

Beacon Christian School Handbook

Kindergarten — Grade 9



Walking in His
Light

STAFF DIRECTORY

Principal & Grades 6-9	David Gage
Grades 3-5	Terry McGarvey
Kindergarten - Grade 2	Melissa Haugsted
Band	Emily Wicks
Teacher Assistant	Julie Sparkman
Secretary /Teacher	Ruthie Gage
Librarian	Terri Entze
Grounds	Dick Hays, Tracy McGarvey
Treasurer	Pam Wilkinson

Beacon's Guiding Mission, Philosophy and Foundational Goals

Our Mission Statement - Beacon Christian School exists to *show* children Jesus, *nurture* their relationship with Him, *teach* them to think, and *empower* them to love and serve others.

Our Philosophy - Beacon Christian School operates in harmony with the Seventh-day Adventist Church Office of Education in the North American Division to provide a spiritually-oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs.

The faculty, school board, and churches associated with Beacon Christian School are committed to a quality Christian education that:

- Actively seeks to integrate Jesus Christ into all facets of learning
- Meets the mental, physical, social, and spiritual needs of the whole person
- Maximizes the full potential of each unique student through active participation in learning

Our Foundational Goals - Together with the family of each student, we seek to accomplish this for each student by creating a safe learning environment that:

- Cultivates dependence on God's Word, the Bible, for guidance in daily life
- Teaches the great themes of the Bible
- Leads to an awareness of the reality of God and His interest in the things of everyday living
- Instills the ideals of integrity, honesty, purity, dependability, neatness, and punctuality
- Fosters the qualities of self-respect and respect for others
- Utilizes a variety of learning experiences, including current technology, while not jeopardizing classroom discipline
- Takes into account the learning style of each young person, thus enabling progress at his/her own rate and training for future education
- Develops a sense of responsibility for one's own behaviors during school activities with the goal of preparing each for eventual responsible citizenship
- Encourages creativity and appropriate, independent thinking and communication skills

Statement of Non-Discrimination

Beacon Christian School does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in administration of the educational policies, admissions policy, scholarships and other school administered programs.

Beacon Profile—Who We Are

Biographical Sketch

Beacon Christian School (BCS) is a Christian educational facility that serves kindergarten through the ninth grade. The spiritual emphasis of preparing young people for eternity and our commitment to equip them to serve Christ within the context of the larger mission of the Seventh-day Adventist Church distinguish our school system from that of public schools.

BCS was founded in the early 1900s by the members of the Lewiston and Clarkston Seventh-day Adventist churches to provide spiritually-oriented education for the young people of their church families. Beacon's operation is substantially dependent upon the continuing spiritual, financial, and volunteer support from these two churches.

Seventh-day Adventists have an educational tradition that began in the 19th century. Beginning with elementary and continuing through the higher educational system, we seek to teach our young people to be patriotic, responsible, loyal, and conscientious Christians. Fundamental to this gigantic educational endeavor is the core sense that we are called to take the gospel of Jesus Christ to every individual so that all will have an opportunity to welcome Jesus when He returns. BCS is part of this world-wide Seventh-day Adventist educational system.

Staff

The greatest asset Beacon has to offer is its people. When considering a school, families usually think first about who will teach their children. Every teacher serving the school body has a strong commitment to relate to each child as a unique person with tremendous mental, social, and spiritual potential. The faculty are committed to working closely with parents and students in creating the best possible learning environment. Beacon's full-time faculty are members of the Seventh-day Adventist Church, are employed by the Upper Columbia Conference of Seventh-day Adventists, and are certified by the North American Division Office of Education of the Seventh-day Adventist Church.

School Board

The operation of Beacon Christian School involves the local Seventh-day Adventist Churches (constituent churches), the Beacon Christian School Board, and the Upper Columbia Conference of Seventh-day Adventists.

The school board meets once a month, usually on the fourth Tuesday. The Board operates an open meeting policy, meaning that any constituent or parent is welcome to attend to voice any concerns if such concerns have been appropriately channeled. (Please see the **Grievance Procedure** for specifics.) The school board reserves the right to have "closed" meetings or portions of meetings (executive session) at which time only board members are present.

Home and School Association

Beacon's Home and School Association is made up of a group of interested parents and adults who support and volunteer their time to the school's programs and activities. They also work to raise supplemental funds for school projects. The Home and School Leader is selected by the school board and serves a one-year term.

