



**BOOKCLIFF**  
CHRISTIAN SCHOOL

**2018- 2019**

**K-5th**

**Family Handbook**

**Proverbs 22:6**

“Train up a child in the way he should go and when he is old he will not depart from it.”

## Table of Contents

<p><b>Introduction.....3</b></p> <ul style="list-style-type: none"> <li>About Us</li> <li>Statement of Faith</li> <li>Mission Statement</li> <li>Vision Statement</li> <li>Bookcliff Baptist Church</li> <li>Advisory Team</li> </ul> <p><b>General Policies.....5</b></p> <ul style="list-style-type: none"> <li>Admission</li> <li>Office Policies</li> <li>Fundraising</li> <li>Inclement Weather/ School Closing</li> <li>Marketing, Public Relations, Branding and Logo Usage</li> <li>Miscellaneous Expenses/Fees</li> <li>Parent-Teacher Fellowship</li> <li>Asbestos Plan</li> <li>Safe School Commitment</li> <li>Security</li> <li>Traffic Safety</li> <li>Responsibility for Debts</li> <li>Tuition Assistance</li> <li>Tuition Payments</li> <li>Withdrawal or Dismissal</li> <li>Visitors</li> <li>Website</li> </ul> <p><b>Academic Policies.....8</b></p> <ul style="list-style-type: none"> <li>Grade Reporting Schedule</li> <li>Grading Scale</li> <li>Homework</li> <li>Plagiarism</li> <li>Cheating</li> <li>Retention</li> <li>Standardized Testing</li> </ul> <p><b>Attendance, Arrival and Dismissal.....10</b></p> <ul style="list-style-type: none"> <li>School-Age Drop Off &amp; Pick Up Procedures</li> <li>Attendance Policies</li> <li>Before and After School Care Program</li> <li>Illness During the Day</li> </ul> <p><b>Bible &amp; Curriculum.....12</b></p> <ul style="list-style-type: none"> <li>Chapel Program</li> <li>Curriculum</li> </ul> <p><b>Conduct.....13</b></p> <ul style="list-style-type: none"> <li>Behavior Guidelines</li> <li>Classroom Standards</li> <li>Discipline Policies</li> <li>No Bullying Allowed Policy</li> </ul>	<ul style="list-style-type: none"> <li>Elementary Dress Code Guidelines</li> <li>Dress Code Non-Compliance</li> <li>Free Dress Day</li> </ul> <p><b>Additional Information for Elementary Students.....16</b></p> <ul style="list-style-type: none"> <li>Abuse: Reporting and Investigating</li> <li>Suspected Child Abuse</li> <li>Immunization Policy</li> <li>Prescription Medication Policy</li> <li>Cafeteria &amp; Friday Lunch Program</li> <li>Conferences</li> <li>Lost and Found</li> <li>School Phone Use</li> <li>Electronic Devices</li> <li>Emergency Procedures</li> <li>Field Trips</li> <li>Flyer Distribution &amp; Solicitation</li> <li>Phone Number &amp; Address Policy</li> <li>Parent Dress at School Events and Activities</li> <li>Parties and Party Invitations</li> <li>Pets on Campus</li> <li>Pledges</li> <li>Problem Resolution</li> <li>Parent-Teacher Communication</li> <li>Technology Services</li> <li>Curriculum Fees</li> <li>Awards</li> </ul> <p><b>Appendix A: Technology RUP.....20</b></p> <p><b>Appendix B: Sections V-XVIII of the Statement of Faith.....21</b></p> <p><b>Appendix C: Examples of Dress Code Violation Form and Discipline Referral Form.....24</b></p> <p><b>Appendix D: How to use Brightwheel: school communication/paperless billing.....25</b></p> <p><b>Tear-off: 2018-19 School Policy Commitment.....26</b></p> <p><b>Tear-off: 2018-19 Club Bobcat Contract and pricing.....27</b></p>
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## INTRODUCTION

### About Bookcliff Christian School & Preschool

Bookcliff Christian School was founded on August 31, 1988 under the leadership of Gary Reichard. Bookcliff Baptist Church desires to provide excellent academic and Biblically based education to the Grand Valley.

God has blessed the school tremendously since it's inception. During the first year, Bookcliff was only a one room school. Since that time, thirteen classrooms have been added. Our curriculum has expanded to include music, physical education and computer lab as well as various extracurricular activities. At Bookcliff Christian School, students receive a quality, well-rounded education rooted in Christian values and character building preparation.

### Statement of Faith

Bookcliff Christian School follows Bookcliff Baptist Church's Statement of Faith.

**I. The Scriptures:** The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation. Exodus 24:4; Deuteronomy 4:1-2; 17:19

**II. God:** There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### *A. God the Father*

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men. Genesis 1:1; 2:7; Exodus 3:14

#### *B. God the Son*

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord. Genesis 18:1; Psalms 2:7; 110:1.

#### *C. God the Holy Spirit*

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that

God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service. Genesis 1:2; Judges 14:6

**III. Man:** Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6

**IV. Salvation:** Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed. Genesis 3:15; Exodus 3:14-17; 6:2-8

***(For sections V-XVIII of the statement of faith see Appendix B)***

### **Mission Statement**

The mission of Bookcliff Christian School is to glorify God by loving and teaching His children to grow in wisdom, in stature and in favor with God and man. Luke 2:52

### **Vision Statement**

Bookcliff Christian School is creating a generation of student leaders in the Grand Valley through a rigorous education and right understanding of the Bible, who are impacting the community, the culture, and the world today.

### **Bookcliff Baptist Church**

Bookcliff Christian School is a ministry of Bookcliff Baptist Church. Bookcliff was the first Southern Baptist Church established in the Grand Valley. If you are looking for a church home, we cordially invite you to attend a service or to contact the church for a personal call or visit. The ministries of the church include Sunday morning worship services, Sunday School for all ages (married and single), Awana, youth ministry, nursery care, Wednesday prayer meetings, women's ministry, mission trips and outreach programs.

### **Advisory Team**

The Advisory Team is comprised of at least six to eight members who are born-again Christians and members of Bookcliff Baptist Church. The members are chosen and confirmed through the constitutional

processes of Bookcliff Baptist Church. They are men and women of prayer who offer their time and talent as they serve God at BCS.

## GENERAL POLICIES

### Admission

Applications are available online and in our school office. In addition to the application, parents need to submit:

- A registration fee of \$55
- Current immunization records
- Copy of the student's birth certificate
- General health form

New applicants are required to be tested by the grade level teacher to see if he/she is ready to proceed to the expected grade level or if he/she would be a good fit for our programs. A yearly curriculum fee of \$225 and the first month's tuition of \$375 are due immediately upon acceptance.

### Kindergarten Entrance Policy

If you are new to our program your child must be five by August 15<sup>th</sup> and be approved ready for kindergarten either by the BCS Preschool or by the current interviewing kindergarten teacher to be eligible to enter kindergarten.

If your child has been enrolled in our preschool for a full year, as they are frequently evaluated in social, emotional, and academic areas by our preschool teachers and prepared for kindergarten, their birth date has been approved, and the child has also been evaluated and approved by our kindergarten teacher, then they may enroll in Kindergarten.

