

# ***PARENT-STUDENT HANDBOOK***

**2023 - 2024**



**West Campus (Pre-K – K)**

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The mission of **BYRON CENTER CHRISTIAN SCHOOL** is to provide for children of the Christian community an excellent education, rooted in God's Word, preparing them for lifelong service in God's Kingdom.

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## **BCCS 2023-2024 Calendar**

August	21	Intake/assessment day for PK – 5 <sup>th</sup> First day of school for grades 6-8; full day
	22	Intake/assessment day for PK – 5 <sup>th</sup> Parent Information Night for K-8
	23	First day for PK – 5 <sup>th</sup> grade
September	1	No school, Labor Day weekend
	4	Labor Day
	7 & 8	8th Grade Retreat
	12-15	School pictures
	20-22	7th grade Outdoor Ed. Camp
October	16 & 17	Parent Teacher Conferences
	18	No school, teacher PD day
	19, 20	No school, CEA conference
November	17	End of first trimester
	22	No school, teacher PD day
	23 & 24	Thanksgiving break
December	6	Report cards distributed
	21	Christmas break begins
January	3	School resumes
	15	No school, teacher PD day
February	16	No school - Winter break
	19	No school - Winter break
	23	End of second trimester
	28	Report cards distributed
March	7	Parent teacher conferences
	8	No school, teacher PD day
	TBD	Staff Appreciation Week
	TBD	8 <sup>th</sup> grade school play
	TBD	3 on 3 Tournament
	29	Spring break begins
April	1-5	No school, spring break
	8	School resumes
	19	Auction
	25	Grandparents'/Special Friends' Day
May	27	No school – Memorial Day
	30	8 <sup>th</sup> grade graduation
	31	Last day, ½ day

**\*Note: Some dates are tentative. If there are updates or changes necessary to the calendar, they will be noted in the school's weekly newsletter**

# BCCS' MISSION, VISION, COMMITMENTS & OUTCOMES

## Our **Mission** is what we do .... our purpose

The mission of Byron Center Christian School is to provide for children of the Christian community an excellent education rooted in God's Word, equipping them for lifelong service in God's kingdom.

## Our **Vision** is what we hope to be .... our dream

The vision of Byron Center Christian School is to be a community of families partnering together with the church and our local communities to shape our children into living, breathing stories of faith, hope, and love.

## Our **Commitments** are how we will act.... our code of conduct

- **Excellence** - We are committed to attracting and retaining exceptionally qualified, gifted teachers and staff who model Christian living and thinking and who implement best practices in their classrooms.
- **Rooted** in God's Word - We are committed to presenting a rigorous curriculum in the context of a universe created by our God, informed by the Bible, with Jesus as the focal point, and presented from a Reformed perspective. Our teachers, relying on the Holy Spirit, integrate their faith, articulating its relevance to each subject.
- **Christian Community** – We are committed to partnering with parents and nurturing a positive relationship between the Christian home, church and school.
- **Inclusive** Education – We are committed to a school culture in which our love of God and love for each other are evident. We view each student as God's child, created with unique gifts and abilities. We embrace and support children of all academic abilities.
- **Stewardship** – We are committed to transparent financial oversight and accountability, and to a wise use of all the resources entrusted to us.
- **Respect** – We are committed to an environment that respects the worth and dignity of others and promotes honesty and integrity.

## **Our Student Outcomes**

Through faithful prayer and the power of the Holy Spirit, Byron Center Christian School students will demonstrate continual growth in the following areas of their lives:

### **Spiritual**

- They will know and love God as Creator, Savior, and Lord so that each will marvel at his greatness, experience his forgiveness, choose to obey and serve him joyfully, and thereby bring light to their world.
- They will develop a worldview rooted in God's Word with Christ as the focal point.
- They will demonstrate spiritual discernment as they confidently and actively live out their faith and engage culture.
- They will develop the discipline of regular Bible study, Bible memorization, and prayer, thereby encouraging their personal faith formation.

### **Academic**

- They will know as much as possible about the creation, fall, and redemption of God's world so that each may be sent out with the knowledge, understanding, and skills to work in God's world as a restorer/healer.
- They will know that the world belongs to God and choose to be responsible stewards of his world as well as of the time and gifts he has entrusted to them.
- They will understand the importance of learning, catch a love of learning, and develop the necessary skills for a lifetime of learning.

### **Emotional/Social**

- They will accept themselves as children of God and experience the joy of belonging to a Christian community.
- They will know that they have responsibilities to the Christian community as well as to a larger, global community.
- They will develop and nurture appropriate relationships with peers and adults.

### **Physical**

- They will know their body is a temple of God to be kept healthy and strong for the work God has planned for each to do and to learn skills for lifetime recreation.

# STUDENT LIFE

## **GENERAL EXPECTATIONS**

BCCS intends to maintain a Christian educational environment for its students. A few simple rules help make it so.

- 1) Your behavior must not be a problem for anyone else.
- 2) Your behavior must be safe for you and others.
- 3) If you make a poor choice, there will be an appropriate, fair consequence.
- 4) If you cause a problem, you must be part of the solution.

## **SCHOOL RULES**

- 1) Byron Center Christian School, as all schools in Michigan, has had to adopt a weapons and extreme behavior policy. The BCCS Board will permanently expel any student who possesses a dangerous weapon, commits arson, or commits a violent crime on BCCS property, including buses used in transporting students.
- 2) In compliance with other area schools, BCCS has also adopted a Substance Abuse Policy: "Any student who has an illegal substance in his/her possession at BCCS will receive a minimum of a one day in-school suspension. The student faces the possibility of expulsion which will be determined by the Education Committee of the School Board."
- 3) We do not allow gum for our PK-5th graders. Gum is permitted for MS students who choose to be responsible with it.
- 4) Please park bikes only in the bike racks.
- 5) Personal electronic devices may not be used during the school day (bell to bell) without permission.
- 6) You have the right to open only your locker.
- 7) Once you arrive at school in the morning, you may not leave the school grounds without permission.
- 8) Teachers may not supply students with any medication. (See Student Medication Policy.)
- 9) Be respectful and courteous to all teachers, students, and visitors in the building.
- 10) Please be responsible with playground equipment. Bring it in even if you didn't take it out.
- 11) You may use the gym only with permission, supervision, and only with sports equipment from the gym.
- 12) Be ready to begin class when the teacher is ready to begin.
- 13) Listen carefully and follow directions.
- 14) Keep an accurate, up-to-date assignment list either in a planner or an electronic device.
- 15) Help keep classrooms and hallways clean.
- 16) Always do your best.

