



Brookings Harbor Christian School

STUDENT HANDBOOK 2023-24

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MISSION STATEMENT

The purpose of Brookings Harbor Christian School is to guide students into a personal relationship with Jesus Christ and instill Christian values and morals through a Christ centered education.

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BHCS reserves the right to interpret and apply all criteria set forth in this handbook.

STATEMENT OF FAITH

We believe and teach the following:

1. The Bible is the inspired and only authoritative Word of God.
2. There is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. The deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His holy resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. Each person born into this world possesses a nature that is continually inclined to sin but can be made a new creation in Christ by the Holy Spirit, and thereafter can continuously grow in grace.
5. The present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
6. The Church is the living body of Christ and exists to proclaim the Gospel to all persons everywhere, and to bring believers to maturity in Christ.
7. Both the saved and the lost will be resurrected; they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of eternal punishment.
8. Christ shall return to judge the world and to rule in righteousness.
9. The spiritual unity of believers in Christ.

PHILOSOPHY OF EDUCATION

The educational process in a Christian school is dependent upon a Biblical perspective which provides the right worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the world.

The philosophy of education for Brookings Harbor Christian School is stated as follows:

We believe that:

- Quality academic instruction can be provided without compromising spiritual integrity.
- God's standard, as revealed through His Word, is the only legitimate pattern by which one may live a fulfilling life.
- Instructional programs should seek to achieve the school's educational goals.
- Spiritual, physical and intellectual development of the students should be the primary consideration when selecting curriculum.
- Teachers and staff should endeavor to relate to the students in a loving way and to develop an atmosphere of trust in which the spiritual and academic development of each student can be enriched.
- While seeking to establish an environment in which spiritual nurturing can occur, the school should be careful not to neglect its responsibility to provide a quality academic education.
- Educational goals should be met through the use of an academically sound curriculum taught by qualified Christian teachers in a traditional classroom setting.

EDUCATIONAL GOALS

It is the goal of BHCS to provide the finest Christian education possible by:

- Providing students with quality academic instruction based upon a biblical perspective of the world. Only in this context can an individual be adequately trained and equipped for service to God.
- Teaching students to integrate their academic studies with the truth of God's Word, consequently preparing them to live their lives with integrity.
- Inspiring students to seek God's will and realize their full potential according to His plan. (Jeremiah 29:11)
- Providing students with the assistance in choosing a vocation where they use their gifts and calling for God's glory.

CONTROVERSIAL DOCTRINES

BHCS is a nondenominational Christian school. Many churches from our community are represented in our student body.

Since the student body represents different denominations of the evangelical Christian community, matters of controversial Christian doctrine may arise in the classroom. Those issues will be handled with sensitivity and respect for denominational differences. The student will be referred to his/her parents and pastor for clarification.

Although it is not a requirement for enrollment at BHCS, we strongly encourage our families to attend a local Christian church which supports the school's Statement of Faith.

ADMISSION POLICY

The school reserves the right to interpret and apply all admissions criteria.

Acceptance to BHCS is a privilege not a right. We are not a corrective institution and therefore ask that you do not enroll your children with the idea that we will reform them. We are here to work with the home, not to take the place of parents.

- Parents/guardians and students must agree to support the school standards and policies set forth in the Handbook (both at school and in the home) to be considered for enrollment.
- BHCS does not restrict enrollment based upon race, color, or nationality.
- BHCS does not admit adult students seeking a high school education/diploma (except those students already enrolled prior to their 18th birthday).
- We reserve the right to deny admittance to any student who does not, or whose parents do not, fully support the Philosophy of Education, Mission Statement and Statement of Faith, as set forth in the Handbook.
- If at any time during the school year a parent/guardian and/or a student decidedly reject or oppose the aforementioned, we reserve the right to dismiss that student.
- A student being considered for enrollment must have a satisfactory citizenship record in the school he/she is presently attending.
- A student must demonstrate his/her ability to pass an entrance exam (Student Assessment-pg. 9) for placement at the grade level for which he/she is entering. All Enrollment Confirmations are pending Assessment/current grade satisfactory completion.

STUDENT ENROLLMENT / WITHDRAWAL

OPEN ENROLLMENT – for new students

Preschool & Kindergarten Requirements

Preschool students must be 4 yrs. old and Kindergarten students must be 5 yrs. old by October 1. Children must be completely potty trained.

Enrollment Procedure (for new students only)

A student's placement is not secured until the Enrollment Procedure is completed and an Enrollment Confirmation is issued.

