

**Bible Center School
Organization and Operating Policies**

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The Purpose, Make-up, and Function of the Bible Center School Committee

According to the Bible Center School Committee Charter approved on December 1, 2011, the Bible Center School Committee is a standing committee designed to oversee the school (including the preschool) ministry. The committee meets monthly or as called by the committee chairman or principal when needed.

The duties of committee members involve establishing philosophies and broad policies, approving operational recommendations made by school administration, endorsing recommendations related to tuition and fees, reviewing budget reports, and serving as an appellate body for staff and parents related to decisions made by school administration.

The elder board appoints members of the committee annually. The committee will consist of the senior pastor, executive pastor, school principal, preschool director, two elders, two deacons, at least one school parent, at least one preschool parent, and members of the Bible Center congregation at large. Representatives from the school faculty may also be invited to serve.

The committee reports directly to and is responsible to the elder board of Bible Center Church. Additionally, the committee works with the finance committee, the deacon board and members of the pastoral staff.

The school and preschool budgets are approved by the school committee and recommended to the deacon board for final approval.

**Admission
and
Attendance
Policies
of
Bible Center
School**

Bible Center School Organization and Operating Policies

110--Admission Requirements

The Bible Center School Committee shall establish entrance age requirements for students that are consistent with West Virginia statute and sound educational practice and which ensure the equitable treatment of all eligible children.

Preschool

A child is eligible for entrance into preschool if that child is completely potty-trained and has attained the age of two and one-half years prior to September 1 of the year in which application for entrance is made.

Kindergarten

A child is eligible for entrance into kindergarten if that child has attained the age of five prior to September 1 of the year in which application is made and if that child scores favorably on a kindergarten readiness test. A child under the age of six who is enrolled in kindergarten will be considered of compulsory school age.

The school may admit to kindergarten such children as may be ineligible by reason of age but demonstrate the ability and need to undertake a program of education.

The student must be five years of age on or before October 31st of the current school year to be considered for early entry. Before early entry is granted, the child must achieve a score on a readiness test that would indicate a level of developmental readiness consistent with success in our kindergarten program. The Gesell Developmental Examination is currently used to determine kindergarten readiness.

First Grade

A child is eligible for entrance into first grade if the sixth birthday has been attained before September 1 of the school year in which application is made for first grade and kindergarten has successfully been completed. If a child was not recommended for kindergarten after the kindergarten readiness testing and a parent chooses to send the child to another school for kindergarten rather than participating in the suggested transitional kindergarten, the parent cannot apply for the our first grade the following year.

When a child is admitted as a first year student at Bible Center School regardless of grade level, the student will serve out a probationary period for the first nine weeks. After that period of time, if there is any indication of academic deficiency, the child will be referred to the School Assistance Team (SAT) to determine a plan of action. The team will always include the teacher of record and the administrator, and faculty

representatives. The probationary period may be extended into the second nine weeks to allow additional time for remediation.

Bible Center School Organization and Operating Policies

115--Admission and Withdrawal from School

A student is officially enrolled in Bible Center School when the following conditions are met:

- A. A parent/guardian interview has taken place with the administrator
- B. An official application has been completed
- C. Required documentation has been supplied
 - 1. Copy of birth certificate
 - 2. Immunization records
 - 3. Health records with allergy information
 - 4. Parent's statement of cooperation
 - 5. Copy of social security card
 - 6. Teacher Recommendation Form, if available
 - 7. Completed admission test, if necessary
 - 8. Transcripts from previous school
 - 9. Court records concerning custody (when applicable)
- D. Registration fee has been received
- E. Provision has been made for payment of tuition

A parent/guardian may withdraw a child from the school by notifying the administration of the decision to withdraw. All tuition payments must be current or arrangements to pay late tuition must have been made before a student's files will be released to another school.

Bible Center School Organization and Operating Policies

120--Attendance

The educational program offered by Bible Center School is predicated upon the presence of the student and requires continuity of instruction and classroom participation. A direct relationship exists between the student's daily attendance and academic performance and good work habits. The school is committed to maintaining a positive learning environment, helping students develop responsibility, self-discipline, and good work habits. Good student attendance is essential to attaining this commitment.

Definitions:

Absence--not being physically present in the school facility regardless of the reason
Excused absence—result from the following:

- Illness/injury, verified by parent contact to school office/teacher or medical excuse after three consecutive day;
- Death in the immediate family
- Approved school activity
- Parent consent days--up to five per year)

Unexcused absence—any absence not covered by the above. Suspension days are always unexcused absences.

Tardy—entry to school after the designated starting time

Excused Tardy—late arrival at school due to doctor's or dentist's appointments, weather conditions, or traffic tie-ups

Unexcused Tardy—late arrival at school not covered by the above

Early Departure—parent or guardian signs-out a student prior to end of the instructional day

Verification—a written document from parent or guardian explaining absences or tardies due upon return to school

Half day--being present at school for at least 50% of the school day.

Full day-- being present in school at least 75% of the school day.

Parent Consent Days

Students are allowed five days per year, with proper verification, for reasons other than those outlined under the excused absence section. Family vacations, hunting trips, mission trips, church conferences, retreats, etc. are examples of circumstances that may result in excused absences with a parent note. These are the Parent consent days. After five days, the absences become unexcused. Bible Center School recognizes that the ultimate decision for vacations and days off rests with the parent, but the school will

comply with state law concerning attendance. Parents will be asked to meet with the principal concerning excessive absences. If unexcused absences continue after the principal-parent/guardian meeting, the student may be retained in the current grade or dismissed from the school's program.

Make-Up Work for Excused Absences

When making up work after excused absences, a student will have one day for every missed day of school up to five school days to complete missing work. Special arrangements can be made upon the approval of the teacher. Students will receive zeros for work not turned in after the make-up period. Pre-announced tests and routinely scheduled quizzes on the day of the student's return will be administered unless the teacher has granted an extension of time to the student.

Tardies

While no formal instruction in preschool begins until 9:00 a.m., classes in the elementary school begin at 8:00 a.m. and in the middle school at 7:50 a.m. Upon entering school after classes have begun, elementary and middle school students should report to the school office to receive a tardy slip. At that time, determination will be made as to whether or not the tardy is excused. Late students will not be admitted to class without a tardy slip. Tardy slips must be presented to the classroom teacher. Tardies and absences will be recorded on the teacher's attendance list.

Consequences for Excessive Tardies

Students who are tardy cause a disruption in the classroom. Additionally, tardies have an adverse effect on student's academic progress and the establishment of productive work habits. To discourage the habit of tardiness, the following procedures will be followed:

1. Each tardy will be entered on the child's attendance record.
2. After five tardies in one nine-weeks grading period, students will lose recess time and parents will be notified.
3. After ten tardies in one nine-weeks grading period, the principal will call the parents to discuss a solution to the problem.

Bible Center School Organization and Operating Policies

125--Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the school. However, it is recognized that from time to time compelling circumstances require that a child be late for school or be dismissed before the end of the school day. Parents should notify the school in writing in advance, if possible, of such circumstances.

For the purpose of calculating attendance for recording purposes, the following will be observed:

Half day--being present at school for at least 50% of the school day (3.5 hours)

Full-day--being present in school at least 75% of the school day (5 hours and 20 minutes).

No student shall be released to anyone who is not authorized for pick-up of that child according to information provided on the school application. For preschool pick-ups, photo identification must be available.

If a court order has awarded custody to one parent, the parent-of-custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent.

Bible Center School Organization and Operating Policies

130—Emergency School Closure

Bible Center School will not typically follow the policy of the Kanawha County Schools regarding dismissal due to inclement weather; however, Kanawha County's decision will be considered when school closure is being decided. The decision to close school or postpone the opening of school will be made by 6:00 a.m. Bible Center School and Bible Center Preschool may make differing decisions.

In the event of a school closure or postponement, families should receive an automated call to the phone registered in the school or preschool office by 6:00 a.m.. Secondly, when weather conditions make school questionable, parents may check the local television and radio stations for the school closing hotlines. Thirdly, the school answering machine, available at 304.346.0431, will have a posted message by or before 6:00 a.m. regarding postponement or cancellation. Fourthly, the school website and state closures posted on the website <http://wvde.state.wv.us/closings/private/biblecenter> will also give updated information.

When weather conditions arise during the day that make travel potentially unsafe, parents are welcome to pick up their children early, but Bible Center School will not dismiss once school has begun unless directed by city, county, or state emergency personnel.

If a power failure occurs during the day forcing a cancellation of school, parents will receive a call as soon as the outage occurs and will be about dismissal plans.

Academic Policies of Bible Center School

Bible Center School Organization and Operating Policies

210--Grading

BCS recognizes its responsibility for providing a system of grading student achievement that can help students, teachers, and parents judge properly how well the student is achieving the goals of the school's program.

BCS believes that the school's grading system should be a reliable system and one that ensures each student's grades reflect accurately his/her degree of accomplishment of those expected content standards and objectives which are to be stated for each program at every grade level, kindergarten through eight.

Methods for determining grades shall not be used as a disciplinary measure. Teachers shall not consider the behavior of their students when determining academic progress. Separate comments may be given specifically for behavior. Procedures for grading will be developed whereby the professional staff:

- A. Develops clear, consistent criteria and standards, particularly when grades are based on subjective assessment;
- B. Helps students and parents understand in each course or program what achievement is needed to earn each grade as well as what will produce a failing grade;
- C. Provides frequent opportunities for students and parents to obtain information regarding student progress toward the learning of the content standards and objectives of his/her courses or programs;
- D. Offers students the opportunity to assess both their own achievements and their areas of difficulties.

The grading scale will be subject to continual review by the staff. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

GRADING SCALES:

PRE-SCHOOL

Developmental Checklist

Kindergarten and First Grade

Summary of Progress Letter Grade

Outstanding	O
Satisfactory	S
Unsatisfactory	U
Not Yet Attempted	NY
Always Does	+

Grading Scale for Grades 2-8

Numerical Average Letter Grade

96-100	A
92-95	A-
90-91	B+
86-89	B
84-85	B-
82-83	C+
78-81	C
76-77	C-
74-75	D+
72-73	D
70-71	D-

0-69	F
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For students in **grades K-1**, grades of O, S, and U will be used for subjects in the areas of Reading, English, Spelling and Math, Bible, Physical Education, Science and Social Studies.

