

Bangkok
Chicago
Christian
International
School

**PARENT
AND
STUDENT
HANDBOOK
2025-2026**



Mission

Character

Excellence

Service

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MISSION

To be a God-centered learning community intent on restoring God's world.

VISION

To develop students who will live with a sense of Mission, reflect God's Character, work with Excellence, and bless our neighbors through Service.

PHILOSOPHY OF EDUCATION

Bangkok Chicago Christian International School's mission is to instruct children created in the image of God, in cooperation with the home and church, so that each will mature as Christians in relation to their own well-being and to the benefit of others, to the glory of God.

GRADUATE PROFILE

In an environment of grace and truth, our students will possess these qualities upon graduation

Mission:

1. Seeks and acknowledges the Lordship of Jesus Christ.
2. Recognizes God as sovereign and the Creator of life.
3. Grows in knowledge of biblical truth.
4. Uses gifts and talents empowered by the Holy Spirit to build up others and for God's glory.

Character:

1. Recognizes that sin separates one from God and by His grace, redemption is found in Jesus Christ.
2. Builds healthy and loving relationships within family, friends and neighbors.
3. Respects perspectives other than their own world and life view.
4. Demonstrates Christ-like character that honors God and others: Honest, Compassionate; Courageous; Loyal; Respectful; Generous; Sincere.

Excellence

1. Obtains an understanding of a complex world through interconnected and biblically grounded curriculum.
2. Acquires analytical and critical thinking skills to make informed decisions.
3. Gains awareness of the local and global communities.
4. Collaborates effectively with others to achieve common goals.

Service

1. Dignifies and respects all people as made in the image of God.
2. Engages with the intercultural community and world.
3. Initiates restoration in relationships, the environment, and the local and global communities.
4. Pursues biblical justice and works to eliminate prejudices.

GENERAL INFORMATION

Assessments and Grades

Ongoing Assessment

Teachers assess students regularly through a variety of methods. Student progress is communicated to parents through Progress Reports and Report Cards, which are issued at the end of each quarter.

Access to Grades and Grading Breakdown

For primary school, middle school, and high school, parents can view their child's grades at any time through the school's online platforms (Thinkwave/Alma). The overall course grade is calculated based on the following components:

- Homework: 15%
- Projects: 25%
- Quizzes: 20%
- Tests: 40%

Grading Scale

Grade	Percentage	Grade	Percentage
A	94–100%	C	74–76%
A–	90–93%	C–	70–73%
B+	87–89%	D+	67–69%
B	84–86%	D	64–66%
B–	80–83%	D–	60–63%
C+	77–79%	F	Below 60%

NWEA MAP Assessment

Students in Grades 2–12 participate in the NWEA MAP assessment for Reading, Language, and Mathematics. This assessment is administered twice each school year—once in the fall semester and once in the spring semester. The results help teachers monitor student growth and identify areas where additional support or extension may be needed.

Unsatisfactory Work & Failures

If a student fails a semester or full-year course, a letter will be sent to the parents informing them of the failure and the loss of credit. Parents are encouraged to contact the school to discuss plans to remedy the situation. Failure to follow the plan to rectify the problem may result in a recommendation that the student not be readmitted for the next semester.

Students may be prevented from participating in graduation exercises if they lack more than one graduation credit.

Extra support or tutoring is required for Grades 9 - 12 when any class grade is below a "C-" or at a teacher's request. Failure to attend required tutoring sessions will result in disciplinary action. Tutoring will occur most often after the regular school hours.

Assessment & Grading – Kindergarten

Kindergarten students at BCCI are assessed through ongoing observations and teacher evaluations that reflect their growth and development across key learning areas. A Developmental Milestone Report Card is used to communicate student progress each quarter. Student learning outcomes are clearly listed in the report card and are assessed using the following categories:

- Emerging – The student is beginning to develop skills in this area with guidance and support.
- Developing – The student is making steady progress and demonstrating understanding in familiar situations.
- Mastered – The student shows consistent and independent understanding and application of the skill.

Attendance

It is the responsibility of the parents to make sure their child attends school regularly and comes on time. Each student is expected to attend school daily unless ill. The school may call the parent/guardian to inquire why a child is absent. The school keeps a record of each student's absences and tardies.

Absences

Parents or guardians must email the homeroom teacher to inform the school of any student absence, whether for part or all of the day. Parents must also book travel so that students are present for all scheduled school days.

