

ELEMENTARY & MIDDLE SCHOOL HANDBOOK

INTRODUCTION

The following is our guide to help you through a successful school year. Bundy Canyon Christian School (BCCS) is dedicated to high academic standards and to high moral attitudes and citizenship. But foremost, we are dedicated to strong Christian character that comes from a personal relationship with Jesus Christ.

OUR SPIRITUAL GOALS

"Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:51
Our goal as a Christian school is to provide a place to nurture children academically and spiritually. We want our children to excel academically and to develop physically and socially, but most of all, we want them to "FIND FAVOR WITH GOD."

To this end, we strive to share with our students the "Good News" of eternal life through Jesus Christ. This good news is taught to our students through Bible curriculum, chapels, and personal one-to-one sharing of staff-to-student. Through salvation, the knowledge of the Scripture, and the guidance of the Holy Spirit, we work to reach our spiritual goals for Bundy Canyon Christian School.

THE 3 R's

Most of a child's waking hours are spent in the classroom under the instruction and influence of a teacher. How important it is then, that the teacher be filled with God's Spirit. Christian education stresses the three R's of religion, respect, and responsibility. The first "R," for religion, brings moral order out of the chaotic times in which we live. There is a second "R" for respect; respect for God, the Bible, the nation, the flag and for authority. Then consider the third "R" which is for responsibility.

We want children to learn to do right at all times. "What doth the Lord require of thee, but to act justly, and love mercy, and walk humbly with thy God." Micah 6:8

GOALS

- Personal discipline and moral integrity based on the Word of God, without which education is just information.
- The social and moral competence of each student which directs them toward responsible membership in our democratic society.

- An inquiring mind, with a continuing desire for knowledge and maximum educational effort.
- Spiritual development, and the use of a workable religion in everyday living and problem solving.
- Excellence in the skills of communication, including the ability to read and comprehend the printed word, the ability to express oneself clearly and accurately, both in writing and speech, and the ability to listen effectively and critically.
- Knowledge of mathematics, and excellence in the use of the fundamental processes of quantitative reasoning and expression.
- Knowledge of science, and excellence in the use of the scientific method of problem solving.
- Excellence in the use of the basic tools of learning in functional problem solving and in the acquisition of information, facts and knowledge about the world and its people.
- Knowledge of man, his nature, his environment, and his relationship to the society in which he lives, with emphasis on his responsibilities and rights as a citizen, including the study of history, geography, civics, and the arts.

Also, in keeping with with principles and goals, BCCS shall endeavor...

1. To teach that the Bible is the only written Word of God.
2. To teach that biblical truth is the foundation for the proper understanding of all academic subjects.
3. To teach that God is the Creator and Sustainer of the universe, of all life, and of man.
4. To teach that the Lord Jesus Christ is the Son of God who came to the earth to die for our sin.
5. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ as personal Lord and Savior.
6. To teach the application of biblical principles to every part of daily life.
7. To help students express, through their lives, a dedication to Christ, a knowledge of His Word, and the ability to use the Word in teaching and leading others to Christ.

BUNDY CANYON CHRISTIAN SCHOOL
STATEMENT OF FAITH

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit.

- Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross as a substitutionary sacrifice, and all who believe in Him in total surrender and commitment are justified on the grounds of His shed blood. He arose from the dead and will come again to establish His kingdom of righteousness and peace.
- The Holy Spirit is sent to indwell, guide, teach, and empower the believer and convince the world of sin, of righteousness and of the coming judgment.
- The Old and New Testaments of the Bible are inspired by God and are a complete revelation of God's will and plan for salvation.
- Mankind was created in the image and likeness of God. Mankind has fallen through disobedience and thereby has incurred both physical and spiritual death.
- Salvation has been provided through Jesus Christ for all men and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God.
- It is the will of God that each believer should live a spirit-filled life becoming separated from sin and the world, and being fully dedicated to His purpose. Each Christian should continue to grow in holiness.
- There shall be a resurrection of the just and of the unjust.
- The second coming of the Lord Jesus Christ is imminent. This is the believer's blessed hope and is a vital truth which is an incentive to holy living and faithful service.

CURRICULUM

Bundy Canyon Christian School teaches the ABeka curriculum in each an every grade beginning with the two-year old preschool class up through the 8th grade. Every subject is taught from God's point of view and not the world's view. With few exceptions, students taught the ABeka curriculum test one to two grade levels above that of the public school system. In addition, with the introduction of the Common Core Standards taught by the public school system, ABeka meets or exceeds those standards. Please see ABeka's website for more detailed information regarding Common Core (www.abeka.com).

