

*Bringing Knowledge to Light*

# BOCá

# CHRISTIAN

**BOCA RATON CHRISTIAN SCHOOL**  
A Ministry of Boca Raton Community Church

**ELEMENTARY STUDENT HANDBOOK**

**Grades PreK3 - Grade 5**

470 N.W. 4th Avenue  
Boca Raton, Florida 33432  
(561) 391-2727  
[www.bocachristian.org](http://www.bocachristian.org)

# WELCOME

Dear Students and Parents:

This handbook has been prepared to give you necessary information and facts about Boca Raton Christian School. By becoming familiar with its contents, you will understand your responsibilities and enjoy the privileges extended to you.

You are part of the Boca Raton Christian School family. That family is made up of staff, parents, and students. As a member of that family, each of us will have our responsibilities. This handbook should be used as a guide for successful participation in our school program.

A healthy attitude and spirit of cooperation can make your school days both enjoyable and educationally productive. Let's pray for each other. We want this year to be your very best year of school life. May we count on you to do your part in making Boca Raton Christian School a school of which you can be proud?

\*It should be noted that Boca Raton Christian School reserves the right to add, delete, or modify any policy in the Student Handbook at any time without prior notice.

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# Elementary School Student Handbook

## ***BRCS Administrative Staff***

### **Headmaster**

Dr. Robert H. Tennes

### **High School Principal**

Mr. Stephen Smith

### **Dean of Students**

Mrs. Wendy Stapleton

### **Academic Dean**

Mrs. Carolyn Johnson

### **Chaplain**

Mr. Greg Calder

### **Director of Development**

Mr. William Hood II

### **Director of Technology**

Mrs. June Bakke

### **Director of Admissions**

Mrs. Eileen Travasos

### **Director of Student Services**

Mrs. Beverly Zielske

### **Middle School Supervisor**

Mr. Len Visser

### **Middle School Assistant Supervisor**

Mr. Clint Erickson

### **Grade 3 - 5 Supervisor**

Mrs. Ruthie Weil

### **Kindergarten - Grade 2 Supervisor**

Mrs. Kim Woodford

### **PreK3 - VPK Supervisor**

Mrs. Ginny Braga

### **Business Manager**

Mr. Jim Leet

## ***Assistance Directory***

The list below indicates the personnel to contact for your most frequent questions and problems:

Absences for illness.....	Main Office
Change of Address.....	Main Office
Classroom difficulties.....	Classroom teacher then Supervisor
Contributions & Donations.....	Director of Development
Discipline.....	Dean of Students
Schedule Changes.....	Director of Student Services
Lost and Found.....	Clinic
Registration.....	Main Office
Tardiness.....	Lower School Office
Teacher Conference.....	Classroom Teacher
Tuition, Fees, Billing Statements.....	Business Office

## ***Accreditation***

Boca Raton Christian School is accredited by the Florida Council of Independent Schools (FCIS), the Association of Christian Schools International (ACSI), and the Southern Association of Colleges and Schools (SACS).

## ***NON-DISCRIMINATION STATEMENT***

The school admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

## ***EDUCATIONAL PHILOSOPHY OF BOCA RATON CHRISTIAN SCHOOL***

The Boca Raton Christian School exists because its general purpose, its educational philosophy, and its educational objectives are Bible oriented. The school provides a PreK3 through twelfth grade program. It is our belief that all truth must be viewed in the light of God's truth, the Word of God. The Boca Raton Christian School takes a theistic approach to education as opposed to a humanistic approach commonly used in secular education. This means that all subjects must be integrated with Biblical truth. The Boca Raton Christian School is an integral ministry of Boca Raton Community Church. The philosophical distinctives of our church are mirrored in the educational philosophy of our school. The church and school work hand in hand for the mutual benefit of the total family. We believe that Boca Raton Christian School is an extension of the Christian home, and it seeks to facilitate the home as much as possible.

Boca Raton Christian School exists to fulfill the need of providing a Christian education for children of average and above aptitude and achievement. It is our goal that students entering Boca Raton Christian School experience success. Academic achievement standards for admission have therefore been established to help insure the student's success. Boca Raton Christian School embraces a traditional approach to the elementary and secondary curriculum. Strong emphasis is placed on phonics, computational skills, good study habits, and encouraging a disciplined approach to the pursuit of knowledge.

It is our belief that the needs of the whole child must be met. In order for these needs to be met, growth in the following areas is necessary: spiritual, moral, personal, social, academic, and physical. The curricular experiences are intended to achieve three purposes. The first purpose is to enable the child to learn the basic skills of reading, writing, speech, and mathematics in accordance with his capabilities and needs. The second purpose is to aid the child in learning to make functional use of these skills in those areas of the curriculum which promote critical thinking, social growth, environmental awareness, and a balanced personality. The third purpose is to offer challenging and stimulating enrichment opportunities to encourage academically superior students to work to their full potential. It is our objective that students have a Christ-centered view of the world, mankind, and life. We believe that true reality is bound up in God and in His purpose for man.

## ***MISSION STATEMENT***

The mission of Boca Raton Christian School is to encourage children to know, love, and serve Jesus Christ and to provide for academic excellence.

