

BURLEY CHRISTIAN SCHOOL MIRACLE RANCH HANDBOOK



**15999 Sidney Rd. SW Port Orchard, WA 98367
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564-202-7955
Secondarybcs@bbcol.org**

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TABLE OF CONTENTS

Introduction.....	3
General Information.....	4-6
Page 4:	
Location	
School Hours	
Transportation	
Lunch	
Attendance	
Page 5:	
Tardiness	
Early Release	
Driving Policy	
Library Policy	
Phone Calls	
Medications	
Page 6:	
Cell Phones, Electronics, Toys	
Plagiarism and the use of AI	
Pets and live creatures	
Pick-up, drop-off, parking	
Admission	7
Dress & Appearance	8-9
Financial Information	10-11
Academic Information	12-13
Graduation Requirements & Grade Placement	14
Discipline Policy	15
Contracts & Forms	16-19

BURLEY CHRISTIAN SCHOOL MIRACLE RANCH HANDBOOK

*As all children are equal in the sight of God,
Burley Christian School is an equal opportunity educational institution and does
not discriminate on the basis of gender, ethnic or racial origins.*

**TRAIN UP A CHILD IN THE WAY THAT HE SHOULD GO...
PROVERBS 22:6**

PHILOSOPHY

Burley Christian school is a ministry of Burley Bible Church and supported by people concerned for their student's complete education. It was established to train children in the ways of the Lord rather than in conformity to the world. This spiritual training is provided in a solid academic framework which will prepare the student to maximize his God given abilities.

STAFF

The character and attitude of the teachers are a primary influence on the child and the classroom atmosphere. Our teachers are born-again believers, who adhere to our statement of faith. They will provide an example of Christian character and conduct, and be academically acceptable to the school's board.

GENERAL INFORMATION

LOCATION

School is held at the Miracle Ranch Campus, 15999 Sidney Rd. SW, Port Orchard, Washington, 98367. The mailing address is P.O. Box 729, Burley, WA 98322 and the phone number is 564-202-7955. The e-mail is secondarybcs@bbcol.org.

SCHOOL HOURS

School begins at 8:15 a.m. and ends at 2:55 p.m. each day. **Students are asked to arrive no earlier than 8:05 a.m. and leave the campus by 3:05 p.m. unless they are staying for study hall which ends at 3:45 and is held on Tuesdays, Wednesdays and Thursdays.** Half-days end at 11:45. If students linger on the school grounds before and after school, it requires our staff to use planning and preparation time to supervise. Parents are therefore asked to be prompt in picking up their students after school.

TRANSPORTATION

Parents are responsible for the transportation of students to and from school. Car-pooling is encouraged, however, for safety reasons, the teacher needs to be aware of arrangements that are made if the student will not be going home with his or her parent. Parents should notify the school either by note or phone of other arrangements before school dismisses.

LUNCH

Students will bring a "sack lunch," including any desired beverage, daily. There is **not guaranteed use** of a microwave or other warming ability for food. There is hot water available. Energy drinks or tablets are not allowed to be consumed on campus. Lunches must be in appropriate containers. On Wednesdays, hot lunch is available, for a fee, and is optional. Lunch punch cards are available and may be paid in advance at the school office. There is no food service on half-days.

ATTENDANCE

The school recognizes the need for regular attendance for the student to get the most from his/her education. Parents of students who are absent should contact the school by phone call or text. Absences are excused only in cases of illness, death in the family, emergency situation, or when arranged in advance. Students should remain at home if ill until all signs of temperature or symptoms are absent for 24 hours. Upon returning, parents should send a note of explanation if they have not already contacted the school. Absences for trips or medical appointments will be excused if pre-arranged by note. It is important that parents and students understand that attendance plays an integral part of a student's learning, and lost classroom instructional time cannot be recovered and may affect the student's grade.

TARDINESS

It is important for each student to arrive on time each morning. A student who is tardy must have a written note or phone call/text from the parent and check in with the school office to obtain an admittance pass. A student is tardy if he/she is not at Opening by 8:15 a.m. or in their seat at the beginning of each class period. Students who will regularly arrive late or leave campus early for educational, work, sports or family reasons may get preapproval from the principal. Students who have more than 5 unexcused tardies in a quarter or any failing grades may miss out on fieldtrips.

EARLY RELEASE

Parents who need to have a student released before school ends must notify the school office in writing or by phone call or text. The students must check out with the school office before leaving. Please be aware absences from classes may affect a student's grade. See section on attendance.

