



2024 - 2025 Parent/Student Handbook



Providing a Christ-centered education that develops critical thinking, clear communication, and faithful living.



www.billingschristian.org
(406) - 656- 9484

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Letter from Head of School

Dear Parents, Guardians and Students,

As the Head of School I want to welcome you to another year at Billings Christian School. The upcoming year will be filled with many opportunities and challenges. As we continue to work at improving the school you will undoubtedly experience changes that we believe will be for the benefit of students, staff, and families.

This document is intended to provide information that will enable this year to function in the most efficient way. More important than all the written statements, is our commitment to interact with Christian grace and charity toward one another. One of the blessings of a Christian School is the opportunity to partner with parents in the training of their children. We place a high value on this partnership and trust that you will develop a close working relationship with your children's teachers.

We are all well aware of the challenges our children face today and that is what makes our educational and ministry endeavors so critical. With God's help and unity in purpose we look forward to graduates who are willing and able to lead and serve with courage and discernment.

I invite each of you to connect with me to discuss any matters related to the school or just for coffee to get acquainted.

God bless you, your family, and BCS this year,

Dan Makowski

Notice of Nondiscriminatory Policy as to Students

Billings Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

All admitted students to Billings Christian Schools are eligible to participate in all educational and extracurricular activities regardless of religious belief as long as they meet the activities' other qualifying standards as set forth in this Parent-Student Handbook.

Administrative and Support Staff Team

Head of School, High School Principal

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Stacey Casterline

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Laurey Barndt

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Gage Shelmidine

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Office: 406-656-9484

Support Staff

The following individuals may be reached by calling the school office at 406-656-9484:

Janet Smith Secretary/Receptionist Main Campus Email: jsmith@bcswarriors.org

Tamara Grieve Middle School Office Email: tgrieve@bcswarriors.org

Angela Grimstad Bookkeeper/Accountant Email: finance@bcswarriors.org

Lauren Little Admissions Email: llittle@bcswarriors.org

Kristen Eickhoff Executive Assistant Email: keickhoff@bcswarriors.org

Erika Besel Student Activities Coordinator Email: ebesel@bcswarriors.org

Contact Information

General Contact Information

Grand Campus Telephone Number: (406) 656-9484

Shiloh Campus Telephone Number: (406) 794-3403

General Fax Number: (406) 655-4880

Web site: www.billingschristian.org

Mailing Address: 4519 Grand Ave. Billings, MT 59106

Who We Are

Vision Statement

Grounded in Biblical truth and academic excellence, we teach, train, and mentor individuals for a lifetime of learning, leadership, and service

Mission Statement

To provide a Christ-centered education that develops critical thinking, clear communication, and faithful living.

Core Values

- We put Christ first.
- We nurture curious minds and compassionate hearts.
- We stand firm that character counts.
- We invest in safety.
- We act with courage and pursue excellence.
- We equip world-changers.
- We prioritize prayer.

Philosophy of Education

All wisdom, knowledge, and truth come from God. At Billings Christian School, we believe education is a process based on Biblical perspectives (Proverbs 1:7). Our role is to guide and mentor students during their education in discovering, learning, and knowing God's truth (John 8:32; 14:6; 17:12). Accordingly, our Philosophy of Education is as follows:

- To provide a learning and teaching environment based on a Biblical worldview. Our conviction is that quality academic instruction must be provided without compromising spiritual integrity. (Deuteronomy 6:7; 11:19; Psalms 25:4, 27:11; Luke 12:12; John 14:26).
- The administration, faculty, and support staff are committed to modeling God's standards consistent with the teachings of Scripture. It is through God's Word that all instruction is measured and examined. Therefore, ours is an integrated approach—academic studies with the truth of God's Word resulting in students well prepared for their future, equipped to live lives of integrity and capable of discerning truth and error. (II Timothy 2:15).
- We develop students—intellectually, physically, spiritually, and socially. The curriculum integrates spiritual and secular knowledge.
- School functions as an extension of the student's home and as an arm of the local church. Based on Biblical values and moral conduct, we work with parents and guardians to develop godly character in students.
- We foster and nourish an environment in which all students are encouraged and motivated to develop to their full potential. Students are truly created in the "image of God," each with individual personality traits, talents, and skills. We recognize the uniqueness of each student, and instruction is channeled accordingly, in a loving and enriching environment, building trust and acceptance among students, faculty, and staff.
- We believe in providing academic excellence in a traditional classroom, providing a quality curriculum and employing well-qualified faculty dedicated to their calling as teachers and as outstanding Christian role models.

Statement of Purpose

Billings Christian School operates as a nonprofit religious corporation under the laws of the State of Montana and specifically the Montana Nonprofit Corporation Act, Title 35, Chapter 2 of the Montana Code Annotated (the "School"). The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 and its corresponding regulations as they now exist or as they may be amended.

The school is governed by a Board of Directors representing a broad cross section of evangelical churches in the greater Billings area. Each director serves for the period of time specified in the school's bylaws.

In addition, the school provides students the opportunity to receive a high quality Christ-centered preschool-12th grade education.

Parent Support Statement

Billings Christian School (BCS) and a student's parents are partners in the education of their student(s). This partnership is based on a common understanding and acceptance of the Mission Statement, Doctrinal Statement, Educational Philosophy, and the school policies set forth in this Parent/Student Handbook. This Handbook may be amended from time to time at the sole discretion of Billings Christian School and becomes effective upon publication.

Billings Christian School reserves the right, in its sole discretion, to enforce the Handbook policies and the "spirit thereof" regarding student accountability, and if parent(s)/guardian(s) fail to support Billings Christian School's enforcement of Handbook policies as applicable to their student, Billings Christian School may, in its sole discretion, determine that there is no effective partnership between the school and the home and accordingly, the student may not be permitted to continue in the school.

Parents' cooperation, in fact and in spirit, is needed in support of the procedures and disciplines of the school—especially in their communication with others. There are constructive ways to resolve conflict between groups within (BCS), and it is important that this approach always pursues wholeness and holiness between individuals and parties affected. We are representatives of Jesus Christ to our community and with that expectation we demonstrate His character throughout our daily lives by His grace. Pursuing the character of God by the Spirit shall be in every facet of our lives – on and off campus, and will naturally become representative of the Gospel to our community. The foundation of God's character when an offense is committed is as follows: confession of offense, repenting of the offense committed, desiring reconciliation for corporate and individual healing, and always pursuing restoration of the relationship. This should always be the goal of a disciple of Christ no matter the issue at hand.

The Peacemaker's Pledge

When resolving relational tensions or personal conflicts, we will strive to live out the biblical principles set forth in "The Peacemaker's" pledge, which is adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*, which was written by Ken Sande and is used with his permission.

The Peacemaker's Pledge

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Matt. 5:9; Luke 6:27–36; Gal. 5:19–26). We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (Rom. 8:28–29; 1 Cor. 10:31–11:1; James 1:2–4). Therefore, in response to God's love and in reliance on his grace, we commit ourselves to responding to conflict according to the following principles.

Glorify God

Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power, and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude (Ps. 37:1–6; Mark 11:25; John 14:15; Rom. 12:17–21; 1 Cor. 10:31; Phil. 4:2–9; Col. 3:1–4; James 3:17–18; 4:1–3; 1 Peter 2:12).

Get the Log out of Your Own Eye

Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts—confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused (Prov. 28:13; Matt. 7:3–5; Luke 19:8; Col. 3:5–14; 1 John 1:8–9).

Gently Restore

Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner (Prov. 19:11; Matt. 18:15–20; 1 Cor. 6:1–8; Gal. 6:1–2; Eph. 4:29; 2 Tim. 2:24–26; James 5:9).

Go and Be Reconciled

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences (Matt. 5:23–24; 6:12; 7:12; Eph. 4:1–3, 32; Phil. 2:3–4).

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love (Matt. 25:14–21; John 13:34–35; Rom. 12:18; 1 Peter 2:19; 4:19).

Grievance Policy

Billings Christian School tries to follow Biblical principles in all that we do. Should a parent have a grievance, we ask that the following procedure be followed:

1st – Speak to the faculty/staff member involved.

2nd – If the issue is not resolved to your satisfaction, speak with the principal.

3rd – If consultation with the principal does not solve the issue, then contact the principal and a meeting of all parties involved will be set.

4th – If the grievance is not resolved at the meeting with the principal and all parties involved, write a letter to the school board president. If appropriate, and as needed, the matter may be brought before the entire board. Decisions or resolutions of the board are final.

Statement of Faith

See Appendix I.

Expected Student Outcomes

As an academic institution that strives to provide an environment based on a Biblical worldview with the intent to engage students intellectually, physically, and socially, Billings Christian School models its mission after the greatest commandment and aspires to promote this outcome for all its students:

"...You shall love the Lord your God with all your heart and with all your soul and with all your mind...and...You shall love your neighbor as yourself." Matthew 22:37, 39

SPIRITUAL GROWTH

1. **Students at BCS will apply God's Word by exemplifying a personal relationship with God and demonstrating stewardship through Christ's Godly example.**
 - 1.1. Accumulate knowledge and understanding of the Bible.
 - 1.2. Cherish and honor God's Word and His ordinances, applying these to daily practices.
 - 1.3. Possess apologetic skills to defend the Christian faith.
 - 1.4. Validate dedication to Jesus Christ through observable empowerment by the Holy Spirit.
 - 1.5. Practice responsible stewardship of talents, relationships, and God's creation.

ACADEMIC EXCELLENCE

2. **Students at BCS will evidence accumulation and application of academic skills in their excellence in community, political, and professional daily life.**
 - 2.1. Acquire proficiency in the academic fundamentals of mathematics, language, science, social studies, physical development, fine arts, and technology so as to be successful in advanced educational programs and professional careers.
 - 2.2. Apply and effectively articulate critical analysis, problem-solving, and other evaluative thinking and inquiry modalities consistently in light of God's Word.
 - 2.3. Accept and wholeheartedly embrace the concept of being lifelong learners.

CITIZENSHIP

3. **Students at BCS will, through engaging in social and relational activities with integrity, seek to be ambassadors for God and for those created in His image.**
 - 3.1. Exhibit a respectful appreciation of diverse cultures and ethnic groups in order to dispel prejudice and to

- encourage Biblical hospitality, while seeking to communicate God's message to all.
- 3.2. Adhere to God's principles of justice, mercy, and peacemaking in all interpersonal interactions.
- 3.3. Actively seek to serve in social, civic, and occupational endeavors with humility, responsibility, and integrity.