For students in **grades 2-8**, grades of A, B, C, D, F, and I, will be used for subjects in the areas of Reading, Language, Science, Mathematics, Spelling, Social Studies. Grades for the following subjects will not counted for honor roll: Art, Music, Physical Education, Computer, and Spanish. The exception is Grade 2 that receives a supplemental report for Spanish, computer, and music.

Bible Center School Organization and Operating Policies

220--Reporting Student Progress

Bible Center School believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. Bible Center School recognizes its responsibility to keep parents informed of student welfare and progress in school.

Bible Center School maintains a system of reporting student progress that shall include written reports (report cards will be prepared, reviewed, and then delivered to parents) and parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

Staff members, shall develop procedures for reporting student progress to parents which:

- A. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- B. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- C. specify the issuance of report cards at intervals specific to grade level;
- D. ensure a continual review and improvement of methods of reporting student progress to parents;
- E. ensure there is a mechanism in place that any written communication to the parents is concise, accurate, understandable, in proper grammatical form, and correctly spelled.

Bible Center School Organization and Operating Policies

225—Parent-Teacher Conferences

Bible Center School recognizes the importance of the home and the school working together to insure spiritual, social, and academic growth in a student. To speak with a preschool teacher, parents may request a meeting with a teacher any school day from 1:00-3:00 p.m. In Transitional Kindergarten through eighth grades, there are two scheduled times per year set aside for parents and teachers to meet and discuss the progress of the student. Dates of the conferences will be set prior to the beginning of the school year in order to allow ample time for parents to arrange to visit the classroom and discuss growth with the classroom teacher. Parents should visit or call the school office to schedule an appointment.

In addition to the regularly scheduled parent–teacher conferences held twice a year, parents may secure an appointment at other times with a teacher by calling or emailing that teacher at school. Conferences may be held immediately before the beginning or at conclusion of the school day or during the teacher’s planning period.

Bible Center School Organization and Operating Policies

230--Promotion, Acceleration, Placement, and Retention

Bible Center School recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of Bible Center School that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A gifted student may be accelerated when his/her demonstrated achievement, as well as measured ability, significantly exceeds that of his/her grade level peers and has been approved by the County IEP Team (psychologist, principal, teachers, and parents). Consideration may be given to promoting him/her to a grade other than the next succeeding one, or permitting him/her to enroll in a course other than the next one in the academic sequence. A student will be accelerated in this manner when s/he has been approved by the IEP team.

However, following sound principles of child development, the school committee discourages the skipping of grades.

A student may be retained at his/her current grade level when s/he has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in

mathematics and reading;

- B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- C. scored at the **below basic** level on any school-mandated proficiency test.

A student may be placed at the next grade level when retention would no longer serve any good purpose.

A student may not be accepted back at Bible Center School when retention would no longer serve any good purpose and greater academic needs become evident.

The principal shall develop administrative guidelines for promotion, acceleration, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, acceleration, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. require that the parent(s) give their consent to the acceleration of their child;
- D. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- E. assign to the principal the final responsibility for determining the promotion, acceleration, placement, or retention of each student;
- F. provide parents the opportunity to request the acceleration, assignment, or retention of their child;
- G. provide parents the opportunity to appeal the decision about their child's acceleration, assignment, or retention.

Bible Center School Organization and Operating Policies

235--Identifying Academic Special Needs—Referral Policy

Students with known academic special needs are admitted to Bible Center School with the parent's/guardian's full knowledge that services offered to special needs students are very limited, but that does not mean that students with special needs are automatically excluded from enrollment at Bible Center. Decisions to admit special needs students depend upon a number of factors regarding the degree of need and the classroom modifications necessary. Although Bible Center School does not offer special education classes, a special needs student may be admitted if the student can function successfully in a regular classroom with modifications to the workload, amount of time allowed for assignments, priority seating, minor adjustments in which subject matter is tested, or benefits from the assistance of a tutor. Special needs students will be admitted to the program with the same probationary period as any other student.

If a child becomes a part of the Bible Center student body at a very early age, diagnosis of learning disabilities or learning challenges is highly unlikely. But as that child progresses through grades, teachers and parents alike may observe that student beginning to struggle academically and fall behind other students his age. At that point students may be referred for testing.

Referrals for testing may be suggested by the classroom teacher, but without permission from the parent, no testing can occur. When permission is given, the school secretary contacts the Kanawha County Psychological Services office to set up testing. Testing is done at the school at no charge to parents. The tests administered may vary, but generally there is a vision and hearing screening, a test to determine student's ability, and a test to determine student's level of achievement. Other tests may be administered as deemed necessary by the psychologist. Prior to testing, teachers and parents may be asked to complete behavioral checklists or rating scales to help round out the evaluation.

After the testing is completed, the county psychologist and other members of the testing team will meet with the classroom teacher(s), the school principal, and the parents to review test results and offer strategies for modifications to classroom procedures to increase the likelihood of student success. Copies of the testing results are given to the school office for the student's confidential file and to the parents. Teacher will receive copies of any modifications suggested to institute in the classroom. Additionally, parents may be referred to their pediatrician for medical tests.

Bible Center School Organization and Operating Policies

240--Student Recognition

BCS values excellence and wishes to cultivate in students the desire to do their best in all things. It shall be the policy of this school, therefore, to recognize outstanding accomplishment in curricular, co-curricular, and extra-curricular areas.

Academic achievement will be recognized with an Honor Roll. Those students earning all A grades in classroom subjects will be listed on the A Honor Roll.

Those students with all A and B grades in classroom subjects will be listed on the B Honor Roll. These lists will be compiled and displayed following each 9-week quarter.

At the end of the school year academic distinctions will be awarded as *Academic Excellence*, all A grades for the year in classroom subjects, and *Academic Achievement*, only A and B grades for the year in classroom subjects.

Students will be given opportunities to participate in events such as the county spelling bee, math field day, and fine arts competitions. Those students will be recognized for their participation and will receive awards in accordance with the policies of each event.

Additionally, students will be recognized for exemplary attendance. Two categories of attendance awards will be given—perfect attendance and faithful attendance. Completing a school year with no absence and no more than one excused tardy per nine-week quarter can attain perfect attendance. If a student accumulates no more than three absences and one excused tardy for each grading period during the school year, faithful attendance is awarded.

Bible Center School Organization and Operating Policies

250—Classroom Management

1). Classroom Time Management

For the academic and disciplinary benefit of students, a carefully scheduled day is followed in Bible Center Preschool, Elementary School, and Middle School. Students function better and academic progress occurs more steadily when a regular schedule is followed. Therefore, every effort is made to keep the number of class interruptions to a minimum.

However, it is recognized that not all class interruptions are detrimental to the students and some are even required for their safety and security. Expected and scheduled interruptions for student safety and security include fire drills (10 per year), shelter-in-place drills (one walk through and one practice), and lockdown drills (one walk through and one practice).

A well-planned curriculum is also enriched by guest speakers, field trips, and assemblies allowing students experiences and exposure to expertise not available within the confines of the regular classroom. These are scheduled at each classroom teachers' discretion with the administrator's approval.

Occasionally, a special event will precipitate a change in the school's schedule. Pep rallies, visiting Fellowship of Christian Athletes representatives, visiting missionaries, holiday parties are a few examples of interruptions to regular scheduling that hold benefits for students.

All changes in scheduling must be cleared with the principal or director and communicated to the corresponding administrative assistant and secretaries.

2). Student :Teacher Ratios

It is the **desired** goal of Bible Center School to limit the ratio of students to teachers at 25:1 per classroom. At no time will the student to teacher ratio in any classroom exceed 30:1.

Bible Center School Organization and Operating Policies

255—Use of Videos and DVDs in the Classroom

Bible Center School sometimes includes the use of videos or DVDs in the classroom to supplement curriculum being presented in class. When being used for academic purposes, the teacher will preview the video or DVD to evaluate for content relevancy, appropriate to age of students, and amount of class time required.

When videos and DVDs are used with students for entertainment purposes or special rewards, responsible teachers are again required to prescreen to check for suitable content and language. The videos and DVDs should also be of subject matter appealing to the students.

In the Preschool, children are allowed to bring their favorite video or DVD from home on a rotating schedule. Each child is assigned a day to provide a movie approximately every fifteen weeks. Parents are made aware of their assigned time through their class' monthly calendar. In order to be shown in the classroom, all videos and DVDs must be G-rated, on a subject of interest to young children, and of appropriate length for a child's attention span.

Videos and DVDs used for instructional or entertainment purposes must be G-rated.

**Student
Conduct and
Discipline
Policies
of Bible
Center School**

Bible Center School Organization and Operating Policies

310--Student Conduct

Student Conduct

Purpose. BCS recognizes the need for students, teachers, administrators, and other personnel to have a nurturing and orderly, safe, and stimulating educational environment. The purpose of this policy is to provide our schools with a policy of student conduct that will ensure a safe and orderly environment that is conducive to learning. The ultimate goal is that the student will make choices that will glorify the Lord in everything he/she says or does (I Corinthians 10:31).

Student Code of Conduct. It is expected that all students enrolled in our school will:

- Behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development
- Help create an atmosphere free from bullying, intimidation and harassment;
- Display honesty and trustworthiness;
- Treat others with respect, deal peacefully with anger, use good manners and display consideration for the feelings of others;
- Demonstrate responsibility, use self-control and be self-disciplined;
- Exhibit fairness, play by the rules, and will not take advantage of others;
- Show compassion and caring;
- Demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others

Application. All students shall be subject to the provisions of a the Bible Center Code of Conduct in the following circumstances:

- While on property owned by Bible Center Church.
- During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Bible Center School, regardless of whether a student is in actual attendance.
- During any extracurricular activity or trip conducted under the auspices of Bible Center School in which a student elects to participate.

- While a student is in transit to or from school or an extracurricular activity, including transit on a school bus.
- Offenses against employees of Bible Center School or Bible Center Church, regardless of time or place.
- Bomb threats involving Bible Center School or Bible Center Churches property, regardless of time or place.
- The consumption of alcoholic beverages or controlled substances or substances, as defined herein, in any amount, prior to school or any school related activity, regardless of place.
- While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by Bible Center Church, or in another facility being used by any of these organizations.
- Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels of Response to Violations as outlined in this Handbook.
- This policy does not supersede any rights granted to special education students by Federal or State law or other West Virginia Board of Education policy.

Planning. To ensure understanding of the student code of conduct policy, Bible Center School will develop and implement training at each grade level K-5, and 6-8.

- Discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested, their devastating emotional and educational consequences, and their potential consequences.
- Each student will sign an acknowledgement verifying participation in the Code of Conduct training.
- New students enrolled at Bible Center School will be provided with the BCS Student Code of Conduct information as part of the school's orientation. A copy of the policy will be sent home with each new student.
- At the beginning of the school year Bible Center School's Code of Conduct will be printed in booklet form and distributed to each student's parents or guardians and sent home with the students.
- Parents of students in grades K-5 and parents of students who are entering middle school for the first time will be asked to sign an acknowledgement verifying receipt of Bible Center School's Code of Conduct. The acknowledgements will be returned to school and kept in the administrative office.

School Discipline System: The purpose of discipline at Bible Center School is to train students to make wise decisions and to correct inappropriate behavior. The ultimate goal is that the student will make choices that will glorify the Lord in what is said and done. Bible Center School believes that the Bible is the standard for all rules of Christian discipline and desires to apply its principles through its policies. The school further expects parents or guardians to encourage their student to comply with school regulations.

However Bible Center School respects that parents may have different perspectives regarding student behavior to prevent misunderstandings, good communication is the key.

The following steps apply to communication regarding circumstances beyond normal classroom behaviors:

After the **first** significant infraction, a **Bible Center staff member will write a Classroom Discipline Report (CDR)** and a copy will be sent to parents.

After the **second** infraction, a CDR written by a staff member will be sent to parents with appropriate discipline noted. Parent will initial one copy and return it to the teacher. At this point, if necessary, the teacher may request a conference with the parent.

After the **third** infraction, a staff member will complete a CDR. The student and the form will be taken to the principal's office. The principal will set up a meeting with the parents to discuss the student's behavior. The principal will then assign an appropriate discipline.

If the pattern of unacceptable behavior continues, further steps may be necessary. These steps may include **suspension** or **expulsion** at the discretion of the principal.

The staff of Bible Center School is here to help parents or guardians with any conflicts or concerns arising over discipline issues. If a concern or conflict develops, parents/guardians should speak to the persons directly involved within one week of the incident. If no resolution is reached, the principal should meet with those involved. If the concerns cannot be resolved, a meeting with the School Committee may be requested. The request will be discussed at the next regularly scheduled committee meeting. A response will be given following the meeting.

In Middle School there is a complimentary Discipline System called Character Builders. This system uses a blue colored Guideline Infraction Notice (GIN) to highlight to students when they are not in compliance with policy. After a student receives 5 GIN's, they are issued a consequence and the first CDR is written. This is where the two systems mesh. After 5 more GIN's, the second CDR is issued. After 5 more GIN's the third CDR will be given.

Violations of the Student Code of Conduct. This policy classifies student violations of the Student Code of Conduct in four levels. The BCS Policy requires that the principal suspend a student who commits a violation classified as a Level IV in this policy. Level III and IV violations are to be referred directly to the Principal because of the serious and/or unlawful nature of the misconduct. All violations of this policy shall be reported to the principal of the school by use of Corrective Discipline Report (CDR) Form. Upon receipt of the CDR Form and after such investigation and due process as may be required under the circumstances, the principal or his designee will determine the level of violation and the school's response.

LEVEL I VIOLATIONS.

- Anti-Social Conduct. A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward another student that causes embarrassment, discomfort, or a reluctance to participate in school activities. This includes posting material on the Internet or social networking sites, i.e., Facebook, MySpace, etc., which has the effect of disrupting the educational process in the school.
- Cellular Phones. The use of cell phone, pagers, “beepers”, PDAs or similar electronic communication devices are not permitted during school starting with the arrival at school and ending with the pick up of the student by a Parent or Guardian. This includes Early Care, After Care, between class periods, as well as on school-sponsored trips.. “Using” refers to, not only the making and/or receiving of calls, but also using the device for any other purpose. During the instructional day, cell phones and pagers may be used, with administrative permission, for emergencies only. The use of cell phones while on school buses/vans is strictly prohibited unless an emergency situation arises and students have permission from the bus driver. PDAs may be used if such devices are not capable of being used to communicate with any other device. This prohibition is not intended to prohibit students from using cellphones or other similar devices for curricular purposes under the direction and supervision of a teacher.
 - Cell phones are to remain turned off during the times that students are not permitted to use the phones. Cell Phones are to be secured in a backpack or in the student’s locker.
 - No taking of cell phone photographs is permitted during the school day. Also, no cell phone photographs or photographs or videos of any type are permitted in the restrooms or locker room areas at any time.
 - Pagers, beepers, and other electronic communication devices are prohibited. Students are not permitted to bring these items to school at all.
 - Bible Center School is not responsible for lost, damaged or stolen cell phones or other electronic communication devices.
 - Any use of electronic devices, or carrying of a cell phone on a student’s person during the instructional school day without permission is in violation of this policy and shall be considered a disciplinary violation. In addition to the penalties otherwise imposed by this policy the following penalties apply to cell phone et al. misuse.
 - The first electronic device infraction shall result in the confiscation of the device. Once the device is confiscated it will be turned in to the Administrative Office and will only be returned to a parent or guardian.
 - The second infraction shall result in confiscation of the device and a parent or guardian conference
 - Any third or subsequent violation of this policy , will result in the termination of the right to carry a cellular phone for the rest of the school year. At the principal’s discretion the third violation may result in additional disciplinary action for habitual or willful disobedience of school rules in accordance with the provisions of this policy.

- Any student who uses a cell phone other technological or electronic device for any illegal purpose or to violate any Bible Center School policy will be prohibited from having a cell phone at school.
- Cheating/Academic Misconduct. A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials., including, without limitation, cheating through the use of a technological or electronic device. The response to violations under this section may include academic sanctions in addition to other discipline.
- Disorderly Conduct. A student will not harass another student or person or misbehave or behave in a manner that causes disruption or obstruction to the education process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another person, constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- Improper Operation of a Motor Vehicle. A student will not engage in improper operation or parking of a motor vehicle on school property. Schools may establish their own rules relating to operation and parking of motor vehicles on school property.
- Inappropriate Displays of Affection. Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.
- Inappropriate Dress and Grooming. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes any drug-, alcohol- or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions. Students will wear school uniforms in accordance with the dress code as outlined in the Parent/Student Guide.
- Leaving School Without Permission. A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- Possession of Inappropriate Personal Property. A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.
- Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

- Technology Abuse. A student will not violate Bible Center School's policy concerning Safety and Acceptable Use of the Internet and technology by Students and Educators.
- Tobacco. A student will not smoke, use tobacco, or possess any substance containing tobacco on school premises or at any activity or event sponsored by the school.
 - In addition to the penalties set forth below, the following penalties shall be applicable to a violation of the tobacco policy:
 - 1st Offense – Confiscation of tobacco products (includes smokeless and smoking paraphernalia); Mandatory conference with parent/guardian; signing of contract by parent/student and school administration. Other Level I actions may be taken at the principal's discretion.
 - 2nd Offense – Confiscation of tobacco products and smoking paraphernalia; and a 3-day Out-of-School suspension if possession or actual use of tobacco products has been determined Criminal charges are a possible consequence with the parent/guardian. Police report filed pursuant to W. Va. Code §16-9A-3.
 - 3rd Offense – Confiscation of tobacco products and smoking paraphernalia; mandatory up to 5 -day Out-of-School school suspension. Criminal charges filed. Police report filed pursuant to W. Va. Code §16-9A-3.
 - 4th and subsequent Offense – Confiscation of tobacco products and smoking paraphernalia; mandatory up to 10-day days Out-of-School suspension. Criminal charges/Police report filed pursuant to W. Va. Code §16-9A-3.
- Trespassing. A student will not enter upon the premises of Bible Center School/Bible Center Church property, other than to the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- Truancy. In accordance with West Virginia Board of Education Policy 4110, Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.

School Responses to Level I Violations.

School administrators and staff may use appropriate intervention strategies to resolve the infraction. Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation:

- Interventions:
 - Administrator/student conference or reprimand
 - Administrator and teacher-parent/guardian conference
 - Daily/weekly progress reports

- Behavioral contracts:
 - Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.
 - School service assignment

- Disciplinary Actions: Bible Center School recognizes that exclusion from the educational program of the school, whether by out-of-school suspension or expulsion, is the most severe sanction that can be imposed on a student. The school takes very seriously its role in providing a Christian environment that assures a safe, nurturing and orderly learning environment for its students, free from drugs, violence, harassment, and other disruptive and/or inappropriate behavior. Therefore, the provision of this policy shall be enforced strictly. A student may to be suspended in-house, suspended out-of-school, or expelled when his/her behavior poses a threat to an orderly learning environment, displays behavior that suggests endangerment to fellow students, exhibits a lack of respect for school authority, or demonstrates behavior not consistent with Christian principles. Students may be subject to discipline even if that conduct occurs on property not owned or controlled by the Bible Center School but where such conduct is connected to activities of the School, or conduct that, regardless of where it occurs, is directed at a School authorities or their property.

- For purposes of this policy and the Student Code of Conduct, the following shall apply:
 - Confiscation of inappropriate item
 - Restitution/restoration
 - Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch
 - A **Removal Room** will be used in Grades K-1-2 from the second semester. It will generally be used after two full quarters of training concerning classroom expectations. Only for the most serious offenses will it be used during the first

- semester. After two full quarters of training in regard to acceptable school behavior, a CDR will be used. (See Policy # 5611 for more information on CDRs) CDRs may be issued for behavior that is Disruptive, Disrespectful, Disinterested, Disengaged, or Divisive (The Five Ds). After the first CDR warning is issued, the student will spend a designated period of time in the Removal Room. Any missed work will be sent home for homework and it is the parent's responsibility to make sure work is completed and turned in. If there is a special event planned for the day, the teacher who issued the CDR will make the decision as to whether or not the child may be included in the event. The second time a CRD is issued in the same nine-week period, a longer period of time will be served in the Removal Room and the student will miss any special events planned. In event of a third CDR in the same nine-weeks, the procedure will be followed as outlined in CDR procedures. Classroom teachers will supply a complete explanation of policy and behaviors to parents at the beginning of the year.
- **In-house suspension** will be used in Grades 3-8 to allow an alternative to out-of-school suspension in response to student misconduct. It will be implemented by the teacher in a classroom for the exclusion of a student who is guilty of disorderly conduct; that in any manner interferes with an orderly educational process; or who willfully disobeys a school employee. In kindergarten, first, and second grade, the classroom teacher may implement using an on-site removal room for the purpose of training or retraining a student in regards to appropriate behavior. In grades 3-8, the CDR policy will be followed when an unacceptable pattern of behavior is becoming evident.
 - Out-of-school suspension for up one to three days. If the pattern of unacceptable behavior continues, further steps may be necessary. These steps may include **suspension** or **expulsion** at the discretion of the principal. A student may be **suspended** by the principal for disruptive behavior in the classroom or on school property or at school sponsored activities, for threats and aggression against fellow students or school authorities, for use of profane language, or for unchristian behavior.
 - There are impacts if a student is suspended.
 - During the time of the suspension the student is not to be on the school campus and may not participate in any school functions. For example, if the student plays on the basketball team and there is a game on the day of the suspension, the student may not participate in the game.
 - From the date of the implementation of the suspension, the student will not be allowed to go on school reward events or on school field trips for the remainder of the semester. This consequence lasts for one semester only. At the end of the semester the consequence is over and the next semester begins with a clean slate.
 - Additionally, a suspended student shall temporarily be excluded from the instructional program and all school activities for a specified number of days. When a student is excluded from the classroom two (2) times in one (1)

semester, and after exhausting all reasonable methods of classroom discipline, the student may be readmitted to the classroom only after the teacher, principal, and parents, guardians, or custodians of the student have held a conference to discuss the student's disruptive behavior patterns, and the teacher, principal, and parents, guardians, or custodians of the student agree on a course of action.