DRIVING POLICY

Students who will be driving to school must complete a driver information form, which must be signed by both driver and parent. Students will not be allowed to transport other students off campus (except siblings) unless the school office is notified by parent(s) of both the driver and passenger, either in writing or by phone.

LIBRARY POLICY

Miracle Ranch campus has a small library in the school office where the required literature books per grade level are located. The check out and return system is completed by the student and school secretary. The borrowing period per book is 3 weeks. Books lost or damaged beyond repair are charged to you at replacement cost. Report cards and test results will be withheld until library fines outstanding at the close of the school year are cleared. Registrations will be put on hold. Students are not to bring books from home unless **PRE-approved** by the principal.

PHONE CALLS and TEXT MESSAGES

Students will not be allowed to use their phones. If you need to communicate with your student, please call the school office and we will relay your message. Calls and texts to cell phones are distracting to classes. Students may come to the office if a call home is necessary. Any emergencies will be handled by the school staff.

MEDICATIONS

Students who are taking medications, prescription or not, must bring a note from home with instructions and identification with medications to the school office. A staff member will dispense the medication.

CELL PHONES, ELECTRONIC DEVICES, CALCULATORS OR GAMES

Electronic communication devices (ECD) (cell phones, smart watches and in-ear headphones) are not allowed to be used on campus and must be turned off and put away during school hours. If ECDs are seen out they will be confiscated by the teacher for the day. Second offense, a parent will have to pick it up from the school office. Third offense, items will be confiscated and not returned until the end of the school year.

Parents should call the school office if needed. Students should be encouraged not to let other students use their phones to make transportation arrangements after school. Games, toys, and trading cards are to be left at home. (i.e. hand-held video games, battery-operated toys, CD/tape players, radios, iPods, MP3 players) Calculators are only allowed with teacher's permission. No electronic dictionaries.

PLAGIARISM & USE OF AI

Plagiarism is a serious offense and treated as such. All students are given an explanation/warning at the beginning of each school year. First time offense - after school detention and a call home to parents, second offense - suspension and third offense - expulsion. This applies for the whole length of time the student is at Burley Christian School. The use of AI for research and the composing of academic papers is not allowed. If the use of AI is determined to have been used, the resulting grade will be a zero.

STEWARDSHIP OF CAMP FACILITIES AND SCHOOL PROPERTY

Staff and students will practice good stewardship at all times. All trash, litter and recyclables are to be disposed of in a timely manner in the correct containers. If you make a mess or have a spill, clean it up (immediately) or ask for help if needed. There is no gum allowed on campus. Please be respectful and careful when using camp facilities and school property. Purposeful misuse/destruction of the camp facilities and/or school property will result in disciplinary action and possible fees charged. Be careful of throwing anything ie; frisbees, athletic/sports balls etc. towards the buildings and windows. We have a wonderful campus to learn, play, work and worship at. Please enjoy the natural beauty, but leave it as you find it for others to enjoy as well.

PETS AND LIVE CREATURES

Students will not bring live animals to school without permission in advance from a teacher.

PICK-UP / DROP-OFF / PARKING

Please obey all traffic flow and parking regulations. The speed limit is 10 miles per hour at Miracle Ranch. Please be aware that there are other groups and schools that occasionally use the camp facilities throughout the year, especially during the early fall and late spring time.

ADMISSIONS

POLICY

The following criteria must be met before the students's admission into the school.

1. Parents of prospective students must sign the Parent Pledge of Support.
2. Students in 7th grade and above must sign the Student Pledge of Conduct.
3. Academic Records and health records must be obtained from previous school.
4. At least one parent and students must be church attending, practicing Christians.
5. Students must want to attend Burley Christian School.
6. Older students are to be an example for younger students.
7. Students with handicaps (mental, emotional or physical) will be admitted only if, in the opinion of the administration, their needs can be met by the school. Burley Christian School is not equipped to deal with all handicaps.
8. All immunizations must be current in accordance with state standards.

PROCEDURES

1. Submit a Family Application Form.
2. Request your Pastor to complete and return the Family Reference Form.
3. The school office will arrange an interview with both parents and pupil. Pledges will be signed at this interview.
4. Submit Enrollment Application, Health Info, Certificate of Immunization Form, Field Trip Permission Form, accompanied by previous report card if available. Secondary student applicants must complete and return the Student Questionnaire, Pledge of Conduct, and Commitment Form.
Request former school records to be transferred. Homeschooled students must submit a copy of their latest standardized test scores, and grade records.
5. Parents will be notified of acceptance.
6. Submit registration fee, curriculum fee, and applicable financial paperwork.
7. Attend Parent Orientation.

