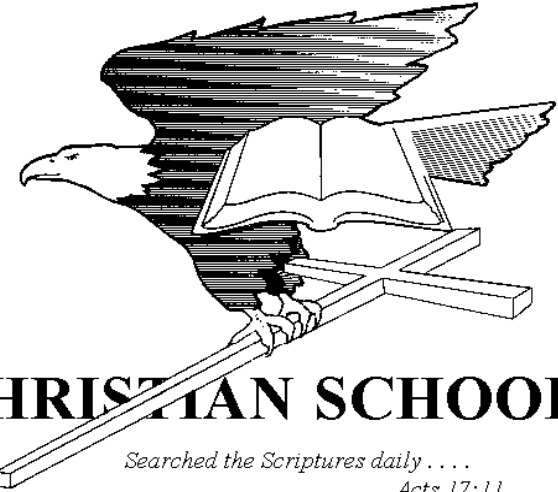


BEREAN



CHRISTIAN SCHOOL

*Searched the Scriptures daily
Acts 17:11*



**PARENT/
STUDENT
HANDBOOK**

Revision 08/01/19

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Pledges

Pledge of Allegiance to the Christian Flag:

I pledge allegiance to the Christian Flag,
and to the Saviour for Whose kingdom it stands,
one Saviour, crucified, risen, and coming again
with life and liberty for all who believe.

Pledge of Allegiance 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.

Pledge of Allegiance 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.

College Preparatory Course of Study

Attendance

SUBJECT and COURSE MATERIAL Required = ® Optional = δ	CLASS CREDIT	26 MINIMUM REQUIRED
Bible ●New Testament Survey ® ●Old Testament Survey δ ●Life of Christ δ ●New Testament Church History δ	1 1 1 1	2
Math ●Algebra I ® ●Geometry ® ●Algebra II ®	1 1 1	3
English ●English I ® ●English II ® ●English III ® ●English IV ®	1 1 1 1	4
Social Studies ●World History ® ●World Geography ® ●American History ® ●The Constitution δ ●Economics δ ●Civics δ	1 1 1 1/2 1/2 1/2	4
Science ●Biology ® ●Physical Science ® ●Chemistry δ ●Physics δ	1 1 1 1	3
Additional Requirements ●Etymology ® ●Technology Training ® ●Speech ® ●Music ® ●Foreign Language - 2 years of same Language ® ●Physical Education ® ●Christian Leadership Training ® ●Choice Electives ®	1 1 1/2 1/2 2 2 2 1	10
Total Credits		26

The College Preparatory student must complete 26 credits.

Student Arrival:

Students are to arrive at school between 8:00 a.m. and 8:15 a.m. This will allow students to put away lunches, backpacks, coats, etc. and be ready to start school by 8:30.

Late Arrival / Early Departure:

Parents / Custodian must sign student in for late arrival (after 8:30 a.m.) and sign them out for early departure (before 3:30 p.m.). No one under the age of 18 may sign out a student.

Tardiness:

A student is considered tardy if they are not in the Learning Center by 8:30 a.m. Students arriving after 8:30 a.m. must be signed in by the parent, giving a reason for being late. Students will receive a tardy slip, which is to be turned in to their supervisor.

* Excused tardy examples: Doctor's appointment, emergency, car problem

* Unexcused tardy examples: Oversleeping, running late, doing homework

An unexcused tardy will result in a demerit. Multiple tardies in a week will result in a Corrective Action Notice. Continued tardiness will necessitate a conference with the parent and possibly lead to denial of re-enrollment.

Absences:

The school office or student's supervisor must be notified by 8:30 a.m. if a student will be absent from school, unless prior notice was given. A written excuse signed by a parent or guardian should be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments should be scheduled after school hours, if possible.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work. If a reason for an absence is not given, or the reason is not approved by the supervisor, it will be counted as an unexcused absence. An unexcused absence will result in a Corrective Action Notice.

Excessive absence will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. Excessive absences may result in denial of re-enrollment.

Students arriving at school after 10:30 a.m. or leaving before 1:30 p.m. will be counted as a full day of absence.

Clothing Regulations

(Uniform items are available for purchase at
Artwear Screen Printing, 1916 Lebanon Avenue, Belleville)

Boy's Uniform

1st – 2nd Grade:

Pants: Black or navy blue uniform style slacks with elastic waist.
Shirt: New red BCS polo shirt OR older style BCS polo in red or navy blue (long or short sleeve) OR BCS round neck sweatshirt.

