

STAFF HANDBOOK



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SECTION I - Objectives & Philosophy

Our Mission Statement

Bay City Christian School exists to partner with Christian families in the continual growth of students toward academic excellence and spiritual maturity.

Core Values

- Knowing a Biblical worldview and living to glorify God.
- Establishing an academic foundation for further education.
- Fostering social skills that enhance relationships.
- Developing physical abilities for the purpose of serving God and others.

School Objectives

- To teach that the Lord Jesus Christ is the Son of God who came to earth to redeem man.
- To teach the necessity of being born again by the Spirit of God through turning to the Lord Jesus Christ.
- To teach that the Bible is the Word of God and that it is necessary for the Christian's growth.
- To cooperate with Christian homes in nurturing a child's values and habits.
- To integrate all subjects with the Bible.
- To impart to each child a knowledge of himself and the world from a Christ-centered context.
- To develop the academic skills necessary for a productive life.
- To develop critical thinking and intellectual integrity.
- To teach the student to apply himself to his work and fulfill responsibilities.
- To teach the student to work independently and cooperatively.
- To teach the Christian's role in the country and the world.

Our Statement of Faith

- We believe the Bible was inspired by God, without error. *II Timothy 3:16, II Peter 1:21*
- We believe in the one true God, eternally existent Father, Son, and Holy Spirit, who created man by a direct act. *Matthew 28:19, I John 3:7, II Corinthians 13:14*
- We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ. *John 1, Matthew 1:18, Hebrews 4:15, Acts 10:38, I Peter 18:19, Acts 1:9, I Thessalonians 4:13-18*
- We believe in the fall of man, the need of regeneration by the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation. *Genesis 3:1-24, Romans 5:12, Romans 3:23, Ephesians 2:1*
- We believe in the spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit. *I Corinthians 6:19-20, II Corinthians 5:17, Titus 3:5-7*
- We believe Jesus Christ will return to the earth in a human body, before a period of tribulation and before the 1,000-year reign of Jesus Christ. *John 14:13, Acts 1:11, I Thessalonians 4:13-17*
- See the Constitution of Bay City Baptist Church for the complete Articles of Faith.

Bay City Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of BCCS is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Bay City Baptist Church and Christian School believe that the Bible sets forth absolute truth by which Christians are to live. BCCS expects and requires that both students and parents support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Bay City Baptist Church and Christian School "believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage. A marriage should exist only between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance" (Constitution of Bay City Baptist Church, p. 13-14). *Genesis 2:24; 19:5,13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23*

On those occasions in which a particular home, student, or teacher is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant, to discontinue enrollment of a current student or to terminate employment of a teacher. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout the Constitution of Bay City Baptist Church, the Student Handbook, or this handbook.

A Christian Philosophy of Teaching

A teacher as defined in Webster's 1828 dictionary is "an instructor; a preceptor; a tutor; one whose business or occupation is to instruct others." Every teacher, whether he realizes it or not, has a philosophy of teaching. Some are strong in Christian principles, some are influenced by socialistic ideas, some are interested in monetary gain and some have a combination of motives.

The Bible must be the teacher's guide as he formulates ideas about teaching. A Christian teacher's biblical philosophy will be radically different from the teacher who does not accept the Scriptures.

The teacher must see himself as the authority in the classroom (Matt. 7:29). It is imperative that the teacher believes the Lord has led him to be the teacher of the class. To be effective, the teacher must understand that everyone has an authority. The administrator has the school board, the teacher has the administrator, and the students have the teacher. To be a good leader one must be a submissive follower. The teacher needs to feel that he can talk to the administrator about anything. A wise administrator will listen and accept good ideas. However, the teacher should realize that not every idea will be used.

The teacher must help the students be submissive to him. The teacher is a substitute parent who has the child's interest at heart. The teacher must demand and earn the respect of the student. In all cases the students must obey.

A good relationship between the parents and the teacher is vital. If the parent feels there is a problem, he has every right to talk to the teacher. If the problem cannot be resolved, the parent should talk to the administrator. As the teacher communicates his concern for the student and enlists the parents' help there will be an open door of ministry to the home.

The teacher must be concerned about the academic work of the student. He needs to have a determination that every child is going to learn. The teacher needs to be sure to help the weak

student and to challenge the strong student. The students need to know what is expected of them.

They need to know how to head their paper, what type of pen and notebook to use, what is expected in case of an absence, how late work will be treated, and how to do each homework assignment. The students need to know that all homework will be corrected.

The teacher must master his lesson and should look for new and unique ways of presenting the material. The teacher should save a copy of everything used in a class. If the teacher promises a test, he should give it. Tests should be returned quickly to the students so they can see how they scored and so missed concepts can be reinforced.

The teacher must be a disciplinarian. A teacher with poor classroom control is hindering the learning process and is weakening the student's character. Good discipline brings about a change in the thinking and actions of the child. It is important that the teacher be consistent and not moody. Every student will find out from the teacher what he can and cannot do. Trying to be a "friend" of the student is a sure-fire way to be taken advantage of. The student does need to see the teacher as a friend but realize that the teacher is in control. Refuse the temptation to want to be liked because what you really want is respect. Wanting to be liked is the best way to be despised by your students.

It is helpful to set the pace for the year by starting stern. Problems should be dealt with as soon as they arise. Allowing students to come to class late and talk without permission contributes to future problems. The teacher must be an enforcer of all the school rules. The teacher needs to admit when he is wrong, whether it be for an academic error or an error in discipline. This does not lower the teacher in the eyes of the student because they already know a mistake was made. Rather, it actually elevates the student's opinion of the teacher.

The teacher should be concerned about appearances. The classroom should be neat and orderly. Desks should be straight, bulletin boards should be appealing, and floors clear of papers.

The teacher's personal appearance is also important. He must be neat and clean at all times. His personality needs to be enthusiastic and free from mood swings.

The teacher should build morale and encourage other teachers. Try not to become bitter about weak aspects of the school, but seek to change them by bringing them to the attention of those who can make the changes. The school is a combination effort of the administration, teachers, and parents. Since it's made up of imperfect people, it's bound to be imperfect.

The teacher must have high professional ethics. Never discuss one student with another and never criticize another teacher—this hurts the entire school. Encourage those who have complaints to first go to the one who has offended them. Remember, the teacher who criticizes others with you will eventually criticize you to others. It is always wrong to criticize another teacher to a student.

The teacher has a large responsibility to the unsaved children in the class. Spark their thoughts by giving your testimony within the first few days of school, have them write about their relationship with the Lord, and above all, pray for them. The teacher should remember that some of the parents will be unsaved. He can feel free to talk with them about the Lord.

There may also be those who are fighting with God. Others will need to be encouraged to do God's will. A teacher's testimony and consistent example is one of the best things a student can see. The teacher needs to use his class to be a spiritual help to his pupils.

The school must be united within its ranks and be loyal to each other. We must be disciplined ourselves if we expect to turn out disciplined youth who are walking with the Lord in obedience. The extent to which a student is self-disciplined or is disciplined by the teacher will determine to a large degree the amount and speed of his learning.

SECTION II - Teacher Policies

Absences

Please see the Vacation Policy in the appendix for specifics. Personal days and sick days will not carry over from year to year, and any unused days will not be compensated. Teachers should turn in a *Teacher Absence Form* to obtain approval for days off at least two weeks in advance. Permission will be granted by the administrator and upon securing of a substitute teacher by the office.

Please do not schedule vacation days during August, September, December, and May.

All doctors' appointments must be after school. If this is unavoidable, please fill out a *Teacher Absence Form* and return it to the school administrator to obtain approval. In order to be equitable to the other staff members, all hours away need to be counted against your personal days, minimum half day absence. This applies any time you leave before 3:30 p.m.

In case of an illness, contact the school secretary the evening before school or by 6:30 a.m. on the day of classes. A warning the night before is helpful to line up a potential substitute.

Substitutes

Lesson plans must be available for the substitute. The substitute will need to know class times and seating arrangements. Please leave the names of one or two students who can be counted on to help the substitute.

Each evening, you should leave your lesson plans, visuals, and worksheets out for the next day. This way, if you are expectedly sick, your classroom is prepared for a substitute to smoothly teach your class for the day.

The teacher is responsible for his class's tests, quizzes, and homework while absent.

Continuing Education

The board sets aside finances in each budget cycle for continuing education workshops, seminars, and classes. The administrator reserves the right to approve classes. The criteria centers on whether the course(s) will better equip the teacher. CE dollars may be carried over for up to three years, but may not be spent ahead. This money also can be used toward teacher certification. A teacher is no longer eligible once he leaves employment.

Church Attendance

Each staff member of Bay City Christian School is responsible to be an active member of Bay City Baptist Church. It is expected that the teacher will faithfully attend all regular services and special meetings, participate in various church programs, and honor the Lord with tithes and offerings.