If a student is absent for 10 days in a semester, the school will notify the parents, and a meeting with the Principal, Academic Dean, and teachers may be required. A doctor's note may be needed for any further absences. Exceptions may be made for long-term illness or other special circumstances. If excessive absences continue, a formal meeting with school leadership will be required. Continued poor attendance may result in a recommendation that the student not continue at BCCI.

Extended or frequent absences may negatively impact a student's academic progress. Retention or repeating a class may be recommended if a student misses a significant number of school days. The Principal reserves the right to make final decisions regarding grade placement, retention, and graduation eligibility. In some cases, excessive absences may prevent a student from graduating with their class.

- High School: If a student is absent from a class 14 times or more in one semester, they will not receive credit for that class, regardless of their grade. All absences—excused or unexcused—count toward the 14-day limit, unless otherwise approved by the school administration (e.g., extended medical leave with documentation).

Anticipated Absences Longer Than 3 Days

In case of anticipated absences of three days or more, the student's parent(s) or guardian(s) must inform the school and the student must complete a  **Prearranged Absence Form** for any missing school work.

Tardies

- **Primary:** If a student comes late to school, the teacher will record the tardy. If a student gets a fifth tardy, parents are notified. After seven tardies, a detention may be given.
- **Middle School and High School:** If a student comes late to class, the teacher will record the tardy. If a student gets a fifth tardy, parents are notified. After seven tardies, a 30-minute period of detention will be assigned before or after school (determined by the teacher and/or principal) within a designated classroom. An assignment will be given to work on during this time.
- **High School:** Students who accumulate more than ten (10) tardies over a semester will not be eligible for the high school Honor Roll.

Special Cases

- **Midterm and Final Exams:** If a student is absent for any reason for regularly scheduled exam/assessment times, parents must notify in writing the subject teacher and the Principal. Under certain circumstances, students can schedule make-up times for these exams and assessments.
- **AP Exams:** AP exams are administered during the first two weeks of May. Exams are administered in the morning at 8:00 AM or in the afternoon at 12:00 PM. Students are permitted to be absent from school for one-half day before an AP exam for which they are registered. Before the morning exam, students are permitted to leave school at noon the day before. Before the afternoon exam, students are permitted to be absent from classes in the morning. For specific dates and times, students should consult the College Counsellor.

Bell Schedule

Nursery, Kindergarten, and Primary School	Middle School and High School
Circle/Bible 08:00-08:35	Period 1 08:00-08:45
Block 1 08:40-10:10	Period 2 08:50-09:35
	Period 3 09:40-10:25
Snack 10:10-10:40	Break 10:25-10:45
Class 1 10:45-11:30	Period 4 10:45-11:30

NKP Lunch 11:30-12:15	Period 5 11:35-12:20
Block 2 12:15-13:45	MS/HS Lunch 12:20-13:00
	Period 6 13:00-13:45
Class 2 13:55-14:40	Period 7 13:50-14:35
Class 3 14:45-15:30	Period 8 14:40-15:25

Birthday Parties

Parents must inform the homeroom teacher at least one week in advance if they plan to celebrate their child's birthday at school. Parents may bring decorations, cake, cupcakes, or other treats. Please coordinate with the teacher to schedule an appropriate time during the school day. It is important to check with the teacher about any food allergies in the class before bringing treats.

Chapel

High School Chapel and Nursery, Kindergarten, and Primary (NKP) Chapel are held weekly. The time is used for learning about God's love for each student and His plan of redemption and to worship Him as our Creator and Savior.

Communication

Healthy and productive partnerships require respectful communication between the home and the school, and several ways exist to support this expectation.

Use of Email/LINE

Parents are encouraged to contact their child's classroom teacher via email, which is the preferred method of communication, especially in elementary through high school. LINE is more commonly used at the kindergarten level. Parents may request the teacher's personal LINE; however, teachers reserve the right to decide whether or not to share their LINE contact. If a concern remains unresolved, parents are welcome to reach out to the BCCI Principal for further support.

Scheduled Meetings

You or your child's teacher may set up a meeting during the school year. We ask that these be set up in advance, which allows for preparation for the conference and a beneficial discussion.

Newsletters, Google Site and Google Classroom

The school office will send regular newsletters via BCCI official LINE account with important announcements and upcoming events. Classroom teachers will also provide updates on student learning and special class activities through Google Classroom or Google Sites.