### Office Policies

Office hours are 7:30am-4:00pm or by appointment. Please make every effort to transact business during these hours. The voicemail is on 24 hours a day. Students should go to the office only on business or with a parent. Preschool, school, and church offices are off limits to all students unless they have a pass from their teacher or administrator.

### Fundraising

The costs involved in operating Bookcliff Christian School significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that the school community support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. Typically, the Parent Teacher Fellowship (PTF) hosts one large fundraiser each school year and Bookcliff Baptist Church hosts an annual golf scramble and silent auction every May. If everyone participates, these two fundraising events should provide enough to allow BCS to continue offering an outstanding educational experience without needing to raise tuition significantly from year to year.

Various organizations and companies around town and online give back to schools, here are the procedures for how to be included:

**City Market-** If you have a value card, go online to register your card number with our school. Present this card at every time you checkout and a portion will be donated to BCS every quarter.

**Amazon Smile-** When shopping online, go to [smile.amazon.com](https://smile.amazon.com) and register Bookcliff Baptist Church as your preferred organization. As you shop a portion of your total will be given to BCS.

**Office Depot**-When purchasing at Office Depot mention the "Back to Schools Program." They will then look up our school ID number and give BCS 5%.

### **Inclement Weather/School Closing**

In the event of inclement weather, delays and cancellation notifications will be sent via a Brightwheel message and e-mail. The notice will also be posted on the school Facebook page. Parents always have the option of keeping students home if they consider the roads or conditions hazardous. Students who do not attend school will be marked absent but have the opportunity to complete make up work without penalization. If district 51 is closed due to weather then BCS is as well.

### **Marketing, Public Relations, Branding and Logo Usage**

The school administrator and church pastor oversee branding, logo usage, marketing, communications and public relations efforts, and is the official media contact for BCS. All media inquiries should be directed to the administrative team. In order to maintain consistency and to ensure the communication of accurate information, parents, students, faculty, staff and coaches are not authorized to issue press releases or otherwise communicate for or on behalf of the school or any school program, team or group unless specifically authorized to do so by the school administrator.

ATTENTION: Permission to use a student's photo or image for publication, video and other marketing purposes by authorized BCS personnel is granted by signing this handbook's agreement unless Bookcliff Christian School is notified in writing that permission is denied by the student's parent or guardian.

Permission to use the Bookcliff Christian School logo, or any other logo associated with the school must be obtained to represent Bookcliff Christian School.

### **Extra Fees**

In addition to tuition there are other fees for extra-curricular services or activities during the course of the school year. These may include food services, intramural sports, performing arts participation, elective class fees, school picture packages, yearbooks, class functions, athletic events, music programs, plays, etc. Most of these activities are optional. The school makes every effort to keep these expenses to a minimum.

### **Parent-Teacher Fellowship (PTF)**

The purpose of the Parent-Teacher Fellowship (PTF) organization is

- to build and strengthen a spirit of unity among BCS families.
- To provide encouragement and support for BCS teachers, staff, and students.
- To enrich and promote quality Christian education and personal growth at BCS.

PTF is a valuable asset to Bookcliff Christian School and is a wonderful way to be involved and volunteer.

### **Asbestos Plan**

Bookcliff Christian School is an asbestos-free school. To comply with state and federal regulations, we have an asbestos management plan. If you wish to see the plan, please contact the school office.

### **Safe School Commitment**

Bookcliff Christian School is committed to establishing and maintaining a safe learning environment. Therefore, BCS reserves the right to routinely inspect and specifically search school buildings, grounds, and lockers, as well as anything brought onto school property or school facilities in accordance with the Colorado state law.

## **Security**

The only access into the school building during school hours (7:30-4:00pm) is through the clearly-designated school entrance on the southwest corner of the building. For entrance into the building during early drop-off (6:30-7:30am) or late pick-up (4:00-6:00pm) for Club Bobcat, parents/guardians must be buzzed in through the northwest door of the building. All other doors are locked. Please do not knock for entrance at other doors.

All parents, guests and other visitors to school must sign in at the school office and wear an identifying badge while on campus. Visitors must also sign out, return the badge, and leave campus through the designated entry door. For additional security, the hallways and classrooms are monitored 24 hours a day by cameras.

## **Traffic Safety**

It is imperative that all drivers travel in a slow and controlled manner while on campus. Please observe signs, refrain from all forms of distracted driving, and be vigilant in watching for children. When in the drop-off/pick-up line, parents must stay in their cars. If you need to buckle your child into their seat you may do so in the parking lot. Teachers are not permitted to carry on conversations with drivers during drop-off/pick-up times. If you need to speak with a teacher, please set up a separate time to do so.

## **Responsibility for Debts**

All families are expected to meet all financial responsibilities promptly. This includes tuition and lunch fees, and other obligations.

## **Tuition Assistance**

BCS provides financial aid by funds raised through the annual Rusty Crick Memorial Golf Tournament, voluntary giving, and the ACE Foundation. Applications are available by request upon registering and will be reviewed by designated committees.

## **Tuition Payments**

Tuition and other fees are necessary in order for BCS to fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

- All payment plans begin on July 1. Subsequent payments are due the 15th day of each month.
- Payments can be made through your online parent account, check, cash or money order.
- A late fee of \$25.00 with interest may be placed on an account if there has been no payment or communication with the office made by the 15th of the month.
- If you are paying for more than tuition, please make a note on your check stating the amount and purpose of the additional money. All checks should be made payable to Bookcliff Christian School (BCS) unless other instructions have been given, e.g. school pictures.
- If your account is delinquent more than 30 days, you will have 5 days to pay the past due balance in order for your child(ren) to remain in school.
- All returned checks are subject to a return check fee of \$25.00 and subsequent payments must be paid with cash or money order.

## **Withdrawal or Dismissal**

In the event a parent finds it necessary to withdraw a student from Bookcliff Christian School, it is necessary that the following procedure be followed:

1. A written withdrawal form must be completed.
2. Have written withdrawal form signed by office personnel
3. All books and other school property must be turned in to the office or teacher.
4. Accounts must be rectified through office billing.

Records will be processed once this procedure is followed. Ending class attendance does **not** constitute withdrawal nor does it end financial responsibility. Withdrawal **must** be completed through the office.

A student may be asked to withdraw if his/her attitude has been judged by the administrator to be inconsistent with the goals, beliefs, or the rules of the school. Dismissal may also result if tuition payments are delinquent by 30 days and suitable arrangements have not been made through the school office. **Report cards and transcripts will not be issued until tuition payments are paid in full.**

In the case of withdrawal or dismissal, the school office will make refunds of paid tuition less adjustments for the damage or loss of any school property. Refunds for tuition will be made on a prorated, per day basis, less the assessment of \$50.00 for withdrawal.

### **Visitors**

Parents are encouraged to visit the school at lunch or volunteer for their child's classroom. These plans must be made 24 hours in advance by contacting the office and the classroom teacher. To keep classroom disruptions to a minimum, parents must check in properly through the office before entering a classroom for any reason. People other than parents wishing to visit or observe a teacher or classroom must have approval from the administration. The classroom teacher will be notified of such a visit. BCS does not allow visitors or volunteers into the classroom during the first four weeks of school. Consideration will be given for special needs students. Siblings who visit the school must stay with their parent at all times, especially on the playground. Students especially love to have visitors during lunch. Please consider joining us!