3rd – 12th Grade:

Pants: Black or navy blue uniform style slacks, worn at the waist.
Shirt: New red BCS polo shirt OR older style BCS polo in red or navy blue (long or short sleeve) OR BCS round neck sweatshirt.
Belt: Solid black belt

ALL Male Students:

Socks: Solid black. Navy blue may be worn if wearing navy blue pants.
Shoes: **Solid** black shoes with non-marking soles. Shoes must come no higher than the ankle (no boots).
Sweater (optional): Cardigan style in gray, red, black, or navy blue.
Personal jackets are not to be worn in the Learning Center.

Girl's Uniform

1st – 2nd Grade:

Pants: Black or navy blue uniform style pants with elastic waist OR BCS uniform plaid jumper, skirt or skort, OR black skirt (**see specifics below)
Shirt: New red BCS polo shirt OR older style BCS polo in red or navy blue (long or short sleeve) OR BCS round neck sweatshirt.

3rd – 12th Grade:

Skirt: Black skirt OR BCS uniform Skirt or Skort (**see specifics below).
Shirt: New red BCS polo shirt OR older style BCS polo in red or navy blue (long or short sleeve) OR BCS round neck sweatshirt.

**SPECIFICS ON SKIRTS:

- ✓ Skirts may not be form-fitting
- ✓ Hemlines must be no shorter than the bottom of the knee (standing or sitting)
- ✓ Slits may not extended higher than the bottom of the knee
- ✓ Skirts with see-through fabrics must be lined or worn with slips
- ✓ No cargo (pockets sewn to the outside of skirt), denim, or stone-washed.

*** **Shorts underneath skirts and jumpers are HIGHLY encouraged!!!** ***

ALL Female Students:

Socks: Ankle socks, knee socks, leggings or tights that are solid white, black, navy blue, or red.
Shoes: **Solid** black or navy blue shoes. Shoes must be completely closed in, non-marking soles, below the ankle (no boots), with no more than a 1-1/2" heel.
Sweater (optional): Cardigan style in gray, red, black, or navy blue.
Personal jackets are not to be worn in the Learning Center.

Honors Course of Study

The Honors program includes the standard curriculum plus additional attainment of the very highest quality preparation for a college education. The following courses are recommended:

SUBJECT and COURSE MATERIAL Required = ® Optional = δ	CLASS CREDIT	28 MINIMUM REQUIRED
Bible ●New Testament Survey ® ●Old Testament Survey ® ●Life of Christ δ ●New Testament Church History δ	1 1 1 1	3
Math ●Algebra I ® ●Geometry ® ●Algebra II ® ●Trigonometry ® ●College Math (Analysis and Logic) δ	1 1 1 1/2 1	3-1/2
English ●English I ® ●English II ® ●English III ® ●English IV ®	1 1 1 1	4
Social Studies ●World History ® ●World Geography ® ●American History ® ●The Constitution δ ●Economics δ ●Civics δ	1 1 1 1/2 1/2 1/2	4
Science ●Biology ® ●Physical Science ® ●Chemistry ® ●Physics ®	1 1 1 1	4
Additional Requirements ●Etymology ® ●Technology Training ® ●Speech ® ●Music ® ●Foreign Language - 2 years of same Language ® ●Physical Education ® ●Christian Leadership Training ® ●Choice Electives ®	1 1 1/2 1/2 2 2 2 1/2	9-1/2
Total Credits		28

The Honors student must complete 28 credits and attain a 94% average over the course of Levels 9 through 12. The student should demonstrate the ability to communicate effectively in written and oral presentations. The student must score at least 22 on the ACT, or 1000 on the SAT.

Honor Roll

BCS awards two Honor Roll certificates each quarter:

“A” Honor Roll – Students who complete all assigned PACEs with a combined test average of 94% or greater while maintaining academic balance and reciting all required Scriptures.

“B” Honor Roll – Students who complete all assigned PACEs with a combined test average of average of 88% - 93.99% while maintaining academic balance and reciting all required Scriptures.

In order to qualify for Honor Roll, students must complete a minimum of 3 PACEs in each subject and have a minimum of 18 PACEs for the quarter.

Exceptions: (1) Students who are in Literature 7 or 8 may complete a total of 3 PACEs per semester, or (2) Any modification that has been cleared through the principal.

Clothing Regulations (cont.)

Physical Education Attire

1st - 4th Grade: Tennis shoes (to be worn with Berean Uniform).

5th - 12th Grade: Berean T-shirt (long or short sleeve), non-form fitting, solid black, blue, or gray knee-length shorts or sweat pants, white or black socks, and tennis shoes.

Berean Casual

Berean shirt (P.E. or polo), plain, **non-form fitting** blue jeans, white or black socks, and tennis shoes.

