



2024 - 2025  
K - 12  
PARENT-STUDENT  
HANDBOOK

PRESCHOOL/ELEMENTARY  
CAMPUS

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MODESTO, CA 95356  
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JUNIOR HIGH/HIGH SCHOOL  
CAMPUS

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A MINISTRY OF BIG VALLEY GRACE COMMUNITY CHURCH

## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>	<b>3</b>	Attendance	28
Administration, Directors, and Office Staff	3	Behavior and Conduct	30
Mission Statement	3	Dress Code	36
Expected Schoolwide Learning Results (ESLRs)	3	General Policies	39
Vision Statement	4	Snack and Lunch	41
Accreditation Statement	4	Questions	42
Non-Discrimination Statement	4	<b>JUNIOR HIGH (7th- 8th)</b>	<b>43</b>
Statement of Educational Purpose	4	Schedule	43
Statement of Educational Philosophy	4	Arrival/Dismissal	44
Statement of Educational Goals	5	Campus Safety	44
Discipline Philosophy	5	Academic Program	45
Student Conduct Principles	5	Attendance	48
Sexual Harassment Policy	6	Behavior and Conduct	52
Bullying	7	Dress Code	59
Parent-School Relationship	8	General Policies	62
Christian Training	9	Student Activities	65
Statement of Faith	9	Questions	66
Mandated Reporting Requirements	12	<b>HIGH SCHOOL (9th-12th)</b>	<b>67</b>
Admissions	12	Schedule	67
Parent-Student Handbook	15	Arrival/Dismissal	68
Student Re-enrollment	15	Campus Safety	68
Communication	15	Admissions	69
Student Health	17	Academic Program	69
Bible	17	Attendance	78
Parent Driving Information	17	Behavior and Conduct	82
Emergency Preparedness	17	Dress Code	90
Extended Care	18	Parking and Driving	93
Insurance Responsibility	18	General Policies	94
Field Trips & Activities	18	Student Activities	96
Miscellaneous	18	Questions	99
Questions	23		
<b>ELEMENTARY (K-6th)</b>	<b>25</b>		
Schedule	25		
Arrival/Dismissal	25		
Campus Safety	25		
Academic Program	26		

## GENERAL INFORMATION

### Administration, Directors, and Office Staff

Senior Pastor	Joel Boone
Superintendent	Michelle Mott
Principal (K - 6 <sup>th</sup> )	Kris Giannosa
Principal (7 <sup>th</sup> - 12 <sup>th</sup> )	Melissa Maher
Campus Pastor	Jeff Thompson
Director of College & Career Prep (7 <sup>th</sup> - 12 <sup>th</sup> )	Cindy Alavezos
Academic Counselor (9 <sup>th</sup> - 12 <sup>th</sup> )	Anna Poole
Director of Operations	Marsha Holbrook
Dean of Students (7 <sup>th</sup> - 12 <sup>th</sup> )	Josiah Davenport
Director of Student Activities (9 <sup>th</sup> - 12 <sup>th</sup> )	Jackie Ward
Director of Athletics	Sarah Beers
Director of Preschool	Sheila Yarbrough
Director of Communications	Michelle Camoirano
Registrar (7 <sup>th</sup> - 12 <sup>th</sup> )	Liz Boer
Registrar (K - 6 <sup>th</sup> )	Deena Biondolillo
Admin Assistant (K - 6 <sup>th</sup> )	Jessica Karam
Admin Assistant (K - 6 <sup>th</sup> )	Amber Torres
Admin Assistant (7 <sup>th</sup> - 12 <sup>th</sup> )	Kathy Nance
Admin Assistant (7 <sup>th</sup> - 12 <sup>th</sup> )	Heather Anderson

### Mission Statement

The mission of Big Valley Christian School is to nurture and equip students to impact the world for Christ.

### Expected Schoolwide Learning Results (ESLRs)

Big Valley Christian School students will:

- Be in pursuit of spiritual maturity
- Be in pursuit of academic excellence
- Be responsible citizens
- Be effective communicators

## **Vision Statement**

The vision of Big Valley Christian School is to glorify God by striving to reach the highest standard of Christian education.

## **Accreditation Statement**

The academic program at Big Valley Christian School is designed to give the student the strongest possible background in basic learning skills. Big Valley Christian School has earned full accreditation from the *Association of Christian Schools International* (ACSI) and the *Western Association of Schools and Colleges* (WASC). Our school is registered through the Private School Affidavit with the State Department of Education. The curriculum meets or exceeds the prescribed requirements of the State of California, the Western Association of Schools and Colleges, and the Association of Christian Schools International.

## **Non-Discrimination Statement**

Big Valley Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and tuition assistance policies, and athletic and other school-administered programs. However, Big Valley Christian School reserves the right to refuse admission to anyone unwilling to comply with the school's policies or unable to meet and/or achieve the school's levels of academic or behavioral standards.

## **Statement of Educational Purpose**

At Big Valley Christian School, we believe that an educational program should provide a secure, yet challenging environment that promotes the physical, cognitive, social, emotional, and spiritual development of a child. Such a program is possible to the degree that we apply our knowledge of how children learn and develop to our program practices.

## **Statement of Educational Philosophy**

Big Valley Christian School believes the Bible is the key component in all education. It provides a unifying frame for every subject and it gives life and power to the entire curriculum. Big Valley Christian School supports the biblical truth that parents are responsible to train their children. With the cooperation of home and church, it is the school's focus to instill in each student the moral strength, spiritual insight, and academic integrity to live his or her life as a responsible citizen and an effective Christian.

## Statement of Educational Goals

The educational goals at Big Valley Christian School are designed to foster and complement a student's development in four areas: spiritually, mentally, socially, and physically. These areas parallel the growth of Jesus Christ as expressed in Luke 2:52, *"And Jesus kept increasing in wisdom and stature, and in favor with God and men."*

## Discipline Philosophy

Discipline and love should be synonymous. At Big Valley Christian School, we follow the scriptural admonition given in Hebrews 12:4-13. Our disciplinary goal is for our students to ultimately imitate Jesus Christ. This fosters an atmosphere that is conducive to learning for all students. The standards of conduct at Big Valley Christian School are the guideposts for this journey toward training in self-discipline *"...later on however, it produces the harvest of righteousness and peace for those who have been trained by it."* Hebrews 12:11b.

### Big Valley Christian School seeks to:

- Establish clear and consistent biblical and educational standards of conduct that every student is expected to follow.
- Make sure that the student understands why specific behavior was wrong and the alternatives open to them in making the right choice.
- Apply God's Word to the solution of the offense; pray with and for the student.
- Apply consistent discipline and reasonable consequences to the offense.
- Guide in righting the wrong through accepting responsibility through confession, repentance, restitution, reconciliation, and restoration.

## Student Conduct Principles

The standards of student conduct that imitate those of our Savior are at the heart of Christian education. The Bible says in Ephesians 5:1, "Be imitators of God therefore, as dearly loved children . . ."

Students who commit themselves to the following principles will find it much easier to practice the behavior required which promotes a quality educational environment.

### Truthfulness

In Ephesians 4:25 says, *"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body."*

### Self-Control

In James 1:20 says, *"For man's anger does not bring about the righteous life that God desires."*

**Honesty**

In Philippians 4:8 says, *"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things."*

**Wholesome Speech**

In Ephesians 4:29 says, *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."*

**Positive Attitude**

In Ephesians 4:31 says, *"Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice."*

**Love for Another**

In Ephesians 5:2 says, *". . . and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God."*

**Respect**

In Philippians 2:3 – 4 says *"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interest of others."*

## **Sexual Harassment Policy**

**Policy**

BVCS 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.

**Definition of Sexual Harassment**

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

**Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature.

**What to do if you Experience or Observe Sexual Harassment**

Individuals who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of these school officials: teacher, administrator or school counselor. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials listed above.

**Confidentiality**

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

**Protection Against Retaliation**

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

**Procedure for Investigation of the Complaint and for Taking Corrective Action**

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

## **Bullying**

God's Word gives us specific guidelines on how we should treat one another. In Luke 6:31, Jesus says, "Do to others as you would have them do to you." In John 5:12, Jesus says, "This is My commandment, that you love one another, just as I have loved you." When we treat people in a way that hurts them, we fall short of God's standard. In other words, we sin.

Bullying is often a misunderstood and overstated term. It is impossible to get everyone to agree on a definition. What we can all agree on, is that God's Word is perfect and true. When we say or do something that is not loving or is not the way we want to be treated, we have not met God's standard. In other words, it is sin.

Each case of "bullying" is different and therefore must be handled case by case. Oftentimes it's how the "bullying" is handled that causes the greatest hurt. We take situations where someone claims to be bullied as opportunities to seek what God's Word has to say about the incident and how God's Word tells us to handle the incident.

If a student feels they have been bullied, it is important that they speak up. Oftentimes the first that a teacher or administrator hears about a situation is after it has already gotten out of hand. If the student does not feel comfortable in sharing their concern directly with the other student(s), then a teacher and/or administrator can assist in that process. At BVCS, we want to train and equip students to respond biblically. This process can only work if we have parents who work in partnership with us.

In terms of consequence, again, each situation is handled differently. Sometimes, the appropriate response is a warning, it could be a suspension, and it could be something in between. Parents and students do not always agree with the response, but we ask that you trust the leaders that God has put in place, that have a more complete perspective, and that are trying to discern how to best use the situation to shape all involved to become more like Christ.

At BVCS, we take hurting others very seriously, because God takes it very seriously. We use opportunities in class and in chapels all year long to teach and model how we are to treat one another. If any student or parent ever has a concern or feels like “bullying” has occurred, we ask that you immediately go to a teacher or administrator and share your concern. Burying your concerns or gossiping about your concerns does not solve the problem and also falls short of God’s standard.

## Parent-School Relationship

We believe that parents are biblically obligated for the education of their children and that the school comes alongside to assist in this training. We recognize our responsibility to uphold the sanctity and integrity of the family while providing a biblically-centered education.

It is the goal of Big Valley Christian School to encourage, support, and reinforce the family in the areas of church attendance, biblical standards of conduct, discipline, as well as honor and respect for parents. In addition, it is the school’s desire to assist and cooperate closely with parents in the academic and character development of the student.

**If for any reason the student and/or parent cannot support Big Valley Christian School, the parent will not try to change the school to fit their needs but will withdraw the student quietly, without delay.**

Also, within the parent-school relationship, BVCS reserves the right to disenroll any student if it is determined by the administration to be in the best interest of either the student or the school.

## Confidentiality

The Family Education Right and Protection Act limits the school’s ability to disclose information regarding any student information. FERPA restricts school officials from releasing personally identifiable information from a minor’s record without parental consent, an emergency or a court order.



## Christian Training

Big Valley Christian School acts in a supportive role to reinforce the Christian training in the home. This is accomplished through daily Bible instruction, a biblically integrated curriculum, weekly chapels, prayer, scripture memorization, and the encouragement to attend church.

The Church is an institution that should be part of every young person's life. We do not require church attendance as a condition of continued enrollment in K - 8<sup>th</sup> grade. However, we strongly urge our students and parents to join and attend a church that recognizes Jesus Christ as Lord, teaches the authority and perfection of the Bible, and emphasizes the application of biblical principles for daily living. Church attendance is a high school requirement for admission and continued enrollment.

Big Valley Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. **In such cases, the school reserves the right, within its sole discretion, to refuse the admission of an applicant or to discontinue enrollment of a student.**

## Statement of Faith

We believe and accept the following statements as essentials for the unity and practice of the members of the church:

1. **THE AUTHORITY OF THE BIBLE**

II Timothy 3:16-17; II Peter 1:19-21

We believe the 66 books of the Old and New Testaments are a complete and final revelation from God, without error in the original autographs, and sufficient in themselves as our only rule of faith and practice.

2. **THE TRIUNITY OF GOD**

Matthew 28:19, II Corinthians 13:14

We believe that God is one, manifesting Himself in three distinct and separate Persons (Father, Son and Holy Spirit), each of Whom is God and to be honored and worshiped as God.

3. **THE PERSON AND WORK OF JESUS CHRIST**

Matthew 1:23; John 1:1, 14, 29; 3:16; I Corinthians 15:3,4,12,19; Hebrews 4:15; I John 2:1-2; Acts 1:9-11

We believe that Jesus Christ is God manifest in the flesh, born of a virgin, sinless, crucified for our sins, resurrected from the dead, ascended to heaven, and coming back again to establish His Kingdom on earth.

4. **THE MINISTRY OF THE HOLY SPIRIT**

John 3:5; 14:16-17; 16:7-13; Romans 8:14; I Corinthians 6:11,19; 12:13; Galatians 5:16-17; Ephesians 4:30; 5:18; Acts 1:8

We believe the Holy Spirit is God, convicting the world, causing spiritual birth, baptizing all believers into one body in Christ, indwelling, sealing, sanctifying, guiding, and teaching every believer, as well as filling and controlling those who walk in obedience to God and His Word.

5. **THE CREATION AND FALL OF MAN**

Genesis 1:26-28; 2:7; 3:1-24; Romans 3:23; 5:12; Ephesians 2:3

We believe that man was created by God in His own image, and not the product of evolution or animal ancestry; that he fell into sin by personal disobedience to the revealed will of God, and that all men and women are sinful in nature and practice, and unable to save themselves.

6. **THE SALVATION OF MAN**

John 3:16; 14:6; Acts 16:31; Romans 3:24; 6:23; 10:9-10; Ephesians 2:8-10; Titus 3:5; I Peter 1:18-19, 22-25; I John 5:11-13

We believe that salvation from sin, death, and hell is the free gift of God's grace to everyone who believes in Jesus Christ as Lord and Savior, and that every believer has eternal life and complete security in the finished work of Jesus Christ when He died on the cross for our sins, and arose from the dead, thus guaranteeing our own resurrection and eternal life.

7. **HUMAN DESTINY**

Matthew 25:46; John 3:16; 5:24; 10:28-29; Romans 9:22-24; II Corinthians 5:8; I Thessalonians 1:9-10; 4:13-18; II Thessalonians 1:7-10; Jude 23-24; Revelation 20:11-15

We believe in the eternal life of all believers in a new heaven and a new earth, and that upon physical death, they go immediately to be with Christ in heaven awaiting their future bodily resurrection at the second coming of Christ, and in the resurrection of all unbelievers to stand before the Great White Throne Judgment of God from which they will be cast into eternal fire and everlasting punishment.

8. **THE EXISTENCE OF SATAN & EVIL**

Isaiah 14:13-14; Ezekiel 28:13-17; Matthew 12:24-26; John 8:44; John 12:31-32; II Corinthians 4:4; Ephesians 2:1-3; 6:12-18; Revelations 12:9-10; 20:10

We believe that all angels, including Satan, were created by God, and that Satan, through pride and sinful ambition, rebelled against God, becoming the great adversary of God and His people. These spirit beings possess supernatural powers, but are limited by the permissive will of God. Satan, as leader of

evil angels and demons, was defeated and judged at the cross of Jesus Christ, and his final destiny is everlasting punishment in the lake of fire, hell.

**9. THE CHURCH OF JESUS CHRIST**

Matthew 16:18; 28:19-20; John 13:1-17; Acts 2:41-47; I Corinthians 11:17-34; I Corinthians 12:13; Ephesians 1:22-23; Colossians 1:18

We believe that all believers from the day of Pentecost in Acts 2 until the return of Jesus Christ are members of the Church, the body of Christ, and that the visible manifestation on earth is local churches where believers assemble for teaching, fellowship, prayer, and observance of Christ's commands regarding baptism and communion. We believe in water baptism by immersion in the name of the Father, and the Son, and of the Holy Spirit, and in remembering the night our Lord was with His disciples in the Upper Room by regularly observing the Lord's Supper.

**10. THE GREAT COMMISSION**

Matthew 9:36-38; 28:19-20; Mark 16:15; Luke 24:47-48; Acts 1:8; 8:1,4; Romans 10:13-15; I Corinthians 9:13-14

We believe that our Lord commanded us to preach the Gospel and to make disciples of all nations, and that every believer is to be a witness for Jesus Christ, trusting in the power of the Holy Spirit; and that we are responsible to pray for, support, and send missionaries into all the world.

**11. MARRIAGE AND HUMAN SEXUALITY**

Genesis 1:27; Genesis 5:1-2, Mark 10:6, Genesis 2:21 – 24; Mark 10:2-12; Matthew 19:3-11; Ephesians 5:21-33; 1 Timothy 3:2, 12; 1 Peter 3:1-7, Malachi 2:14 – 16; 1 Corinthians 7:2-5; Leviticus 18:1-30; Romans 1:24-32; 1 Thessalonians 4:1-8; Jude 7

We believe God intentionally designed and created humanity male and female. We believe marriage is ordained and instituted by God and, according to the Scriptures, can only exist and be fulfilled between one man and one woman. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in this Statement of Faith.

We believe marriage is a picture of the relationship of Christ and the Church and is to be a lifelong, covenant relationship between a man and a woman based on love, respect, mutual submission and personal sacrifice.

We believe God intended sexual intimacy to be enjoyed only within the context of the male and female marriage relationship; and that all other sexual relations outside of marriage are personally destructive, sinful, inconsistent with the teachings of the Bible and the Church, and forbidden by God.

## **Mandated Reporting Requirements**

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest 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.

## **Admissions**

Enrollment at Big Valley Christian School is a privilege. An applicant may be accepted or denied entrance after a careful evaluation of the application. The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

**All new students entering Big Valley Christian School are automatically placed on academic and behavioral probation for the first 90 days of school.**

### **K through 8<sup>th</sup> Grade**

- Kindergarten students should be five (5) years old by September 1 and a 1<sup>st</sup> grade student should be six (6) years old by September 1.
- BVCS provides a transitional kindergarten program for students with birthdays that fall between September 2 and December 1 in our preschool phase of school. School readiness is a criterion for admission to any grade. Generally, achievement should be at grade level.
- Students not achieving at grade level may be placed in our Student Support program for an additional fee. This would be based on current testing of the prospective student.
- In addition, regular attendance in a local church is encouraged but not a requirement for admission.

### **Admission Criteria**

The criteria used by a school administrator to determine the admissibility of an applicant are the following:

- The applicant should have demonstrated on a standardized test that they are academically prepared for BVCS.
- The applicant should have a satisfactory citizenship record in the school they are presently attending.
- The applicant should have a minimum 2.0 G.P.A. in the present school year.

- The applicant must desire to attend BVCS and be willing to comply with the school's standards as printed in the Parent-Student Handbook.
- Students above the 4<sup>th</sup> grade should desire to attend by their own volition. Those who have developed a contempt for the Christian way of life may not be admitted or may not be allowed to continue attending.
- Students who have had previous academic and/or behavioral issues or have been suspended, expelled, or have a juvenile record should be given the test of time to prove their sincerity before admission is considered. Emotionally challenged children or those who are physically handicapped are admitted only if BVCS is able to meet their needs. Enrollees should express a general eagerness to learn.

## **9<sup>th</sup> through 12<sup>th</sup> Grade**

Big Valley Christian High School is committed to the development of Christian leaders and therefore it becomes foundational for admission that all students have a personal relationship with Jesus Christ and are committed to following Him in all areas of their lives.

### **Admission Criteria**

The criteria used by a school administrator to determine the admissibility of an applicant are the following:

- The applicant must be actively involved in a Bible teaching church whose doctrinal position is in agreement with the BVCS statement of faith.
- The applicant should have demonstrated on a standardized test that they are academically prepared for BVCS.
- The applicant should have a minimum 2.0 G.P.A. in the present school year.
- The applicant must desire to attend BVCS and be willing to comply with the school's standards as printed in the Parent-Student Handbook.

### **Admissions Procedures**

- Submit the completed online Application for Admission which includes the appropriate parent/guardian signatures. All parts of the online Application for Admission must be submitted before a New Student Meeting (K-6) or Interview (7-12) is scheduled.
- Submit a copy of the student's most recent report card or transcripts showing grades and citizenship/conduct for the current school year, any standardized testing scores for the current school year, immunization record and a birth certificate.
- Submit registration fees online with the application for the new student. These fees are not refundable. An application is not processed until these fees are paid.
- When all required forms and fees have been submitted, and reference forms have been received, including the current school, reference and church reference (pastor, youth pastor), a new student meeting or personal interview will be arranged with the campus principal and/or designated administrator. At least one parent and the student must be present.

- A student's entrance into the school is determined after the application process has been completed. Because it is a privilege to be a student at Big Valley Christian School, an applicant may be accepted or denied entrance after an evaluation of the application process. The school admits students of any race, color, national and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to students at the school.

**Tuition:**

It is our desire to make the school available to the largest number of families possible by holding the tuition at the lowest levels possible consistent with the desire for quality, Christian education.

Since BVCS has an obligation to its employees, students are considered enrolled for the entire year. Tuition fees are calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student withdraws from school before the end of the school year for any reason, or enters after the school year has begun, tuition fees are prorated according to the actual number of days enrolled.