- Thereafter, if the student's disruptive behavior persists, the student will be **expelled** from the School. **Expulsion** will also result after students have been involved in acts such as possession or sale of a controlled substance, battery of a fellow student or school employee, possession of a deadly weapon, arson, bomb threat, burglary, habitually violated school rules, or if school administration and parents have met and can no longer work together to bring a student's behavior in line with school expectations. Denial of participation in class and/or school activities, such as field trips, graduation ceremonies, etc.
- Immediate exclusion by teacher from one class period of the school day

- Law enforcement notification

LEVEL II VIOLATIONS.

- Bullying/Harassment/Intimidation. A student will not bully, intimidate or harass another student. Bullying, harassment and/or intimidation occurs whenever one or more persons use power to repeatedly and consistently inflict physical, verbal or emotional abuse on one or more other persons. There must be repeated and consistent negative actions against the person, there must be a physical or psychological imbalance of power between the person who bullies and the target person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying episode. The effects of bullying, harassment and/or intimidation are: placing a student or staff member in reasonable fear of harm to his/her person; harming a student or staff member; damaging a student's or staff member's property; placing a student or staff member in reasonable fear of damage to his/her property; or sufficiently inappropriate, severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational, social or working environment for a student or staff member.
- Failure to Serve Assigned Detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.
- False Identification. A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

- Forgery. A student will not sign the name of another person for the purpose of defrauding school personnel or the school.
- Fraud. A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
- Gambling. A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
- Gang Activity. A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. Gang activity includes: (a) wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang; (b) using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang; (c) gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs; (d) recruiting student(s) for gangs.
- Insubordination/Unruly Conduct. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.
- Loitering. A student will not remain or linger on school property without a legitimate purpose and/or proper authority.
- Medication. A student shall not have prescription or non-prescription medication at school. If a student requires medication it will be turned in to the school Administrative office and then administered by the administrative personnel.
- Theft or Possession of Stolen Property. A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued less than \$100.00 which does not belong to the student.

School Responses to Level II Violations.

Intervention strategies may include, but are not limited to, the following intervention strategies and disciplinary actions:

- Any Level I response which include:

- Interventions:
 - Administrator/student conference or reprimand
 - Administrator and teacher-parent/guardian conference
 - Discipline
 - Referrals and conference to support staff or agencies
 - Daily/weekly progress reports
- Behavioral contracts. Behavior contracts must be developed for the particular student, identifying the offending conduct and specifically addressing the desired outcome.
- Change in the student's class schedule
- School service assignment
- Disciplinary Actions:
 - Confiscation of inappropriate item
 - Restitution/restoration
 - Before and/or after-school detention. Periods of detention shall not exceed 30 minutes per school day for elementary students or 60 minutes per school day for secondary students. If a student is to be detained beyond the normal school day, the parent or parents or custodial guardian shall be notified in advance. Students shall not be required to miss bus transportation. Detention shall not be imposed in a manner that deprives a student of lunch.
 - Denial of participation in class and/or school activities, such as field trips, graduation ceremonies, etc.
 - Immediate exclusion by teacher from one class period of the school day
 - Out-of-School Suspension for up to ten (10) days.

LEVEL III VIOLATIONS.

- Alcohol. A student will not possess, distribute or be under the influence of alcohol in an educational facility, on school grounds, a school bus or at any school-sponsored function.
- Defacing school property. Bible Center School believes that the school should help students learn to respect property and develop feelings of pride in community institutions Bible Center School charges each student with responsibility for the proper care of school property, school supplies, and equipment entrusted to his/her use. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing

system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary. Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law.

- Bible Center School authorizes the principal of the school to demand full payment from those responsible for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings. If payment is not forthcoming as demanded, the principal is authorized to seek judicial assistance in obtaining payment.
 - Bible Center School may report to the appropriate juvenile authorities any student whose damage of school property has been serious and costly in nature.
- Disobeying school personnel in a willful manner. A student will not willfully disobey a teacher, administrator or other school personnel who have the authority to supervise students.
- Profane language. A student will not use profane language directed at a school employee or student. Using profane language may include, but is not limited to, verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school employee or student.
- Theft. A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession, property valued at between \$100 and \$999.99.
- Hazing. A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any activity or organization, including both co-curricular and extra-curricular activities.
- Improper or Negligent Operation of a Motor Vehicle. A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.
- Inappropriate Sexual Activity. A student will not engage in any inappropriate sexual activity while under the authority of school personnel.
- Indecent Exposure. A student will not intentionally expose his or her sex organs.

- Participation in a Physical Altercation. A student will not engage in assault, battery, fighting, or other physical altercation with students or other individuals while under the authority of school personnel. (Battery on a school employee is a Level IV violation and requires expulsion.)
- Sexting. A student will not produce or share sexually explicit photos, videos, e-mail, text or chat by cell phone or other electronic device. This may include activity occurring outside of normal school times and locations if such activity has the effect of disrupting the educational process in the school.
- Threatening or Injuring. A student will not threaten to injure, or in any manner injure a student, teacher, administrator or other school employee. (This includes assault on a school employee as defined in W. Va. Code §61-2-15(a).) Va. Code §61-2-15(a.) This may include activity occurring outside of normal school times and locations if such activity has the effect of disrupting the educational process in the school. (Battery on a school employee is a Level IV violation and requires expulsion.)
- Violation of School Rules or Policies. A student will not habitually violate school rules or policies. As used herein, habitual violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for ten or more days cumulatively, and which have been documented to the student and the parent/guardian.

School Responses to Level III Violations.

- Any school responses to Level I and II violations.
- A principal may suspend a student from school, if the student, in the determination of the principal has committed any of the Level III violations.
- If a student has been suspended the principal may request to the School Committee that the student be expelled.

LEVEL IV VIOLATIONS. Violations in the Level IV category are consistent with those addressed in W. Va. Code §18A-5-1(a) and (b). Level IV violations in this policy are aligned with definitions in W. Va. Code §§61-6-17, 61-6-24 and 18A-5-1, and in the Gun-Free Schools Act of 1994 (the reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA)), Public Law 103-382, and require that the principal of the school in which the student is enrolled shall address the violation following the procedures outlined in W.Va. Code §18A-5-1a (a) and (b).

- Battery on a school employee. A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in W.Va. Code §61-2-15(b). This includes actions that may occur outside of regular school times and locations.
- Felony. A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W.Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not

limited to, arson (W.Va. Code §61-3-1), malicious wounding or unlawful wounding (W.Va. Code §61-2-9), bomb threat (W.Va. Code §61-6-17), sexual assault (W.Va. Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (W.Va. Code §61-6-24), burglary (W.Va. Code §61-3-11), robbery (W.Va. Code §61-2-12), and grand larceny (W.Va. Code §61-3-13).

- Unlawful possession of a controlled substance, Possession, distribution or possession of a drug device or being under the influence of Substances. A student will not possess, distribute, or be under the influence of a controlled substance governed by the Uniform Controlled Substances Act Substance, as described defined herein. As used herein “Substance” means alcohol, drugs, other substances (whether ingested, inhaled, injected subcutaneously, or otherwise) that have known mind altering or function-altering effects upon the human body or that impair one’s ability to safely perform his or her activities, specifically including, but not limited to, prescriptions drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; “synthetic or designer” drugs; inhalants; “look-alike” drugs; amphetamines, cannabinoids (marijuana and hashish), cocaine, phencyclidine (PCP), and opiates; and any drugs or other substances references in W.Va. Code §60A-1-101, et seq., In addition, a Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).
 - A student will not possess or distribute any substance that the student represents to be a controlled substance or Substance, as defined herein.
 - A student will not possess a drug device on the premises of an educational facility or at a school-sponsored function. As used herein the term “drug device” means an object usable for smoking marijuana, for smoking controlled substances defined as tetrahydrocannabinol, Substances or for ingesting or inhaling cocaine or any other Substance, and includes, but is not limited to: (1) metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, hashish heads, or punctured metal bowls; (2) water pipes; (3) carburetion tubes; (4) smoking and carburetion marks; (5) roach clips, meaning objects used to hold burning materials, such as a marijuana cigarette, that has become too small or too short to be held in the hands; (6) camber, carburetor, electric or air-driven pipes; (7) chillums; (8) bongs; (9) ice pipes or chillers; (10) miniature cocaine spoons and cocaine vials; and (11) rolling papers, if used or intended to be used to make marijuana cigarettes. In the consideration of violation of this provision, the question whether an object is a drug device shall be a question of fact.
 - In addition to the penalties set forth below, if a student has unlawful possession of a controlled substance or possesses a drug device or alcohol the following penalties shall apply: (A principal may request enhanced penalties if there are aggravating circumstances associated with the drug substance or alcohol possession or distribution.)
 - 1st Offense for use, possession or being under influence – Confiscation of the drugs substances, drug devices or alcohol; Suspension (10 days Mandatory);

- Completion of approved drug program (Mandatory); Criminal charges filed; Drug counseling.
 - 2nd Offense for use, possession or being under influence or 1st Offense for distribution – Confiscation of the drugs substances, drug devices or alcohol; Suspension (10 days Mandatory); Criminal charges filed;
 - 3rd and subsequent Offense for possession and 2nd and subsequent offense for distribution – Expulsion and filing criminal charges. (Mandatory)
- Possession of a firearm or deadly weapon. According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in W.Va. Code §61-7-11a. Notice of disciplinary action involving a firearm violation must be submitted by a principal within 72 hours of a violation as reflected in Safe Schools Form 5.
 - As defined in W.Va. Code §61-7-2, a "deadly weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife (regardless of the length of the blade see W. Va. Code §61-7-2(9)), switchblade knife, nunchuka, metallic or false knuckles, pistol, or revolver. The term deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.
 - For purposes of this policy deadly weapon also includes any instrument that is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to blank pistol, signal pistol, starter pistol, stun-gun, pellet gun, or BB gun; any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun chemical sprays, etc.); chains, club, nightstick, rings, pipe, studded or pointed bracelets, ax handles, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake or toy guns, fake bombs, fireworks fuse, explosive devices, detonators, etc.).
- Sale of a narcotic drug. According to W.Va. Code §18A-5-1a , a student will not sell a narcotic drug, as defined in W.Va. Code §60A-1-101, on the premises of an educational facility, at a school-sponsored function or on a school bus.