STUDENT ADMISSION POLICIES

1. We do not discriminate as to color, race, sex, national origin, or handicaps.
2. We do screen students and personnel on the basis of:
 - (a) Christian faith and life-style.
 - (b) Academic ability.
3. A child must be five years old before January 1st in order to apply for enrollment in Kindergarten.
4. Normally, all children enrolling in our school will be expected to take a standard test provided by the school. They will be expected to score within the range considered average for that grade. If they do not, they may be recommended for placement in a lower grade. Evaluation of records from previous school, especially in the areas of conduct and character, will be taken into consideration for enrollment.
5. Enrollments apply to one school year. They must be renewed each year.
6. Applicants for 7th and 8th grades shall be required to obtain a letter of recommendation from each of the following:
 - (a) A previous teacher.
 - (b) Pastor.
 - (c) Administrator or family friend.
7. Parents should be certain that they fully understand the Bundy Canyon Christian School philosophy of discipline and teaching of the Bible (See Zero Tolerance Policy).
8. Partners in Education (Back to School Night) is a parent orientation held near the first of each school year. All parents are welcome and encouraged to attend.
9. Parent/Teacher Conferences are held in November. The purpose of these conferences is to establish a good working relationship between parents and teachers and to assess the student's strengths and weaknesses.

STANDARDS OF CONDUCT - BEHAVIOR STANDARDS

Please be advised that there is a ZERO TOLERANCE policy in the areas of:

1. Disrespect to the teachers and staff (body language, talking back, refusal to obey).

2. Bullying - both physical and verbal including racial slurs.
3. Not completing homework assignments.
4. Vandalizing of school property.
5. Violation of school dress code.
6. Fighting or violent horse-play.
7. Possession of fire arms, knives, drugs or any other inappropriate substances.
8. Sexual Harassment.

Depending on the severity of the violation, parents will either be called to pick up the student or a note sent home with the student who chooses to violate these rules.

Discipline:

- | | |
|------------|--|
| 1,3 or 5 | In-house Suspension or Detention |
| 2,4,6 or 8 | Suspension 3 to 5 day (at home) |
| 7 | Expulsion - Sheriff will pick up student |

CELL PHONES MAY NOT BE TURNED ON BETWEEN THE HOURS OF 8:30 A.M. AND 3:15 P.M. AND MUST BE TURNED IN TO YOUR TEACHER EACH MORNING. DURING THESE HOURS, STUDENT MAY USE THE PHONE IN THE OFFICE FOR EMERGENCIES. NOT OBEYING THIS RULE WILL RESULT IN LOOSING THE PRIVILEGE OF BRING A CELL PHONE TO SCHOOL (See Electronic Device Policy).

OFFICE

Students, please do not come to the office without a note from your teacher. The only exception to this rule is for female students, grades 4 thru 8, may use the office restroom.

PLAYGROUND RULES

1. The teacher or playground supervisors on duty are in charge of the playground, and students must be courteous and obedient to them at all times.
2. It is everyone's responsibility to help maintain a safe place. Students can help by being alert to all possible safety hazards. Avoid such things as these:
 - (a) Throwing rocks or other objects.
 - (b) Running on sidewalks or close to the buildings.
 - (c) Being too close to the swings.

- (d) Using the playground equipment improperly.
- 3. Students are responsible for any balls or equipment they take to the playground.
- 4. Once students enter the school grounds in the morning, they may not leave until dismissal time without permission from the office and/or their teachers.

LUNCH AREA RULES

- 1. Students are to walk to the eating area and take their places at the table like ladies and gentlemen.
- 2. Students will be dismissed to play after 15 minutes and at least half of their lunch has been eaten.
- 3. Students must clean up their eating area before they can be dismissed.
- 4. The eating area supervisor is responsible for the discipline in the eating area, and students must obey quickly and courteously.

BEFORE AND AFTER SCHOOL RULES

- 1. As soon as students arrive at school, they are to enter the campus and go to their assigned area.
- 2. Anyone who arrives before 8:00 A.M. must report directly to the Day Care Supervisor and is subject to Extended Day Care fees (See Rate Sheet).
- 3. A student may not leave the campus once he/she has entered.
- 4. Students are to leave the school grounds immediately after school at 3:15 P.M. Unless they are in Day Care, or unless they have permission to stay for a school activity. Anyone not with a parent who is still here at 3:30 P.M. will be assigned to Day Care and will be expected to pay the Extended Day Care charge (See Rate Sheet).
- 5. All Extended Day Care students are required to check in and out of Day Care.