- ♦ **Initial Interview** – To discuss a student's possible placement and pick up an enrollment packet.
- ♦ **Application** – Parent/guardian must read the Handbook, fill out all the application forms completely and return them with the Registration Fee. (If your child is not subsequently accepted, the Registration Fee will be fully refunded.)
- ♦ **Student Assessment and Interview** - All new applicants (grades 1-12) are interviewed and tested to determine their academic placement in the school. If your child is tested and we decline enrollment, your Registration Fee will be fully refunded.
- ♦ **Enrollment** – Upon acceptance, parent/guardian must bring the student's original, state-issued birth certificate and immunization records from his/her health care provider. The Enrollment & Curriculum Fees are due upon enrollment of all new students (unless added to monthly payments). An Enrollment Confirmation is then issued. If a class is full, you may choose to place your child's name on the Waiting List or the Enrollment Fee will be fully refunded.

Student Assessment

All new students (1st -12th) applying for enrollment at BHCS are given an entrance exam to assess their current grade level as it compares to the BHCS standard. All Enrollment Confirmations are pending Assessment and current grade satisfactory completion.

Application of a Student Not at Grade Level

A transferring student may be held back one academic grade year if his/her assessment test does not meet or exceed the BHCS standard.

BHCS does not hold students back more than one academic grade level. A student requiring retention of more than one academic grade level, based upon his/her assessment as compared to the BHCS standard, will not be admitted.

Provisional Enrollment – all grades

A new student who does not meet the BHCS standard in a specific subject at the time of his/her assessment may be granted Provisional Enrollment, at the school's discretion.

A student under Provisional Enrollment must complete specific requirements within a stated period of time and will then be re-assessed at the end of the probationary period.

A signed agreement between the student, the parent/guardian and the school will outline the specific requirements for Provisional Enrollment.

A student who fails to meet the requirements of Provisional Enrollment within the stated timeline will not be enrolled or re-enrolled at BHCS and will forfeit his/her Registration Fee.

Midyear Enrollment

A student applying for enrollment midyear must demonstrate an adequate knowledge of the curriculum covered in class prior to their application.

He/she must be able to join the class in progress without the aid of the teacher reviewing material previously covered in class.

ENROLLMENT – Current Students

Current students must apply for enrollment each new school year. Pre-enrollment applications may be submitted two weeks prior to Open Enrollment to secure a current students placement in the fall. The registration fee must accompany the student's completed

application (unless monthly payment plan selected). Siblings of currently enrolled students will be able to enroll during this period.

A student's application may be denied if the student has a history of unresolved behavioral or academic issues. Grade retention may be necessary for a student who has failed to progress academically.

YOUR ACCOUNT MUST BE CURRENT PRIOR TO ENROLLMENT or your child may be denied enrollment.

ENROLLMENT CONFIRMATION

An Enrollment Confirmation will be issued after a student's application has been approved. Please keep this confirmation for your records. All Enrollment Confirmations are pending Assessment and/or current grade satisfactory completion.

RETURNING STUDENTS

A student previously enrolled at BHCS who is requesting re-enrollment is required to meet the same standards as a new student.

Records from the student's previous attendance at BHCS, as well as current school records, are reviewed and considered as a basis for re-enrollment.

WAITING LISTS

Waiting Lists for each class will begin (if necessary) the first day of Open Enrollment. The previously stated Enrollment Procedure must be followed prior to a student's name being placed on a Waiting List.

- ♦ If placement in a class becomes available, you will be contacted immediately. If you decline this opportunity, you will forfeit your Registration Fee.
- ♦ You may choose to remove your child's name from the Waiting List anytime prior to placement and your Registration Fee will be fully refunded.

PART TIME 12th GRADE STUDENTS

A high school senior at BHCS is eligible to attend school part time if he/she is on track to complete all the necessary core units required for

his/her graduation. Core subjects are designated as Bible, Math, History, Science, and English/Literature.

Part time enrollment must be approved by Director. **Part time high school seniors must take a minimum of 3 units.**

INDEPENDENT SUPERVISED SUMMER COURSE

High School only

BHCS does not offer summer school. However, if recommended by the Director, the school may offer a summer course for an additional fee.

HOME SCHOOL UMBRELLA

High School only

BHCS allows home schooled high school students to apply for enrollment under our Home School Umbrella. A home schooled student may take a maximum of two units at a cost of \$900.00 per unit. This fee includes Registration and Curriculum fees. Student and parent/guardian must agree to all school standards and policies set forth in the current BHCS Handbook and must fill out all required enrollment forms.

Home schooled students are ineligible to receive a high school diploma from BHCS.

STUDENT WITHDRAWAL

A Student Withdrawal form must be filled out for any student leaving BHCS during the school year. Withdrawal is effective when notice is delivered to the school and acknowledged by the director. If the student withdrawal occurs after the first of the month, the parent/guardian is responsible for the entire month's tuition.