Tuition may be paid using one of two payment plans - annual or 12 month. Parents are billed through a third-party billing and payment administrator, FACTS Management. Parents with an active FACTS agreement are solely responsible for setting up a FACTS Management account and keeping payment and other personal information in that account current. FACTS Management will collect, process, and record all tuition and fee payments and will issue all billing statements to Parents throughout the Academic Year. Parents using FACTS must pay either by electronic funds transfer ("EFT") or by credit card. FACTS Management charges and collects a convenience fee of 2.95% per credit card transaction. If Parents make payments by credit card, the convenience fee charge will be auto-collected with tuition and fees as they become due. BVCS does not receive the convenience fee and it is not refundable. There is no charge for EFT.

- Annual payments are due by July 1 and receive a 2% discount
- 12 month plan - Payments begin July 1 and end June 1
- Accounts are considered late by the 10<sup>th</sup> of the month. A late fee may be assessed on all accounts that are delinquent.
- A tuition account must be current to within 60 days by the end of the first semester in order for a child to continue in school the second semester, unless previous arrangements have been made with the administration.
- All tuition accounts must be paid in full, before a child can re-enter school the following year. In the event that payment has not been received in full by the school within 30 days after the due date, the child(ren) may be removed from the school, unless parents make other arrangements with the administration. The terms and conditions for payment must be fully and promptly met.
- All tuition must be current to participate in any extracurricular activities, for example: senior trip, and historical studies tour.
- No child who has an outstanding balance shall participate in the graduation ceremony or 8th grade promotion.

## **Parent-Student Handbook**

Parents and students have the responsibility to read and abide by the policies and standards contained in the Parent-Student Handbook. Each student and parent is required to agree to the contents of our Parent-Student Handbook. Failure to support the staff, teachers, and administration in the enforcement of any discipline action may result in the removal of the student from school. If a parent fails to support the staff, teachers, and administration in the enforcement of these agreements, it may result in the removal of the student from school.

## **Student Re-enrollment**

Students who are currently enrolled at BVCS may re-enroll for the following year. Online re-enrollment and all applicable fees (non-refundable) are accepted during the re-enrollment period. All re-enrollments are subject to administrative approval and specific academic or behavioral circumstances may warrant a denial of re-enrollment of a student. Any student account carrying a past-due balance will be blocked from re-enrollment until the account is paid and current. After completion of the re-enrollment period, new student applications will be accepted for the fall school year.

## **Communication**

To effectively inform parents of school activities, curriculum requirements, and current news regarding Big Valley Christian School, parents have access to the school's website at [www.bvcs.org](http://www.bvcs.org). This information is updated on a regular basis. Teachers may be contacted by email.

Changes in calendar dates, special announcements, or other immediate parent information will be communicated through email and notices home.

- 5<sup>th</sup> – 12<sup>th</sup> grade families have personal access to their student's grades through FACTS.
- K – 5<sup>th</sup> grade classroom newsletters are distributed each Friday.
- Campus highlights are also promoted through email, Facebook and Instagram.
- BVCS also has an app: search Big Valley Christian School in your phone's app store.
- An emergency texting system is used to alert parents to immediate information.

## **Student Health**

The physical health and welfare of each student is important. Please do not send your student to school at any time with a fever, even if they appear to feel fine. They may return to school after being 24 hours fever free without medication.

- Special health problems should be discussed with your student's teacher and office staff.

- A physician's note may be necessary for readmission to the school (or if the student's recovery is in question). If your student is ill with a communicable disease, please contact the school office before returning to school.

### **Medication - Over the Counter, Prescription Medication, and Supplements**

Big Valley Christian School does not provide Tylenol, aspirin, etc. for use by a student.

- With the exception of asthmatic inhalers, no medication or supplements, prescription or non-prescription, is to be carried by a student while on the campus or at a school activity.
- Vitamins, supplements, cough drops, etc may not be carried by and consumed by students and fall under the same "Consent for Medication" form guidelines that follow.
- Students with asthmatic conditions requiring the use of an inhaler must have a prescription on file with the office specifying the conditions for use. A physician may prescribe an inhaler to be carried by the student. This must be indicated on the "Consent for Medication" form.

Consent for Medication Form - If it becomes necessary for medication to be administered at school, a parent must:

- Obtain a "Consent for Medication" form from the school office each time the need for a new medication arises or download the form from [www.bvcs.org/resources](http://www.bvcs.org/resources).
- Have your child's doctor completely fill out the form and return it with the medication.
- The medication must be in the original labeled container for that specific medication.
- Bring the medication to the school.
- **Over-the-counter medications dispensed through the office require the same consent form to be filled out completely by a parent and physician.**
- The school will not be able to dispense any form of medication without a current, signed "Consent for Medication" form.

### **First Grade Students**

Every first-grade student must submit proof of a physical examination that was completed no more than 18 months prior to starting first grade. Parents are asked to inform the school office of any medical condition or restriction that may impact their student while they are at school.

### **Screening**

Students may be screened for vision, dental, hearing and/or height/weight needs. Results will be documented in the student's health file.

### **Immunizations**

California law requires all students to have up to date immunizations before entering any public/private school or have a medical waiver from a physician on file at school. If your child is missing a required immunization for school entry, contact your child's health care provider.



## Medical Exemptions

Students with approved medical exemptions through the California Department of Public Health CAIR ME system may enroll. A parent or guardian must submit a form that verifies the CDPH CAIR ME exemption. Medical exemptions issued in CAIR-ME expire at the earliest of:

- When the child enrolls in the next grade span (K/K–6th grade, 7th–12th grade)
- The expiration date specified in a temporary medical exemption
- Permanent revocation of the exemption.

BVCS participates in and views the online Immunization Registry. The County Department of Public Health examines BVCS student immunization records, including medical exemptions.

In the event the California Department of Public Health CAIR ME revokes a student's medical exemption, there is an appeals process with the CDPH CAIR ME. Go to the [CDPH CAIR ME website](#) for more information.

## Bible

Each student will need to provide their own ESV Bible. As meanings of verses and words are discussed as well as memorization, it makes understanding easier if all students can refer to the same translation.

## Parent Driving Information

- Be alert for children!
- Never text or talk on cell phones while driving.
- Never park in any handicap stall, even briefly, unless you have a handicap placard.
- Do not exceed the 15 MPH speed limit.
- Follow all posted signage.
- Please do not leave infants/children and other valuables in your parked car.
- K - 6<sup>th</sup> grade:
  - If you park, you must walk your child onto and off the campus. Students should not walk through any parking lot unless attended by an adult.
  - Students do not need to be walked in if you use the designated drop off zone. Please refer to the BVCS Elementary Map & Parking document (available at [www.bvcs.org](http://www.bvcs.org)).

## Emergency Preparedness

Big Valley Christian School has developed an emergency preparedness plan in the event of a disaster. The administration will institute the appropriate emergency plan as determined by the type of disaster that occurs. The entire school staff is apprised of the steps to be taken in the event of a disaster.

Fire, earthquake and lock down drills are practiced on a regular basis.

## **Extended Care**

Extended Care is available from 6:30 - 8:00 a.m. and 3:00 - 6:00 p.m. for Kindergarten through 8<sup>th</sup> grade students. Extended Care is available for students on a regular basis or parents may drop-in students whenever the need arises. For the safety of all students, any K-6<sup>th</sup> student on campus before 8:00 a.m. or after 3:10 p.m. will automatically be sent to Extended Care. Any 7<sup>th</sup>-8<sup>th</sup> student on campus before 7:30 a.m. or after 3:10 p.m. will automatically be sent to Extended Care. 9<sup>th</sup> – 12<sup>th</sup> grade students may also use Extended Care. Details and charges for Extended Care are available in the school office.

## **Insurance Responsibility**

Should your student become injured at school or at a school function and require medical attention, the parent is responsible as the primary health insurance carrier for the child.

## **Field Trips & Activities**

The educational program may include special excursions and trips for students.

- Only students from the participating class may attend the field trip.
- A friend or sibling is not allowed to attend another grade's field trip.
- Any parent who chooses not to let their student go on a field trip or school activity must keep them at home.
- Drivers for field trips must have seatbelts in their car for each occupant.
- The school's insurance is secondary to that of the owner of the vehicle.
- Drivers must be 25 or older.
- Drivers must provide proof of insurance (via a Declarations Page) for the driver/vehicle and have liability coverage of at least \$100,000/\$300,000.
- Drivers must refrain from doing anything that is out of the guidelines of the field trip or school policies.
- One week prior to driving on a field trip the driver must provide the school with the Declarations Page of their insurance, driver's license and the Driver Agreement Form.

## **Miscellaneous**

### **Student Acceptable Use Policy**

The primary goal of incorporating technology into the school environment is to support the educational and instructional needs of Big Valley Christian School students and employees. Technology includes all devices owned by the school, on or off campus. It includes individually owned devices that are brought on campus. This includes but is not limited to hardware, software, electronic data communication networks, telephone lines, video projector units, document cameras, video cameras, printers, Chromebooks, IPADs, etc. Big Valley Christian School offers a campus wide high-speed network and Internet access for student owned

Chromebooks grades 2-12 and school-issued equipment. Our goal in providing these services for the school community is to promote educational excellence in our curriculum through increasing available resources, helping students responsibly navigate these resources, and enabling communication between students, faculty, and families.

Using the school's network and school issued accounts, on and off campus, is a privilege. As such, it is the responsibility of all users to use these services appropriately and in compliance with all Big Valley Christian School, Big Valley Grace Community Church and any applicable government regulations. The following are policies for use of Big Valley Christian School technology governing anyone using these materials. This list is not all-inclusive and may be modified at any time.

Anything that violates the Big Valley Christian School goal of providing educational and Christian leadership training through the use of technology for students, staff and faculty may result in the loss of technology access. Because many classes have a technological component, a student's academic progress may be affected.

### **Consequences**

Consequences will be determined by prior technology issues, the severity of the incident, and the wisdom of the teacher and possibly administrator involved. They may, however, include:

- Behavior contract
- Counseling by BVCS staff, church staff, or outside sources
- Moving student to a more restrictive technology environment
  - any impact on the student's classwork will be an inconvenience born by the student and family, not the classroom teacher or school
- Student is not allowed to use any Big Valley Christian School technology at all
- In school suspension or out of school suspension
- Expulsion

### **General Behavior Policies**

1. If a student finds or is given access to material, websites, passwords, etc. that is not specifically authorized, that material is considered unauthorized. It is the responsibility of that student to immediately report it and not share it. No student personal devices can ever be used on the BVCS network (except their 1 enrolled Chromebook).
2. Be prepared to be held accountable for your personal actions. Exemplary behavior choices based on Biblical principles are expected for all users at all times.
3. When using Big Valley Christian School resources, there is no expectation of privacy.
4. All devices - whether school or personally owned - and accounts must be given up for inspection when asked by a staff member of Big Valley Christian School. The inspection will be for reasonable suspicion of prohibited activity.

5. Notify a teacher or other staff member if materials that violate the school system's code of conduct are encountered.
6. Do not use a computer or the Internet to hurt, harass, attack, or harm other people or their work, on or off campus.
7. Do not damage the network or any technology owned by the school or another student in any way.
8. Do not use the Big Valley Christian School Internet for illegal or immoral (as defined in the Big Valley Christian School statement of faith) activities, on or off campus.
9. Do not install or download unauthorized files, software, games, programs, or other electronic media from the Internet onto personal Chromebooks or onto other Big Valley Christian School technology.
10. Do not violate copyright laws (<http://www.copyrightkids.org/copyrightbasics.html>).
11. Do not view, send, or display obscene, profane, lewd, vulgar, rude, racist, sexist, disrespectful, threatening, or inflammatory language, messages, symbols, or pictures.
12. Use only your password and do not share your personal password with another student or anyone other than your parent or guardian.
13. Do not access another student's work, folders, or files without authorization.
14. Do not interfere with or disrupt network users, services, Big Valley Christian School data or data of another student or organization, or equipment, on or off campus. Incognito mode is disabled for all students, but if a student is able to access it, this is not allowed.
15. Do not use any device to make an audio or visual recording or image without the express permission of a teacher, staff, and all recognizable parties in the recording or image.
16. The Internet is monitored and filtered, exceeding the requirements of the Children's Internet Protection Act of 2000 (<http://www.fcc.gov/guides/childrens-internet-protection-act>). It is our desire to keep material that is harmful to minors and all Biblically-minded individuals blocked from viewing.

### Personal Devices

Students are not allowed to bring any technological devices onto the BVCS campus except for a managed Chromebook (2nd -12th grade) and a cell phone (9th - 12th grade). All other devices are prohibited, including any and all forms of smart watches and wireless earbuds.

1. Students in grades 2-6 *may* bring their own *Chromebook* device to be used on the Big Valley Christian School network and used under the guidelines stated above instead of using the school-owned device provided for them.
2. Other types of devices not expressly specified above (cell phones discussed below), are not allowed on the Big Valley Christian School network for any student. Laptops, ipads, tablets, smart watches, wireless headphones, *etc.* are not allowed on campus.
3. All student owned Chromebooks brought to school must be clearly labeled, use the Big Valley Christian School network while on campus (no hotspots), be enrolled in the Google management system of Big Valley Christian School, never shared with another student, and brought with the understanding that Big Valley Christian School is not responsible for theft, damage, or misuse.

4. Students in grades 7-12 *must* bring their own *Chromebook*, working and charged, to school daily for classroom use.
5. Grades K - 1 may not bring their own Chromebook or any other technological device to school.
6. Grades K-8 may only use a Chromebook, school or student-owned, under the direct supervision of faculty or staff. This rule includes breaks, lunches, and any study time granted in class.
7. No wireless in-ear headphones are allowed on campus for any student. Wireless headphones must be over-ear. Wired headphones are allowed.

### **Cell Phones**

Students in grades K - 6 are not allowed to have a cell phone, Apple, or Gizmo watch on their person while on school campus. If a parent wants their child to carry a cell phone, it must remain off and in the students backpack at all times while on school campus. Students may not bring the phone out to show another student. Students may only use the phone on campus to call or text under the direct supervision of faculty or staff.

Students in grades 7-8 may bring a cell phone to school, but it must be off and out of sight in the locker (not in pockets or brought out of the locker) while on campus. This includes school hours as well as before and after school while the student is under school supervision such as after school care.

Students in grades 9-12 may bring a cell phone to school. It must be silent and out of sight during class time, including if a student is in the hallway or bathroom for any reason during class time. Smart watches are not allowed on campus. Class time includes assemblies, passing periods, chapels, walking to chapel, rallies and other on campus events during school hours. Morning break and during lunch cell phone usage must be limited and is discouraged. Under no circumstances may a student borrow another student's cell phone.

Listed are Consequences for violation of cell phone policy grades K-12. Bluetooth in-ear devices and smart watches will be confiscated and included in these consequences.

1. Device is taken and picked up by a student from the office.
2. Device is taken and picked up by a parent in the office.
3. Device is taken and picked up by the parent and meets with the administration.
4. Device contract will be given to the student.

Repeated offenses will result in a probation contract being issued.

The offices are available before, after, and during breaks if a phone call is needed.

### **Closed Campus**

Big Valley Christian School is a closed campus. Upon arriving at school, students are to remain on the grounds until properly dismissed from school. Students are not allowed to leave during break or lunch. Parents may grant permission for their student to go to lunch off campus with an adult (21 years of age; e.g. youth pastor, relative, etc.) provided the permission is in written form and given to the office or a phone call. Students must be signed out in the office. An adult may come to the office and sign the student out or call the office to

verbally give permission for a student to leave. Upon return, the adult must come to the office and sign the student back in. The adult may call the office as well. Door Dash and other food delivery services are not allowed on campus.

**Conflicts**

Big Valley Christian School is first and foremost God's school. Accordingly, we try to resolve disagreements in a biblical manner. Parents are encouraged to resolve differences with a staff member by following the Matthew 18 mandate and going directly to the person(s) involved and working out differences. Following that, if the conflict still resides at the classroom level, a parent may bring the issue directly to the principal.

**Financial Information**

Financial information is available in the school office and on the school's website.

**Lost and Found**

A lost and found repository will be maintained on the school grounds. Articles not claimed at the end of each month will be given to a charity. Please check the lost and found on a regular basis.

**Media Materials**

If you happen to find media materials which need to be reviewed, please bring it to the attention of the administration.

**Parent-Student Handbook Changes**

During the school year it might be necessary to change or modify a particular school policy or guideline. The administration reserves the right to change any of these guidelines without prior notification.

**Personal Possessions**

Personal possessions that are brought to school are brought at the responsibility and risk of the owner. The school is not responsible for loss of or damage to an individual's possessions. The school's insurance covers school property only.

**Pictures**

Pictures will be taken in the fall for elementary students. Pictures will be taken at ROAR! for high school and junior high.

**Pledge to the 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.

**Pledge to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and salvation for all who believe.

**Pledge to the Bible**

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

**School Property**

Any student involved in destroying, damaging, vandalizing, stealing, writing, or carving on school or personal property (of others), will replace either in cost or kind and/or face disciplinary action. If warranted, the local authorities may be called in to assist in dealing with the situation.

**Students' Personal Transportation on Campus**

Students who ride or drive to school must make sure that it is used safely, secured, or locked. The school is not responsible for stolen or damaged items brought onto the campus.

**Surveillance/Video Monitoring Policy**

Big Valley Christian School is committed to maintaining the health, welfare, and safety of students, staff, and visitors while on campus. Video surveillance/electronic monitoring equipment shall be used to maintain a safe and effective learning environment for students and staff. If necessary, video surveillance will be accessed to help determine if a student has committed an unlawful or unsafe act in violation of school policy.

**Visitors**

All visitors, including parents, must sign in at the office and must wear the visitor's badge he/she is issued.

- We have a closed campus policy regarding student visitations. Students interested in attending BVCS are allowed to visit/shadow a student on the campus during the instructional day. Approval to visit/shadow must be given by the administration at least two days prior to the requested date.
- Visitors should behave and dress appropriately while on campus.
- Former BVCS students (graduated alumni) may visit campus during lunch. They must sign in at the office and must wear the visitor's badge he/she is issued.
- Door Dash and other food delivery services are not allowed on campus.

**Volunteers**

Volunteers are welcome. They are required to sign in at the school office and wear a visitor's badge. As part of creating a positive atmosphere, we would like to encourage all of our parent volunteers to dress in a modest and appropriate fashion when volunteering in the classroom. The standard of dress includes:

**Female Volunteers:**

- If wearing a dress or skirt, the hem should be no shorter than 2" from the top of the knee.

- Clothing should cover the midriff and back. Low necklines that reveal cleavage are not appropriate for the classroom.
- Bicycle pants, leggings, yoga pants or other tight-fitting pants are not appropriate for the classroom.

Male Volunteers:

- Clothing should not be soiled or tight fitting.
- Hair should be neatly groomed.

## Questions

If you have any questions, please call the school office at 209-527-3481 (for K – 6<sup>th</sup> grade) or 209-571-4800 (for 7<sup>th</sup> – 12<sup>th</sup> grade).



## ELEMENTARY (K-6<sup>th</sup>)

### Schedule

Extended Care Begins	6:30 a.m.
Playground Opens (K-6 <sup>th</sup> )	**8:00 a.m.
School Begins	**8:30 a.m.
K/Kindergarten Dismissed	12:30 p.m.
K/Kindergarten Enrichment Begins	12:30 p.m.
School Dismissed	3:00 p.m.
Extended Care Closes	6:00 p.m.

\*\* During inclement weather, students go directly to their classroom, hallway or room 602 for 2nd grade.

### Arrival/Dismissal

- Playground supervision begins at 8:00 a.m.
- Any K-6<sup>th</sup> grade student arriving earlier than 8:00 a.m. must go to Extended Care.
- Elementary students arriving at 8:00 a.m. or later are to go directly to the courtyard or playground.
- Kindergarten students will be dismissed at 12:30 p.m. All Kindergarten students must be promptly picked up. The after school Kindergarten program is by reservation only and once filled, there is no supervision available for drop ins.
- All 1<sup>st</sup> – 6<sup>th</sup> grade students will be dismissed at 3:00 p.m. and the student must be promptly picked up by 3:10 p.m. or they will be taken to Extended Care and a fee will be charged.

### Campus Safety

#### Campus Access:

- For the safety of our campus, the North Lot gate is the only point of entry onto the campus.

#### Office Access (between 8:40 a.m. and 2:50 p.m.):

- If you need to access the school office, park in the North Lot (next to the playground).
- At the black wrought iron gate, you will find an entry system.
- Please press the button. Our office staff will confirm your reason for being on campus before allowing access.
- Once you have entered the gate, please go directly to the school office (located downstairs in the East Wing Education Building).

- All visitors staying on campus must sign in, receive a visitor's badge (in exchange for car keys) and sign out upon leaving.
- Big Valley Christian School is a closed campus. Door Dash and other food delivery services are not allowed on campus.

**Venue and Worship Center Access:**

- For school events held in the Venue or Worship Center (such as chapel and awards) park in the West Lot (next to the Venue) and go directly to the Venue or Worship Center. The Worship Center only has two points of access.