School Sponsorship and Affiliations

The School is accredited with the Association of Christian Schools International & Cognia. We are also affiliated with the Montana Association of Christian Schools and Montana Christian School Athletic Association. The School is also associated with Billings Christian School Education Foundation, a separate Montana nonprofit corporation.

Admissions

BCS welcomes students from all walks of life. We value the diversity of our students and strive to meet the needs of each student within the limits of our resources determined on a case-by-case basis.

Entrance Testing

Entrance testing is a required element of the admissions process at Billings Christian School for students entering 1st through 12th grades. Copies of standardized testing and current report cards will be required before admission. Entrance testing encompasses two main areas—Reading and Math.

Family Interview

An interview will be held with each family who has completed the application and submitted all of the required paperwork for admission. The interview should be attended by the parents/guardians, and any high school student(s). This time together will provide the opportunity to confirm that the family shares the same vision and mission as Billings Christian School. It also gives the parents the opportunity to ask final questions to confirm that the school is the right fit for their family.

Not All Applications are Approved

Please do not withdraw your students from their current program until you have received an official acceptance notification from Billings Christian School.

Probationary Period

All new students are on an eighteen-week (one semester) probationary period. During that probationary period their academic performance, behavior, attitude and influence on others are evaluated by the faculty and administrative staff. Parents will be notified of major problems or concerns. Non-evidence of parental support could also be a factor. A student may be dismissed, asked to withdraw, or expelled at any time if there are concerns that are not resolved.

Transferring Students

Students transferring into BCS during their high school years can only transfer a maximum of 7 credits per year at the discretion of the Leadership Team. Academic and/or behavior documentation from current school will be required for all transferring students.

Immunization Policy

Immunization documents are required prior to attending the first day of school. Montana State Law requires a student to be fully immunized against certain diseases or have an acceptable exemption form. Refer to Montana State Law for current vaccination requirements.

If not fully immunized one of the following documentation is required: Medical Exemption HES101A (2015) (Completed by a Licensed Medical Physician), Religious Exemption form HES-113 6/2015 (Completed by parent/guardian and notarized each year), Conditional Attendance form HES103-1B 5/2012 (Completed by Physician/Health Dept. Official and School Official/School Nurse and signed by parent/guardian).

1. Initial attendance and/or continued enrollment may be denied without this record on file with the school.
2. The only exclusion from the immunization compliance is a Medical Contraindication or Religious Conflict. Affidavits must be on file with the school.
3. Please share documentation of ongoing immunizations with the school so that our records may be updated, as required by law.

4. All students must provide a copy of their immunization records within 30 days of attending school. All records and documentation must follow Montana State Law 20-5-403 MAC 2015. A \$300 fine will be assessed for non-compliance or asked to withdraw.

Withdrawal from School

We hire qualified staff for a full academic year according to the total enrollment and needs of the school. Your commitment to enroll each year dictates our hiring decisions. If a student withdraws after the school term begins and if all or any part of the student's tuition was paid in advance, the person paying the student's tuition may receive a refund of any tuition paid in advance calculated as follows: *Total tuition due is calculated by the annual tuition for the withdrawing student divided by the number of school days then multiplied by the number of school days the child has been enrolled. Any balance owing will be due at the time of withdrawal.

Students transferring to other schools must notify the school as soon as possible before the transfer/moving date.

Financial Information

Tuition and Fees

Enrollment fee: Before any student is permitted to enroll and attend classes, the applicable enrollment fee must be paid.

Tuition: Tuition may be paid in full prior to the beginning of the school term, or may be paid on a monthly basis through FACTS.

For families who have more than one student, the school offers a discount of 12% off the full tuition for the 2nd child. A 20% discount is available for each additional student. The oldest student's tuition will not be discounted.

FACTS monthly payment plans are official contracts and completed by the parent or guardian, approved by the administration, and must be implemented by August 1 of the applicable school year. Families wanting to use a 12 month payment plan must have the first payment begin in July before school starts.

Sports Fees: Students who wish to participate in any sport are encouraged to do so. In order to help cover the expense of sports, sports fees must be paid prior to the student's participation. Sports fees are refundable before the 1st game.

Withdrawal from School Fee: The fee for withdrawing a student prior to the end of the school year is \$100.00 per student. This fee will be taken from any tuition refund. In addition, no academic records will be released until a student's financial responsibilities have been paid in full.

Official Transcript Fee: 12th grade students may request several official high school transcripts to be mailed directly to colleges or universities.

Field Trip Fee: On occasion, field trips are arranged in which students may participate and for which a fee is charged to cover expenses. Fees associated with these field trips are not refundable.

Any financial obligation owed to the school, including, without limitation, tuition and fees, that is not paid when due shall bear interest at a rate of 10% per annum until paid when due.

Financial Assistance

When it comes to paying the costs associated with a quality Christian K-12 education, every family situation is unique. We keep our tuition and fees as affordable as possible so that as many students as possible are able to attend the School.

Because of the generosity of individuals and various fundraising activities, financial assistance may be available to you. We encourage you to explore all financial assistance options. As classes reach capacity, financial aid will be limited for new students.

The Financial Assistance Review Committee annually reviews all applications for financial assistance and scholarships. In order to be considered, all applications and required documentation must be completed by the specified deadline.

RenWeb (FACTS)

RenWeb (FACTS) is a communication tool between school and home. The ParentsWeb (family portal) section of RenWeb (FACTS) (password protected so that parents and/or guardians see only their student's information) will allow you to access the following information about your student 24 hours a day from any computer and from any location that has access to the web:

- Attendance (including tardies)
- Grades
- Report Cards, unofficial transcripts
- School directory
- Behavior reports

RenWeb (FACTS) encourages:

- Enhanced communication with parents/guardians
- Stronger parental involvement
- Improved student participation

Attendance

School Hours

Please see the current annual calendar for the hours that elementary and secondary students are in classes.

School Office Hours are as follows:

7:30 a.m. to 4:00 p.m. Monday through Friday on school days

Preschool students should be dropped off with staff on duty at the entrance door, or can be walked by the guardian into the classroom between 8:20-8:30 a.m. Their day starts at 8:30 a.m. Preschool Before Kids Care is available from 8:00 - 8:20 a.m. for preschool students who have elementary aged siblings; parents must enroll the student beforehand and he/she (or elementary sibling) must escort the preschool student to class each day. Preschool Kids Club is offered after each preschool class dismisses, on a first come, first serve basis, to preschool students until 3:00 p.m. each day for an additional fee. Due to state law, preschool students may not stay over 6 hours per school day. If Preschool Kids Club is desired, plans should be made with our Kids Club Coordinator 48 hours in advance to reserve a space. If a preschool student plans to be absent for more than three executive days, please let the Kids Club Coordinator know at least 2 weeks in advance. Any time a student is absent, regular fees must be paid for Kids Club in order to hold the child's space. Preschool classes dismiss at noon.

Elementary students(grades K-4) may arrive between 7:30 a.m. and 8:00 a.m. and should be dropped off at the gate by the elementary playground if staff are on duty. Otherwise, if the weather is inclement, students should be dropped off at the entrance door by the main office and go straight to the Elementary Warrior Room. Class begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. must be checked in at the front office by an adult and are considered tardy..

Elementary K – 2nd grade students are dismissed starting at 3:00 p.m. each day; 3rd-8th grade students are dismissed at 3:15 p.m. daily. For grades K-4th, each driver picking up students should slowly enter the campus with visor down bearing the name tag so staff will be able to call for students. For safety purposes, students will be directed by staff where to stand and when to enter vehicles, and drivers need to remain in the pickup line staying clear of crosswalks. Teachers will wait with the **K – 8th grade students** until 3:30 p.m. After that time, students will be sent to After School Care. After School Care is available through 5:30 p.m. each day for a fee. Please be prompt in picking up your child. Parents/guardians should stop at the office to pick up their child(ren). If there is a problem, please contact the office.

Intermediate and Middle School (grades 5-8) students may arrive between 7:30 a.m.-7:55 a.m.. Classes begin promptly at 8:00 a.m. and end at 3:15 p.m.

High School classes start at 8:00 a.m. and end at 3:15 p.m. Students have access to the buildings from 7:45 a.m. to 3:45 p.m.

After School Pick-up:

Notify the office and teacher when someone other than those listed on the student's authorized list will be picking up a student (PreK-4th grades), or if the student will be going home with another student. Secondary students (5th-12th) are not monitored for authorized pickup. Any secondary students remaining on campus after 3:35 p.m. will be required to report to the after school care classroom.

Attendance (Academic Excellence)

Absences and Tardiness

Regular attendance and being punctual for classes are important factors in a child's education and are imperative to good learning.

Parents are responsible for notifying the school before class begins on the day when the child is absent. If an absence is foreseeable, the school needs to be notified in advance. It is the responsibility of the student to request required make-up assignments or take any tests missed. Work will be made up in a timely manner as determined by his/her teacher. For each missed assignment that is not turned in, the student receives a zero. Please note that students may request make-up work in advance, but it may not always be possible for teachers to provide all of the assignments/tests in advance. Students need to communicate with the teachers upon returning to school regarding make up work and due dates.

Pre-Arranged Absence:

Pre-arranged absences during the school year are discouraged. However, if such an absence is unavoidable, parent/guardian must contact the school office and the student's teacher(s). Students are responsible for obtaining/completing any homework, class notes, or requesting to take any tests they may miss.

Absence Related to Physical Education Classes:

Physical Education is a requirement for all students, grades K-10. Short-term illnesses are defined as up to two PE days. Secondary students not dressing for PE without an excuse will receive a zero for that day. Long-term exemptions will be allowed only with a physician's written statement.

Sign In and Sign Out Procedure:

PreK – 8th grade students: Before leaving school during the school day, a student's parent or guardian must sign the student out at the school office. Upon returning to school during the school day, a student's parent or guardian must sign the student in at the school office.

9th – 12th grade students: Students arriving late to school or returning from an appointment must sign in at the office. It is preferable for parents to call the office letting them know if the student is going to be late. If the student is going to leave campus, permission needs to be granted by the parent contacting the school office. Unexcused absences will result in disciplinary action.

