaching a sport. Thus, it is imperative that the coaches be able to leave practices and return to their homes after games with a minimum amount of waiting for athletes to be "picked up." Therefore, families of athletes should observe the following guidelines:
    - a) All after-school practices have scheduled end times; therefore prompt student pick-up is expected and appreciated.
    - b) Expected times of return from "away" games are communicated to the athletes, therefore prompt student pick-up is expected and appreciated. Unfortunately, with "away" games unforeseen delays should be expected.
    - c) For "away" games, students should not wait to call for their ride home until they arrive back at school due to excessive delay. Rather, students should call while on route back to BCHS, allowing enough time for travel.
  - 20) Medical Release to Compete in Athletics  
The following forms must be on file in the office prior to participating in practices or contests.
    - Signed Handbook Agreement
    - Signed Medical Release form
    - Signed Doctor's Statement/physical examination form or Refusal to Consent Form (see below)
    - Signed Acknowledgement of Risk form

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, but whenever there is a 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.

See the separate form on the back of the Handbook Agreement.

**WARNING TO STUDENTS AND PARENTS:  
SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY  
RESULT FROM ATHLETIC PARTICIPATION.**

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 or 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**

### **Motor Vehicles**

Student-driven cars or motorcycles must be parked in the student-assigned parking space until school is dismissed. **These vehicles are completely off-limits once school starts and may be accessed only with permission.** Cars are not to be sat in or driven around in the parking lot unless the student is leaving. Careless 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, or revocation of parking privileges. The school does not assume responsibility for students riding to and from school or going to school/class-sponsored functions. 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.**

### **Santa Fe Street**

Our neighbors on Santa Fe Street, a short residential street across from the school, have requested that students not use their street. Please respect their wishes.

### **Parking**

Parking permits are required, and are obtained in the front office for \$2. Parking in "no parking" zones will result in fines. Demerits may be given for the following:

- 1) No parking permit
- 2) Illegal parking
- 3) Parking in an undesignated spots

If someone has parked in your assigned parking place, please park in the visitor parking in front of the school office and alert a secretary until an administrator can remedy the situation.

Stopping for student pick-up and drop-off is reserved for the right lane in the front parking lot or on the street and **not in the student parking area.**

### **Bicycles**

Inside parking for bicycles is not available. Chain locks (looped around posts) are recommended.

### **Out-of-Town Activities**

Students **participating** in an out-of-town school sponsored activity, must 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. (This policy does not apply to spectators.)

### **Bus Transportation**

State bus rules are observed by BCHS. Conscientious compliance with these rules will contribute to the safety of all involved. Violations will result in the loss of bus privileges. 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 the student's requested bus service.

### **Bus Rules**

- 1) Students riding any BCHS shuttle bus shall:
  - a) wear a seat belt if available.
  - b) not stand or move around while the bus is in motion.
  - c) not extend parts of their body out of the seat area or out of the bus.
  - d) keep their feet on the floor and shall face the front of the bus.
  - e) remain seated until the bus comes to a complete stop.
  - f) always use handrails, especially in wet weather.

- g) not engage in loud conversation or other loud noises.
  - h) not make remarks to people off the bus or to passengers on the bus after leaving the bus.
  - i) not distract the driver in any way. The driver **MUST** be able to see and hear at all times.
  - 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 other 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.
  - o) not deface or destroy seats, sidewalls, roof, or any part of the bus.
  - p) remain quiet when driver puts overhead lights on.
  - q) not bring animals, snakes, etc. on the bus.
  - r) keep their hands to themselves and off of the property of others.
- 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. They should 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. The following may be used as a guide to discipline:
    - a) One citation – a verbal and written warning (written on the student's RenWeb record)
    - 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 suspensions will be enforced.
  - 6) The driver retains the sole authority for issuing the citations. The school administration will support the driver's decision in these matters.

*Let your heart therefore be wholly true to the LORD our God, walking in his statutes and keeping his commandments, as at this day.*

I Kings 8:61, ESV

*Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.*

Colossians 2:6-7, ESV

# ACADEMIC INFORMATION

## GRADES, REPORTS, AND ELIGIBILITY

### Class Selection

Independent Study Program (ISP) students will not be permitted to select classes until after full-time students have registered.