**Driving Information:**

- Be alert for children!
- Never text or talk on cell phones while driving.
- Never park in any handicap stall, even briefly, unless you have a handicap placard.
- Never park in any red painted fire lane.
- Do not exceed the 15 MPH speed limit.
- Follow all posted signage.
- If you park, you must walk your child onto and off the campus. Students should not walk through any parking lot unless attended by an adult.
- Please refer to the BVCS Elementary Map & Parking document ([www.bvcs.org](http://www.bvcs.org)).
- Please do not leave infants/children or other valuables in your parked car.

## Academic Program

**This 3rd - 6th grade standard is used to determine grades throughout each marking period.**

93 – 100 = A

90 – 92 = A-

87 – 89 = B+

83 – 86 = B

80 – 82 = B-

77 – 79 = C+

73 – 76 = C

70 – 72 = C-

67 – 69 = D+

63 – 66 = D

60 – 62 = D-

Below 60 = F

**Reporting Academic Progress**

- For 1<sup>st</sup> – 6<sup>th</sup> grade, report cards are issued three times (one per trimester) during the school year. A progress report will be issued for 1<sup>st</sup>-6<sup>th</sup> grade students during the middle of each trimester. The progress report is designed to alert parents to potential academic problems. Please contact the teacher immediately if there are questions regarding a progress report or report card.
- Parent-teacher conferences are held at the close of the first trimester. The purpose of these conferences is for the teacher to discuss the student's current progress with the parent. Throughout the school year, a teacher may request a special conference with a parent to discuss academic difficulties.
- Kindergarten students do not receive progress reports. Parent-teacher conferences are held at the close of the first trimester and as needed in the third trimester.
- For 5<sup>th</sup> and 6<sup>th</sup> grade students, parents will be able to access RenWeb to see student grades at any time. Effective and timely feedback is an important factor in determining student success. Because of this, BVCS staff is committed to posting homework, test, quiz and lab grades online within 3 - 5 school days. If a specific grade has not been posted within a week, please contact the teacher directly. Some larger projects (research papers, end of unit projects, etc.) may require up to 10 school days to be posted. The teacher will advise in these instances.

### **Honor Roll**

Recognizing academic effort and achievement motivates students to give their best effort when doing school work. There are three levels of honor roll which are awarded to 4<sup>th</sup> - 6<sup>th</sup> grade students.

#### *Bronze Honor Roll:*

- Recognizes a student who maintains a 3.0 - 3.49 GPA in graded subjects.

#### *Silver Honor Roll:*

- Recognizes a student who maintains a 3.5 - 3.99 GPA in graded subjects.

#### *Gold Honor Roll:*

- Recognizes a student who maintains an "A" average (4.0 GPA) in graded subjects.

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

- At the end of the year, The Principal's Honor Roll will be given to recognize a student that maintains a 4.0 GPA for all three trimesters.

### **Third Trimester Honor Roll**

The last honor roll certificate is mailed home with report cards.

### **Homework**

Depending upon grade level, a student will have varying amounts of homework to complete. It is appropriate for a child to have about ten minutes for each grade in school (3<sup>rd</sup> grade x 10 = 30 minutes of homework). If your child seems to be spending excessive time on homework or never seems to have any, please contact your child's teacher. Assignments will not be given on Wednesdays to encourage students to participate in church

programs. Homework will not be assigned over the extended holidays of Thanksgiving, Christmas, Spring Break and Easter.

### **Textbook Issue and Care**

Student textbooks will be issued by each teacher. All books that are checked out to a student must have a sturdy book cover and student's name on both the cover and inside. Non-adhesive book covers must be used. It is the responsibility of the student to see that these books are properly cared for since they are school property. Beyond the normal wear and usage of the textbook, students will be held responsible for payment of lost or damaged books.

### **Materials and Supplies**

A supply list will be mailed home during the summer along with your child's final report card. In addition to this supply letter, each teacher may require the periodic purchase of school materials and supplies during the school year. Supply lists may be accessed on the BVCS website ([www.bvcs.org](http://www.bvcs.org)).

### **Awards**

A school chapel is held once a week. This is a time of spiritual fellowship, education and praise. Activities vary from week to week and parents are welcome to attend. Award assemblies will periodically take the place of chapel and will follow the regular chapel schedule.

## **Attendance**

### **School Attendance**

- The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, absences are greatly discouraged.
- If your child is going to miss school, please email the teacher before 8:40 a.m.
- Failure of a student to attend school for any reason will be considered an absence.
- FACTS sends out an automatically generated email to parents (marked "custodial" in the FACTS Family Portal) around 9:00 a.m. if a student is absent.
- For a student's attendance to count as "present" for the day, the following time requirements must be met:
  - For a regular school day, the student must attend a minimum of 3¼ hours (Kindergarten students – 2 hours).
  - Students must attend a half day to participate in after school activities.
  - For a minimum school day, the student must attend a minimum of 1¾ hours.

### **Readmissions After Absence**

When returning to school:

- If your child missed school, email the teacher before 8:40 a.m. each day of absence. If you did not email, please send your child with a note from a parent or guardian to the teacher with the date(s) of absence and the reason for the absence
- A physician's note may be necessary with some communicable diseases. Check with the school office.
- Please do not send your student to school at any time with a fever, even if they appear to feel fine.
- A student must be fever free (without the aid of medication) for 24 hours before returning to school.

### **School-Related Activity Absences**

Students are excused from in-class work if they miss class for participating in ACSI events (ex.: Spelling Bee, Speech Meet). When a student is absent from class for another school activity (ex.: special field trips, musical rehearsals/performances, athletic events, etc.), the student is still responsible to complete all tests, quizzes, and assignments. Each student needs to be responsible to find out from the teacher what assignments are to be completed. Assignments are due at the teacher's discretion. The teacher will determine the time frame to make up quizzes and tests. A student is to be prepared for class the following day regardless of the school-related activity.

### **Requesting Schoolwork for Planned or Prolonged Absences**

When a student will be out of school and the time of the absence is known ahead, it is the responsibility of the parent to contact the teacher to see if schoolwork can be provided. Teachers may or may not be able to provide work in advance. If school work can be provided, teachers need at least five days prior notice and the schoolwork must be handed in on the day the student returns to school.

### **Missed School Work**

Class work will be gathered by the teacher and will be available upon the student's return to the classroom. A student will receive one day for each day absent to make-up schoolwork with full credit.

### **Major Projects and Reports**

All major projects and reports will be due on the date and period they were assigned regardless of any absence. Failure to do so will subject the project or report to late grading penalties. Students should make arrangements to deliver the project to the school on the due date.

### **Signing out for Appointments/Partial Day Absences**

A parent must come to the office and sign-out the student before leaving the campus. No student is allowed to leave campus without being signed-out by a designated adult. The student will need to be signed back in by a designated adult if they return to school on the same day.

### **Reporting Absences to Parents**

BVCS will notify parents regarding a student's absences at the end of each trimester (on the report card). When a student misses more than 5 days in a trimester, a letter will be sent home with the student's report card. If a student misses 20 school days during the year, the student's ability to return for the following

trimester or the student's promotion to the next grade level will be reviewed by the administration; promotion may be in jeopardy. Excessive absences may result in an Attendance Review Panel. In cases of prolonged illness or extenuating circumstances, the family may wish to appeal in writing to the administration for an exception.

### **Tardy to School**

- School begins promptly at 8:30 a.m.
- Students need to be in their pick-up line by 8:30 for Unity
- Students arriving late (tardy) between 8:30 a.m. and 8:40 a.m. are to go directly to their classroom and are marked tardy by their teacher.
- Any student arriving late (tardy) after 8:40 a.m. must go to the office and be signed in by a parent/guardian in order to receive an admit slip.

### **Consequences of Tardies**

BVCS will notify parents regarding a student's tardies at the end of each trimester (on the report card). When a student is late to school more than 5 days in a trimester, a letter will be sent home with the student's report card. Excessive tardiness (20 or more tardies in a year) may result in an Attendance Review Panel.

### **Attendance Review Panel**

The Attendance Review Panel is used with students who have repeated or serious attendance issues. It is composed of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible.

## **Behavior and Conduct**

### **Big Valley Christian School Student General Rules**

#### **Demonstrate Respect**

- Practice courtesy and consideration in your association with teachers, school staff, fellow students and visitors.
- Demonstrate respect for the BVCS campus.
- Leave all annoying, inappropriate, dangerous, or items irrelevant to education at home.

#### **Demonstrate Self-Control and Integrity**

- Use actions and words that honor God. Keep your hands to yourself.
- Abstain from profanity and vulgar or abusive speech and actions.
- Use your technology in a way that glorifies the Lord and doesn't cause you or those around you to stumble.
- Do your own work (do not cheat, copy, or plagiarize).

### **Disciplinary Action**

The goal of Big Valley Christian School is to provide and maintain an environment which is conducive to excellence in spiritual growth and education. While this handbook is designed to provide clarity for all involved, the administration reserves the right to discipline every case based on its unique and specific nature. We ask for the wholehearted cooperation of our students and parents in the implementation of our policies and procedures while all students are involved in educational and associated activities sponsored by the school.

## **Examples of Behavior and Conduct Violations**

### **Tier 1 – Minor Violations**

Minor violations are those behavior issues which individually do not warrant an office referral and can be handled by the individual teacher/staff member. These include, but are not limited to:

- Being tardy to class
- Talking in class
- Failing to follow directions
- Failing to complete assigned tasks
- Behaving with a negative attitude or impolitely
- Out of class at any time without a hall pass
- Chewing gum or seeds
- Cell phone on campus
- Eating in class without permission
- Running in the hallways or stairwells
- Bringing irrelevant/distracting items from home

### **Tier 1 Violations - Recommended Consequences**

Consequences may include, but are not limited to:

- Warning
- Time out
- Parent contact by teacher/staff
- Confiscation of item
- Parent conference
- Counseling of the student by the staff

### **Tier 2 – Moderate Violations**

Moderate violations are those which negatively affect the school's ability to meet the educational commitments to our students. Category 2 violations may be handled by an individual teacher/staff member or an administrator, when warranted. These behaviors include, but are not limited to:

- Class disruption
- Defiance of authority
- Verbal or physically inappropriate behavior
- Deceptive behavior

- Being in unsupervised areas
- Category 1 behaviors that are determined to be habitual and/or continuous

### **Tier 2 Violations – Recommended Consequences**

Consequences may include, but are not limited to:

- Parent contact
- Confiscation of item – referred to an administrator
- Parent conference
- Counseling of the student by the staff
- Administrative student conference/warning
- May not attend class – referred to an administrator
- Suspension

### **Tier 3 – Serious Violations**

Serious violations are those which require the immediate attention of an administrator because of the severity or continuous action of Category 1 and 2 violations. These behaviors include, but are not limited to:

- Continuous classroom disruption
- Dishonesty and other forms of deception
- Misuse of school and other students' property including inappropriate use of technology and unauthorized use of school equipment
- Possession of pornographic or sexually explicit material
- Physical, sexual, obscene or verbally inappropriate behavior or harassment
- Possession of a weapon including guns, knives, bladed tools, pepper spray and any additional items considered dangerous by the administration
- Commission of any crimes or misdemeanors, on or off campus, including, but not limited to, possession or use of alcohol, tobacco, and tobacco related products (vaping), illegal drugs, marijuana (in any form), immoral behavior and destruction of property
- Insubordination to a staff member including (but not limited to) walking out of class, failing to follow a school event procedure, leaving campus without permission, continuous and willful violation of school rules
- Behavior which potentially endangers another's safety
- Cheating, including plagiarism and intentionally assisting another student to cheat
- Sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school and school events (no public displays of affection allowed)
- Failure to follow through with disciplinary consequences
- Any infraction determined to be severe by administration
- Category 1 and 2 behaviors that are determined to be habitual and/or continuous

### **Tier 3 Violations – Recommended Consequences**

Consequences may include, but are not limited to:

- Immediate referral to an administrator



- Confiscation of item – referred to an administrator
- Required parent conference
- Counseling the student by the staff
- Suspension
- Discipline Review Panel (with possible recommendation to School Board for expulsion)

When dealing with disciplinary issues, the administration and staff will use their discretionary judgment and wisdom in making decisions regarding the discipline. Consideration will be given to the severity of the offense, previous conduct record, and the attitude of the student during counseling and correction. Cumulative violations of school rules can result in increased severity of consequences. BVCS also reserves the right at any time to dismiss a student who is out of harmony with the school goals and mission of BVCS. A student may be suspended or go before a Discipline Review Panel for a violation of stated governmental law.

## **Definition of Terms**

### **Behavior Probation Contract**

For a repeating or serious disciplinary issue or if a student has been suspended, the administration will meet with the student and his/her parents. At that time, the student will be issued a contract detailing the terms of continued enrollment. He/she will be placed on behavior probation for a period of time determined by the administration. If the student fails to meet the terms of the contract, the student may be asked to withdraw from the school or go before a Discipline Review Panel.

### **Suspension**

Any student suspended from school will receive a behavior probation contract. When a student is suspended from school, they are required to complete all class work assigned during the day(s) of suspension. Any assigned work will be due the day the student returns to school. The student will be allowed to make up quizzes or tests at the discretion of the administration. During a suspension a student is restricted from attending or participating in school functions such as athletic events or practices, activities, etc. Continued misbehavior may lead to a Discipline Review Panel.

### **Discipline Review Panel**

The Discipline Review Panel is used with students who have repeated or serious behavior issues. It is comprised of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible. The Discipline Review Panel can recommend a student for expulsion from BVCS to the BVCS School Board.

### **Expulsion**

Expulsion is permanent removal from school. If a Discipline Review Panel recommends to the BVCS School Board for a student to be expelled from BVCS, the student will be restricted from being at any school activity (e.g. athletics, socials, plays, etc.) or being on campus for the remainder of the school year.

## **Specific Behavior and Conduct Expectations**

### **Aggressive Behavior**

Students are expected to respect others. Therefore, we enforce that students have their hands off one another. Any fighting in an aggressive way with another person or intimidation/threatening/harassing another before, during, or after school will result in suspension or other consequences. This also applies to all school activities whether on the campus or off campus.

### **Campus/Classroom Disruptions**

Students are expected to follow the rules established by the administration and teachers for acceptable campus and classroom behavior.

### **Cell Phones and Electronic Devices**

Elementary students are not allowed to have cell phones or watches that act like phones. Students may use the office phone to call parents if needed.

- Cell phones are not allowed to be seen, heard or used for any reason during any part of the school day, including ExCare, chapel, and assemblies.
- If a cell phone or other electronic device is a distraction during class, it will be confiscated and placed in the office.
- The following steps will be taken when a cell phone is confiscated:
  - Taken and picked up by student from the office.
  - Taken and picked up by parent in the office.
  - Phone contract will be given to the student.
- Repeated offenses will result in a probation contract being issued.

### **Cheating**

Students are expected to do their own work. When cheating occurs, including plagiarism, the student will receive a zero on the work involved and the teacher will notify the parents. Additional incidents of cheating will result in further disciplinary action that could include suspension and a Discipline Review Panel.

### **Deception**

Students are expected to be honest. Deception is the act of, but not limited to, lying, committing a dishonest act, forgery, falsifying or altering school documents and providing false identification.

### **Defiance**

Students are expected to be obedient. Defiance (open resistance/bold disobedience) of school personnel (teachers, administrators, office staff, facilities staff, kitchen staff, or any other adult authority figure on campus) will result in a referral to Administration.

### **Destruction of Property/Vandalism**

Students are expected to respect all school property as well as the property of other students. Destruction and vandalism are the intentional damaging or destruction of public or private property. This includes but is not limited to writing in textbooks and on desks, counters or tabletops, graffiti or tagging and breaking equipment.

**Gum and Unshelled Sunflower Seeds**

Students are expected to demonstrate respect for our campus. Neither gum nor sunflower seeds are allowed in the school buildings as they create an unhealthy educational environment with their residue on carpets, lockers, underneath desks, etc.

**Hallways**

No running in the hallways. Backpacks, lunch sacks and other belongings need to be neatly lined up along the hallway and building walls. Students out of class or off the playground at any time must have a hall pass. This pass is to be issued by the teacher, yard duty, or office. Any student who is found without the appropriate hall pass will be sent back to their class, the office, or the playground.

**Items from Home**

Any objects which are irrelevant or a distraction to education (i.e. toys, fidget spinners, lighters, matches, explosives/fireworks, pocket knives of any size, electronic or electrical equipment, etc.) are not allowed on campus or at school activities. The school is not responsible for lost or damaged personal equipment or objects brought to school. Any student bringing cash or other valuables to school should exercise discretion in keeping wallets or purses inaccessible to other students.

Any objects which are irrelevant to education or are a distraction are not allowed on campus or at school activities and will be taken away. A parent must pick the item up in the office and disciplinary action may occur. If in doubt about whether something can be brought to school, check with an administrator.

The school provides playground equipment for students. Personal softballs, baseballs, footballs, or basketballs, etc. are only allowed with permission from the classroom teacher.

**Language**

Generally unacceptable language that is offensive, lewd, foul, coarse, sexually oriented, racial, or derogatory as well as taking the Lord's name in vain will face disciplinary action.

**Stealing/Possession of Stolen Property**

When a student is caught stealing, the parents will be notified and immediate correction will take place which could include suspension or a Discipline Review Panel. Restitution will be necessary.

**Sexual Harassment**

Students are expected to conduct themselves in such a way as to not cause others embarrassment, feeling of powerlessness, or the loss of self-confidence due to their conduct. Conduct constituting sexual harassment such as, but not limited to, unwelcome verbal/sexual advances and other verbal or physical conduct of any sexual nature or disrespectful remarks which may be related to gender, culture, ethnic background or other expressions of intolerance. Any student wishing to make a complaint of sexual harassment should immediately report to the administration.

### **Student Relations**

All students need to form relationships which are pleasing to the Lord. An important part of the maturing process is the development of wholesome God-glorifying relationships that are appropriate to the age of the student. The student should not engage in any public displays of affection (e.g. hand holding, kissing, etc.) at school or at school events/activities.

### **Supervised Areas**

- Students are **NEVER** to be in a location without a staff member present.
- Students are never to be in possession of a school employee's campus keys.
- Students must always stay in a supervised area, unless given permission by school personnel to leave.
- Parents must come to the school office to sign a student out if they are to be picked up during school hours. Students are not allowed to wait outside to be picked up.
- Students are dismissed from class through the office.
- Any student up through 6<sup>th</sup> grade who would like to attend an athletic game on the campus must be with a parent at all times.

## **Dress Code**

Big Valley Christian School desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness and gender distinction are the overriding principles of the BVCS dress code. The administration or his/her designee is the final authority on the dress code policy.

The dress code policy remains in force while all students are on campus during the school day (including spirit weeks), on a field trip, participating in student outings or in athletic activities. Students are expected to dress modestly at all school related events.

### **Standards for Dress**

Please use the following guidelines when choosing the appropriate clothing for the school year. Because of changing trends, all styles of dress, jewelry, and grooming are subject to approval by the administration. If in doubt about a particular type of clothing, grooming, or jewelry style, call the school for clarification.

### **GIRLS**

**Dresses/Skirts:**

- Hemlines and slits should be mid-thigh or longer. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Extremely tight-fitting dresses or skirts are unacceptable.
- Shorts, tights or leggings should be worn under dresses/skirts to allow for modest and comfortable movement on the playground and during PE.
- Holes/tears in jeans/pants should not interfere with modesty and should be below mid-thigh. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.

**Shirts:**

- Tops must cover the midriff, cleavage, lower back, and bra straps.
- Strapless shirts (on one or both arms/shoulders) may not be worn.
- Halter tops may not be worn.
- Excessively tight-fitting tops are unacceptable.
- Shirts with minimal openings in the arms ("cold shoulder") are acceptable as long as they meet all the other guidelines outlined above.
- Shirts with imprinted messages are allowed within the guidelines of good judgment and appropriateness.

**Pants/Shorts:**

- Long pants must be modestly fitting.
- Undergarments should not be visible.
- Pajama bottoms are not acceptable for school dress.
- Extremely tight-fitting leggings, flared leggings, yoga pants, joggers, bike shorts, are unacceptable.
- Shorts must be loose fitting and at least mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Holes/tears in jeans/pants should not interfere with modesty and should be below thumb length.

**Shoes:**

- Shoes must be worn at all times.
- Heels may not exceed 2 inches in height.
- Sandals/shoes with back straps are acceptable. Flip flops or backless footwear are not acceptable due to issues of safety.
- 6<sup>th</sup> grade students may wear flip flops only if they bring athletic shoes to change for PE.

**Grooming:**

- Hair color should be in good taste, not extreme or distracting.
- Extreme cuts of hair are not acceptable (i.e. mohawks).

- Makeup is not allowed.
- No tattoos.

**Jewelry/Hats:**

- Earrings are not to be a distraction.
- No body piercing except for the ears. Nose piercings must be removed or plugged with a clear plug.
- Hats or hoods (on sweatshirts) may not be worn indoors, sideways or backwards.
- Words or logo designs on hats and caps must be appropriate for the school.

**Activities:**

If an activity requires special dress, a note will be sent home with instructions and information about the dress expectation.