Complaint Policy

BCCI values relationships and their impact on student learning and the school community. At times, there may be misunderstandings or concerns that arise. As a Christian school, we want to address them openly, honestly, and Biblically. For that reason, the following procedure has been adopted:

- Most of these situations can be handled through informal discussion. All questions for, problems with, or complaints about a staff member must be brought directly to that staff member before anyone else is involved (*Matthew 18:15-17*). If needed, it may help to meet in person. These meetings can be arranged in advance so all involved are prepared for a productive discussion.
- If the situation is not resolved at the first level, it should be brought next to the Principal. After meeting with the Principal, if the situation is still not resolved, the concern must be submitted to the principal in written form using the *School Complaints Procedure Form*, which can be obtained from the office. A meeting will be scheduled to talk further. Other perspectives may be sought out if appropriate and only to bring clarity. Once resolution has been achieved, the information is documented, and all involved parties are asked to sign the record of the meeting along with the determined outcome. Copies of this document will be shared with the parties directly involved, and a copy will be kept on file at school.
- Only after the above steps have been taken and the situation is not resolved may the problem be forwarded to a member of the BCCI Board of Trustees. Submission of the complaint form prompts this next step.

Dress Code and Uniforms

Our guiding principles for dress code are modesty, neatness, and being dressed in a way that is appropriate for the academic environment. Any student whose dress is considered disruptive to the educational process by the teachers and/or principal will be considered to be violating the dress code.

All clothing must adhere to the following guidelines:

- Leggings and yoga pants are prohibited unless an article of clothing covers the leggings or yoga pants to the thigh.
- Students must exercise good judgment on the length of shorts and skirts. A guideline is that all shorts and skirts should be longer than the longest finger when hands are placed on the student's side. However, some shorts and skirts longer than this may still be deemed inappropriate.
- Necklines and backs of dresses or shirts must be modest, with midriffs and chests covered. Midriffs may not be exposed at any time. Extremely tight tops will not be permitted.

- Undergarments must not be visible.
- Students may not be dressed inappropriately for their gender.
- Pajamas, slippers, and blankets are not to be worn for classes and at school.
- No facial piercings are allowed, other than on ears. No visible tattoos are allowed. Each case will be dealt with individually. A student can attend classes once a solution has been found.

These guidelines are intended for all school events, on-campus or at another site. With the help of teachers, the principal reserves the right to judge whether dress items or other appearance issues are appropriate in a school setting. Students may be removed from class until a change is made. Absences of this nature will be unexcused.

Uniforms

BCCI uniforms are required and must be worn Monday through Thursday. These must be clean, neat, and worn modestly. Friday of each week is a non-uniform day, and students may wear clothes other than their school uniform. P.E. uniforms must be worn exclusively on the days listed on each class level schedule or as announced by their PE Teacher.

Drop-off, Pick-up and Road Safety

Morning drop-off time: 7:30-8:00 am. School starts at 8:00 am.

Pick-up time:

- NK: 2:30 p.m. with no ECA; 3:30 p.m. with ECA
- Primary, Middle School and High School: 3:30 p.m. with no ECA; 4:30 p.m. with ECA or clubs

Parents are responsible to pick up their child at the designated time. If the child is not in an extracurricular or sporting activity, the school cannot provide childcare after school. All children must leave the school at the designated time. Once a student leaves the school grounds, they may not return that day.

Student Drop-Off and Pick-Up Safety

The safety of students during drop-off and pick-up times is very important. Parents are responsible for their child's safety outside the school campus. Please follow all directions from school staff and security guards to help ensure a safe environment. Parents should also teach their children how to cross the road safely.

Emergency Plan Preparedness

BCCI is prepared to respond to crises at and out of school. The BCCI has a safety team and safety plan in place. The safety team is required to meet annually to review the plan and prepare for new situations as they arise. Fire drills are practiced during each semester with the supervision of the safety team.

English Language

BCCI is an international school with the expectation that all staff and students speak English during classes (except for Chinese and Thai language classes) and throughout the entire school day, including school

hallways, lunch, and student areas. This practice promotes inclusion at school for all staff and students and further enhances English skills.

English Language Support

BCCI provides English language support for students who need help developing their English skills:

- Primary and Middle School: Students identified with additional English language needs receive support through push-in or pull-out services by an English support teacher. Teachers regularly assess students' English proficiency to determine the need for continued support.
- High School: Students who need help with English will be enrolled in extra ESL classes as part of their academic program.
- English Transition Courses (ETC): Middle and high school students from China with a Duolingo score below 60 (or equivalent) will take year-long ETC classes instead of regular academic classes. Students are assessed twice a year to determine readiness for regular classes. In high school, completed ETC courses may count toward high school credits.