### **Website**

The official website for Bookcliff Christian School is located at [bcsbobcats.org](http://bcsbobcats.org). **ATTENTION: Permission to use a student's photo or image for publication, video, and other marketing purposes by authorized BCS personnel is granted by signing this handbook's agreement unless Bookcliff Christian School is notified in writing that permission is denied by the student's parent or guardian.**

## **ACADEMIC POLICIES**

### **Grade Reporting Schedule**

Report cards for Elementary students, for both academic achievement and conduct, will be sent home with the student after each nine-week period. At the end of the school year report cards will be mailed if all obligations have been met. Progress can be monitored through our online grade book and can be accessed at anytime. Because of this, progress reports will only be printed upon request.

### **Grading Scale**

For grades 1-5, the following scale will be applied.

<b>A</b>	92-100%	Superior
<b>B</b>	83-91%	Above Average
<b>C</b>	74-82%	Average
<b>D</b>	66-73%	Below Average
<b>F</b>	below 65%	Failure

In addition to letter grades for first through fifth grades, students are also assessed through skill attributes. For Kindergarten, a skill attribute scale will be used in place of letter grades. The scale is as follows:

**O** – Outstanding: Student demonstrates an extensive understanding of concepts taught. Performance is of consistently high quality.



**S** – Satisfactory: Student demonstrates a clear understanding of concepts taught. Performance is consistently of good quality. Student is making steady progress towards mastering the content.

**P** – Progressing: Student demonstrates a limited understanding of concepts taught. The student requires additional assistance in the classroom to develop understanding and/or complete work.

**U** – Unsatisfactory: Student is not making progress and is not meeting grade level standards.

**N/A** – Not Assessed/Not Applicable

**Music** – Music grades are based on criteria in four main areas including: Rhythm/Beat, Singing, Playing Instruments and General Music Knowledge. Each area is evaluated according to a rubric that describes levels of proficiency. Copies of the rubrics are available upon request.

*\*\*Participation in music program performances is required for all students.\*\**

**Physical Education** – Grades in physical education are compiled based on sportsmanship, performance, and skill. A rubric that describes levels of proficiency is used to determine grades. Copies of the rubrics are available upon request.

**Art** – Art grades are based on performance, contributions, and participation.

**Library** – No grades are assigned in Library.

**Computer** – No grades are assigned in Library for Kindergarten through second grade. Third grade through fifth are given skill attribute grades for adherence to proper use guidelines, knowledge, and practice of internet safety, performance, behavior, and skill.

**DRA Testing-** Students' reading levels are assessed from the end of their kindergarten year through fifth grade using the Developmental Reading Assessment to track their reading progress through their elementary education.

**Standardized Testing-**BCS assesses the third through fifth grade in the spring through Terra Nova SAT and InView testing. This is a national standards based assessment.

### **Homework**

We believe homework serves many purposes. It enables parents to actively engage in their child's education and it teaches fundamental skills such as organization, task completion, time management, and responsibility. Even though homework is helpful for many reasons, we value family time and will make every effort to keep homework to a minimum. Generally speaking, a student can expect 10 minutes of homework per grade level. (Example: Second grade can expect approximately 20 minutes of homework per night.) The need for homework is left entirely up to the discretion of the teacher and the circumstances surrounding his/her classroom. If your student is spending longer than expected on homework, please kindly discuss your concerns with his/her teacher.

**Cheating-** Discipline procedures for a student who is found cheating will be, but are not limited to: office referral; zero on the assignment for both parties involved; parent conference; a half-day In-School Suspension. Repeat offenders can expect increasingly severe consequences.

### **Plagiarism-**

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement or documentation. Plagiarism is cheating. Discipline procedures for plagiarism include but are not limited to: office referral and/or zero on the assignment. Students will be expected to complete the assignment in their own words.

How to avoid Plagiarism:

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.
- Document information you have paraphrased or summarized. This includes ideas and expressions that you adapted from your sources.
- Consider Biblical instruction: "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."  
II Timothy 2:15 (NIV)

### Retention

Satisfactory progress and developmental readiness determine promotion of students to the next grade. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. After a group consultation with the classroom teacher, parents, and principal, it will be determined whether a student is to be passed or retained.

According to Colorado state law, students must attend 968 hours or 138 days of school in grades 1-5 to be promoted to the next grade level. Kindergarteners in a full day program must attend 900 hours or 128 days to promote to first grade. Students that do not meet the hourly requirement will be retained.

## ATTENDANCE, ARRIVAL AND DISMISSAL

### School-Age Drop-Off and Pick-Up Procedures

- **6:30am -7:45am Early Morning Care** will be provided by Club Bobcats.
  - Club Bobcats will use the Northwest door entrance.
  - Club Bobcats morning care will be located in one of our Preschool Classrooms.
  - Children must be enrolled in Club Bobcats in advance to participate. Enrollment is processed by the Bookcliff Christian Preschool Director. Please contact our office at 970-243-2999 with any questions.
  - **The standard fee for all children is \$7.00 per hour.**
  - Each child must be escorted to the classroom and clocked into BrightWheel upon arrival.
- **7:45-8:00am Drop-Off:** Children should be dropped off in the back of the building: Drive around from the South side into a single lane. We ask all parents to pull up slowly and safely while watching for children getting out of vehicles. Have your child exit the car and walk immediately to the sidewalk. Students must then walk down the sidewalk to the teacher on duty before they have permission to cross and enter the playground or go inside the building. This procedure must be followed to ensure the safety of all children in the drop-off line.
- **3:00pm Pick-Up:** Students will be escorted by their teachers to the crosswalk at the back of the building. Parents pull through the line from the South side of the building into the lanes. You will be provided with a yellow card stating your child(ren)'s first and last name(s), grade(s) and number of children in the family. Please keep this card in the front driver's side window during the pick up process for the first semester. Any students not picked up by 3:10 will be checked into the Aftercare program and families will be charged accordingly.
- **3:00pm-6:00pm Aftercare Program** will be provided by Club Bobcats.
  - Club Bobcats will use the Northwest door entrance.
  - Club Bobcats will use a variety of on-site locations for aftercare including the classrooms, gym, computer lab and playgrounds.
  - Children must be enrolled in Club Bobcats in advance to participate. Enrollment is processed by the Bookcliff Christian Preschool Director. Please contact our office at 970-243-2999 with any questions.
  - **The standard fee for all children is \$7.00 per hour.**
  - Each child must be escorted out of the building and clocked out of BrightWheel upon departure.

### Attendance Policies

Bookcliff Christian School expects all students to attend school regularly. Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students to be present every day.

If your child is absent, please call the school office (970-243-2999) before 9:00am. The final decision regarding whether an absence or tardy is excused or unexcused will be made by the office.

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. The principal will monitor attendance records for students accumulating excessive absences.

**Excused Absences:** Excused absences may require a written statement from medical sources. Make up work for excused absences is due two days after returning to school. Excused Absences include:

- Illness or injury
- Extended hospital stay
- Extended contagious disease within a family
- Absence due to school sponsored activity
- Absence caused by court order or law enforcement authority
- Absence due to physical, mental or emotional disability.
- Transportation emergencies
- Death in the family
- Prearranged absences. Prearranged absences may be scheduled through the school office for a maximum of five days per year. A note is required stating the reason for the absence, the student must have an overall "C" average, and they will not be granted during exam time or other special school activities. Assignments are due two days after the student returns unless prior arrangements are made with the teacher.