## **BCCS DRESS CODE** (recommended for all; enforced for middle school)

We want people to recognize a Christian atmosphere when they come into our building, which includes the appearance of our staff and students. Our goal is to honor God in all we do, including our attire. How students dress reveals much about their attitude and their respect for themselves and their peers. Following the dress code creates an environment that honors Christ and promotes learning. In general, a student's clothing, jewelry, and hairstyle must be modest and appropriate.

### **ITEMS THAT ARE PROHIBITED:**

- Attire that consists of profane, obscene, sexually implied, or explicit language or graphics, as well as clothing that advertises or promotes tobacco, alcohol, or substance abuse.
- Pajamas, slippers, and blankets are not to be worn at school.
- Any clothing that shows skin at the mid-torso region, regardless of movement.
- Low-cut tops and tank tops.
- Any clothing that may expose any form of undergarments.
- Words on the seat of pants or sweatpants are not allowed.
- No hoods or hats are to be worn in the building during school hours.

### **GUIDELINES FOR SHIRTS/TOPS:**

- All shirts must fall below the waistline and be modest. Tops must completely cover a student's mid-torso region, regardless of movement.
- Straps of shirts must be the width of two fingers.
- Sheer, see-through blouses or shirts must be paired with clothing nearest the body that is not made of "see-through" materials.

### **GUIDELINES FOR BOTTOMS:**

- All pants, including jeans, must be fitted at the waist and in good repair and will not show skin above the knee. All pants must be free of inappropriate graphics/words.
- All shorts, skirts, and dresses must be at a mid-thigh length.
- Jeggings, leggings, and yoga pants must be accompanied by a shirt, dress, or skirt that provides proper coverage by fully covering a student's backside.

**The staff and administration's judgment as to what is appropriate is final. Students violating the dress code will be asked to change into appropriate clothes if they have them available at school. If they do not have appropriate clothes at school, they may choose what is available at school.**

## **LUNCH/MILK**

- 1) A hot lunch program is provided by the Byron Center Public Schools at the East Campus only. Free or reduced rates are available to those who qualify.
- 2) Families may order lunches for their students by the month and will deposit funds into their online accounts as necessary.
- 3) Some students carry their lunches.
- 4) All students eat lunch only in their homerooms, not in the hallways or playgrounds.
- 5) If school is canceled for any reason, the hot lunch planned for that day will be served on the day school resumes.

Students may also order milk through the public-school hot lunch program. See the August newsletter for milk and lunch prices.

## **TRANSPORTATION**

Bus service is provided to all students, JK -8<sup>th</sup>, living in the Byron Center Public School District. This service is provided both in the AM and the PM every day. No bus service is provided at midday for the JK half-day students. Those outside the Byron Center Public School District generally bring their children individually or in carpools. If you need help in contacting a carpool, please call the office.

## **BUILDING SECURITY**

We want our students to feel safe and secure in today's world. When parents and school partner together effectively on safety issues, students can respond with confidence and security to the precautions that are becoming increasingly necessary in our schools.

- 1) All adults when entering the building through the main offices are required to sign in at the Raptor visitor management system. There you will scan your license, and when you are cleared, a label will print out for you to wear when you are in the building or on the playground.
- 2) This is also how your student can sign in/out by scanning their student ID card located on the counter or by selecting "student" on the computer and typing in their first and last name. You will then proceed and select the most appropriate reason. Students at the West Campus will be signed in and out by office staff.
- 3) All doors to the buildings are locked during school hours except the doors by the main office.

## **SAFETY DRILLS**

At school, we are required to have the following drills:

- 1) Five fire drills
- 2) Two tornado drills
- 3) Three lockdown drills

## **EMERGENCY CLOSINGS**

- 1) We are automatically closed when Byron Center Public Schools are closed due to weather conditions.
- 2) Closings or delays will be posted on our website and Facebook page, emailed, and announced over several local media outlets.
- 3) If the weather looks threatening, snowy, or icy during the day, any news of closing early will be reported to parents via email, website and Facebook postings and with local media outlets.
- 4) **Please do not call school or staff regarding closings during the day.**
- 5) Tornado watch or warning during the day - students will be kept at school.
- 6) Parents may pick up their own children for either a watch or a warning without a call to school. Parents should notify the office in the appropriate building if they pick up their child. If parents permit someone else to pick their child up, they must notify the office prior to the child leaving.
- 7) **Afternoon or evening activities will be canceled in the event of a tornado watch or warning.**



## **PHONE USE**

- 1) **Students are only allowed to use their cell phones and/or smart watches during the school day when they have a teacher's permission. This includes making a phone call, receiving/sending a text, or for any other use. Any unauthorized use or activity with their electronic devices will result in confiscation by their teacher.**
- 2) Phones are available at each campus office for all students to make necessary phone calls.
- 3) Students are not allowed to use classroom phones, except in case of emergency.

## **PHYSICAL EXAMINATION**

- 1) All incoming preschool students must receive a physical exam and return the appropriate form to school prior to the opening of school in the fall. Immunizations must be up to date.
- 2) All incoming kindergarten students should receive a physical exam and return the appropriate form to school prior to the opening of school in the fall. This exam must include a vision and hearing screening. Immunizations must be up to date.
- 3) According to school policy, students are not allowed to begin school or start activities until all appropriate exams have occurred and the necessary paperwork has been returned to the office.