### Report Cards

Students will receive a report card every nine weeks showing their achievement in each of their subjects. Cards usually arrive in the mail two weeks after a grading period.

### Citizenship Grading Scale

Students will receive conduct marks in all classes on each report card.

The most important goal of a Christian teacher is to help each student learn how to glorify God through living exclusively for Him. To this end they teach, counsel and exhort. But it is not their place to measure or reward spirituality. In this most important area, God alone is judge.

Teachers are responsible for judging individual student conduct, firstly in their own classes, but also anywhere on campus. While there should be a correlation between spirituality and classroom conduct, experience proves this is not always the case. Therefore, a student who does not know the Lord may receive a "good" rating while a "poor" is given to one who does know Him and may even be growing in Him, but who has not yet learned to control his conduct.

Although conduct ratings are inherently subjective, teachers strive to be unbiased and consistent. Students or parents with questions in regard to the student's conduct rating, are encouraged to meet with the teacher privately to discuss the matter.

Improvement in conduct will be taken into account and commended, but mere improvement is not enough to excuse poor conduct. This communicates to the student, "We don't believe that you can do any better."

#### 1) **"Conduct is Good"**

This student has a positive influence on the class. He may be quiet and studious, or he may have a lot to say, but what he says does not (except on rare occasions) distract from the subject. He is courteous to the teacher and fellow students. He is quick to apologize (quietly and sincerely) when he has behaved inappropriately. His attitude is usually positive. On the rare occasions when he is "having a bad day", he is still not discourteous. He does not demand constant attention.

#### 2) **"Conduct Needs Improvement"**

This student also has a positive attitude. He may have a tendency to talk when he should not, to read a book in class when he should be listening, or to be overly aggressive when giving his opinion. He may want frequent passes for things he has forgotten. But his errors tend to spring from lack of responsibility or control, rather than from antagonism, rebellion or discourtesy. He responds well to correction and makes an effort to control his conduct. He is not a chronic disrupter of class or one who makes it difficult for the teacher to teach. Three or more unexcused tardies will lead to this rating.

### 3) **"Conduct is Poor"**

Any of the following is grounds for a "poor," especially if it happens repeatedly:

- a. Frequent talking or disrupting (even if the student is friendly).
- b. Discourtesy or insolence (even when veiled or subtle).
- c. Any attempt to undermine a teacher's control.
- d. Insisting on being the center of attention.
- e. Willful disobedience or deliberately delayed obedience.
- f. Unwillingness to accept responsibility for an action.
- g. Arguing (in class) when corrected, told to sit down or to stop talking. (A courteous defense of his action at the right time is NOT out of order.)
- h. Dishonesty.

### **Principal's Honor Roll**

A student will be listed on the first semester and second semester Principal's Honor Roll if he has a 4.00 grade point average without any drops in his current work.

### **Honor Roll**

A student will be listed on the first semester and second semester honor rolls if he has a 3.5 grade point average or more without any F's or drops in his current work.

### **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 cards will be announced in the Daily Bulletin. For more information go to [www.csf/cjsf.org](http://www.csf/cjsf.org).

### **Progress Reports**

Parents may observe their student's progress at any time during the school year by logging on to their RenWeb account.

### **Semester Exam Schedules**

At the end of each semester, the student will receive a schedule of the final exams. The schedule will also be published in the Daily Bulletin. Each student must take an Exam Notification Form home and return it to school with a parent signature. 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 be in their regularly assigned classrooms.

### **Academic Probation**

Any student not maintaining a 2.0 GPA at the end of the semester will be placed on academic probation.

Students who are on academic probation may be required to maintain a daily assignment book which can be reviewed by the Director of Academic Affairs at any time. Students on probation will be scheduled for a conference with the Director of Academic Affairs.

Students who have been in attendance at BCHS for more than one semester on academic probation will be required along with their parents to meet with an Academic Review Board to determine the cause of unsatisfactory performance and to establish goals for improvement.