**Unexcused Absences:** Unexcused absences will require make up work to be completed one day following the student's return to school. The work will be graded and then lowered by one letter grade. Work not handed in the following day will receive a mark equal to one letter grade lower for each day late.

**Accumulated Absences:** Absences involving chronic illnesses, contagious diseases, or those exceeding five consecutive days require a doctor's statement. If a student accumulates more than twenty absences, whether excused or unexcused, the school reserves the right to retain the student at the same grade level. We are required to call CPS after more than twelve absences.

**Tardiness:** Any student that arrives to school after 8:10 must go directly to the office for a pass to class. If the office has been notified, a tardy may be excused for the following reasons:

- Medical appointment
- Transportation emergencies

Three tardies equals one full day of absence. Two half-day absences = one full day absent

Checking in: Before 9:00am--tardy  
9:00am and after--half-day absence

Checking out: Before 11:00am--whole day absence  
11:00am and after—half-day absence  
Before 2:00pm—half-day absence  
2:00pm and after--whole day present

Habitual tardiness may result in a necessary lowering of grades in the subjects missed. The school will communicate with parents concerning habitual tardiness and its serious consequences. Students will be expected to be on time to all school functions. Oversleeping and other such reasons for being tardy will be unexcused. The office will determine whether a tardy is excused or unexcused. Habitual violation of this policy may result in an administrative conference with the parent, a written parental contract with the school, and/or dismissal of the student.

### **Leaving During School Hours:**

If a student leaves campus for any reason, he/she must bring a signed note, obtain office approval, and a parent must be present to check them out of the school office. Doctor and other types of appointments, when possible, should be arranged so they will not interfere with classes.

All parents picking up a student during class or lunchtime must:

1. Check in at the office to sign out their student
2. Receive a pass for their student to leave
3. Present the pass to the teacher, lunch supervisor, etc. before picking up their student.
4. Students returning after an appointment must be signed back in through the office.

### **Early Morning Care & Aftercare “Bobcat Club” Program**

Any child brought to school prior to 7:45am must be included in the Club Bobcat extended care program and any child not picked up by 3:10pm will be admitted to the Club Bobcat Program. The rates for these programs are listed in the appendix of this handbook in the school brochures which may be obtained through the school office.

### **Late and Alternate Rides for Pick-up**

If someone other than the child’s regular ride will be picking him or her up, parents need to call the office or send a note with their child. Parents also need to call the office if emergencies arise and they will be late. No students are allowed to be unsupervised in the hallways or classrooms before or after school including the time between school and activities.

### **Illness & Serious Accident During the Day**

Students with suspected contagious illnesses, vomiting, or temperatures over 100 degrees will be sent home. Parents must come immediately to pick up their child when called. Parents **must** notify the school if the child has been diagnosed with any communicative disease so others exposed may be alerted.

In the case of a serious accident, a teacher will bring the student to the office as quickly as the teacher feels the student can be safely moved. If there is any doubt as to whether the student should be moved, the teacher will stay with the student and send another student to the office. Parents will be notified immediately. Though we hope to never need them, emergency medical releases are kept on file in the school office and will be used if the situation warrants care beyond what can be offered at school.

***It is imperative that parent/guardian contact information is kept current. Please notify the office if your contact information changes throughout the school year.***

## **BIBLE & CURRICULUM**

### **Chapel Program**

All elementary students attend a weekly Chapel program. Chapel is a time of worship through music and a message from our School Chaplain, or a scheduled speaker. Chapel for grades K-5 will be held on Wednesday mornings from 8:15 – 9:00am. On the third Wednesday of each month, the school and preschool join together for a time of combined prayer and praise at 8:45am. During this time, the entire building joins together to sing worship songs and pray for our school, local community, the world and any requests on the students’ hearts. Parents and family members are always welcome to join us for chapel.

### **Curriculum**

The curriculum used at Bookcliff Christian School is carefully selected from a variety of Christian publishers including but not limited to Positive Action, Bob Jones University Press, Abeka Book, and Association of Christian Schools International. Following a traditional classroom approach, great emphasis is placed on the basic fundamentals of spiritual and academic education, and character development. We offer a strong phonics-based reading program as well as an solid, traditional mathematics program. Together, these provide an excellent foundation for advanced work. In addition to laying the groundwork for academic success, we strive to intertwine biblical knowledge throughout every subject so students are acutely aware of the importance of faith and how it affects every area of our lives.

## CONDUCT

### **Behavior Guidelines**

Discipline at BCS is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in accordance with Christian principles guided by scripture.

Appropriate and acceptable behaviors are God-honoring and allow students to grow in favor with God and men (Luke 2:52). Parents and students can refer to Galatians 5:22-23, Matthew 22:37-39, Colossians 3:12-14 and Philippians 2:3. Compassion, kindness, humility, gentleness, patience, forgiveness and self-control are examples of desired behaviors in our students and staff. Ultimately, our purpose is to develop students with a heart for God, who grow as Jesus did in wisdom, stature, and favor with God and men.

The majority of classroom discipline is handled by the teacher. However, a teacher may find it necessary to send home an incident referral form and send a student to the administration for one or more of the following actions:

- Discussion of problem
- Development of behavior contracts
- Supervised detention
- Conference with teacher and parents
- In-school suspension
- Out-of-school suspension

A partnership of mutual trust and respect between parents, teachers and administration is vital. This partnership involves clear and timely communication by both teachers and parents. Parents are encouraged to contact teachers with any questions or concerns. Typically situations are resolved by a call, conference or email. In the event inappropriate behavior continues, the administration will be consulted to determine a suitable course of action. Persistent unacceptable behavior may result in the student being dismissed from school.

### **Classroom Standards**

Each teacher will establish the expectations for classroom procedures and student behavior. The classroom teacher will clearly communicate these expectations with students and parents. Students' grades will include behavior.

### **Discipline Policies**

At BCS, we feel the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm, but fair and moral/spiritual values are emphasized within a loving, caring Christian atmosphere.

It is our belief that students learn self-discipline through four aspects which reflect God's principles of human behavior.

1. ORDER is the organization which provides a good environment for learning.
2. TRAINING is the process of practicing what is right.
3. CORRECTION is the discouragement of wrong behavior.
4. PRAISE or AFFIRMATION is used to encourage students to continue in obedience.

### **Bullying**

In accordance with the mission of Bookcliff Christian School, efforts are made to help students develop positive, respectful relationships with others. Appropriate interaction is taught and reinforced so students may learn how to relate to their peers in a constructive manner. Students who fail to be kind and respectful of others will be corrected, and may be encouraged to make amends to benefit their own spiritual and relational growth. BCS will not tolerate verbal, physical or social bullying behaviors in our schools. Any instances of bullying will be addressed immediately and with appropriate consequences.

*Bullying is intentional and repetitive verbal or physical mistreatment in which there is an imbalance of power, often characterized by a desire to demonstrate power over another.*

- Direct Bullying: Overt physical or verbal aggression and/or intimidation such as name calling, punching, threatening physical violence, slapping, kicking, etc. as well as inappropriate use of texting or social media
- Indirect Bullying: Characterized by the goal of social isolation through gossip, criticism, manipulation, and exclusion, as well as intimidation of those who wish to socialize with the victim.