CHANGE OF ENROLLMENT:

Parents are responsible to notify Burley Christian School **in writing** for any changes in their student's enrollment during the school year. Please include student's name, change intended, and day it will be in effect.

BCS DRESS/GROOMING CODE

- I. The dress/grooming code of BCS is designed for training, safety and to promote and reflect a standard of modesty, neatness, moderation and appropriateness. BCS students are expected to honor the dress code in letter and in spirit when attending classes or school activities between 8:05 am and 3:45 PM. All school personnel will help enforce the dress code, but final authority to interpret and apply the dress code shall rest with administration. Consequences for dress violation may include warnings, restriction of privileges, being asked to put on a school-supplied article of clothing, notifying parents, sending student home to change, or suspension. Consequences are dependent on the seriousness and/or frequency of the offense.

II. Requirements of All Students: All articles of clothing must:

- A. Fit proportionately. Clothes should not be too loose or too tight. Clothing must fit according to generally accepted adult standards and be size appropriate.
- B. Promote modesty. There should be no question as to whether an article of clothing provides adequate coverage of body parts. Midriffs must not show, even when the wearer's arms are extended over his/her head or while sitting. Shirts must have collars and sleeves. Girl's hemlines are to be no higher than the top of the knee and slits no higher than two inches above the knee.
- C. Provide a clean appearance. Garments should not be ragged, torn, tattered, or overly faded. Clothes need to be clean, reasonably pressed, and worn in such a way that they give a conservative, neat appearance.

D. **Specific Requirements:**

BOYS

- 1. Hair must be trimmed above the eyebrows, collar and middle of ears. It is to be kept neat and clean. No extreme style or color.
- 2. Shirts must be buttoned. On non-chapel days, BCS T-shirts are acceptable.
- 3. Pants must be worn at the natural waistline. No draping. Undergarments must not be showing.
- 4. No earrings or pierced body rings/jewelry. Accessories must not be distracting.

GIRLS

- 1. Extreme styles are to be avoided. Hair styles should be modest, appropriate, and not distracting to others; no extreme style or color. Make-up in moderation permitted for Jr. and Sr. High.
- 2. BCS T-shirts are acceptable on non-chapel days. No form-fitting or low cut tops or T-shirts are permitted. Neckline must not be any lower than 3 finger widths below the collarbone.
- 3. Slacks and skirts must be worn at the natural waistline. (slightly above the belly button) No low-rise or form fitting types permitted.
- 4. Earrings and jewelry must be kept to a minimum. No pierced body or nose rings/jewelry.

ALL

- 1. Sturdy shoes are recommended. Athletic shoes are acceptable. No flip-flops, athletic or beach sandals or house slippers. Must be appropriate for safe, outdoor play and worn with socks, stockings or tights (for girls).
- 2. For extra classroom warmth, students may wear a BCS or solid color sweatshirt, small (inconspicuous) logos are allowed.
- 3. No coats, jackets, hoods or headwear of any kind are to be worn in the classrooms.

DRESS CODE

BOYS

Solid dark blue, black or khaki Docker-style twill slacks. No cargo pants, jeans or corduroys.
Solid color Polo shirt, turtleneck, dress shirt or BCS T-Shirt.
Solid color sweater, BCS sweatshirt or hoodie to wear over uniform shirt.

GIRLS

Solid, dark blue, black or khaki, twill uniform skirt or jumper, hemline at top of knees or below.
Plaid uniform skirt/jumpers acceptable. No skorts.
Solid color blouse with fold down collar, Polo shirt, turtleneck or BCS T-Shirt.
Solid dark blue, black or khaki Docker-style twill slacks. No cargo pants, jeans, corduroys.
Solid color sweater, BCS sweatshirt or hoodie to wear over uniform shirt.

ALL

Chapel Day (Wednesday)

Boys-White or dark blue dress shirt and dark blue/black slacks.

Girls-White or dark blue blouse and dark blue/black jumper/skirt. No slacks.

Any coats or jackets may be worn **outside** as long as they are free of unacceptable slogans or pictures.

7-12 PE Uniform: Uniform shirt or BCS t-shirt & dark blue uniform pants or shorts. No Bermuda shorts. Athletic shoes and socks. Nylon fabric warm-up long pants or long sweatpants are optional. No lycra or spandex. See guidelines for shoes above.