Classroom Purchase Allotment

Each teacher is allotted money to spend on classroom education supplies. This amount is set in the annual budget. Expenditures should be approved by the school administrator. Please fill in a Reimbursement Form with your receipts to the office after your purchase, in order to be reimbursed.

Dress Expectations

Men should wear a collared shirt with dress casual pants. Dress to present a conservative, professional image to our students and parents. Neatly trimmed facial hair is acceptable. For evening student programs, men should wear a sport coat.

Women may wear dress slacks or a skirt/dress that has a hem at the knee. This length is consistent with the student's dress code. Dresses are required for all evening student programs that meet in the auditorium. Tight fitting clothes must be avoided. Two earrings are acceptable.

Physical education teachers and coaches may wear loose-fitting shorts to the knee or loose-fitting sweat pants.

Teachers should portray a professional image at school functions. Please refer to *Student Handbook* regarding dress code.

Faculty Assignments

The administrator will carefully assign teachers to classes and grades. Such assignments are made annually and may change from year to year. Please be flexible since changing enrollment may require change in classrooms and assignments.

Health Regulations

An allergy and illness list for each class needs to be submitted to the elementary office by the end of the first week of school. Place a copy in the substitute teacher folder.

Rubber gloves need to be used anytime one is in contact with blood. Anything soiled with blood needs to be double bagged before placing in the trashcan. Do not call maintenance for small issues.

If a child bleeds in the bathroom or in the room, spray the area with the provided cleaner. No student is ever to touch the blood of another.

Each teacher is to carry first aid kits on field trips. All staff are required to do the Bloodborne Pathogen training annually.

Other Employment

Full-time teachers are limited to employment at Bay City Christian School according to the terms of their contract. Teachers desiring to have additional employment should secure permission from the administrator.

Parent-Teacher Conferences

Parent-Teacher conferences enhance the ability of the school and the parents to promote the spiritual, academic, and social maturity of the student through the sharing of insights and ideas. Teachers of video classes will not have conferences unless they so desire.

The office will schedule your conferences for you. The general outline for the conference should be: (1) share positives about the student, in academics and behavior. Show the parents some recent work and the report card. (2) Tactfully share areas where the student needs improvement in academics or behavior. Do not be afraid to kindly share these things. Parents usually understand the shortcomings of their children. (3) Give the parent an opportunity to ask questions and give input. You may want to ask, "Is there anything I can do to better help your child?" If the parent offers advice, write it down.

Make sure to have comfortable chairs ready near your desk. The teacher should be warm and relaxed in his greeting. Be sure to listen to the parents and take notes to find out what they are thinking. If a parent offers a plan of action, try to accept it. Do not argue and try not to get ahead of the parent in his thinking. It is good to end the conversation on a positive note.

Other conferences may be held any day after school upon the initiation of the parent or the teacher.

Professional Conduct

Keep your word to students and staff members regarding deadlines. When a student violates a school policy, take it upon yourself to correct the situation. Extreme situations should be brought to the administrator.

Don't waste your time or the time of others. Please remember that the office is a place of business, not a social center.

Be loyal. Your fellow teachers need your support. Do not share confidences with students or outsiders, and be careful about discussing problems with those not directly involved. Also be careful about discussing confidential matters when other students may be listening in. Do not talk negatively or complain about students to other teachers.

During the school day, do not talk to another teacher about problems you are having with his child. This makes it harder for that teacher to concentrate on the important task of teaching.

School Programs and Special Events

Teachers are required to attend all programs and special events unless otherwise noted. The faculty should arrive at least ten minutes before the beginning of the program if they have no area of responsibility and leave no sooner than ten minutes after it concludes.

The teachers are encouraged to attend as many home athletic contests as possible. Their presence is noticed by the students and parents alike. Please plan to attend the senior night which honors all of our senior athletes.

Sexual Harassment Policy

In compliance with state and federal laws, Bay City Christian School has adopted the following sexual harassment policy:

Sexual harassment is unlawful and unacceptable in the workplace. Unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is illegal whether initiated by a supervisor, a manager, a coworker, or a non-employee. To investigate and resolve these issues in a prompt manner is BCCS's policy. If a person has been harassed, or another's conduct creates an intimidating, hostile, or offensive work environment, the person should notify a member of the administration immediately.

Violation of these policies will subject an employee to disciplinary action, up to and including immediate dismissal.

Special Speakers and Activities

Teachers must secure the permission of the administrator before scheduling special activities or inviting a guest speaker.

Student Teacher Aides

If you choose to use students assigned by the office as teacher aides, please observe the following guidelines:

1. They must be on time. This counts as a class; therefore, tardies and absences count. Keep track of them and submit them to the office with their grade.
2. Please have adequate work to keep them busy until the bell rings.
3. Assign a grade for them that accurately reflects their work ethic and attitude.
4. Any misbehavior of the aide should be written up in the form of a demerit and given to the administrator.
5. Student aides may not be used to supervise students at recess unless an adult staff member is also present.

Teacher Evaluation Procedures

The process of observing teachers in action in their classrooms is vital to staff professional development. Supervision of instruction is a must for school improvement. Observations/evaluations help identify strengths and weaknesses of each employee.

The procedures to be used in this supervision are as follows:

1. Teachers will receive regular, informal observation reports and guidance to encourage development of the learning environment and teaching skills.
2. Teachers will be evaluated once each semester with the detailed evaluation tool.

3. There will be two different aspects of the observation/evaluation process.
 - Classroom observation
 - Post observation conference
4. The post observation conference will take place that afternoon.
5. Please explain to your students that the administrator will be visiting the classroom to watch them learn. No introduction or recognition should be given when the administrator enters the classroom to observe.

WACS Educators' Conference

The WACS conference provides an excellent opportunity to fellowship with other Christian workers from the state and to glean wisdom from speakers from significant areas of ministry. The conferences are informative, refreshing and inspirational.

Your registration fee, food, lodging, and travel expenses are covered. All full-time teachers are expected to attend and part-time teachers are welcome to attend, but are not obligated. Teachers should take full advantage of the seminars and workshops.

Work Hours

Teachers should arrive in the building no later than 7:45 a.m. If you have morning duty, you must arrive at school for early care at 7:30. **We must be on time!** The morning prayer meeting begins at 7:50 in the Conference Room, and is required for all full-time teachers. The work day ends at 3:30.

On in-service days the staff will meet at 8:00 a.m. The day will conclude no later than 3:30 p.m. Specific details will be announced.

Occasionally there will be a two-hour delay to the beginning of school due to inclement weather. On these days' classes will begin with that which would normally be taking place at 10:15 a.m.

Teachers' Meetings

Teachers' meetings are held the first Wednesday of each month from 3:30-4:30. Please be on time and come prepared when an assignment has been given.

Morning devotions is required unless you are a part-time teacher not teaching first hour or have a school assigned duty.

All teachers (K-12th) are required to attend these meetings.

SECTION III - Classroom & Academic Policies

Absences/Tardies (student)

See the student handbook. Students who are tardy must be disciplined by the teacher according to the student handbook.

All teachers must record classroom attendance through Sycamore at the start of class. Absences are excused for sickness, out of town vacation, death in the family, emergencies, doctor appointments, or prearranged church activities. A student with an equivalent of 20 full-day absences will be retained. In high school, a student who misses more than 20 hours of class will not receive credit for that class. Exceptions to this policy may be made by the school administration.

Secondary students who are late to homeroom will not receive demerits; however, they will serve an afterschool detention for every three tardies to school.

Accidents and Injuries

Injuries to staff or students must be reported immediately to the school office to fill out an incident report.

Arrival & Dismissal

Students may begin arriving at 7:30 and must be monitored by the teacher on duty. It is recommended that teachers have something for the students to do to help control behavior. The bell rings at 8:00. Although the middle and high school students are released to go to their homeroom, elementary students must remain until a teacher walks the students to class.

School is dismissed for the day between 3:05 – 3:20 p.m. depending on the grade level. Please dismiss your class on time since parents may be waiting and may be on a tight schedule. Elementary teachers must walk their students to the Fellowship Hall after school. Students waiting in the Fellowship Hall may not be allowed to leave until their ride comes. All students are automatically checked into After-School Care at 3:30. See the school handbook for more information about After-School Care.

Although unlikely, never permit a child to leave with a parent on which you smell alcohol. Advise the parent that he or she must call for someone to pick up the child. If a parent takes the child, you are placing the child in an abusive situation. The police must be called and the incident must be reported to the Department of Social Services.

Achievement Testing

Every spring, students take achievement tests. Our five-year-old kindergarten through 2nd grade take the IOWA achievement tests and the 3rd – 8th grade students take the Forward achievement tests. The results of these tests are used to evaluate the strengths and weaknesses of each student and of our entire program. While the individual test results are confidential, parents can make an appointment with the administrator to view the test of their child.