## **CONFLICT RESOLUTION**

Occasionally it does happen that there is a conflict or specific complaint. The proper channels for handling such concerns are based on Matthew 18:14-17.

### **Please DO**

- Call the other person involved or make an appointment to meet at school to talk.
- Be discreet about when and with whom you discuss the concern.
- Pray about the situation and for clarity of communication as you work to solve the issue.

### **Please DO NOT**

- Talk to another teacher or parent about it.
- Go directly to the administration without first discussing it with the individual involved.

If a conflict arises:

- 1) Parents should first attempt to reach a solution directly with the person (teacher, coach, other staff member, board member, or parent) involved.
- 2) Only after this has been done should a director or the administrator be drawn into helping reach a solution. Contact a school director that oversees the area of your concern. Most likely the first question you will answer is, "Have you discussed this with the other individual?" The goal is to serve you by facilitating relationships. You will be treated with respect since your concern - simply because it exists - is authentic. We sincerely try not to polarize viewpoints or create an adversarial tone, but rather to work things out together in Christian love.

1. Michele Vieu: Early Childhood (Preschool and Kindergarten)
2. Kaitlin Peterson: Middle School Principal
3. Jill Battjes: Director of Educational Support Services and Curriculum
4. Andrew Reidsma: Director of Operations and Family Relations

## **CONFLICT RESOLUTION, continued**

- 3) After discussing the issue with a director and resolution still not being reached, you may request a meeting with the administrator. The goal of that meeting will be to create specific steps to solve the issue and a follow up to reach resolution.
- 4) Should resolution still not be reached to your satisfaction, the administrator should be asked to set up an appointment for you with the appropriate subcommittee of the school board. Prior to a meeting with board representatives, the concern should be placed in writing by the individual parent and be given to the school board's secretary. The respective board committee will make the final decision.

In conversations among parents, please encourage others to follow the proper channels so their concerns register accurately. Remember also that the school board should be aware of parents' perceptions. You are encouraged to share, by way of a phone call or note, positive and negative feedback with the school board.

## **SELLING THINGS AT SCHOOL**

Students may not sell items to other students at school unless it is part of a curricular learning activity. This includes items sold for profit or items sold for charitable purposes. Students may contact teachers or other students for pledges for things like walk-a-thons and bike-a-thons or to sell subs or pizzas for organizations to which they belong.

# ACADEMIC - GENERAL

## STAFF FOR 2023 - 2024

### ***WEST CAMPUS TEACHING STAFF, PRESCHOOL – K***

Preschool	Mrs. Susan Cnossen, Mrs. Katelyn Cornea, Mrs. Lauren Miller, Mrs. Michele Vieu, Mrs. Shawn Visser
Preschool Assistants	Mrs. Lynnell Berkompas, Mrs. Emily Deleeuw, Mrs. Michelle Helder, Miss Annika Johnson, Mrs. Katie Miedema, Mrs. Emily Rutgers, Mrs. Julie Veenstra, Mrs. Becky Vos
Junior Kindergarten Kindergarten	Mrs. Marci Boomsma, Mrs. Stephanie Woudwyk Mrs. Cathy Clousing, Miss Abby Helder, Miss Hayley Smit, Mrs. Laura Witvliet
Instructional Aides/Paraprofessional	Mrs. Shelley Bruinsma, Mrs. Heather Dykhous, Mrs. Michelle Helder, Miss Chelsea Mulder, Mrs. Maureen Polderman, Mrs. Andrea Sal

### ***EAST CAMPUS TEACHING STAFF, 1<sup>st</sup> – 8<sup>th</sup>***

First Grade	Mrs. Cindy Coffey/Mrs. Kris Grimm, Mrs. Deb Vredevoogd, Mrs. Deanne Wilson
Second Grade	Miss Jordyn Edwards, Mrs. Lisa Kooyer, Mrs. Judi VanSolkema
Third Grade	Mrs. Kim Averill, Mrs. Deb DeVries, Miss Lily Splawn
Fourth Grade	Mrs. Sadie Boyd, Mrs. Jenna Churches
Fifth Grade	Mr. Joel DeVries, Mrs. Jenn Hackbarth
Sixth Grade	Ms. Mindy Grimm, Mrs. Julie Musch
7 <sup>th</sup> & 8 <sup>th</sup> Grade Language Arts	Miss Ellie Schrier
7 <sup>th</sup> & 8 <sup>th</sup> Grade Science	Mr. Clay Lubbers
7 <sup>th</sup> & 8 <sup>th</sup> Grade Social Studies	Mr. Tom DeBlecourt
7 <sup>th</sup> & 8 <sup>th</sup> Grade Bible	Mr. Zach Schutte
7 <sup>th</sup> & 8 <sup>th</sup> Grade Math	Mrs. Lynnelle Funk
Instructional Aides/Paraprofessionals	Mrs. Julie Damstra, Ms. Kyndra Dykstra, Mrs. Laura Greenwood, Miss Lydia Postma, Mrs. Jill Schrotenboer, Mrs. Missy Sculley, Mrs. Emily Steenwyk, Mrs. Elizabeth Workman, Miss Leah Wychers
Reading Recovery	Mrs. Anna Konynenbelt and Mrs. Julie Seerveld

### ***BOTH CAMPUSES TEACHING STAFF***

Art	Mrs. Jennifer Bergsma, Mrs. Kate Bruinsma
Music	Miss Katie DeVries, Mrs. Emily Morehouse
Band	Mr. Chad Rozema
Orchestra	Miss Ashley Kooistra
Physical Education	Mrs. Lori Gortsema, Miss Gabby Timmer
Spanish	Mr. Tim Konynenbelt, Mrs. Kori VanderKooi
Technology	Miss Gabby Timmer
Educational Support Services Teachers	Mrs. Jill Battjes, Mrs. Julia Seerveld, Mrs. Sarah Teitsma
Media Centers	Mr. Joe Faber, Mrs. Mary Gronsman, Mrs. Glenna Miedema, Mrs. Cami VanderPloeg