Enrollment Information

Accreditation

Beacon Christian School is owned and operated by the Upper Columbia Conference of Seventh-day Adventists. It is accredited by the North American Division of Seventh-day Adventists and by the Northwest Accreditation Commission, which is a division of AdvancED, and is approved by the State of Idaho.

Admission Policy

According to Idaho State law, a student must be at least six years of age by September 1 of the current year in order to enter the first grade and must be at least five years of age by September 1 in order to enter kindergarten.

A copy of the student's birth certificate and immunization record must be brought to registration to be kept in their health file on or before the first day of September of the school year in which the child is to enroll in kindergarten.

Prior outstanding tuition and fees must be cleared before registration.

Applications for enrollment must be approved by the Student Life Committee before acceptance will be granted. Students applying after school begins in the fall will need to wait 3-5 days to allow their applications to be processed for acceptance before attending school.

All new students are automatically subject to a 30-day probationary period. Students may be asked to take an entrance exam to assist the Student Life Committee in considering their application. If it is found that a student cannot keep up with grade level materials, the School Board may require either placing the child in the appropriate grade or require the family of the student to seek outside tutoring to bring the student up to grade level.

BCS does not receive government funding and is not staffed to handle students with learning disabilities or those who have behavioral issues.

Participation in School Programs

Once accepted into Beacon Christian School, it is expected that all students, with the support of their families, will participate in the total school program, including worship, physical education, music programs, outreach programs, and other special programs, as well as all aspects of the required curriculum.

Home-Schooled Students Policy

Home-schooled students are welcome to join the school's activities and classes. Arrangements will be made on a case-by-case basis. Parents of home-schooled students are charged a registration fee of \$41 per student, which includes the cost of student accident insurance. For any classes taken, a pro-rated amount of tuition will be charged. Activities such as field trips will be on a cost basis.

Medical Exams

Medical examinations, including a thorough eye exam, are required for all students entering kindergarten and grade seven, or when a child enters formal schooling for the first time. Please bring a completed medical examination form from your physician at the time of registration.

Immunizations

Parents must present their child's Immunization Record at the time of registration and prior to attendance. Idaho School Immunization Law requires that children be up-to-date on their immunizations (shots) to attend school.

Before they can begin kindergarten, students must have five DTaP shots, four Polio shots, three Hepatitis B shots, two Hepatitis A shots, two MMR shots, and two varicella shots.

Students entering grade seven, in addition to the school entry requirements, must also have one DTaP booster and one dose of meningococcal vaccine.

Parent's Commitment

We believe that a child's education is the responsibility of the parents. It is very important, therefore, that parents are involved in the functions of the school in the following ways:

- Volunteer to help at Beacon. Parents are encouraged to donate a minimum of twenty hours of volunteer service time per family during the school year. The purpose of this is two-fold: to keep parents involved in their child's education, and to help contain costs.
- Believe in Beacon Christian School and support it.
- Parents are encouraged to stay in touch with their child's teacher to ensure that their child stays caught up with his/her work at school. Teachers will communicate with parents via online gradebooks, texts, or email. Students are expected to catch up on their school work in a timely manner (within two weeks of notification). Parents may call teachers or schedule a meeting at school to keep in touch.
- Parents are encouraged to provide a nutritious breakfast and lunch for their child.
- Notifying the teacher in advance if planning to visit the classroom.
- Try to keep vacation times during the school year to a minimum, as student absence means missing valuable instruction time.
- Unfortunately, there are times when there will be a problem at school. If you hear of a problem at school, please follow the Grievance Procedure.

Grievance Procedure

The success of our school depends in large measure upon the full cooperation between parents and teachers. Sometimes a student makes a complaint to his/her parents concerning a school matter. In such cases, parents and students should:

Step 1 Contact the teacher involved and withhold final judgment until a careful investigation is made. (Additionally, it is important for parents not to speak critically of school staff with their children. Once the child loses respect and confidence in a teacher, the learning process is greatly hindered.)

Should you for any reason believe you are unable to follow Step 1 of this procedure you may contact one of the following school board members: school board chair, principal, or one of the pastors. These individuals will assist you in facilitating Step 1.

Step 2 Contact the Principal if the grievance cannot be rectified between parents and teacher. Then and only then should the principal become involved in the situation.