Tardiness/absences

BCS encourages regular attendance but recognizes that each family may at times have plans that prevent a student from attending school. It is important to know that while BCS does not impose a penalty for missed days, lack of attendance could result in a student receiving a lower grade than he/she might ordinarily receive. Tardy notifications can be found in your Family Portal of RenWeb (FACTS) under attendance. If you wish to dispute a tardy mark, please contact the teacher directly.

Illness

If a student becomes ill during the school day, the student must first report such illness to the student's teacher. The teacher may grant the student permission to go to the school office where a parent or guardian (or other individual to be notified in case of emergency as noted on the student's record on file with the school office) will be notified. If the illness requires the student to leave school, the student will only be released to a parent, guardian or the person indicated on the student's emergency contact information.

When to Stay Home

At times, students and families are concerned about when a student should stay home from school due to illness or injury. Even though we do stress the importance of school attendance, please exercise caution. Only you as a parent or guardian can best

decide, especially after you consult with your medical provider.

Communicable/Contagious Illnesses

To protect the children and staff, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should notify the School Administrator/Secretary immediately during the school week. The school nurse will be notified as needed to provide further direction. In order for the student to return to school they may need a medical release from their physician. For those students with a Religious Exemption the following statement on the notarized form will apply “(2) In the event of an outbreak of one of the diseases listed above (Diphtheria, Pertussis, Tetanus, Mumps, Measles, Rubella, Polio, Varicella) the student may be excluded from school by the local health officer or the Department of Public Health and Human Services until the student is no longer at risk for contracting or transmitting that disease” (RE Form HES 113 6/2015).

If students are vomiting or have a fever, they **MUST** go 24 hours without having each (without the help of medication) before they can return to school.

If your student has had strep, he/she must be on antibiotics for 24 hours and not had a fever for 24 hours before he/she can return to school.

We do ask that you contact the school office if you decide that your student does not feel well enough to attend school. Also, please provide the symptoms your student is experiencing to allow us to alert teachers to be alert for other students who may be experiencing similar symptoms.

Academics (Academic Excellence)

Accommodations Statement

The staff at BCS is willing to work with educational specialists, psychologists, or other professionals to provide the best possible learning opportunity for each student within the limits of BCS campus resources. In order to request specialized accommodations, parents must provide results of a psycho-educational assessment (ie:neuropsychological evaluation) that is current (within the last three years) and completed by a licensed diagnostician which must include a statement of the specific diagnosis and/or learning disability, how this diagnosis/ disability affects the student, and what educational accommodations are recommended for the student. BCS advisory staff will review the evaluation(s) and make recommendations, known as an Accommodation Plan, as to what accommodation measures can reasonably be accomplished. Parents/guardians of students with accommodation plans are required to attend the bi-annual parent teacher conferences (fall and spring).If it is determined that a student is not making adequate progress and/or able to pass his/her classes with the accommodations in place, the parents/guardians will be contacted for further discussion. BCS may make recommendations/requirements for outside resources in order to help the student. In addition, newly enrolled students may be required to take evaluative assessments in core subject areas to determine appropriateness of placement level(s) as part of the admission process.

Faculty

Christian educators experience a wonderful calling and ministry guiding young minds in the exploration of God’s world. Our faculty teaches all subjects from a Christian context by placing the Bible at the center of the curriculum. They ask students to evaluate all that they see in the world through the eyes of God. School discipline, while firm, is done in love with the intention of being corrective.

Your student(s) and you will be blessed because of the quality and teaching skills of our faculty. Our teachers are well-qualified in their subject area and model the greatest Teacher of all—Jesus Christ.

We stress the continuing education/professional development of our faculty and employ a variety of methods to achieve this requirement, including in-service training. We do everything possible to assure the highest quality of Christian education for your student.

Materials and Supplies

Students must have sufficient supplies at all times. Borrowing of books, paper, pencils, pens, etc. is discouraged. Students who lose their textbooks will be charged (on the RenWeb (FACTS) account) for another book.

Classroom Guidelines

Each classroom teacher will provide the guidelines for his/her classroom at the start of the school year.

Prepared for Class

Students are expected to be on time and properly prepared for the day's lesson for each class. Lessons, assignments and/ or papers that are past due will be dealt with according to the classroom expectations and late work policy. When a student repeatedly does not have required materials, disciplinary action may be taken, including lunch detention, after school detention, denied access to class, and grades may be affected.

Standardized Testing

A variety of required standardized tests are administered at BCS. Testing is done to assess the individual student's current level of knowledge, along with improving our teaching methods and curriculum. The following is a list of tests with information to help you understand their purpose:

STAR Benchmark Assessments: Students in preschool through eighth grades take fall, winter, and spring benchmark assessments. Benchmarks help classroom teachers and administrators understand student performance and predict growth for each student over the year. The data taken from each student's assessments gives a view of areas of strength as well as areas of needed growth, and assists teachers in directing their classroom instruction.

PSAT/NMSQT: Taken in the fall, this test is given to sophomores and juniors. The test measures developed verbal and mathematical reasoning abilities, which are important for academic performance in college. The PSAT test is used to help students in taking the SAT during their junior and senior years and to select students for National Merit Scholarships.

SAT Preparation: Juniors and seniors are encouraged to prepare for the **SAT/ACT** using the resources we have on campus and online resources. The career planning classes may require test prep assignments. Online applications are available for these exams that are offered at local testing facilities.

Monitoring Academic Progress

We believe strongly in communication with parents/guardians and students with regard to their educational performance. Parents/guardians are strongly encouraged to take advantage of the information available through RenWeb (FACTS) pertaining to their student's academic performance. In addition, parents/guardians who have students enrolled in the elementary school receive samples of their student's work in his/her Communication Folder. Parents/guardians of secondary students will be notified through RenWeb's (FACTS) automated email if their student receives below a 60 on an assignment. Parents may also take advantage of the weekly summary reports in Google classroom when applicable.

If our teachers have concerns with the academic progress of a student, a parent/guardian will be contacted (usually through an academic concern report in RenWeb (FACTS) so that these concerns can be fully discussed.

Parent/Teacher Conferences

At any time, parents/ guardians may request an appointment for a conference if they think it is necessary. Please email the teacher directly to request a conference if it is additional to the fall and spring conferences. Scheduling a conference is necessary so the teacher can prepare and give you his/her undivided attention.

Parent-teacher conferences for parents/guardians are scheduled in the fall after the first quarter and in the spring after the third quarter for all students in grades K-5. Conference nights (open house style) for secondary students will be scheduled during conference weeks.

A few suggestions for a successful conference:

- Ahead of time, write down any questions you may have.
- Arrive on time. If you are late, it will decrease your conference time.
- If you need to have a longer time than allotted for the fall and spring conferences, please schedule additional time with the school office or the teacher.

Dropping/Adding Classes

The following guidelines govern the dropping or adding of classes for students:

- Secondary students may request to change classes up to 5 school days after the start of school and 5 school days after the start of second semester by completing a drop/add request to the Principal. Exceptions will be made only for transfer students or recommendations made by the faculty.
- Secondary students who register for year long courses are expected to stay in the course for the entire year.

- All drops/adds must have written approval from the parents or guardians, the instructor, and the school administration. If a student requests to drop a class after the drop period, written permission must be obtained from the parent/guardian, teacher and Principal. For high school students, a "W" will appear on the transcript and no credit will be given for the time spent in the class.
- Each fifth grade student is required to take band or orchestra or general music for his or her entire fifth grade year. Students who choose an instrument are expected to make a year-long commitment for learning the instrument, to ensure that he or she is able to continue on.
- Only under extenuating circumstances will a student be allowed to drop a music class. A written consent and meeting to address the dropping of such class will need to be presented and discussed with the music director, music instructor, and the Principal before the class will possibly be dropped. Students may not change instrumental classes during the school year.
- Secondary students may not add classes after the drop/add period has passed.

Report Cards

Report cards are available on ParentWeb at the end of each semester. Report cards are a means of communicating to the parents/guardians and indicating the level of each student's achievement.

Final report cards for grades Kindergarten-12th grades will be available by the last week of June in the Family Portal on RenWeb (FACTS) at the end of each school year. Final report cards and other pertinent records will not be released until 10 working days after receipt of payment for final account balances.

Grading System

Grades K-2: A four-point letter grading system is used as follows:

- E = Excellent progress (90-100%)
- S = Satisfactory progress (80-89%)
- N = Needs to be strengthened (70-79%)
- U = Unsatisfactory progress (69% and below)

A student also earns E, S, N, or U for Conduct and Work Study Habits.

Grades 3-8: A letter grade system of A-F is used. Consideration of a student's effort, attitude, and assignment completion is given more weight in determining grades.

- | | |
|---------------|-------------------|
| A = 90-100% | 4.0 Excellent |
| C = 70-79% | 2.0 Average |
| D = 60-69% | 1.0 Below Average |
| F = below 60% | 0.0 Failure |

A student also earns E, S, N, or U for Conduct and Work Study Habits.

Grades 9 - 12:

- | | |
|---------------|---------------|
| A = 93 - 100% | C+ = 77 - 79% |
| A- = 90 - 92% | C = 73 - 76% |
| B+ = 87 - 89% | C- = 70 - 72% |
| B = 83 - 86% | D+ = 67 - 69% |
| B- = 80 - 82% | D = 63 - 66% |
| | D- = 60 - 62% |
| | F = below 60% |

Honor Roll

Names of High school and Middle school (6-12) students who earn honor roll will be published each semester. The following criteria is used for determining Honor Roll status:

- Honor Roll for students having a grade point average of 3.6 to 4.0

- Merit Roll for students having a grade point average of 3.2 to 3.59, with no more than one C.
- High school students with a cumulative GPA of 3.5 or above may be nominated to be a part of The National Honor Society.

National Honor Society (NHS)

The National Honor Society (NHS) is a nationwide organization with chapters in schools across America, and Billings Christian School was awarded an NHS chapter in 2015. High school students selected for membership have demonstrated excellence in the areas of scholarship, leadership, service, and character. In order To apply for membership in the BCS chapter of NHS, a student must meet all of the following criteria:

1. Must have attended Billings Christian School school for one semester.
2. Must hold a cumulative GPA of 3.5 or higher.

Applications will be evaluated by the NHS Faculty Council based on excellence in academics, leadership, character, and service per the NHS guidelines.