## **SUPPORT STAFF**

Administrator	Mr. James Onderlinde
Middle School Principal	Mrs. Kaitlin Peterson
Finance Secretary	Mrs. Missy Walters
Administrative Assistants	Mrs. Heather Moes, Mrs. Linda VanKooten, Mrs. Carol Veltema
Director of Education Support Services and Curriculum	Mrs. Jill Battjes
Social Worker	Mrs. Jennifer Bathrick
Head Custodian/Maintenance	Mr. Tod Van Doeselaar
Custodial Assistant	Mr. Jason Netz
Director of Operations and Family Relations	Mr. Andrew Reidsma
Development Director	Mr. Ron Fles
Spiritual Life Coordinator	Mr. Rod Schutte
TfT Director	Mrs. Kristin VanWieren

## **SUPPLIES**

- 1) Most books are furnished by the school.
- 2) Most supplies are available to the elementary students (PK – 5<sup>th</sup>). Parents may purchase initial supplies at the beginning of the year.
- 3) Middle school students must buy their supplies other than those listed below under Organization/Study Skills.
- 4) Students will be charged for defacing textbooks. The fee will be determined by the value of the book and the extent of the damage done.
- 6) An initial supply list for each grade is shared with parents in the summer before school begins. A copy of that list is available on our website ([www.bccs.org](http://www.bccs.org)).

## **HOMEWORK EXPECTATIONS**

- 1) Parents can expect students in the upper grades to have homework or tests to study for most evenings.
- 2) As a student progresses through the grades, he/she will be responsible for more work. As a rule of thumb, parents can expect 10 minutes of homework per night, times the grade the student is in:

1 <sup>st</sup> grade = 10 min.	4 <sup>th</sup> grade = 40 min.	7 <sup>th</sup> grade = 70 min.
2 <sup>nd</sup> grade = 20 min.	5 <sup>th</sup> grade = 50 min.	8 <sup>th</sup> grade = 80 min.
3 <sup>rd</sup> grade = 30 min.	6 <sup>th</sup> grade = 60 min.	
- 3) Students are responsible for the completion of all assignments. In general, only medical or family emergency excuses will be accepted.
- 4) If students consistently have more (or less) than the expected amount of homework, parents should visit with the child's teacher(s).

## **EDUCATIONAL SUPPORT SERVICES**

At Byron Center Christian School, we recognize that each student has individual strengths, abilities, and areas of need related to academic progress. An extensive school-wide educational support system has been designed to place all our students in the least restrictive environment as much as possible, enabling them to reach their fullest God-given potential.

- **Health** - Vision and hearing screenings are done periodically by the Kent County Health Department. Vision is tested in grades P, 1, 3, 5, and 7. Hearing is tested in grades P, K, 2, and 4. These tests are usually given in the spring of each year, but if during the year you suspect a vision or hearing problem for your child, call the school office and we will attempt to arrange an additional screening.
- **Ancillary Services** - Refers to supplemental services that have been determined necessary to assist individual students. These services are provided on our campus by specialists through Byron Center Public School. Goals and objectives reflect the IEP in the areas of:
  - o Speech/Language Therapy
  - o Audiology
  - o Physical and Occupational Therapy
  - o Vision Therapy.
- **Evaluation Services** - Parents or teachers concerned about their child's academic progress and seeking an evaluation should contact our Educational Support Service Director, Mrs. Jill Battjes. After a consultation with the classroom teacher and ESS team, a referral will be made to either All Belong or an outside agency if it is deemed in the child's best interest to pursue an evaluation.
- **Accommodations and Modifications** - A team consisting of your child's teacher(s) and a Support Service Specialist will meet regularly to determine specific accommodations (minor adjustments involving the child's instruction) and/or modifications (changes in the content, curriculum, criteria and assessments) as needed for specific children.
- **Response to Intervention** - A multi-level prevention system designed to allow school staff to instruct all students in accordance with their level of educational need. Goals and progress are reviewed regularly in grade-level teams monitored by the Educational Support Services Specialists.

We offer a four-tier framework:

- o Tier One (need is identified and monitored within the classroom)
  - o Tier Two (targeted instruction and accommodations)
  - o Tier Three (intensive strategic intervention, usually provided outside the classroom by a highly qualified teacher)
  - o Tier Four (fully evaluated students with supported diagnosis receive frequent and complete monitoring of all academics by an ESS teacher).
- **Paraprofessionals** - Assigned according to specific student goals and objectives to assist teachers and/or students with interventions, accommodations and modifications as individually developed in all four tiers.

## EDUCATIONAL SUPPORT SERVICES, continued

- **Reading Recovery** - A short-term, early intervention program for the most at-risk literacy students in first grade. The goal for each child involved is to reach reading independence at or above grade-level expectations in literacy. This program is delivered through Mrs. Anna Konynenbelt and Mrs. Julie Seerveld, who have received training in the research supporting its success.
- **Social Worker** - Services are available on a short-term basis through our school in conjunction with Pine Rest Christian Hospital. Mrs. Jennifer Bathrick, a licensed clinical counselor, is available for consultation with parents, children, and staff.
- **Achievement Tests** – The Measures of Academic Progress (MAP) Tests are administered three times each year in grade 2-8.