# **INTRODUCTION TO BRCS**

## **Background**

The school was founded in 1973 and is a private, non-profit, non-denominational Christian school. Founded to provide a quality education based on a solid foundation of Christian principles, Boca Raton Christian School offers high academic and spiritual standards to each student. BRCS is concerned with promoting the pupil's growth in academic, social, emotional, physical, and spiritual areas. A strong emphasis is placed on the basic skills. In addition, a comprehensive program is offered which includes art, music, keyboarding, etiquette, computers, athletics, physical education, and enrichment programs.

## **School Colors**

GREEN AND GOLD

## **School Nickname**

BLAZERS

## **Mascot**

BEAR

## **Pledges of Allegiance**

### **Pledge to American Flag:**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

### **Pledge to Christian Flag:**

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

### **Pledge to the Bible:**

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

## **School Spirit**

School spirit may be divided into three categories:

- Courtesy — toward teachers, fellow students, and the officials of school activities.
- Pride — in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship — the ability to win and lose gracefully.

A loyal student supports his school and does his utmost to keep his scholastic and conduct standards at the highest possible levels

## **Publications**

**Newsletter** – “The Blaze” – Winter and Spring; “Chalk Talk” – Summer

**Yearbook** – “Inspiration”

**Literary Magazine** – “Illuminate”

**eNews** – weekly newsletter subscription sent to email (subscribe at [www.bocachristian.org](http://www.bocachristian.org))

## **Fight Song**

Blazer Pride, we'll fight for you!  
To green and gold, we will be true!  
We'll fight with all our might,  
To do what's right because we know God's Word is true!

We'll raise the torch and lift it high!  
With confidence, we'll let it shine!  
Jesus, our Captain, here, we will not fear!  
Blazer Pride is here!

## **BEAR P.A.W. ACRONYM**

Core Values Flowing from the School's Philosophy

### **B BIBLICAL PERSPECTIVE**

The Bible serves as the foundation for the school's program.  
See II Timothy 3:15, Proverbs 2:6, and Psalm 127:1.

### **P PARENTS**

The school believes education is primarily the responsibility of the parent. Therefore, the school seeks to work as a team with parents. See Ephesians 6:4. The home, church, and school form a triple cord of support for our children. See Ecclesiastes 4:12.

### **A ACADEMIC EXCELLENCE**

The school strives for excellence in education which leads to high achievement.  
See II Timothy 2:15, Colossians 3:23, and Mark 7:37.

### **W WHOLE PERSON**

The school program seeks to be balanced and therefore helps meet the needs of the whole child socially, emotionally, intellectually, aesthetically, physically, and above all, spiritually. See Luke 2:52.

### **S SECOND MILE SPIRIT**

If a Roman soldier asked you to carry his pack for one mile, you were required to do so by law. When the required mile was completed, Jesus challenged the Christian to "go with him two miles." See Matthew 5:41. This giving spirit made a powerful statement for the Gospel. It still does today.

## **ACADEMIC INFORMATION**

### **School to Home Reports**

**Grades 3-5:** Progress reports may be sent home at any time during the marking period. Students who are performing satisfactorily might not receive a progress report. Refer to the annual academic calendar, available online at [www.bocachristian.org](http://www.bocachristian.org), for scheduled parent/teacher conferences.

### **Elementary Academic Grading Scale (Grades 3-5)**

A+	99-100	C+	83-84
A	95-98	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	71-74
B-	85-86	D-	69-70
		F	Below 69

## **Incompletes**

Incompletes will only be issued for legitimate make-up work due to approved absences, not for tests, projects, or assignments that a student has simply neglected to complete in a timely fashion. When an incomplete is issued on a report card at the end of a marking period, a student will have no more than three weeks to complete whatever work is missing unless extenuating circumstances are approved by the administration. If the missing work is not completed within the three weeks, the assignment(s), test(s), or quiz(zes) that have not been made up will be given a score of 0% and the quarter grade will be calculated and issued.

## **First Report Card**

A student must be present 15 school days at Boca Raton Christian School before a report card will be issued to him.

## **Academic Honors**

### **GOLD HONOR ROLL**

**Elementary Students (Grades 3-5):** Students must receive an "A-" or better in all subjects and no conduct grades below a "Satisfactory."

### **GREEN HONOR ROLL**

**Elementary Students (Grades 3-5):** Students must receive a "B-" or better in Bible, language, math, reading, science, social studies, and spelling. Students must receive a "Satisfactory" or better grade in academic/performance in non-core subjects such as computer, art, library skills, music, P.E., etc. (Exception: Students may receive an "I" in penmanship.) Additionally, students must receive no more than three "I's" nor any "U's" in conduct or any area of personal progress.

## **Academic Probation**

### **Grades 4-5**

Probation at this level is determined by recommendation from the student's teacher using the following guidelines: a student has three or more "I's" or "U's" in work/study habits and has failed two or more of the following subjects: Bible, language, math, reading, science, social studies, spelling, or has a combination of one failure and two "D's" in these same subjects.

Parents are requested to meet with the homeroom teacher to discuss strategy for student improvement.

A student may be asked to leave BRCS if he does not make significant improvement as observed by the Academic and Discipline Committee.

## **Homework**

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Each teacher will specify the requirements for their class. *Students have one day to make up work for each day of excused absences. (Exception, see Advanced Excuse Absence, page 18).*

## **Minimal Wednesday Homework and Activity Policy**

### **Objectives**

- To encourage our students to participate in area Wednesday night youth and prayer meetings.
- To insure that the homework and activity load will not be excessive so as to discourage Wednesday night church attendance.
- To encourage our students to give high priority to the time allotted during the school day for the completion of assignments, that the students might learn to properly budget their time.