All students approved by a majority of the Faculty Council will be inducted into NHS. Students who are members of NHS are expected to maintain all of BCS's NHS chapter requirements. If a member falls short of these standards, the Faculty Council may follow disciplinary procedures per the NHS guidelines.

Conditional Enrollment: Academics

Parents/guardians and students are encouraged to use RenWeb (FACTS) to check grades on a regular basis. If a student's grades are failing persistently, the student will be placed on conditional enrollment status and a parent/guardian will be contacted to come in for a conference. The student is required to attend the conference and will help create a plan with the goal of improving his/her academic performance to a satisfactory passing level. Students may be required to stay after school and/or use his/her lunchtime to complete any work that is missing. Any students not passing honors classes with a 70% or higher will be transferred to the regular education class. High school students must earn a 60% or higher in order to pass the class and earn the credit for that class. Students who do not earn a passing semester grade in core classes will be required to go into credit recovery (or repeat the class, depending on availability and scheduling). Parents may be charged an additional fee for credit recovery to pay for the online program. Students will need to complete the credit recovery independently within the timeframe given.

For the junior high and high school students to participate in extracurricular activities, they must achieve a 60% or higher grade at mid-quarter, and when report cards are issued.

Exceptions may be made at the discretion of administration.

Guidelines for Junior and Senior Students

All students are expected to take a full schedule of classes, even if graduation requirements are exceeded. Graduation requirements are the minimum standard, and students should strive to exceed that standard.

Juniors and seniors may take and receive high school credit for up to two classes per semester through MSUB, RMC, CCU, the Career Center, or other institutions approved by the BCS administration if the classes taken through these institutions are not offered at BCS. Tuition will not be reduced for students taking classes outside of BCS.

Students are encouraged to pursue studies outside of school, but no high school credit will be awarded for independent studies.

Billings Christian High School Graduation Requirements

Beginning with the 2028 graduating class, all high school students must complete at least 25 credits in order to graduate and must complete the listed courses each year in the table below.. Diplomas will only be awarded to students who have successfully completed the foregoing course requirements and whose financial (including the payment of tuition and fees), disciplinary and any other obligations to the School have been satisfied in full. Students with extenuating circumstances will be reviewed by the school administration.

9 th Grade	10 th Grade	11 th Grade	12 th Grade
6.5 Required Credits	6.5 Required Credits	6.5 Required Credits	5.5 Required Credits
1.0 Lit & Comp	1.0 Lit & Comp	1.0 Lit & Comp	1.0 Lit & Comp
1.0 Ancient History	1.0 World History	1.0 U.S. History	0.5 American Government
0.6 Bible	0.6 Bible	0.6 Bible	0.5 Economics
1.0 Conceptual Physics	1.0 Conceptual Chemistry	1.0 Biology	0.6 Bible
1.0 Algebra I or Geometry	1.0 Geometry or Algebra II	1.0 Algebra II or Pre-Calc	1.0 Senior Seminar**
0.4 Speech & Logic	0.4 Speech	0.4 Speech	0.4 Speech
1.5 Elective*	1.5 Elective*	1.5 Elective*	1.5 Elective*
End of 9 th Grade: 6.5 credits	End of 10 th Grade: 13 credits	End of 11 th Grade: 19.5 credits	End of 12 th Grade: 25 credits

Valedictorian and Salutatorian

Valedictorian is defined as “the student who gives the valedictory address at graduation.” *Salutatorian* is defined as “the student who gives the salutation at graduation.”

The honor of giving the valedictory address at graduation is commonly offered to the student ranked first in the graduating class based on unweighted GPA. The honor of giving the salutation at graduation is commonly offered to the student ranked second in the graduating class based on unweighted GPA. The administration will also take character and other related factors into consideration when offering these honors.

Library

Students from all grades, as well as parents and guardians, are welcome and encouraged to use and enjoy the library. Books and other resources are selected on the basis of supplementing and enhancing all academic subjects.

To assure a beneficial experience for everyone, please observe the following guidelines:

- Books and multimedia materials may be checked out and renewed at the library for an additional extension of time.
- Students are given notification when materials are not returned in a timely manner.
- The loss of a book or other library item must be reported as soon as possible to the librarian. Lost or severely damaged items are charged based on the cost of replacement.

School Issued Electronic Devices

Literacy using computers and other technological devices is essential. Use of our electronic devices is designed to help students learn to search for knowledge and use computers and information responsibly.

The Responsible Use Policy is strict to protect the welfare of our students. When used appropriately, computers and other electronic devices are wonderful tools. Viruses, computer predators, and inappropriate use of technology demand policies and procedures to guide students in the proper use of technology. Secondary students will read and sign an additional Responsible Use Pledge.

Responsible Use Policy

See Appendix III.

Academic Advising

As students progress through the upper school grades, they will face important decisions regarding their schedules, college plans, and career choices. Our High School Advisor will assist students as requested with college entrance testing, application requirements, and the various application processes and provide information about colleges and careers.

- Transcripts for juniors and seniors must be requested from the school office two days prior to their distribution.
- Students are advised concerning their current and future academic goals.

College preparatory counseling involves the organization of a student's program of studies, prerequisites for most colleges, information about the college entrance testing program (PSAT, PLAN, SAT, ACT), and facilitating the college application process.

Code of Conduct (Citizenship)

It is our expectation that students be obedient to God as demonstrated by their daily lifestyle. A high standard of conduct is required of each student—at school and off campus—for the purpose of maintaining order and building Christ-like character. To this end, when an offense is committed, repentance, reconciliation, and restoration is the Biblical standard to be followed.

Rules

BCS Staff are given the authority to enforce general school rules in and out of the classroom, anywhere on campus, or on or off-campus at school events. This means they are authorized to direct students to cease a behavior or to begin a behavior.

Public Display of Affection

Public displays of affection among students during school or school sponsored activities are forbidden. Public displays of affection are defined as physical contact between students including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact.

Academic Lifestyle Expectations (both at school and on school-related activities)

The educational experience is a joint venture in which we all participate—school, parents or guardians and students. We expect students to:

1. Attend all classes daily and on time.
2. Follow the Dress Code policy.
3. Be prepared for each class with appropriate materials and assignments. Do not bring toys to school, including items such as fidget spinners, putty, etc
4. Turn in assignments on time.
5. Exhibit an attitude of respect toward all individuals and property. Students should not touch or use any teacher/staff items without permission from the teacher/staff.
6. Speak in such a way as to encourage others.
7. Be obedient to all rules, policies, and procedures.
8. Be honest and trustworthy.
9. Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses.
10. Take home and share all school-related communications with parents/ guardians.
11. Do not cheat (including plagiarism) on schoolwork including but not limited to: papers, projects, quizzes or tests.
12. Care for our facility.

Cheating

Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from the student's own mind. Therefore, it involves stealing and lying. Students must realize the seriousness of cheating. Cheating may result in academic penalty and a redo of the assignment. Disciplinary responses also could include suspension and ultimately, expulsion.

Plagiarism

Plagiarism is defined as: an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. Any form of plagiarism is not allowed and will result in disciplinary action determined by the classroom teacher and the administration. Representing AI produced answers as one's own is considered plagiarism.

Artificial Intelligence

As a general rule, students should not utilize AI for their school work. Representing AI produced work as one's own is a form of plagiarism and will be treated as such.

Safety/Lifestyle Expectations (both at school and on school-related activities)

The safety of our students, faculty, staff, and visitors is of utmost importance to us. To help assure a safe campus environment, the following regulations will be strictly enforced:

1. No one is permitted to bring guns of any kind on campus.
2. No one is allowed to bring any weapon on campus (real or toy), such as slingshots, knives, etc.
3. No explosive devices are allowed on campus.
4. No chemical devices of any kind will be permitted on campus.
5. Horseplay and/or roughhousing behaviors are not permitted
6. No illegal drugs or drug paraphernalia, tobacco, alcohol, e-cigarettes, medical marijuana, or vapes are allowed on campus.

If a student is talking about self harm or is engaging in self harm behaviors, parents/guardians will be contacted and the student may need to be picked up from school. A course of action will need to be developed and agreed upon by the school and the parents/guardians. BCS will need documentation that the student is approved by the mental health professional to return to school.

Secondary Lunch Privileges

High school students have the opportunity to leave campus for lunch. This opportunity is a privilege extended to students and may be withheld or revoked for behavior, academic, or other reasons.

Lockers

Lockers are to be treated with respect and care. Students may not open or enter a locker other than their own. Lockers are subject to search by teachers, administrators, and other appropriate individuals (such as law enforcement). Secondary students may lock their locker, but a key or the combination number must be given to the school office.

Off-Campus Activities

Students involved in off-campus school-related activities are required to maintain a high standard of behavior and attitude and to maintain student discipline as if they were in school. Off-campus school-related activities include athletic events, school trips, field trips, extracurricular events, special events, and similar activities.

All campus rules remain in effect. In addition, the following applies to off-campus school-related activities:

1. Full compliance with the instructions of school staff and/or adults placed in a position of responsibility and authority
2. Respect for other people and those in authority not affiliated with the school
3. Respect for the property of others
4. Students must not give an appearance of evil nor compromise Christian standards.

Trip Guidelines

- Chaperones are the authority. Students must have approval from the chaperones for any activity out of the normal.
- No students are permitted to drive school vehicles.
- Generally, students must stay together. Any exceptions must be approved by the chaperones.
- No one goes on his or her own or in small groups without an adult chaperone.
- No boy(s) in the girl(s) rooms and vice-versa.
- Items that are watched or listened to on TV, videos, CD's or DVD's, electronic devices, etc. must reflect Christian character.
- Be respectful of all people at all times and in all locations.
- Dress appropriately. The Dress Code remains in effect on school trips.
- Be reasonable and flexible, be sensitive to the group's schedules, and be prompt.

School Vans/Bus

The van is an extension of the school, and all rules and regulations pertaining to conduct on the school grounds apply to riding in the van/bus and waiting for it. Students being transported on a school van/bus are under the supervision, direction and control of the school van/bus driver and shall be subject to the discipline of the van/bus driver and student's teacher.