## FINE ARTS

<b>General Music</b>	required of all students K – 4 <sup>th</sup>
<b>Choir</b>	open to all students 5 <sup>th</sup> – 8 <sup>th</sup> grades, required in 5 <sup>th</sup> and 6 <sup>th</sup>
<b>Band or Orchestra</b>	open to all students 5 <sup>th</sup> - 8 <sup>th</sup> grades, required in 5 <sup>th</sup>
<b>Play</b>	open to all students in 8 <sup>th</sup> grade
<b>Art</b>	required of all students in 1 <sup>st</sup> – 8 <sup>th</sup> grades

## MUSIC PROGRAM REQUIREMENTS

The following are offered in the music program of BCCS

- 1) K - 4 students will have one general music class per week.
- 2) Beginning in 5<sup>th</sup> grade, band and orchestra meet three times per week, while choir meets twice per week.
- 3) All 5<sup>th</sup> grade students must participate in choir and must take either band or orchestra.
- 4) 6<sup>th</sup> – 8<sup>th</sup> grade students may choose choir, band/orchestra, or both.
- 5) We strongly encourage students to participate in our fine arts classes as they enter middle school (6-8). Therefore, we ask for a year-long commitment to the respective classes they sign up for. However, if a student would like to adjust their schedule, they may only transition or drop a class after a scheduled performance (evening concert or festival competition).

### Performances

An excellent music program requires commitment from students, staff and parents. Understanding these simple requirements will develop an excellent program where students can learn and grow.

- 1) Performances are considered to be part of the curriculum. All scheduled evening concerts, Saturday festivals, and church worship service special music are mandatory.
- 2) The music instructor(s) will inform parents early in the school year of scheduled performance dates. Please write these dates on your calendar.
- 3) Performances are final exams for performing groups.
- 4) Generally, children in grades K – 4<sup>th</sup> will have one music performance night per school year.
- 5) Generally, children in grades 5<sup>th</sup> and 6<sup>th</sup> will have two performance evenings per year.

- 6) Generally, children in 7<sup>th</sup> and 8<sup>th</sup> will have two evening performances per school year and one weekend festival performance per school year (band and choir in early March). Parents can also expect 7<sup>th</sup> and 8<sup>th</sup> grade band students to have one solo or ensemble performance per year (mid-November).

### **Absences**

Generally, an absence from a performance will not be acceptable. However, should a parent deem it necessary for his/her child to miss a performance, the music teacher should be informed of the expected absence in writing at least two weeks prior to the performance. In case of an emergency the music teacher should be informed of the absence as soon after the performance as possible. Communicating with the music teacher is essential.

### **Consequences**

Absence from a performance by a performing group member has a negative impact on the rest of the group. Failure by a 5<sup>th</sup> – 8<sup>th</sup> grade student to attend a performance, whether excused or not, will result in a child's music grade being dropped an entire grade or no points being given for that performance. If a child in 5<sup>th</sup> - 8<sup>th</sup> grade misses a performance and the absence was not excused by the teacher of the group, the student will be required to complete an alternative assignment to be determined by the music teacher.

### **Organizations**

BCCS is a member of the Michigan School Band and Orchestra Association (MSBOA) and the Michigan School Vocal Music Association (MSVMA). We join these organizations annually because 1) we recognize that both organizations are committed to excellence in music, 2) these organizations provide the school and its students with an objective evaluation of our program, and 3) being a member of these organizations symbolizes that we are involved in our communities and that as a Christian school we are striving for excellence.

### **BCCS Music Boosters**

**Goal:** The overall goal of BCCS Music Boosters is to heighten community and parental awareness of our music program by developing God-given talents in our students through excellence in our music program. We will use this opportunity to praise our God and to glorify his name in the classroom as well as in the greater community.

**Purpose:** The purpose of the BCCS Music Boosters shall be to promote interest in the music department and its activities as well as to augment the needs of the music department of BCCS.

It is our hope that parents will assist in the various jobs of the music department. Examples of these jobs include: set up for concerts, maintain and implement the school's instrument program, help with uniforms, organize our music library, transport equipment for concerts and festivals, assist in sectional work, support BCCS in MSVMA and MSBOA participation, and envision a greater BCCS music future.

# ACADEMIC – MIDDLE SCHOOL

## ORGANIZATIONAL/STUDY SKILLS

- **All students**
  - should have a 3-ring binder
  - will be given spirals if required by the teacher and will have the option of taking a pad of notebook paper.
  - must take the binder to all classes and study hall (even if they don't need it)
- **All notes**
  - Note taking will be expected of students. However, each teacher will give expectations to the students as needed for each class.
- **All quizzes, tests, and hand-outs**
  - should be organized and filed by each student based on the needs of the class and at the request of their teachers.
- **All daily work**
  - will be completed in a variety of methods based on the needs of the class and at the requests of their teachers.

## ACADEMIC EXPECTATIONS

- 1) All student work submitted for assessment by a teacher must follow the writing conventions required in that class (i.e. proper punctuation, capitalization, and spelling). Misspellings will count off on all writing which could be reviewed by students. Misspellings on tests will not be counted off unless the test involves students having to learn certain spellings.
- 2) All writing must be neat and legible. If the student fails to do so, expect the teacher to give the paper back to the student until it is neat and legible.
- 3) All student work must be theirs. Any form of cheating or plagiarism is simply not allowed and does not meet our mission of student excellence. If a student is caught turning in any work that is not their own, the following steps will be taken:
  - A) The student will have a meeting with the teacher.
  - B) The teacher will notify the parent or guardian of the student.
  - C) The work will need to be redone by the student along with a reduction in the points earned.
  - D) Students who repeatedly struggle with cheating will have additional meetings with their parents and administration.
- 4) Students are expected to use a school-issued Chromebook to create the final draft of most assignments. They are expected to follow proper MLA formatting guidelines.

## STUDY HALLS

In order to teach the good use of study time and to create an atmosphere conducive to studying, the following rules have been adopted for study hall:

- 1) Students must come prepared to work or read for the entire period.
- 2) There is no talking or working together unless students are assigned by a teacher to work together. Otherwise, the environment is to be quiet.
- 3) Students will be allowed to leave the study hall a limited number of times each nine-week period.



# ATTENDANCE

The mission of BCCS is to provide an “excellent education.” Parent support is essential for us to accomplish the mission. An excellent education can only be provided to families who make attendance a high priority. Faithful attendance is an obligation of families attending BCCS. **Parents are encouraged to plan family activities during scheduled school vacations and thereby receive the highest quality education BCCS can offer.** Whenever students are absent, the quality of their education is compromised. We recognize, however, that at times there may be a need for a student to be absent. The following guidelines govern attendance at BCCS.