Extracurricular Activities (ECAs)

BCCI offers a variety of extracurricular activities (ECAs) each semester to enrich student learning beyond the classroom. These classes include options in academics, arts, sports, and fun hands-on experiences such as drama, swimming, art, cooking, and more.

- ECAs are offered over two semesters, each running for 10 weeks. Classes may be 30 minutes or 1 hour long depending on the activity.
- A small participation fee applies for most classes.
- Classes require a minimum of 5 students enrolled in order to open.
- Kindergarten ECAs begin at 2:30 p.m.
- Primary and above begin their ECAs at 3:30 p.m.

Parents are kindly asked to pick up students on time after their ECA ends to ensure smooth transitions and student safety.

Field Trips

The field trip is an enriching educational experience that links the school and the students with the community and its resources. Field trips are cooperative activities involving teachers and students. Help may also be provided by school support and teaching staff. Depending on the students' needs and age, parents may or may not be asked to help. All students are expected to attend. To join any school trip outside of campus, parents must submit a permission slip with emergency contact information. Parents may be invited to chaperone field trips. Teachers will explain responsibilities and safety guidelines to parents who chaperone a group of students. Field trips are intended for the students in the class and adult chaperones only, not the students' siblings.

Food Delivery Policy

BCCI discourages students from ordering food from outside vendors. Primary and middle school students are not allowed to order food. High school students may only order food with teacher permission or if it is sent by their parents. Students who do not purchase lunch from the school cafeteria may bring lunch from home.

Health and Communicable Diseases

Administration of Medicine

Students may not bring medication to school unless it is absolutely necessary. If a student must take medication at school, the parent must bring the medication directly to the school nurse along with instructions written in English or Thai, indicating the following:

- Name of student
- Time and length of administration
- Dosage
- Name of medication
- Reason the child must take the medication

BCCI allows students to self-administer asthma medication and sunscreen as needed, unless parents provide instructions stating otherwise.

Illness and Return to School

BCCI works cooperatively with the Ministry of Public Health to enforce and adhere to the health codes for preventing, controlling, and containing communicable diseases in the school. To help prevent the spread of illness, parents are asked to carefully check their child at home for symptoms of communicable diseases such as colds, flu, coughs, sore throats, rashes, measles, and other common illnesses. Please keep your child at home if they show any of these symptoms.

If a student is absent due to illness for more than two consecutive days, a doctor's note must be submitted upon return. For contagious illnesses, the doctor's statement must confirm that the student is no longer contagious before they are allowed to return to school.

Illness or Injury at School

If a student becomes sick or injured during the school day, the School Nurse will provide basic first aid. If further care is needed, the school will contact a parent or guardian to pick up the student. It is important that the school has up-to-date emergency contact information at all times. Please notify the school immediately if your phone number or emergency contact details change. In serious emergencies, an authorized staff member may arrange for the student to be taken to the hospital by ambulance.

Nurse and Infirmary

Students must have permission from their teacher to visit the School Nurse during class time. If a student requires medical attention beyond what can be provided in the school infirmary, the school office will contact the parent or guardian.

Health Protocols for Classroom Illness

If four or more students in a class are absent due to illness, the teacher will inform the principal. The principal will consult the Thailand Ministry of Public Health for guidance and meet with the teacher, school nurse, and office manager to develop an appropriate action plan. The plan will prioritize student health and classroom cleanliness and may include:

- Temporarily canceling class for that grade level
- Relocating the class to an alternate space
- Requiring a doctor's note confirming that a student is no longer contagious before returning to school
- For small class sizes, this protocol may be implemented even if fewer than four students are absent.

Helping Your Child Succeed

Be sure your child:

- Gets enough sleep each night.
- Exercises daily to develop alertness and strength.
- Eats a nutritious and balanced diet that includes vegetables. Avoid under-eating or overeating.
- Has times when the parent and child listen and talk together to build a solid relationship.
- Spends time reading.
- Parents, monitor use of the internet and devices, making sure it is worthwhile and has a time limit. All childhood experts agree that a child should not have a phone/computer/tablet in their room overnight.

High School: Academic Probation

A student will be placed on academic probation for any of the following reasons:

- Two courses have failed in any one semester.
- The total number of credits is less than 5.75 after 9th grade, 11.5 after 10th grade, and 17.25 after 11th grade.
- The student's effort, work habits, and/or attitude toward pursuing a high school education are judged by faculty and administration to be inadequate. Such determination may be made at any point in the academic year. A probationary agreement will be drawn up by the school personnel and must be signed and met by the student in order to return the following semester.