**BOYS****Shirts:**

- Shirts with imprinted messages are allowed within the guidelines of good judgment and appropriateness.

**Pants/Shorts:**

- Pants should be in good condition and clean, neat, modestly fitting and not too tight, baggy and/or saggy.
- Pants should cover undergarments at all times.
- Pajama bottoms are not acceptable for school dress.
- Shorts must be loose fitting and at least mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Holes/tears in jeans/pants should not interfere with modesty and should be below thumb length.

**Shoes:**

- Shoes must be worn at all times.
- Sandals/shoes with back straps are acceptable. Flip flops or backless footwear is not acceptable due to issues of safety.
- 6<sup>th</sup> grade students may wear flip flops only if they bring athletic shoes to change for PE.

**Grooming:**

- Hair color should be in good taste, not extreme or distracting.
- Extreme cuts of hair are not acceptable (i.e. mohawks).
- No tattoos.
- Make-up or nail polish is unacceptable for male students.

**Jewelry/Hats:**

- No earrings, visible body piercing, or distracting jewelry are allowed. Nose piercings must be removed or plugged with a clear plug.
- Hats or hoods (on sweatshirts) may not be worn indoors, sideways or backwards.
- Words or logo designs on hats and caps must be appropriate for the school.

**Activities:**

If an activity requires special dress, a note will be sent home with instructions and information about the dress expectation.

**Dress Code Violation Disciplinary Action:**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Parents contacted

3<sup>rd</sup> Offense: Parents contacted, time-out assigned

4<sup>th</sup> Offense: Parent conference, one day in-school assigned

## **General Policies**

**Addressing Adults**

Adults are always to be addressed as Mr., Mrs., or Miss.

**Animals on Campus**

For the health and safety of our students, pets are not allowed on campus. A teacher or administrator must grant permission before an animal can be brought on campus for educational purposes.

**Birthdays**

Birthdays are celebrated in the classroom by the classroom teacher. Parents are not to bring in any treats. Your child's teacher will communicate how he/she does birthday celebrations at the start of the year. Birthday invitations (for after school parties) may be passed out to the entire class (or all girls/all boys) during school time.

**Chapel and Awards**

A school chapel is held once a week. This is a time of spiritual fellowship, education, praise, and student recognition. Activities vary from week to week and parents are welcome to attend. Award assemblies will periodically take place.

**Elevator**

Students may only use the elevator with permission from a teacher/administrator or when accompanied by a parent.

### **Student Extracurricular Activities**

In an effort to reflect the Mission Statement and the Expected SchoolWide Learning Results, BVCS strives to meet the needs of the whole person (spiritually, physically, socially, emotionally, and intellectually). The primary goal of any activity is to elevate the reputation of Jesus Christ through developing students whose Christianity permeates every word and action. Activities are designed to develop God-given talents and abilities in students as well as Christian character qualities.

The variety of extracurricular activities available (sports, clubs, theatre arts, etc.) allow for students with varying skills and abilities to find an outlet for their abilities. All activities are viewed as an opportunity for an individual to bring honor and glory to God by using his/her abilities for His glory.

### **Activity Eligibility**

It is assumed that all students are able to maintain a 2.0 GPA and have no more than one “F” in any class. Any student whose grades fall below a 2.0 GPA and has more than one “F” in any class will not be eligible to participate in extracurricular activities. For the privilege of participation in extracurricular activities, students must maintain conduct which meets school standards. Any student who has received 2 or more discipline referrals will not be eligible to participate in extracurricular activities.

### **Attendance**

In order to attend or participate in an extracurricular activity (sports, clubs, drama production, etc.), students must be in attendance at school for more than half the school day.

### **Homeschool Hybrid Eligibility**

Students enrolled in the Homeschool Hybrid program at Big Valley Christian School have access to the Big Valley Christian School experience. Students enrolled in the program may participate in:

- Weekly chapels
- Drama productions
- Music program
- Yearbook
- Athletics (does not apply to high school)
- Unity
- Field trips

### **Lockers – 6<sup>th</sup> Grade**

- All 6<sup>th</sup> grade students are issued a locker.



- Students must be supervised by an adult at all times in the locker area.
- Lockers are for storing books and other personal belongings.
- Care should be taken not to share locker combinations with friends.
- Lockers are not to be traded.
- Any issued school books or supplies missing from the student's locker will be charged to the student.
- The locker is to be kept neat and clean.
- Students may decorate the inside of their locker with acceptable photos or pictures. Students may not use glue, paint, or other materials that could damage the locker.
- A student defacing or damaging any locker will be financially responsible for the cleaning, repair, or replacement of the locker.
- On occasion, there may be unannounced locker inspections.
- Students who violate the locker guidelines or play with another student's locker risk losing the privilege and use of their locker.
- No open beverage containers can be stored in lockers.

### **Outdoor Education**

All 6<sup>th</sup> grade students are given the opportunity to go to Outdoor Education for 5 days. Students that do not attend Outdoor Education will be given an assignment to complete at home during the week.

### **Search and Seizure Policy**

BVCS has expectations of students in the areas of conduct, integrity, responsibility, and respect. In the event that a student fails to meet these expectations by violating a school rule, it may become necessary to conduct a search of the student's person, property, car, or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. The administrator or school personnel conducting this search will follow these guidelines:

The person or persons conducting said search must have a reasonable suspicion that the person, property, or school locker being searched relates directly or indirectly to an infraction of school rules and/or standards. The term *reasonable suspicion* is defined as having credible sources and/or personal observations that a student is engaging in wrongful behavior.

The search that is conducted will be no more intrusive than necessary to serve the school's legitimate needs. The search, and any item that is observed or seized, must be documented as to maintain the sequence of events leading up to the search and the subsequent results of the search itself. A record of all searches will be maintained by the administration.

### **Student Sales**

Students will not be permitted to sell non-BVCS sponsored products on campus or take orders for the sale of products.

**Unity**

Unity is a time for 1<sup>st</sup> – 6<sup>th</sup> grade students and teachers (Kindergarten join Unity most Fridays). It begins at 8:30 a.m. All students are expected to attend Unity. We do not have Unity on chapel days and during rainy weather.

**Visitors**

All visitors, including parents, must come to the school office to sign-in and get a visitor's badge in exchange for car keys. Any adult seen on campus without a badge will be asked to go directly to the office to sign-in and get a badge. The exception to this is during pick-up/drop-off times and chapel.

As part of creating a positive atmosphere, we would like to encourage all our parent volunteers to dress in a modest and appropriate fashion when volunteering in the classroom. Suggestions for this standard of dress include:

**Female Volunteers:**

- If wearing a dress or skirt, the hem should be no shorter than 2" from the top of the knee.
- Clothing should cover the midriff and back. Low necklines that reveal cleavage are not appropriate for the classroom.
- Bicycle pants, leggings, yoga pants or other tight-fitting pants are not appropriate for the classroom.

**Male Volunteers:**

- Clothing should not be soiled or tight fitting.
- Hair should be neatly groomed.

**Snack and Lunch****Snacks**

- Snacks are allowed at the morning and/or afternoon recess period.
- Like lunches, snacks should have good nutritional value. These include nuts, cheese, fruit, vegetables, etc.
- Students are strongly discouraged from having food such as cookies, candy, cupcakes, and other foods with high sugar content for the morning recess snack.

**Soda**

- We do not encourage students to drink sugary drinks during the school day. Please avoid sending your child to school with soda. There is a vending machine (for water) in the ARC that students may use at the parent's discretion.

**Lunches**

- Students are encouraged to bring a refillable water bottle.

- Lunches should be sent in a marked sack or lunch container.
- Lunches should be nutritionally balanced with a minimal amount of processed sugar.
- All students will eat with a teacher/teaching assistant outside and are given plenty of time for lunch completion.

### **Parents Bringing Lunches to School**

Parents must leave lunches in the office and cannot deliver them to the classroom.

### **Parent Taking Student to Lunch**

For the student's safety, parents wishing to take their child off campus for lunch must come to the office to sign the student out. Upon return, the parent must come to the office and log the student back into the school.

## **Questions**

If you have any questions, call the school office at 209-527-3481.

**JUNIOR HIGH (7<sup>th</sup>- 8<sup>th</sup>)****Schedule****School Day Schedule**

Lions' Lair Opens	7:00 a.m.
JH/HS Building Opens	7:30 a.m.
School Begins	8:20 a.m.
School Dismissal	3:00 p.m.
Lions' Lair Closes	6:00 p.m.

**Regular Day:**

Scripture Time	8:20 – 8:30
Period 1	8:30 - 9:15
Period 2	9:20 - 10:05
Break	10:05 - 10:15
Period 3	10:20 – 11:05
Period 4	11:10 – 11:55
Lunch	11:55-12:30
Period 5	12:35 – 1:20
Period 6	1:25 – 2:10
Enrichment	2:15 – 3:00

**Wednesday Block Schedule:** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Enrichment)

Scripture Time	8:20 – 8:30
Period 1	8:30 - 9:50
Break	9:50 - 10:00
Period 2	10:05 – 11:25
Lunch	11:25 – 12:00
Period 3	12:05 -1:25
Break	1:25 - 1:35
Enrichment	1:40 - 3:00

**Thursday Block Schedule:** (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>)

Scripture Time	8:20 – 8:30
Period 4	8:30 - 9:50
Break	9:50 - 10:00
Period 5	10:05 – 11:25
Lunch	11:25 – 12:00
Period 6	12:05 -1:25
Break	1:25 - 1:35
Enrichment	1:40 - 3:00

**Chapel Schedule:**

Scripture Time	8:20 - 8:30
Period 1	8:30 - 9:05
Chapel	9:15 - 10:05
Period 2	10:15 - 10:55
Break	10:55 - 11:05
Period 3	11:10 – 11:45
Period 4	11:50 – 12:25
Lunch	12:25 - 1:00
Period 5	1:05 - 1:40
Period 6	1:45 - 2:20
Enrichment	2:25 - 3:00

**Finals Schedule:**

Scripture Time	8:20 - 8:30
Final 1	8:30 - 10:15
Break	10:15 - 10:25
Final 2	10:30 - 12:15

## **Arrival/Dismissal**

Morning supervision begins at 7:30 a.m. on the East Blacktop. Junior high school students will be taken from the East Blacktop to lockers before period 1 by the morning supervisor. Any junior high school student arriving between 7:00 - 7:30 a.m. must go to the Lions' Lair for Extended Care and parents will not be charged the Extended Care fee. The campus is closed before 7:00 a.m.

At the end of the day, students exit the building and wait to be picked up at the east side of the building. All junior high students must be picked up no later than 3:20 p.m. Any junior high student on campus after 3:20 p.m. (except those involved in school sponsored, supervised activities) must report to the Lions' Lair which is open until 6:00 p.m. Parents will not be charged the Extended Care fee.

Homeschool Hybrid are allowed on campus 15 minutes before their first class and 15 minutes after their last class.

## **Campus Safety**

### **Campus Access:**

- For the safety of our campus, the front doors of the junior high/high school building are the only point of entry onto the campus.
- To enter the building, please press the button on the call box, and one of our office staff will allow entry.
- Once you have entered the building, please go directly to the school office.
- All visitors staying on campus must sign in, receive a visitor's badge and sign out upon leaving.
- All exterior and classroom doors remain locked.
- Big Valley Christian School is a closed campus. Door Dash and other food delivery services are not allowed on campus.

### **Driving Information:**

- Be alert for children!
- Never text or talk on cell phones while driving.
- Never park in any handicap stall, even briefly, unless you have a handicap placard.
- Never park in any red painted fire lane.
- Do not exceed the 15 MPH speed limit.
- Follow all posted signage.
- Please do not leave infants/children or other valuables in your parked car.

## Academic Program

### Grading Standards

This grading standard is used to determine grades throughout each marking period.

93 – 100 = A

90 – 92 = A-

87 – 89 = B+

83 – 86 = B

80 – 82 = B-

77 – 79 = C+

73 – 76 = C

70 – 72 = C-

67 – 69 = D+

63 – 66 = D

60 – 62 = D-

Below 60 = F

### Grade Point Average (GPA)

In junior high school, grade point average will include all core academic subjects. This includes Bible and physical education. Elective course grades will not be calculated into a student's GPA.

### Honor Roll

There are three levels of honor roll that can be achieved by students. A congratulatory letter will be sent home at the end of each semester.

#### *Bronze Honor Roll:*

- Recognizes a student who maintains a 3.0-3.49 GPA in core academic subjects.

#### *Silver Honor Roll:*

- Recognizes a student who maintains a 3.5-3.99 GPA in core academic subjects.

#### *Gold Honor Roll:*

- Recognizes a student who maintains a 4.0 GPA in core academic subjects.

### Homework

A typical junior high student has between 60 - 70 minutes of homework each night. Factors such as work habits, perfectionist tendencies and overall ability will affect the amount of time students need to complete homework daily. A teacher may assign homework or a project that is not due until several days/weeks later. These assignments are designed to be broken down into daily chunks rather than waiting until the day before the assignment/project is due. Homework will not be assigned over the extended holidays of Thanksgiving,

Christmas, Spring Break and Easter. If your student is consistently spending more than 70 minutes a night completing homework, please contact the classroom teacher to discuss.

### **Homework Expectations**

Effective and timely feedback is an important factor in determining student success. Because of this, BVCS staff is committed to posting homework, test, quiz and lab grades online within 3 – 5 school days. If a specific grade has not been posted within a week, please contact the teacher directly. Some larger projects (research papers, end of unit projects, etc.) may require up to 10 school days to be posted. The teacher will advise in these instances.

### **Homework Request**

At the beginning of each week, assignments are posted on the FACTS Learning Management Shell. For worksheets or in-class assignments given, students need to refer to Google Classroom. If a student misses a class because of a school or classroom related activity, missed assignments are due at the teacher's discretion.

### **Late Assignments**

Homework must be turned in on the day it is due. If a student turns in a late assignment, the assignment grade will automatically be lowered to 50%. A student will have one day (or the next class day) to turn in any late assignments and still receive a grade of 50%. After the second day any credit given will be at the teacher's discretion.

### **Final Exams**

Big Valley Christian School gives comprehensive finals during the designated final exam schedule in December and in May. All students are required to take the final exams. No accommodations will be made for an early final. Students who miss their final exams will be issued a grade of "incomplete" for the semester. Students are required to make-up their missed final exams during the first two weeks of the following semester (in January) or within a two-week window (after May finals) to replace the incomplete grade with a letter grade. Failure to do so may result in a semester grade of "F" (fail).

If for some reason a student knows in advance that he/she cannot complete a final during the scheduled date and time an absence contract is required. To obtain an absence contract, a parent must send a note to the office explaining why his/her student will miss the final exam. The student must take the contract to each of his/her teachers whose final will be missed. The teacher will write the date and time the final will be administered upon the student's return on the contract. The contract must be returned to the office for the administrator's signature. One copy will be sent home with the student and one will be retained for our records.

If a student is ill on the day a final is administered, the student should contact his/her teacher to reschedule the final exam upon his/her return.

**Reporting Academic Progress**

Progress reports showing current student grades are available throughout the semester via the school's online FACTS grading system. Report cards will be mailed home each semester. Please contact the teacher immediately if there are questions regarding a grade in a class.

A time for parent-teacher conferences will be scheduled in the fall. The purpose of these conferences is to discuss the student's progress with parents. Students are encouraged to attend. Throughout the school year, a teacher or parent may request a special conference to discuss academic progress as needed.

**Promotion Requirements**

Participation in the 8<sup>th</sup> grade promotion ceremony and reception of a Certificate of Promotion will be granted to those students who complete the following requirements:

- The school tuition account is current.
- All textbooks and library books have been returned. Students are responsible to pay for any lost or damaged books.
- Lockers are cleaned out and have passed inspection.
- Student has a 2.0 or higher overall 8<sup>th</sup> grade GPA.

A student receiving lower than a 2.0 overall 8<sup>th</sup> grade GPA will receive a *Certificate of Completion* and will not participate in the promotion ceremony.

**Academic Probation**

Students are placed on academic probation for a grade point average below 2.0 at the semester. The administration will meet with the student and his/her parents. At that time, the student will be issued a contract detailing the terms of continued enrollment. He/she will be issued an academic probation contract for one semester during which a student is expected to demonstrate his/her ability to perform satisfactorily at BVCS. If the student fails to meet the terms of the contract, the student may be refused permission to re-enroll the following semester, or in some cases, may be asked to withdraw from school during the probationary period. Any student on academic probation will re-interview again for the following school year.

**Academic Review Panel**

The Academic Review Panel is used with students who have repeated or serious academic issues. It is comprised of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible.

**Historical Studies Trip (HST)**



All 8<sup>th</sup> grade students have the opportunity to go on the Historical Studies Trip. To be eligible to participate in the trip, a student must have at least a 2.0 GPA, satisfactory conduct, and tuition must be current. Any student who is on a behavioral probation contract may be required to have his/her parent chaperone in order to attend the HST trip. Any student who does not attend the HST will continue to attend classes.

### **Physical Education**

All 7<sup>th</sup> and 8<sup>th</sup> grade students have the opportunity to participate in a physical education program. Students are required to purchase a school P.E. uniform. The school will provide a locker for storage of a uniform, shoes, socks, and sweats.

Any junior high student may be released from participation in P.E. for up to two days with a written excuse by his/her parent. A student will still be required to dress out for P.E. during these days and will only be excused from participation in specific activities prohibited by an injury/illness. Beyond two days, a doctor's excuse is required. Any written excuse must include a beginning and ending date. Failure to participate or dress out in the appropriate P.E. uniform and shoes will result in an academic penalty.

### **Materials and Supplies**

Students are required to bring the necessary supplies to school. A supply list is given to every student. Teachers may also give special instructions regarding what materials and supplies are necessary for their class. Students must provide their own personal Chromebook.

### **Textbook Issue and Care**

Student textbooks will be issued by each teacher. All books that are checked out to a student must have a sturdy book cover and student's name on both the cover and inside. Non-adhesive book covers must be used. It is the responsibility of the student to see that these books are properly cared for since they are school property. Beyond the normal wear and usage of the textbook, students will be held responsible for payment of lost or damaged books.

## **Attendance**

### **School Attendance**

- The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, absences are greatly discouraged.
- Failure of a student to attend school for any reason will be considered an absence.
- A student who shows a pattern of absenteeism (unexcused) faces academic penalties as well as discipline consequences.

### **Student Responsibilities**

- When an absence occurs, the student is responsible for class work missed and must arrange with the teacher to make up assignments, tests, and quizzes.
- Students are generally notified several weeks in advance before projects and reports are due. All projects and reports will be due on the date and period they were assigned regardless of any absence. Failure to do so will subject the project or report to late grading penalties. If a student is absent, they should make arrangements to deliver the project to the school on the due date.
- If a student misses a class because of a school related activity where assignments are due, missed assignments are due at the teacher's discretion.
- In the case of unexcused absences, students may not receive credit for homework collected or classwork completed on the day of the unexcused absence.
- When a student is suspended from school, they are required to complete all class work assigned during the day(s) of suspension. Any assigned work will be due the day the student returns to school. The student will be allowed to make-up quizzes or tests at the discretion of the administration.

### **Parent Responsibilities**

Parents should avoid taking a student out of school for family vacations or other occasions that would disturb their academic progress. Requests to excuse a student for other reasons must receive prior approval from the administration.

### **Signing out for Appointments**

Students leaving school during the day for medical/dental or other types of appointments should be signed out of the office by a parent. Students must check in and out through the office upon leaving and returning to school.

### **Readmission after Absence**

- The student must bring a note from a parent/guardian to the office with the date(s) of absence and the reason for the absence.
- When returning, a readmit slip will be issued to the student and is to be initialed by each teacher.
- If a student fails to bring a note for readmission, the absence will be considered unexcused.

### **Prearranged Absence Contract**

Parents should avoid taking a student out of school for family vacations or other occasions that would disturb their academic progress. If circumstances require a student to be absent, parents must make arrangements at least one week before the absence by sending a parent note or email to the school office. It is the responsibility of the student to contact the teacher to fill out the contract and secure all class assignments and class work content.

Before the Absence:

- Parents makes arrangements at least one week before the absence by sending a parent note or email to the school office, giving a reason for the absence.
- The student picks up a contract from the front office before the absence.
- The student takes the contract to each teacher for signature and assignments to be completed during the absence.
- The student and parent sign the contract and return it to the front office for final approval by an administrator prior to the absence.
- The student receives a copy of the contract.
- Assignments missed during the absence are due according to the contract. It is the responsibility of the student to contact teachers to fill out this contract and secure all class assignments and class work content.

#### After the Absence:

- The student will bring the contact and any work completed during the absence to each teacher for a signature indicating work was completed.
- Students may receive in-class assignments which were missing during the absence. Work will be due by the due date in the third column.
- Students are responsible for arranging a meeting with teachers for further instructions.
- Any assignments turned in after the due date will not be eligible for credit.

## Types of Absences

### Excused

An excused absence is an absence due to a personal illness, serious illness in the family, bereavement, school-approved trips, medical, dental, vision, or court appearances. If a student is absent due to a medical, dental, vision, or a court appointment, the absence will be excused.