BCCS has chosen the ACT testing program as its high school report card. All students must take the ACT in order to graduate and must earn at least a 13. To help prepare students to do their best on this college entrance test, ninth and tenth grade students will take the Aspire tests. Our 11th grade students also take the ACT Work Keys.

Assessment and Grading

While grading is part of assessment, it is only a part. The process of assessment is an ongoing exercise. Teachers are asked to observe the following guidelines in the assessment of each student.

Assessment

1. Plan your lessons to include frequent and various types of assessment tools.
 - Question the students throughout the delivery of a lesson to insure comprehension.
 - Never move on to another part of the lesson until you are certain each child has reached a point of comprehending.
 - Note the students that are struggling with aspects of the lesson so that you can spend extra time in the remediation and review exercises.
 - Questions should be taken beyond simple one or two word answers.
2. Students in fourth grade and above should be given quizzes at regular intervals. These quizzes should be graded and recorded.

Testing Procedures

1. Students should be tested at the conclusion of each chapter or once a week. Do not test over multiple sections.
2. Tests should be given on days they are scheduled and announced. If there is an unusual

situation which causes a delay in a test it should be placed in writing in the elementary folder and/or Sycamore. The rescheduled test date should be included in the notice.

- Elementary teachers are asked to give no more than two tests and/or quizzes on the same day.
- Middle and secondary courses must follow this test day schedule:

English	Monday & Friday
Science	Tuesday
Math & Electives	Wednesday
Bible	Thursday
History	Friday

- Quizzes may be student graded. No student should be allowed to grade his/her own quiz. Quiz grades are not to be called out loud. No part of a test may be student graded.
- All graded work should be graded and returned to the students in a timely manner. Incorrect answers should be marked so students can learn from their mistakes.
- If an elementary student scores a D or F on a test, send it home that day for the parent to see and sign.
- Tests and quizzes must be typed. Nothing is to be handwritten.
- Spelling tests are worth 1 point per word.
- Bible verses are worth 10 points - the first mistake is free; then subtract a point for every mistake. Bible verse tests are to be oral or written – no fill-in-the-blank.
- No study guides are to be handed out.
- Tests must be worth at least twice as many points as quizzes and homework.

Grading and Grades

- It is very important that each teacher have ample grades recorded to give a fair and accurate assessment of each student's progress. Most courses should have at least 500 points per 9 weeks.
- Extra credit work must not be given to students who have failed to turn in all assigned work. Extra credit work must be academic in nature and made available to all students. Points given for extra credit work must be consistent with the total number of points in the class and the average points per assignment.
- Each teacher is asked to follow the school grade scale carefully and accurately.
- Zeros may be given, but be cautious in handing them out indiscriminately, because this can discourage a student from trying in that class and prevent them from passing a course.
- All teachers must take points off for the following: no name on paper, missing heading information, messy papers, ignoring margins, and misspelling familiar words.

Final Grades

All grades on report cards will be shown without decimal points. Final grades will be an average of semester grades. BCCS uses a 4-point scale when preparing transcripts and honor rolls. There are no semester or final grades in the elementary scale.

Letter	Number	4 pt. scale
A	93-100	4.0
A –	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B –	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C –	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D –	60-62	0.67
F	0-59	0

Awards

Students will be given awards at the Awards Program for miscellaneous achievements. The school office will provide specific information related to awards in April.

Bulletin Boards

Bulletin boards are a continual teaching aid, so make sure they have a definite message. The boards in the classroom should be of different types. IDEAS: Spiritual emphasis of a Bible verse or principle, missions, seasonal, a focus on a part of the student's curriculum, a place to post some of the students' work.

Bulletin Boards should be changed by the following dates:

- August (start of school)
- Beginning of October
- Beginning December
- Beginning of January
- Beginning of March
- Middle of April
- End of the school year

Class Parties

Elementary classes are allowed up to three parties during the year. One of which will be a Christmas party the day before Christmas break. The class may exchange inexpensive gifts and may be asked to bring treats. Gifts should be addressed generically and delivered so that every child gets only one. Use your discretion as to the length of the party. These parties provide a good opportunity to teach the true meaning of each event, the love God has for us, and the love we should show to others, etc.

If we do not have a secondary school activity planned, students in grades 7-12 will have a Christmas party the afternoon prior to the Christmas break. This will be divided by homeroom. The teachers may organize games and activities. The students may be asked to supply refreshments.

All other parties and picnics will need permission from the administrator.

Classrooms

The classroom should be kept neat and orderly. Aisles should be free of books, papers and book bags during class. Students should sharpen pencils before class and wait to throw papers away until class has concluded. Scrap paper should be put in the recycling bin.

Never leave the classroom without straightening the desks, picking up the floor, and making it presentable if someone would visit without the students present. Keep your counters and desk reasonably clear.

Christmas trees may be set up in the classrooms. Real trees must be well watered. All trees need to be taken down *prior* to Christmas vacation. Remember to emphasize the true meaning of Christmas.

Lock your classroom when you leave at the end of the school day even if your room will be used again that day.

Since we are a church and a school, please be patient and understanding when others use your room.

Classroom Behavior

Secondary students may visit quietly in the hallways between classes. Classes should always begin promptly when the bell rings. Tardy students should receive demerits immediately. Allowing one student to be tardy without discipline will send a message to the rest of the students that you are not serious about beginning on time.

All students must raise a hand before speaking in class. Classroom discussions should be directed by the teacher. Students should not be allowed to talk without permission. Students are not permitted to eat candy or chew gum (mints acceptable in the secondary). Eating is only to be done at lunch time or after school. All students will be allowed a snack break at the discretion of the teacher.

Although a class should end at or before the bell, classes are to be dismissed by the teacher, not the bell.

Curriculum

Text

1. Teachers must complete the material outlined in the course goals and objectives.
2. Always focus on comprehension and application.
3. Effective time management will allow the teacher to get everything taught and reviewed.

Help Class

1. Any student receiving D's or F's in math, language, phonics, or reading must be in a help class.
2. Call the parents to make arrangements for the student to stay for help class.
3. Help class lasts 30 minutes.
4. Secondary help will occur during Resource Period but additional time may need to be scheduled.

Elementary Folder

Every elementary student is issued a red folder that is to be sent home daily. Include an assignment sheet daily and a packet of his homework, tests, and major projects for the week. Parents must also be informed of the daily discipline color and a brief description of anything not yellow. The folders must be returned the next day with a parental signature.

Any memos and notices sent home must be proofed by the office before being sent home in the folder. This includes the weekly class newsletter. Sycamore provides the opportunity to email parents and retain a copy. Be careful! What is written is a permanent record that may be used against you.

Field Trips

Except for events such as picnics or the high school ski trip, field trips are an extension of the academic goals of the classroom. Be sure to explain to the students what they will observe and what they should learn in the days leading up to the trip. In the days afterwards, follow-up with a discussion of what was learned to help aid the student's learning.

Field trips must be arranged at least two weeks in advance. Teachers will need to send a request to the administrator providing details of the trip when asking for permission. Always get permission prior to announcing the event. Details needed are: date, time, place, chaperones, and transportation.

As a general guideline, elementary field trips require one chaperone for every five students. Chaperones need to be informed of their responsibilities and appropriate dress code. The teacher needs to be sure to carry his share of the work load for the day and should personally be responsible for unruly students. All school trips must use the mini bus. Only the administrator can make an exception. Drivers must be 21, have a valid driver's license, and have auto insurance. Copies must be kept current each year in the school office. Students who have not yet turned 8 or 80 pounds must be in a booster seat. Any injury during the trip must be brought to the attention of the office and an incident form filled out.

Each elementary class should make a total of four field trips per year. However, no more than two can be planned in the last term. Remember, we collect a Comprehensive Fee that includes field trips and that money must be used for that purpose.

Homework

Students in grades 7-12 must do their work in blue or black ink (except in math). Students must show all of their work and not simply record answers. At the teacher's discretion, pencil may be used in workbooks. The teacher should insist on neatness, good penmanship, and full sentences on all papers. Messy papers should be redone before being accepted. NO grade is to be given for work that is illegible.

Students in all grades may use the following header for all their papers whether handwritten or typed.

Name	Date
Class	Assignment

For all grades, homework that is to be turned in must be done on regular notebook paper, not spiral paper due to messiness and difficulty in handling larger stacks.

How much homework is acceptable in elementary and middle school? The ten-minute rule works well — 10 minutes per grade level per night. For example, grade three would have 30 minutes of homework per night. There should be NO homework on Wednesdays and during special meetings at the church (revivals, missions conference, etc.).

In grades 9-12 the amount of homework will vary by class. Please remember that yours is not the only class. If five secondary teachers assign one hour of work, that's five hours of homework, which is too much. However, 20 - 30 minute assignments are not unreasonable. The No Homework Rule for Wednesday and special meetings does not apply to high school. However, homework must be limited. We do not want to give families excuses to miss important church functions.