Rules

1. Students are to stay seated, except when entering and exiting the van/bus.
2. Students must have their seat belts fastened.
3. Loud talking, yelling and horseplay distract the driver and will not be tolerated.

4. All parts of the body and all objects must be kept inside the bus at all times.
5. No knives or other sharp, pointed objects are allowed.
6. Students are expected to be courteous and respectful to the driver, each other and other motorists. Profanity, rude remarks, obscene gestures, etc. will not be tolerated.
7. Students must keep their hands to themselves.
8. Students are not to throw anything in the van/bus or out the windows.
9. At no time should a student climb over the seats.
10. Remove all trash and clean the van when exiting.

In addition, students are expected to display appropriate conduct and follow the same rules while riding in any vehicle being used for a school sponsored event.

Drug, Alcohol and Tobacco School Policy

No student of the School shall manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances on school premises or at off-campus school-related activities, functions, or events:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
2. Tobacco, any tobacco product, e-cigarettes, or vapor (vape and/or vape products)
3. Alcohol or any alcoholic beverage
4. Any glue, aerosol paint, or any other chemical substance that could be abused by inhalation
5. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering substance

A student need not be legally intoxicated to be considered “under the influence” of a controlled substance. Students who violate this prohibition are subject to disciplinary action, including expulsion, and may be referred to appropriate law enforcement officials for prosecution. BCS may require drug testing at any time at the expense of the parent. Vape alarms may be installed on campus.

Anti-Harassment Policy

It is the policy of the School to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, disability, or religious preference—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The policy includes bullying in its definition of harassment. Action by the administration will be taken to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents or guardians, volunteers, and students.

Harassment of students by students will not be tolerated, nor are reprisals tolerated against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receives a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy is also subject to disciplinary action, up to and including discharge.

The complete Anti-Harassment Policy adopted by the Board of Directors in Appendix VI. This policy specifically covers the following:

- Sexual Harassment
- Verbal Harassment
- Race, Color, National or Ethnic Origin Harassment
- Age and Disability Harassment
- Electronic Harassment: The school is not responsible for student’s actions in regards to electronic usage on & off the school grounds
- Physical Harassment
- Bullying or Intimidation

The student anti-harassment policy applies to school hours and to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus, while on school property or at school-leased facilities, or at any other time when the event or activity has any

school recognition.

Additionally, the administration expects students, employees, and parents/guardians will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these Biblical standards—whether or not occurring at school or during school-sponsored events, activities, or functions, or whether on campus or not—is subject to appropriate action by the administration.

Locker Search, Student Desks, and Personal Possessions Policy

All lockers on campus are the property of the School. At no time does the School relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by authorized school personnel for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students may be searched only when authorized school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

This policy also applies to student's desks, automobiles or personal possessions as defined by this policy. The personal possessions of students and/or a student's person may be searched when authorized school personnel have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Dress Code and Grooming Expectations

1 Corinthians 10:31 “**So whether you eat or drink or whatever you do, do it all for the glory of God.**” At Billings Christian School, we strive to obey and honor God in every facet of education, including in the way we dress. Students are expected to be neat, well-groomed and modest.

It is not the intent of the school board, administration, and teachers to make grooming and dress codes an issue of constant concern. We also believe that parents or guardians are very capable of determining proper dress attire and grooming standards. Dress codes and grooming expectations become an issue when modesty and cleanliness are not exercised, and when dress and cleanliness are not consistent with our mission, vision, and core values statements.

We ask that each parent/ guardian help ensure that students are dressed appropriately for a Christ-honoring institution of learning. Our guidelines are not designed to work a hardship on students or parents or guardians, or to deny the dictates of the individual conscience. We believe that the way we dress says something about our attitude and Christian character. Therefore, each student is expected to present a good personal appearance at all times. These guidelines are to be adhered to at school and at school activities. We also ask that parents consider their own dress when they are on the BCS campus. All parents/teachers/staff should set an example for our students.

The final decision concerning the dress code will be made at the discretion of the administration and students will be required to change into dress code appropriate clothing in order to attend class. Parents/guardians may be contacted to bring appropriate clothing to school.

Elementary (grades PreK-4)

Generally, there should be no skin or undergarments visible between the neck and the mid-thigh. Any logos, images, or text should be appropriate for a Christian school setting.

- No head coverings (including hoods, hats, caps, bandanas) or sunglasses are allowed in the buildings during the school day.
- Hair needs to be natural colors; no pink, purple, blue, fuchsia, rainbow etc. hair colors are permitted.
- Girls need to wear leggings or shorts underneath skirts or dresses.
- Pants should be in good repair, not torn or having holes or patches.
- For safety reasons on the playground, students should wear shoes that they can run, climb, and play in safely on the playground.
- Gym shoes are required with non-marking soles for P.E. to be kept at school specifically for P.E.
- Students in grades 3-5 must wear long (covering swimsuit areas) shirts, skirts, or dress over leggings, compression pants, or revealing (tight) pants.
- For elementary students, tank tops are permitted with a shrug, sweater or jacket. Sleeveless shirts (shoulders covered with a minimum of 3 inches) are permitted; backs must be covered.

- Make up is not permitted for elementary students (with the exception of face paint on designated spirit days)

Secondary (grades 5-12)

The secondary dress code at Billings Christian School is designed to meet the following three goals:

- To uphold an expectation of neatness and modesty
- To establish a “uniform” standard by which compliance is measured and enforcement is held
- To reinforce the truth that different types of dress are appropriate for different settings

The primary responsibility for student dress lies with the parents. If there is any concern that an article of clothing is too close to guarantee compliance with the standard, parents should designate that clothing item for outside of school hours. “If in doubt, don’t wear it” is the general guideline to follow. All clothing should be suitable for the gender of the person wearing it.

Generally, there should be no skin or undergarments visible between the neck and the mid-thigh. Any logos, images, or text should be appropriate for a Christian school setting.

Shirts/Tops:

- Shirts must be clean, modest, and appropriate for an academic setting.
- Examples of appropriate items include sleeved t-shirts, polos, dress shirts, sweaters, and sweatshirts.
- Items that would not be appropriate for an academic setting include those items with low necklines, items made of sheer/see-through material, tank tops, and muscle shirts.

Pants/Bottoms:

- Pants should be in good repair, not having holes above the knee.
- Skirts, dresses, and shorts must be within four inches from the crease in the back of the knee. Students should strive to clearly exceed this measurement.
- Tights and leggings may only be worn under skirts or dresses that meet the dress code. They should not be worn with only a long shirt over them.
- Yoga pants, jeggings, sweats and pants made of sweatpant material, lounge wear, athletic pants or shorts, and sleepwear are not permitted.

Hats, caps, sweatshirt hoods, and bandanas may not be worn in the buildings during the school day.

Footwear should be appropriate for the season and the setting. Flip flops and slippers are never appropriate for an academic setting.

Hair styles should be neat and well-groomed. Any hair dye must be of a natural color. Facial hair, if worn, must be neat and well-kept.

Piercings should be removed with the exception of female ear piercings or single nose stud. While **tattoos** are discouraged, non-offensive tattoos do not need to be covered.

P.E/ Athletics

P.E. and athletics participants are expected to meet the modesty requirements of the dress code during practices/PE classes (ie: no tank tops, muscle shirts). Secondary students are expected to change into PE clothing for class (ie: athletic shorts or pants). Students must wear gym shoes with non-marking soles.

Discipline Policies and Procedures (Citizenship)

Our discipline policies and procedures are designed to change and modify behavior and to help students learn what is honoring to Christ. To guarantee a good social and educational climate, students must understand that acceptable standards of behavior will be expected at all times.

Disciplinary Responses

Preschool-12th Grade Students

Teachers and Principals will be documenting discipline behaviors on a student's RenWeb (FACTS) account when applicable.

Discipline depends on school and home communication and collaboration to be an effective tool. The following disciplinary options constitute an array of responses available to teachers and administrators. Certain conduct violations, including but not limited to tardies, truancies, and cheating, carry academic consequences as well as the disciplinary consequences.

Any one or more of the following means of discipline may be applied per discipline event:

- Verbal warning, verbal redirection to student(s) regarding his/her actions
- Written report to be placed in the student's file/RenWeb (FACTS)
- Contact with parents or guardians in writing or by telephone
- Limitation of normal privileges, such as recesses
- Detention (lunch and/or after school)
- Limitations, suspension, or removal from extracurricular activities, a position, or leadership
- Contact with parents or guardians to come pick up the student from school
- Parent/guardian-teacher-principal conference with or without the student present
- In-school suspension (ISS), working alone in a restricted, quiet area and completing all assigned schoolwork. ISS counts as an absence in attendance records.
- Out-of-school suspension working away from school and completing all assigned schoolwork . OSS counts as an absence in attendance records..
- Doing research on an assigned topic and making a report/presentation
- Placement on a zero-tolerance status for any future recurrence of the cited behavior
- Conditional Enrollment (probation) where a student's overall attitude and behavior are placed on notice and will be reviewed for future consideration of additional discipline
- Reporting of illegal activity to law enforcement authorities
- Replace or repair the destroyed or damaged property
- Expulsion from school

Physical Restraint

If necessary, a student may be restrained in the following situations:

- To prevent harm or injury to school personnel
- To prevent harm or injury to the student (ie: self harm)
- To prevent harm or injury to other students

If restraint is considered necessary, parents/guardians will be contacted for a conference and the student's enrollment may be terminated

Student/Principal Conference

Students may be referred directly to the Principal's office for serious offenses, or when the student does not respond to teacher directed classroom management/discipline. The Principal may administer an array of disciplinary measures ranging from conferencing to suspension. Teacher referrals to the Principal must specify the offense of which the student is accused. The Principal may choose to involve the student's parent/guardian in the conference.

Teacher/Parent or Principal/Teacher/Parent Conference

A conference may be requested by the school or by the parent/guardian and is again a reflection of the premise of home and school cooperation on which the educational program is built. The conference is designed to correct a serious discipline problem.