- To maximize academic achievement and yet balance this goal with the positive benefit gained from Wednesday night youth and prayer meeting interaction.

### **Policy Statement**

- To avoid an excess of tests on Fridays, one core subject may schedule a test on Thursdays.
- No major long term assignments are to be due on a Thursday, i.e., term paper, Science Fair projects, book reports, etc.
- Homework assigned on Wednesday and due on Thursday should not require the student to spend more than one hour of work time outside of the school day for all of his/her academic classes.
- If a student has more than one hour of homework, and he/she has attended a Wednesday night youth meeting, then his/her parents may write a note which will permit the assignment to be turned in on Friday and be given full credit.

### **Version of the Bible**

The New International Version (NIV) is the adopted version for classroom use as a text and for memorization at BRCS. If textbooks require the use of King James or New King James, then both versions may be used but with memorization still in NIV. The exception to this would be that if a **student has already memorized** the verse in King James, the student has the option of being tested in that version. For memorization of passages of scripture which are "classic" (i.e., 23rd Psalm, John 3:16, the Lord's Prayer, etc.) teachers may use the King James Version at their discretion.

## **CONDUCT STANDARDS**

A key scriptural concept is that we demonstrate respect for others as well as ourselves.

Biblical standards for Christians living and working together can be summarized under four categories:

- Respect for God and His Word
- Respect for the rights and feelings of others
- Respect for property belonging to others
- Respect for oneself

### **Respect for God and His Word**

It is assumed that the regular study of the Bible will result in obedient response to its truth and that students will be governed accordingly. What the Bible requires or encourages will be expected and what it prohibits and discourages will not be expected in student behavior.

Chapel services will be held weekly. At this time guest speakers, faculty, or students will bring messages of significance. Students are to enter chapel quietly and orderly by homeroom or as designated in assigned seats. There is to be no unnecessary talk in the chapel room. This is a time of blessing for the entire school, a time when God's servants are used in bringing us to know Christ, the Key to Knowledge. Bibles are to be brought, but no other books. The school chapel service is not intended to be a substitute for the student's active participation in the services and activities of his own church.

### **Respect for Others**

- The school does not sponsor events that include dancing.
- Acceptable **social behavior** at BRCS is built upon a mutual respect for the individual person and his property. The basis of this standard is stated by our Lord Jesus Christ, "Do to others as you would have them do to you." (Luke 6:31), and by the Holy Spirit through Paul, "So whether you eat or drink or whatever you do, do it all for the glory of God." (1 Cor. 10:31).
- Items that are potentially either dangerous, such as matches, knives, firearms, etc., or distracting, such as playing cards, toy guns, pets, etc. are not to be brought to school. Skateboards are not to be used on campus at any time. Pets are not permitted on campus by the Florida Department of Health due to the risk to students with allergies and pets that nip and/or bite. If such items are brought to campus or on the school bus, they will be confiscated and returned only at the Administration's discretion.

- MP3 players, such as iPods, are not to be used on campus by students in kindergarten through fifth grade. If an MP3 player is visible and/or heard, it may be confiscated and turned in to the administration. The use of MP3 players before and after school is a high school privilege. Additionally, **cell phones may not be used to listen to music.**
- Cell phones are not to be used during school hours. Cell phones should not be visible or heard and thus should be turned off during the school day. If a cell phone is visible and/or heard, it will be confiscated and turned in to the administration. Only a parent/guardian will be allowed to pick it up at the end of the day. If a student needs to be contacted during the school day, parents are encouraged to contact the school office which will relay the message to the student. Repeated cell phone infractions may lead to suspension or termination of cell phone privileges.
- Students are to eat in assigned areas only. Eating in class or at times other than **lunch** without permission is not allowed. **Gum chewing is not permitted on campus nor on the school bus at any time.** Abuse of this rule is grounds for a detention. Elementary school students are only permitted to use first floor vending machines and **only** after school.
- The following behaviors are not permitted: being out of class without a pass; disobedience or disrespect to a teacher, staff member, or person designated to be in authority; or similar actions unbecoming of a Christian school student.
- The use of profanity or unseemly language on or off campus is prohibited and subject to stern discipline including suspension or dismissal.
- Sexual harassment of any kind will not be tolerated. Please see the Sexual Harassment Policy in the General Information section of this handbook.
- Students staying after school for an activity must be supervised. Unsupervised students will be registered for the day in the extended school program at the expense of parents/guardians.
- In order not to waste class time, students must be ready to begin when each class starts.
- So there will be no disruption while in class, students should not write and pass notes or work on another class assignment.

## Respect for Property Belonging to Others

Defacing school property, opening the locker of another student, taking what belongs to another student, even in jest, or handling anything on or in the desk of any teacher or staff member is inconsistent with this standard of conduct. Vandalism may result in a 3 day suspension plus payment of damage including labor costs. Students are requested to assist with campus cleanliness as a testimony to visitors and our neighbors.

## Respect for Oneself

One cannot truly love another who does not feel comfortable with himself, and **self-respect** is the foundation of good relationships with others. A true sense of godly self-respect will be evidenced in positive relationships showing truthfulness, honesty, forthrightness, proper grooming, good health habits, and wholesome conversation.