The consequences for bullying behavior may include:

1. Verbal warning with discussion and parent notification by incident referral form.
2. Denial of activity (eating lunch in cafeteria, recess, field trip, etc.), along with parent notification.
3. Detention: 30 minutes to an hour spent inside with teacher or principal doing school work.
4. Suspension: 1-3 days of In School or Out of School Suspension.
5. Referral to the school counselor, or an outside source, with parent approval and participation.
6. Dismissal from school.

### **Preschool & Elementary Dress Code Guidelines**

*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. 1 Corinthians 6:18-20*

The goal of our dress code is to establish high Christian standards for our school and our students. The code is meant to foster a student's self-respect and to provide the opportunity for students to make a positive statement in our community.

Elementary & preschool students are required to be in dress code beginning with the first day of school. To the greatest degree possible, uniform guidelines will be followed consistently. (Effort has been made to coordinate the elementary school uniform policy with the preschool uniform program.)

Obedience, even in what may be perceived as minor things, is honoring to God and respectful to classmates who adhere to the uniform dress code. Thank you for reinforcing our core value of obedience by ensuring your child is in uniform dress.

#### PANTS, SLACKS & SHORTS

These items must be solid navy or khaki without labels. Slacks or carpenter pants are allowed. Cargo pants will not be allowed. Dark blue jeans/jeggings are not considered appropriate uniform attire. For girls, Bermuda style shorts (longer shorts that typically fall approximately one inch above the knee) are preferred. Any other style of shorts needs to fall no more than three inches above the knee.

#### SKORTS/SKIRTS/DRESSES/JUMPERS

These items must be solid navy or khaki only. Only polyester or cotton twill, knit, or jersey fabrics are allowed. The length should be no more than three inches above the top of the knee. (Solid red, navy or white leggings or solid red, navy, white, black, or grey playground shorts are required under any dress, skirt or jumper.) Tulle, lace, denim or other non-traditional uniform style skirts are not allowed.

#### SOCKS, TIGHTS AND LEGGINGS

Tights and leggings must be solid red, white or navy only. They must be worn only under a skirt or dress, never on their own. They must be void of patterns, decals, stripes, glitter, etc. Socks can be red, white, navy, or gray. Capri or ankle length leggings (solid red, white or navy) are allowed under skirts or dresses. If worn under clothing leggings or tights must remain on the entire day.

#### SHIRTS

Solid red, white, or navy blue long or short sleeved cotton knit or dri-fit polo shirts. Oxford style (button-down) dress shirts, and Peter-Pan collar blouses are also allowed. No tank tops or sleeveless shirts of any type can be worn. Elementary students must have shirts tucked in at all times. Belts are not required but are recommended.

#### BELTS

Plain brown, black or navy belts can be worn with pants and shorts but are not required. Belts should have traditional buckles.

#### SWEATSHIRTS AND SWEATERS

Only solid red, white or navy blue crew-neck sweatshirts and uniform style sweaters and sweater vests are allowed. Sweatshirts and sweaters may not have any logos or emblems outside of our school mascot. Hoodies are not permitted indoors. If a student chooses to wear a hoodie as a jacket during recess, it **must** be removed when returning to the building.

#### OUTDOOR APPAREL

Any style coat or jacket will be permitted on the playground but never indoors. Hats, gloves, scarves, and any other outdoor attire will not be permitted in the hallways or classrooms.

#### HATS

Ball caps are not permitted in the building (if worn at recess they must be taken off before entering the building). Snow hats are permitted to be worn only during recess in winter.

#### SHOES

Traditional tennis shoes are recommended for daily wear due to recess and other activities, and are required for PE days. Tennis shoes must be laced and properly tied at all times. Dress shoes may be worn on non PE days. Not permitted: Wheelie shoes, backless shoes, platform shoes, sandals or clogs and shoes with sounds or gadgets. Boots must be only black or brown, and snow boots can only be brought to be worn during winter recess times and changed upon return to the classroom.

#### HAIRSTYLES

Hair shall be neat, clean and well-groomed. Hair color should be natural. Hairstyle and color extremes are not acceptable and they cannot distract self or others.

#### JEWELRY

Jewelry should be worn in moderation. Girls may wear only one pair of traditional pierced earrings and/or a modest necklace. Bracelets and rings are not allowed because they can become toys or be broken/lost easily.

*Clothes in disrepair (examples: holes, large snags, obvious stains, etc.) are not permitted.*

If clothing items or accessories becomes a distraction or a safety concern, the teacher/principal will have the discretion to ask for a change. These and any other inappropriate dress will be addressed through a dress code violation form.

#### **Dress Code Non-Compliance**

Inappropriate dress in preschool or elementary will necessitate the following action: Teachers will complete a dress code violation form which parents will sign and return to school. On-going or serious dress code violations will be brought to the administration's attention. Administration, at their discretion, will take appropriate action which could include requesting a change of appropriate clothing to be brought to school. Failure to conform to established dress code could result in suspension.

#### **Free Dress Day**

Free Dress Day is the last Friday of each month and is an opportunity for students to have fun and express themselves through their clothing choices. Expectations of the uniform policy regarding sleeves, shoes, dress, skirt, and short length still apply. On these days students may wear jeans as long as they are in good repair and without holes. Pajamas are not appropriate for Free Dress Days. Students are not permitted to wear graphics/sayings on clothing that are scary, inappropriate for youth, or dishonoring to God. If clothing choices cause a distraction the student will be asked to change into their provided set of spare uniform clothing (Preschool and Kindergarten classes) or if no extra set of clothing is available, parents will be called to bring appropriate attire.

## ADDITIONAL INFORMATION FOR ELEMENTARY STUDENTS

### **Abuse: Reporting and Investigating Suspected Child Abuse**

The State of Colorado requires Bookcliff Christian School to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Immunization Policy**

"Students entering kindergarten must be up-to-date on all required vaccinations for attending school, which includes the vaccine for Tetanus, Diphtheria and Pertussis (DTaP or Tdap). For sixth-graders, this is an additional requirement, even if the child was current on all vaccinations in elementary school. DTaP/Tdap vaccines, as well as all other required and recommended vaccines, are available at the Mesa County Health Department, 510 29 ½ Road. Call 248-6900 to make an appointment. Parents can also contact their regular health care provider.

State law requires parents to provide updated immunization records at school registration and throughout the year when a child receives an additional vaccine. Exemption forms are available at school offices for families who choose not to vaccinate their children.

For more information on childhood vaccinations, including easy-to-read immunization schedules, visit [health.mesacounty.us](http://health.mesacounty.us). Click on "Child, Adult and Family Services," then on "Immunizations."

-Mesa County Public Health website

### **Prescription Medication Policy**

The state Department of Health (State health code 9-105) does not allow the school to administer over-the-counter or prescription drugs unless the parent and doctor gives written permission. If your child needs to take medication during school hours, the original bottle accompanied by a prescription form must be turned in to the school office. The school must keep a record of the type of medication, dosage, and the time of day it is given. The school may then administer the medication to your child acting as your agent. Cough drops may be administered through the office if they are sent in a labeled bag, with instructions, specifically for your child. Please do not ask over the phone for us to administer medication. Permission MUST be given in writing.