In the event of a lengthy absence caused by illness or emergencies, students and teachers will make special arrangements for make-up work. The teacher will determine the time frame to make up quizzes and tests. Again, it is the student's responsibility to approach the teacher regarding the make-up of missed work due to illness.

### Unexcused

Many absences seem acceptable to parents but are nevertheless classified as unexcused absences. An unexcused absence could result in academic consequences. Examples of absences that are not excused by the school are family vacations (without a pre-arranged absence contract) or being needed at home. Teachers are not required to accept assignments that were due on the day a student is absent due to an unexcused absence if a pre-arranged absence contract was not secured by the student/parent.

### Truancy

A student will be considered truant if they do not attend a class, are absent for more than ½ a class, or leave school early without permission. If this occurs, immediate disciplinary action, including Saturday school or suspension, will take place. Students will receive a zero for all missed tests, quizzes, or presentations that were due on the day of the truancy.

### **Discipline Consequences for Unexcused Absences (per semester)**

- 5<sup>th</sup> unexcused absence and beyond – Detention issued for each unexcused absence (for the 5<sup>th</sup> unexcused absence and any consecutive absence within the semester).
- Excessive unexcused absences will result in Saturday school, suspension or possible Attendance Review Panel.
- When a student misses more than 20 school days during the year, the student's ability to return for the following semester or the student's promotion to the next grade level will be reviewed by the administration.

### **Attendance Review Panel**

The Attendance Review Panel reviews students who have repeated or serious attendance issues. It is composed of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible.

### **Tardy Policy**

Tardiness interrupts the instructional program and is greatly discouraged. A student who shows a pattern of tardiness faces academic penalties as well as discipline consequences.

#### **Tardy at the Beginning of School**

- School begins at 8:20 a.m.
- Students arriving during Scripture Time, between 8:20 a.m. and 8:30 a.m. are tardy and must wait in the entry of the school building where they will participate in Scripture Time. At 8:30 a.m., students will be issued a tardy slip and will be dismissed to class. Students must give their teacher the tardy slip when arriving in class.
- Students arriving after 8:30 a.m. must sign in at the office for a tardy slip. Students must give their teacher the tardy slip when arriving in class.
- An excused tardy will only be issued for medical, dental, vision, or court appointments.

#### **Tardy to Periods 1-7**

Tardies are tracked by period per semester.

### **Discipline Consequences for Tardiness**

- 5<sup>th</sup> offense and beyond for 1<sup>st</sup> period and 3<sup>rd</sup> offense and beyond 2<sup>nd</sup> – 7<sup>th</sup> period – Detention issued for each offense (for the 3<sup>rd</sup> tardy and any consecutive tardy within the semester).

- If a student fails to bring the necessary books or supplies to class and needs to return to his/her locker, a tardy can be issued.
- Excessive tardiness will result in Saturday school, suspension or possible Attendance Review Panel.

## **Attendance and Activity Eligibility**

In order to attend or participate in an extracurricular activity (athletic game, play, banquet, etc.), students must be in attendance at school for more than half the school day: four out of the seven periods or two out of the four block periods on the day of the event. The student must be in attendance for the entire class of those periods. Appointments should not be scheduled on these days if at all possible. Any exception to this policy must be made by the administration.

## **Behavior and Conduct**

### **Big Valley Christian School Student General Rules**

#### **Demonstrate Respect**

- Practice courtesy and consideration in your interactions with teachers, school staff, fellow students and visitors.
- Demonstrate respect for the BVCS campus.
- Leave all annoying, inappropriate or dangerous items at home.

#### **Demonstrate Self-Control and Integrity**

- Abstain from the use or possession of alcohol, tobacco/vape, drugs (including any form of marijuana), pornography, gambling and other undesirable practices.
- Abstain from profanity and vulgar or abusive speech and actions.
- Abstain from public displays of affection on campus or at school events.
- Use your technology in a way that glorifies the Lord and doesn't cause you or those around you to stumble.
- Do your own work (do not cheat, copy, or plagiarize).
- Come to class prepared with all necessary materials.

#### **Disciplinary Action**

The goal of Big Valley Christian School is to provide and maintain an environment which is conducive to excellence in spiritual growth and education. While this handbook is designed to provide clarity for all involved, the administration reserves the right to discipline every case based on its unique and specific nature. We ask for the wholehearted cooperation of our students and parents in the implementation of our policies and procedures while all students are involved in educational and associated activities sponsored by the school.

## Examples of Behavior and Conduct Violations

### Category 1 – Minor Violations

Minor violations are those behavior issues which individually do not warrant an office referral and can be handled by the individual teacher/staff member. These include, but are not limited to:

- Being tardy to class
- Talking in class
- Failing to follow directions
- Failing to complete assigned tasks
- Behaving with a negative attitude or impolitely
- Out of class at any time without a hall pass
- Chewing gum or seeds
- Cell phone ringing in class
- Bringing irrelevant/distracting items from home
- Eating in class without permission
- Running in the hallways, stairwells or MPR

### Category 1 Violations - Recommended Consequences

Consequences may include, but are not limited to:

- Warning
- Parent contact by teacher/staff
- Confiscation of item
- Parent conference
- Counseling of the student by the staff
- Detention

### Category 2 – Moderate Violations

Moderate violations are those which negatively affect the school's ability to meet the educational commitments to our students. Category 2 violations may be handled by an individual teacher/staff member or an administrator, when warranted. These behaviors include, but are not limited to:

- Class disruption
- Defiance of authority
- Verbal or physically inappropriate behavior
- Deceptive behavior
- Being in unsupervised areas
- Category 1 behaviors that are determined to be habitual and/or continuous

### Category 2 Violations – Recommended Consequences

Consequences may include, but are not limited to:

- Parent contact

- Confiscation of item – referred to an administrator
- Parent conference
- Counseling of the student by the staff
- Administrative student conference/warning
- Detention
- Saturday school
- May not attend class – referred to an administrator
- Suspension

### **Category 3 – Serious Violations**

Serious violations are those which require the immediate attention of an administrator because of the severity or continuous action of Category 1 and 2 violations. These behaviors include, but are not limited to:

- Continuous classroom disruption
- Dishonesty and other forms of deception
- Misuse of school and other students' property including inappropriate use of technology and unauthorized use of school equipment
- Obscene or inappropriate behavior
- Possession of pornographic or sexually explicit material
- Physical, sexual, obscene or verbally inappropriate behavior
- Possession of a weapon including guns, knives, bladed tools, pepper spray and any additional items considered dangerous by the administration
- Commission of any crimes or misdemeanors, on or off campus, including, but not limited to, possession or use of alcohol, tobacco, and tobacco related products (vaping), illegal drugs, marijuana (in any form), immoral behavior and destruction of property
- Insubordination to a staff member including (but not limited to) walking out of class, failing to follow a school event procedure, leaving campus without permission, continuous and willful violation of school rules
- Behavior which potentially endangers another's safety
- Cheating, including plagiarism and intentionally assisting another student to cheat
- Sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection. No public displays of affection are allowed.
- Failure to follow through with disciplinary consequences (i.e. failure to attend detention)
- Any infraction determined to be severe by administration
- Category 1 and 2 behaviors that are determined to be habitual and/or continuous

### **Category 3 Violations – Recommended Consequences**

Consequences may include, but are not limited to:

- Immediate referral to an administrator
- Confiscation of item – referred to an administrator
- Required parent conference

- Counseling the student by the staff
- Detention
- Suspension
- Discipline Review Panel (with possible recommendation to School Board for expulsion)

### **Dress Code Violation Disciplinary Action**

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Parents contacted; detention assigned
- 3<sup>rd</sup> Offense: Parents contacted; double detention assigned
- 4<sup>th</sup> Offense: Parent conference; Saturday school assigned

When dealing with disciplinary issues, the administration and staff will use their discretionary judgment and wisdom in making decisions regarding the discipline. Consideration will be given to the severity of the offense, previous conduct record, and the attitude of the student during counseling and correction. Cumulative violations of school rules can result in increased severity of consequences. BVCS also reserves the right at any time to dismiss a student who is out of harmony with the school goals and mission of BVCS. A student may be suspended or go before a Discipline Review Panel for a violation of stated governmental law.

## **Definition of Terms**

### **Detention**

A student is assigned detention for failing to meet school guidelines of behavior, conduct and attendance/tardies. All detentions are monitored by the school faculty/staff. Students must be responsible to be on time and return their detention form, signed by their parent.

Students have one week to serve their detention. A single detention is served during lunch every Tuesday – Thursday afternoon.

A change in the detention date can be made only with administrative approval. A request for such a change must be made prior to the day the detention is to be served.

- Every 5 detentions in a semester = Saturday School
- 2 Saturday Schools in a semester = Behavior probation contract

A student who is late, doesn't have a detention form signed by a parent or misses detention may receive additional detention time and/or have an extra day(s) added on to their original assignment. If the detention is not served in one week, the student will not be allowed to participate in sports, extracurricular activities, or other activities outside of the 8:20-3:00 school day.



A change in the detention date can be made only with Administrative approval. A request for such a change must be made prior to the day the detention is to be served. A student who accumulates 5 or more detentions in a semester may be issued a probation contract.

- Every 5 detentions = Saturday School
- 10 detentions = Behavior Probation Contract
- 2 Saturday Schools in semester = Behavior Probation Contract
- Suspension = Behavior Probation Contract

### **Saturday School**

Saturday School is a 4-hour detention study hall. Every 5 detentions equal a Saturday School. It is to be used in a positive educational fashion. Students are to bring homework and/or study materials with them. Students are expected to complete homework, study for tests, and/or complete reading of material that encourages growth. If unable to meet these expectations, the student will be provided work that must be completed as a requirement to leave. Two Saturday Schools in a semester automatically warrant a student being placed on a behavior probation contract.

### **Behavior Probation Contract**

For a repeating or serious disciplinary issue or if a student has been suspended, the administration will meet with the student and his/her parents. At that time, the student will be issued a contract detailing the terms of continued enrollment. He/she will be placed on behavior probation for a period of time determined by the administration. If the student fails to meet the terms of the contract, the student may be asked to withdraw from the school or go before a Discipline Review Panel. Any student placed on a behavior contract must reinterview for the following school year.

### **Suspension**

Any student suspended from school will receive a behavior probation contract. When a student is suspended from school, they are required to complete all class work assigned during the day(s) of suspension. Any assigned work will be due the day the student returns to school. The student will be allowed to make up quizzes or tests at the discretion of the administration.

During a suspension a student is restricted from attending or participating in school functions such as athletic events or practices, activities, etc. Continued misbehavior may lead to a Discipline Review Panel.

### **Discipline Review Panel**

The Discipline Review Panel is used with students who have repeated or serious behavior issues. It is composed of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible. The Discipline Review Panel can recommend a student for expulsion from BVCS to the BVCS School Board.

### **Expulsion**

Expulsion is permanent removal from school. If a Discipline Review Panel recommends to the BVCS School Board for a student to be expelled from BVCS, the student will be restricted from being at any school activity (e.g. athletics, socials, plays, etc.) or being on campus for the remainder of the school year.

### **On or Off Campus Behavior**

All students are expected to work toward a Biblical approach to life both on and off campus, including refraining from the use of alcohol, illegal drugs (including all forms of marijuana), tobacco or tobacco related products (vape) and a student's representation on social media.

## **Specific Behavior and Conduct Expectations**

### **Aggressive Behavior**

Students are expected to respect others. Any fighting in an aggressive way with another person or intimidation/threatening/harassing another before, during, or after school will result in suspension or other consequences. This also applies to all school activities whether on the campus or off campus.

### **Campus/Classroom Disruptions**

Students are expected to follow the rules established by the administration and teachers for acceptable campus and classroom behavior.

### **Cell Phones and Electronic Devices**

- Cell phones are not allowed to be seen, heard or used for any reason during any part of the school day, including ExCare, chapel, and assemblies.
- If a cell phone or other electronic device is a distraction during class, it will be confiscated and placed in the office.
- The following steps will be taken when a cell phone is confiscated:
  1. Taken and picked up by student from the office.
  2. Taken and picked up by parent in the office.
  3. Taken and picked up by the parent; detention given.
  4. Phone contract will be given to the student.
- Repeated offenses will result in a probation contract being issued.

### **Cheating**

Students are expected to do their own work. When cheating occurs, including plagiarism, the student will receive a zero on the work involved and the teacher will notify the parents and disqualification/ineligibility for the California Scholarship Federation and the National Honor Society for the semester. Discipline is determined by administration that may result in detention, or Saturday school. Additional incidents of cheating will result in further disciplinary action that could include suspension and a Discipline Review Panel.

### **Deception**

Students are expected to be honest. Deception is the act of, but not limited to, lying, committing a dishonest act, forgery, falsifying or altering school documents and providing false identification.

**Defiance**

Students are expected to be obedient. Defiance (open resistance/bold disobedience) of school personnel (teachers, administrators, office staff, facilities staff, kitchen staff, or any other adult authority figure on campus) will result in a referral to administration.

**Destruction of Property/Vandalism**

Students are expected to respect all school property as well as the property of other students. Destruction and vandalism are the intentional damaging or destruction of public or private property. This includes (but is not limited to) writing in textbooks and on desks, counters or tabletops, graffiti or tagging and breaking equipment.

**Gum and Seeds**

Students are expected to demonstrate respect for our campus. Neither gum nor sunflower seeds are allowed in the school building as they create an unhealthy educational environment with their residue on carpets, lockers, underneath desks, etc.

**Hall Passes**

- Students out of class at any time must have a hall pass.
- Any student who is found without the appropriate hall pass will be sent back to their class.

**Hallways**

- No running in the hallways, stairwells or MPR.
- Junior High students are not allowed to eat or drink in hallways upstairs unless in a staff-supervised classroom.
- Students should exercise care and responsibility when eating or drinking in the hallways downstairs.

**Items from Home**

Any objects which are irrelevant or a distraction to education (i.e. toys, lighters, matches, explosives/fireworks, pocket knives of any size, electronic or electrical equipment, etc.) are not allowed on campus or at school activities. Although personal music players are allowed on campus, they should not be used in the classroom. The school is not responsible for lost or damaged personal equipment or objects brought to school. Any student bringing cash or other valuables to school should exercise discretion in keeping wallets or purses inaccessible to other students.

Any objects which are irrelevant or a distraction to education are not allowed on campus or at school activities and will be taken away. A parent must pick the item up in the office and disciplinary action may occur. If in doubt about whether something can be brought to school, check with an administrator.

**Language**

Generally unacceptable language that is offensive, lewd, foul, coarse, sexually oriented, racial or derogatory as well as taking the Lord's name in vain will face disciplinary action.

**Sexual Harassment**

Students are expected to conduct themselves in such a way as to not cause others embarrassment, feeling of powerlessness, or the loss of self-confidence due to their conduct. Conduct constituting sexual harassment such as, but not limited to, unwelcome verbal/sexual advances and other verbal or physical conduct of any sexual nature or disrespectful remarks which may be related to gender, culture, ethnic background or other expressions of intolerance. Any student wishing to make a complaint of sexual harassment should immediately report to the administration.

**Stealing/Possession of Stolen Property**

When a student is caught stealing, the parents will be notified, and immediate correction will take place which could include suspension or a Discipline Review Panel. Restitution will be necessary.

**Student Relations**

All students need to form relationships which are pleasing to the Lord. An important part of the maturing process is the development of wholesome God-glorifying relationships that are appropriate to the age of the student. The student should not engage in any public displays of affection (e.g. hand holding, kissing, etc.) at school or at school events/activities.

**Supervised Areas**

- Students are **NEVER** to be in a classroom, MPR or the gymnasium without a staff member present.
- Students are never to be in possession of a school employee's campus keys.
- Students must always stay in a supervised area, unless given permission by school personnel to leave.
- Students are not allowed to go to the elementary campus during school hours without first receiving permission and signing out from the office.
- Parents must come to the school office to sign a student out if they are to be picked up during school hours. Students are not allowed to wait outside to be picked up.
- Students are dismissed from class through the office.

**Dress Code**

Big Valley Christian Junior High School desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness, and gender distinction are the overriding principles of the BVCS junior high school dress code. The administration or his/her designee is the final authority on the dress code policy.

The dress code policy remains in force while all students are on campus during the school day (including spirit weeks and finals), on a field trip, participating in student outings or in athletic activities. Students are expected to dress modestly at all school related events.

### **Standards for Dress**

Please use the following guidelines when choosing the appropriate clothing for the school year. Because of changing trends, all styles of dress, jewelry, and grooming are subject to approval by the administration. If in doubt about a particular type of clothing, grooming, or jewelry style, call or come into the school office for clarification.

### **GIRLS**

#### **Dresses/Skirts:**

- Hemlines and slits should be mid-thigh or longer. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Extremely tight-fitting dresses or skirts are unacceptable.

#### **Shirts:**

- Tops must cover the midriff, cleavage, lower back and bra straps.
- Strapless shirts (on one or both arms/shoulders) may not be worn.
- Off the shoulder shirts are not acceptable.
- No tank tops unless worn under a sleeved garment.
- No halter tops or spaghetti straps without a t-shirt underneath.
- Excessively tight-fitting tops are unacceptable.
- Sleeveless shirts may be worn as long as they cover the shoulder (4 inches in width).
- Shirts with minimal openings in the arms ("cold shoulder") are acceptable as long as they meet all the other guidelines outlined above.
- Shirts with imprinted messages are allowed within the guidelines of good judgment and appropriateness.

#### **Pants/Shorts:**

- Long pants must be modestly fitting.
- Undergarments should not be visible.
- Pajama bottoms or flannel pajama-related pants are not acceptable for school dress.
- Shorts must be loose fitting and at least mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Holes/tears in jeans/pants should not interfere with modesty and should be below mid-thigh. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Leggings, flared leggings, yoga pants, tight-fitting joggers, bike shorts, or **any clothing that fits like a legging** MAY NOT BE worn.

**Shoes:**

- Shoes must be worn at all times.

**Grooming:**

- Makeup and hair should be in good taste, not extreme or distracting.
- No visible tattoos.

**Jewelry/Hats:**

- No visible body piercings (except for the ears) are to be worn on campus during school hours. Nose piercings must be removed or plugged with a clear plug.
- Hats or hoods (on sweatshirts) may be worn in classrooms at teacher's discretion. No hats or hoods may be worn in Chapel.

**Activities:**

If an activity requires special dress (i.e., graduation, field trip, etc.), a note will be sent home with instructions and information about the dress expectation.

**Banquet Dress:**

- Strapless and spaghetti straps are acceptable. Hemlines and slits should be mid-thigh or longer and dresses should cover the midriff. No backless or low necklines.

**BOYS****Shirts:**

- Shirts with imprinted messages are allowed within the guidelines of good judgment and appropriateness.
- Sleeveless shirts and tank tops are not permissible. This includes muscle shirts.

**Pants/Shorts:**

- Pants should be in good condition and clean, neat, modestly fitting and not too tight, baggy and/or saggy.
- Pants should cover undergarments at all times.
- Pajama bottoms or flannel pajama-related pants are not acceptable for school dress.
- Shorts must be loose fitting and at least mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Holes/tears in jeans/pants should not interfere with modesty and should be below mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee. .

- Leggings, flared leggings, yoga pants, tight-fitting joggers, bike shorts, or **any clothing that fits like a legging** MAY NOT BE worn.

**Shoes:**

- Shoes must be worn at all times.

**Grooming:**

- Facial hair must be neatly trimmed and groomed.
- No visible tattoos.
- Make-up or nail polish is unacceptable for male students.

**Jewelry/Hats:**

- No earrings, visible body piercing, or distracting jewelry are to be worn on campus during school hours or during school events. Nose piercings must be removed or plugged with a clear plug.
- Hats or hoods (on sweatshirts) may be worn in classrooms at teacher's discretion. No hats or hoods may be worn in Chapel.

**Activities:**

If an activity requires special dress (i.e., graduation, swimwear, etc.), a note will be sent home with instructions and information about the dress expectation.

**Banquet Dress:**

- Dark dress pants (no denim)
- Dress shoes (no tennis shoes)
- Dress shirt
- Tie (coat or sweater optional)

**Dress Code Violation Disciplinary Action:**

1<sup>st</sup> Offense: Warning, student changes clothes

2<sup>nd</sup> Offense: Parents contacted, student changes clothes, detention assigned

3<sup>rd</sup> Offense: Parents contacted, student changes clothes, double detention assigned

4<sup>th</sup> Offense: Parent conference, student changes clothes, Saturday school assigned

\*At BVCS Director/Administrator's discretion, a student may need to change clothes prior to returning to class.

## General Policies

**Addressing Adults**

As a sign of respect, all staff members are always to be addressed as Mr., Mrs., Miss or Coach.

**Animals on Campus**

For the health and safety of our students, pets are not allowed on campus. A teacher or administrator must grant permission before an animal can be brought onto campus for educational purposes.

**Chapel**

Chapel is held each week. This is a time of community, teaching and worship. Attendance is not optional. Activities vary from week to week and parents are always invited to attend.