School Responses to Level IV Violations. Level IV violations in this policy are those violations addressed in W.Va. Code §18A-5-1a that require the mandatory suspension

of the student by the principal from school, or from transportation to or from the school on any school bus, after an informal hearing.

- If a student has been suspended for battery on a school employee, possession of a deadly weapon or sale of a narcotic drug, the principal shall, within twenty-four hours, request to the School Committee that the student be expelled. For other Level IV violations the principal must suspend the student and may request to the School Committee that the student be expelled.
- Upon receipt of a recommendation that a student be suspended for a period of time in excess of ten school days or expelled, a notice of a hearing shall be served upon the student and the student's parent(s), guardian(s) or custodian(s). Such hearings shall be scheduled within the ten-day period of suspension imposed by the principal following the informal hearing.
- Upon such recommendation to the School Committee, it shall conduct a hearing to determine if the student committed the alleged violation. If the School Committee finds that the student did commit the alleged violation, the student shall be expelled.

Guidelines for Suspension and Expulsion.

Suspension is considered a temporary solution to a violation of the Student Code of Conduct until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days, but may extend to ten (10) school days. A student is entitled to an informal hearing when faced with a suspension of ten (10) days or less. At this hearing, the principal must explain why the student is being suspended, and the student must be given the opportunity to present reasons why the student should not be suspended. However, a student whose conduct is detrimental to the progress and general conduct of the school may be suspended immediately and a hearing held as soon as practical after the suspension. A student may not participate in any school-sponsored activities, or be permitted on school grounds during the period of suspension without permission of school officials.

- Any suspension shall be reported in writing to the parent(s), guardian(s), or custodian(s) of the student, by regular United States mail.
- A suspension of more than ten (10) days requires a formal hearing before the School Committee.
- In the event the principal intends to recommend to the School Committee that a student be expelled, the principal should make that recommendation to the School Committee within 24 hours from the time the incident occurs.
- The School Committee, upon recommendation by the principal, may decide that the student's conduct is judged to be detrimental to the progress and general conduct of the school and the student will be expelled.
- The School Committee must abide by the policy of mandatory suspension by the principal and mandatory expulsion for: possession of a deadly weapon, assault of a school employee, or sale of a narcotic drug.
- A teacher or bus driver may exclude from a classroom or bus any student who: is guilty of disorderly conduct; interferes with an orderly education process; threatens, abuses, intimidates or attempts to intimidate a school employee or student; willfully

disobeys a school employee; or uses profane or abusive language toward a school employee. Once a student is excluded from the classroom or bus, the student must be referred to the principal who will take disciplinary action, notify the parent/guardian in writing of the disciplinary action taken, and provide a copy to the teacher or bus driver before the student is readmitted to class or to the bus.

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Bible Center School Committee does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. Staff members may always resort to removal of the student from the classroom when behavior or failure of compliance results in disruption to classroom activities. If disobedience continues, suspension or expulsion may be necessary.

Professional staff as well as service personnel staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to be inflicted unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by the administration and/or school committee and possibly charges of child abuse as well. This prohibition applies as well to volunteers.

Sexual Harassment.

- Harassment on the basis of sex is strictly prohibited and illegal. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's education; (2) submission to or rejection of such conduct by a student is used as a basis for academic decisions affecting the student; or, (3) such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment.
- Examples of Sexual Harassing Behavior. Sexually suggestive or obscene letters or notes; sexual rumors or name calling; unwelcome touching, grabbing or punching; inappropriate comments about one's body; dirty jokes or stories; dehumanizing graffiti; display of suggestive pictures, cartoons or objects; threats or demands for sexual favors; assault or attempted assault which is gender based; and peer and same sex harassment.

- Reporting Sexual Harassment Complaints. Any student who has a complaint of sexual harassment by anyone, including teachers, school administrators, other school employees, other students, or other persons must report the problem to the principal. If the complaint involves the principal, the student may report the problem directly to the School Committee.
- Investigation/Sexual Harassment. All complaints will be promptly and thoroughly investigated.
- Discipline. It shall be a violation of the code of conduct for any student to engage in sexual harassment. Students found guilty of sexual harassment shall be subject to discipline in accordance with this policy. An employee found guilty of sexual harassment of students shall be subject to disciplinary action.

Student/Employee Relationships. Employees are strictly prohibited from dating, attempting to cultivate a romantic relationship or becoming involved in inappropriate relationships with students, regardless of the student's age or consent. This prohibition shall be in force at any time so long as the student is considered a student within the school system, including during the summer break, holidays and other times away from school.

Reprisals. No person shall retaliate against any person who reports alleged sexual harassment or testifies, assists, or participates in an investigation, proceeding, or hearing related to a sexual harassment complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment. Persons found guilty of retaliation shall be subject to discipline.

Sexual Harassment As Abuse. Under certain circumstances, sexual harassment may constitute child and/or sexual abuse under Chapter 49 of the West Virginia Code. In such situations, the school shall comply with the provisions of law for reporting such abuse.

School Bus Offenses.

- Conduct detrimental to proper operation of bus – It shall be a violation of the code of conduct to engage in behavior which is detrimental to the operation of a bus including, but not limited to: creation of excessive noise; use of profane language; sticking arms or heads out of bus windows; changing seats or standing while bus is in motion; failure to obey directives of school personnel; throwing objects; passing objects through windows; riding in step well or front row of seats; or use of emergency door in non-emergency situations. Maximum possible penalty: Denial of transportation privileges for the remainder of the school year.
- Damage to bus – It shall be a violation of the code of conduct to damage or deface a school bus/van.
 - 1st Violation – Denial of transportation privileges pending restitution and conference with parent or custodial guardian.
 - 2nd Violation – Denial of transportation privileges for remainder of school; full restitution [Note: Parent or custodial guardian will be held liable for damage to school bus within the limits of the law.]

- Use of tobacco products – It shall be a violation of the code of conduct to use tobacco products on a school bus.
 - 1st Offense – Denial of transportation privileges pending conference with parent or custodial guardian.
 - 2nd Offense – Denial of transportation privileges for remainder of school year.

Searches.

- Searches of Students. Under ordinary circumstances the search of a student by a teacher or other school official is permitted, if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The extent of the search must be reasonably related to the objectives of a search and not excessively intrusive in light of the sex of the student and nature of the infraction. However, “strip searches” are not permitted under any circumstances. Any searches of students will be conducted in the presence of an adult witness. Any contraband property discovered as a result of a search may be confiscated.
- Locker Searches. A student’s locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness. Furthermore, by accepting a locker a student shall be deemed to have consented to the periodic inspection thereof. The school principal shall retain keys to all lockers in order to affect such inspections.
- Canine Assisted Locker/Facility Inspections. School principals are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas or grounds. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action under the terms of this policy. Only with the specific permission of the Principal may canines be used to conduct random searches of students.

Complaint Procedures.

- All violations of the Student Code of Conduct observed by school employees or by students must be reported to the principal or teachers for appropriate action to be taken as specified in this policy. Failure on the part of an employee to report and take appropriate action concerning a violation of this policy may result in disciplinary action as may be deemed appropriate, up to and including termination.
- Any person who believes he or she has been the victim of a Student Code of Conduct violation or any person with knowledge or belief of conduct that may constitute a violation of the Student Code of Conduct may report the alleged acts immediately to the principal or teacher.

Investigation Procedures.

- The principal shall, upon receipt of a report or complaint, immediately undertake or authorize an investigation. School officials may conduct the investigation.
- The investigation must, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of circumstances deemed pertinent by the investigator. When any student is to be interviewed in connection with an investigation pursuant to a Level IV violation, a reasonable effort shall be made to contact the student's parent, custodian, or guardian and invite them to be present during such interview, provided that such parental notification would not compromise the investigation or school/student safety. Parental notification is encouraged at Levels II and III and discretionary at Level I.
- The principal shall immediately take such reasonable steps as necessary, to protect the complainant, students, teachers, administrators or other personnel pending completion of an investigation of an alleged policy violation.
- The principal or his designated representative shall determine whether the alleged conduct constitutes a violation of this policy.
- In determining the appropriate response and/or punishment for a Level I, II, or III violation, the principal and the School Committee should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- The investigation will be completed as soon as practicable but no later than ten school days following the reported violation, unless permission has been requested and granted by the School Committee to extend the investigation period. The principal shall make a written report upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. If a student is suspended as a result of the investigation, the principal shall report the suspension to the School Committee.
- The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant or his/her legal guardian by the principal.
- Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action.

Action and Reporting.

- Upon receipt of a report substantiated by staff observation or by the investigation, the principal and the School Committee will take appropriate action against those found to have violated this policy.
- The principal or School Committee shall also initiate such other action as is appropriate to ease tensions and to affirm the values of respect and understanding.

Reprisal.

- It shall be a violation of this policy for any student to retaliate against any person who is involved in any disciplinary action against any student. The principal shall take appropriate action such as out of school suspension, or expulsion against any student who retaliates against any person who reports alleged violations or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
- It shall also be a violation of this policy to file a false report concerning a violation of this policy. The principal will take appropriate action against any student, administrator or other school personnel who falsely reports violations of this policy.

Dissemination of Policy and Training.