High School: Course Requirements

Students in 9th through 12th grades must earn at least 24 credits during their four years of study. Specific courses and their descriptions, along with the sequence of courses, can be found in the BCCI High School Curriculum Guide. Since most universities require 27 credits, this is the recommended number of credits earned for BCCI high school students.

In addition, 10 service hours are required each year for all 9th - 12th grades. Failure to obtain credit (passing grade) in a required course, earn the required credits, or complete the service requirements will prevent a student from graduating and earning a diploma.

High School: Repeating Classes

Students may receive graduation credit for a course only once. The cumulative GPA for students repeating BCCI courses will be calculated using the quality points of the higher grade received. The transcripts will indicate the course was repeated; however, the GPA will include only the higher of the two grades.

High School: Student Union

Leadership is essential for students to learn to function as a socially aware global citizen. One of the ways that BCCI helps students develop this skill is through the high school student union. This group of student leaders promotes open communication between students and staff, builds positive student relationships, and organizes high school events. The leadership team comprises a president, vice president, secretary, treasurer, event coordinators, and a teacher sponsor. These positions are offered annually to the high school student body.

Homework Policy

BCCI believes that homework supports student learning by reinforcing classroom instruction, building study habits, and encouraging responsibility and independence.

Primary School (Grades 1–5)

- Homework will focus on reading, review, and basic skill practice.
- Assignments are age-appropriate and should not exceed **30–45 minutes per day**.
- Parents are encouraged to support their child by providing a quiet space and checking for completion, but students should do the work independently.

Middle School (Grades 6–8)

- Homework helps reinforce learning and prepare for assessments.
- Students should expect **60–90 minutes per day** of homework across all subjects.
- Time management and organization are important; students are responsible for recording and submitting assignments on time.

High School (Grades 9–12)

- Homework is an essential part of academic preparation and college readiness.
- Students may receive **90–120 minutes per day**, depending on course load, especially in honors and AP classes.
- Students are expected to meet deadlines, communicate with teachers about difficulties, and take initiative in managing their workload.

General Guidelines for All Levels

- Homework is assigned regularly but not excessively, and is meant to support—not overwhelm—students.
- Late or missing homework may affect grades unless there is a valid reason.
- Teachers provide feedback and may adjust homework based on student needs.

- If a student is consistently struggling with homework, parents should contact the teacher.

Human Dignity Policy

BCCI intends to provide all students and staff members with a safe environment, one that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional that subjects another person to unwanted attention, comments, or actions because of actual or perceived race, national origin, age, gender, sexual orientation, physical characteristics, or disability is not permitted. Instead, we expect everyone to treat each other respectfully because they are created to reflect God Himself.

All staff members and visitors to the school are to be respected by students, and, conversely, students are to be treated with the same respect and courtesy by staff. Communication, oral, written, or electronic, must reflect Biblical standards. Profanity, put-downs, lying, improper speech, gestures, or inappropriate written remarks will not be tolerated.

Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate adult. Students may report to a teacher or principal. Teachers should report an offense to his/her principal, or if it is the principal, he/she will report to the chairperson of the Board of Directors. Each report will be given serious consideration and investigated appropriately. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment to the person making the report or a person who may be unjustly accused. Any person who is determined to have violated this policy will be subject to disciplinary action, including the possibility of employment termination (for staff members) or expulsion (for students).

Harassment includes:

- Making unwelcome sexual advances
- Making improper sexual comments - writing a note to someone else, either electronically or by hand, with content that may be interpreted as sexual
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment
- Any form of ridicule of others based on race, physical characteristics, ability, family background, or similar features is harassment.

All students and all school employees are expected to conduct themselves with respect for the dignity of others.

Bullying and Aggressive Behavior

Bullying another person does not reflect the kindness of Christ toward others and is hurtful to individuals and the school as a community. Bullying is best defined as a systematic, intentional, and consistent attempt to harm another student either physically, verbally, and/or emotionally, whether face-to-face or through social media. Bullying occurs when a person(s) willfully subjects another person to an intentional, unwanted, unprovoked, hurtful, verbal, and/or physical action. Additionally, intentional attempts to exclude or ostracize another student can be considered bullying.