Students who do not show continuing improvement after meeting with an Academic Review Board may not be retained at BCHS.

### **Eligibility and Probation**

On the basis of tests and transcription evaluations, it is assumed that students enrolled at BCHS are able to maintain a minimum of a 2.0 grade point average. Students whose grades fall below a 2.0 at the end of any grading period may not be eligible to participate in extracurricular activities such as sports competitions (including as managers or statisticians) and student body and class officers. When both a quarter grade and a semester grade end a grading period, eligibility is based on the semester grade. Eligibility for fall sports 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 to two consecutive quarters.

### **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 in September - 45 credits for 10<sup>th</sup> grade; 110 for 11<sup>th</sup> grade; 175 for 12<sup>th</sup> grade.

If a student is not promoted in September, he may be promoted in January by having 80 credits for 10<sup>th</sup>, or 145 for 11<sup>th</sup>. If a student can complete graduation requirements by passing all his second semester classes, he will be promoted to 12<sup>th</sup> 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 will automatically receive a zero and will be averaged as such. Exceptions to this policy may be made by the administration.

### **Transcripts**

Graduating seniors may request one transcript to be sent free of charge; the request should be made in writing to the office.

### **Graduation Deficiencies**

A senior who is lacking ten credits or less of BCHS' graduation requirements will be allowed to participate in the graduation ceremony. The diploma will be withheld until the required credits are completed.

### **Class Changes**

Class schedules may be changed during the first two weeks of a semester if reasonable cause exists. Students must use the approved schedule change form available in the Office of Academic Affairs and obtain all necessary approvals and signatures before changes may be considered. Classes dropped after the first two weeks of a semester will result in a WP (withdrawal pass) or a WF (withdrawal fail) posted to a student's transcript.

### **Advanced Placement (AP) Course Requirement**

Enrollment in any AP course constitutes a **one year** commitment, not one semester. Check the Course Catalogue for pre-requisites.

### **Teacher Assistant (TA) or Peer Tutor**

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

### **Make-up Credits**

Any student receiving an F can receive credits toward graduation by successfully repeating that subject in summer school, through an approved correspondence course, or during the following year.

### **Summer School**

A student may elect to make up any failing grade by completing the necessary course through correspondence 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 approved by the Director of Academic Affairs in advance.

### **Counseling**

Administrators, teachers and office staff are happy to assist students with any problems that they might have, whether academic, social or spiritual. The Bible encourages us to fulfill the laws of Christ by bearing one another's burdens (Galatians 6:2). Students are encouraged to share their burdens and problems confidentially with counselors who have their best interests in mind and will give guidance consistent with God's Word. Academic, vocational and college counseling is available as well. Group counseling may be done in a class situation when many of the students are facing the same problems (i.e., college applications). Further information is available in the College/Career Center.

### **College Entrance Exams**

Each student should find out what exam is required by the college of his choice. Information and application blanks for the ACT and SAT tests are in the College/Career Center or at [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org). The BCHS code number for both SAT and ACT is 053683. The Preliminary Scholastic Aptitude Test/National Merit Qualification Test is administered in October; all college-bound juniors are encouraged to take this test in preparation for the college entrance tests. ACT's PLAN test is administered to all sophomores on the same testing date.

All students should plan to take a college entrance exam no later than October of their senior year; even if the student does not go to college for several years, this test will remain valid. Many colleges require exams to be taken in the spring of the junior year or early in the senior year. The UC system requires three SAT II subject exams.

## **SENIOR PRIVILEGES**

### **College Visitation**

A planned absence (p. 10) is allowed for seniors or juniors to visit colleges of their choice. Representatives from several colleges also visit on campus each year to meet with interested students.

### **Class Retreat**

The senior class is permitted to take two specific days off from school for a retreat. The class and sponsors plan the retreat and present their plan to the school administration for approval. Casual, modest dress is appropriate for this activity as described for special school activities. Seniors with 75 or more demerits, or with an F in a required course one week before the retreat may not be eligible.