SCHOOL PROGRAMS & FUNCTIONS

All above guidelines apply to school-sponsored field trips, functions and programs, whether on or off campus.

We expect parents and students to apply these standards in choosing school clothing. Students who fail to meet these standards will be admonished by the school staff and are expected to cheerfully submit even if their views on dress differ.

FINANCIAL INFORMATION

REGISTRATION FEE AND RE-ENROLLMENT

An annual, non-refundable fee of \$300.00 per student must accompany all final registrations and re-enrollments. This fee covers all basic field trips, annual standardized testing, school activities, technology fee, library, administration, and maintenance and is due by August 15th. All accounts must be paid up to date upon re-registering for a new year. Re-enrollment registration begins on February 1st and Open enrollment registration begins on March 1st. Slots are not permanently reserved for returning students unless the fee is received and the previous year's account remains clear. Outstanding PEP hours, lunch and library charges will be paid from previously paid registration fees at year end and will affect your registration status as not registered.

CURRICULUM FEE

An annual curriculum fee of \$360.00 is due by September 1st.

TUITION

The full tuition is billed/paid monthly over a ten month period, regardless of the number of days in the month. If a student is withdrawn, the tuition will be prorated and recalculated. Discounts are given for more than one student in grades K-12.

	<u>Tuition / monthly bill</u>	<u>Annual if paid by Sept. 1 (5% discount)</u>
7th - 12th	\$5900.00 /per year (\$590 per child/per month)	\$5605.00
4th child +	-0- (Fees are still assessed)	-0-

There is a \$10.00 discount per month (per family) for Burley Bible Church members.

All tuition is due the 1st of each month, September through June. In the event that any payments are not received on or before the 10th of the month, a delinquency charge of \$10.00 will be assessed. Those who miss one month's payment will be on probation; any delinquent by two months will be asked to withdraw their students by the 10th of the month. All tuition and fees must be paid in full before the students will be allowed to re-enter the school or before the school will release report cards, transcripts and testing results. If a student formally withdraws, tuition will be prorated.

GRADUATION

Each graduating student wishing to participate in the ceremony will purchase their own attire. Information for ordering will be given out during the year. Accounts must be current for diplomas and transcripts to be released. Students must have all credits completed prior to the ceremony to walk with their graduating class.

CONTRIBUTIONS, ASSISTANCE and FUND RAISING

Contributions and assistance from individuals and the Burley Bible Church are necessary to help cover the operation cost of the school which is not funded entirely by the tuition and fees charged. Fund raising activities are also necessary for the same reason.

SCHOLARSHIP and FINANCIAL AID

Scholarships of up to 50% of tuition are available to needy families of Burley Bible Church, as long as funds are available. Those seeking financial aid must submit a Student Financial Aid Request form annually, between May 1 and June 30. Recipients are determined by the school board. Applications are available at the school office.

PEP PROGRAM

“Parents as Educational Partners” or P.E.P. is designed to keep tuition increases to a minimum. It is for the parents of students in Kindergarten through 12th grade. The guidelines are as follows:

Participants

Each family is responsible for 24 hours of service annually, or pay \$240.00; a single parent, 12 hours of service or pay \$120.00. Extended family members (grandparents, etc.) may work hours for the family. Hours may not be "donated" from one family to another, each family is responsible for their own hours. **Hours will be billed at the middle of the school year, and credits issued as hours are turned in, with a maximum credit of total hours billed.**

Record Keeping

Each family will keep record of their volunteer hours. Forms are available in the school office. The list of hours must be submitted to the school office each school semester. At the end of the school year any PEP hours not completed will be considered unpaid tuition at \$10.00 per hour and will be treated as such in terms of collection and re-enrollment.

Possible Opportunities for Service

Attend the Parent Orientation meeting (counts as one hour per family), baking or buying for bake sale days and bringing refreshments for school events (counts as an hour each time), phoning from home, general office help, hot lunch servers, classroom volunteers, field trip chaperones and drivers, coordinating or assistance with fund-raisers etc.

Special circumstances will be given consideration and these should be discussed with the school principal. All on-campus and field trip volunteers must complete a School Employee / Volunteer Form, which includes a WA State Patrol Background Check. A cleared status must be obtained before beginning to work. You will be notified of your status.

ACADEMIC INFORMATION

GRADES 7 - 12

CURRICULUM

Burley Christian School Miracle Ranch Campus, provides a complete secondary curriculum. Using primarily Abeka text materials, with daily bible classes, physical education classes twice a week and rounding out student schedules with electives including occupational/career education, art, music and languages.