In-School Suspension (ISS)

This may be assigned by the Administration. The student must report to a designated, supervised area and remain in this area, apart from regular classes and activities. The parent/guardian will be notified by the Principal as to the following provisions:

- Any major test assigned during the period of ISS will be administered during ISS with a maximum allowable grade of 100 percent.
- Students receiving ISS may practice but will not be permitted to participate in extracurricular competitions or performances on the day of suspension. Conditional Enrollment/Disciplinary probation may be initiated.
- All situations will be dealt with on an individual basis.

Out-of-School Suspension (OSS)

Grounds for Out of School Suspension

- Parents/guardians will be notified to take the student home the day of the occurrence. If the parents/ guardians cannot

be notified immediately, the student will be kept in a designated area until the parents/guardians can be contacted. OSS will then be served the following day.

- A parent or guardian of the suspended student must meet with school personnel after the suspension period in order for the student to return to classes
- A student assigned to out-of-school suspension will receive an automatic “Unacceptable Conduct” notation in their academic file for the current grading period and will be removed from any office or leadership position for the remainder of the school year.
- OSS will initiate conditional enrollment/disciplinary probation and extracurricular ineligibility. Students receiving OSS will not be permitted to participate in extracurricular competitions or performances on the day of suspension.
- Refer to the Athletic Handbook for participation eligibility.

Grounds for Suspension (ISS and/or OSS)

Grounds for suspension may include but are not limited to:

- Lying
- Stealing
- Cheating(including plagiarism)
- Insubordination (defiance of authority)
- Disorderly conduct
- Persistent violation of the rules and regulations
- Repeated truancy
- Infliction of physical harm to any student, aggressive behavior
- Use of profane and abusive language
- Disrespect, damage to and/or destruction of school property (and/or the property of others)
- Commission of any act that is disruptive to the best interest of the school
- Violation of responsible use policies for electronic devices
- Other serious infractions deemed appropriate by the administration

Conditional Enrollment (Disciplinary Probation)

A student placed on conditional enrollment (disciplinary probation) as part of disciplinary action is in imminent danger of losing the privilege to remain enrolled. Moreover, a student’s behavior which is so unsatisfactory as to cause him or her to be placed on probation will forfeit any class office or official position held in any school-related organization. A student placed on conditional enrollment will neither represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on conditional enrollment status, the Principal will notify the parents/guardians immediately. A behavior management plan will be implemented for any student placed on conditional enrollment.

The conditional enrollment status of a student will be reviewed at the end of the quarter (or semester, or school year) by the administrative team. If sufficient correction of behavior is evident at that time, the student may be removed from conditional enrollment status. If not, the administrative team will determine whether or not the student will continue to attend school.

Further disciplinary actions placing a student on conditional enrollment status for the second time within a year’s time may eliminate an offer of reenrollment for the next school year or continued enrollment for the following semester. Conditional Enrollment is considered on a case by case basis and may be reviewed at the discretion of the BCS administration.

Expulsion

If extensive documented attempts to correct a student’s misbehavior have failed, the misbehavior persists, or the offense is so serious as to warrant our most drastic sanction, the Principal may recommend to the Board of Directors that a student be expelled. The Board of Directors will determine the action to be taken.

The following serious offenses, though not exhaustive, are potential grounds for expulsion:

- Defiance or direct confrontation with school faculty, staff, or administration
- A second suspension
- Cheating (including plagiarism)
- Chronic violations of school rules not corrected by lesser measures
- Activities inside or outside the school which call for law enforcement intervention
- Any off-campus misconduct seriously detrimental to the reputation and Christian witness
- Assault of a teacher or other individual

- Intentional destruction of school property
- Possessing, delivering, using, or being under the influence of any of the following:
 - Alcoholic beverage, controlled substance or dangerous drug (including drug paraphernalia)
 - Abusing glue, paint, or other chemical substance
 - Mood-changing, mind-altering, or behavior-altering drugs
- Possession of a lethal weapon on school premises
- Other serious infractions deemed appropriate by the administration for expulsion

Students may be asked to withdraw from BCS if it is determined that the student/home-school partnership is not effective. If a student is asked to withdraw but it is not considered an expulsion, an expulsion will not be entered on the student's records.

Activity Opportunities

Student Activities

Field Trips

As part of the educational experience, students are taken on field trips that supplement their regular class work. The family account may be charged for any fees associated with the trip. Participation in school field trips is restricted to those students currently enrolled and to those students who are in the designated grade level. Participation is required unless special permission has been granted by the teacher or Principal.

Sports

We offer an active program of team sports for a variety of ages when we have sufficient numbers to comprise a team, as follows:

Middle School

5th–8th Basketball (boys and girls)
 5th–8th Volleyball (girls)
 6th–8th Cross Country (boys and girls)
 6th–8th Track (boys and girls)

High School

High School athletes compete against other schools in the Montana Association of Christian Schools and Class C high schools. The following sports are offered:
 8th–12th Soccer (boys)
 9th–12th Cross Country (boys and girls)
 9th–12th Basketball (boys and girls)
 9th–12th Volleyball (girls)
 9th–12th Golf (boys)

Fine Arts

Students in grades 6-12 have the opportunity to participate in choir, band, orchestra, drama and praise band. Some classes may require an audition.

Athletic Philosophy & Eligibility Requirements

Athletes must maintain passing grades in all classes in order to be eligible for sports. Please refer to the Athletic Handbook for eligibility guidelines and other information.

Warrior Days/Service Learning

BCS students have the unique opportunity to participate in service learning called Warrior Days throughout the school year. Warrior Day projects vary each year and may include on or off campus activities.

Parent/Guardian Opportunities

We love our parents and guardians! In so many different ways, parents and guardians serve alongside faculty and staff to assure a wonderful learning experience for our students. We thank you for your support and prayers. We encourage you to volunteer at the school.

Parents are required to complete 10 hours of volunteer service at BCS, or pay the opt out fee \$250 (per family).

Elementary School Parent Volunteers

Elementary school teachers welcome the assistance of parents/guardians. Volunteer opportunities include helping in the classroom, planning parties and field trips, volunteering in the lunchroom, placing telephone calls, helping coordinate class events, and serving as a chaperone. Contact your classroom teacher if you are interested in volunteering.

Secondary Parent Volunteers

The secondary welcomes parent/guardian volunteers to assist in a variety of areas. The opportunities include field trips, lunchroom volunteers, assistance with activities, and chaperones for various events. Contact the BCS office if you are interested in volunteering.

Volunteer Involvement Guidelines

Please sign-in at the school office and pick up a name tag. When your volunteer work is completed, please sign out at the school office. For those who wish to volunteer on a regular basis, forms are provided in our office with general guidelines and a survey of your areas of interest. Background checks are required for our regular volunteers.

Many field trips and school sponsored events depend on the help of parent drivers to transport our students to and from their activities. Drivers for school sponsored events are required to make sure the students in their vehicles are following all school guidelines, as well as any additional guidelines set forth for that particular trip. In addition, all volunteer drivers must adhere to the following:

- A copy of a current driver's license and up-to-date vehicle insurance must be provided to the office before students may ride in their vehicle.
- Music and A.V. material allowed by the driver must reflect Christian character.
- There must be an appropriate number of seat belts in the vehicle for all inhabitants and all inhabitants must be properly seat belted into the vehicle (this includes the driver and all adult passengers as well).
- Volunteers must ensure all students are wearing their seat belts.
- All children under the age of 6 years must be in a car seat according to Montana State law.

There are certain expectations for students while riding in any vehicle during a school sponsored event. It is the responsibility of the driver to ensure these expectations are being followed.

Monetary Contributions

Parents/guardians and others are very generous and often contribute monetarily. We greatly appreciate these gifts. We do ask that individuals who wish to contribute can do so directly to Billings Christian School or the Billings Christian School Education Foundation.

General Information**Closed Campus Policy**

This campus uses video and audio surveillance for safety and security. You may be recorded while you are attending, visiting or working on our campus.

Visitors

Because we have a Closed Campus Policy, strict visitor policies are enforced. All visitors (including parents/guardians) need to check in and out at the office for permission. For visitors who are not parents/guardians, when the purpose of the visit is to contact an individual student, permission is required by the parent or guardian of the student. The following regulations apply:

- Upon arrival, all visitors who have permission to visit with students are required to sign in at the school office.
- Upon departure, visitors must sign out at the school office.
- No visitors will be allowed to move about the campus (excluding parents/guardians) without being accompanied to their intended place on campus by an adult designated by the Administration and with prior clearance.

Delivery of Messages and Student Items

Students will not be called out of class or have class interrupted for phone calls or messages, except in an emergency. Please do not ask school personnel to deliver messages, lunches, books, packages, gifts or forgotten assignments to your student's classroom. These items are to be delivered to the school office, and someone from the school office will contact the individual student to pick up items.

Lost and Found

The School maintains a Lost and Found area in both primary and middle school hallways and in the A building of the high school. Items considered valuable will be taken to the main office. Items not claimed by the end of each month may be donated to charity. We suggest that all personal items be marked with the student's name for easy identification.

School Insurance

All students are covered by a secondary accident insurance policy. This secondary coverage is for those who do not have their own insurance or will supplement what their insurance does not cover. If you have your own insurance policy, you will be asked to use your insurance first. If there is a balance not paid, you may submit that balance to the school insurance policy.

Playground Rules

All preschool, elementary, and middle school students go to outdoor recess daily unless the weather is inclement (heavy rain or snow, temperature or wind chill below 0 degrees F) and must bring appropriate outdoor gear. The fenced in area is for preschool through second grade students; the unfenced playground area is for third grade and older students. BCS students are expected to glorify God by respecting others, self, and property with their words and actions. All students are expected to follow these established playground rules before, during and after school hours:

1. Be kind.
2. Be safe.
3. Stay in sight of an adult and in the designated areas at all times.
4. Keep hands, feet, and objects to yourself; no rough play such as kicking, tackling, or pushing is allowed.
5. Rocks, snow, ice, insects, dirt, playground fillers are to stay on the ground at all times.
6. Slide: feet first down the slide only; one at a time up the steps
7. Organized team games (basketball, dodgeball, soccer, etc.) must be confined to designated areas approved by the supervising teacher or staff during recess.
8. Students may not stand on or jump off swings, tunnels, monkey bars, see-saws, climbers, slides, etc., and no more than 2 students should be sitting on each end of the see-saw.
9. Clean up after yourself

Rules will be added/revised as necessary and posted by the playground doors, as well as reviewed in classrooms.