Please survey your children at the end of the first four weeks to get an idea of whether your homework assignments are staying within these guidelines.

It can be helpful to have the student's correct homework papers or quizzes in class. The student must record their name on the bottom of the paper they correct. Do not have students grade tests. Make every

effort to keep student grades confidential.

Late Homework

Elementary students who do not have their work done or do not have their folder signed must have their color turned.

Homework is not optional for secondary students. Every week missing homework will be checked and students with missing homework will serve a two hour after school homework detention. A charge of \$2.00 will be assessed per detention so that the teacher who must stay can be compensated. This provides a measure of grace allowing the student to miss the assignment and not be punished with detention although the late penalty will still be assessed.

Parents must be notified if this is a perpetual problem.

Honor Roll

Scholarship is recognized and encouraged each grading period through "A" and "B" honor rolls. Students making A-Honor Roll must make an A- or better in every course. The B-Honor Roll is for students that earn at least a B- in every course.

Illnesses (of student)

An ill child who cannot remain in the classroom must be sent to the office. Students are not allowed to go and lay down in the auditorium or other place. The school secretary will then contact the parents. A teacher must never send a child home directly from the classroom. No medicine may be administered without parental permission. Students who bring medicine (including cough drops) must leave it in the office.

Lesson Plans

Each teacher is expected to plan a week ahead and to record the plans in the lesson plan section of Sycamore. This must be done by 8:00 a.m. every Monday morning. It is imperative that teachers are current with posting daily homework assignments. It is a reasonable expectation of parents using Sycamore to have access to daily assignments.

Report Cards and Mid-Term Reports

Report cards will be sent out via email the week following the close of a quarter. Mid-term reports are sent close to the middle day of the term. **However, it is imperative that you are in constant communication with parents concerning students who are performing poorly.**

Grades must be current throughout the semester. Remember, parents have access to the grades at any time. Posting grades at this point should be minimal. Report cards are run off using Sycamore the week after the close of each term and will be emailed to the parents.

It is imperative that homework and quizzes be posted within a day, and tests posted within three days. Major projects should be completed within a week. All test grades and most homework and quiz grades must be emailed to the parents immediately upon entering the grades. Grades for report cards need to be recorded in your computer by the scheduled deadline. Failure to do this puts undue stress on our office staff.

Since we are in the digital age, much of our communication home is in the form of emails. Although this is fine, it is important that we communicate - verbally - with our parents.

Elementary tests and quizzes should still be sent home in their folders. Secondary papers do not need to receive a parental signature.

Permanent records are not to leave the building.

Student Withdrawals

Withdrawal requests must be made by the end of third week of school. On their last day all textbooks and

school-owned materials should be returned to the appropriate parties. A teacher may be asked to help them gather their belongings.

Study Hall - Resource Period

No talking is allowed between students. All study hall supervisors must be careful to follow this rule. Please do not attempt to be the “nice” teacher who breaks the rules. This makes it harder for other teachers. Typically, teachers permit 10 minutes of conversation or student help, 30 minutes of absolute quiet, and 5 minutes of talking as class ends.

Students should come prepared to work, and, as a general rule, not go to lockers. If a student does not have school work, he/she must be given a book and expected to read.

Textbooks

For textbooks that are not electronic, all textbooks (both hard cover and soft cover) assigned to students must be covered with clear contact paper by the third day of school.

The teacher should assign books to the students and record the number from the inside cover. The number should be a four-digit number. The first two numbers are the year the book was received and the last two a unique book number. The condition of the book should also be recorded. The code is “N” for new, “S” for soiled, “T” for torn, and “W” for writing or marks. When books are returned, their condition must be assessed. The students should take any papers out of the book and erase any stray marks.

Books needing to be replaced will be assessed in the school office by the following table:

Age	Problem	% of cost
New	lost	100%
New	broken binding	100%
New	lost or torn	90-100%
1-3	lost	100%
1-3	broken binding	80%
1-3	lost or torn	75-90%
4+	lost	100%
4+	broken binding	50-60%
4+	lost or torn	50%

SECTION IV - Other Policies

Chapel and Assemblies

Secondary chapel is on Tuesday; and elementary chapel is on Wednesday. The primary purpose of chapel is to promote spiritual growth in the students. The students should bring a Bible to chapel. All elementary teachers are expected to be in attendance, sitting with the students. Secondary teachers should plan on attending special chapels.

Chapel Procedures

1. Students should be in the chapel and seated quietly three minutes prior to the scheduled starting time.
2. Students should enter chapel quietly and reverently. They should go directly to their seats and sit quietly until chapel begins. Secondary teachers should monitor the hallway and make sure students are immediately going to chapel after class.
3. When elementary chapel ends students are to be dismissed by classes beginning with the lowest grade present. All students are to remain seated until their teacher stands.
4. Songs sung or played in chapel must not be of the contemporary Christian variety. If there is any question about the propriety of a song or chorus to be used, please have it checked by the

- administrator prior to using it.
5. The administrator will oversee chapel and assign any outside chapel speaker.
 6. The teacher is still in charge of her class during the chapel.

Communication

Public Relations

1. Always be positive!
2. Support each other and the administration. We are a team!

Teacher/Parent Communication

In order to open and maintain strong lines of communication between teacher and parents the following requirements must be met.

1. Teachers are asked to call every child's parents within the first three weeks of school. This call should be casual and friendly and should simply be to see if there are any concerns or questions about the first few days of school. Secondary teachers will be responsible for their homeroom students.
2. Teachers are asked to call each parent within the first three weeks of the beginning of second semester. This again is a courtesy call to see if there are questions or concerns the parents may have.
3. With about three weeks of school remaining make a last series of phone calls to each family. This call should be to thank the parents for allowing you to teach their child and to reinforce some positive things their child has accomplished during the year. Have some things written down you can share with the parents. If there are things they might need to work on through the summer to get the child ready for the following year, share those as well.
4. Document every phone contact or conference with the parents. Keep a file on each child just for this documentation.
5. All teachers will be asked to submit to the office a log (PPCs) of the required contact points listed above. A copy of the call log is included in this manual in the appendix.
6. Assignment calendars that include daily work and behavior report must be sent home nightly.
7. Check assignment calendars every morning for parent notes and signature. The student turns a color if the assignment pad isn't signed (elementary).
8. A red folder goes home with elementary students each Friday for the parent to sign. Enclosed in the folder will be the week's graded work and a newsletter for upcoming events, tests, and announcements. Be creative in the creation of your newsletter. Once the template has been established, use it all year.
9. If you write a note to a parent, have a partner teacher read it first to check for spelling errors and tone.

Communication with the Office

1. Office staff will contact you via Sycamore message center or written notes in your mailbox. Your mailbox MUST be checked once in the morning and again in the afternoon prior to your leaving campus for the day.
2. Do not allow any message, memo, or email to go unanswered in any day.
3. Students who have been injured on the campus or who are ill should be sent to the office.

Student Phone Use

1. Students should not be sent to the office to call for forgotten items such as homework, PE clothes, etc. Remembering these items is part of teaching personal responsibility.
2. A student may call home for forgotten lunches or field trip permission slips and/or money. In these cases, there should be some in class disciplinary measures taken to remind the student of the importance of responsibility.
3. Elementary and Middle School students are NOT to have a cell phone at school. High school students may have cell phones, but they may not be in a classroom.

Fire/Tornado/Lockdown Drills

Fire drills will be held periodically to practice evacuation. When the alarm rings, students should file out of the building through the exit listed on the posted diagram. The classroom doors should be closed after exiting. The teacher must account for every student after lining up on the parking lot.

Once a year we will conduct a tornado drill. There are designated areas for the students to go to. The teacher must account for every student after arriving. It is important that there be no talking during drills. In an actual emergency, notification to relocate would come over the school intercom. We would stay in the basement until notified through the intercom system or from a staff member.

Lockdown drills will be held once a year. Please see the Disaster Management Plan in the appendix for full details.

Fund Raising

In addition to Scrip, we may have other occasional fund-raisers for various projects. We want to have a couple of large fund-raising efforts rather than many small ones. All fund raising efforts must be approved by the administrator.

Hallway Procedure (Elementary)

Our school is arranged so that activity in the hallways and restrooms can become distracting to other classes unless proper order is maintained. The following decorum is expected to help maintain proper hallway and restroom behavior.

1. When your class is in the hallway they are to walk in single file formation in straight and quiet lines. Talking in the hallway should not be allowed for any grades.
2. The teacher should be beside or behind the class at all times. The students should not enter the room until the teacher is present. Teachers must walk their class to lunch and to After-School Care.
3. The students should be kept far enough from the walls so that they cannot touch or drag their hands along the wall when they walk. Students should not sit in the hallway.
4. Have your students keep enough space between them to avoid physical contact in the hallway.
5. When two classes pass in the hallway they should pass on the right and there should be no communication between the classes.
6. If the class is on the way to recess and has balls, bats, etc there should be no bouncing of balls, swinging of toys or passing the equipment from child to child
7. Send the children to the restroom in groups of no more than four at a time.
8. Have a monitor stationed in the restroom while the class is attending the restroom. The monitor needs to check the restroom before leaving.
9. If they do not come out quickly enough the teacher should go to the door and call for the child.