### **Harassment Policy**

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. This school 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 and reporting to proper authorities. Harassment, including sexual harassment, applies to staff-staff situations, staff-student situations, student-staff situations, as well as student-student situations.

### **Cafeteria & Friday Lunch Program**

Students at BCS bring their own lunches Monday through Friday. On Fridays, students have the option of purchasing a pizza meal for \$4. The meal includes one or two slices of pizza, a fruit, a vegetable, and a drink. Payment for lunches can be made in advance, or charged to your account through Brightwheel. If paying by check, please make it payable to Bookcliff Christian School and put "lunch payment" on the memo line.



### Conferences

Conference time is built into our school calendar. This is an opportunity for our teachers to keep parents informed of their child's progress. Conference attendance is strongly encouraged. Parents or teachers may request to schedule a conference at other times throughout the year.

### Lost and Found

To avoid potential loss of clothing and personal property (sweaters, coats, watches, gloves, etc.) please mark names clearly and permanently in or on your child's personal belongings. The BCS lost and found is located in the school office. We encourage parents and students to check this area regularly when items go missing. At the end of each quarter, unclaimed items will be donated to the Salvation Army or another local charity organization.

### Recess

**NO TOYS are allowed at school. Playground balls and equipment will be provided by the school twice a year or as needed.**

For recess, outside play will be planned whenever weather conditions permit. Students should bring appropriate clothing (hats, gloves, boots, etc.) for outdoor play each day. Outdoor apparel does not need to be uniform colors but it does need to be removed once returning to the building.

As a consequence for poor behavior, students may be required to miss all or part of recess. Be assured taking away recess is a last resort, to keep them active when there is a consequence for poor behavior they may be asked to run a few laps around the field.

### School Phone Use

Students are not allowed to use the phones at the school without permission. After school arrangements should be made before the student comes to school. Students are only allowed to use the phone if there is an emergency.

### Electronic Devices

Electronic games/readers/music devices are not permitted, unless provided by the school. If an elementary student has a phone at school, it is to remain turned off and in the student's backpack until after hours and off the school premises. If electronic devices are taken from elementary students, parents will be required to pick them up from the office at the end of the school day. Additional violations of this policy may result in the item being kept for an extended period of time.

### Emergency Procedures

- Emergency Alert System: If weather or other circumstances affect the school parents will be notified via Brightwheel or the Remind app. **Parents are asked to keep their email addresses and cell/home phone numbers current in the school office to ensure they receive emergency alert information.**
- Personal: Every student is to have emergency information on file at BCS, making it possible for the school to contact someone in the family or other designated adult at all times. Parents are responsible for making updates online and in the school office throughout the year if there are any changes.
- Fire/Lockdown/Intruder Drills: We will practice a variety of drills throughout the school year. Drills are announced and unannounced to staff and students. It is important that all individuals in the building treat drills in a serious manner. Classroom teachers will be sure all students know and understand the procedures for each drill. Procedures are posted in each classroom and drills are conducted on a regular schedule.
- Evacuation: An emergency evacuation plan is in place for both the school and preschool.

### Field Trips

Signing your child's emergency card is the encompassing permission slip for all field trips unless a special one is required by the venue/event being attended. If the emergency card is not signed students will not be permitted to attend a field trip without specific written permission by the parent/guardian. Field trips will

be utilized only with written permission from the parents/guardians of children and will incorporate some form of educational value.

### **Flyer Distribution & Solicitation**

Flyers may not be distributed unless it is a school-sponsored event. Otherwise, the form may be placed in the reception area at the discretion of the administration for interested parents to pick up. Solicitation of students by other students or parents is not allowed.

### **Phone Number & Address Policy**

Phone numbers or addresses of students and teachers will not be given out unless permission has been given in the office.

### **Parent Dress at School Events and Activities**

Since all adults are to be models of modesty before our students, we ask that parents please be vigilant of their dress. In light of the current styles, we ask that traditional norms of modesty be demonstrated in skirt length, necklines, and style.

### **Parties and Party Invitations**

Each class celebrates just a few in-room parties per year (e.g. Christmas, Easter). These are planned by homeroom parents in cooperation with the classroom teacher. It is the policy of the school to avoid any decorations, snacks, customs, or events related to Halloween. Individual student birthdays are celebrated by the class in brief through planning of the teacher and parent/guardian.

Party invitations for out-of-school parties may NOT be distributed (or verbalized) in school unless there is an invitation for all girls, all boys, or every child in the class. Parents are also asked to consider the impact of picking up some children with sleeping bags, etc. for an after-school gathering. Children can be terribly hurt when it is so obvious a party is occurring and they were not invited.

### **Pets on Campus**

Due to safety concerns, please refrain from bringing pets to campus for any reason.

### **Pledges**

#### **American Flag**

I pledge allegiance to the flag  
of the united states of America  
and to the Republic for which it stands  
one nation under God, indivisible,  
with liberty and justice for all.

#### **Christian Flag**

I pledge allegiance to the Christian Flag  
and to the Savior  
for whose kingdom it stands,  
one brotherhood uniting all Christians  
in service and in love.

#### **Bible**

I pledge allegiance to the Bible,  
God's Holy Word,  
a lamp unto my feet, a light unto my path.  
Its words will I hide in my heart  
that I might not sin against God.

### **Problem Resolution**

Bookcliff Christian School encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The BCS staff is committed to assist parents in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in MATTHEW 18:15-17. It is the hope of Bookcliff Christian that everyone work well together, communicate honestly with each other and maintain a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines.

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and principal to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the principal.
3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and administrator.
4. If the parents can show that the school staff has violated a biblical principle or established policy, or failed to follow established procedures in managing this matter, they may appeal to the Advisory Team in writing.

### **Parent/Teacher Communication**

BCS teachers are easily accessible via their school e-mail address or by leaving a message in the school office. If you prefer a face-to-face meeting, simply schedule a conference with the teacher directly or through the school office. Teachers are not permitted to conference with parents in the drop-off or pick-up lines and they are also not allowed to give their personal phone numbers or email addresses to parents or students. Despite today's prevalence of social media, the use of a teacher's personal account is not considered an appropriate channel of communication. If parents have questions or concerns, they should address those to the teachers' work email or call the office to setup an appointment.

### **Technology Services**

BCS provides technology resources (such as computers, printers, and Internet access) to staff and students to advance the spiritual and educational mission of the schools. Before allowing access to technology resources, BCS requires parents and students (as age-appropriate) to read the Technology Responsible Use Policy Agreement (See Appendix A) and sign the School Policy Commitment.

### **Awards**

#### **ENCOMPASS AWARD**

The Encompass Award is given to one student per classroom in first through fifth grades that exemplifies good Christian Character and/or high academic achievement. This is awarded once a semester in January and May.

#### **BLUE AND GOLD HONOR ROLL**

This award is for the 1<sup>st</sup> through 5<sup>th</sup> grade students. Gold Honor Roll is earned with all "A" grades in core subjects. Blue Honor Roll is earned with all "A" and "B" grades in core subjects. Honor Roll is awarded each semester based on report card grades.