Elementary Class Parties

Class parties are planned each year with the help of parents, guardians, and teachers. These include the Christmas party, Valentine's Day party, and End-of-School party. Parties are planned for students in that particular class, so parents and guardians should not bring younger students/siblings or older students/siblings to class parties.

Elementary Birthday Parties

Parents and guardians are welcome to send treats and snacks to school on a student's birthday. At the parent or guardian's request, students in grades PreK-4 will be assigned a day during the school year on which to celebrate their birthdays. Please note that birthday presents will not be permitted at school. Please get with your child's teacher concerning any possible food allergies of students within the classroom before bringing food items.

Individual Parties Outside of School

For PreK and Elementary Students: Invitations (written or verbal) to individual parties held outside of school are only permitted to be distributed at school if every class member (or every class member of the same sex) is included. Parents and guardians are asked to be sensitive to the effect that exclusion has on young students.

Money and Notes from Home and School

Money should always be sent in a sealed envelope with the following information on the outside of the envelope: (1) the student's name; (2) the amount and purpose; and (3) the teacher's name. All notes should be sent in a sealed envelope to protect the privacy of written communication between the parent or guardian and the teacher.

An informational newsletter from the school (Warrior News) is emailed home every week. In addition, new information will be posted on the school's webpage. Teachers and the school office email notes home as a way to keep parents and guardians informed of the student's needs and progress.

Change of Address

Any change of address or contact information should be reported immediately to the school office and to your child's teachers. Change of employment or emergency contact information should also be reported immediately.

Lunch Program/Microwave Use

The school provides a hot lunch program (grades K-8) five days per week. Milk can be purchased by elementary students for both snack and lunch. Extra items are available to purchase for the middle school students (grades 5-8). Please check the BCS website for the week's current menu and pricing.

Microwave ovens are available for warming food. Please send food pre-cooked food already placed in microwavable dishes to be reheated by the student for a maximum of two minutes. The student will be responsible for cleaning up his/her spills. Also, students need to bring any other needed items when bringing lunch from home, including paper plates, utensils, napkins, etc.

Chapel (Spiritual Growth)

Chapel is held weekly for grades K-12. Parents and guardians are welcome to attend. Please follow check in/check out procedures at our school office when visiting.

Attendance and tardies will be taken the same as for regular class. Secondary students are encouraged to have their Bibles (not Bible app on a phone or device) with them at each chapel session.

Telephone and Cell Phone Use

Use of School Telephone

Student use of the school telephone will be limited to emergencies only.

Contacting Teachers

If you would like to schedule a conference with your student's teacher(s) before/after school, please make an appointment at least one day in advance so that plans may be made accordingly. If it is urgent to contact a teacher, please call the school office and leave a message for your child's teacher. You can also be transferred to the teacher's voice mail, and the teacher will contact you after school. You may also email the teacher directly from ParentsWeb.

Parking and Traffic Flow

Grand Campus: In order to provide a smooth traffic flow, enter the driveway at the west entrance and then drive around the loop so that the passenger side of the car faces the school building. Please remain in the traffic line as it flows in front of the primary and intermediate buildings to ensure the safety of our students. When you leave, use the same west exit. The speed limit on campus is five miles per hour during school hours and 10 miles per hour after school. Please observe crosswalks.

Please do not leave your car parked unattended in the traffic loop or next to the school. When you need to bring in a book, lunch, check a schedule, make a payment, etc. before or after school, you may park beyond the loop. Please use the area southeast of the intermediate building.

Students Driving to School

- Students with valid driver's licenses may drive cars to school.
- Driving to school is a privilege and not a right. Unsafe driving habits may result in a student losing his/her privileges on school property for a period of time to be determined by the administration.
- Once students arrive at school, they are not to leave until dismissal, except with special permission. High school students may leave campus during lunch. Any exceptions will be made by the administration.

Health Policies

Medication Policy**Prescription and Over the Counter Medications**

The first dose must be administered at home to avoid issues of a potential adverse reaction at school. The parent must deliver the medication to the school in its original, properly labeled container. The parent must give it to the designated staff member along with a completed 'Medication Consent' form (secretary will provide proper form). The prescriber of the medication (MD, NP, PA) must complete all information on the form and sign it prior to any doses being administered at school (the prescribers'

signature can be obtained via fax). The parent and designated staff member will count the incoming medications and document this on the appropriate medication log sheet. For prescribed medications that need to be administered for 2 weeks or less, the current pharmacy labeled container may be used in lieu of a licensed prescribers order.

Non-Emergency Medications Self Administration

Parents must notify the school if their student will be self-medicating. The above procedures will be used for all students in grade preK-12. Students in grades 5-12 whose parent/guardian and school staff deems that the student requires supervision of medication will also follow this procedure.

Students in grades preK-4 are not permitted to carry any kind of medication on their person. Any OTC medications for grades preK-4 must be checked in at the main office and dispersed by school staff as needed according to medication labels and with the permission of the parents/guardians.

Emergency Administration of Medication

A school nurse or designee may administer emergency medication according to the students prescribed order by a licensed health care provider. In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1) (c), MCA, who has completed training in administration of medication, may give emergency medication to students.

Self-Administration and Possession of Emergency Medications such as Asthma, Severe Allergy, or Anaphylaxis Medication, Glucagon/Diabetic Medication: Montana law allows self-administration of these medications. The Montana Self-Administration form must be completed at the beginning of each school year and reviewed with the school nurse. Students with asthma, severe allergies or anaphylaxis may possess and self-administer emergency medication; epinephrine auto-injector, oral antihistamine, or asthma inhaler during the school day, during field trips, during school-sponsored events, or while on a school bus as prescribed by a licensed health care provider. Students with Diabetes can possess and self-administer Glucagon as prescribed by a health provider. The parent/guardian must provide any emergency medication. The medication may be kept with the student and a backup supply of the medication kept at the school in a predetermined location (front office) to which the staff has access in the event of an emergency. Immediately after using the emergency medication the student must notify the school staff/school nurse who shall then provide follow up care including call 911 emergency services.

Field Trips

All emergency medications provided by parents/guardians will be carried by a designated staff member on field trips. Any other medication needed on a field trip should be packaged by the pharmacy in travel packs (one dose per package) or sent in a pharmacy labeled container filled only with the number of doses needed on the field trip. A designated staff member will also carry these medications on the field trip.

Serious Injury or Illness

If serious injury or illness occurs during the school day, either the teacher or the administration will call emergency 911. This is done so as to not delay the necessary care that may be needed by the student. The School will then notify the student's parent, guardian or person indicated on the student's emergency contact information. The school will endeavor to provide first aid and, in some instances, first responder care where staff is certified to do so. This care will only be to the extent that the law allows.

Safety Policies (Citizenship)

Skate Boards, Scooters, Hoverboards, Roller Skates, Roller Blades, etc

Please do not bring (or use) roller skates (including roller shoes)/blades or scooters or hoverboards to school.

Laser Pointers

Laser pointers are prohibited at school, in the vans, and at any school event. Any student found in possession of a laser pointer will be assigned disciplinary action, and the laser pointer will be confiscated and will not be returned.

Snow/Snowballs

For safety reasons, students may *not* pick up, throw, or kick snow on school property or at school events.

Inclement Weather

Should it become necessary to dismiss school due to inclement weather or other disasters, parents/guardians/responsible adults will be notified as soon as possible by means of Parent Alert. Parent Alert will send a text message to your cell phone listed with

the school.

Emergency Safety Procedures

We ask you to use the following procedures if you hear information related to an emergency situation:

1. Listen to information on the radio or television.
2. Please DO NOT call the school. We have limited telephone lines that must be used to respond to the emergency.
3. Please DO NOT come to the school. The situation may require that emergency personnel and vehicles have access to the building.
4. You will be notified of any emergencies via the school-wide notification system, Pikmykid.

* Copies of our Emergency Procedures document are posted in each classroom and are available in the school office.

Security

There are armed staff on campus.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents and guardians under the FERPA circumstances described above.

Child Abuse Reporting

Under Montana law, employees of the School are required to report suspected child abuse as specified under 41-3-201, MCA as follows:

1. When professionals and officials listed in 41-3-201 subsection (2) know or have reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected, they shall report the matter promptly to the Department of Public Health and Human Services, Child & Family Services Division's Montana Statewide Toll-Free Child Abuse Hotline.
2. Professionals and officials required to report are:
 - 2.1. A physician, resident, intern, or member of a hospital's staff engaged in the admission, examination, care, or treatment of persons
 - 2.2. A nurse, osteopath, chiropractor, podiatrist, medical examiner, coroner, dentist, optometrist, or any other health or mental health professional
 - 2.3. Christian Science practitioners and religious healers
 - 2.4. School teachers, other school officials, and employees who work during regular school hours (e) a social worker, operator or employee of any registered or licensed day-care or substitute care facility, staff of a resource and referral grant program organized under 52-2-711 or of a child and adult food care program, or an operator or employee of a child-care facility
 - 2.5. A foster care, residential, or institutional worker
 - 2.6. A peace officer or other law enforcement official
 - 2.7. A member of the clergy
 - 2.8. A guardian ad litem or a court-appointed advocate who is authorized to investigate a report of alleged abuse or neglect j) An employee of an entity that contracts with the department to provide direct services to children.

Appendix I – Statement of Faith

STATEMENT OF FAITH

Billings Christian School is not affiliated with any specific denomination.