SCHOOL UNIFORMS - DRESS CODE

It is our desire as a Christian School to maintain a standard of dress that encourages students to behave and work at the best possible level. It will be the parents' responsibility to see that their student comes to school dressed according to the dress code (See Uniform Dress Code Policy). Unless otherwise stated, all uniform shirts for all students are to be Navy, White or Light Blue while bottoms

are to be Navy only. No plaids.

GIRLS:

- Button down oxford collar shirts.
- Polo shirts.
- Skirts or jumpers (must be just above the knee).
- Twill pleated walking shorts, cuffed or uncuffed.
- Twill pleated slacks. Slacks must not be over-sized, touch the ground, or be split on the sides.
- Sweaters and Sweatshirts (solid colors ONLY, no logos except BCCS).
- Leggings may be worn under appropriate length skirts or jumpers (uniform colors ONLY). Leggings may not be worn as pants.
- Hair must be neat and in its natural color. No shaved designs.
- Sandals with back straps are allowed.
- No jeans or sweatpants.
- No shirt may be used as a jacket or sweater.
- No sunglasses or hats allowed in classrooms or Chapel.
- No tattoos or body piercings except pierced ears.

BOYS:

- Button down oxford collar shirts.
- Polo shirts.
- Twill pleated walking shorts, cuffed or uncuffed. (No Cargo - must be just above the knee).
- Twill pleated slacks. No Cargo. Slacks must not be over-sized, touch the ground, or be split on the sides.
- Sweaters and Sweatshirts (solid colors ONLY, no logos except BCCS).
- Hair must be neat, in its natural color and no longer than the top of the shirt collar. No shaved heads or shaved designs. (Hair may be pulled back into a pony-tail.)
- No jeans or sweatpants.
- No shirt may be used as a jacket or sweater.
- No sunglasses or hats allowed in classrooms or Chapel.
- No tattoos or body piercings.

ENTRANCE AND ACHIEVEMENT TESTS

All new and incoming students may be tested for evaluation purposes. This evaluation is valuable to the teacher as he/she works with your child. Additionally, in the spring Otis-Lennon School Ability Tests (OLSAT) and Stanford Achievement Tests (SAT) are administered. These tests compare student achievement to national public and Christian school norms. They help teachers pinpoint areas where students need help. There is an additional fee for

this service (See Rate Sheet - may be combined with Matriculation Fee).

CUMULATIVE RECORDS

A cumulative record for each student is kept on file in our office. It is sent on request to schools into which students transfer. It includes student's grade records, standardized test scores and immunization records. It may also contain disciplinary notices.

PARENT CONFERENCES

1. Our teachers welcome pre-arranged conferences with all of our parents. As a courtesy to the teachers, please arrange for the conference as far ahead of time as possible.
2. A conference period is arranged immediately after the first quarter of school (See School Calendar). It is important that at least one parent come to the first Parent/Teacher Conference.

HOMEWORK

A. Textbooks:

1. Text books are purchased by the parent before school starts (included in Matriculation Fee - See Rate Sheet) and are owned by the student. It is the responsibility of the student to keep them in good condition. We would suggest that the student write their name on the inside cover all their textbooks.
2. If a student loses a book, there will be a charge to replace it.

B. Assignments:

1. Teachers will make assignments as clear as possible to the pupils. The pupil must take the initiative and responsibility of being certain that he/she understands and completes class and homework assignments on time.
2. Late work: Our policy is that ALL work must be done on time.
Exception: In the case of excused absence, we will allow three days for the work to be made up. Extensions may be given for extended illness.

CHAPEL

Chapel is an important part of life at BCCS. We trust that students will come in the spirit of worship and come expecting God to meet with them and to help them

grow spiritually.

1. Demonstrate proper courtesy and Christian hospitality to all speakers by listening carefully and behaving properly.
2. There is to be no unnecessary talking, distraction of others, or disturbance of any kind. Students are encouraged to allow the Holy Spirit to make this meaningful for themselves and others.
3. If students have any ideas they feel would benefit the chapel program, they are encouraged to speak to their teacher or contact the Principal.

EXTRA-CURRICULAR ACTIVITIES

For the privilege of participating in extra-curricular activities at BCCS students must maintain good grades and good conduct. Students who fail to maintain these standards, will not be allowed to participate. Students on probation for misconduct or academics may not participate. All school activities will be clearly announced in advance.

To be eligible for extra-curricular activities, students must have at least a "C" in every class. If a student receives a "D" grade, he/she is automatically ineligible. Such student must then wait for a period of two weeks and their grades have been brought up before they may become eligible.

NON-SCHOOL ACTIVITIES

Occasionally, organizations ask us to notify our students of events or programs that are available in the community. We allow such notices to go to students if the events seem wholesome and worthwhile. The school does not endorse these programs. Parents should check them out carefully.