### Quarterly Class Lunch

The senior class officers may plan, with prior administrative approval, an off-campus lunch once a quarter. The exact times of departure and arrival will be announced before the event. **Each participating student must have his teachers' approval for any class that will be missed.**

### Weekly Off-campus Lunch

With parental permission a senior may have lunch off-campus once a week. The student may not leave until after the dismissal bell for lunch and must return in time for 5<sup>th</sup> period. A new permission note is required each week. Students must sign out and in at the front office.

**Any senior needing disciplinary action pertaining to off-campus privileges loses 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 will be forfeited for the remaining weeks of that semester as well as for the entire second semester.

### Exemptions

Any senior with a B or better average for his final semester in a class may be exempt from taking that final exam unless he drops to a fourth quarter C or lower. Students are encouraged to take the final exam if there is a possibility of improving a grade from a B to an A.

### Off-Campus Periods

All students are expected to attend BCHS for a full seven-period day with the following exception: **Seniors** may be granted permission to attend five periods at BCHS if they are participating in a college class, an ROP class, or have job obligations. These students must have parental permission to be off campus and school permission verifying that they are meeting all graduation requirements. Students may opt to be off campus either at the beginning of the day or at the end of the day.

Students are not allowed to be on campus during the periods they are assigned an off-campus schedule. Students who are off campus in the morning are responsible **to sign in** at the office before entering classrooms; they are also responsible for knowing the information in the daily bulletin including which bell schedule is in effect each school day. Students who are off campus in the afternoon are not permitted to remain on campus following the dismissal of their last period classes nor are they permitted to return to the parking lot to pick up other students. If it is necessary to pick up siblings, etc., they must be picked up on El Divisadero Avenue. Students who are required to return after school for athletic practices and games may park in the school parking lot at that time.

## **SPECIAL ACADEMIC OPPORTUNITIES**

### **Personal Pace Curriculum (P.P.C.)**

In addition to BCHS regular courses, Personal Pace Curriculum courses are offered; these are primarily used to make up failing grades or to resolve a scheduling conflict.

### **Resource**

Resource is for students with diagnosed learning difficulties or those lacking skills required for high school work. These classes are scheduled by the Counselor and by the resource teacher to meet special needs.

## **GOOD GRADES RESULT FROM GOOD STUDY HABITS**

**For better grades, develop and practice the following proven study habits:**

- Give full attention to work
- Use every minute of class time
- Know and understand the assignment
- Have a regular quiet place to study at home
- Do not study with distractions (e.g. no concurrent use of iPods, texting, TV, online social networks, etc.)
- Set a regular time to work
- Don't procrastinate
- Be prepared; have all materials handy
- Start with prayer
- Allow ample time for each assignment
- Do the toughest assignment first
- Take short breaks as needed
- Be mindful of neatness
- Complete the assignment in its entirety and hand it in on time
- Read to understand
- Use the dictionary
- Know what each word means
- Review
- Try to recall from memory
- Review again
- Test yourself
- Review again if you need it
- Keep a perpetually current "to do" list
- Be accurate
- Be strict with yourself
- Success is earned through applied wisdom, effort, and diligence

### **WISDOM THAT LEADS TO SUCCESS:**

*Commit your work to the LORD,  
and your plans will be established.*  
Proverbs 16:3, ESV

## GRADUATION REQUIREMENTS OF BCHS

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

### 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. In order to be best prepared for college, it is advisable that students take classes in leadership beyond their involvement in a variety of extra-curricular activities.

## **EMPLOYEE/STUDENT SEXUAL HARASSMENT POLICY**

This policy pertains to all of the following relationships: Employee to Employee, Employee to Student, and Student to Student.

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.

### **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:

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

### **Employee-student Sexual Harassment**

Employee-student sexual harassment is prohibited.

### **Student-student Sexual Harassment**

Student-Student sexual harassment is prohibited.

### **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 promptly report the matter to one of these school officials: the Principal, the Assistant Principal, the Dean of Women, 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, however, 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.

# Notes



# BEREAN CHRISTIAN HIGH SCHOOL

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