- This policy or a summary shall be conspicuously posted throughout Bible Center School in areas accessible to students and staff members such as classrooms, hallways, cafeteria, offices, gymnasiums, locker rooms and common areas.
- This policy, or a summary, shall appear in the student handbook and if no handbook is available, a copy will be distributed by school personnel to all students, faculty, staff and parents. A copy of this policy may also be obtained through Bible Center School website.
- When a student enters middle school for the first time, the student and his/her parent/guardian will be requested to sign and return a contract agreeing to abide by the stipulations in the policy and consequences associated with violations.
- At the commencement of each school year all students and their parents shall be provided with copies of a school's code of conduct. Students who transfer into a school during the course of a school year and their parents shall also be provided with copies of a school's code of conduct. Each year students shall be required to sign a statement acknowledging that they have read the code of conduct or have had it read to them and that they understand the code of conduct and the consequences of a violation.
- Training for students and staff on these regulations and on means for effectively promoting the goals of this policy will be developed and implemented. This will be accomplished through discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested,

their devastating emotional and educational consequences, and their potential consequences. Each student will sign an acknowledgement verifying participation in the Code of Conduct training.

Bible Center School
Organization and Operating Policies

315—Student Conduct: Dress and Grooming

BCS has established guidelines that are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. The dress code requires a student uniform as outlined in the Parent/Student Guide.

Uniforms consist of solid color short or long sleeve shirts in approved colors with tan or navy pants, shorts, or skirts/skorts for girls. Clothing items and accessories made available from Bible Center School will be appropriate for student dress. Teachers will announce in advance when other clothing may be worn.

Shoes should be clean comfortable and worn with socks.

Boys' hair should be kept well trimmed and of a reasonable length.

Boys are not permitted to wear earrings.

Abnormal hair colorings are prohibited .

Outerwear may be worn in the classroom but must be of an approved uniform solid color.

An overview of the general dress expectations may be obtained in the school office and in the Parent/Student Guide.

Bible Center School
Organization and Operating Policies

320—Student Conduct--Wireless Communication Devices

Students may possess wireless communication devices during school hours, on school property, during school extra-curricular activities, and at school-related functions, provided the communication devices are powered completely off and stored out of sight.

A wireless communication device is any device capable of sending or receiving communication by electronic means, may be capable of emitting an audible tone, vibrating, displaying a message, or otherwise summoning and delivering a communication to the possessor. The following are examples of wireless communication devices:

1. Cellular and wireless telephones
2. Pagers/beepers
3. Personal digital assistants (PDA)
4. Smart phones
5. Two-way radios
6. Broadcasting devices
7. And laptops with communication functionalities
8. Other devices with similar functions

At no time may students use wireless communication on school property or at a school-sponsored activity for the purpose of accessing and or viewing the Internet web sites that are blocked to students at school.

Bible Center Schools
Bible Center School
Organization and Operating Policies

350—Discipline

General Policy Statement

It is the policy of the Bible Center School to maintain an educational and work environment that is free from all forms of distracting and destructive behaviors. Those behaviors may include unlawful harassment, including sexual harassment and violence, aggressive behavior, substance abuse, and destruction of school property. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of distracting and destructive behavior. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Bible Center School.

Bible Center Schools Organization and Operating Policies

355—Discipline: Harassment and Violence

Bible Center School will vigorously enforce its prohibition against harassment and violence based on sex, age, race, color, national origin, religion, disability, or any other unlawful basis. The school will investigate all allegations of harassment and violence by those who feel threatened and seek assistance to rectify the problem. In those cases where unlawful harassment and violence has been substantiated, Bible Center School will take immediate steps to end the harassment and violence. Individuals who are found to have engaged in unlawful harassment and violence will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Violence Policy

Bible Center School will also take immediate steps to impose disciplinary action against any student, teacher, administrator or other school personnel engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment or violence, or who has participated as a witness in a harassment/violence investigation or testified or otherwise assisted in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
- B. Filing a malicious or knowingly false report or complaint of harassment and violence.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment and violence, when responsibility for reporting and/or investigating harassment/violence charges comprises part of one's supervisory duties or responsibilities.

Definitions:

A. Sexual Harassment

"Sexual harassment" is defined as: unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, when:

1. submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or creating an intimidating, hostile or offensive employment or educational environment;
4. sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment of a sexual nature or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an

individual's employment or educational status; or

- f. unwelcome behavior, verbal or written words or symbols directed at an individual because of gender;
- g. the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment. However, nothing herein shall be construed to mean that sexual harassment cannot consist of as few as one (1) incident as described above.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual abuse or sexual assault as set forth in Article 8B, Chapter 61 of the West Virginia Code. Consent in such cases is not necessarily a defense. In addition, under certain circumstances, sexual harassment may constitute child and/or sexual abuse under Chapter 49 of the West Virginia Code. Bible Center School will comply with this policy.

B. Race/Color Harassment

Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

C. Religious (Creed)/Ethnic Harassment

Religious/Ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

Such harassment may occur where conduct is directed at the characteristics of a person's religious or ethnic tradition, clothing, or surnames, and/or involves religious or ethnic slurs.

D. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when:

1. the conduct has the purpose or effect of interfering with the individual's work or educational performance;
2. creates an intimidating, hostile, or offensive working and/or learning environment; or of
3. interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns,

movement, physical impairments or defects/appearances, or the like.

E. Sexual Violence

Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas:

Sexual violence may include, but is not limited to:

1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another
5. threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

F. Racial Violence

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

G. Religious/Ethnic Violence

Religious/Ethnic violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.

H. **Assault**

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the threat to do bodily harm to another with present ability to carry out the threat.

I. **Reports and Complaints of Harassment and Violence**

Employees of Bible Center School are encouraged to promptly report incidents of harassing conduct and violence to the administrator, Human Rights Commission, or to a law enforcement agency.

Employees of Bible Center School who believe they have been a victim of unlawful harassment or violence by another employee are entitled to utilize Bible Center School's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The staff shall, also, make students aware that they may make complaints to any teacher or administrator with whom they feel comfortable.

Confidentiality

Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action.

Informal Process for Addressing Complaints of Harassment/Violence

The administrative guidelines will include an informal complaint process so employees who believe they have been a victim of unlawful harassment or violence with a range of options designed to bring about a resolution of their concerns. Employees of Bible Center School who believe that they have been a victim of unlawful harassment or violence are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Employees who believe that they have been a victim of unlawful harassment or violence may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment/Violence

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment or violence, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, employees who feel they have been a victim of unlawful harassment or violence should file a formal written complaint with the principal. The individual receiving the complaint will reduce oral complaints of harassment/violence to writing and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate School Committee identified in the administrative guidelines.

Investigation

After a complaint is filed, Principal or School Committee member shall conduct a prompt and timely investigation. The investigation must, at a minimum, include interviews of the complainant, the individual accused of engaging in harassing or violent behavior, and any other witness who may reasonably be expected to have information relevant to the situation. The investigation may also consist of any other methods and

review of circumstances deemed pertinent by the investigator. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the discretion of the Principal or School Committee immediate steps may be taken to protect the complainant, students, teachers, administrators or other personnel pending completion of an investigation of alleged religious/ethnic, racial or sexual harassment or violence.

At the conclusion of the investigation the Principal or designee will prepare and deliver to the School Committee a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment or violence has been substantiated. If the complaint involves the principal, the report may be filed directly with the School Committee. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the principal, or the School Committee if the complaint involves the principal, will either issue a final decision regarding whether or not the complaint of unlawful harassment or violence was substantiated, or request that further investigation be conducted. A copy of the decision will be delivered to both the complainant and the individual accused of the harassing or violent conduct.

A complainant who is dissatisfied with the principal's decision may appeal it to the School Committee by submitting written notice to the School Committee within ten (10) days of the date of the principal's decision. Upon receipt of a notice of appeal, the School Committee shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the principal's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the School Committee will issue a decision either affirming, modifying, or rejecting the principal's decision. The decision of the School Committee shall be final.

The School Committee reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the employee alleging the harassment/violence pursues the complaint.

Action and Reporting

The School Committee shall vigorously enforce its prohibitions against unlawful harassment and violence. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge and revocation of licensure of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Principal shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved.

Dissemination of Policy and Training

This policy shall appear in the student and staff handbooks and if no handbook is available, a copy will be distributed to all students, faculty, and staff.

This policy shall be reviewed at least bi-annually for compliance with State and Federal law by administration.

Bible Center Schools Organization and Operating Policies

360--Discipline: Aggressive Behavior

Bible Center School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bible Center School encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. Bible Center School will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the teacher, or building administrator or assistant. The student may also report concerns to a teacher or staff member with whom the student feels comfortable who will be responsible for notifying the administrator. Complaints against the building principal should be filed with the School Committee.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students up to discharge for employee, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request a resignation for

School Committee members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of School Committee policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three (3). Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act that subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature. Such behavior may or may not be based on the victim's age, race, religion, color, national origin, marital status or disability sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury. Such behavior, again, may or may not be based on the victim's age, race, color, religion, national origin, disability, marital status, physical characteristic, cultural background, socioeconomic status, geographic location or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee or student in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons; to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

"Staff" includes all school/church employees.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in school business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Confidentiality:

Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action.

However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. In such circumstances, those involved shall make only those disclosures absolutely necessary to the final resolution of the complaint and completion of the investigation.

Bible Center Schools Organization and Operating Policies

365—Discipline: Substance Abuse

Bible Center School recognizes that the misuse of drugs, including alcohol, is a serious problem with legal, physical, and social implications for the whole school community. As the educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means, where practicable.

For purposes of this policy, "drugs" shall mean:

- A. All controlled substances as so designated and prohibited by West Virginia statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission is granted by doctors excuse:
- E. Anabolic steroids;
- F. Any substance that is a "look-alike" to any of the above;
- G. Any "bogus" drugs.

Under the Student Code of Conduct, Bible Center School prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, in school vehicles, or at any school-sponsored event.

PLAN A:

1st offense-Authorities called. Student suspended for minimum of three days only allowed to return when proof is given that student has begun counseling. Student returns only after input from the counselor and parent. If no proof is offered after 10 days, student is expelled.

2nd offense-Authorities called. Student expelled.

Bible Center Schools Organization and Operating Policies

370—Discipline: Destruction of School Property

Bible Center School believes that the school should help students learn to respect property and develop feelings of pride in community institutions.

Bible Center School charges each student with responsibility for the proper care of school property, school supplies, and equipment entrusted to his/her use.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law.