**The polices and procedures in this handbook supersede all other directives and are under review at least annually. Additions, deletions and changes may occur at anytime, including during the school year.**

## APPENDIX A: TECHNOLOGY RESPONSIBLE USE POLICY (RUP) – GRADES PREK-8

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### Technology Responsible Use Policy (RUP) – Grades PreK-8

This policy outlines behaviors that Bookcliff Christian School expects students to follow when using school-owned or personally-owned technologies on any school campus.

BCS considers all technology use an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

**Note: Some of the concepts in this policy might not be developmentally appropriate for younger children. Accordingly, we require that:**

- Parents of students in all grades (PreK-8) must read.
- Students in grades 3+ must read.
- Students in grades PreK-2 need not read.

For younger children (especially grades PreK-2), please explain the concepts more generally, emphasizing themes of online safety and citizenship. For additional resources, see: <http://www.netsmartz.org/Resources/Pledges>

- God has blessed us with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.
- Access to the Internet will enable students to use countless web sites, which can change frequently and without notice. Although our Internet access is filtered by an enterprise-class web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is potentially offensive to some people.
- Files and messages stored on BCS-owned/managed systems are not private. Authorized individuals within BCS may review files and messages to ensure student safety and systems reliability.

#### Unacceptable Use

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to attempt to download or install software on any school computer without permission;
4. to connect a personal electronic device to any school network without permission;
5. to use non-educational games/apps during school hours (includes field trips);
6. to attempt to circumvent any web filters, firewalls, or system policies;
7. to attempt to access another person's files or accounts (hacking) without permission;
8. to violate copyright or use another's intellectual property without permission;
9. to share passwords (network, Canvas, Google Drive) with other students (even best friends);
10. to vandalize, damage, or disable the property of an individual or organization; and
11. to violate any local ordinance or state/federal statute.

#### Disciplinary Action

- Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school Discipline Policy. For the complete Discipline Policy, please refer to the applicable elementary or middle school handbooks.

## APPENDIX B: Sections V-XVIII of the Statement of Faith – GRADES PREK-8

**V. God's Purpose of Grace:** Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation. Genesis 12:1-3; Exodus 19:5-8

**VI. The Church:** A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation. Matthew 16:15-19; 18:15-20

**VII. Baptism and the Lord's Supper:** Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. Matthew 3:13-17; 26:26-30

**VIII. The Lord's Day:** The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ. Exodus 20:8-11; Matthew 12:1-12; 28:1ff

**IX. The Kingdom:** The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age. Genesis 1:1; Isaiah 9:6-7

**X. Last Things:** God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord. Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28

**XI. Evangelism and Missions:** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ. Genesis 12:1-3; Exodus 19:5-6

**XII. Education:** Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should

receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists. Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28

**XIII. Stewardship:** God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth. Genesis 14:20; Deuteronomy 8:18; Matthew 6:1-4,19-21; 19:21

**XIV. Cooperation:** Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament. Exodus 17:12; 18:17ff.; Judges 7:21 Ezra 1:3-4

**XV. The Christian and the Social Order:** All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth. Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5

**XVI. Peace and War:** It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace. Isaiah 2:4

**XVII. Religious Liberty:** God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power. Genesis 1:27; 2:7

**XVIII. The Family:** God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. Genesis 1:26-28; 2:15-25

**APPENDIX C: Dress Code Violation Form and Discipline Referral Form**

<p><b>DRESS CODE VIOLATION</b>                  Bookcliff Christian School &amp; Preschool                  970-243-2999                  school@bookcliffbaptist.org</p>													
Student:	Date:												
Teacher:	Grade:												
<input type="checkbox"/> 1 <sup>st</sup> Notice <input type="checkbox"/> 2nd Notice <input type="checkbox"/> 3 <sup>rd</sup> Notice													
<p>REASON FOR NOTICE:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Pant, Slack/Shorts</td> <td><input type="checkbox"/> Sweatshirt/Sweater</td> </tr> <tr> <td><input type="checkbox"/> Skort/Skirt/Dress/Jumper</td> <td><input type="checkbox"/> Outdoor Apparel</td> </tr> <tr> <td><input type="checkbox"/> Shirt</td> <td><input type="checkbox"/> Hats</td> </tr> <tr> <td><input type="checkbox"/> Belt</td> <td><input type="checkbox"/> Shoes</td> </tr> <tr> <td><input type="checkbox"/> Hairstyles</td> <td><input type="checkbox"/> Jewelry</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td></td> </tr> </table>		<input type="checkbox"/> Pant, Slack/Shorts	<input type="checkbox"/> Sweatshirt/Sweater	<input type="checkbox"/> Skort/Skirt/Dress/Jumper	<input type="checkbox"/> Outdoor Apparel	<input type="checkbox"/> Shirt	<input type="checkbox"/> Hats	<input type="checkbox"/> Belt	<input type="checkbox"/> Shoes	<input type="checkbox"/> Hairstyles	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Pant, Slack/Shorts	<input type="checkbox"/> Sweatshirt/Sweater												
<input type="checkbox"/> Skort/Skirt/Dress/Jumper	<input type="checkbox"/> Outdoor Apparel												
<input type="checkbox"/> Shirt	<input type="checkbox"/> Hats												
<input type="checkbox"/> Belt	<input type="checkbox"/> Shoes												
<input type="checkbox"/> Hairstyles	<input type="checkbox"/> Jewelry												
<input type="checkbox"/> Other _____													
<p>COMMENTS: _____</p> <p>_____</p> <p>_____</p>													
<p>_____</p> <p>(Parent's Signature) <span style="float: right;">(Teacher's Signature)</span></p>													