- ◆ **Registration Fees and Book Fees are nonrefundable and must be paid in full at the time of withdrawal if on a payment plan.**
- ◆ **Annual Tuition paid in advance is prorated monthly and the balance will be refunded within two weeks. Any tuition still owed must be paid in full at the time of withdrawal.**

- ◆ **You may request the student's consumable books at the time of withdrawal; otherwise they become the property of BHCS.**

STUDENT WITHDRAWAL - Individual Class

High School Students Only

A Student Class Withdrawal form must be filled out for any student requesting to drop a class. The form must be signed by the student and parent prior to being turned into the director. The deadline to withdraw from any class is no later than 2 weeks after the start of the semester.

SCHOOL FEES AND POLICIES

Please **make all checks payable to: BHCS**. Payments may be given to the office, placed in the drop box located between the front doors or mailed to:

**Brookings Harbor Christian School
18881 Cornett Road, Brookings, Oregon 97415**

A \$25.00 service fee is charged for all returned checks. Tuition payments must be made by either cash, a cashier's check or money order for a period of 6 months after a check has been returned N.S.F.

REGISTRATION FEE

The Registration Fee is nonrefundable (except as otherwise noted) and is due when the application forms are submitted.

New Students:	\$150.00
Current Students:	\$125.00

CURRICULUM FEE

The Curriculum Fee is a nonrefundable yearly fee. One set of consumable books is purchased for each student at the beginning of the school year. The student is responsible for the condition of all his/her books. Damaged or lost books are replaced by the school and billed accordingly. Consumable books belong to the student at the end of the school year; text books are the property of the school. This fee includes supplies as well. Student will need to provide their own backpack, lunch box, snacks (if class requires) and replacement supplies as needed.

The Curriculum Fee is due by May 15th. Curriculum Fees received after May 15th will be charged an additional \$25.00 late fee.

Preschool:	\$225.00	K-12th:	\$375.00
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TUITION

Tuition is an annual fee however monthly payment plans are available.

DISCOUNTS

Not more than one discount will apply if student is eligible for multiple discounts. The exception is the full tuition payment discount will be applied to other eligible discounts per the Director.

Multi-Student Discount

Families enrolling more than one sibling living in the same household, are eligible for the following discounts:

- **15% discount** – 1st additional student
- **20% discount** – 2nd additional student
- **25% discount** – 3rd additional student

The full tuition will apply to the full time student who has achieved the highest grade level and the discount will be applied to all underclassmen. Multiple student discounts do not apply to part time high school seniors.

Discounts do not apply to Registration Fees or Curriculum Fees.

Full Tuition Payment Option

A 3% discount will be deducted from the annual tuition amount if you choose to pay your tuition in full by September 1st .

9 & 12 MONTH PAYMENT PLANS

A schedule of the monthly payments for both the 9 and the 12 month payment plans is listed on the back of the Tuition Payment Option form.

INVOICES ARE NOT SENT MONTHLY.

PAST DUE ACCOUNTS

Tuition is due on the first day of each month under monthly tuition plans.

Late Fee: \$25.00 assessed after the 5th of the month/charged monthly.

The monthly tuition plus the late fee must be paid in full by the 15th of each month or the student may be temporarily suspended from school. The student will not be allowed to return to school until the account is current. Accounts must be current at time of enrollment for future school year.

Note: Students with a history of delinquent accounts may not be allowed to re-enroll.

STUDENT ATTENDANCE POLICIES

Regular attendance is one of the most important factors in the success of a student. BHCS students and their parents/guardians are expected to make attendance a top priority. We recommend that vacations be planned either during summer months or scheduled school holidays.

BHCS adheres to the Oregon State Laws governing student attendance policies and clarifications between excused and unexcused absences.

- ♦ **PLEASE CALL/TEXT/REMINDE APP THE SCHOOL EACH MORNING BEFORE 10:00 A.M. IF YOUR CHILD IS ABSENT DUE TO AN ILLNESS OR EMERGENCY.**
- ♦ **STUDENT MUST HAVE A PREARRANGED ABSENCE FORM COMPLETED BY EACH TEACHER FOR ALL PLANNED ABSENCES (available in the main building) 3 DAYS IN ADVANCE.**
- ♦ **All absences and tardies are considered unexcused if communication is not received from a parent/guardian.**
- ♦ Decisions regarding whether an absence or tardy is excused or unexcused are made by the school administration based upon state law.
- ♦ Excessive absences or tardiness, of any kind, may result in a student falling behind or being retained.
- ♦ ORS 339.065 – Eight (8) unexcused one-half (1/2) day absences in a four (4) week period during which the school is in session shall be considered irregular attendance.
- ♦ Parents are legally responsible for students attending school. Absences totaling more than ten (10) days in a semester could be considered irregular. Irregular and excessive absences will be tracked and parents will be notified. Parents and students may be expected to attend a conference to discuss absences, student performance and the possibility of failure to earn credit. Should a student exceed the

allowable absence days, they may fail to earn credit for the semester. This also might be a cause for dismissal from BHCS.