Women teachers of 4th – 6th grades should not enter the boys' restroom. Men teachers should never enter the girls' restroom.

10. Talking in the restrooms should be maintained to a whisper.
11. Teach your students proper restroom decorum. They should be taught how to wash their hands thoroughly, how to dispose of paper towels, proper use of toilet paper and flushing the toilets.
12. Check the restroom before leaving. All toilets are to be flushed and all paper picked up off the floor.

Lockers and Hooks

Each student in grades K-3 will be assigned a hook for his coat and backpack. Boots should be placed under the hook when not being used. The area around the coat hooks must be kept neat and orderly. Students in 4-12 will be assigned a locker.

Lunch and Recess Supervision

Teachers will supervise the lunch and recess periods of their class if other arrangements have not been made. Prayer should be held in the classroom before the students leave for lunch. There should be no loud talking and good manners are to be expected.

Before leaving the lunchroom, elementary students must clean their tables. Junior high and high school students will be responsible to wash the tables and sweep the floor after lunch.

Elementary Lunch

1. Quiet talking will be allowed. If students get too loud or out of control, this should be the first privilege taken away.
2. When arriving at lunch, students should get in line and then go to their seat. If they need help they should raise their hand and wait for a teacher to help them. Children should sit at the tables assigned to them.
3. Do not allow the students in the kitchen.
4. If the student is receiving lunch or milk, it should be ordered in homeroom.
5. The microwaves are available for the 3rd – 6th grade students to use for microwavable items only if the student is able to use the microwave. Microwave items should not take longer than two minutes, need no preparation, no can openers and should have all utensils or plates needed to cook. Teachers are not to use the microwaves for the students.
6. At 11:45 a.m. hand out wash cloths to each table so each student can wipe off their own spot on the tables and chairs. There is a list of 4th – 6th grade students who are assigned to help collect garbage from each table. The middle/senior high will take care of the major cleanup after they are finished.
7. Any child not finished eating should be put at a separate table from the middle/senior high. Chronic non-eaters or those students taking too long to eat should be reported to the classroom teachers.
8. Please do not allow the students to swap or give away food. Parents send food for their own child to eat, not others. If a student does not have a lunch, they may purchase a small lunch.
9. Students should wait at their tables until they are dismissed.

Middle/Senior High Lunch

DO NOT ALLOW THE STUDENTS IN THE KITCHEN.

1. The microwaves are available for the students to use every day. They should not be bringing anything that has to be cooked in the kitchen. They should also have all their own plates, bowls, and utensils.
2. Meals are ordered during homeroom and charged through the family lunch account.
3. The middle/senior high students will be responsible for making sure the tables and chairs are washed down for the next day and the floor swept. See the chart of assigned responsibilities.
4. Students may be dismissed to go to the gym or outside for recreation time if a teacher is able to monitor.

Recess

1. All elementary students should have a time of recess each day. Only under extreme disciplinary measures should students lose an entire recess.
2. All recesses should be taken outside unless weather is inclement. Even on cold days a few minutes of outside recess should be taken. No recess if below zero degrees.
3. Recesses should not exceed the time allotted on the Supervisor's Schedule.
4. Walk around and observe. Do not sit down or grade papers. Do not talk on cell phones.
5. If someone is hurt have another student walk him or her in to the office. If someone has fallen and broken something, do not move them. Send someone to get the administrator.
6. One recess will be exchanged on days when the class has PE.

Rest Rooms

There should be no loud talking. Students should use the rest rooms when the entire class has opportunity. For elementary students this will be a designated time and for students in grades 7-12 it will be between classes. Secondary students should not be dismissed during class for restroom use except in emergencies, because students tend to take advantage of this.

Elementary students must use the restrooms in the church foyer. Secondary students must use the restrooms in the gym lobby.

WACS Academic and Fine Arts Competitions

Each spring, the students in grades 3-12 will take part in the WACS academic and fine arts competition. The teacher is vital to the promotion and preparation for the meet. Academic competition will be required all 3-12 grade students.

SECTION V - Discipline

General

Good discipline is essential to high levels of learning. One of the best safe-guards against problems is to be well prepared. Have your material so well planned, with an evident purpose, and be so convinced of its worthiness that you are willing to fight for every minute of the student's time.

Start with good planning. Establish an efficient and consistent routine of getting the class started on time, functioning through the period and having a well-timed closing. This will reduce the necessity of using discipline measures.

It is important that you start with discipline the very first day and continue daily with a sure and consistent follow through. Time invested in good discipline the first few days of school will pay great dividends the entire year.

Dr. John Blanchard writes that "There are several connotations to the term 'discipline'. The one that we would suggest as our ideal is 'order' in a broad as well as a narrow sense. By achieving order in the school and the lives of our students we will be better able to instruct them and they will be better able to organize their resources for the demands of life. Our best opportunity to achieve this will be created as we unite in our understanding of our standard and use every occasion to instruct our students in the fundamental reasons that underlie our actions."

In classroom operation this means that the teacher should be in the room as soon as possible and call the class to order when the bell rings. If the teacher has given careful attention to planning, he will be able to utilize the full class period. Take time to explain new material and give the students a chance to ask questions.

The teacher must realize that discipline gives the students a sense of security, love and concern by those in authority. It prepares students for life.

Rarely should a teacher leave the classroom when students are present.

Cheating

See the handbook. The teacher should talk with the student about the seriousness of the situation. The teacher must also contact the parent by phone, letter, or e-mail. A second offense will be handled in the same manner except that the administrator will contact the parents.

To prevent cheating, desks must be cleared of all materials before the test is given. This applies to all grades. Students can be very clever about hiding cheat sheets or devising other ways to cheat. Teachers should do whatever they can to prevent incidents of cheating.

Demerits (Secondary)

Demerits are used primarily for tracking the big picture of a student's behavior. Demerits are not intended to be a punishment. Detentions are reported by the teacher but are issued by the office.

Disciplinary Policy - Merit System (Elementary)

The purpose of discipline at Bay City Christian School is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students find personal security, true happiness, and an absence of excessive temptations to do wrong. When there is this type of atmosphere, students can achieve academic excellence.

The discipline system is to be followed at all times (example- giving extra warnings breaks down the system). Students are not to earn back cards.

Incentives

1. Any child who does not lose a merit for an entire month will receive the privilege of a _____.
2. Any child who does not receive a merit loss for a week will get to draw prize from the prize box. Have parents help supply prizes at the beginning of the school year.
3. All children in K through fifth grade who do not lose more than six merits for the entire quarter will be rewarded with a merit movie on the last day of each quarter. Honor Roll certificates will also be given at this time.

Consequences

In order to simplify the merit system, all infractions will result in one color turn. If a situation arises which you feel needs a more severe result the child should be sent to the office. Students start over each morning.

Behavior that would warrant moving a student from his/her current color: disrupting others, off- task

behavior, excessive talking, unauthorized area (classroom), not respecting other students' privacy, running in the halls or cafeteria, not following directions

Behavior that would warrant an immediate change of color to black and a visit to the administrator: fighting, vandalism, cheating, profanity, bullying (verbal or physical), stealing, lying, disrespect to a staff member.

Daily

Grade for the Day			
Green	Excellent	100%	S+
Yellow	5 minutes of recess/ elective time	92 %	S- to S
Red	10 minutes of recess/ elective time	84 %	N+
Blue	15 minutes of recess	75 %	N- to N
Black	Merit Loss/PM Recess lost	69 %	U

If a student loses two merits in a day, he/she will be removed from the class for the remainder of the day. A parent will be called to pick up the child.

Weekly

- 3 merit losses = conference with the principal
- 4 merit losses = full day loss of all privileges in class
- 5 merit losses = sent home

Quarter

- 3 merit losses = phone call home (made by teacher)
- 6 merit losses = no merit movie
- 10 merit losses = conference with parent, teacher, administrator, and student
- 15 merit losses = 1 day in-school suspension and zeros on missed work
- 20 merit losses = 2 day suspension and zeros on missed work
- 25 merit losses = expulsion

Student-of-the Week

Every week each teacher selects one student in her class who has demonstrated outstanding effort and achievement in all areas that week. This student is awarded a certificate and a special prize in chapel. Teachers will announce Student-of-the-Week selections at our weekly chapels.

Dress Code

1. Check dress code and hair as students enter each morning.
2. If a student is out of dress code, elementary teachers will send a dress code violation form home with the student the first time. The second time, the parent must come to school and bring a change of clothes for the student. Zeros will be given in the classes missed while waiting on the parent.
3. High school students will first be given a warning and then issued demerits. If the dress code failure is immodesty, a change of clothes must be brought to school. Other dress code violations will be handled accordingly.