Personal Appearance

Hair Code

Boys: Must be clean shaven. No facial or lip hair permitted. Sideburns are not to extend below the earlobe. Boys must have a conservative haircut (no mohawks) that is tapered on the sides and in the back so as not to touch the ears, eyebrows, or collar of any school dress shirt. Boys must keep their hair “distinctively short”. Straight hair must be no more than 4” in length; afros no more than 1” in bulk. Hair should be kept clean and combed.

Girls: Hair should be kept clean and brushed. Hair must be “distinctively long” in comparison to the male haircut and of natural color. Enhancements must be in good taste and in line with the natural look of the hair.

Makeup

Boys: Makeup is prohibited for all boys.

Girls: Makeup is to be worn with discretion, not to be distracting to the girl’s natural beauty. Makeup deemed to be excessive or inappropriate by school staff will be removed by the student and/or the student will not be permitted into the Learning Center until the condition is corrected.

Jewelry

Boys: Finger-rings only are permitted. Any designs, symbols, etc. are subject to administration approval. Necklaces are to be worn under shirts at all times.

Girls: Excessive jewelry will not be permitted. Earrings are to be worn in the ear lobe only, one earring per ear, no larger than 1-1/2” in diameter for hoops and no longer than 1-1/2” for drop styles.

Nails & Nail Polish

Boys: Nail polish is prohibited.

Girls: Students may wear muted tones which compliment the natural skin tone. Natural nails, nail enhancements, and white French tips are not to exceed 1/4” beyond the tip of the finger. If nail color does not meet the above description, the student will be required to remove the polish.

Student Standard of Conduct

BCS requires that each student adopt and abide by the following standards without reservation:

- Maintain 6 inches or more of separation between each other. (1 Corinthians 7:1)
- Strive toward excellence in grooming in accordance with the school hair and dress codes. (Deuteronomy 22:5, I Timothy 2:9-10, I Corinthians 11:6,14)
- Refrain from use of profane, vulgar, or abusive language or conduct at any time. (Ephesians 5:11-12)
- Refrain from use of alcohol, tobacco, narcotics, and other dangerous or addictive substance on or off campus. Any association with these items may result in immediate dismissal from school. (Ephesians 4:19-24, 5:11-12, Proverbs 22:10)
- Refrain from cheating, gambling, and immorality. Any student who participates in such activities or entices others to participate in such activities is subject to disciplinary action. (Proverbs 4:23-27, 22:10)

Gripping is not tolerated and items designed for mischief are not allowed. Attitudes, behavior, and language unbecoming of a Christian may result in suspension or dismissal from school.

Weekly Activities

Students who have attained privilege for the week, have the honor of attending the weekly activity. This educational opportunity is held each Friday to provide a regular incentive to those who meet all the minimum responsibilities for the week.

The weekly activities are of real enjoyment for the students and are designed primarily to enrich learning. A natural outgrowth of such activities, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control in various social conditions.

Electronic Devices

Cellular phone and Smart Watch usage will not be permitted during school hours. Any cellular phone or Smart Watch brought to school by students will be stored in a common classroom container, controlled by the Supervisor or Monitor, to be checked in upon entry to the classroom and checked out when the student leaves school for the day.

Electronic music or video devices (including cameras and all related paraphernalia) are not allowed on campus.

Students using or displaying a cellular phone, Smart Watch, electronic music device, electronic video device, camera, etc. during school hours will face the following consequences:

- 1st Offense – Item taken away and given to student at the end of that day.
- 2nd Offense – Item taken away and returned to parent after meeting with an administrator.
- 3rd Offense – Item taken away and returned to parent at the end of the school year. Student will serve a one-day suspension.

Items not picked up at the end of the school year will be donated to an appropriate charity.

Student Driving

To receive approval to drive to and from school, students must obtain a Student Driving Permission form each school year from the school office, which is to be completed and returned to the office. After receiving permission, the student must comply with all other rules of the school's daily routine. Each student is reminded to depart from the parking lot in a safe, orderly manner, not to exceed 15 mph.

Discipline

The student must at all times conduct himself in a manner becoming of a lady or gentleman.

The paramount rule is “do right; do not disturb.” Demerit marks are given for disturbances or broken rules. Three or more marks in one day may result in corrective action.

When a student receives a Corrective Action Notice, it is sent home with the student and is to be signed by the parents. The next day the slip is returned. Failure to return the Corrective Action Notice will result in another Corrective Action Notice being issued.