Bullying behaviors such as repeated malicious teasing, threats, talking behind one's back, physical aggression (i.e., hitting, kicking, fighting), damaging others' property, and foul or abusive language destroy the community. Claiming something was a joke, claiming that the victim was not offended or that he/she willingly cooperated or was not harmed, does not justify put-downs, offensive or hurtful remarks, or humiliation. Bullying is least likely to occur when

- information about bullying is openly shared with all students and staff regularly
- all staff have an opportunity to discuss bullying
- students are informed about bullying and taught how to deflect/stand up to this type of behavior
- bullying is acknowledged by adults with an appropriate response
- all staff see themselves as role models and will advocate for all students

If the bullying has been reported by a student to a staff member, the suspected victim, the suspected bully, and any witnesses will meet separately with the staff member and/or Principal to talk about the incident. The information is recorded on the Aggressive/Bully Behavior Report form if any degree of bullying is identified. The report is shared with the parents of the bullied student, and the victim's parents are notified of what happened.

The goal is to help students conduct themselves in a way that is kind towards other students, and this will deliberately be encouraged and reinforced. If the behavior continues, the consequence becomes more severe with being removed from times of less structured activities, a Student Behavior Contract, and, if necessary, to be removed from the school.

Repeated violations of these behaviors can be exceedingly hurtful and constitute a serious offense. These actions could result in suspension or a recommendation for expulsion.

Social Media

We live in a rapidly changing world. There is no privacy when posting thoughts and images on social media sites. Students must use great discretion when on social media sites. They must be aware of what is represented about self and God while posting on these sites, remembering that Christ is to be honored in everything we do.

Social media presents many opportunities for communication, and our students are daily participants on various social media sites. The use of social media at and away from school is becoming an increasingly integral part of student life. We recognize that many activities can affect the student body, even when the activity occurs outside the school campus or away from school activities. BCCI has no intention of attempting to monitor student behavior outside normal school functions, yet periodically, matters come to the principal's attention that may raise concerns.

When a student posts potentially damaging images or messages about self and/or others that may be interpreted as threatening and/or concerning, whether such posts occur during or outside of school, BCCI administration reserves the right to respond to assure the safety of our student body and the learning environment is maintained. Students must be reminded to use discretion when posting thoughts and images on social media, regardless of where the postings originate. Inappropriate messages, postings, and

images may be reviewed by school officials. Students are also encouraged to share with a trusted adult in the school posts or images that may concern them or others.

The BCCI principal and teachers will take disciplinary action for conduct by students that is illegal, obscene, immoral, threatening, occult, sexual, or otherwise would reflect disgracefully on the student or BCCI. A violation of this policy will be grounds for discipline up to and including expulsion. Any such discipline will be done in consultation with the parents of the student(s) involved.

Insurance

The school provides Accident insurance for all BCCI students through LMG - A Liberty Mutual Company. If a student requires medical attention for an accident, please submit the information and receipt from your medical provider to the school office for reimbursement.

Non-Discrimination Policy

BCCI admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally available to students in this school. BCCI does not discriminate based on race, color, religion, national or ethnic origins in the administration of educational policies, admission policies, scholarship, athletic, and other school-administered programs.

Parent-Teacher Conferences

Conferences are an essential means to support the communication between parents/guardians and teachers. NKP will have two Parent-Teacher conferences per year as indicated in the school calendar.

Plagiarism/Cheating/Academic Dishonesty

Academic integrity is a core value of the BCCI community. All students are expected to act honestly and take responsibility for their own work. The following behaviors are not allowed at BCCI:

- Lying or deliberately giving false or misleading information
- Cheating on quizzes, tests, or homework
- Plagiarism—using someone else's work or ideas without proper acknowledgment
- Helping others to cheat or plagiarize

Violations of academic integrity will result in consequences as outlined in the discipline policy.

Promotion and Retention

Students will be promoted after completing academic requirements at the end of each school year. A student's retention is rare and recommended only after consultation with parents, teachers, and the principal. Retention may also be recommended when a serious accident or illness keeps a student from class for an unusual length of time. The principal reserves the right to decide grade placement.

School Bus

BCCI provides transportation for students to and from school at the beginning and end of the regular school day. Routes are arranged by the school and shared with the parents of student riders. Each school van is staffed with a licensed driver and a nanny who assists students during the ride.

Student safety is a top priority. To help the driver stay focused, students are expected to behave appropriately at all times. If a student has a question or needs help, they should speak to the nanny, not the driver. Students may only eat or drink in the van if the nanny gives permission. In case of injury or illness while on the school van:

- The nanny will provide basic care and inform the school immediately.
- The school will contact parents as needed and provide updates based on information from the nanny and transportation team.

Student Conduct and Discipline Policy

At BCCI, students are expected to demonstrate Godly character through respectful behavior, responsible choices, and caring relationships. Following school rules helps maintain a safe, supportive, and productive learning environment for everyone.