**Closed Campus**

Big Valley Christian School is a closed campus. Upon arriving at school, students are to remain on the grounds until properly dismissed from school. Students are not allowed to leave during break or lunch. Parents may grant permission for their student to go to lunch off campus with an adult (21 years of age; e.g. youth pastor, relative, etc.) provided the permission is in written form and given to the office or a phone call. Students must be signed out in the office. An adult may come to the office and sign the student out or call the office to verbally give permission for a student to leave. Upon return, the adult must come to the office and sign the student back in. The adult may call the office as well. Door Dash and other food delivery services are not allowed on campus.

**Dances**

BVCS has the desire to offer God-honoring, fun, social events for our students. With that, BVCS has events like: a fall event, homecoming, winter formal, banquet, and worship concert. The board does not believe that school-sponsored dances are the best way to support our mission to nurture and equip our students. BVCS will continue to offer excellent events that include appropriate music, food, and fun.

**Lockers**

- All students are issued a hall locker.
- Hall lockers are for storing books, lunches, and other personal belongings.
- Students may not share locker combinations with friends.
- Lockers are not to be traded.
- If a locker change is necessary, students should fill out the schedule/locker change form available in the school office.
- No materials or belongings may be left in the hallway.
- Students may not attempt to open any other locker than the one that has been assigned to them.
- The school is not responsible for any items missing from a locker.
- Students may decorate the inside of their hall locker with acceptable photos or pictures. Students may not use glue, paint, bumper stickers or other materials that could damage the locker.
- A student defacing or damaging any locker will be financially responsible for the cleaning, repair, or replacement of the locker and personal locker privileges may be revoked.
- On occasion, there may be unannounced locker checks.
- Students may not tamper with the locks or locker mechanisms on the lockers.



- Only sealed water and sports drink containers can be stored in lockers.

### **School Lunch Program**

No hot lunch program is available. Lunch boxes or bags should be clearly marked with the student's name and should be stored in the student's locker. If a student has forgotten their lunch, they should check with the office to see if a parent has brought one. Parents need to bring lunches to the office as students may not meet parents in the parking lot to drop off a lunch or other items.

### **Search and Seizure Policy**

BVCS has expectations of students in the areas of conduct, integrity, responsibility, and respect. In the event that a student fails to meet these expectations by violating a school rule, it may become necessary to conduct a search of the student's person, property, or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. The administrator or school personnel conducting this search will follow these guidelines:

The person or persons conducting said search must have a reasonable suspicion that the person, property, or school locker being searched relates directly or indirectly to an infraction of school rules and/or standards. This includes but is not limited to an alert by a Contraband Canine on campus. The term "reasonable suspicion" is defined as having credible sources and/or personal observations that a student could be engaged in wrongful behavior.

The search that is conducted will be no more intrusive than necessary to serve the school's legitimate needs. The search, and any item that is observed or seized, must be documented as to maintain the sequence of events leading up to the search and the subsequent results of the search itself. A record of all searches will be maintained by the administration.

Contraband Canines are on campus throughout the year to serve as a protection for our campus and help ensure the safety of all students.

### **Student Sales**

Students will not be permitted to sell non-BVCS sponsored products or take orders for the sale of products on campus.

### **Visitors**

- Students interested in attending BVCS are the only junior high students allowed to visit the campus during school hours. Approval must be given by the administration at least two days prior to the requested date.
- All visitors, including parents, must sign in at the office and must wear the visitor's badge he/she is issued.
- Visitors should behave and dress appropriately while on campus.

**Watching Athletic Games**

Any junior high school student who would like to attend an after school athletic game must follow these basic guidelines.

- Any student found not watching the game or behaving inappropriately can lose their privilege of attending athletic games.
- Students who stay after school for an athletic event must be picked up when the event is over or they will be required to go to extended care.

**Yearbook**

Students may purchase yearbooks each year. The school cannot be responsible for lost yearbooks or what other students write in a yearbook. Students are encouraged to write only encouraging and appropriate comments.

**Student Activities**

In an effort to reflect the Mission Statement and the Expected School Wide Learning Results, BVCS strives to meet the needs of the whole person (spiritually, physically, socially, emotionally, and intellectually). The primary goal of any activity is to elevate the reputation of Jesus Christ through developing students whose Christianity permeates every word and action. Activities are designed to develop God-given talents and abilities in students as well as Christian character qualities.

The variety of activities available (sports, clubs, theatre arts, etc.) allow for students with varying skills and abilities to find an outlet for their abilities. All activities are viewed as an opportunity for an individual to bring honor and glory to God by using his/her abilities for His glory.

**Activity Eligibility**

It is assumed that all students are able to maintain a 2.0 GPA and have no more than one "F" in any class. Any student whose grades fall below a 2.0 GPA and has more than one "F" in any class will not be eligible to participate in athletics/extra-curricular activities.

**Athletic Program**

All students must have and maintain a 2.0 grade point average and have not more than one "F" in any class to try out and participate in athletics. The BVCS Athletic Department has a separate handbook outlining athletic policies. The athletic handbook may be found on the BVCS website ([www.bvcs.org](http://www.bvcs.org)).

**Homeschool Hybrid Eligibility**

Homeschool Hybrid students have access to the Big Valley Christian School experience while enrolled in their homeschool school of record. Homeschool Hybrid are allowed on campus 15 minutes before their first class and 15 minutes after their last class. Students enrolled in the program may participate in:

- Weekly chapels
- Drama productions
- Music program
- Yearbook
- Athletics (does not apply to high school)
- Student Rallies
- Community Service
- Clubs
- Field Trips
- 8th Grade Banquet

Exclusions:

- Homeschool Hybrid students cannot participate in the BVCS 8th Grade Promotion Ceremony.

## Questions

If you have any questions, call the school office at 209-571-4800.

## HIGH SCHOOL (9<sup>th</sup>-12<sup>th</sup>)

### Schedule

#### School Day Schedule

Lions' Lair Opens	7:00 a.m.
JH/HS Building Opens	7:30 a.m.
School Begins	8:20 a.m.
School Dismissal	3:00 p.m.
Lions' Lair Closes	6:00 p.m.

#### Regular Day:

Scripture Time	8:20 – 8:30
Period 1	8:30 - 9:15
Period 2	9:20 - 10:05
Break	10:05 - 10:15
Period 3	10:20 – 11:05
Period 4	11:10 – 11:55
Lunch	11:55-12:30
Period 5	12:35 – 1:20
Period 6	1:25 – 2:10
Period 7	2:15 – 3:00

#### Wednesday Block Schedule: (0, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Advisory)

Scripture Time	8:20 – 8:30
Period 1	8:30 - 9:50
Break	9:50 - 10:00
Period 2	10:05 – 11:25
Lunch	11:25 – 12:00
Period 3	12:05 -1:25
Break	1:25 - 1:35
Advisory	1:40 - 3:00

#### Thursday Block Schedule: (0, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>)

Period 0	7:30 - 8:15
Scripture Time	8:20 - 8:30
Period 4	8:30 - 9:55
Break	9:55 - 10:00
Period 5	10:05 - 11:30
Lunch	11:30 - 12:00
Period 6	12:05 -1:30
Period 7	1:38 - 3:00

#### Chapel Schedule:

Scripture Time	8:20 - 8:30
Period 1	8:30 - 9:05
Period 2	9:10 - 9:45
Break	9:45 - 9:55
Chapel	10:05 - 10:55
Period 3	11:05 - 11:45
Period 4	11:50 - 12:25
Lunch	12:25 - 1:00
Period 5	1:05 - 1:40
Period 6	1:45 - 2:20
Period 7	2:25 - 3:00

#### Finals Schedule:

Scripture Time	8:20 - 8:30
Final 1	8:30 - 10:15
Break	10:15 - 10:25
Final 2	10:30 - 12:15

## **Arrival/Dismissal**

Morning supervision begins at 7:30 a.m. in the MPR. High school students will be dismissed to lockers before period 1 by the morning supervisor. Any high school student arriving between 7:00 - 7:30 a.m. must go to the Lions' Lair for Extended Care and parents will not be charged the Extended Care fee. The campus is closed before 7:00 a.m.

At the end of the day, students exit the building through the front doors and wait to be picked up. All high school students must be picked up no later than 3:20 p.m. Any high school student on campus after 3:20 p.m. (except those involved in school sponsored, supervised activities) must report to the Lions' Lair which is open until 6:00 p.m. Parents will not be charged the Extended Care fee.

Term waiver, homeschool hybrid, and work study students are allowed on campus 15 minutes before their first class and 15 minutes after their last class.

## **Campus Safety**

### **Campus Access:**

- For the safety of our campus, the front doors of the junior high/high school building are the only point of entry onto the campus.
- To enter the building, please press the button on the call box, and one of our office staff will allow entry.
- All visitors staying on campus must sign in at the school office, receive a visitor's badge and sign out upon leaving.
- All exterior and classroom doors remain locked.
- Big Valley Christian School is a closed campus. Door Dash and other food delivery services are not allowed on campus.

### **Driving Information:**

- Be alert for children!
- Never text or talk on cell phones while driving.
- Never park in any handicap stall, even briefly, unless you have a handicap placard.
- Never park in any red painted fire lane.
- Students need to park in the designated student section of the parking lot.
- Do not exceed the 15 MPH speed limit.
- Follow all posted signage.
- Please do not leave infants/children or other valuables in your parked car.
- Students may not drive and park on campus without a Parking Expectation and Permit Application on file with the front office.

- Students may not drive themselves to Chapel without a Chapel Driving Agreement form on file in the front office.

## **Admissions**

### **High School Admission Policies**

Big Valley Christian High School is committed to the development of Christian leaders and therefore it is foundational for admission that all students have a personal relationship with Jesus Christ and are committed to following Him in all areas of their lives.

### **Admissions Criteria**

The criteria used by a school administrator to determine the admissibility of an applicant are the following:

- The applicant must be actively involved in a Bible teaching church whose doctrinal position is in agreement with the BVCS statement of faith.
- The applicant should have demonstrated on a standardized test that they are academically prepared for BVCS.
- The applicant should have a satisfactory citizenship record in the school they are presently attending.
- The applicant should have a minimum 2.0 G.P.A. in the present school year.
- The applicant must desire to attend BVCS and be willing to comply with the school's standards as printed in the Parent-Student Handbook.

### **Student Family Policy**

BVCS operates in partnership with the home and church community to provide Christian education to young people. Only in exceptional cases and by a special school action will a student be enrolled or continued in enrollment when they do not reside with a parent or guardian. When a student reaches the age of 18, the school maintains its recognition of the parents or guardians as the final authority. Students who are 18 years old will continue to need a parent's signature to excuse absences, leave campus early, and participate in field trips and activities, etc. In addition, a student who is married, expecting a child, or is already a parent will not be admitted to Big Valley Christian High School. If after admission to BVCS, a student is married, becomes pregnant, becomes a parent, or is expecting a child, he/she will not be allowed to continue as a student.

All new students entering BVCS are automatically placed on academic and behavioral probation for the first 90 school days.

## **Academic Program**

### **Curriculum**

The academic program is designed to provide a college preparatory education. Big Valley Christian School has earned full accreditation (K-12) from the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

Big Valley Christian High School offers curriculum that enables and prepares students for entrance to different colleges. The goal is to accomplish this from a biblical perspective so that each student realizes the importance and relevance of the unchanging Word of God.

All UC/CSU A-G courses have been approved by the University of California as acceptable college preparatory work. The school is registered with the State Department of Education through the Private School Affidavit.

### **Required Courses for Graduation**

- English (40 credits)
- Math (20 credits)
- Life Science (10 credits)
- Physical Science (10 credits)
- World History (10 credits)
- U.S. History or AP U.S. History (10 credits)
- U.S. Government/Economics (10 credits)
- Physical Education (20 credits)
- Bible (40 credits)
- Art, Choir, Drama or Foreign Language (10 credits)
- College Career Seminar (5 credits)
- Business Computers (5 credits)
- Electives (70 credits)
- Two classes from Modesto Junior College may be accepted for a maximum of 20 credits

### **National Honors Society (NHS)**

Our students have the opportunity to earn a National Honor Society medallion, a California Scholarship Federation stole and lapel pin, and a variety of honor cords to wear on graduation night.

The National Honor Society is a prestigious organization that recognizes students who reflect outstanding accomplishments in the areas of:

- **Scholarship**
- **Leadership**
- **Citizenship**
- **Service**
- **Character**

To earn the **NHS Medallion** for graduation, each student must apply by the due date and qualify four of six semesters in grades 10, 11, and 12. A cumulative grade point average of at least 3.75 in the last grading period and a recommendation by the faculty council.

- An application must be completed each semester, January 31 and September 30, and submitted to the BVCS NHS Advisor by the due date.

### **California Scholarship Federation (CSF)**

CSF emphasizes high standards of scholarship and community service for California high school students. CSF encourages service to the school and the community while fostering pride in academic scholastic achievement. CSF Membership is based on scholarship and is gained after qualifying grades are earned each semester.

**CSF Life Membership (Sealbearer)** is achieved by qualifying four or more semesters in the last three years (grades 10, 11, and 12) of high school, and earns the CSF Gold Seal on diplomas and transcripts. Students who earn Life Membership status will be given a gold stole and a lapel pin to wear at graduation.

Requirements: A point system (10 points in VERY specific areas) specified in CSF State By-Laws establishes the membership requirements. To secure eligibility for CSF membership, a student must earn sufficient points from pre-approved course lists. The majority of required membership points must come from University of California accepted course work. An application must be completed each semester, January 31 and September 30, and submitted to the BVCS CSF Advisor by the due date.

### **Department Honor Cords**

Department Honor Cords recognize students that have earned high academic marks in rigorous courses. Honor Cords will be awarded only for courses completed at Big Valley Christian School. Below are the specific requirements for each department.

- **Bible:** To qualify, students must complete four (4) years of Bible courses with a 3.85 or higher GPA.
- **English:** To qualify, students must complete four (4) years of English I, English II, English III Honors and AP English with a 3.85 or higher GPA.
- **Fine Arts:** To qualify, students must complete four (4) years of any fine art courses with a 3.85 or higher GPA.
- **Foreign Language:** To qualify, students must complete four (4) years of a Foreign Language with a 3.85 or higher GPA.
- **Health/Fitness:** To qualify, students must complete 4 years of Physical Education (or 2 sports a year all four years) with a 3.85 or higher GPA.
- **Math:** To qualify, students must complete Geometry, Algebra II, Precalculus, and AP Calculus with a 3.85 or higher GPA.
- **Science:** To qualify, students must complete Biology, Chemistry Honors, Anatomy/Physiology, and Physics or AP Biology with a 3.85 or higher GPA.



- **Social Science:** To qualify, students must complete World History, AP US History or CP US History and AP Psychology, and Government/Economics with a 3.85 or higher GPA.

### **Valedictorian/Salutarian:**

Each student has the opportunity to work toward the honor of becoming the **Valedictorian or Salutarian** as well. The requirements are as follows:

#### **The Valedictorian(s) will be the student(s) with the highest weighted GPA.**

- The Valedictorian must fulfill all BVCS High School graduation requirements.
- The Valedictorian must complete a minimum of 280 credits.
- The Valedictorian will be determined based on the highest weighted GPA.
- Courses taken outside of BVCS High School, (e.g. accredited online course, MJC) will only be given weighted status if BVCS High School offers its equivalent and must be completed by the last day of senior finals.
- A maximum of two courses, whether traditional or online classes, will be accepted for transcript remediation and GPA recalculation.
- The Valedictorian must have attended BVCS three out of four years of high school.
- The Valedictorian must have maintained full-time status throughout their tenure at BVCS. Any term waiver disqualifies a student's eligibility as Valedictorian and Salutarian.
- The Valedictorian will be eligible to give a graduation speech to be written by them and approved by the designated administrator/committee.
- The testimony and/or reputation can not be compromised prior to the date of graduation. Administration may decide, at their discretion, not to have that student deliver a speech at the graduation ceremony.

#### **The Salutarian(s) will be the student(s) with the second-highest weighted GPA.**

- The Salutarian must meet all of the same requirements as the Valedictorian.
- A Salutarian will be eligible to give a speech at the high school graduation ceremony.
- If there is more than one Valedictorian candidate, no Salutarian will be named.
- The testimony and/or reputation can not be compromised prior to the date of graduation. Administration may decide, at their discretion, not to have that student deliver a speech at the graduation ceremony.

### **Graduation Ceremony Requirements**

Participation in the high school graduation ceremony will be granted to those students who complete the following requirements:

- 260 minimum required credits.
- A student with lower than a 2.0 GPA may be in danger of not graduating.
- The school tuition account and all other fees are current.
- All property belonging to BVCS must be cleaned and returned.

### **Course Descriptions**

Course descriptions can be found on our website at [www.bvcs.org/resources](http://www.bvcs.org/resources).

### **Advancing in Math and Foreign Languages**

Students will advance to the next level in Math or Foreign Language with a “C” or better in previous course prerequisites as these courses directly build on foundational skill.

### **AP/Honors Courses**

The honors and AP Programs offer enrichment in which learning is done at a greater depth and at a faster pace. A student should only take advanced courses in areas in which they have an interest and have demonstrated proficiency. An honors or AP course may have prerequisites that must be completed before being admitted to the class. Many honors/AP courses require additional work outside of class (up to an additional hour) and summer/weekend homework. The student in such a class is an accomplished reader and a skilled, analytical thinker. At the end of a semester any student earning a grade lower than a C will be moved to the CP level of the same course, wherever possible. Because of the level of difficulty of honors/AP courses, students should consult with their teachers for recommendations on courses. Students must earn a grade of C or higher in semester 1 to continue in the course in semester 2.

### **AP Courses**

AP courses teach college-level material and count for college credit, depending on how well the student performs on the AP exam. One AP course is the academic equivalent of one semester in an introductory college course. Students should expect substantially more reading and writing than other courses at Big Valley Christian High School. Only students who take the AP examination will earn the additional grading point. There is an additional cost for each AP exam. A final is given in addition to the AP exam.

### **Honors Courses**

While not at the same level as AP courses, honors level courses generally cover the same material as their non-honors counterparts, but in greater depth and at a faster pace. They require more independent work with more supplemental information and reading required.

### **Online Classes**

Online courses can provide opportunities for students to remediate a course already taken, to take a course not regularly offered at BVCS High School or to take a course that will not fit into a student’s schedule. A maximum of two courses, either traditional or online classes, will be accepted for transcript remediation and GPA recalculation.

The online student must be a highly motivated student and must take responsibility for his or her own learning. The online learner is expected to have the internal motivation to manage his or her own learning during the course of study. For this reason, we highly recommend taking a face to face class whenever possible.

- Students taking a course from an outside provider should be aware that many online providers are not UC/CSU approved; therefore, all online courses must receive prior approval by an Academic Counselor to be able to count toward graduation requirements and the official BVCS transcript.
- A maximum of two approved courses may be used to count toward graduation requirements and the official BVCS transcript.
- Courses taken online must correspond to our semester timeline (finals schedule). Online courses not corresponding to our semester timeline (finals schedule) must be pre-approved by an academic counselor.
- The progress grade for a student's online course will not be used for athletic/extra-curricular activity eligibility purposes nor posted to the BVCS transcript until completed at the end of the semester.
- Any online course with an honors or AP designation will not receive the extra grade point normally awarded unless the same course is offered at BVCS.

### **Physical Education**

All students are required to fulfill 20 units of physical education. A student is required to purchase a school P.E. uniform. The school will provide a P.E. locker for storage of a uniform, shoes, socks, and sweats. A student may be released from participation in P.E. for up to two days with a written excuse by their parent. A student will still be required to dress out for P.E. during these days and will only be excused from participation in specific activities prohibited by an injury/illness. Beyond two days, a doctor's excuse is required. Any written excuse must include a beginning and ending date. Failure to participate or dress out in the appropriate P.E. uniform will result in an academic penalty (including wearing athletic shoes).

10 units must be fulfilled through taking a physical education class

- The remaining 10 units may be fulfilled through P.E. or athletic participation. Students accrue 5 units of P.E. credit through each season of athletic participation.
- Additional athletic participation can contribute to no more than 10 of the elective units required for graduation.
- The grade for a student's sport will not be used for eligibility purposes nor posted to the BVCS transcript until the end of the semester.
- 10 units may be earned for 170 hours of physical activity outside of school (examples: dance class, club sports, travel team). There is an application and approval process. Please see the College Prep office for more information.

### **Summer School**

All summer school courses must be approved by an academic counselor to count toward graduation requirements and the official BVCS transcript.

### **Final Exams**

Big Valley Christian School gives comprehensive finals during the designated final exam schedule in December and in May. All students are required to take the final exams. No accommodations will be made for an early final. Students who miss their final exams will be issued a grade of "incomplete" for the semester. Students

are required to make-up their missed final exams during the first two weeks of the following semester (in January) or within a two-week window (after May finals) to replace the incomplete grade with a letter grade. Failure to do so may result in a semester grade of "F" (fail). All seniors must complete their finals prior to the senior trip to be eligible to attend the senior trip.