- ◆ Any student may be excused from attendance by the School Board for a period not to exceed five (5) days in a nine (9) week marking period. Any such excuse shall be in writing directed to the director of the school.

Absence from school or class will be excused under the following circumstances only:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school director when satisfactory arrangements have been made in advance of the absence.

A student who must leave school during the day must bring a note from his/her parent; this includes Seniors. A student who becomes ill during the school day should, with the teacher's permission, report to the office to contact a parent for permission to leave campus.

Some examples of unexcused absences are:

- ◆ Truancy (skipping school)
- ◆ Arriving to class 5 minutes late without an excused note from the office or a teacher
- ◆ Going to lunch with parent early or returning late and missing class
- ◆ Working on class projects instead of attending regular class schedule
- ◆ Sleeping in
- ◆ Trips
- ◆ Hair appointments
- ◆ Going home for books, assignments, etc.
- ◆ Shopping with parents or without parents
- ◆ Car or vehicle problems, flat tires, out of gas, etc.
- ◆ Banking or other errands

- ◆ Extended or early vacations without pre-arranging
- ◆ Unrecognized counseling sessions with friends not cleared by the Director

WORK COMPLETION GUIDELINES

Excused Absence (unplanned)

(i.e. personal illness, emergencies)

- ◆ When possible, parent/guardian should obtain missed daily work and information regarding upcoming tests, quizzes, etc.
- ◆ Student is given one (1) day for each day missed (including weekends/holidays) to make up missing daily work for full credit.
- ◆ Tests, quizzes and/or projects that are scheduled in advance will be taken or turned in the day the student returns to school, at the teacher's discretion.
- ◆ Assignments not returned on time may have points taken off or will receive no credit.

Some classroom assignments are difficult to make up. Teachers may offer an alternative option for students with unplanned, excused absences.

Excused Absences - (prearranged, planned)

(i.e. family vacations, doctor's appointments, school sanctioned events)

Requirements and timelines for completing missed work are indicated on the back of the Prearranged Absence form (available in the office).

Unexcused Absences

(i.e. finishing homework, oversleeping)

Parent/guardian will be notified of all unexcused absences.

- ◆ The student will receive no credit for missed daily work. Tests, quizzes and missed project deadlines may be recorded as zeros (at the teacher's discretion).

TARDY POLICY

- ♦ A student arriving after school begins must be signed in (outside the office) by a parent/guardian.
- ♦ **A \$5.00 fine may be billed for the fourth tardy and above.**
- ♦ **Tardies are cumulative during a semester.**
- ♦ A student arriving late is not excused from turning in homework or projects due. All homework and projects must be turned in immediately upon arrival. Points may be deducted if the tardy is unexcused.

SCHOOL CLOSURES

School closures are considered unplanned, excused absences and will follow the protocol previously stated. This does not reflect on the student's attendance record. This guideline is only used for the purpose of completing coursework.

STUDENT ARRIVAL AND DISMISSAL

SCHOOL HOURS

Students may arrive no earlier than 15 minutes prior to the beginning of school.

½ Day Preschool.....	8:00 a.m. – 12:00 n
Full Day Preschool & Kindergarten.....	8:00 a.m. – 3:00 p.m.
Grades 1 st – 12 th	8:00 a.m. – 3:00 p.m.

EARLY RELEASE

Parent/guardian must notify the student's teacher if their child needs to leave early.

Parent/guardian must sign the student out prior to leaving school for any reason.

LATE STUDENT PICK-UP

Students must be picked up within 15 minutes of dismissal time or a \$5.00 fine may be incurred.

STUDENT RELEASE

Students are only released to a parent/guardian, or an individual designated on the student's Enrollment Application. If a parent/guardian wishes to have someone else pick up his/her child, he/she must send a note or call on the specified day.

STUDENT DRIVERS

The parent/guardian is responsible for ensuring his/her child has a valid driver's license and current insurance. Student drivers are not allowed to transport other students during school hours.

DRESS CODE

The appearance of any student is the primary responsibility of his/her parent/guardian. We expect students to maintain the type of appearance that is conducive to the educational process and a positive Christian testimony. We show honor to the Lord in all our ways, including our attire.

Students should dress in a modest and clean manner and not be a distraction to the learning environment. Concerns will be addressed on an individual basis. If there is a question of appropriate clothing/hair/etc., please talk to the administration prior to attending school. If you would like a more detailed guideline, please visit the school office.