Signs of lack of self-respect include the following:

- Possession or use of marijuana or any narcotic drug, alcoholic beverages, or misuse of any medicine or drugs is prohibited. Violation of this rule is grounds for dismissal from school, whether or not the offense occurred on campus. Please see the Drug Policy and the Drug Testing Policy in the General Information section of this handbook.
- Forgery of a signature on a note, pass, or other school communication; fighting or causing intentional injury to another student; smoking, stealing, or deliberately damaging school property; all of these are violations of personal integrity and may result in suspension from school for the first offense.
- As Proverbs 21:3 says, "To do what is right and just is more acceptable to the Lord than sacrifice." Honesty and integrity in all matters are important to our Lord. **Therefore, make every effort to do your own work. Do not cheat.** BRCS expects from its students a Biblical

standard of conduct. Each student's record is to reflect his/her own individual effort. Students may not give or receive assistance on tests or assignments in any course unless the teacher has specifically granted permission.

- Pornographic literature or suggestive double meaning slogans are not permitted.
- Morally or ethically questionable content on social networking websites (i.e. MySpace, Facebook, YouTube, etc.) is prohibited on and off campus. Parents are encouraged to monitor these websites carefully to provide guidance to their children and protection from cyber predators. Questionable content that comes to the attention of school administration will be evaluated according to Biblical standards and may result in stern discipline.

Other situations may arise not covered specifically in these standards; the school administration has the responsibility to apply standards consistent with those described above in both determining right conduct and in punishing violations.

## ***Conduct Guidelines***

### **Rules Before School**

- Students in grades K-5 are to line up in the designated area and wait for permission to enter the building. Parents are asked not to conference with teachers at this time. Making an appointment works best.
- Students are requested to wait quietly for the teachers. Once the signal is given to line up, everyone is to be in place.
- Courteous behavior is to be exhibited at all times to all people.
- Students are not to be dropped off before 7:30 A.M. because no supervision is provided.
- Parents are asked ***not*** to enter the classroom before/after school or during lunch if the teacher is not present in the room.

### **Rules During Class**

- Students are not to talk or leave their seats without permission when class is in session.
- Students must bring to school each day all necessary desk supplies as prescribed by the teacher.
- **Chewing gum will not be allowed anywhere on school grounds at any time.** Abuse of this rule is grounds for a detention.
- Each student must have assignments prepared on time. If the assignment was not understood, evidence shall be presented showing an attempt was made to complete the work.
- Students may not throw objects or materials in the building. The cleanliness and neatness of the school depends on the cooperation of each one.
- Students shall refrain from any acts of disrespect such as:
  - Mimicking or mocking others
  - Laughing at others' mistakes
  - Unsportsmanlike conduct
- All work sent home to be signed, as requested by the teacher, is to be signed by the parent and returned to the teacher. If it is necessary for this work to be held in order for both parents to view it, please advise the teacher in writing.
- Students shall neither give nor receive help while taking tests, nor shall any information be made visible that might be considered as helpful in cheating. Neither are students permitted to copy each other's assignments as this also is considered cheating.
- Students shall not engage in studying any subject other than the one the teacher is directing, unless permission has been granted.
- Common courtesy is to be exercised during all activities, in or out of the classroom.

## Rules During Recess

- No student may remain in the classroom without supervision while that class is at recess.
- All students must be on the playground with their class, unless otherwise directed.
- At the teacher's signal, students are to line up at the designated area.
- There is to be no talking or fooling around in the halls while returning to class.
- Courteous and sportsmanlike behavior is expected at all times.
- Philippians 4:8 — *"Finally brothers, whatever is true, whatever is noble, whatever is pure, whatever is lovely, whatever is admirable — if anything is excellent or praiseworthy — think on these things."*
- Guidelines for safety on the playground are covered by the teacher in class. It is very important that all students strictly follow safety and playground rules to insure the safety of all students. Failure to use the playground in a safe manner will result in the loss of playground privileges.

## Discipline Methods

### Classroom Discipline

Discipline for minor infractions may include a warning, a change of discipline card (i.e. bear, bee, apple, etc.), and/or loss of recess time.

## After-School Detentions

At the teacher's discretion, a student (grades K-8) may be assigned an after-school detention for any disciplinary offense, infraction of a general rule or social norm, or for continued unacceptable behavior. For each written detention, the student will be required to stay after school for one hour. It is the responsibility of the parent to pick up the student or to provide transportation home.

Student responsibilities for a detention:

- The student is to present the detention form to the parents and make arrangements to stay for the detention. The detention form signed by the parent will be returned to the teacher administering the detention. Students may not serve without communication from the parent to the issuing teacher acknowledging the detention.
- Enough academic work must be brought to the detention period to use the time properly. Teachers may assign other work at their discretion.
- A quiet atmosphere will be maintained during the detention period unless the teacher decides otherwise.
- Students missing a scheduled detention without a proper written excuse from the parents may receive an additional detention.

## Conduct Probation

**Grades K-5:** Students are placed on conduct probation by the Faculty Academic and Discipline Committee. Conduct probation is based on the student's record as indicated on the report card, teacher recommendations, detentions, and referrals to the administration.

Probation gives a student an opportunity to correct his behavior. If he does not improve to a satisfactory level, he may be asked to withdraw from the school. A student may not participate in extracurricular activities during a probation period (see eligibility).

## Discipline

Believing that discipline is necessary for the welfare of the student as well as the entire school, the Headmaster has the liberty of making and enforcing classroom, playground, etc., regulations in the manner which he feels is in accordance with Christian principles and disciplines as set forth in the Scriptures. Proverbs 3:11-12; 13:24; 29:15-17.