## **DAILY ATTENDANCE PROCEDURES**

- 1) The office must be called each day if your child is absent by **8:00 am** for students in 5<sup>th</sup> - 8<sup>th</sup> and **9:00 am** for students in preschool – 4<sup>th</sup>. Call 616-878-3347.
- 2) You will be called if we have not heard from you by the above times.
- 3) Any student arriving after the first tardy bell of the day or returning after an absence during the day, **must sign in at the office on the Raptor management system.**
- 4) Any student leaving the building during the school day **must sign out on the Raptor management system in the office** before leaving the premises.

## **EXCUSED AND UNEXCUSED ABSENCES**

### **EXCUSED ABSENCES INCLUDE:**

- 1) Sickness of the child.
- 2) Family vacations or mini trips arranged with the office and staff at least two weeks in advance.
- 3) Funerals of family or friends (notify the office).
- 4) Necessary appointments with doctors or dentists (notify the office).
- 5) Any absence due to a positive COVID-19 diagnosis.

### **Make-up work for excused absences**

- 1) For sickness or funerals, the child has the number of days absent plus one (the day of return) to make up all work, including assignments and tests. Quizzes will be made up at the teacher’s discretion. Teachers will do whatever is possible to help the child make up work.
- 2) For one- or two-day family out-of-town trips, the teacher will attempt to give assignments the day before. These will be due the day of return. Assignments given the day after the absence must be in the day after that. All tests must be made up the day of return.
- 3) For family vacations of three days or more, the student must make up tests or work within three school days after returning. Teachers can be expected to give only general assignments prior to the vacation just before the vacation begins and will give further specific assignments upon the return of the child.
- 4) Even though teachers will attempt to help the child make up work, the parents or the child have responsibility to find out what is missed.

### **UNEXCUSED ABSENCES INCLUDE:**

- 1) Generally, those not included as excusable.
- 2) Being absent without following proper procedures.
- 3) Absence for any reason without notification to the office.
- 4) Tardiness.

## Attendance, continued

### Penalty for unexcused absences

It is realized that many unexcused absences are the result of parental decisions. However, the school must protect the interests of all families and all children. An attitude that school can be skipped easily with no consequences leads generally to a low setting of priorities by the community on the value of education. To prevent this, the following penalties will be used in cases of unexcused absenteeism:

- 1) Any test, quiz, or assignments missed will receive a grade of “zero.” However, the student must still make up the test, quiz, or assignment if the teacher feels it is necessary.
- 2) In the elementary, 1<sup>st</sup> – 5<sup>th</sup>, three unexcused tardies will receive a letter from the office reminding parents of the importance of children being at school on time. Three more unexcused tardies will result in a phone call from the administrator. Three additional unexcused tardies will result in a call from the Education Committee of the board.
- 3) In the middle school, 6<sup>th</sup> – 8<sup>th</sup> grades, the same procedure will be followed as the elementary school but, in addition, each set of three unexcused tardies will also result in a ninth hour.

### LEAVING SCHOOL GROUNDS

- 1) Students may leave school grounds **only** by parental permission through a note to the child’s homeroom teacher **and** by signing out in the main office.
- 2) Parents are discouraged from taking their children out of school other than an occasional dental or medical appointment.

# **BCCS ANTI-BULLYING POLICY**

The Board of Education, administration, and faculty of Byron Center Christian School, in partnership with parents and their churches, seek to develop individuals who are growing toward maturity in Jesus Christ. This maturity is demonstrated in the life of a disciple who follows Christ by loving God, loving others, seeking justice, propelling outwards, surrendering him/herself, pursuing knowledge and anticipating a future reunion with their Savior. The essence of this Kingdom orientation is shalom. It is the wholeness and peace that God offers. As we develop maturing disciples, we recognize that we live in a fallen, broken world which stains our daily experiences. Therefore, we resolve to create a counter-cultural environment that is encouraging and conducive to the growth of the entire person. We battle against the “survival-of-the-fittest” and consumerist mentality that permeates society.

## **HARASSMENT AND BULLYING POLICY**

The harassment or bullying of any student is considered unacceptable behavior at Byron Center Christian School without regard to its subject matter or motivating animus. Aggressive and mean behavior does not reflect God’s love and grace. We are to “love our neighbors as ourselves.” If a student or other individual(s) believes there has been harassment or bullying behavior involving BCCS students or staff, regardless of where it occurs or whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. (See complete policy at <https://www.bccs.org/parent-resources-home>.)

## **What About Discipline in Middle School?**

BCCS wants to maintain a Christian educational environment for its students. A few simple rules make this quite easy.

- 1) Your behavior must not be a problem for anyone else.
- 2) Your behavior must be safe for you and others. (Example: no running in the halls)
- 3) If you make a poor choice, there will be an appropriate, fair consequence.
- 4) If you cause a problem, you must be part of the solution.

## **ARE THERE ANY SCHOOL-WIDE RULES I SHOULD KNOW ABOUT?**

- 1) BCCS, as well as all schools in Michigan, has had to adopt a weapons and extreme behavior policy. The BCCS Board will permanently expel any student who possesses a dangerous weapon, commits arson or a violent crime on BCCS property including buses used in transporting students. (The complete policy is available in the office.)
- 2) In compliance with other area schools, BCCS has also adopted a Substance Abuse Policy: Any student who has an illegal substance in his/her possession at BCCS will receive a minimum of a one day in-school suspension. The student faces the possibility of expulsion which will be determined by the Education Committee of the School Board.

## **WOW! IS THAT IT?**

Just a few gentle reminders that help our days go smoothly.