<p><b>INCIDENT RECORDING/ REFERRAL FORM</b></p>				
Student _____	Classroom _____			
Teacher _____	Date/Time _____			
Referred by _____	Principal Referral: Yes/No _____			
<p><b>Location</b></p> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Crosswalk <input type="checkbox"/> Outside <input type="checkbox"/> Bathroom <input type="checkbox"/> Parking Lot <input type="checkbox"/> Cafeteria <input type="checkbox"/> Specials <input type="checkbox"/> Event/Assembly/Field Trip	<p><b>Others Involved:</b></p> <p>_____</p> <p>_____</p>			
<p><b>INCIDENT:</b></p> <table style="width: 100%;"> <tr> <td style="width: 33%;"> <p><b>Level 1</b> (Teacher Intervention)</p> <input type="checkbox"/> Inappropriate Language  <input type="checkbox"/> Rough Play/Physical Contact  <input type="checkbox"/> Unprepared for Class  <input type="checkbox"/> Lying/Cheating  <input type="checkbox"/> Teasing  <input type="checkbox"/> Minor Disruption  <input type="checkbox"/> Playground Violations                 </td> <td style="width: 33%;"> <p><b>Level 2</b> (Admin/Teacher Action)</p> <input type="checkbox"/> Profanity/Verbal Harassment  <input type="checkbox"/> Physical Aggression  <input type="checkbox"/> Defiant/Disrespectful  <input type="checkbox"/> Stealing  <input type="checkbox"/> Bullying/Harassment  <input type="checkbox"/> Major Disruption  <input type="checkbox"/> Recurring Minors  <input type="checkbox"/> Vandalism                 </td> <td style="width: 33%;"> <p><b>Level 3</b> (Administrative Required)</p> <input type="checkbox"/> Physical Injury to Others  <input type="checkbox"/> Insubordinate/Non-compliant  <input type="checkbox"/> Theft  <input type="checkbox"/> Threats (specific)  <input type="checkbox"/> False Fire Alarm  <input type="checkbox"/> Illegal Substance/Weapons  <input type="checkbox"/> Destruction of Property                 </td> </tr> </table>		<p><b>Level 1</b> (Teacher Intervention)</p> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Rough Play/Physical Contact <input type="checkbox"/> Unprepared for Class <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Teasing <input type="checkbox"/> Minor Disruption <input type="checkbox"/> Playground Violations	<p><b>Level 2</b> (Admin/Teacher Action)</p> <input type="checkbox"/> Profanity/Verbal Harassment <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Defiant/Disrespectful <input type="checkbox"/> Stealing <input type="checkbox"/> Bullying/Harassment <input type="checkbox"/> Major Disruption <input type="checkbox"/> Recurring Minors <input type="checkbox"/> Vandalism	<p><b>Level 3</b> (Administrative Required)</p> <input type="checkbox"/> Physical Injury to Others <input type="checkbox"/> Insubordinate/Non-compliant <input type="checkbox"/> Theft <input type="checkbox"/> Threats (specific) <input type="checkbox"/> False Fire Alarm <input type="checkbox"/> Illegal Substance/Weapons <input type="checkbox"/> Destruction of Property
<p><b>Level 1</b> (Teacher Intervention)</p> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Rough Play/Physical Contact <input type="checkbox"/> Unprepared for Class <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Teasing <input type="checkbox"/> Minor Disruption <input type="checkbox"/> Playground Violations	<p><b>Level 2</b> (Admin/Teacher Action)</p> <input type="checkbox"/> Profanity/Verbal Harassment <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Defiant/Disrespectful <input type="checkbox"/> Stealing <input type="checkbox"/> Bullying/Harassment <input type="checkbox"/> Major Disruption <input type="checkbox"/> Recurring Minors <input type="checkbox"/> Vandalism	<p><b>Level 3</b> (Administrative Required)</p> <input type="checkbox"/> Physical Injury to Others <input type="checkbox"/> Insubordinate/Non-compliant <input type="checkbox"/> Theft <input type="checkbox"/> Threats (specific) <input type="checkbox"/> False Fire Alarm <input type="checkbox"/> Illegal Substance/Weapons <input type="checkbox"/> Destruction of Property		
<p><b>Incident Description</b> _____</p> <p>_____</p> <p>_____</p>				
<p><b>Action Taken</b> _____</p> <p>_____</p> <p>_____</p>				



## **APPENDIX D: How to use Brightwheel- school communication/paperless billing**

Brightwheel is a free and easy-to-use mobile app that helps schools and teachers stay better connected with families.

Teachers use brightwheel for recording and tracking daily events and activities in the classroom and managing administrative tasks. As a parent, you'll get private, real-time updates on your child delivered to your mobile device on occasion throughout the day.

### **What is brightwheel?**

Daily Updates: A real-time feed of activities throughout the day.

Photos: Watch your child's day unfold with snapshots delivered right to your mobile device.

Stay Connected: Stay in touch with your teacher and strengthen school learning with activities at home. Get notifications for photos, notes, & check-ins.

Digital Check-in: Easy digital sign-in with your personal Check-in code.

ALSO: Check-in with your own device by scanning an image at your location!

Messaging: Leave notes for your teacher when your child is sick or running late.

Calendar: Quickly view upcoming events and important dates at your child's school.

Paperless Billing: Secure, online system for receiving invoices and receipts for tuition, as well as paying bills digitally. (No more checks! You can even link it to your checking account, instead of your credit card)

### **Why use brightwheel?**

Parents report that the peace of mind brightwheel delivers is invaluable! We know it's tough being away from your little one all day, especially in these early years. With brightwheel you'll feel connected and engaged with your child's development on a whole new level.

### **Instructions:**

1. Download the app today for iPhone, iPad & Android
2. Create a new parent account
3. Enter your personalized parent invite code

By entering your invite code, you will be automatically linked to your child. You can also create an account online: visit [www.mybrightwheel.com](http://www.mybrightwheel.com), and select sign up.

After you've signed up, here's a few suggested next steps:

- Enter Your Info: Tap your profile in the main menu (left side of app) to add a profile photo and update your contact info.
- Choose a Check-in Code: If your preschool or extended care provider is using brightwheel's check-in system, you can set a custom 4-digit code in "My Profile."
- Update Your Child's Info: Tap "edit" on your child's profile to view and update info.
- Add Family or Approved Pick Ups: You can invite parents, family, and approved pickups within your child's profile. For example, a nanny or friend who has your approval to pick up your child from school, or a grandparent that would like to see daily photos on brightwheel.

Questions? Please contact the brightwheel team at [support@mybrightwheel.com](mailto:support@mybrightwheel.com) or visit [www.mybrightwheel.com/support](http://www.mybrightwheel.com/support).

**2017-18 School Policy Commitment**

Student Name \_\_\_\_\_  
(Last Name, First Name)

Grade \_\_\_\_\_

**Commitment to School Policies 2017-18**

1. I have read the Family Handbook.
2. I have read and/or discussed with my student all areas of the handbook that relate to their behavior and expectations while a student at a Bookcliff Christian School.
3. My student and I agree to abide by the school policies and procedures.

Student Signature \_\_\_\_\_  
(Student signature required beginning with Grade 2) Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent Name \_\_\_\_\_

**Bookcliff Christian School/ Club Bobcats  
Extended Care  
Enrollment Contract**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone \_\_\_\_\_

**MONTHLY CONTRACTED CARE**

Parents needing care on a regular basis should contract for monthly care. The hourly charge for this service per student is \$6.00/hr. The monthly contracted extended care amount will be added to your monthly tuition bill. The full extended care payment is required regardless of absences due to illness, vacation, or school closure. There are no make-up days. Please note our school calendar for school closures. If at any time you decide to withdraw your child from the extended care program, please notify the preschool director. If notification is not given, you will continue to be charged for the time contracted.

**MONTHLY CONTRACTED SCHEDULE**

TIMES	MONDAY	AM _____	PM _____
	TUESDAY	AM _____	PM _____
	WEDNESDAY	AM _____	PM _____
	THURSDAY	AM _____	PM _____
	FRIDAY	AM _____	PM _____

Your signature below indicates that you have read, understand, and agree to the Bookcliff Christian School & Preschool Extended Care Enrollment Contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ***Club Bobcats***

Bookcliff Christian School & Preschool's Before and After School Care program.

## **2018-2019 School Year**

### **Morning Care Schedule**

Preschool Children from 6:30am-8:00am

Kindergarten-5<sup>th</sup> Grade from 6:30am-7:45am

### **After Care Schedule**

Preschool Children from 5:30pm-6:00pm

Kindergarten-5<sup>th</sup> Grade from 3:00pm-6:00pm

### **Rates**

**Without a contract** = \$7.00 per student, per hour (whether or not your child stays the full hour).

**With a contract** = \$6.00 per student, per hour (whether or not your child stays the full hour).

For every minute a child is picked up late there will be a \$2.00 fee.