The school teacher(s) and administration are given full discretion in the discipline of the student.

This includes possible demerits, lunch detention, after-school detention (with parent or guardian responsible for transportation home), Saturday detention, suspension, and expulsion from school.

## **Suspension**

A student may be suspended from classes for serious actions or attitudes or repeated infractions of school regulations. Parents will be notified of the reasons for the suspension. A suspended student will be reinstated to class after consultation with both the student and parent or guardian with assurance from them that such behavior and/or attitudes will be discontinued and that the student will assume his place in the school community with a cooperative spirit.

All assignments, quizzes, tests, or exams missed during suspension must be made up. Teachers may give assigned work for the student to complete during the time they are suspended from school. It is the student's responsibility to obtain needed or missed work from the teacher.

## **Corporal Discipline**

Corporal punishment is not used at the school.

## **ATTENDANCE**

**Good attendance** is a vital part of the school experience. **Absences in excess of 30 may result in summer school or retention.**

Parents should call the school office to give notice of an absence.

### **Usual and reasonable absences would include:**

- Illness
- Serious illness or death in the immediate family
- Emergency or medical attention
- Regular medical or dental visits (staggered at different times to miss different classes)

Excuse notes for absences are expected on the day the student returns to school.

### **Guidelines to keep your child home:**

- Fever of 100.F or above
- A cold accompanied by infectious (yellow or green) nasal discharge
- A cough that is detracting from a productive school day.
- A sore throat with a fever and/or headache.

If your child exhibits any of the above symptoms at school, you will be contacted to pick up your child. In general, following an absence for usual and reasonable reasons, students have one day to make up work for each day of absence.

**Other absences, which would not fall into the above listed categories, are highly discouraged.** It will be up to the discretion of the individual teacher as to whether work missed due to unexcused absences can be made up.

**Unexcused absences** will be given in accordance with state attendance laws for the following:

- Truancy
- Missing the school bus
- Staying home due to the illness of a sibling
- Shopping
- Hunting, fishing, attendance at games
- Birthday
- Gainful employment

If it is known that a student is going to be absent for more than one day for any reason, an **Advanced Excuse** should be issued.

### **Advanced Excuse Procedure:**

- 2-3 days in advance of the absence, the parent should send a note with the student to present to the attendance secretary in the office.

- The secretary will issue the **Advanced Excuse Slip** to the student.
- The student must take the **Advanced Excuse Slip** to each teacher for homework to be assigned.
- The **Advanced Excuse Slip** must be completed and approved by the office prior to the day(s) of absence.
- For an Advanced Excuse absence of 5 days or more, *the work is due the day after the student returns to school. Otherwise, the work is due on the date of return. This includes tests, projects, and reports.*

Should this procedure not be followed, it will be up to the discretion of the individual teacher as to whether or not credit will be given for missed work.

A student may not pass the grade with more than 30 days of absences during the year. Attendance records of students in question will be subject to review and action by the Academic and Probation Committee of BRCS. Extenuating circumstances will be taken into account by the administration.

## **GENERAL INFORMATION**

### **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

### **Accident Insurance**

*School Time Accident Medical Coverage* provides benefits for covered injuries sustained during the hours and days when school is in session and while students are attending or participating in school-sponsored and supervised activities on or off school premises. BRCS students are automatically covered by this policy. Premiums are paid by the school. Coverage is "full excess," which means that benefits are payable for eligible medical expenses that are in excess of benefits paid to the insured by any other Health Care Plan. In the event no other health insurance exists, benefits will be payable on a primary basis. Please note that all insurance has limitations and exclusions. Benefits are limited to usual and customary charges.

*Full Time 24-Hour Accident Medical Coverage* provides benefits for covered injuries around the clock and throughout the year including weekends, vacations, and summers. This optional coverage is available to school families on a subscription basis. Premiums are paid by the family. A brochure which explains the benefits of this coverage is available to families.

### **Procedure for filing an accident insurance claim:**

- Upon notification of an accident, the school office completes the "school" portion of the claim form and mails it to the parent. Parents should notify the school if the claim form is not received within a few days of the accident.
- Parents are responsible to ensure that the "doctor" (Physician's Statement) and "parent" portions of the claim form are completed.
- Parents are responsible for mailing the completed claim form along with medical bills to the insurance company in a timely fashion.
- Parents are responsible to follow up with the insurance company regarding the claim. If any problems are encountered, the school office should be notified immediately.

*Note:* It is important that treatment for an accidental injury commence as soon as possible after the accident, and that the claim be filed immediately after initial treatment and within 90 days of the accident.

### **Bullying**

Boca Raton Christian School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. BRCS prohibits any form of bullying, will act to investigate all complaints, and will take appropriate action against anyone found to have violated this policy. All investigations will be handled discreetly to avoid embarrassment of

the person making the report. Appropriate action may include counseling, corrective discipline, suspension, and/or expulsion. Complaints may be made to an administrator, teacher, or counselor.

“Harassment, intimidation, or bullying” means any intentional written, verbal, physical, or cyber act, when the intentional written, verbal, physical, or cyber act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or cyber actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

## Change of Address

Notify the secretary in the school office if you change your address or telephone number (business, home, or cell.)

## Deliveries from home

Deliveries from home should be left in the office. Parents should not enter the classroom to make deliveries. Students will be called out of class only in an emergency. (Lunches and forgotten books are not emergencies).