- 1) Be ready to start when the teacher is.
- 2) Listen carefully and follow directions.
- 3) Keep an accurate, up-to-date assignment list either in your planner or Chromebook.
- 4) Help keep classrooms and hallways clean by doing your part.
- 5) Be respectful and courteous to all teachers, students, and visitors in the building.
- 6) Always do your best.
- 7) Remember our theme and verse.

## **SCHOOL PROPERTY DAMAGE**

- 1) If students break school property, on purpose or accidentally, they or their parents must replace it or pay to have it repaired.
- 2) Parents will be contacted regarding property damage caused by their children.

## **EXTRA-CURRICULAR ACTIVITIES**

\*Participation in extracurricular activities is a privilege and a responsibility, and as such, each participant must adhere to the rules and expectations as established by the coach or leader.

- 1) All students participating in extra-curricular activities must maintain an acceptable level of performance in academics and social behavior. Academic expectations will be based upon ability level as determined by the teaching staff.
- 2) Students may or may not receive a warning before being declared ineligible.
- 3) Students may be declared ineligible if they display a pattern of not completing quality class work. Eligibility can be regained when a student makes up or catches up on their work and/or shows improvement in their pattern of completing quality class work.
- 4) Students may be declared ineligible if they display a pattern of disrespect, mockery, cruelty, etc., toward their classmates and/or teachers. Eligibility can be regained when the students show improvement in their pattern of how they treat others.
- 5) Teachers and/or administration will meet regularly to discuss student concerns and will determine eligibility as it applies to each student or situation.
- 6) Because some events do not have the same "season" as athletic events, they will be dealt with on an individual basis. This would include such events as Science Olympiad, the school play, yearbook committee, student council, etc.
- 7) Parents must be notified of a student's ineligibility. Students should not be informed of being ineligible on the day of a game.
- 8) On the day of an extra-curricular event, students must be in attendance the entire day with exceptions made only for doctor/orthodontist appointments, funerals or other unavoidable circumstances.
- 9) Athletics:

<u>Girls</u>	<u>Boys</u>
Volleyball, 7-8	Soccer, 7-8
Soccer, 7-8	Basketball, 5-8
Basketball, 5-8	Baseball, 7-8 combined
Softball, 7-8 combined	Track, 6-8
Track, 6-8	
- 10) If possible, there will not be "cuts" at the 7<sup>th</sup> grade level. Most extra-curricular activities require try-outs for the 8th grade.
- 11) Coaches of eighth graders are not required to play all team members equally in games. Circumstances of the game will determine how the coach plays the team members.

# OTHER POLICIES

## **Enrollment**

To enroll children, parents must read this policy and agree to abide by its provisions.

- 1) Re-enrollment for the next school year will occur on April 1. All families, junior kindergarten through 7th grade, will be automatically re-enrolled as part of Continuous Enrollment unless they notify school otherwise. A penalty will be assessed if a family fails to notify the school.
- 2) The payment in full of any prior commitment is required by June 1. If unable to pay this balance by June 1, parents should contact their church or secure funds by a loan or other means so all prior balances with the school are retired. If unable to obtain the necessary funds to fulfill this obligation, parents must contact the Tuition Treasurer and provide a revised payment plan to retire prior commitments, along with the current school year commitment. The Finance Committee will decide whether to accept this plan. If the plan is accepted but not met during the year, the child(ren) may not be allowed to continue their education at BCCS.
- 3) If there is no prior balance by June 1, parents may choose one of the following tuition payment plans:
  - a) Payment in full.
  - b) Direct debit (equal monthly payments through a bank or credit union)
  - c) Equal payments throughout the school year that will result in a paid balance by June 1 of the following year.
  - d) Other – As specifically stated on the Tuition Payment Commitment area on the enrollment form.
- 4) Families may apply for Variable Tuition. The administrative team will review all applications and determine the appropriate distribution based on available funds. Families apply online using FACTS at [www.factstuitionaid.com](http://www.factstuitionaid.com). All applications must be submitted by June 1 to be considered.
- 5) All payments must be made on time, or the school office should be notified.
- 6) Late payments, or late agreed to payments, without notification to the school office, will result in contact from a Finance Committee member.
- 7) If a family's last child is enrolled as an 8th grade student, payment of tuition and all fees must be made in full by June 1 of the graduation year, unless prior arrangements have been made with the Finance Committee.
- 8) All parents must sign (electronically submit) the Statement of Belief, Statement of Purpose, Responsibilities of Christian Home, and Parent/Guardian Agreement in the online enrollment packet before their child can be accepted into BCCS.

## **Employee & Student Dignity**

Byron Center Christian School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic, or disability, robs the person of dignity, and is not permitted.

Byron Center Christian School does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, counselor, or administrator. Employees may report to any building administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any employee's continued employment or any student's status or progress.
2. Making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person.
3. Creating an intimidating, hostile, or offensive working or educational environment.

## **Student Medication Policy**

If a child is required to take prescription medication during school hours and a parent or guardian of this child cannot be at school to administer the medication, the designated school staff will administer the medication in compliance with the instructions of a physician (as indicated on the prescription label) and the regulations that follow. The exact dosage and frequency of administration must be clearly set forth on the prescription label and request form **or** on written instructions signed by a physician. Only in an emergency that threatens the life or health of the child, may the mandate that two adults be present when administering medication not apply.