Appeal Process:

Should a problem or difficulty arise, please follow this appeal process:

- Students who have misunderstandings and difficulties with each other should try to resolve them between themselves.
- “May I make an appeal?” is the appropriate response a student should make when they have additional information to offer to a school authority, which will assist that authority to make a fully evaluated decision regarding an issue the staff is addressing with the student. Student appeals will only be accepted from students who have a history of being obedient, respectful, and humble to their authorities.

Privileges

To reward students for achievement, self-discipline, and responsible work, a student is awarded “Privilege Level” status. The privileges are awarded by fulfilling the responsibilities associated with that level of privilege the previous week. A student who is not on a “Privilege Level” will receive a small morning break.

Level “A”

Responsibilities: Maintain “academic balance”; complete two PACEs per week; no more than 2 Corrective Action Notices the preceding week; complete all monthly Scripture memory and recitation.

Privileges: 15-minute morning break; do approved activities in student office or designated area after goals have been completed; eligible for weekly activities.

Level “C”

Responsibilities: Maintain “academic balance”; complete two PACEs per week; no more than 1 Corrective Action Notice the preceding week; complete all monthly Scripture memory and recitation; complete one written book report per month from approved literature list. (A project of equal quality and merit may be substituted for a book report. All substitutions must have prior approval by the supervisor.)

Privileges: All Level “A” privileges plus they may: take a 20-minute morning break; be out of seat without permission to perform Learning Center activities (scoring, research, etc.); engage in approved extracurricular activities in office or other assignments outside of Learning Center; serve on approved projects (i.e. errands, office, and student tutor).

Level “E”

Responsibilities: Same as level “C”, except no Corrective Action Notices the preceding week; be available for chapel participation and contribute, if called upon; perform some type of verifiable Christian service on a regular basis.

Privileges: All Level “A” and “C” privileges plus they may: attend and participate in approved off-campus events deemed educational or spiritually edifying; leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions; order lunches at own expense to be brought to school.

Learning Center Rules

General:

A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in the office or tip back in his chair.

Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.

The Christian flag should be raised for supervisor guidance (i.e. academic difficulties, supervisor scoring, change goals, etc.). The American flag should be raised for monitor assistance in non-academic activities (i.e. scoring permission, recite Scripture verses, use restroom, sharpen pencil, etc.).

Gum is not allowed on school property.

Student Offices:

Offices are assigned and changed only by supervisor. They must be cared for by the student. Anything to be placed in the office must be approved by the supervisor. Students are not to lean or sit on the office or divider.

A Student Progress Star Chart is placed on the student office bulletin board. No marks are to be made on it .

Goal Card:

The student must keep his Goal Card posted on his bulletin board. It must be kept up-to-date and a blue or black pen will be used in setting goals. The student must set the exact page numbers of the work for that day. Once goals have been scored and corrected, the student will cross off the daily goals and set goals for the next day.

PACEs:

PACEs are private property and are not be shared among students.

All work in the PACE is to be done in pencil.

After a PACE is completed, the test is given the following school morning. The student will receive the test results the following school day and a new PACE will be given.

Calculators are permitted in the Learning Center for students in Math PACE #1075 and above, and only at the supervisor's discretion.

Learning Center Opportunities (cont.)

* Without permission, each of the following may earn you 1 demerit: *

11. Missing a piece of uniform (Dress, Casual, or P.E.)
(Responsible: Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable.—Romans 14:12)
12. Changing/altering goal card without permission
(Honest: Dealing righteously, showing what is right and proper to the Lord and others.—II Cor. 8:21)
13. Carelessly arriving late for appointed times
(Punctual: Showing respect for God's timing as well as other people's time by being on time or quick to act when a request is made.—Eccl. 3:1)

* Violations which may earn automatic Corrective Action Notice: *

1. Working any part of a Self Test without first obtaining an initial from the supervisor
(Discerning: Having the insight and sympathetic understanding into a difficult situation and being able to made an accurate judgment.—Ezk.44:23)
2. Cheating on PACE work or test
(Honest: Dealing righteously, showing what is right and proper to the Lord and others.—II Cor. 8:21)
3. Incomplete goals: Includes scoring, rescoring, PACEs left at home, and lost PACEs
(Responsible: Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable.—Romans 14:12)
4. Unexcused absence
(Responsible: Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable.—Romans 14:12)