Bible Center School authorizes the principal of the school to demand full payment from those responsible for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings. If payment is not forthcoming as demanded, the principal is authorized to seek judicial assistance in obtaining payment.

Bible Center School may report to the appropriate juvenile authorities any student whose damage of school property has been serious and costly in nature.

Bible Center School Organization and Operating Policies

375—Discipline: Removal Room, In-House Suspension, Suspension, and Expulsion of Students

Bible Center School recognizes that exclusion from the educational program of the school, whether by out-of-school suspension or expulsion, is the most severe sanction that can be imposed on a student. The school takes very seriously its role in providing a Christian environment that assures a safe, nurturing and orderly learning environment for its students, free from drugs, violence, harassment, and other disruptive and/or inappropriate behavior. Therefore, the provision of this policy shall be enforced strictly.

A student may to be suspended in-house, suspended out-of-school, or expelled when his/her behavior poses a threat to an orderly learning environment, displays behavior that suggests endangerment to fellow students, exhibits a lack of respect for school authority, or demonstrates behavior not consistent with Christian principles.

Students may be subject to discipline even if that conduct occurs on property not owned or controlled by the Bible Center School but where such conduct is connected to activities of the School, or conduct that, regardless of where it occurs, is directed at a School authorities or their property.

For purposes of this policy and the Student Code of Conduct, the following shall apply:

Removal room will be used in Grades K-1-2 from the second semester. It will generally be used after two full quarters of training concerning classroom expectations. Only for the most serious offenses will it be used during the first semester. After two full quarters of training in regard to acceptable school behavior, a CDR will be used. (See Policy # 5611 for more information on CDRs) CDRs may be issued for behavior that is Disruptive, Disrespectful, Disinterested, Disengaged, or Divisive (The Five Ds). After the first CDR warning is issued, the student will spend a designated period of time in the Removal Room. Any missed work will be sent home for homework and it is the parent's responsibility to make sure work is completed and turned in. If there is a special event planned for the day, the teacher who issued the CDR will make the decision as to whether or not the child may be included in the event. The second time a CRD is issued in the same nine-week period, a longer period of time will be served in the Removal Room and the student will miss any special events planned. In event of a third CDR in the same nine-weeks, the procedure will be followed as outlined in CDR procedures.

Classroom teachers will supply a complete explanation of policy and behaviors to parents at the beginning of the year.

In-house suspension will be used in Grades 3-8 to allow an alternative to out-of-school suspension in response to student misconduct. It will be implemented by the teacher in a classroom for the exclusion of a student who is guilty of disorderly conduct; that in any manner interferes with an orderly educational process; or who willfully disobeys a school employee. In kindergarten, first, and second grade, the classroom teacher may implement using an on-site removal room for the purpose of training or retraining a student in regards to appropriate behavior. In grades 3-8, the CDR policy will be followed when an unacceptable pattern of behavior is becoming evident.

If the pattern of unacceptable behavior continues, further steps may be necessary. These steps may include **suspension** or **expulsion** at the discretion of the principal.

A student may be **suspended** by the principal for disruptive behavior in the classroom or on school property or at school sponsored activities, for threats and aggression against fellow students or school authorities, for use of profane language, or for unchristian behavior.

There are impacts if a student is suspended.

1. During the time of the suspension the student is not to be on the school campus and may not participate in any school functions. For example, if the student plays on the basketball team and there is a game on the day of the suspension, the student may not participate in the game.
2. From the date of the implementation of the suspension, the student will not be allowed to go on school reward events or on school field trips for the remainder of the semester. This consequence lasts for one semester only. At the end of the semester the consequence is over and the next semester begins with a clean slate.

Additionally, a suspended student shall temporarily be excluded from the instructional program and all school activities for a specified number of days. When a student is excluded from the classroom two (2) times in one (1) semester, and after exhausting all reasonable methods of classroom discipline, the student may be readmitted to the classroom only after the teacher, principal, and parents, guardians, or custodians of the student have held a conference to discuss the student's disruptive behavior patterns, and the teacher, principal, and parents, guardians, or custodians of the student agree on a course of action.

Thereafter, if the student's disruptive behavior persists, the student will be **expelled** from the School. **Expulsion** will also result after students have been involved in acts such as possession or sale of a controlled substance, battery of a fellow student or school employee, possession of a deadly weapon, arson, bomb threat, burglary, habitually violated school rules, or if school administration and parents have met and can no longer work together to bring a student's behavior in line with school expectations.

Bible Center School Organization and Operating Policies

380—Discipline: Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Bible Center School Committee does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. Staff members may always resort to removal of the student from the classroom when behavior or failure of compliance results in disruption to classroom activities. If disobedience continues, suspension or expulsion may be necessary.

Professional staff as well as service personnel staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to be inflicted unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by the administration and/or school committee and possibly charges of child abuse as well. This prohibition applies as well to volunteers.

Bible Center School

Organization and Operating Policies

385—Discipline: Grievance, Conflicts, or Concerns Resolution

The purpose of discipline at Bible Center School is to train students to make wise decisions and to correct inappropriate behavior. The ultimate goal is that the student will make choices that will glorify the Lord in what is said and done. Bible Center School believes that the Bible is the standard for all rules of Christian discipline and desires to apply its principles through its policies. The school further expects parents or guardians to encourage their student to comply with school regulations.

However Bible Center School respects that parents may have different perspectives regarding student behavior to prevent misunderstandings, good communication is the key.

The following steps apply to communication regarding circumstances beyond normal classroom behaviors:

After the **first** significant infraction, a **Bible Center staff member will write a Classroom Discipline Report (CDR)** and a copy will be sent to parents.

After the **second** infraction, a CDR written by a staff member will be sent to parents with appropriate discipline noted. Parent will initial one copy and return it to the teacher. At this point, if necessary, the teacher may request a conference with the parent.

After the **third** infraction, a staff member will complete a CRD. The student and the form will be taken to the principal's office. The principal will set up a meeting with the parents to discuss the student's behavior. The principal will then assign an appropriate discipline.

If the pattern of unacceptable behavior continues, further steps may be necessary. These steps may include **suspension** or **expulsion** at the discretion of the principal.

The staff of Bible Center School is here to help parents or guardians with any conflicts or concerns arising over discipline issues. If a concern or conflict develops, parents/guardians should speak to the persons directly involved within one week of the incident. If no resolution is reached, the principal should meet with those involved. If the concerns cannot be resolved, a meeting with the School Committee may be requested. The request will be discussed at the next regularly scheduled committee meeting. A response will be given following the meeting.

Student Health Policies of Bible Center School

Bible Center School Organization and Operating Policies

410--Emergency Medical Authorization

Bible Center School will distribute annually the Emergency Medical Authorization Form to parents or guardians of all students. In the event emergency medical treatment for a student is necessary, the Bible Center School will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in the school office during the school year. Individual classrooms will retain copies of the Emergency Medical Forms for the specific grade levels. The PE teacher shall have Emergency Medical Forms for all students enrolled at Bible Center School.

Any time a student or a group of students is taken out of Bible Center School to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Emergency Medical Authorization Form for that student.

Bible Center School Organization and Operating Policies

420--Student Accidents

The Bible Center School Committee believes that school personnel have certain responsibilities in case of accidents that occur in school. Those responsibilities extend to the administration of first aid by trained personnel, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

It should be noted that in West Virginia, no person, including a person licensed to practice medicine or dentistry, who in good faith renders emergency care at the scene of an accident or to a victim at the scene of a crime, without remuneration, shall be liable for any civil damages as the result of any act or omission in rendering such emergency care.

Bible Center School Organization and Operating Policies

430--Care of Students with Chronic Health Conditions

For chronic health conditions, Bible Center School will be provided with written information from parents and attending physician. For the purposes of this policy, chronic health conditions shall include "peanut" and other food allergies, allergies, asthma, and diabetes.

All information regarding student identification, health care management, and emergency care shall be safeguarded in the school office as personally identifiable information.

Bible Center School will coordinate school health practices for management of a chronic health condition and shall provide for:

- A. identification of individuals with chronic health conditions;
- B. coordination of health care management activities by school staff;
- C. communication among school staff who interact with children with chronic health conditions;
- D. development of protocols to prevent exposure/episodic reactions;
- E. awareness and training of school staff regarding policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

School health practices shall provide students with chronic health conditions the opportunity for:

- A. full participation in physical activities when students are well;
- B. modified activities as needed with documentation by a physician;
- C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.

Healthcare management activities shall include:

- A. procedures to obtain, maintain, and utilize written health care information, signed by the child's parents and physician, for each student with a chronic

health condition;

- B. procedures for students to have immediate access to medications that allow students, as prescribed by a medical professional and approved by parents/guardians, to self-care and self-administer medications, inhalers, and Epi-pens;
- C. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school related activity or event.

Designated staff will be trained about chronic health conditions and their control at Bible Center School in which there is a student with a chronic health condition.

The office shall maintain a copy of the training program and the records of training completed by school employees.

Bible Center School Organization and Operating Policies

440--Use of Medications

In preschool, the administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of that child. Additional provisions in elementary and middle school allow administration if the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child requires the medication to benefit from the educational program offered.

For the purposes of this policy, “medication” will include all medicines including those prescribed by a physician and any nonprescription (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health care procedures that require special training such as nebulizers.

Before any medication or treatment may be administered to a student during school hours, the school office must have written permission from the child’s parents and directions from the child’s physician. The documentation must be filed in the office and made available to persons designated as authorized to administer the medication or treatment.

Medication may only be administered if it is in its original container, labeled with the date, the student’s name, and the exact dosage to be administered, and the time to be given. Medication will be stored in the school office in a locked cabinet unless medication requires refrigeration.

Older students shall be permitted to carry and use as necessary an asthma inhaler or an Epi-pen provided the student has written permission from parent and physician.

Bible Center School
Bible Center School
Organization and Operating Policies

445--Use of Asthma Medication

This policy provides for the possession, use and self-administration of asthma medication by students.

For the purpose of this policy, the following definitions shall apply:

DEFINITIONS:

- A. **"Medication"** means asthma medicine, prescribed by:
1. a physician licensed to practice medicine in all its branches; or
 2. a physician assistant who has been delegated the authority to prescribe asthma medications by a supervising physician; or
 3. an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician.

Such agreement shall delegate the authority to prescribe the medications for a student that pertain to the student's asthma and that have an individual prescription label.

- B. **"Self-administration" or "self-administer"** means a student's discretionary use of prescribed asthma medication.