Step 3 The Student Life Committee may be called to rectify the situation by the principal or parent if the first two steps did not prove to be satisfactory.

Step 4 The School Board may become involved should the first three steps not resolve the problem.

Carefulness to follow this procedure will usually help to prevent unhappy consequences. All parties involved in the grievance procedure are urged to refrain from discussing the situation with those outside the process.

Financial Information

Fees for each school year may be found on the enrollment forms.

The Entrance Fee must be paid by August 10 and is non-refundable upon the acceptance of the registration.

Payment of Tuition

Tuition payments begin in August and continue through May.

*Note: Monthly tuition will be charged over a ten-month period with the first payment due on August 10 and the second due by September 10.

Payments are due by the tenth of each month. When an account is 30 days past due, if payment-in-full or satisfactory arrangements have not been made, the student will be asked to withdraw.

Financial Assistance

Tuition assistance may be available to students in grades 1-8 whose parents are members of the Clarkston or Lewiston Seventh-day Adventist Churches, and to others in grades 1-8 if funding is available. Applications for financial assistance must be made to the School Treasurer. Forms are available at the school office.

Other Charges

A \$32 fee will be charged for any checks written which are returned with Non-Sufficient Funds.

Depending on a student's age and interest, he/she may incur one or more of the following charges. These charges will be added to the student's monthly account unless the parents pay for them in advance.

- **Hot Lunch Program**
- **Outdoor School** All fifth and sixth grade students have the opportunity to take part in a five-day outdoor school at Camp MiVoden, a Seventh-day Adventist camp on Hayden Lake, north of Coeur d'Alene. The cost to the student is approximately \$100 for the session. As the date approaches, more information will be given to those students and their families. Payment in advance is required for this program.
- **Ski School / Winter Activities Programs** Every winter Beacon offers a snow ski program to students in the third grade and above. Students in K— grade 2 must be accompanied by a parent or legal guardian. The program includes car pooling, lift ticket, lessons, and ski rental if needed. The total cost will be approximately \$200 which includes rental, lessons, lift ticket, and transportation for a 4-week program. (The cost may be less if students own their own ski equipment.) Other recreational activities are offered to those who don't participate in the ski program at a total cost of approximately \$45 per student, which includes transportation and usage fees.

General Information

School Hours

Grades K-9 — Monday through Thursday — 8:00 a.m. to 3:15 p.m.;
Friday — 8:00 a.m. to 12:00 p.m. (No lunch break)
School is dismissed at 12:00 pm on Minimum Days. (No lunch break)

Students should arrive no earlier than 15 minutes before school begins and should be picked up no later than 15 minutes after dismissal. Supervision of students is provided 15 minutes before school begins and 15 minutes after dismissal.

Late Pick Up Charge

Parents who have not had their children picked up within 15 minutes after dismissal will be charged at a rate of \$8 for each 15 minute increment that follows, until their children have been picked up.

Lunch Program

Students are to bring their own lunches every day. On Wednesdays a vegetarian hot lunch may be available for purchase. There will not be a lunch break on Fridays and on Minimum Days.

Progress Reports

Parents are encouraged to check with the teachers any time there are questions about their student's progress and daily work. A mid-quarter progress report will be sent home no later than the sixth week of each quarter.

Report Cards and Parent/Student/Teacher Conferences

The school year is divided into four quarters. Report cards indicating scholastic achievement and progress are issued within two weeks of the end of each quarter. Parents will need to contact the school to schedule a convenient appointment time on Parent/Student/Teacher Conference Day.

At the close of the first and second quarters, report cards will be issued at the parent/student/teacher conferences. **Students are required to attend these conferences.**

Conferences will be optional, and by appointment only, at the end of the third and fourth quarters. Report cards will be mailed home if there is no conference at the end of these quarters.

Transcript Release

It is the policy of schools within the North Pacific Union Conference to withhold transcripts of academic credit (where not in violation of state law) until student accounts are paid or until satisfactory financial arrangements have been made; but when a student transfers to another school, the cumulative folder should be forwarded to the new school when requested.

Student Accident Insurance

Beacon Christian School follows Adventist Risk Management Insurance standards and policies in regard to student accident insurance. All students are properly insured, with the cost being covered in the entrance fee.

Students who have accidents while at school or while walking to or from school must report them immediately to their teacher. The parent or legal guardian will receive a statement of insurance coverage provisions soon after school starts.