Conclusion

It is important for the teacher to carry out every action he/she has warned the students about. Discipline should be carried out as soon as possible after the offense. The teacher needs to remain calm and not

punish the group for the action of one or two students. It is also vital that the student understand why he is being punished. The following are principles to help you maintain proper student behavior.

- Post the class rules and expect them to be followed.
- Never touch a child!
- Never leave a child or children alone in the classroom.
- Never be alone in a room with a child.
- Document everything. Make sure you have a paper trail. Put in Sycamore notes.
- Be consistent, firm and fair in your discipline.
- Be prepared and well organized. Keep the class busy.
- Be prompt. Keep it moving.
- While teaching, move around the room. While the students are doing individual seatwork, move around the room. While students are being quizzed or tested, move around the room. No more than a few minutes each day should be spent sitting at your desk.
- Maintain a quiet controlled voice. Do not lose your temper and/or shout at the class.
- Recognize and call attention to positive behavior often. This will often eliminate poor behavior.
- Do not use mass punishment. Don't punish the whole class for the misbehavior of one or a few students. Find the source and go from there. If you can't find the source better to let it go than punish innocent students.
- Never argue with a student.
- Watch your tone of voice and countenance. Remember...people are watching.
- Follow through. Don't make idle threats you can't or won't back up.
- Don't ignore wrongdoing. It won't go away but will usually multiply.
- Use non-verbal reminders when a child misbehaves.
 - Give the child a long firm look.
 - Stop speaking and wait for attention.
 - Shake head "no" or motion with hands.
 - Call the student's name quietly.
 - Walk up the aisle and stand by the child's desk.
 - While teaching remove anything from the child's desk that is distracting him/her.
- Begin the first day of school enforcing the rules consistently and immediately. Children should never be given multiple warnings before a punishment ensues. It should come swiftly and consistently.
- Do not surrender your classroom authority. The moment you send a child to the office for other than severe behavioral issues you tell the child you can't control him/her.
- Do not be hesitant to involve the child's parents in your discipline. If you see a poor behavioral pattern developing in a child call the parents and enlist their help to deal with it.
- Never discuss another child when disciplining a child or speaking with his/her parents. "Well, just so you know, Tommy Jones got in trouble too," will usually wind up getting you in trouble too!!

- WORK, WORK, WORK on making sure the children know you love them. Compliment them, love on them, praise them, smile at them and they will respond positively to your discipline if you are firm, fair and consistent.

Updated 7/2/2021

Section VII - Appendix Teacher/Parent Communication Log

Teacher/Parent Communication Log

Teachers' Name _____

Parent Contacted _____

Contacted concerning (Student's name) _____

Type of Contact: Phone Call Face to Face Conference Home visit

Date and time of the Contact _____

Purpose for the Contact _____

General Disposition of the Communication

Teacher/Parent Communication Log

Teachers' Name _____

Parent Contacted _____

Contacted concerning (Student's name) _____

Type of Contact: Phone Call Face to Face Conference Home visit

Date and time of the Contact _____

Purpose for the Contact _____

General Disposition of the Communication

Positive Powerful Communications

Teacher: _____

Student's Name	September	January	May
1.			
2.			
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20.			

Child & Worker Protection Policy

Bay City Baptist Church has adopted the following policy to provide a safe environment of ministry to minors. While we do not seek to offend anyone, it is necessary to operate within a protective policy. The goal and direct purpose of this policy is PROTECTION. This policy is designed to provide protection 1) for the children impacted by our church's influence, 2) for workers who have supervision and custody of minors, 3) against liability to Bay City Baptist Church & School. Continual or deliberate neglect of this policy by a worker will result in dismissal from his/her position. In the policy, child/children/minor denotes anyone under the age of 18. Changes to the policy may be made by the deacon board.

I. WORKER SELECTION (Applicable to ages 18 and older. Anyone under 18 will be working with a trained adult.)

- A. Those seeking to serve minors (also ushers) at Bay City Baptist Church & School must (unless a member prior to Dec. 31, 1996):
 1. Complete a *Confidential Screening Application* and turn it in to the church office.
 2. Give two *Reference Forms* to someone other than family. The reference persons must complete and return the forms to the church.
 3. Watch the video training tapes and verify by signature that the tapes have been watched.
 4. An interview may be required with a pastor, designated trainer or department supervisor to review this policy.
 5. Wait for six months from date of membership before serving minors.
 6. Wait until all pertinent information is gathered and evaluated before serving minors. (The wait should be less than two weeks.)
- B. Members currently serving minors (pre-Dec. 31, 1996) must submit a *Confidential Screening Application* and attend a policy training session.
- C. Those who are members prior to Dec. 31, 1996 but who choose to serve minors after Dec. 31, 1996 must fulfill section IB above.
- D. Those who turn 18, having been members for at least two years must 1) complete the application, 2) watch the video, 3) have approval. (IA1, IA3, IG)
- E. Those who turn 18, not having been a member for two years, must follow IA above, except that they need not wait for six months.
- F. Membership in the church is required for all workers. (See II, D below for exception.)
- G. Applicants will be accepted or rejected by the deacon board. Those who were members before Dec. 31, 1996 need no deacon board review. Reference contact may be required before approval. All *Confidential Screening Applications* and *Reference Forms* will be reviewed by the deacon board. Applicants will be contacted by a church staff member or department head to inform of acceptance or denial of the application.
- H. *Confidential Screening Applications* and *Reference Forms* are stored in a locked file. Only pastors, deacons and designated office personnel have access.
- I. Anyone who has been convicted of child sexual abuse will not be permitted to work with minors at Bay City Baptist Church & School.

II. WORKER SUPERVISION

- A. At least two workers must be present with minors at all times at all on- or off-campus church/school activities, including bus transportation, home sponsored activities and baptisms. One of those workers must be 18-years-old or older. Sunday School, Awana, and Christian school classes held in rooms with windows (teacher visible) are exempt. With parental permission, a worker may mentor a minor on an individual basis.

- B. BCCS daytime field-trips/athletic events with junior or senior high classes/teams may be chaperoned by one teacher/coach. At no time may a teacher/coach be alone with one student. Overnight trips require two adults.
- C. Parents are responsible for the transportation of their children to and from church activities. Parents are expected to approve other arrangements.
- D. Any worker/volunteer at any activity involving minors must be a church member or approved by the activity chaperones/supervisors. New workers may help before the end of the six-month period if with two trained workers. Children in grades 7 - 12 who are working with the *Teens in Ministry* program must be members and working with an adult supervisor. Those who are helping their adult family members (ex: the nursery or Jr. Church) do not need to be members. Exceptions may be made by the pastors or deacons.
- E. Children in the nursery shall be released only to a properly identified person who has signed the child out.
- F. Bathroom trips may not be supervised by one person. If only one adult is available to supervise the trip, two children of the same gender must be taken together. Bathroom trips may not be supervised alone by anyone under the age of 18. Children over age 6 may go alone. Students in BCCS, grades K-3, may not travel alone to the bathroom. Two children of the same gender must go together.
- G. Two ushers, working together, must remain on duty to be aware of children taking unsupervised trips anywhere.
- H. If the bathroom door adjoining the nursery remains completely open, one adult (not a minor) may assist a child in the bathroom.
- I. Counseling of a minor must take place in a room with a window. At least one of the persons must be visible through the window.

III. REPORTING PROCEDURES

- A. Definition of sexual abuse: Sexual abuse consists of obvious fondling and oral, genital, and anal penetration. It also includes non-obvious sexual verbal comments that may suggest some type of sexual contact. It also includes viewing any pornographic material, obscene phone calls, and exhibitionism.
- B. Symptoms of sexual abuse: Besides obvious physical signs, watch for behavior signs. These may include a child's anxiety when approaching a certain area in the church, nervous behavior towards a certain church worker or "acting out" a sexual behavior.
- C. If a worker observes any form of sexual abuse occurring at the church or a symptom of sexual abuse that has occurred at the church or a church-related activity, he/she must report it in the following manner:
 1. It must be reported within 24 hours using the *Incident Reporting Form*. The form must be signed.
 2. It must be reported to two of these: a pastor, department supervisor, deacon.
 3. The pastor or deacon board chairman will report the sexual abuse complaint to the local police department within 4 hours of receiving the complaint. If the church has no pastor, another deacon will take his place in the reporting process.
 4. Every allegation will be reported to the police and left with that organization to do the investigation.
 5. The department head, deacon or pastor who reports the complaint to the police will also notify the church insurance company, the parents of the victim, and keep an accurate record of his actions on file in the church.