We recognize that students, especially younger ones, are in the process of growing, exploring, and learning how to interact with others. Our staff is committed to guiding students through this development. As students mature, we expect growth in their ability to make wise choices, take responsibility, and show care and respect to others.

Behavior Expectations and Discipline Process

When student behavior becomes a concern, the school will work closely with the student and communicate with the home. If misbehavior persists, we will follow a structured approach with three levels of disciplinary response:

Level One: Student and Teacher

Used for minor infractions that can be addressed within the classroom. Possible responses include:

- Verbal reminder of appropriate action
- Take-a-Break within the classroom or learning environment
- Loss of classroom privileges
- Student/teacher conference
- Communication between teacher and home if there are repeated occurrences

Level Two: School-Led Interventions (Student, Teachers, Parents, and Principal)

Used for repeated Level One offenses or more serious infractions. Possible responses include:

- After School Detention
- Behavior contract for goal-setting and self-monitoring
- Loss of school privileges
- Outside referral may be requested and/or required

- Suspension for a period to be determined, depending upon the severity or repetition of actions, may be an in-school or out-of-school suspension.
- Re-entry meeting with the principal, parents, and student depending upon grade level and situation

Level Three: Expulsion (Student, Parents, Principal, and, if applicable, the School Board)

- If repeated re-entry plans do not prove to be successful, then expulsion may be initiated. The Principal shall initiate expulsion procedures if a re-entry plan is deemed not possible.

Examples of Level Two and Level Three Infractions warranting a disciplinary response.

- Repeated tardiness to class
- Skipping class without permission
- Dishonesty
- Plagiarism
- Conflict with peer/s that impacts other students' safety, well-being, and/or learning
- Emotional outbursts that impact other students' safety, well-being, and learning
- Any person in imminent danger as a result of a student's behavior
- Any physical altercation and/or bullying (bullying is defined as a repeated imbalance of power and repetition)
- Threats of any kind to self or others made by students, either verbally or written
- Assault and/or harassment, either physically, verbally or written
- Theft
- Profanity and/or racist and/or sexist language, either verbally or written
- Vandalism (this includes throwing any objects that could cause injury to others)
- PDA (Public display of romantic affection such as kissing, hugging, etc.)
- Possession of a weapon of any kind
- Misuse of technology

Language Policy

Due to frequent concerns about inappropriate language, BCCI has a separate Language Policy. Please refer here for details.

Substance Abuse: Alcohol, Chemical, Tobacco

BCCI strives to provide a pleasing environment to God and seeks to honor His Word for our lives. It is essential to remain free from harmful substances known to put students' health and safety at risk. We expect that all parents will honor and respect the expectations/laws for alcohol and tobacco use for their children and other students under their supervision.

The consumption, possession, or sale of mood or mind-altering chemicals, substances, or paraphernalia interferes with these goals. Students involved with chemical or substance use risk destroying their lives and the lives of others. BCCI will become actively involved if such use is suspected.

- The parents will be informed when a student is known or suspected of using, possessing, or supplying mood- or mind-altering chemicals.

- A student suspected by the principal to be using mood- or mind-altering chemicals may be required to obtain a drug test, paid for by the student or parents.
- The student found to be using such chemicals will be suspended or expelled from school and will be referred to an approved agency.
- The suspension may be lifted upon notification from the agency that an appointment has been kept and a recommended treatment plan is being followed.
- Probation will continue until the program has been completed.
- Repeated offenses or failure to comply with the program may result in expulsion.
- Selling, supplying, or distributing any controlled substance will result in immediate suspension and will almost always result in a recommendation for expulsion and notification of the police.

Student Living Arrangements

To ensure student safety and well-being, BCCI does not allow students to live alone. All students must live with a parent, relative, family friend, or in a host family (host families are only permitted for high school students in limited cases). This policy supports healthy habits, proper supervision, and guidance in areas such as schoolwork, sleep, eating, and responsible technology use.

Technology Acceptable Use Policy

Technology Use Policy BCCI provides access to technology to help students learn, communicate, and develop important skills for the future. This policy explains how students should use school devices and networks responsibly.

General Technology Use Guidelines

- The BCCI network is for educational use only.
- All activity on the BCCI network, including from personal devices, may be monitored and recorded.
- Students must show respectful and appropriate behavior online, just as they would in person.
- Misusing school technology may lead to disciplinary action.
- While BCCI works to keep students safe online, we cannot be responsible for any harm or damage caused by technology use.
- Students must report any safety or security concerns to the IT staff immediately.
- Students may use devices to record audio or video only with teacher and principal permission and only for learning purposes.
- If a recording is made, everyone involved must be told about the recording.