Telephone Use

The school phone is for school-related matters only. Teachers and students should not be called during school hours unless it is very important. Students may use the school phone only with the permission of a staff member. Cell phones must be kept in student backpacks and may only be used during school hours if students have specific permission from a teacher.

Visitors

Both the faculty and students welcome visitors who wish to watch the school in action. We are proud of our school, and our doors are open to all of our friends, especially parents and board members. Visitors should make prior arrangements with the teacher. Parents wishing to discuss their children's progress should set up an appointment with the teacher after school hours rather than during the school day. The exterior doors are locked during school hours for the safety and security of our students and staff.

Student Policies and Affairs

Attendance Policy

Regular and prompt attendance is an integral part of each student's education. Habitual tardiness on arrival or excessive absences may result in disciplinary review by the Student Life Committee and the School Board. Attendance at weekly chapels and morning worships is required as part of the Bible class.

Students who have been absent from school are to take the responsibility of obtaining or making up all assignments, tests and quizzes missed. Teachers do their best to work with students who are sick or gone for emergencies to make up the work they missed and recover as much of the learning experience as possible. Students who miss school for other reasons may not always be able to make up the work they have missed for credit.

Attendance is an important part of class participation. Therefore, teachers may reduce a student's participation grade in a class based on attendance.

Closed Campus Policy

Students must remain on campus during school hours unless under school supervision or personally accompanied by a parent or legal guardian. Students planning to leave campus during the school day with someone other than a parent or legal guardian are required to bring written permission from their parent or legal guardian, or the parent may inform the teacher or school secretary via phone.

Discipline Policy

Students' conduct, attitudes, and dress are an integral part of education at Beacon Christian School.

Christian standards of conduct are upheld at Beacon Christian School. The student who presents him/herself for admission therefore pledges to uphold the following four general principles of conduct:

Respect yourself.

Respect others.

Be a responsible learner.

Respect school safety.

The following guidelines apply to all students:

- Go directly to and from school in an orderly fashion.
- Walk the halls in a quiet manner.
- Practice the principles of fair play and courtesy in all school relationships, abstaining from all forms of rough and uncouth behavior.
- Avoid loud talking or scuffling inside the school.
- Enter the gym only with adult permission and supervision.
- Make special arrangements with the teacher before bringing pets, animals, toys or games to school.
- Choose appropriate Christian behaviors with persons of the opposite sex.
- Keep gum chewing off campus, unless it is a part of a teacher's planned curriculum.
- Respect the teacher's desk and personal items.
- Cell phones must be silent and kept in backpacks at school. They may be used only when given permission.
- Leave iPods, radios and CD players, personal listening devices, and all other electronic devices at home.
- Refrain from singing or playing music that is not in harmony with Christian standards.
- Stay with parents or teachers at school programs.
- Be peaceful in play-acting, discussions, and exchanges with other students. Violence or threats of violence at school are not acceptable.

Students are subject to serious disciplinary action (i.e., disciplinary notice, monetary restitution, immediate suspension or expulsion) for violations including, but not limited to, any of the following:

- Bullying (See below)
- Fighting
- Possession or use of alcohol, tobacco, or drugs.
- Possession or use of items or materials that could be dangerous or a threat to the safety of others (such as knives, guns, or other dangerous objects).
- Dishonesty, including theft, willful deception regarding violations of school regulations, cheating on exams, class work or any other phase of school work or business.
- Having or displaying obscene literature, pictures, articles, music, lyrics, etc.

- Using vulgar, uncouth or crude language.
- Detracting from classroom environment.
- Neglecting school work.
- Destruction of school property by carelessness or intentional defacing of s material. Charges from such will be added to the student's bill. Students will be charged for any willful damaging of textbooks, school desks, tables or other school furniture at current replacement costs.

Beacon's staff and student body seek to cultivate a manner and spirit in harmony with the mission and goals of this school. They desire to have a positive influence on others and to maintain a constructive, cooperative attitude. Whenever, in the judgment of the staff and school board, a student's connection with the school is no longer profitable to himself, to others, or when previous attempts to help the student have not brought about the necessary results, parents will be requested to withdraw the student from the school.

Bullying Policy

Bullying is characterized by intentional, repeated, mean or negative acts by a student to gain power over another or to make light of perceived differences. This will not be tolerated and falls under the category of offenses that result in serious discipline.