APPROPRIATE COLD WEATHER CLOTHING: Please make sure your children are dressed appropriately during cold weather conditions. Children will not be allowed to go outside if they are not dressed appropriately.

HEALTH AND SAFETY POLICIES

MEDICAL TREATMENT GUIDELINES

In the case of an emergency, we will call 911. In non-emergency situations where a student is ill or needs medical attention, the staff will first attempt to reach a parent/guardian. If we are unable to reach a parent/guardian, we will attempt to reach an authorized emergency contact person, as specified on the student's emergency card. It is the parent's/guardian's responsibility to ensure that our records are up-to-date. Please notify the school immediately of any changes to phone numbers, addresses, or emergency contacts.

IMMUNIZATIONS

Oregon Law requires that all children attending private schools show evidence of compliance with state immunization requirements or have a religious or medical exemption on file. A completed Certificate of Immunization Status form accompanied by a copy of the child's shot

record signed by a physician or health care provider must be provided at the time of enrollment.

For more information regarding religious and medical exemptions, please contact the school office.

STUDENT ILLNESS

Please do not send a sick or infectious child to school until all signs of the infection have passed; we do not allow infectious students to attend class. If your child is at school and exhibits any symptoms that may be contagious, you will be contacted immediately to pickup your child. A physician's note (at the administration's discretion) may be required before the student will be allowed to return to class.

If a student has been diagnosed with an infectious disease or illness (i.e. chicken pox), parents are required to notify the school immediately upon receiving a diagnosis.

MEDICATION AT SCHOOL

Students are not allowed to self-administer any medications (over-the-counter or prescription). All medication must be kept and administered by a BHCS staff member.

If you need the BHCS staff to administer an over-the-counter or prescription medication, you must completely fill out and sign an Authorization for Medication Administration form (available in the office).

Cough drops may be sent to school with a note from the parent/guardian and given to the student's teacher to be administered as needed. Junior & senior high students are allowed to possess cough drops.

HEAD LICE POLICY

BHCS conducts periodic head lice checks. When a student has a confirmed case of head lice, the parent /guardian is notified and must pick up their child immediately.

All nits must be removed prior to the student's return to school. A returning student is thoroughly checked in the presence of his/her

parent/guardian. A follow up check may be done seven (7) days after the student returns to school.

SCHOOL SAFETY

In the interest of student safety, the BHCS campus is locked during regular school hours (with the exception of student arrival and dismissal times). Parents/guardians are always welcome to visit. Please come to the office to check in when you arrive or call in advance.

All other visitors should call the school office to schedule an appointment.

INCLEMENT WEATHER

BHCS follows the protocol of our local public school during inclement weather conditions. School closure announcements are made over KURY radio (910 AM or 95.3 FM) or you may call/text the school office (469-6478) after 7:00 a.m. An outgoing message will be posted if school is delayed or cancelled.

POWER OUTAGES or EMERGENCY SITUATIONS

In the unforeseen event of an extended power outage or an emergency situation, the school may be closed at the administrator's discretion due to safety concerns. If necessary, teachers will notify parents to pick-up students.

SCHOOL CLOSURE DUE TO ILLNESS

In the event of a communicable illness that results in a school wide absence rate of 50% or more, the administrator may close the school for a designated time period based upon counsel from the county health department. Parents/guardians will be notified as soon as possible. Absences will be considered excused (unplanned) and students may be sent home with work to be completed during the school closure.

EMERGENCY SITUATIONS

Fire Drills

Fire drills are held periodically. Students should leave rooms quickly and silently.

Earthquake Drills

The best preparation is for students to be quiet and to be ready to listen for instruction: DROP = kneel down with your head between your arms to protect your face; COVER = get under a desk or table-like furniture; HOLD = hold onto the leg of the piece of furniture.

You will hear us yell “Earthquake Drill” and this is the students signal to DROP, COVER and HOLD.

Security Drill/Alert

Upon hearing “Security Drill” (practice) or “Security Alert” (actual or perceived threat), or if in a teacher’s judgement an unsafe situation is apparent, students are to proceed to the classroom.

- ◆ If outside, students are to be flat on the ground and remain still until directed otherwise.
- ◆ Outside doors are to remain locked and lights turned off.
- ◆ Blinds are to be closed.
- ◆ Return to normal activity only after directed by the office.

GENERAL SCHOOL POLICIES and INFORMATION

18 YEAR OLD STUDENTS

A student who reaches his/her 18th birthday prior to graduation is still under the jurisdiction of his/her parents while enrolled at BHCS.

BIRTHDAYS

Students' birthdays may be honored by birthday treats (i.e. cupcakes or cookies) when prearranged with the teacher. In fairness to all students, please avoid passing out party invitations at school if the entire class is not invited.