## Dress Code

The Boca Raton Christian School takes a strong stand on the matter of appropriate dress and grooming for students. We feel that an attractive, neat appearance encourages good behavior. We urge all students to follow the current guidelines for school dress. **Parents are responsible to help enforce the dress code by holding their child/children accountable in abiding by the dress code guidelines.**

Uniforms will allow us to have a closed campus at the Boca Raton Christian School whereby we can immediately identify any non-students who may be on or about our campus. Uniforms will eliminate competition in dress which can become a problem with the varying economic backgrounds of our families. Further, uniforms will be a financial savings for the family. Uniforms bring unity to the school and a sense of pride. We believe that this will be a positive influence on the progress and development of our total school program. All uniform items **must be marked** with the student’s name. Unmarked lost-and-found uniform items will automatically be placed in the uniform thrift shop.

### General Guidelines:

- All uniform items must have the BRCS logo. This includes any outwear worn in the classroom (i.e. sweatshirts or fleece wear).
- Students are required to wear socks and closed shoes. High top boots above the ankle are not permitted except during cold weather. Socks and leggings are to be yellow, white, green, navy, or black. Layered undershirts must be green, gold, navy, black, or white solids.

The following are not permitted:

- No dyeing or coloring of the hair which becomes a distraction.
- No unusual haircuts.
- Absolutely NO body piercing (for either boys or girls). Pierced ears are acceptable for girls only.
- Boys: Hair must be even to above the eyebrows in front and must be trimmed to the collar in the back. No earrings.
- Uniforms must fit properly and be kept in good condition.

The administration will review pupil’s compliance with the dress code regularly. See annual dress code guidelines for your child’s grade level.

## Dress Code Non-Compliance

Non-compliance with dress code after a warning may result in the student not being allowed in class

until compliance is met.

## **Drug Policy**

When a student enrolls at Boca Raton Christian School, he/she makes a pledge to not be involved with drugs. If that pledge is broken, the student will be separated from the school for a minimum of three weeks up to a year, or face expulsion, depending on the circumstances. During the separation, the student must demonstrate to the school that his/her involvement with drugs has ended through periodic drug tests, professional counseling, community prevention and intervention programs, and/or mentor counseling. The cost for all such services is borne by the parent. Because a place in the school was reserved for the student at the time of his/her enrollment, full tuition is required during the period of separation. When the student returns to the school, a \$50 per month fee, in addition to tuition, is required to monitor the follow-up services for the student, including but not limited to random drug testing. The above policy applies to first time offenders only. If a second drug offense occurs, the student will be expelled from the school.

## **Drug Testing**

The school administration reserves the right to request a student to submit to a drug test should there be reasonable concern, including but not limited to inappropriate discussion among students, association with known drug users, etc. Drug tests will be performed on campus without warning to the student. Drug tests will then be sent to an independent lab for results, which could take up to two weeks. Refusal to submit to drug tests is grounds for dismissal. In addition, the school may conduct random canine drug inspections. Any property or person is subject to inspection at any time. If the canine unit detects drugs, the student(s) involved will be processed through the police department and will be subject to criminal charges. BRCS will not have jurisdiction at that point. Also, the student(s) involved will be subject to dismissal from the school.

## **Fire Alarm**

*It is against the law to pull a fire alarm for any reason other than a fire.* Persons caught setting off alarms will be punished by the school and are also subject to legal prosecution in accordance with municipal ordinances.

## **Fire Drills**

Fire drills at regular intervals are required by state law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Teachers in each classroom will give instructions to the students.

## **Health Services**

All students will be required to show a pass from a teacher for admittance to the clinic unless the situation is an extreme emergency. If no one is on duty in the clinic, ill students should report to the office.

Students becoming ill during the day are sent to the clinic. If it is necessary for the student to go home, the clinic aide will inform the parent of this, and the pupil will be released from school. Students are not permitted to use cell phones for this purpose. If the pupil leaves without properly checking out through the office, the pupil will be given an unexcused absence for classes missed.

**A Student Health Emergency Information Form must be filled out by the parent annually.** In compliance with Florida law, physician authorization must be submitted for ALL medications and treatments, BOTH over-the-counter and prescription. The green Physician's Authorization of Medication/Treatment Form for over-the-counter and prescription medications will be sent home annually with the Health Emergency Information Form. ALL medications must be prescribed by the physician, BOTH over-the-counter medications and prescription medications. Parents must also sign the back of the green card to give parent's permission. This form must be completed annually and for EACH MEDICATION. All medication must be sent to school in the ORIGINAL CONTAINER labeled with the student's name. The nurse will not give ANY medication without written consent by the prescribing physician and written consent by the parent.

## **Hurricane**

In the event of an impending hurricane or tropical storm, please refer to the BRCS website, [www.bocachristian.org](http://www.bocachristian.org), for the latest information and to determine if school will be in session. If Palm Beach County Public Schools are closed, BRCS will be closed. After the storm passes, we will open if Palm Beach County Public Schools remain closed if we are in a position to do so. We will communicate through updates on our website; our school answering machine, 561-391-2727; and the radio station WRMB 89.3 FM. We will also use the homeroom mom "calling tree" to communicate, as necessary.

## **Leaving Campus**

No student is permitted to leave the campus during the day unless he/she is signed out through the office by a parent. Parents should send a note with the child giving the specific reason for leaving campus early and the time he/she is to meet them at the office. Parents should check in with the office and sign their child out. Parents should not go to the classroom to pick up their child.