If for some reason a student knows in advance that he/she cannot complete a final during the scheduled date and time an absence contract is required. To obtain an absence contract, a parent must send a note to the office explaining why his/her student will miss the final exam. The student must take the contract to each of his/her teachers whose final will be missed. The teacher will write the date and time the final will be administered upon the student's return on the contract. The contract must be returned to the office for the Administrator's signature and one copy will be sent home with the student and one will be retained for our records.

If a student is ill on the day a final is administered, the student should contact his/her teacher to reschedule the final exam upon his/her return.

### **Adding or Dropping a Class**

Students desiring to add or drop a class must fill out an add/drop slip (obtained from the office) within the first 10 days of a semester. After the first two weeks of school, students dropping a class will need to complete the BVCS Withdrawal form (located in the front office) and submit it to the guidance counselor. The guidelines for a class withdrawal are as follows:

**Week 1 and 2: Students can drop the course in the first two weeks without penalty or noted on their transcript.**

**Weeks 3 - 13: Students can drop the course with a "W" noted on their transcript.**

**Weeks 14 - 18: Students can drop the course with "F" grade noted on their transcript.**

A "W" on a student's transcript is not factored into the student's GPA. An "F" on a student's transcript will be factored into the student's GPA.

A student who drops a course past the first two weeks of school will automatically be enrolled in a study hall period for the remainder of the semester for zero credits. Once the semester is complete, the student can enroll in another course to earn credits.

### **Remediation and Course Retakes**

Remediation and course retakes need to be completed with an outside vendor, typically during summer break. BVCS classrooms and courses are often full and not available for remediation/retakes. Students completing the course for the first time will have priority enrollment. Students needing remediation/retakes risk graduation status or college admissions by waiting to retake the course on the BVCS campus. BVCS recommends all remediation or retakes be completed immediately with an outside vendor.

## Grading Standards

This grading standard is used to determine grades throughout each marking period.

93 – 100 = A

90 – 92 = A-

87 – 89 = B+

83 – 86 = B

80 – 82 = B-

77 – 79 = C+

73 – 76 = C

70 – 72 = C-

67 – 69 = D+

63 – 66 = D

60 – 62 = D-

Below 60 = F

To compute grade point averages, the following grade values will be used:

Standard Classes	Honors/ Advanced Placement Classes
A—4 Points	A—5 Points
B—3 Points	B—4 Points
C—2 Points	C—3 Points
D—1 Point	D—2 Points
F— 0 Points	F—0 Points

## Reporting Student Progress

Information containing current student grades is available throughout the semester via the school's online RenWeb grading system. Transcripts will be mailed home each semester. Please contact the teacher immediately if there are questions regarding a grade in a class.

## Parent Teacher Conferences

The purpose of these conferences is to discuss the student's current progress with parents. Students are encouraged to attend. Throughout the school year, a teacher or parent may request a special conference to discuss academic progress as needed. Final grades will also be posted in RenWeb at the end of each semester.

## Academic Probation

Students are placed on academic probation for a grade point average below 2.0 at the semester. The Administration will meet with the student and his/her parents. At that time, the student will be issued a contract detailing the terms of continued enrollment. He/she will be issued an academic probation contract for one semester during which a student is expected to demonstrate his/her ability to perform satisfactorily at BVCS High School. If the student fails to meet the terms of the contract, the student may be refused permission to re-enroll the following semester, or in some cases, may be asked to withdraw from school during the probationary period. Any student on academic probation will re-interview again for the following school year.

### **Academic Review Panel**

The Academic Review Panel is used with students who have repeated or serious academic issues. It is composed of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible.

### **Homework**

A typical high school student may have between 1 and 1½ hours of homework each weeknight (Monday through Friday). Before scheduling classes, it is important that your student counts the cost of the courses they select, as well as the extracurricular choices they will make to see if it is, in fact, a manageable schedule. Multiple honors and AP courses may increase this workload as well as assign summer homework. If your student is consistently spending more than this amount of time a night completing homework, please contact the classroom teacher to discuss. Homework will not be assigned over the extended holidays of Thanksgiving, Christmas, Spring Break and Easter.

### **Homework Expectations**

Effective and timely feedback is an important factor in determining student success. Because of this, BVCS staff is committed to posting homework, test, quiz and lab grades online within 3 – 5 school days. If a specific grade has not been posted within a week, please contact the teacher directly. Some larger projects (research papers, end of unit projects, etc.) may require up to 10 school days to be posted. The teacher will advise in these instances.

### **Homework Request**

At the beginning of each week, assignments are posted in FACTS Learning Management Shell. For worksheets or in-class assignments given, students need to refer to Google Classroom. If a student misses a class because of a school or classroom related activity, missed assignments are due at the teacher's discretion.

### **Late Assignments**

Homework must be turned in on the day it is due. If a student turns in a late assignment, the assignment grade will automatically be lowered to 50%. A student will have one day (or the next class day) to turn in any late assignments and still receive a grade of 50%. After the second day any credit given will be at the teacher's discretion.

Students are generally notified several weeks in advance before projects and reports are due. All projects and reports will be due on the date and period they were assigned regardless of any absence. Failure to do so will subject the project or report to late grading penalties. If a student is absent they should make arrangements to deliver the project to the school on the due date.

### **Textbooks, Materials and Supplies**

Students supply their own Chromebook and textbooks. A textbook supply list will be sent home in the summer and posted on our website. Students need to bring the necessary supplies to school, including his/her charged Chromebook. Each teacher will give out instructions regarding what materials and supplies are necessary for school.

## **Attendance**

### **School Attendance**

- The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, absences are greatly discouraged.
- Failure of a student to attend school for any reason will be considered an absence.
- A student who shows a pattern of absenteeism (unexcused) faces academic penalties as well as discipline consequences.

### **Student Responsibilities**

- When an absence occurs, the student is responsible for class work missed and must arrange with the teacher to make up assignments, tests, and quizzes.
- Students are generally notified several weeks in advance before projects and reports are due. All projects and reports will be due on the date and period they were assigned regardless of any absence. Failure to do so will subject the project or report to late grading penalties. If a student is absent, they should make arrangements to deliver the project to the school on the due date.
- If a student misses a class because of a school related activity where assignments are due, missed assignments are due at the teacher's discretion.
- In the case of unexcused absences, students may not receive credit for homework collected or classwork completed on the day of the unexcused absence.
- When a student is suspended from school, they are required to complete all class work assigned during the day(s) of suspension. Any assigned work will be due the day the student returns to school. The student will be allowed to make up quizzes or tests at the discretion of the administration.

### **Parent Responsibilities**

Parents should avoid taking a student out of school for family vacations or other occasions that would disturb their academic progress. Requests to excuse a student for other reasons must receive prior approval from the administration.

### **Signing out for Appointments**

Students leaving school during the day for medical/dental or other types of medical appointments should be signed out of the office by a parent. Students must check in and out through the office upon leaving and returning to school. When checked out during the school day for an appointment, a student may not drive a non-sibling BVCS student. Upon return, a student should present a note from the doctor and/or medical office to verify the appointment.

### **Readmission after Absence**

- The student must bring a note from a parent/guardian to the office with the date(s) of absence and the reason for the absence.
- When returning, a readmit slip will be issued to the student and is to be initialed by each teacher.
- If a student fails to bring a note for readmission, the absence will be considered unexcused.

### **Pre-Arranged Absence Contract**

Parents should avoid taking a student out of school for family vacations or other occasions that would disturb their academic progress. If circumstances require a student to be absent, parents must make arrangements at least one week before the absence by sending a parent note or email to the school office. It is the responsibility of the student to contact the teacher to fill out the contract and secure all class assignments and class work content.

#### **Before the Absence:**

- Parent makes arrangements at least one week before the absence by sending a parent note or email to the school office, giving a reason for the absence.
- The student picks up a contract from the front office before the absence.
- The student takes the contract to each teacher for signature and assignments to be completed during the absence.
- The student and parent sign the contract and return it to the front office for final approval by an administrator prior to the absence.
- The student receives a copy of the contract.
- Assignments missed during the absence are due according to the contract. It is the responsibility of the student to contact teachers to fill out this contract and secure all class assignments and class work content.

#### **After the Absence:**

- The student will bring the contract and any work completed during the absence to each teacher for a signature indicating work was completed.



- Students may receive in-class assignments which were missing during the absence. Work will be due by the due date in the third column.
- Students are responsible for arranging a meeting with teachers for further instructions.
- Any assignments turned in after the due date will not be eligible for credit.

## **Types of Absences**

### **Excused**

An excused absence is an absence due to a personal illness, serious illness in the family, bereavement, school-approved trips, medical, dental, vision, or court appearances. If a student is absent due to a medical, dental, vision, DMV or a court appointment, the absence will be excused.

In the event of a lengthy absence caused by illness or emergencies, students and teachers will make special arrangements for make-up work. The teacher will determine the time frame to make up quizzes and tests. Again, it is the student's responsibility to approach the teacher regarding the make-up of missed work due to illness.

### **Unexcused**

Many absences seem acceptable to parents but are nevertheless classified as unexcused absences. An unexcused absence could result in academic consequences. Examples of absences that are not excused by the school are family vacations (without a prearranged absence contract) or being needed at home. Teachers are not required to accept assignments that were due on the day a student is absent due to an unexcused absence if a prearranged absence contract was not secured by the student/parent.

### **Truancy**

A student will be considered truant if they do not attend a class, are absent for more than ½ a class, or leave school early without permission. If this occurs, immediate disciplinary action, including Saturday school or suspension, will take place. Students will receive a zero for all missed tests, quizzes or presentations that were due on the day of the truancy.

### **Discipline Consequences for Unexcused Absences (per semester)**

- 5<sup>th</sup> unexcused absence and beyond – Detention issued for each unexcused absence (for the 5<sup>th</sup> unexcused absence and any consecutive absence within the semester).
- Excessive unexcused absences will result in Saturday School, suspension or possible Attendance Review Panel.
- When a student misses more than 20 school days during the year, the student's ability to return for the following semester or the student's promotion to the next grade level will be reviewed by the administration.

**Attendance Review Panel**

The Attendance Review Panel reviews students who have repeated or serious attendance issues. It is composed of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible.

**Tardy Policy**

Tardiness interrupts the instructional program and is greatly discouraged. A student who shows a pattern of tardiness faces academic penalties as well as discipline consequences.

**Tardy at the Beginning of School**

- School begins at 8:20 a.m.
- Students arriving during Scripture Time, between 8:20 a.m. and 8:30 a.m. are tardy and must wait in the entry of the school building where they will participate in Scripture Time. At 8:30 a.m., students will be issued a tardy slip and will be dismissed to class. Students must give their teacher the tardy slip when arriving in class.
- Students arriving after 8:30 must sign in at the office for a tardy slip. Students must give their teacher the tardy slip when arriving in class.
- An excused tardy will only be issued for medical, dental, vision, DMV or court appointments.

**Tardy to Periods 1-7**

Tardies are tracked by period per semester.

**Discipline Consequences for Tardiness**

- 3<sup>rd</sup> offense and beyond – Detention issued for each offense (for the 3<sup>rd</sup> tardy and any consecutive tardy within the semester).
- If a student fails to bring the necessary books or supplies to class and needs to return to his/her locker, a tardy can be issued.
- Excessive tardiness will result in Saturday School, suspension or possible Attendance Review Panel.

**Attendance and Activity Eligibility**

In order to attend or participate in an extracurricular activity (athletic game, play, banquet, etc.), students must be in attendance at school for more than half the school day: four out of the seven periods or two out of the four block periods on the day of the event. The student must be in attendance for the entire class of those periods. Appointments should not be scheduled on these days if at all possible. Any exception to this policy must be made by the administration.

**ROP Students**

- Students are required to attend all ROP classes in session, even if it is a modified/holiday schedule for Big Valley Christian High School.

- ROP students must sign in at the office when they arrive on campus.
- All BVCS attendance policies apply to ROP students.

**Term Waiver Students**

- Term waiver students must sign in at the office when they arrive on campus.
- All BVCS attendance policies apply to term waiver students.

**Working Students**

California law requires that students must not attend work on days they are absent from school. Working students are advised to read their work permit carefully.

## **Behavior and Conduct**

**Big Valley Christian High School Student General Rules****Demonstrate Respect**

- Practice courtesy and consideration in your association with teachers, school staff, fellow students and visitors.
- Demonstrate respect for the BVCS campus.
- Leave all annoying, inappropriate or dangerous items at home.

**Demonstrate Self-Control and Integrity**

- Abstain from the use or possession of alcohol, tobacco/vape, drugs (including any form of marijuana), pornography, gambling and other undesirable practices.
- Abstain from profanity and vulgar or abusive speech and actions.
- Abstain from public displays of affection on campus or at school events.
- Use your technology in a way that glorifies the Lord and doesn't cause you or those around you to stumble.
- Do your own work (do not cheat, copy, or plagiarize).
- Come to class prepared with all necessary materials.

**Big Valley Christian High School Student Commitment**

BVCS High School students must understand that they may forfeit the privilege of attending school should they fail to comply with the established rules and discipline of Big Valley Christian High School. Each High School student is asked to agree to and sign the following commitment annually:

I understand that attending Big Valley Christian High School is a privilege with accompanying responsibilities and therefore, I agree:

- To faithfully support BVCS High School through a positive attitude and with prayer;
- To uphold our unique Christian philosophy of education, and the mission and purpose of BVCS High School;

- To regularly participate in a local church;
- To cooperate and support teachers and administrators in the enforcement of the policies of BVCS High School;
- To accept the disciplinary authority of teachers and administrators who discipline within the standards of conduct established by BVCS High School.
- To discuss school problems only with the people involved (student, parent, teacher, or administrator) and not around students not involved (Matthew 18:15);
- To not participate in, or tolerate profanity, obscenity in word or action, nor disrespect any school personnel, parents, or other students;
- To pay assessments to cover damage to the school or the personal property of others which I cause;
- To complete class and homework assignments on time, to the best of my ability;
- To uphold the academic integrity standards required as a student of BVCS High School;
- To work toward a Biblical approach to life both on and off campus; this includes refraining from the use of alcohol, illegal drugs (including any form of marijuana) and the use of tobacco/vaping; it also includes how I represent myself on social media sites.
- To follow the parent-student handbook and abide by the stated guidelines.

### **Disciplinary Action**

The goal of Big Valley Christian School is to provide and maintain an environment which is conducive to excellence in spiritual growth and education. While this handbook is designed to provide clarity for all involved, the Administration reserves the right to discipline every case based on its unique and specific nature. We ask for the wholehearted cooperation of our students and parents in the implementation of our policies and procedures while all students are involved in educational and associated activities sponsored by the school.

### **Examples of Behavior and Conduct Violations**

#### **Category 1 – Minor Violations**

Minor violations are those behavior issues which individually do not warrant an office referral and can be handled by the individual teacher/staff member. These include, but are not limited to:

- Being tardy to class
- Talking in class
- Failing to follow directions
- Failing to complete assigned tasks
- Behaving with a negative attitude or impolitely
- Out of class at any time without a hall pass
- Chewing gum or seeds
- Cell phone ringing in class
- Bringing irrelevant/distracting items from home
- Eating in class without permission

- Running in the hallways, stairwells or MPR

### **Category 1 Violations - Recommended Consequences**

Consequences may include, but are not limited to:

- Warning
- Parent contact by teacher/staff
- Confiscation of item
- Parent conference
- Counseling of the Student by the Staff
- Detention

### **Category 2 – Moderate Violations**

Moderate violations are those which negatively affect the school's ability to meet the educational commitments to our students. Category 2 violations may be handled by an individual teacher/staff member or an administrator, when warranted. These behaviors include, but are not limited to:

- Class disruption
- Defiance of authority
- Verbal or physically inappropriate behavior
- Deceptive behavior
- Being in unsupervised areas
- Category 1 behaviors that are determined to be habitual and/or continuous

### **Category 2 Violations – Recommended Consequences**

Consequences may include, but are not limited to:

- Parent contact
- Confiscation of item – referred to an administrator
- Parent conference
- Counseling of the student by the staff
- Administrative student conference/warning
- Detention
- Saturday school
- May not attend class – referred to an administrator
- Suspension

### **Category 3 – Serious Violations**

Serious violations are those which require the immediate attention of an administrator because of the severity or continuous action of Category 1 and 2 violations. These behaviors include, but are not limited to:

- Continuous classroom disruption
- Dishonesty and other forms of deception

- Misuse of school and other students' property including inappropriate use of technology and unauthorized use of school equipment
- Obscene or inappropriate behavior
- Possession of pornographic or sexually explicit material
- Physical, sexual, obscene or verbally inappropriate behavior or harassment
- Possession of a weapon including guns, knives, bladed tools, pepper spray and any additional items considered dangerous by the administration
- Commission of any crimes or misdemeanors, on or off campus, including, but not limited to, possession or use of alcohol, tobacco, and tobacco related products (vaping), illegal drugs, marijuana (in any form), immoral behavior and destruction of property
- Insubordination to a staff member including (but not limited to) walking out of class, failing to follow a school event procedure, leaving campus without permission, continuous and willful violation of school rules
- Behavior which potentially endangers another's safety
- Cheating, including plagiarism and intentionally assisting another student to cheat
- Sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school and school events
- Failure to follow through with disciplinary consequences (i.e. failure to attend detention)
- Any infraction determined to be severe by Administration
- Category 1 and 2 behaviors that are determined to be habitual and/or continuous

### **Category 3 Violations – Recommended Consequences**

Consequences may include, but are not limited to:

- Immediate referral to an administrator
- Confiscation of item – referred to an administrator
- Required parent conference
- Counseling the student by the staff
- Detention
- Suspension
- Discipline Review Panel (with possible recommendation to School Board for expulsion)

### **Dress Code Violation Disciplinary Action:**

1<sup>st</sup> Offense: Warning, student changes clothes

2<sup>nd</sup> Offense: Parents contacted, student changes clothes, detention assigned

3<sup>rd</sup> Offense: Parents contacted, student changes clothes, double detention assigned

4<sup>th</sup> Offense: Parent conference, student changes clothes, Saturday school assigned

When dealing with disciplinary issues, the administration and staff will use their discretionary judgment and wisdom in making decisions regarding the discipline. Consideration will be given to the severity of the offense, previous conduct record, and the attitude of the student during counseling and correction. Cumulative

violations of school rules can result in increased severity of consequences. BVCS also reserves the right at any time to dismiss a student who is out of harmony with the school goals and mission of BVCS. A student may be suspended or go before a Discipline Review Panel for a violation of stated governmental law.

## Definition of Terms

### Detention

A student is assigned detention for failing to meet school guidelines of behavior, conduct and attendance/tardies. All detentions are monitored by the school faculty/staff. Students must be responsible to be on time and return their detention form, signed by their parent.

Students have one week to serve their detention. A single detention is served during lunch every Tuesday – Thursday afternoon.

A change in the detention date can be made only with administrative approval. A request for such a change must be made prior to the day the detention is to be served.

- Every 5 detentions in a semester = Saturday School
- 2 Saturday Schools in a semester = Behavior probation contract

A student who is late, doesn't have a detention form signed by a parent, or misses detention may receive additional detention time and/or have an extra day(s) added on to their original assignment. If the detention is not served in one week, the student will not be allowed to participate in sports, extracurricular activities, or other activities outside of the 8:20-3:00 school day.

A change in the detention date can be made only with Administrative approval. A request for such a change must be made prior to the day the detention is to be served. A student who accumulates 5 or more detentions in a semester may be issued a probation contract.

- Every 5 detentions = Saturday School
- 10 detentions = Behavior Probation Contract
- 2 Saturday Schools in semester = Behavior Probation Contract
- Suspension = Behavior Probation Contract

### Saturday School

Saturday School is a 4-hour detention study hall. Every 5 detentions equals a Saturday School. It is to be used in a positive educational fashion. Students are to bring homework and/or study materials with them. Students are expected to complete homework, study for tests, and/or complete reading of material that encourages growth as a high achieving student. If unable to meet these expectations, the student will be provided work that must be completed as a requirement to leave. Two Saturday Schools in a semester automatically warrant a student being placed on a behavior probation contract.

**Behavior Probation Contract**

For a repeating or serious disciplinary issue or if a student has been suspended, the administration will meet with the student and his/her parents. At that time, the student will be issued a contract detailing the terms of continued enrollment. He/she will be placed on behavior probation for a period of time determined by the Administration. If the student fails to meet the terms of the contract, the student may be asked to withdraw from the school or go before a Discipline Review Panel. Any student on behavior probation will reinterview again for the following school year.

**Suspension**

Any student suspended from school will receive a behavior probation contract. When a student is suspended from school, they are required to complete all class work assigned during the day(s) of suspension. Any assigned work will be due the day the student returns to school. The student will be allowed to make up quizzes or tests at the discretion of the administration.

During a suspension a student is restricted from attending or participating in school functions such as athletic events or practices, activities, etc. Continued misbehavior may lead to a Discipline Review Panel.

**Discipline Review Panel**

The Discipline Review Panel is used with students who have repeated or serious behavior issues. It is composed of a team of BVCS staff, including parents and the student, and is meant to come alongside the student for the purpose of restoration whenever possible. The Discipline Review Panel can recommend a student for expulsion from BVCS to the BVCS School Board.