IV. RESPONSES

- A. Stop the act if it is in progress.
- B. Do not confront the accused until the safety of the alleged victim is secured.
- C. Do not prejudge the situation. Take the allegations seriously and reach out to the victim and his/her family. Showing care and support help to prevent further hurt. The care and safety of the victim are the first priority.
- D. Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- E. Use the prepared public statement as printed in section V to answer the press and to convey news to the congregation. Care must be taken to safeguard the privacy and confidentiality of all involved.

V. PUBLIC STATEMENT (to be made by a pastor or designated deacon)

"We at Bay City Baptist Church are aware that an allegation of abuse at this church has been made. The situation has been duly reported to the Green Bay Sheriff's Department. They are the investigating authority, and we refer you to them for any further information which can be released. We will not release any names of people who may be involved. This church follows a policy to take all responsible measures possible to reduce the risk of child sexual abuse occurring."

*Exceptions to the policy may be made in cases of emergency. Such exceptions shall be approved by the deacon board.

Vacation Policy

Vacation requests should be submitted at least two weeks' prior for approval to your immediate supervisor (ie.: Senior Pastor, School Administrator). Vacation days and sick days will not carry over from year to year, and any unused days will not be compensated.

12-Month Full-Time Other Staff

- Upon being hired, a new staff member will receive one vacation day for each month of employment for up to 5 months. At the one-year anniversary, the following schedule will apply:
- 1-3 years of service: 5 days of vacation per year
- 4-7 years of service: 10 days of vacation per year
- 8+ years of service: 15 days of vacation per year
- One day will be given per year for attendance to a church-approved ladies conference.
- In addition, the following days will be observed as paid holidays: Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday, Memorial Day, Independence Day.
- Five sick days per year will be given; in special circumstances, more may be granted by the pastor or school administrator.

10-Month Salaried School Faculty

Full-Time or 5-Day/Week

- Two personal days will be given per school year.
- Five sick days per year will be given; in special circumstances, more may be granted by the pastor or school administrator.
- The following vacation days will be observed: Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas vacation, Spring Break, Good Friday, Memorial Day.

6+ Class Periods/Week

- One personal day will be given per school year.
- Three sick days per year will be given; in special circumstances, more may be granted by the pastor or school administrator.

1-5 Class Periods/Week

- Two sick days per year will be given; in special circumstances, more may be granted by the pastor or school administrator.

10-Month Full-Time Hourly Staff

- Two personal days will be given per school year.
- Five sick days per year will be given; in special circumstances, more may be granted by the pastor or school administrator.
- In addition, the following days will be observed as paid holidays: Labor Day, Thanksgiving Day, Good Friday, Memorial Day.

Part-Time Staff

- Receive no paid vacation, sick, or holiday pay.

Bereavement Policy

For any full-time staff member, the following paid leave days will be granted:

- Three days for immediate family (parents, spouse, spouse's parents, children, children's spouse)
- One day for close family (grandparents, spouse's grandparents, grandchildren, brothers, sisters)
- The employee's supervisor may modify the above policy based on circumstances.

Disaster Management Plan

Preventative Measures

1. All classroom doors shall remain closed and locked from 8:20-3:10 while students are present in the classrooms.
2. All external doors to the building must be locked except the main school entrance, which admits visitors via electronic entry.
3. A member of the office staff should remain in the receptionist area at all times to greet and direct visitors.
4. The student body shall be prepared to act appropriately in disaster situations by regular drills. During the school year fire drills shall be held ten times; tornado drills shall be held once; lockdown drills shall be held at least one time.
5. 911 may be dialed from any phone simply by pressing "911." It requires no access code or "8" to access an outside line.
6. Teachers should keep their cell phones for communication. A list of #'s will be kept in the emergency packet and will be given to each teacher.
7. Teacher may be supplied with one canister of pepper spray to keep in the top drawer of their desks. It should only be used to respond to an imminent threat of physical danger. Any other use could merit immediate dismissal and is against the law.

Fire Evacuation Procedure

In case of a fire or the reasonable suspicion of a fire, the nearest available staff member should pull the fire alarm to initiate the emergency fire evacuation procedure.

Staff and students should immediately evacuate the building out the nearest designated exit any time the fire alarm sounds. Fire escape plans are posted in each classroom next to the exit door. Students should exit single file without talking or yelling. Teachers should stage their students in lines by class on the far side of the parking lot on the west side of the building by the garage. Each teacher should take a roll of their class and notify the senior staff member present if any students are absent. No student or staff member should reenter the building under any circumstances after exiting when the fire alarm has been pulled.

The fire department should be contacted immediately by an office staff member if the suspicion of fire is substantiated.

Tornado Protection Procedure

If the national weather service issues a tornado warning for the area in which the school resides, a member of the office staff will immediately ring the school bell in a succession of fifteen three-second rings to indicate that the emergency tornado procedure should be enacted.

Staff and students should immediately go to their designated areas. Tornado escape plans are posted in each classroom next to the exit door. Students should exit single file without talking or yelling. Staff members should organize students in the areas assigned to them. The youngest students should be closest to the wall. The oldest students should be furthest from the wall. All students should sit on the ground with their knees tucked close to their bodies and their hands on the back of their heads.

Emergency services should only be contacted in the event of physical injury or imminent danger.

Intruder Alert Procedure

If any person enters the building or grounds of Bay City Christian School, who is determined to be a physical threat to any member of the staff or student body, any member of the office or teaching staff should initiate a school lockdown.

Upon recognition of danger, the staff member will contact the school office. The office will announce to the entire campus that lockdown procedures are being implemented. Call the Green Bay Police Department (911). This call can be made by both the office and the staff member.

Teachers must immediately follow the steps: Escape – Barricade – Protect.

1. Escape – If the threat is not in a teacher's immediate area, teachers should seek to flee the building with their students. First, determine that your escape route is clear of danger – look twice. If clear, immediately retreat out the back doors or climb out of the classroom window. Once outside, the class should flee the property either via the gate through the soccer field or down Bond Street. Proceed orderly and with caution keeping the class together. Law enforcement will be arriving shortly. Teachers should take their students to the Comfort Suites parking lot. This will act as our rendezvous point.
2. Barricade – If an escape is not possible, teachers must barricade the door with any object that will slow the progress of the intruder into a room.
3. Protect – If the intruder attempts to enter the classroom, the teacher should defend the students by any means available to them. When law enforcement determines imminent danger no longer exists, authorities will contact each room individually. The administration will then reassemble the student body as the school community begins to recover from the incident.

Faculty and staff should not address the media. The administration will officially respond for the church/school ministry.

This procedure must be drilled in both the fall and spring semesters.

Student Management in Evacuation Situations

All staff and students should be directed to the garage in the event of evacuation. Staff and students will be sheltered in poor weather and organized a safe distance from the building. The principal or remaining head of staff must direct the organization and accounting of all students. Teachers should notify the principal about the students from their classrooms. When all students have been accounted for, parents should be contacted immediately. To maintain order, parents will not be allowed into the staging area. Students will be released as soon as possible after their physical condition has been checked and documented. Parents should be careful not to clog traffic areas because it may hamper the efforts of local law enforcement.

Information Release Procedures after Disaster Events

No teacher, student, or staff member should speak to any member of the news media without direct authorization from the administrator or available head of staff. Staff members should take an active role in protecting students from reporters. Any student or staff member should reply to the news media, only if necessary, with the following statement. "Information will be released by our administration after all of our school families have been advised of the outcome of today's events." No information should be released until all members of the affected school families have been properly advised of the event and its resolution and notified of any injuries or deaths. Any statements should be duly prepared and protect the privacy of school families, coming only from the principal or remaining head of school staff.

Computer Usage Policy

1. Chromebook computers are provided to students for educational purposes only.
2. All internet activity is filtered and monitored. Any attempts to disable the filter or use a site that circumvents the filter will result in a suspension, or loss, of lab privileges.
3. Computers may not be used for entertainment purposes. Games, social networking, chatting, listening to music, or viewing videos for entertainment purposes are prohibited.
4. Students may not install programs or keep files for programs in their personal directories.
5. Students may use a USB flash drives to copy personal files to and from their home directories. Students may not copy files onto the hard drives of the computers. Any disks or drives believed to contain unapproved content will be confiscated.
6. Students will be provided with a private folder that they can access from any computer on the domain. The folder should contain only approved materials and can be checked at any time by any school staff member.
7. Students should keep their passwords secret. Students may use only their own Chromebook. Each student will be responsible for any content on his/her computer or Google Drive and any activity under his account. Using another student's account will result in a suspension of computer privileges.
8. Students may access web mail accounts, as long as the communication is positive, follows general student guidelines, and is parent approved.
9. Students may not modify configurations or change system settings.
10. Eating or drinking is prohibited when Chromebooks are being used.
11. Any school or church staff member may enforce these policies or delete any file that they deem inappropriate.

I have signed the student pledge stating that I have read and agree to submit to these computer usage guidelines. I realize my privileges will be revoked if I am found in violation of these guidelines.