Self-administration of asthma medication shall be permitted in accordance with W.Va. Code 18-5-22b after the following conditions are met:

A student may possess and self-administer asthma medication subject to the following conditions:

1. The parents or guardians of the student have provided to the school:
 - a. a written authorization for the self-administration of asthma medication; and
 - b. a written statement from the physician or advanced practice registered nurse which contains the name, purpose, appropriate usage and dosage of the student's medication and the time or times at which, or the special circumstances under which, the medication is to be administered;

2. The parents or guardians of the student have acknowledged in writing that they have read and understand a notice provided by Bible Center School that:
 - a. the school, its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication by the student; and
 - b. the parents or guardians indemnify and hold harmless the school committee against any claims arising out of the self-administration of the medication by the student.

The documents related to the self-administration of asthma medication provided to the school shall be kept on file in the school office and shall become part of the student health record.

Permission for a student to self-administer asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year if the requirements of this section are met.

Permission to self-administer medication may be revoked if the school finds that the student's self-administration and understanding of the use of the asthma medication is not appropriate or is willfully disregarded.

A student with asthma who has met the requirements of this policy may possess and use asthma medication:

- A. in school;
- B. at a school-sponsored activity;
- C. under the supervision of school personnel; or
before or after normal school activities, such as before school or after school care on school property

Staff Policies of Bible Center School

Bible Center School
Organization and Operating Policies

510--Reporting Child Abuse and Neglect

As mandated by West Virginia State Law (WV Code 49-1-3), Bible Center School will report all suspected cases of child abuse and neglect.

Child abuse may be defined as physical abuse, physical neglect, sexual abuse, and/or mental, emotional, or verbal maltreatment.

Child neglect is defined by law as failure, refusal, or inability to provide for the child not due primarily to lack of financial means on the part of a parent, guardian, or custodian.

Cases of suspected abuse or neglect will be reported to Child Protective Services and West Virginia State Police will be alerted.

Bible Center School Organization and Operating Policies

520—Evaluation of Staff

Each Bible Center School employee hired in any capacity will be evaluated annually by his or her immediate supervisor using a written evaluation tool. After the completion of written evaluations, employees will meet privately with supervisors to discuss and review results before signed documents are placed in personnel files.

The school/program recognizes and preserves the administrative leadership prerogatives of the school head/program director and provides for an appropriate evaluation system of leadership.

The administrator of the school will be evaluated by the end of June annually by the Executive Pastor of Bible Center Church using a written evaluation.

The director of the preschool will be evaluated by the end of June annually by the administrator of the school using a written evaluation.

Annually, the school administrator will evaluate school faculty and staff using a written evaluation tool. Once completed and discussed with staff member being evaluated, a signed copy of the evaluation will be placed in the appropriate personnel file. The process will be completed by the end of June each year.

The preschool director will conduct teacher and service personnel evaluations annually using a written tool. After results are reviewed with the person being evaluated, a signed copy of the evaluation form will be placed in the personnel file. All evaluations will be completed by the first of August.

Miscellaneous Policies of Bible Center School

Bible Center School Organization and Operating Policies

610--School-Sponsored Publications and Productions

Bible Center School sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

“Student publications” shall include any written materials (including, but not limited to, banners, flyers, posters, newspapers, and yearbooks), as well as materials in electronic and on-line form (including, but not limited to, websites, web logs {blogs}, video or audio clips, and newspaper or announcements transmitted by email, wireless broadcast, or other similar distribution/dissemination). “Student productions” shall include vocal and theatrical performances, dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term “publication” shall include distribution and dissemination of a student publication; and the term “performance” shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or materials\ interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products, or services that are unlawful (illegal) as to minors as defined by State or Federal law. The school committee authorizes the administration and faculty to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to

publication/ performance in reasonable manner that is neutral as to the viewpoint of the speaker.

Legitimate pedagogical concerns are not confined to academic issues, but include opinions expressed that are contrary to Christian values, which consist of not only independence of thought and frankness of expression, but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudice, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e. publication/performance is limited to students, staff, and parents/family members) except with prior written approval of the principal.

Bible Center School Organization and Operating Policies

620—Student Government

The Bible Center School Committee acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the school.

Students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the school principal when approved by supervising teacher.

The Committee will recognize the Student Council as the official voice of the student body for students in grades 6-8 and for the purpose of:

- A. Giving students practical experience in organizing, planning, and affecting outcomes
- B. Stimulating an interest in identifying and meeting needs of the school community
- C. Expanding a maturing sense of responsibility for the well-being of others in the school family
- D. Developing student leadership
- E. Providing a learning experience in democratic decision making
- F. Offering another avenue toward realization of the goals of the school.

The school principal shall appoint a qualified member of the faculty to serve as advisor to student government activities.

Bible Center School Organization and Operating Policies

630—Orientation

A parent orientation for the preschool and the school will be held prior to the beginning of school each year. In preschool, the event known as Fall Kick-Off will be available to all families to acquaint them with the class assignments, the teachers, and other families in their child's class. For elementary and middle school families, Orientation will take place prior to the beginning of the school year. Announcements will be made concerning general school activities and programs, uniform code, and staff introductions will be made. Parents in preschool through middle school are invited to visit classrooms and receive essential information from classroom teachers.

Bible Center School Organization and Operating Policies

640--Transportation Policies

For daily transportation to and from school, Bible Center does not provide bus service. Parents must provide transportation or arrange for transportation of their student(s).

For field trips and school activities taking place during the day and occasionally overnight, the school will arrange transportation. Transporting students during the school day will occur in one of four ways:

1. Students may be transported by their own parents in private vehicles.
2. Mini buses or school/church vans may be used for transportation of students.
3. Kanawha County school buses may be available for transportation.
4. Chartered buses will be used for overnight or out-of-state trips.

Communication with parents prior to a special event requiring student transportation will include the date and destination of the event as well as arrangements for student transportation. If there is a charge for use of a bus, it will be figured in the cost of the trip. Before a child is transported to a school event in a means other than his/her own parent's vehicle, the parent must supply written permission.

Bible Center School Organization and Operating Policies

645—Field Trips

Field trips are an important part of academic instruction and curriculum development in Transitional Kindergarten through eighth grade. Occasionally, a field trip will serve as a reward for a class goal achieved. Faculty members are responsible for planning and implementing all field trips. Some general guidelines will be followed at all levels regarding field trips:

1. Parents will receive notification of the destination, time, purpose, fees, meal arrangement, method of transportation, and other details of all field trips.
2. Transportation will be arranged as a part of the field trip. Students will travel in school-approved transportation (school vans, school mini buses, Kanawha County school buses, or chartered buses) unless traveling with their own parent.
3. In order to travel with a parent other than their own, students must have written permission from their own parent and permission of the parent providing the transportation.
4. Appropriate dress for field trips will generally be school uniforms. However, if something different is beneficial, parents will receive information on dress code with details of the trip.
5. Field trip charges and meal fees will be added to the miscellaneous charge of the FACTS account.
6. Written permission from the parent or guardian must be granted for students to travel with their class on field trips. If a student does not have appropriate permission in writing, the student will remain at school for the duration of the trip.
7. Parents may be asked to serve as chaperones on school trips. When they are accompanying students, similar standards of dress are expected.
8. When sending a group of students away from school on a field trip, the same standards of conduct are expected as those established on the school campus. If students fail to meet those standards, parents will be notified and students may not be permitted to travel on the next school trip.

Generally speaking, students in Transitional Kindergarten through fourth grades will be limited to in-state day trips on school vans or mini buses. Grades five through eight may travel out-of-state, trips may extend overnight, and students will be transported on chartered buses.

Bible Center School Organization and Operating Policies

650—Building Access

Bible Center School strives to provide a safe, secure facility dedicated to the educational opportunities of children from preschool through eighth grade. The preschool day begins at 7:00 a.m. and ends at 6:00 p.m. Preschool and transitional kindergarten parents/guardians must accompany their child to the child's classroom and sign the children in upon drop-off. At the conclusion of the school day, parents must go to the classroom to sign children out.

In kindergarten through grades eight, the students may be dropped off at the door prior to the beginning of the school day as early as 7:00 a.m. Elementary and middle school students may be picked up in car line from 3:00 to 3:15 p.m. Students who remain after that time must be signed out by parents or guardians. Care will be provided until 5:30 p.m.

Instructional time takes place from 8:00 a.m. until 3:00 p.m. in elementary school and 7:50 a.m. until 3:05 p.m. in middle school. During this time, hallway traffic will be restricted to Bible Center School staff members and school volunteers. Access to the classrooms, lunchrooms, RIM, or RAM Center will be permitted only if parents go to the office first. Forgotten items, lunches, assignments, backpacks, etc. will be delivered to the child's classroom by school aides or office staff. Access to the classrooms during instructional time is discouraged.

Bible Center School Organization and Operating Policies

660—Student/Parent Rights

The School Committee recognizes that students at Bible Center School possess the right to a Christ-centered education promoting a unique Christian worldview.

In providing students the opportunity for a Christian education, the School Committee shall attempt to offer nurturing and custodial care and counsel appropriate to student's age and maturity.

Attendant to the rights afforded each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the school.

The Committee realizes that as students differ in age and maturity, so they differ in the ability to handle both the rights and responsibilities of school citizenship. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Parents also have rights in the school system to know about their student's educational experience through adequate communication with teachers and administration. Specific rights are listed in the topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as a part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to students, including printed and audio-visual materials, and materials in electronic or digital format (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

Upon parent's request, the administrator(s) will develop a plan to allow review of instructional materials in a timely manner.

Bible Center School Organization and Operating Policies

665—Confidentiality of Student Files

Bible Center School respects the privacy of each school family by maintaining confidential student files. Student files not only contain commonly known information about students, but may also contain sensitive information about the child's family, testing results, health information, discipline record, etc. For this reason, student files are stored in the preschool and school offices in secured cabinets. Strict confidentiality of information contained within those files is maintained.

The preschool director or assistant director has access to preschool files. Additionally, the licensing specialist from the West Virginia Department of Health and Human Resources opens files for inspection every two years as a regular part of the re-licensing inspection.

Administration and classroom teachers may access school files. For filing purposes, school staff may also be given access to files. Each student's file contains a record with the names of persons accessing the file, the date of access, and the purpose of entry.

Bible Center School
Organization and Operating Policies

570—Compliance with Local, State, and Federal Laws

Bible Center School complies with all local, state, and federal laws pertaining to school attendance, child health, building and transportation maintenance and safety, civil rights and discrimination, and child abuse and Neglect laws