ELECTRONIC DEVICES

Use of electronic devices is prohibited during school hours.

Students' cell phones must remain off and in their backpacks during school hours. If a student needs to make a phone call, he/she must do so in the office under the supervision of the administration or a teacher.

HOMEWORK

- Homework is not optional; it is a required part of the school's curriculum.
- Daily work not completed in class will be sent home as homework and is due the following day.
- Missing homework may adversely affect the student's grade according to the scope and sequence of each individual class.

INSURANCE

The school carries liability insurance through Church Mutual Insurance.

LUNCHESES

BHCS does not offer a lunch program. It is the responsibility of the parent/guardian to ensure his/her child has a nutritious lunch daily. Please send all items necessary for the student's lunch including plastic ware and napkins. We have microwaves but ask that you do not send items that require more than 1 minute of heating time; we are unable to cook food.

Chewing gum and excessive candy are prohibited.

OPEN CAMPUS – 11th & 12th GRADE

Eleventh & Twelfth grade students are permitted to leave campus for lunch with parental permission. Student must sign out before leaving campus.

PERSONAL PROPERTY

BHCS is not responsible for any damage or loss of personal property brought to school. Teachers are authorized to prohibit specific items according to their classroom rules.

READING MATERIAL

BHCS reserves the right to restrict the recreational reading material of any student during designated school hours when material is deemed by the administration to be inappropriate or in opposition with the school's Statement of Faith. This includes any items associated with inappropriate media material.

SEPARATED FAMILIES

Brookings Harbor Christian School must remain in "neutral territory" with respect to family disputes. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of your child is at stake. Please allow your child's teacher and other staff to support both parents by not sharing negative personal information with them. The office can provide duplicate printed communications to separate homes upon request. We ask that parents share all communication with daily interactions with each other. Please do not schedule

separate parent/teacher conferences. We ask whenever possible, these be handled together.

EXTRACURRICULAR ACTIVITIES

Junior High & Senior High School Students

BHCS students are encouraged to participate in extracurricular activities. To maintain our high standard of education, the following guidelines have been put in place to ensure our students' academic success.

OSAA - Oregon School Activities Association

(i.e. sports, speech, cheerleading/dance, etc.)

BHCS is an associate member of the OSAA. This membership allows students to participate in extracurricular activities within the Brookings Harbor School District. Many extracurricular activities require an additional fee to be paid directly to the Brookings Harbor School District. These fees vary and are the sole responsibility of each participating student.

- ♦ **Participation** – A student must complete a Sports Participation form (available in the Azalea/BHHS offices) prior to the first scheduled practice.
- ♦ **Eligibility** – A student is required to maintain a minimum C (70%) average in each subject to be eligible to participate in OSAA activities. The entire sports eligibility policy is stated on the back of the Sports Participation form.
- ♦ **Disqualification** – A student will be disqualified if his/her grade in any subject falls below a C (70%) average.

DISQUALIFICATION

The student must bring their grade up to at least a C (70%) average in each class to be eligible to participate again. The student is responsible for providing a completed progress report to the office indicating improvement. Further clarification on Brookings School District 17C policy is stated on the back of the Sports Participation form.

OFF CAMPUS ELECTIVE CLASSES

(i.e. band, choir, drama, academic competitions, etc.)

A request to take an off campus elective class should first be discussed with the Administrator. All requests are considered based upon the student's academic record and may be reviewed by the board for approval. A maximum of two (2) off campus elective classes are allowed per semester.

A student participating in an off campus elective class **must maintain a C (70%) average in all core subjects to be allowed to continue in the off campus elective class.** Periodic progress reports to confirm the student's academic status may be requested.

STUDENT CONDUCT

BHCS is dedicated to the training of students in a program of study, activity, and living that is Bible based and Christ centered. We believe that all things should be done decently and in order. We lead our students in the biblical instruction to “walk honorably before all men”. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. Discipline is firm, consistent, fair and tempered with love.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

An important part of a student’s education is learning self-discipline and responsibility. Parents/guardians have the greatest influence in helping their children develop good habits for well disciplined lives. We believe that self-discipline is necessary for the welfare of each student as well as the entire school. Good behavior must come from the heart and not be the mere conformity to man made regulations.

Your support of the school is essential to the success of our program. If you or your child is having a problem at or with the school, we encourage you to consider scripture before you respond. Proverbs 18:17 says, “The first to present his case appears right until another comes forward and questions him”. The first step in solving a problem is to get both sides of the story. You can accomplish this by talking to those concerned (usually the teacher or the director). Please do not hesitate to contact the teacher or the director if you have an issue.