The WORD OF GOD

• **We teach** that the Bible is God's written revelation to man, and that the sixty-six books of the Bible were given to us by the inspiration of the Holy Spirit and are, therefore, the Word of God. It is the only infallible rule of faith and practice. (**John 1:1, 2 Timothy 3:16, 2 Peter 1:21**)

The TRINITY

• **We teach** that there is only one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit, otherwise known as the Trinity. (**1 John 5:7-8, 2 Corinthians 13:14**)

JESUS CHRIST

• **We teach** the deity of our Lord Jesus Christ as fully God and fully man, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His imminent return in power and glory. (**Philippians 2:5-8, Matthew 1:23, 1 Peter 2:22, John 21:25, Hebrews 9:13-14, John 20:27, Mark 16:1, Titus 2:11-13**)

SALVATION

• **We teach** that, in order for the salvation of lost and sinful people, regeneration by the Holy Spirit is essential. This is a gift of grace through faith in Jesus Christ, not by works. (**Romans 10:9-10, John 3:3-8, Titus 3:5, 2 Corinthians 5:17, Ephesians 2:8-9**)

FINAL JUDGMENT

• **We teach** the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (**Philippians 3:29, Daniel 12:2, 1 Thessalonians 4:16-17, John 5:28-29**)

THE HOLY SPIRIT

• **We teach** about the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We teach that the Holy Spirit was sent to indwell, guide, teach, empower the believer, and convict the world of sin, of righteousness, and of judgment. (**1 Corinthians 3:16, Acts 1:8, John 14:26, 2 Peter 1:3, Romans 8:11, John 14:16-17; 16:7-11**)

LIFESTYLE

• **We teach** that we, as believers, are to be transforming into the image and likeness of Jesus Christ. (**2 Cor. 3:18, Romans 8:29**)

• **We teach** that the Word of God, not the trends of the world, sets the standards for our lifestyle. (**Romans 12:2, Titus 2:11-12, 2 Cor. 6:17**)

• **We teach** that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (**Genesis 1:26-27**).

MARRIAGE

• **We teach** that it was God who originated the marriage relationship. Marriage between a man and a woman is designed by God to be a picture of the relationship between Jesus Christ and the Church. (**Mark 10:6-9, Ephesians 5:3-32**)

CREATION

• **We teach** the creation account as recorded in the book of Genesis, and that all things were created through Him and for Him.

(Genesis 1:1, Genesis 1:27, Exodus 20:11, Col. 1:15-16, Hebrews 1:1-2)

EVANGELISM

• **We teach** that we are all called, as followers of Christ, to proclaim, as evangelists, the Gospel of Jesus Christ to the world.

(Mark 16:15, Matthew 5:16; 28:19, 2 Cor. 5:17-21)

Appendix II - Teaching Philosophy

Teaching Philosophy

All wisdom, knowledge, and truth come from God. The board of directors, administration, faculty, and staff believe education is a process that should be based on Biblical perspectives. The educator's role is to guide students through and mentor students during the educational process of discovering, learning, and knowing God's truth.

Billings Christian School is home to families that come from various local churches. We are blessed by the diversity that is represented within our school. We desire to remain united in the essentials of the faith, rather than focusing on denominational differences. Our goal is to maintain a **unity of faith** (Ephesians 4:11-13), even though we may have some doctrinal differences. That is why our statement of faith focuses on the essentials of the Christian faith. It is this statement that guides each staff member in his or her instructional content. Teaching will not contradict this statement, and all employees must agree to the content of this statement prior to employment.

There are some things Christians must agree on, such as the Divinity of Jesus, the accuracy and authority of the Bible, and that Jesus is the only way to salvation. But we should be as charitable as possible when disagreeing. We recognize, therefore, that there are issues that Christians of various church denominations disagree on. Examples of such traditions and theological differences are:

- Form of church government
- Time and mode of Water Baptism
- The study of end times
- Covenantal or dispensational theology
- Baptism of the Holy Spirit
- Spiritual gifts and their use (i.e. tongues, prophecy)
- Human responsibility vs. Divine sovereignty

This is not an exhaustive list, but it represents commonly debated areas within the body of Christ. Staff members at BCS reflect the diversity of our parent body and hold varying views on these subjects. It is not our intention to promote specific views in these areas; however, **it also is not our intent to ignore study of these areas**. It is likely that, in the course of a student's education, questions regarding these issues will surface. In teaching and discussing these areas, we are committed to responsibly handling these issues with sensitivity. Specifically:

Teachers will:

- Keep discussions topical based on the current subject or curriculum that is at hand.
- Acknowledge that there are issues of debate among godly people of varying denominational views.
- Be allowed to acknowledge their own theological position or views based upon their background, traditions, and personal study, so long as it is shared in an appropriate manner.
- Strive to present balanced arguments for the various positions either personally or by bringing in a guest speaker to fairly represent other positions.
- Encourage students to seek out their parents, church authorities, and the Bible as they reach conclusions on what they believe.

Billings Christian School will:

- Provide an academic environment based on a Biblical worldview.
- Provide quality academic instruction without compromising spiritual integrity.
- Provide academic instruction that engages students intellectually, physically, spiritually, and socially.

Appendix III – Responsible Use Policy

Responsible Use Policy

Billings Christian Schools (BCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them to be successful in work and life, be lifelong learners, and impact the world through a Biblical Worldview. To that end, BCS will provide access to technology for student and staff use. This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school owned technology on school property.

- The BCS network is intended for educational purposes.
- All activity over the school network or using school technology will be monitored and retained.
- Access to online content via the network may be restricted in accordance with school policies and other regulations. o Users are expected to follow the same rules for good behavior and respectful conduct online as well as offline. o Misuse of school resources can result in disciplinary action. BCS makes a reasonable effort to ensure student's safety and security online, but will not be held accountable for any harm or damages that result from the use of school technology and resources.
- Users are expected to alert teachers and/or administration immediately of any concerns regarding safety, security, or misuse.
- Family accounts will be charged to repair/replace school devices in the event that students damage the device that is signed out to him/her

Technology and Resources

BCS may provide various technological resources, including internet access, desktop computers, mobile computers and devices, email, and more. As new technologies emerge BCS may provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

All resources provided by BCS are intended for educational purposes. Users are expected to use good judgment, following the letter as well as the spirit of the responsible use policy. Always be safe, appropriate, careful and kind. Firewalls are put in place to maintain security and safety, and no attempt should be made to circumvent them.

BCS may provide internet access. This access will be restricted in accordance with school policy and applicable regulations. Web browsing and other activity may be monitored and records may be kept indefinitely. Users are expected to respect web filters. Attempts to circumvent the filters are unacceptable. Users that believe a site is blocked in error should speak with the appropriate administrator and request a site review.

Social Media and Collaboration

Recognizing the benefits of collaboration to education, BCS may require users to access sites that allow communication and collaboration. Posts, chats, sharing and messaging may be monitored. There is no expectation of private email communication when using BCS resources. Files or links from unknown or unverified sources should not be opened, and communication with other people should be as allowed by district policy or the teacher. Student email accounts are for school and educational purposes only. Email usage may be monitored and recorded.

School Owned Devices

BCS may provide users with mobile devices. The same responsible use policies are in effect when using school devices off the school network as well as on the network. School owned devices are expensive and are expected to be treated with extreme care and caution. Users should report any loss, damage or malfunction immediately. Users may be held financially accountable for damage resulting from negligence or misuse.

Personally Owned Devices

Personally owned devices at school are subject to inspection at any time. Pictures, videos and audio recordings should never be taken at school on personal devices. Because of network security concerns personal devices should not be used on the BCS network without specific permission.

All users should take reasonable safeguards against the transmission of security threats over the BCS network. Unknown or

unverified files should never be opened. Suspicion of a virus on any device should be reported immediately.

Personal Cell phone Use/Cell Phone Policy

A teacher may grant permission for cell phone use to contact a parent/guardian.

Smartwatches need to be removed and stored during testing and may not be used for personal use during class time.

Students may not use their personal cell phones during school hours. A teacher may grant permission for cell phone use to contact a parent/guardian.

Earbuds, Airpods, headphones, etc are not to be used in class (including studyhalls) unless given permission by the teacher for educational purposes.

High School: Smartwatches need to be removed and stored during testing and may not be used for personal use during class time.

Grades PreK-8: Smartwatches are not permitted in the classrooms.

Failure to abide by this policy will result in the following:

- 1st time – device will be confiscated and given to the Principal. The student may pick up the device from the Principal or office staff upon completion of that school day.
- 2nd time – Device will be confiscated and given to the Principal/office staff. Parents will be notified and the device will be given to a parent, in person.
- 3rd and subsequent times –Device will be confiscated and returned only to a parent. More severe disciplinary action will be taken. This could include loss of privilege, detention, suspension, a behavior contract or any combination thereof deemed appropriate.

Elementary Electronic Device Policy

Elementary students should keep all personally owned electronic devices turned off and put away during the school day, including Before and After School Care and during school dismissal. The same policy listed above will be enforced.

Elementary students are not allowed to use cell phones/electronic devices of visiting adults during school hours.

Email

BCS may provide email addresses for the purpose of school related communication. Availability and use may be restricted based on school policies. Students may not use their school email for purposes outside of school related communication.

Downloads

Students should not attempt to download any files or apps on school devices without permission from a teacher or IT specialist.

Netiquette

Users should always use resources in a courteous and respectful manner. Users should recognize that online content can be valuable, but also can be unverified, incorrect or inappropriate. Users should only use trusted sources when conducting research. Users should never post information of a personal nature to any site.

Personal Safety

Users should not share personal information, including phone number, address, social security number, birthday, or any financial information. Communicating online brings with it inherent risks and users should take necessary precautions to protect the safety and personal information of themselves and others. If any content makes you concerned for your safety or others, notify an adult; teacher or other staff at school, parent at home)

Limitation of Liability

BCS will not be responsible for damage to person, files, data or hardware. BCS employs filters and other safety mechanisms but makes no guarantees as to their effectiveness. BCS will not be responsible, financially or otherwise, for unauthorized transactions made over the network.

Violations

Violations of this policy may result in disciplinary and/or legal actions.

Appendix IV - Student Anti-harassment Policy

POLICY:

The policy of Billings Christian School is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

Definitions and Prohibited Acts

Sexual harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Unwelcome and Offensive

The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

Verbal Harassment.

Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person’s gender, sexually vulgar language, remarks about a person’s physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

Physical Sexual Harassment.

Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

Sexual Harasser.

A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

Race, Color, National or Ethnic Origin, Age, and Disability Harassment.

Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Electronic Harassment.

Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

Physical Harassment.

Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

Definition of Bullying or Intimidation

"Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

Examples of Harassment, Bullying, or Intimidation.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

Unwanted sexual advances or propositions.

Offering academic benefits in exchange for sexual favors.

Making or threatening reprisals after a negative response to sexual advances.

Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.

Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.

Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.

Physical conduct such as touching, assaulting, impeding, or blocking movements.

Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

Prohibited Actions

1. **Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.
2. **Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials. Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials. All complaints will be investigated.

Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials receives a complaint, he or she shall direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.