HOMEWORK

Any work not completed at school should be completed at home. Parents are requested to check that each day's work is finished and are also asked to assist students in studying (if needed).

Bible and Literature grade. 7th-12th graders are to memorize a daily verse and write it down the next day during bible class. This slip will be passed out during bible class and is also where they will summarize what they read that day or night in their required literature book. Three complete sentences for 7th-9th grade and five complete sentences for 10th-12th grade. These are due each morning at Opening. Please read and sign the slip. If a student arrives late with an excused tardy they may turn in their slip to the office to receive full credit. If it is turned in late or not at all, it **will negatively** affect their Bible and Literature grade. Gradelink is a useful tool for communication between the school, parents and individual teachers. This also gives parents an easy way to see if their student is completing or needs help with their studies or if they have missing assignments. This is an efficient tool, but only if it is utilized as intended.

STUDY HALL

Study hall is available on Tuesdays, Wednesdays and Thursdays from 3:00-3:45 pm. Study hall can be used for detention as well as for students requiring extra help or needing to make up missing work. There is no study hall on 1/2 days or the first day back from any break. Parents can ask that their student be assigned study hall at any time.

GRADING

The grading system is designed to let parents know if their child is making satisfactory progress based on his/her long-range plans.

The grading system is: 100-90 = 4.0 or A

89-80 = 3.0 or B

79-70 = 2.0 or C

69-60 = 1.0 or D

59 or less = 0.0 or F

It is important that parents and students understand that attendance plays an integral part of a student's learning and that lost class time cannot be recovered and may negatively affect grades.

Report cards are given to parents during scheduled conferences after the first and third quarters. Conferences also may be scheduled with any family at any time. Report cards are sent to the parents following the second and last quarters. Final reports and transcripts will only be released if accounts are current.

GRADELINK

Gradelink is a wonderful tool for parents to utilize throughout the entire school year. It is secure and easy to use with an available app for cell phones or from your computer browser. Parents can monitor their student's progress, communicate with teachers and see missing or upcoming assignments etc. Gradelink log-in information for parents and students will be sent home during the first week of school.

Grade placements are as follows, according to credits earned:

0 credits:	Grade 9
4-9 credits:	Grade 10
10-15 credits:	Grade 11
16+ credits:	Grade 12

**Burley Christian School
Minimum Graduation Requirements
All Credits earned 9th – 12th Grade**

English	4
Mathematics	3
Science	3
Social Studies	3 (includes the following)
Required:	
US History (1)	
WA State History (.5)	
Contemporary World Problems (1)	
Other social studies:	
Economics (.5)	
Government (.5)	
World Geography (.5)	
World History (1)	
Career & Technical Education	1
Health and Fitness	2
Visual or Performing Arts	2
World Languages	2
Electives	<u>4</u>
Subtotal	24 credits

DISCIPLINE

Burley Christian School works closely with parents in all disciplinary situations.

Every scripture is God-breathed and profitable for instruction, for reproof and conviction of sin, for correction of error and discipline in obedience and for training in righteousness so that the man of God may be complete, thoroughly equipped for every good work.

II Tim 3:16,17

If a student misbehaves, we ask ourselves the following questions:

1. Have we clearly stated what we expect of the student? (Instruction)
2. Does the student understand what he/she has done wrong?
Do they want to make it right?
(Reproof and conviction of sin)
3. Would a project be helpful in improving the student's behavior? Is counseling the best approach to the situation?
(Correction of error and discipline in obedience)
4. Are we as teachers and parents setting a Godly example for our children? (Training in righteousness)

Since we are working closely with you as parents, you will be notified of each disciplinary contact with your student, whether it be a project or counsel.

In a rare case, if a student's attitude were to be detrimental to the group, both parents would be called for a conference. If the situation were not to improve, the administration might ask the parents to withdraw the student.

BURLEY CHRISTIAN SCHOOL
PARENT PLEDGE AND FINANCIAL AGREEMENT

I/We will support the principles and goals of the school by building Godly character through our training and example in the home.

I/We will support the discipline of the school.

I/We will share any criticisms we have of the school with the appropriate school authority rather than with our neighbors, friends, or children.

I/We will see that our children reach and leave school on time, and we will send written excuses for absences or tardiness.

I/We will assume responsibility for completion of homework.

I/We will work with our child as requested by the teacher.