## **Don't Litter — Keep BRCS Beautiful!**

Let's be conscious of keeping Boca Raton Christian School grounds neat at all times. Please take the time to take a few steps to the nearest trash receptacle to dispose of your trash. When asked by a teacher to pick up trash, don't respond by saying, "I didn't throw it there," but rather, respond with a good attitude and take time to pick it up and keep the campus beautiful.

## **Lockdowns**

In case of an emergency on campus, the administration may call for a lockdown until help arrives. During lockdowns, students should clear the hallways, doors will be locked, and students will remain in the classroom until the threat has been removed.

## **Lost and Found**

Students who find lost articles are asked to take them to the teacher in charge of the classroom. If the item is not claimed from the teacher after two weeks, it is placed in lost and found located in the clinic. Lost articles which are not claimed within a reasonable time will be disposed of.

## **Media Center**

The media center is to be a quiet place of study and research. There are over 26,000 volumes and 45 periodicals in the media center. Our media center is an attractive spot that encourages reading. Each month a different topic is highlighted and books are on display. Research is encouraged through Super Sleuth and Calendar Clue in grades 2-8.

- The media center will be open until 3:30 P.M. Monday-Friday for students to return and check out books after school. Other uses of the media center will include use by entire classes (under the supervision of their teacher). A quota for the number of students allowed in the media center at any one time will be established to help ensure the educational atmosphere of the media center.
- Students are reminded to whisper while visiting the media center. No person should talk across the room. When trying to get the attention of a media specialist, a student should raise his/her hand or approach the media specialist quietly.
- Computers are available on a first come, first serve basis. If all computers are in use, a student may request to be placed on a waiting list for the next available computer.
- Books may be checked out for a period of two weeks. If a book is needed for longer than two weeks, the student must renew the book in the media center. Fines are issued for books that are returned late or lost. Lost book and late return fines that are not paid by the last day of school will result in a \$5.00 surcharge being added to the fine.

## **Messages and Deliveries**

Any deliveries for students, such as lunches, messages, P.E. clothes, etc. should be left with the receptionist in the office and not taken to the classroom. Students should check in the office for forgotten items. Please put the student's name on the items left in the office. Please promote an on-task learning environment by not going to the classroom to deliver something.

## **Parent Conferences**

Parents may make appointments for conferences with teachers or administration by telephoning the school office at 391-2727. A parent **must** make arrangements for a conference in advance. Please do not attempt to conference with a teacher at drop-off or pick-up times, during lunch, or in the middle of the school day, as it interrupts the necessary duties of the teacher. Conferences work best before or after school. You may schedule a conference with the teacher by calling the school office or by writing a note to the teacher. Parent/teacher conferences are scheduled for all elementary students at the close of the first quarter.

## **Physical Education**

First through fifth graders must wear their designated uniforms on P.E. days. Refer to the annual dress code guidelines for more information. These uniform gym outfits must be neat and clean and marked with the student's name. A note from a parent or guardian must be presented to the gym teacher if for some reason a student cannot participate in physical education class. Only medical excuses from a doctor may be accepted for prolonged nonparticipation.

## **Posters**

Posters or bulletins prepared by or brought in by students or other interested parties must receive administrative approval prior to posting or distribution.

## **Promotion**

All students who have successfully completed the prescribed course of study and are performing satisfactorily for the given grade level shall be recommended for promotion to the next grade level.

## **RenWeb**

RenWeb is a communication tool where parents can follow their middle school child's progress on a regular basis. RenWeb can be accessed through a link on the BRCS website. The school issues activation codes by mail at the beginning of the school year. Parents are encouraged to check RenWeb often to chart their child's progress.

## **Restrooms**

We ask students to help maintain the restrooms in an orderly condition. We also ask that students not eat in the restrooms.

## **Sexual Harassment**

It is the policy of Boca Raton Christian School to maintain a learning environment that is free from sexual harassment. BRCS prohibits any form of sexual harassment. BRCS will act to investigate all complaints of sexual harassment and to discipline or take appropriate action against anyone found to have violated this policy. Complaints may be made to an administrator, teacher, or counselor.

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment may include but is not limited to:

- Unwelcome verbal harassment or abuse
- Unwelcome pressure for sexual activity
- Unwelcome sexually motivated or inappropriate patting, pinching, or physical contact
- Unwelcome behavior or words directed at an individual because of gender.
- The following list provides examples of types of sexual harassment:
  - Sexual comments, gestures, jokes, or looks
  - Being touched, grabbed, or pinched in a sexual way
  - "Flashing" or "mooning"
  - Spreading sexual rumors
  - Clothing pulled at, off, or down in a sexual way
  - Being shown or given sexual messages, pictures, or notes

- Forced kissing
- Being called gay or lesbian

## Student Organizations

BRCS sponsors numerous activities in which we encourage students to become involved. Below is a list of some of the organizations and activities in which students can participate during the coming year:

**Organizations** — Environmental Club, Spanish Club

## Tardiness

If a student arrives late to school, he/she should report to the school office for a tardy slip, not directly to the classroom. Attendance personnel will be available at the school office throughout the day. If a student has been detained in the office or by a teacher, the student should ask for a pass before going to the next class.