- A. Written instruction, on an Administration of Medication form provided by the school, signed by a parent or guardian and physician, will be required and will include:
  1. child's name, date of birth, and school
  2. name of medication
  3. specific time(s) and dose(s) to be given at school
  4. length of time, date to date
  5. possible side effects, if known
  6. restrictions
  7. physician's name and his/her signature, and telephone number where the physician can be contacted
  8. parent's name, permission, and signature

- B. The principal or designee(s) will
  - 1. inform appropriate school personnel of the medication
  - 2. keep a record of the administration of the medication
  - 3. keep medication under lock and key
  - 4. return unused medication only to the parents or guardians.
- C. The parent or guardian is responsible for transporting the medication to and from school. Students may not bring in or carry home medication. If unused medication is not claimed by the parent or guardian, the administrator and/or designee will appropriately dispose of the medication and record this disposal on a medication log.
- D. All medication shall be clearly identified on the outside of the vial or package and the medication will be stored in a secure cabinet. No medication, prescription or non-prescription, should be kept in student lockers or desks.
- E. In the event medications are sent to school in students' pockets or bags, the medication will be confiscated by school personnel and held until a parent or guardian can claim it.
- F. The parent or guardian is responsible for providing correct doses of medication. The principal and designee(s) cannot split tablets to change doses.
- G. The parents or guardians must assume responsibility for informing the administrator and/or designee of any change in the child's medication and for providing a new prescription label and/or a physician's note to change the original dosage. The parent or guardian is responsible for confirming that the contents and the correct dosage are on the medication label. If medications or dosages are changed during the prescribed time span, a new medication label must be provided (may be done through pharmacist) for the child's medication container. In the same instance, parents or guardians are responsible for filling out a **new permission** form.
- H. Those prescription medications given for less than ten-day duration do not require a physician's signature on the permission form in addition to the prescription label. However, medications to be administered on an as-needed basis throughout the school year will require a physician's signature.
- I. Students who may require administration of an emergency medication may have such medication identified as such, stored in the school office and administered in accordance with this policy. An Allergy Action Plan must also accompany the emergency medication that will be stored in the school office.
- J. Other than bandaging of minor cuts, bruises and burns, no medication including pain relief tablets, cold tablets, etc., shall be administered to students without prior permission given via the online enrollment packet.
- K. School personnel shall not administer any medications where the administration of the medication requires specialized knowledge or training such as injection of medication, unless that person has the required knowledge or training. The administrator retains the right to refuse to administer such medication if s/he feels that s/he does not possess that necessary training to comply with this provision.
- L. A copy of this policy is to be given to parents or guardians who require that medication be administered to their children in the schools.

- M. If a student's **doctor** insists, for the safety of the student, s/he self-possess and/or self-administer medication, the school must receive the instructions in writing from the doctor and the permission/request form from the parent or guardian.

## **Wellness Policy**

Students are expected to learn and appreciate the fact that our body is the Temple of the Holy Spirit and, therefore, we have the responsibility to take care of ourselves physically. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of our students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the school's meal program, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits.

### **SPECIFIC GOALS FOR NUTRITION**

- A. Nutrition education shall be included in the sequential, comprehensive health curriculum.
- B. Nutrition education curriculum guidelines shall be age appropriate and culturally relevant.
- C. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- D. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

### **SPECIFIC GOALS FOR PHYSICAL ACTIVITY**

- A. Physical Education
  - 1. A sequential, comprehensive physical education program shall be provided for students in K-8.
  - 2. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
  - 3. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
  - 4. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
  - 5. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
  - 6. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.



B. Physical Activity

1. The school shall cooperate and collaborate with families and community organizations to institute programs that support physical activity of all sorts.
2. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g. recess during the school day, intramurals when possible, interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

Specific Goals for Other School-Based Activities Designed to Promote Wellness

- A. The school shall provide clean environments in which the students eat.
- B. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- C. The school may limit celebrations involving serving food during the school day to occur after scheduled lunch periods so that students may consume a well-balanced meal and not just snacks.

**NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS DURING THE SCHOOL DAY**

With the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. The food service program shall comply with federal and state regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as the fiscal management of the program.
- B. The guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- D. All foods available to students at school, other than the food service program, shall be served with consideration for promoting student health and well-being.
- E. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- F. All food service personnel shall receive pre-service training in food service operations.
- G. Continuing professional development shall be provided for all staff of the food service program.

\*Note: all references to the food service program refer to the program operated by Byron Center Public Schools and provided to BCCS students.

# **VOLUNTEER GUIDELINES**

Volunteers provide support to staff and students in many ways. Staff members appreciate each volunteer's contribution of time and energy.

The ideal volunteer:

- Is friendly, reliable, flexible, and respects confidentiality
- Has a professional attitude, interest, and enthusiasm for working with young people
- Works cooperatively with school staff to carry out their role
- Has talents that can enrich the school program
- Has time and a willingness to serve

# VARIABLE TUITION SCHEDULE 2023/2024

<u>Grade Level</u>	<u>Annual Tuition Range*</u>
<b>Junior Kindergarten:</b>	
Half-day tuition	\$1,800–\$4,763
Full-day tuition (M/W/F)	\$1,982–\$5,368
Full-day tuition (M-F)	\$3,000–\$7,964
<b>Kindergarten:</b>	
Part-time Kindergarten	\$1,982–\$5,368
Progressive Kindergarten	\$3,000–\$6,765
<b>Full-time Kindergarten – 5<sup>th</sup> Grade</b>	\$3,000–\$7,964
<b>6<sup>th</sup> – 8<sup>th</sup> Grade</b>	\$3,200–\$8,164

**\*Note:** The highest variable tuition parent commitment is less than the actual cost of education.

- The BCCS Foundation provides \$65,000 to the general operating budget.
- Parents' Club provides \$20,000 to the general operating budget.
- Annual Fund gifts provide \$125,000 to the general operating budget.

## Methods of Tuition Reduction

**BCCS Variable Tuition-** The board remains committed to the goal that every child continues to receive a Christian education based on a parents desire for it and regardless of the parents' financial situation. Variable tuition allows the school to match tuition to a family's ability to pay. For more information, please call the school office at 616-878-3347.

**Church Support** - Several area churches have a "sliding scale" tuition assistance program, while others have their own method of providing assistance as needed. Contact your church's deacons or administrative assistant for more information.

**TRIP (Tuition Reduction Incentive Program)** - A program in which families purchase gift certificates from school to local retail stores and restaurants and a percentage of the purchase price is credited to their tuition account.

**Memorial Scholarship** - A variety of \$500 scholarships are available through a special Memorial Fund. Contact the office for an application.