**Expulsion**

Expulsion is permanent removal from school. If a Discipline Review Panel recommended to the BVCS School Board for a student to be expelled from BVCS High School, the student will be restricted from being at any school activity (e.g. athletics, banquets, plays, etc.) or being on campus for the remainder of the school year.

**On or Off Campus Behavior**

All students are expected to work toward a Biblical approach to life both on and off campus, as outlined in our student commitment form, including refraining from the use of alcohol, illegal drugs (including all forms of marijuana) tobacco or tobacco related products (vape) and a student's representation on social media. A student may be suspended or expelled for a violation of the student commitment form.

**Specific Behavior and Conduct Expectations****Aggressive Behavior**

Students are expected to respect others. Any fighting in an aggressive way with another person or intimidation/threatening/harassing another before, during, or after school will result in suspension or other consequences. This also applies to all school activities whether on or off the campus.



**Campus/Classroom Disruptions**

Students are expected to follow the rules established by the administration and teachers for acceptable campus and classroom behavior.

**Cell Phones and Electronic Devices**

- Cell phones are not allowed to be seen, heard or used for any reason during any part of the school day, chapel, and assemblies with the exception of lunch and break.
- If a cell phone or other electronic device is a distraction during class, it will be confiscated and placed in the office.
- The following steps will be taken when a cell phone is confiscated:
  - Taken and picked up by student from the office.
  - Taken and picked up by parent in the office.
  - Taken and picked up by the parent; detention given.
  - Phone contract will be given to the student.
- Repeated offenses will result in a probation contract being issued.

**Cheating**

Students are expected to do their own work. When cheating occurs, including plagiarism, the student will receive a zero on the work involved and the teacher will notify the parents and disqualification/ineligibility for the California Scholarship Federation and the National Honor Society for the semester. Discipline is determined by administration that may result in detention, or Saturday school. Additional incidents of cheating will result in further disciplinary action that could include suspension and a Discipline Review Panel.

**Deception**

Students are expected to be honest. Deception is the act of, but not limited to, lying, committing a dishonest act, forgery, falsifying or altering school documents and providing false identification.

**Defiance**

Students are expected to be obedient. Defiance (open resistance/bold disobedience) of school personnel (teachers, administrators, office staff, facilities staff, kitchen staff, or any other adult authority figure on campus) will result in a referral to Administration.

**Destruction of Property/Vandalism**

Students are expected to respect all school property as well as the property of other students. Destruction and vandalism are the intentional damaging or destruction of public or private property. This includes but is not limited to writing in textbooks and on desks, counters or tabletops, graffiti or tagging and breaking equipment.

**Gum and Seeds**

Students are expected to demonstrate respect for our campus. Neither gum nor sunflower seeds are allowed in the school building as they create an unhealthy educational environment with their residue on carpets, lockers, underneath desks, etc.

**Hall Passes**

- Students out of class at any time must have a hall pass.
- Any student who is found without the appropriate hall pass will be sent back to their class.

**Hallways**

- No running in the hallways, stairwells or MPR.
- Students should exercise care and responsibility when eating or drinking in the hallways.

**Items from Home**

Any objects which are irrelevant to education or are a distraction (i.e. lighters, matches, explosives/fireworks, pocket knives of any size, electronic or electrical equipment, etc.) are not allowed on campus or at school activities. Although personal music players are allowed on campus, they should not be used in the classroom. The school is not responsible for lost or damaged personal equipment or objects brought to school. Any student bringing cash or other valuables to school should exercise discretion in keeping wallets or purses inaccessible to other students.

**Language**

Generally unacceptable language that is offensive, lewd, foul, coarse, sexually oriented, racial or derogatory as well as taking the Lord's name in vain will face disciplinary action.

**Sexual Harassment**

Students are expected to conduct themselves in such a way as to not cause others embarrassment, feeling of powerlessness, or the loss of self-confidence due to their conduct. Conduct constituting sexual harassment such as, but not limited to, unwelcome verbal/sexual advances and other verbal or physical conduct of any sexual nature or disrespectful remarks which may be related to gender, culture, ethnic background or other expressions of intolerance. Any student wishing to make a complaint of sexual harassment should immediately report to the administration.

**Stealing/Possession of Stolen Property**

When a student is caught stealing, the parents will be notified and immediate correction will take place which could include suspension or a Discipline Review Panel. Restitution will be necessary.

**Student Relations**

All students need to form relationships which are pleasing to the Lord. An important part of the maturing process is the development of wholesome God-glorifying relationships that are appropriate to the age of the

student. The student should not engage in any public displays of affection (e.g. hand holding, kissing, etc.) at school or at school events/activities.

### **Supervised Areas**

- Students are **NEVER** to be in a classroom, MPR, gymnasium, etc. without a staff member present.
- Students are never to be in possession of a school employee's campus keys.
- Students must always stay in a supervised area, unless given permission by school personnel to leave.
- Students are not allowed to go to the elementary campus during school hours without first receiving permission and signing out from the High School office.
- Parents must come to the school office to sign a student out if they are to be picked up during school hours. Students are not allowed to wait outside to be picked up.
- Students are dismissed from class through the office.

### **Dress Code**

Big Valley Christian High School desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness, and gender distinction are the overriding principles of the BVCS high school dress code. The administration or his/her designee is the final authority on the dress code policy.

The dress code policy remains in force while all students are on campus during the school day (including spirit weeks and finals), on a field trip, participating in student outings, or in athletic activities. Students are expected to dress modestly at all school-related events.

### **Standards for Dress**

Please use the following guidelines when choosing the appropriate clothing for the school year. Because of changing trends, all styles of dress, jewelry, and grooming are subject to approval by the administration. If in doubt about a particular type of clothing, grooming, or jewelry style, call or come into the school office for clarification.

### **GIRLS**

#### **Dresses/Skirts:**

- Hemlines and slits should be mid-thigh or longer. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Extremely tight-fitting dresses or skirts are unacceptable.

#### **Shirts:**

- Tops must cover the midriff, cleavage, lower back, and bra straps.
- Strapless shirts (on one or both arms/shoulders) may not be worn.
- Off-the-shoulder shirts are not acceptable.
- No tank tops unless worn under a sleeved garment.

- No halter tops or spaghetti straps without a t-shirt underneath.
- Excessively tight-fitting tops are unacceptable.
- Sleeveless shirts may be worn as long as they cover the shoulder (4 inches in width).
- Shirts with minimal openings in the arms ("cold shoulder") are acceptable as long as they meet all the other guidelines outlined above.
- Shirts with imprinted messages are allowed within the guidelines of good judgment and appropriateness.

**Pants/Shorts:**

- Long pants must be modestly fitting.
- Undergarments should not be visible.
- Pajama bottoms are not acceptable for school dress.
- Shorts must be loose fitting and at least mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Holes/tears in jeans/pants should not interfere with modesty and should be below mid-thigh. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Leggings, flared leggings, yoga pants, tight-fitting joggers, bike shorts, or **any clothing that fits like a legging** MAY NOT BE worn.

**Shoes:**

- Shoes must be worn at all times.

**Grooming:**

- Makeup and hair should be in good taste, not extreme or distracting.
- No visible tattoos.

**Jewelry/Hats:**

- No visible body piercings (except for the ears) are to be worn on campus during school hours. Nose piercings must be removed or plugged with a clear plug.
- Hats or hoods (on sweatshirts) may be worn in classrooms at the teacher's discretion. No hats or hoods may be worn in Chapel.

**Activities:**

If an activity requires special dress (i.e., graduation, field trip, etc.), a note will be sent home with instructions and information about the dress expectation.

**Banquet Dress:**

- Strapless and spaghetti straps are acceptable. Hemlines and slits should be mid-thigh or longer and dresses should cover the midriff. No backless or low necklines.

**BOYS****Shirts:**

- Shirts with imprinted messages are allowed within the guidelines of good judgment and appropriateness.
- Sleeveless shirts and tank tops are not permissible. This includes muscle shirts.

**Pants/Shorts:**

- Pants should be in good condition and clean, neat, modestly fitting, and not too tight, baggy, and/or saggy.
- Pants should cover undergarments at all times.
- Pajama bottoms are not acceptable for school dress.
- Shorts must be loose fitting and at least mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee.
- Holes/tears in jeans/pants should not interfere with modesty and should be below mid-thigh in length. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee. .
- Leggings, flared leggings, yoga pants, tight-fitting joggers, bike shorts, or **any clothing that fits like a legging** MAY NOT BE worn.

**Shoes:**

- Shoes must be worn at all times.

**Grooming:**

- Facial hair must be neatly trimmed and groomed.
- No visible tattoos.
- Make-up or nail polish is unacceptable for male students.

**Jewelry/Hats:**

- No earrings, visible body piercing, or distracting jewelry are to be worn on campus during school hours or during school events. Nose piercings must be removed or plugged with a clear plug.
- Hats or hoods (on sweatshirts) may be worn in classrooms at teacher's discretion. No hats or hoods may be worn in Chapel.

**Activities:**

If an activity requires special dress (i.e., graduation, swimwear, etc.), a note will be sent home with instructions and information about the dress expectation.

**Banquet Dress:**

- Dark dress pants (no denim)

- Dress shoes (no tennis shoes)
- Dress shirt
- Tie (coat or sweater optional)

**Dress Code Violation Disciplinary Action:**

1<sup>st</sup> Offense: Warning, student changes clothes

2<sup>nd</sup> Offense: Parents contacted, student changes clothes, detention assigned

3<sup>rd</sup> Offense: Parents contacted, student changes clothes, double detention assigned

4<sup>th</sup> Offense: Parent conference, student changes clothes, Saturday school assigned

\*At BVCS Director/Administrator's discretion, a student may need to change clothes prior to returning to class.

## Parking and Driving

**Student Drivers**

BVCS student drivers have an obligation to the other students and staff members on campus as well as our neighbors to drive carefully, courteously and safely at all times. Students who violate the driving regulations may lose the privilege to park on campus. In addition to the California Vehicle Code, the following regulations apply to driving:

- To obtain a parking permit, submit a driving agreement from the office.
- The office will issue a student parking permit. The parking permit must be displayed.
- Drive at the appropriate speed on all roads, driveways and in parking lots.
- Students may not drive to chapel or to work at the elementary building unless permission has been given.
- Spinning of wheels, squealing tires, or any form of reckless driving will not be permitted on or around the campus.
- Horns are not to be used to attract attention nor in a careless manner.
- Car radios and sound systems must be kept at a low volume.
- At no time are students allowed to ride outside the car.
- Student athletes that are over 18 years old may drive their own car to practices and games with approval from the principal/athletic director. Students may not drive other students except immediate family members.

**Parking Regulations**

- Students must park only in the designated student parking area and display their parking pass at all times.
- Cars will not occupy more than one space.
- Stickers, emblems, flags, decals, buttons, etc. identified with groups or movements contrary to Christian biblical standards are not to be displayed on cars.
- When you arrive at school, park, lock your car and leave the parking area.

- There is to be no loitering in any parking lot on campus.
- Students may not go to their cars during the school day without first obtaining permission from the school office. This would be considered truancy.
- Students may not drive other students except immediate family members.

## **General Policies**

### **Addressing Adults**

As a sign of respect, all staff members are always to be addressed as Mr., Mrs., Miss or Coach.

### **Animals on Campus**

For the health and safety of our students, pets are not allowed on campus. A teacher or administrator must grant permission before an animal can be brought onto campus for educational purposes.

### **Annual Retreat**

Early in the school year there is an all-school retreat. The retreat is designed to be our fall Spiritual Emphasis Week. General information regarding the retreat is mailed home during the summer, and more specific information is given to students just prior to the retreat. Students are required to attend.

### **Chapel**

A school chapel is held each week. This is a time of community, teaching, and worship and attendance is not optional. Activities vary from week-to-week and parents are always invited to attend.

### **Closed Campus**

Big Valley Christian School is a closed campus. Upon arriving at school, students are to remain on the grounds until properly dismissed from school. Students are not allowed to leave during the school day, Chapel, break or lunch. Parents may grant permission for their student to go to lunch off campus with an adult (21 years of age; e.g. youth pastor, relative, etc.) provided the permission is in written form and given to the office or a phone call. Student must be signed out in the office. The adult must sign the student out in the office when leaving and upon return; the adult must come to the office and sign the student back into the school. Door Dash and other food delivery services are not allowed on campus.

### **Dances**

BVCS has the desire to offer God-honoring, fun, social events for our students. With that, BVCS has events like: a fall event, homecoming, winter formal, banquet, and worship concert. The board does not believe that school-sponsored dances are the best way to support our mission to nurture and equip our students. BVCS will continue to offer excellent events that include appropriate music, food, and fun.

### **Lockers**

- All students are issued a hall locker.

- Hall lockers are for storing books, lunches, and other personal belongings.
- Students may not share locker combinations with friends.
- Lockers are not to be traded.
- If a locker change is necessary, students should fill out the schedule/locker change form available in the school office.
- Students may not attempt to open any other locker than the one that has been assigned to them.
- The school is not responsible for any items missing from a locker.
- Students may decorate the inside of their hall locker with acceptable photos or pictures. Students may not use glue, paint, bumper stickers or other materials that could damage the locker.
- A student defacing or damaging any locker will be financially responsible for the cleaning, repair, or replacement of the locker and personal locker privileges may be revoked.
- On occasion, there may be unannounced locker checks.
- Students may not tamper with the locks or locker mechanisms on the lockers.
- Only covered beverage containers can be stored in lockers.

### **Parent/Student Agreements**

Each student and parent is required to agree to the contents of our Parent-Student Handbook. Failure to support the staff, teachers, and administration in the enforcement of any discipline action may result in the removal of the student from school.

Each student is required to agree to a Computer/Internet Usage Agreement at the beginning of the school year. Students must also sign a Student Commitment form at the beginning of the school year. If a parent fails to support the staff, teachers, and administration in the enforcement of these agreements, it may result in the removal of the student from school.

### **School Lunch Program**

Hot lunch program is not available. If a student has forgotten their lunch, they should check with the office to see if a parent has brought one. Parents need to bring lunches to the office as students may not meet parents in the parking lot to drop off a lunch or other items.

### **Search and Seizure Policy**

BVCS has expectations of students in the areas of conduct, integrity, responsibility, and respect. In the event that a student fails to meet these expectations by violating a school rule, it may become necessary to conduct a search of the student's person, property, or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. The administrator or school personnel conducting this search will follow these guidelines:

The person or persons conducting said search must have a reasonable suspicion that the person, property, or school locker being searched relates directly or indirectly to an infraction of school rules and/or standards. This includes but is not limited to an alert by a Contraband Canine on campus. The term "reasonable



suspicion” is defined as having credible sources and/or personal observations that a student could be engaged in wrongful behavior.

The search that is conducted will be no more intrusive than necessary to serve the school’s legitimate needs. The search, and any item that is observed or seized, must be documented as to maintain the sequence of events leading up to the search and the subsequent results of the search itself. A record of all searches will be maintained by the Administration.

Contraband Canines are on campus throughout the year to serve as a protection for our campus and help ensure the safety of all students.

### **Service Projects**

At Big Valley Christian High School, we desire for every student to live out their faith by serving in their church and in our community. All students are required to complete 20 hours of service over the course of the school year. To receive credit, students must submit a service form (available through Google Classroom’s Daily Roar) to the Campus Pastor.

### **Student Sales**

Students will not be permitted to sell non-BVCS sponsored products or take orders for the sale of products on campus.

### **Visitors**

- Students interested in attending BVCS are the only high school students allowed to visit the campus during school hours. Approval must be given by the administration at least two days prior to the requested date.
- All visitors, including parents, must sign in at the office and must wear the visitor’s badge he/she is issued.
- Visitors should behave and dress appropriately while on campus.
- Former BVCS students (graduated alumni) may visit campus during lunch. They must sign in at the office and must wear the visitor’s badge he/she is issued.

### **Yearbook**

Students may purchase yearbooks each year. The school cannot be responsible for lost yearbooks or what other students write in a yearbook. Students are encouraged to write only encouraging and appropriate comments.

## **Student Activities**

In an effort to reflect the Mission Statement and the Expected School-Wide Learning Results, BVCS strives to meet the needs of the whole person (spiritually, physically, socially, emotionally, and intellectually). The

primary goal of any activity is to elevate the reputation of Jesus Christ through developing students whose Christianity permeates every word and action. Activities are designed to develop God-given talents and abilities in students as well as Christian character qualities.

The variety of activities available (sports, clubs, theatre arts, etc.) allow for students with varying skills and abilities to find an outlet for their abilities. All activities are viewed as an opportunity for an individual to bring honor and glory to God by using his/her abilities for His glory.

For the privilege of participation in extracurricular activities, students must maintain conduct which meets school standards. Any student running for Student Leadership Office, practicing with a team or trying out for a team must be enrolled for the year they would serve or participate.

## **Activity Eligibility (not athletics)**

### **Standards of Eligibility for Activities**

It is assumed that all students are able to maintain a 2.0 GPA (and no more than one "F"). Any student whose grades fall below a 2.0 GPA and have more than one "F" will not be eligible to participate in extracurricular activities.

### **Regaining Eligibility**

A student may take summer school classes in an effort to regain activity eligibility for extracurricular activities. All summer school classes are not automatically accepted for credit at Big Valley Christian High School. Therefore, check with the academic counselor before enrolling in a summer school class.

### **Attendance**

In order to attend or participate in an extracurricular activity (drama production, banquet, etc.), students must be in attendance at school for more than half the school day: four out of the seven periods or two out of the four block periods on the day of the event. The student must be in attendance for the entire class of those periods. Appointments should not be scheduled on these days if at all possible. Any exception to this policy must be made by the administration.

## **Athletic Eligibility**

Eligibility is determined on a scheduled basis. The schedule will be communicated annually by the Athletic Department. All incoming freshmen are eligible for the fall sports season. To be eligible to participate, a student should be regularly enrolled in a full schedule (minimum of five classes). The progress grade for a student's online course will not be used for athletic/extra-curricular activity eligibility purposes nor posted to the BVCS transcript until completed at the end of the semester.

High School student-athletes must maintain a passing grade in all of their subjects. Any student-athlete who falls below a 2.0 grade point average and has more than one "F" in any of the four athletic grading periods

becomes ineligible to participate in any athletic practice or contests per CIF and BVCS policy. Ineligible students are either removed from the team or may use a one-time probation period.

Ineligible students on probation will be able to practice and play with a team. Students may be reinstated after their probationary period is over if they have met eligibility requirements. If a student has not achieved the minimum requirements at the end of their probation period, then the student will be removed from the team. One probation period is granted per school career. Ineligible students who have used up their probation will be immediately removed from the team.

All incoming student-athletes (freshmen and transfers) are eligible to participate in athletics at BVCS, even if the student athlete has been accepted on academic probation, provided the student athlete's most recent grade report from sending school complies with BVCS and CIF guidelines for eligibility. If a student-athlete's grades do not meet these guidelines, incoming student-athletes may use up their one-time probationary period. All transfer paperwork must be completed at this time.

Students who are ruled ineligible because of grades or conduct are restricted by the following policies:

- If a student is ineligible at the beginning of an activity, he/she may try out and practice, but may not participate in any games.
- A student can be reinstated at the end of the semester with satisfactory grades (2.0) or at another time predetermined by the administration.
- The progress grade for a student's online course and sports grades will not be used for athletic/extra-curricular activity eligibility purposes nor posted to the BVCS transcript until completed at the end of the semester.

### **Regaining Eligibility**

A student may take summer school classes in an effort to regain activity eligibility for athletics. The student will, however, remain on probation upon return to school in August. All summer school classes are not automatically accepted for credit at Big Valley Christian High School. Therefore, check with the academic counselor before enrolling in a summer school class.

### **Attendance**

In order to attend or participate in an athletic game, students must be in attendance at school for more than half the school day: four out of the seven periods or two out of the four block periods on the day of the event. The student must be in attendance for the entire class of those periods. Appointments should not be scheduled on these days if at all possible. Any exception to this policy must be made by the administration.

## Homeschool Hybrid Eligibility

Homeschool Hybrid students have access to the Big Valley Christian School experience while enrolled in their homeschool school of record. Homeschool Hybrid are allowed on campus 15 minutes before their first class and 15 minutes after their last class. Students enrolled in the program may participate in:

- Weekly chapels
- Drama productions
- Music program
- Yearbook
- Student Rallies
- Community Service
- Clubs
- Student Events
- Hume Retreat (at cost to parent)
- Field Trips

Exclusions:

- Homeschool Hybrid students cannot participate in athletics due to CIF regulations.
- Homeschool Hybrid students cannot participate in High School Graduation.

## Student Leadership

Any student who has a GPA of 2.5 or better on his/her transcript will be eligible to run for a Student Leadership Office. When elected, Student Leadership Officers must maintain a 2.5 GPA, have no "F"s in any class, and demonstrate Christian character. Faculty and administrative approval are needed to run for Student Leadership.

## Questions

If you have any questions, call the school office at 209-571-4800.