CODE OF CONDUCT

BHCS has a Code of Conduct that is consistent with Christian principles set forth in Scripture. Each student is required to read and sign this code at the beginning of each year.

CLASSROOM EXPECTATIONS - Elementary

Each class has its own Code of Conduct that indicates age appropriate behavioral expectations that are consistent with Christian principles set forth in Scripture.

RESPECT BETWEEN PEERS

BHCS expects all students to behave in a manner that is pleasing to the Lord at all times. The following behavior is not tolerated:

- ◆ Name calling
- ◆ Foul or abusive language
- ◆ Bullying
- ◆ Rough play, tripping, tackling or hitting
- ◆ Not following game rules
- ◆ Excluding other students

Students who exhibit such behavior will face disciplinary action.

INAPPROPRIATE SLANG LANGUAGE

The attitude behind a word makes it unacceptable. Any word used in replacement of foul language is considered inappropriate slang, and disciplinary action will be enforced.

CHEATING

Cheating is stealing from someone else and will not be tolerated at BHCS. Age appropriate Disciplinary Action will be enforced at the administration's discretion.

DISCIPLINARY ACTION

We believe students need to be accountable for their actions. Therefore, a parent/guardian will be informed as soon as possible if his/her child has a behavior issue. Areas of concern include, but are not limited to:

- ◆ Disruptive behavior in class
- ◆ Missing assignments/homework
- ◆ Disrespect to any staff member or student
- ◆ Defiance
- ◆ Cheating
- ◆ Misuse of class time
- ◆ Tardies

In all grades, teachers have the authority to assign consequences that are age appropriate (i.e. staying in from recess, writing standards, clean-up duty). In certain circumstances, a student may be sent to the principal for disciplinary action.

In keeping with Oregon Law, BHCS does not use corporal punishment under any circumstances.

SUSPENSION, DISMISSAL OR EXPULSION

In all cases, the parent/guardian is notified and a meeting is scheduled between the administration, parent/guardian, and student.

Suspension

Suspension is the temporary revocation of a student's privilege to attend BHCS. It is given as disciplinary action when a student has progressed through the other BHCS disciplinary courses.

A student may be suspended immediately for serious offenses which include but are not limited to:

- Blatant defiance or rebellion toward any faculty member
- Theft
- Cheating
- Forgery

- Vandalism or destruction of school or personal property (parent/guardian will be held financially responsible)
- Threatening to harm or endanger another student or faculty member
- Fighting
- Harassment of another student or faculty member
- Profanity (on or off campus)

There is no tuition refund for time missed due to student suspension.

Expulsion or Dismissal

Expulsion or Dismissal is the permanent revocation of a student's privilege to attend BHCS. It is considered for repeated violations of BHCS policy when previous courses of disciplinary action have failed.

If sufficient cause is found to warrant the possible Expulsion of a student, the director may suspend the student from school immediately and contact the parent/guardian regarding the expulsion procedure. The procedure will vary based upon the individual circumstances associated with each case.

A recommendation for a student's Expulsion or Dismissal must be initiated by the school director who is bound to show just cause for such action. A decision must be unanimously agreed upon by the board of directors.

A student may be expelled immediately for serious and/or illegal offenses which include but are not limited to:

- Arson
- The possession, sale and/or use of drugs, alcohol or tobacco
- Gambling
- Pornography
- Physical abuse to a student or faculty member
- Possession of weapons at school

SEARCH & SEIZURE

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated or is about to violate either the law or school rules and regulations, the faculty may search students possessions on school grounds and any school property assigned to the student with another faculty member present (parent/guardian will be notified as soon as practical).

Any evidence of such violation may be seized. The scope of the search must be reasonably related to the circumstances initially justifying the search.

ILLEGAL ACTIVITY

Any known illegal activity by a student will be reported to our local law enforcement.

As we seek to provide a balanced and disciplined learning environment for the students of Brookings Harbor Christian School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God since we teach the students to obey and submit to their parents, it is important that the school and the home work cooperatively for the students' good. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures. Your cooperation in that program is crucial.

ACADEMIC PROGRESS and GRADING

GRADING SCALES

Kindergarten-8th Grade

A+	100%	B+	87-89%	C+	77-79%	D+	67-69%
A	95-99%	B	84-86%	C	74-76%	D	64-66%
A-	90-94%	B-	80-83%	C-	70-73%	D-	60-63%
F	59% and Below						

9th-12th Grade

A+	100%	D	60-69%
A	90-99%	F	59% and Below
B	80-89%		
C	70-79%		

Grades are calculated and stored on Thinkwave.com for students in Kindergarten through 12th Grade. An access code is given for each student so the parent/student may communicate with the teachers as well as have up to date information on attendance and grades.