Personal Devices – Turn-In and Restrictions

All students—Primary, Middle, and High School—must turn in their personal electronic devices, including phones, tablets, and laptops, to their homeroom teacher upon arrival at school each morning. These devices will be stored securely and may only be checked out at 3:30 PM, after the final class of the day. Personal devices are not to be used during the school day or while students are still on school property, including during after-school hours or while waiting for pick-up.

Use of School-Provided Devices

During the school day, students may only use devices that are school provided.

- Primary and Middle School teachers may check out iPads for classroom use as needed. Students must use them under teacher supervision and only for academic purposes.
- High School students will be issued a school-managed iPad for coursework. Students must not change device settings, download apps, or attempt to bypass filters. Use of games, social media, video streaming, or any unapproved apps is not permitted.

After-School Use

- Primary and Middle School: students must leave the school building at 3:30 PM or immediately after their ECA (extracurricular activity) ends. Device use is not permitted after school hours for these students.
- High School students remaining on campus must: Work in a designated supervised classroom. Keep screens visible to the supervising teacher at all times. Use devices only for academic purposes. Games, social media, and video streaming are not allowed.

Enforcement

- **First Violation:** The device will be confiscated and returned at the end of the day. Parents or guardians will be notified.
- **Second Violation:** The device will be confiscated for a week and returned only to a parent or guardian.
- **Third Violation:** A formal teacher-parent meeting will be initiated to discuss means of helping the student. Warning of subsequent violations will be given.
- **Subsequent Violations:** Further disciplinary actions, including detention or suspension, will be considered at the discretion of the principal.

Digital Citizenship

Users should always use the internet, network resources, and online sites courteously and respectfully. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet. Users should also remember not to post anything online they would not want parents, teachers, future colleges, or employers to see. Once something is online, it's out there and can be shared and spread in ways you never intended.

Artificial Intelligence (AI)

BCCI recognizes that Artificial Intelligence (AI) tools—such as chatbots, image generators, and language models—can support learning, creativity, and productivity when used responsibly. This policy outlines appropriate and ethical use of AI technologies by students and staff in alignment with the school's academic integrity, digital citizenship, and learning goals.

Students may use approved AI tools under the following conditions:

- AI use must be teacher-directed or approved for specific learning tasks.

- Students may use AI to support brainstorming, research, writing drafts, coding, or creative work, as long as the final product reflects the student's own understanding and effort. AI-generated content must be acknowledged or cited, just as with any other digital or textual source.
- Use of AI must follow school rules for academic integrity and must not be used to plagiarize, cheat, or bypass learning expectations.

The following uses of AI are NOT allowed:

- Submitting AI-generated work as entirely one's own without modification or acknowledgment.
- Using AI to complete quizzes, tests, or assignments that are intended to assess individual understanding.
- Generating or sharing inappropriate, harmful, misleading, or biased content.
- Using AI tools to create false information or impersonate others.
- Using AI in a way that disrupts the classroom or violates school values.

Guidelines for Students:

- Always ask your teacher before using an AI tool for a class assignment.
- If you use AI to help with an assignment, clearly indicate how it was used (e.g., "Brainstormed ideas using ChatGPT," or "Image generated using [tool name]").
- Understand that AI is not always accurate, and it is your responsibility to verify facts and develop your own thinking.
- Remember that your learning matters more than the final product. AI is a tool—not a shortcut.

Consequences for Misuse:

Violations of this policy will be addressed in line with BCCI's academic integrity and digital citizenship policies. Consequences may include redoing the assignment, academic penalties, or disciplinary action for repeated or intentional misuse.

Visitors to BCCI

BCCI provides for the safety of the students at school and school-related activities. Before inviting a visitor to the BCCI campus, the principal is informed with an explanation of their purpose and with whom they will visit or work. Before entering the school building, permission must be granted by the Principal, Office Manager, or Building Manager.

- All visitors must enter through the front school gate and sign the Visitors' Record Book
- Receive and wear a BCCI visitor badge so it's visible throughout the time at BCCI
- The visitor is then escorted to where he/she will meet their contact person, or the BCCI contact will come to the office to receive the visitor.
- When leaving the BCCI campus, they must sign out in the Visitors' Record Book in the office and return the Visitor Badge. The Identification material will then be returned.

Any unknown visitor in the building who is not wearing a BCCI visitor badge will be questioned and guided to the school office so the proper protocol is followed.

External visitors can include building and maintenance contractors, prospective parents, local authority staff, and other similar visitors.