**Elementary** students in grades 1-5 will be shown grace for the first to fourth unexcused tardy to school. The fifth unexcused tardy will result in a letter of concern sent to the parent(s) in order to see what solutions may be found to eliminate the loss of instructional time. Grace will again be shown for the fifth-ninth tardy to school. Elementary students with ten unexcused tardies will be charged a \$5.00 fine per tardy for every unexcused tardy thereafter.

## Telephones

**In order to protect classroom instructional time, the school office staff will limit relaying telephone messages to students. Messages will be transmitted in emergency situations.**

Office phones may be used by students on an emergency basis.

Cell phones are not to be used during school hours, except with a teacher's permission. This includes text messaging. Cell phones should not be visible and should be turned off during the school day. If a cell phone is visible and/or heard, it will be confiscated and turned in to the administration. Only a parent/guardian will be allowed to pick it up at the end of the day. If a student needs to be contacted during the school day, parents are encouraged to contact the school office which will relay the message to the student.

## Textbooks

The school furnishes books to all students. It is required that all textbooks be kept properly covered. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.**

Lost textbooks must be paid for and replaced immediately. The fine for these must be paid to the teacher at the time of damage or loss. No final report cards will be issued until these fines are paid.

## Transportation

If the school provides transportation, please note the following:

- 1. Students should be on time at the designated school bus stops.
- 2. *Door to school service cannot always be given* because of time and expense. The buses will be routed so that stops are within easy walking distance to all students. In some cases, carpools may be formed to meet the buses.
- 3. While on the bus, students should keep hands and heads inside the bus at all times.
- 4. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult.
- 5. Horseplay is not permitted around or on the school bus.
- 6. Bus riders should never tamper with the bus.
- 7. Do not leave books, lunches, or other articles on the bus.
- 8. Do not throw anything out of the window.

- 9. Bus riders are not permitted to leave their seats while the bus is in motion.
- 10. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
- 11. *When waiting to board the bus, students are to wait until the bus has pulled to a complete stop.*
- 12. Riders are not permitted any food, drinks, or gum on the bus.
- 13. We are happy to furnish transportation, but we reserve the right to refuse transportation to any student who consistently violates the regulations.
- 14. Students are required to use seat belts when available.
- 15. Only students with a bus contract are permitted to use the school transportation.

## **Visitors to School**

All visitors must have a special pass issued by the office. Prior approval from the Headmaster or Dean must be secured by students who bring visitors to Boca Raton Christian School.

## **Withdrawal Procedures**

Students planning to withdraw from BRCS need to obtain a **release form** to be filled out by a parent/guardian, and a **withdrawal form** which is to be signed by all the student's teachers. After all books have been turned in, the teacher will sign the form and the student will receive an estimated grade for the work completed to the date of withdrawal. Parents must sign the release form for transfer of records.

## **BOCA RATON CHRISTIAN SCHOOL**

### ***Computer/Internet Acceptable Use Policy:***

Internet access is available to students and teachers at Boca Raton Christian School (BRCS). The goal in providing this service is to encourage research, facilitate resource sharing, innovation, and communication. Access to the Internet enables students to explore thousands of libraries, databases, and Websites throughout the world.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. This content is filtered by *iBoss*, a leader in Web security. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. BRCS believes, however, that the benefits to students from online access outweigh the possibility that users may procure material that is not consistent with the school's goals.

The purpose of this policy is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, future access will be denied in accordance with the rules and regulations discussed with each user during Internet training sessions.

All students must obtain parental permission in order to gain access to the Internet. Students are trained to be good Cyber Citizens through the iSafe program. Signatures on this Computer Use Policy are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

### **Computer Use – Terms and Conditions**

- Students are responsible for good behavior on the school computer network, just as they are in

any school setting. General school rules for behavior and communications apply.

- Computers are provided for students to use as tools in learning, research, presentation, and communication. They are only to be used for educational purposes. Therefore, “surfing the Web” is not permitted. Students must have an educational goal when using the Internet.
- Email may only be accessed under the direction of a teacher and must be for an educational purpose. Chatting or Instant Messaging is not permitted.
- Users are to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- Users are not permitted to use computer resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted. Damaging computer systems or the BRCS network, or using teachers’ passwords, downloading programs, or otherwise hacking into the computer network with intent to steal information or otherwise harm, as perceived by the administration, will result in a **\$500 fine**, cancellation of privileges, and at the discretion of the administration, possible suspension, expulsion, and/or submission to the authorities.
- Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- Security on any computer system is a high priority, especially when the system involves many users. If you think you can identify a security problem in the school’s computers, network, or Internet connection, notify your teacher immediately. Do not demonstrate the problem to others. Using someone else’s ID or password or trespassing in another’s folders, work, or files is prohibited. Attempts to log on to the network as anyone but yourself will result in a **\$50 fine** and cancellation of computer privileges.
- Boca Raton Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school assumes no responsibility or liability for any charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. BRCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- All communication and information accessible via computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students may not download files from the Internet or upload files to the school network unless granted permission by a faculty member.
- Students may not bring their own laptops to school. Any exception must be authorized by the Director of Technology.

Access to computers is a privilege – not a right. That access entails responsibility. Inappropriate use will result in suspension or cancellation of computer privileges. The system administrators in conjunction with school personnel will deem what is inappropriate use. Users are considered subject to all local, state, and federal laws.

**470 N.W. 4th Avenue  
Boca Raton, Florida 33432  
(561) 391-2727  
[www.bocachristian.org](http://www.bocachristian.org)**