GRADING – Kindergarten – 5th Grade

Elementary school students (K-5th) earn a letter grade at the end of each quarter based upon the guidelines directed in the curriculum. Some subjects are graded as a participation grade only.

GRADING – Jr. High School

A letter grade is calculated at the end of each quarter; a final grade is calculated at the end of the year.

GRADING – High School

Students at the high school level earn a letter grade each semester which then translates to a G.P.A. and credits earned as indicated on the students' transcripts. Students earn .5 credits for each semester class completed with a D letter grade or higher.

Letter grades are calculated to the 10th percentile and are not rounded up.

G.P.A. Calculation:

A=4	B=3	C=2	D=1	F=0
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The numbers corresponding to the letter grade are added together and then divided by the number of classes taken to produce the student's G.P.A.

$(1^{\text{st}} \text{ semester} + 2^{\text{nd}} \text{ semester}) \div 2 = \text{Yearly Cumulative G.P.A.}$

ACADEMIC AWARDS

Academic Awards are presented at the end of each semester.

The Elementary (1st – 5th Grades) & Jr. High students are eligible to receive Honor Roll awards if they achieve all A's during a semester. This is not an average grade. Honorable Mention awards are also given to students receiving A's and only one B during a semester.

High School students achieving a 4.0 G.P.A. during a semester are placed on the Dean's List. Students achieving between a 3.75-3.99 G.P.A. during a semester are placed on the Honor Roll. Honorable Mention awards are given to students achieving between a 3.50-3.74 G.P.A.

ACADEMIC PROBATION

A student failing to improve his/her grade to at least a C (70%) in any specific subject after will be placed on Academic Probation until the

end of that quarter. Student will then be re-evaluated and tutoring may be recommended and/or required.

REPORT CARDS

We will distribute report cards after each quarter for elementary and junior high students. Senior high students will receive report cards each semester. Grades may be reviewed at any time on Thinkwave.com under your child's account. Account codes are given at the beginning of the school year or upon registration of your child if they enroll during the school year. If you have any questions concerning grades or attendance, please message the teacher directly.

EXTRA CREDIT

Extra credit is given to students who are consistent with their work and would like a chance to increase their grade. Extra credit is not intended for students who have been inconsistent or failed to do assigned work. Extra credit will not be used in place of given assignments and is at each teacher's discretion.

PARENT/TEACHER CONFERENCES

Parents/guardians are encouraged to communicate with their child's teacher on a regular basis. Teachers are always willing to discuss a student's progress. Please be sensitive to a teacher's time constraints during the day. If you need to discuss an issue at length, please schedule an appointment in advance. Teachers are unavailable for conferences before their classes begin. This takes away time they need to be with their students.

Mandatory parent/teacher conferences are scheduled every year at the end of the 1st quarter. An optional parent/teacher conference may also be scheduled at the end of the 3rd quarter.

RETENTION

A student must demonstrate the ability to progress to the next grade level through his/her daily work, tests, and quizzes. A student who fails to progress academically during the school year will be evaluated by his/her teacher and the administration at the end of the year for possible grade retention. If necessary, BHCS reserves the right to test currently enrolled students to determine their placement for the next

school year. Parents will be notified during the 4th quarter if the school is considering grade retention.

STUDENT FAILING A SUBJECT

A current high school student who fails a class required for a BHCS High School Diploma is required to re-take the class at the next possible opportunity.

A current high school student who fails the same class twice is required to attain credit through an accredited institution at their own cost.

GRADUATION POLICY – BHCS High School Diploma

A student who fails to earn all of the required credits for graduation from BHCS will not receive a BHCS High School Diploma at the end of his/her senior year. The Director will discuss the school's policy and available options, if needed.

Home schooled students are ineligible to receive a diploma from BHCS.

Continuation Fee – A charge of \$500 will be made for students who do not meet graduation requirements at the time of graduation but who have been granted an extension on their diploma.

ACCREDITATION

BHCS is fully accredited through Cognia.

SCHOOL ORGANIZATION

NON-PROFIT STATUS

Brookings Harbor Christian School is recognized by the state of Oregon as a non-profit organization and is established as a 501(c) 3 non-profit organization. All donations made to the school are tax deductible.

SCHOOL BOARD

The BHCS Board of Directors meets monthly. A designated time during each meeting will be open to school families. It is necessary to make prior arrangements with the school administrator if you would like to attend a meeting. If you have a school related concern, it must be made known to the administrator prior to the meeting and placed on the agenda in order for it to be addressed.

ADMINISTRATION

Kari Schultz

Director

P.T.O. (Parent Teacher Organization)

The P.T.O. exists to prayerfully and financially support our school through organizing and overseeing various fundraising efforts.

Revised 2/23