Weapons Policy

The Upper Columbia Conference K-12 Board of Education and Beacon Christian School declares its intent not to tolerate possession of weapons by students on school property or at school sponsored events.

A student who possesses a weapon or carries, displays or draws any weapon or any object which can be mistaken as a weapon, or uses any item as a weapon to intimidate to do bodily harm, shall be subject to discipline up to and including expulsion from school.

A student in violation of this policy will be promptly reported to his or her parent or guardian and, to the extent required by law, reported to the local enforcement agency.

Dress Code Policy

Within the school family there will be different views on appropriate school dress. How students dress affects, to some degree, their behavior in school. What an

individual wears makes a public statement about that person and the school he/she attends. Students' apparel and hair style are to be modest, clean and neat, not excessive and faddish. Colored nail polish, jewelry (bracelets, rings, necklaces, earrings, or gaudy ornaments), the use of excessive makeup and extremes in clothing styles are not allowed. Simplicity and tastefulness are encouraged.

Clothing should be kept clean and in good repair. Ripped, worn-out or tattered clothing is not appropriate. Other examples of inappropriate attire are leggings worn as pants, muscle shirts, tank tops, low-necked or halter tops and outfits that show the midriff. All shirts must have sleeves and not be see-through. (undergarments should not be seen). Leggings may be worn with long shirts (dress length) or with shorts worn over them. Clothing with suggestive or improper words or pictures is also not appropriate. The length of shorts or skirts should be modest, mid-thigh for shorts and knee length for skirts for girls.

Parents should ensure that their children dress according to the weather and that shorts be worn only during the hotter months at the beginning and end of the school year, not during the winter months. (Dec. 1-March 1)

Appropriateness of dress will be defined by the teacher, the principal and/or the Student Life Committee. The parent of a student in violation of the dress code may be called to the school to remedy the situation.

If a student does not uphold the above standards, the student and parents may be contacted in writing or by phone. At the third notice, the Student Life Committee may request a meeting with the parents and student.

Field Trips

Each classroom will take a limited number of field trips during the school year. These trips are planned to provide enrichment and serve as a valuable learning resource for the instructional program. In some instances a fee may be charged to defray expenses. It is understood that when a student is registered, the school is automatically granted permission by the parents for the student to attend those field trips within the metropolitan area during the school day. Parents will be notified of each field trip in advance by the **Beacon Bugle** and/or teacher communication.

Music Program

Students have several options to satisfy the music requirement at Beacon:

- Band, bells, and tone-chimes, may be offered, depending on grade level.
- Weekly private instrumental and piano lessons at Beacon may be available.

More details will be available at registration.

All students in grades 3-9 are required to take band. The dress code for performances is black skirt/slacks and white blouses or shirts or as specified by the music teacher.

Computer and Internet Acceptable Use Policy

We at Beacon are pleased to offer access to computer use and the Internet for learning and instructional purposes. The Computer and Internet Acceptable Use Policy and Student Guidelines handout must be read by the student and parents before the student will gain access to computer and Internet use. A User Agreement and Parent Permission Form must be signed by the student and a parent at the time of registration.

School Usage Policy

Any one or group wanting to use the school or any portion of the school, may check with the school secretary to confirm usage, dates, times, and fees. Proof of insurance of \$1 million coverage and naming the Upper Columbia Conference of Seventh-day Adventists as additionally insured must be provided prior to an event.

The person responsible for the event needs to arrange for opening, closing, and supervising the event and for checking to see if any usage fees apply. Occupation must be for the time reserved, and it is expected that the premises and all rooms used will be left neat and clean.

Supervision: Children are to be supervised at ALL times (children should not be in unsupervised or potentially dangerous areas such as the stage, roof, playground, etc.)

The organizer for the event does not need to have a key to close up if the portion of the school used can be "pre-locked." (Example: The event organizer opens gym, may lock up the gym and leave the responsible party to close all doors and fill out sheet).

School keys are not to be lent out. The person opening up the school should not leave the school open and empty before an event. The person in charge should NEVER leave the school without responsible people there. The heaters in the gym must be turned off and all other heaters turned down. If paper towels or toilet paper are needed, please make a note of it on the lock-up sheet.

There will be no charge for gym use by constituent Seventh-day Adventist Church-sponsored groups. Individual members of constituent churches may rent the facility at the constituent rates.