CITIZENSHIP AND STUDENT GOVERNMENT CITIZENSHIP AWARDS

Citizenship is one of the most important aspects of a Christian school student's life. A good citizenship award is given to the elementary/middle school student who shows outstanding citizenship throughout the school year.

- A. Students will be nominated by teachers and other staff members.
- B. Students will then be voted on by staff.
- C. The following areas are observed for citizenship:
 1. Classroom behavior.
 2. Carpool behavior.

3. Playground behavior.
4. P.E.
5. Extra-curricular activities.
6. Chapel.
7. Respect given to all adult supervisors on campus.
8. Dress Code adherence.
9. Students behavior with other students.

STUDENT BODY ACTIVITIES

All activities are under the supervision of the school, and students are expected to be as responsive and as cooperative as they are in the classroom. All activities will be announced in advance for parents' information.

RESTROOMS

All children are expected to help keep the rest rooms clean by putting hand towels in trash cans, flushing toilets, etc.

BUSINESS OFFICE

Our business office can answer your questions regarding finances, school property, programs, etc. The phone number is (951) 674-1254. Office Hours are 8:00 A.M. to 4:00 P.M. Monday through Friday. If you need to come to the office outside our regular hours, please call to make an appointment.

TUITION

Tuition is charged for 37 weeks of school. For an additional fee, Extended Day Care, Easter Day Care/Camp, Summer School/Day Camp may also be added to the tuition payment and paid in 10 installments (monthly). An installment payment has no relationship to the number of school days in a given month. Tuition and Extended Day Care payments are due on the first of each month unless otherwise arranged for.

EXTENDED DAY CARE

For working parents, we have before and after school day care for an additional fee (See Rate Sheet). Before school from 6:00 A.M. to 8:30 A.M. and after school from 3:30 until 6:00 P.M.

Your child must report immediately to the Day Care Supervisor to be checked in and checked out. Never drop off or pick up your child without the acknowledgment of the Day Care Supervisor. If you are late picking up your student, a \$5.00 fee will be charged for every 15 minutes after 6:00 P.M. This fee is to be paid directly to the Day Care Supervisor on duty at the time.

MIDDLE SCHOOL - Some Specifics for 6th, 7th & 8th Grades:

Dear Middle School Students:

Welcome to BCCS! We want this year to be a good one for you. In order to acquaint you with what will be expected of you in our school, we have written this handbook. Read it carefully, because you will be expected to know what is in it. Since it is very embarrassing to get caught doing something you did not know was against the rules, keep the handbook to refer to so that you will know what is acceptable and what is not.

Your middle school years are very special growing up years. We hope to be helpful to you as you grow physically, mentally, and spiritually. Your teachers and administrators are anxious to counsel with you at any time. We trust that you will be flexible and mature enough to adjust to the variety of teaching methods and classroom rules of each teacher. If you have a problem with any other student or teacher, talk to that student or teacher only - do not discuss the problem with any other student or teacher. If you are unable to resolve your problem, please see the Principal.

We look forward to a wonderful year of learning, of growing and sharing the life of Christ together.

BCCS Staff

Example for all students. We expect them to show respect to all teachers and staff at the school, not just the middle school teachers. When a teacher, aide, or staff member gives them something to do, or gives them instructions, we expect them to be obedient and courteous.

Students are to be courteous not only to the staff, but also to their fellow students. Each person is to treat others as he/she would like to be treated. As Christians, we should reflect God's love in the way we treat each other, so be courteous.

OBEDIENCE

"Let every person be in subjection to the governing authorities, for there is no authority except from God." Romans 13:1

Students are expected, by God to cheerfully obey the rules set up by the school and by their individual teacher(s).

"Children, obey your parents, in the Lord, for this is right." Ephesians 6:1

EIGHTH GRADE GRADUATION REQUIREMENTS

In order to graduate from Bundy Canyon Christian School, the following requirements must be met:

Passing grades in all regular subjects, including P.E. and a "C" average overall.

MIDDLE SCHOOL HONOR ROLL

"A" Honor Roll: A student must have a 3.5 GPA or higher to be on the "A" Honor Roll.

"B" Honor Roll: A student must have at least a 3.0 GPA and no grade lower than a "C" to be on the "B" Honor Roll.

PARENT & STUDENT ACKNOWLEDGMENT

Please sign below and return this page/portion only to the Office with your student's enrollment papers.

I have read and understand the procedures and guidelines of Bundy Canyon Christian Preschool.

Date _____
Parent/Guardian Signature: _____
Printed Name: _____
Student Signature: _____
Printed Student Name: _____
Student's Grade: _____