Learning Center Opportunities

* Without permission, each of the following may earn you 1 demerit: *

1. Leaving your office
(*Submissive: An inward attitude of yielding to the authority of another.—Heb. 13:17*)
2. Communicating in the Learning Center
(*Considerate: Thoughtful of others and their feelings—Phil. 2:4*)
3. Turning around in the office
(*Diligent: Seeing a chore as a special assignment from the Lord and doing everything to complete it.—Col. 3:23*)
4. Chair left out
(*Responsible: Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable.—Romans 14:12*)
5. Food in the Learning Center
(*Deferent: Controlling my privileges and preferences in order not to offend those God has called me to serve (putting their wishes or opinions before mine.—1 Cor. 10:33)*)
6. Leaning back in your chair
(*Secure: Building my everyday life on eternal things which cannot fail or be lost.—Job 11:18*)
7. Red or green pen in office / Pencil at the scoring station
(*Honest: Dealing righteously, showing what is right and proper to the Lord and others.—II Cor. 8:21*)
8. Disturbance in the Learning Center
(*Discreet: Forming sound opinions and giving serious attention and thought to what one is doing, especially to details.—Psalm 112:5*)
9. Scoring Violations (excessive = automatic detention)
(*Truthful: Earned trust by accurately stating all known information.—Eph. 4:25*)
10. Disrespect or defiance shown to staff (possible automatic detention)
(*Respectful: A feeling of deep respect and honor mixed with wonder, awe, and love for the person that God is using in my life to produce the character of Christ in me.—1 Thess. 5:12,13*)

Learning Center Rules (cont.)

Completion of Daily Goals (Order of Operations):

1. Tests (scheduled by supervisor)
2. Self-Tests (completed without looking back at prior pages)
3. Checkups (completed without looking back at prior pages)
(Note: Students should try to set Checkups as the first page of goals. If not then, work that PACE through the Checkup before any other goals.)
4. Pages with Supervisor Score Strips
5. Goals that are troublesome for the student
6. All other goals

Test Table:

After the PACE is completed, scored, restudied, and turned in, the Test is issued the following morning. Tests are administered at the Test Table.

Homework:

The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home. A Homework Slip indicating the pages to be completed will be given. The slip is to be signed by the parent and returned the following day. No resource books may be taken home. Students may earn a Corrective Action Notice for failure to complete required homework. Corrective Action Notices need to be signed by the parent and returned the following day. Failure to return the Corrective Action Notice will result in another Corrective Action Notice being issued.

Congratulations Slips:

Take Congratulations Slip home to parents the day it is received.

Laws of Scoring

1. Score at all Score Strips.
2. When an answer does not match the score key, place a RED "X" **beside** the number or letter of the activity in question. If you think your answer is correct but it does not match, mark it with a RED "X" and continue scoring until all work in the section has been scored.
3. Replace red pen and Score Key, then you may return to your office.
4. Find the correct answer in the text and write it in where you have erased the answer that did not match. If you think that your answer is correct, raise your Christian flag and discuss your answer with your supervisor.
5. When correcting a Checkup or Self Test remember to "Cross Reference"* unless you have earned the exception by having "E" privilege.
6. Once all incorrect answers have been corrected, raise your American flag for permission to rescore.
7. If the new answer is correct, place a RED CIRCLE around the RED "X" and proceed to the next RED "X".
8. When all RED "X's" have been circled, or if there are no RED "X's" to circle, place a RED CIRCLE around the page number or letter, then proceed to the next page. (Remember: ALL pages must have a RED CIRCLE around the page number or letter signifying that the page assignments are complete and match the score key, even if there was only reading on the page in question.)
9. When you have scored and rescored all completed work up to a score strip and marked the score strip appropriately, you may proceed to the next section.

NOTE: ALL Checkups and Self Tests must have a score in RED at the top of the page or in the space provided. Even if no space is provided, a score in RED must be placed somewhere near the top of the page.

* **Cross Referencing:** To cross reference a missed question on a Checkup or Self Test, find the correct answer in the text and underline the entire statement in pencil. Place the missed question number by the beginning of the underlined text, then place the page number of the underlined text to the left of the question.

Merit Opportunities

Understanding merits

"The eyes of the LORD are in every place, beholding the evil and the good." (Proverbs 15:3)

Item	# of Merits Earned
• No demerits in a day	50
• Passing a PACE test	50
• Passing a PACE test at 100%	100
• No scoring violations in any PACE	500
• Brain Teasers	50
• Scripture Memory Recited:	
1st day of month	1000
2nd - 8th of month	500
9th - 15th of month	200
16th - 23rd of month	100
24th - End of month	50
Backwards	500
• Report for privilege	500-1000

Doing things decently and in order periodically earns 20-100 merits. This may include but is not limited to:

- Tables clean at lunch
- Restrooms left in good condition
- Extra PACE work
- Lining up quickly and quietly
- Punctuality
- Perfect goal check
- Cleaning scuff marks off floors
- Clean lockers