Internet Monitoring Policy

The following policy is in effect at Bay City Baptist Church for the following reasons:

1. To provide peace of mind for church members, knowing that church computers are being used properly,
2. To provide protection of the reputations of church staff members,
3. To provide accountability for church staff members,
4. To protect the name of Jesus Christ and His church in this community.

1. All computers with connections to the internet shall have software installed that logs, to a central file on the network, every internet address visited. A temporary logging file shall be created on every computer for logging if the network connection is interrupted.
2. Software for logging internet site visits shall be administered by one who is not a paid staff member, preferably a deacon, whose title will be *Internet Administrator (IA)*. The IA shall be appointed by the pastor/deacon board.
3. Passwords to the logging software shall be known only to the IA and shall be changed at least once per year. The password shall not be disclosed to anyone.
4. Reports of internet usage, by monitoring every web-browser on each computer (i.e. Internet Explorer or Netscape), must be printed and reviewed at least once per month, then stored in a locked file in the church office. This file is not open for public viewing except by permission of the chairman of the deacons or a pastor. In this case the file shall be viewed in the presence of the deacon chairman or pastor.
5. Configuring of the software and the printing of reports shall be done in the presence of another adult during regular business hours. Pastors or deacons may request to check the logging configuration at any time. Logging of keystrokes is not permitted. *(The software is capable of logging every keystroke for every computer. Privacy issues may be involved if the software is configured to read e-mail and letters.)*
6. Monitoring of the computers is limited to web-browsers only. Monitoring of any other program by the IA shall result in immediate dismissal from his duties.
7. Should a church staff member accidentally visit an inappropriate internet site, he or she should immediately contact the IA by phone or by email at_accountability@baycitybaptist.org, who will then make appropriate notes in the log when it is printed.
8. Verified misuse of the internet (i.e. pornography) shall be cause for immediate dismissal of a paid church staff member, at the discretion of the pastor/deacon board. Verified misuse by any other will result in permanent suspension from all computers at Bay City Baptist Church.
9. Internet history files on all computers shall be shared on the network and accessible by password. The IA may view and print the history file of any computer on church property at any time, in the presence of a second party adult. *(In this way he can verify that the history folder and the log file agree, thereby preventing someone from tampering with the software should a loophole be found.)*
10. History files may never be deleted by any computer users.
11. Changes to this policy shall be approved by a majority vote the pastor/deacon board.

Copyright Tips for Teachers

While many teachers and administrators have a vague awareness of what copyright means, few fully understand it. There is a good reason for this! Copyright law is complex with few “rules” to follow and the doctrine of “fair use” is intentionally non-specific. Yet believers have a legal, moral and ethical responsibility to comply with the Copyright Law and to model this compliance for our students (see Matthew 22:21 and Romans 2:21).

While there are no hard and fast “rules,” there are some guidelines we can apply when using copyrighted materials. Following is a brief examination of these guidelines as they apply to our “fair use” of copyrighted materials in face-to-face classroom environments.

Print

For single copies (like personal research or transparencies), you may make a copy of an article from a journal, a chapter from a book, or an illustration.

You may make copies of timely articles for all students in your class provided:

- the copies are for one course and one term only (you may not duplicate the same item from term to term without permission).
- no more than three are from the same periodical during one class term.
- you do not exceed nine instances of multiple copying in one term.
- you do not have time to seek permission for the copies (the “multiple copies” guidelines assume that you don’t have time.)

Because many syndicated cartoon characters (like Disney and Peanuts characters) are trademarked, teachers should avoid duplication of these characters.

Workbook pages, including worn out dittos, should not be duplicated without express permission from the copyright holder. Sometimes this permission is granted to the teacher who purchases the book. Check the copyright statement to be sure.

Video

School classrooms are a public performance arena and are subject to copyright restrictions that do not apply to home viewing.

You may show videos licensed for “home use” only if

- the showing is part of the systematic instruction of the class curriculum. If you wish to show videos for entertainment or reward or in a daycare setting or assembly gathering, you must purchase public performance rights.
- the showing is only for students, teachers and/or guest lecturers. Without public performance rights, you may not show copyrighted AV materials to a group including parents (unless they are guest lecturers)—even in your classroom.

Specific guidelines have been developed for the use of off-air recordings of broadcast television programs. You may:

- Record from broadcast programs only (free to the general public).
- Use the recording within the next 10 consecutive SCHOOL days. After that time you may keep the recording for a total of 45 days to determine if you wish to pursue rights to retain or purchase a copy. After 45 days, you must either purchase or erase the videotape.
- Use the recording only in a non-profit educational institution.
- You must record the entire program, including the copyright statement, though you do not

have to show the entire program to your class.

- Some cable channels, like the *Discovery* and *History* channels, provide additional duplicating privileges for educators of limited programming. Details are available at their websites.

Archival Duplication

Archival duplication is for libraries dealing with specific types of works, under specific circumstances and subject to additional restrictions.

It is not permissible to make an archival copy of a copyrighted work to circulate to students in order to preserve the original. This includes sheet music as well as audio or video media. There are two exceptions to this. See *Computer Software* and *Educational Multimedia* below.

While copying an audio CD to audiotape for personal use at home may be permitted under the Audio Home Recording Act, such "change of format" copying is not permitted in the educational setting. This restriction on "change of format" copying applies to all media formats, not just audio.

Computer Software

You may make one archival copy of software programs and keep the original filed away.

Software licensed for a single user may be used on only one machine. In order to use software on a network, or install the software on more than one machine, you must purchase a network license, site license, or lab pack.

Materials from the internet are copyrighted. It's best to ask permission before using materials you find on the internet unless you can specifically apply one of the guidelines above.

For example, the guidelines for print materials suggest that we can borrow one illustration from a book for teaching purposes. It would be logical to assume that we can also borrow one image from a website for teaching purposes. However, this is from a website, not one image from each page in the site. Web pages would be the equivalent of pages in a book.

Educational Multimedia

These guidelines apply to computer multimedia projects (a PowerPoint presentation, for example) created by teachers and/or students.

Programs created using copyrighted materials may be used for instructional purposes for up to two years. After two years, you should seek permission for all copyrighted media or remove them from the presentation. You may retain a personal copy for portfolio use.

The amount of a work which may be duplicated is limited to whichever of the following is less: (These are not complete lists. See a copy of the *Fair Use Guidelines for Educational Multimedia* for a complete list.)

- **Text** - 1000 words or 10%; poem or excerpt of 250 words
- **Audio** - 30 seconds or 10% of the whole, whichever is less. Adding music to presentations, yearbooks, or other types of multimedia programs that is longer than these amounts will most likely require additional licensing.
- **Video** - 3 minutes or 10% of the whole, whichever is less
- **Images** - 15 or 10% of digital image collections

Teachers may make archival copies of these programs and keep a copy in circulation for student use.

In General

Ask. If you have questions about whether or not your use would qualify as “fair use,” you can always seek permission directly from the copyright owner. Most copyright owners are willing to work with educators.

Always provide a copyright notice on any materials that you use.

Find public domain sources. You can find some of these on the Internet, and many government sources offer public domain materials.

Helpful Websites:

General information: stanford.edu | copyright.gov

PDInfo.com—Public Domain and Music

[Harry Fox Agency](http://HarryFoxAgency.com)—music licensing organization

[Magnatune](http://Magnatune.com)—free or inexpensive music

CIConline.org—Cable in the Classroom Initiative

Jonna T. Carper, M.A.T, M.LS teaches Instructional Technology for pre-service teachers in the School of Education at Bob Jones University and directs the Media Center, the technology lab for the School of Education.

Student Permission Forms

Student Driver Guidelines

1. Student drivers must submit the Waiver and Proof of Insurance, below. A copy of the declarations page of your insurance or another form that shows your student is covered are acceptable for proof of insurance.
2. Cars must be parked on the west half of the middle row of the parking lot with the doors locked. Students are not allowed in, on, or around the cars during the day.
3. Permission slips from the parents of EACH student must be submitted to the office when another student will ride with the driver.
4. Reckless drivers will be prohibited from driving on school property

Senior Early Release Permission

Seniors may be released early to work, attend classes at an approved school, or go home during school hours depending upon class schedules and credit requirements. This *Senior Early Release Permission* form must be completed by the parents.

Guidelines and Qualifications for Early Release

1. Seniors must maintain a C-minus average or forfeit the privilege.
2. If a required school function is scheduled, the senior is required to attend.
3. This form is not valid without a parental signature.
4. Students released early should not return during the hours stated below. Should they need to return, they must sign in at the school office and go to a study hall.

Senior Open Lunch Permission

- Lunch is from 12:01 to 12:31.
- Do not bring food or drink back for other students.
- Do not travel alone with a member of the opposite sex.
- Arriving back at school late for class will be considered a tardy for class.
- Abuse of the senior open lunch policy will result in the privilege being revoked.