I/We will read and respond to all school communications. We will attend all parent functions.

I/We will pay our financial obligations to the school promptly.

I/We have read the handbook and agree to abide by school policy.

I/We understand that tuition is due the 1st of each month, September through June. In the event that any payments are not received on or before the 10th day of the month (15th for automatic payment), a delinquency charge of \$10.00 will be assessed. If at any time my/our account balance becomes delinquent by 2 month, I/we will voluntarily withdraw my/our child(ren) until my/our account is paid in full.

I/we, the undersigned, agree to the foregoing.

_____ Date: _____
Father/Guardian Signature

_____ Date: _____
Mother/Guardian Signature

Burley Christian School
STUDENT PLEDGE OF CONDUCT

I will accept the training of the school by being cooperative, courteous and respectful.

I will accept the discipline of the school.

I will ask questions of the staff if there is something I do not understand, either in my work or about the school rules or procedures.

I will strive to complete my goals at school by using school time diligently.

I will complete unfinished goals at home during my regular homework time without having to be pressured by my parents.

I will share my goals and completed work with my parents daily, asking them to sign my Daily Accomplishment Report.

I will cooperate with my parents when they help me study at home.

I will attend all school functions.

I will dress according to the dress code while on campus and for all school functions, programs and field trips.

As a student of Burley Christian School, I pledge to uphold the school standards and will act in a loving, orderly and respectful manner. I will strive to be Christ-honoring in character, dress, attitudes, and conduct.

Student Signature _____ Date _____

Burley Christian School
STUDENT COMMITMENT

So that we can all live together in harmony and united purpose, there are certain basic things about Burley Christian School (BCS) that you need to know and understand. BCS is a school dedicated to the glory of God. It is in existence to help you grow spiritually, emotionally, physically and academically. We believe that the biblical writer was correct when he said, "The fear of the Lord is the beginning of wisdom." In a very brief manner, let's look at some of the stated purposes of BCS:

1. *To teach that God is the Creator and Sustainer of the universe, and that the Lord Jesus Christ is the divine Son of God who came to earth to die for your sin.*
2. *To teach that God has spoken to us through the Bible, the only infallible Word of God, and to teach you how to study it, understand it, and apply its principles to every part of your daily life.*
3. *To inspire and motivate you toward a total personal commitment to Jesus Christ, so that you might live by and believe personally His Good News, allowing Him to change you and shape you.*
4. *To help you to understand better, belong to, worship in, and serve His church.*
5. *To help you love, obey, respect and help others.*
6. *To develop within you the ability to assume responsibility for the tasks that have been given you to do. To develop your mental abilities, for they are given to you by God, so that you may take your place in society as a mature, competent, alert and well trained person.*

These are but a few of our hopes and expectations for you. We trust that you will take every opportunity to apply your heart and mind to the things offered at BCS and to live here as a responsible member of the school community.

As a Christian school, BCS is committed to the teachings of the Bible and we are persuaded that there should be a direct relationship between what a Christian student believes and how he or she behaves. We acknowledge that it is impossible to create a school community with behavioral standards that are acceptable to every student. We do, however, believe that it is essential to specify certain basic principles that govern all students equally. BCS students must commit themselves to:

- Abstain from involvement with tobacco, illegal drugs, sexual immorality, pornography, self-mutilation, and profane language.*
- Abstain from the illegal use of alcohol.*
- Submit to all other requirements outlined in the student handbook.*
- Submit to the authority of your parents, teachers, and school officials as given to them by the Lord.*

This is a commitment of lifestyle, not just during school hours, but twenty-four hours per day and twelve months per year. Violations are considered as breaking a firm commitment that each student makes when voluntarily choosing to attend the school. As a member of Burley Christian School, you will be expected to exert a positive influence in your social relationships and to be a responsible member of the Burley Christian School community.

Signature: _____ Date: _____

BURLEY CHRISTIAN SCHOOL
DRIVING POLICY

Students who will be driving to school must complete this driver information form, which must be signed by both driver and parent. Students will not be allowed to transport other students off campus (except siblings) unless the school office is notified by parent(s) of both the driver and passenger, either in writing or by phone. Students must park in the lot closest to the fields, leaving the lots closest to Cheney Hall and the dining hall for the Miracle Ranch employees.

Student Name: _____

Student's driver's license # _____ Expires: ___/___/___

Vehicle(s) Year, Make, Model _____

License Plate(s) # _____

By signing below, we have read and understand the policy.

Signatures:

Driver _____ **Parent** _____