



Student/Parent Handbook Student Code of Conduct/Statement of Faith

Broward Cooperative Educational Program (BCEP) will be meeting Wednesdays (See Program Calendar) from 8:30am to 3:30pm at Victory Life Church, Plantation, Florida, beginning August 25, 2021 to May 11, 2022 (32 weeks of instruction)

Parents must read, sign, and return the last two pages of this document:

- The Code of Conduct
- Statement of Faith

Mission Statement

To provide a place where homeschooling families experience quality, core, and enrichment education that glorifies Jesus Christ in preparing students to live a life of faithful service.

BCEP's Scripture Verse

Deuteronomy 6:5-9: "... You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up..." (vs.8)

We are a Biblically based organization and we require parents/students to sign a statement of faith, agreeing to abide by the belief system adopted by PSG, Broward Cooperative Educational Program, it's directors, instructors and parent volunteers.

Directors Communication

BCEP directors will provide regular communication with parents and students with pertinent information relating to student's welfare, classes, facility requests, schedules, special events, and cancellations due to inclement weather.

Class Sizes

BCEP commits to keeping small class sizes.

Security Measures

Students must wear their IDs (lanyards) at all times. Only parents with proper identification will be allowed in the building during BCEP hours. Monitors will be at the door checking identification. Student ids will be distributed during BCEP orientation (August 10th).

Teachers' Objectives

Providing students with an educational classroom experience that will not only increase their knowledge of the subject matter but will challenge each student to reach their highest academic potential.

Periodically providing parents with quarterly and semester progress reports.

Parents Responsibilities

1. Complete and submit the following documents:
 - Registration Form
 - Code of Conduct
 - Student Emergency Contact Form
 - Statement of Faith
 - Waiver of Liability Form
2. Pay program fees (see Fees and Tuition)
3. Notify teachers of student absences (See Attendance Policy)

4. Notify instructors/directors of any allergies and/or any allergies/health concern.
5. Students must be picked by 3:30 pm.
6. Parents are considered the student's primary educator and BCEP teachers are facilitators for learning. Parents are also responsible for ensuring students are prepared for class each week.
7. Ensure students follow all the Code of Conduct policies.
8. Maintain good communication with teachers and BCEP's Directors.

Fees and Tuition

BCEP Fees (registration and facility) must be paid in full to complete registration. Tuition may be paid in full at the beginning of the year or in two installments.

First installment (half of the tuition) must be paid by August 1st.

Remaining balance (2nd half of the tuition) must be paid by January 1st.

Refund Policy - Fees and tuition are non-refundable.

Class Cancellations

BCEP will follow the Broward County weather advisories if/when needed. Although BCEP Directors will make every effort to communicate cancellations via emails, parents should follow advisories made by their local weather station/apps.

In order to maintain academic continuity, BCEP will make every attempt not to cancel any classes. Substitute teachers will be available, if needed.

Attendance and Tardiness Policy

Parents should alert teachers of any absences. Teachers will communicate their individual absence policies in their syllabus.

Please note that students who have excessive absences may fall behind academically, which may result in grade reduction, and/or an incomplete on their progress report.

Punctuality is essential for successful student performance. Students will be marked tardy if they are not in their seats at the beginning of the class period.

Refunds

Students not meeting Code of Conduct standards will be withdrawn from the program, without a refund. (See Student Code of Conduct)

Dress Code

Wear modest attire that does not contradict our core family values.

Students need to avoid wearing shirts, masks, hats, or attire that includes messaging PSG may consider controversial or objectionable (including phrases, words, symbols, and pictures).

- No tank tops, spaghetti straps, mid-drift, or low-cut shirts.
- No short skirts/dresses/shorts 3 inches or more above the knee.
- No low-rise or sagging pants
- No sheer or see-through clothing
- Tight or form-fitting clothes. (Leggings may only be worn under skirts or dress tops that extend to the knee)
- No earrings for boys.
- No body piercing jewelry (except for earring for girls).
- Students may wear any jacket, sweater, sweatshirt, or hoodie during the school day-- providing the jacket does not contain offensive language or designs. Hoodies are not to be worn over the head.

Any student not dressed in accordance with this code may be pulled out of class to change into proper attire or call home for a change of clothing. Parents of students who do not comply with the dress code may be asked to leave the program.

It is important that students dress modestly and in compliance with the specifications in this handbook. Administration reserves the right to expel students who continue to violate these expressed standards (three strike rule). Dress Code will be ***strictly*** enforced.

Maintaining and Care of the Facility

Students are expected to clean up their area after class, after using the restroom and (especially) after lunch.

Illness Policy

Students must not attend class if they exhibit the following:

- Fever
- Cough or cold
- Lice (may return after treatment)
- Rashes or conjunctivitis
- Flu-like symptoms

Please contact the directors if you or your family are suspected of having any contagious conditions.

Student Code of Conduct

Students will adhere to the following Code of Conduct:

1. Attend classes every week, with a mindset ready to engage and learn.
2. Have all homework completed and ready by the start of each class.
3. Arrive at school on time.

4. Be respectful of others. (Reminder: disrespect towards students/teachers/staff, bullying, physical aggression, and foul language will not be tolerated and is grounds for immediate suspension or expulsion).
5. Dress modestly, exemplifying Christian values in 1 Timothy 2:9. (See Dress Code)
6. Limit cell phone use to before/after class or during breaks. (Violations may result in taking student cell phones away until the end of the day).
7. Respect others in the matter they would want to be treated (Golden Rule). Refrain from bullying (on-campus or online), physical aggression, and foul language. Violations may result in immediate expulsion of the program. No money will be refunded for expulsions.
8. Refrain from defacing or destroying property as well as stealing from others (including plagiarizing).
9. Be courteous in the halls -- no yelling or running in the building.
10. Help clean up after themselves and help (if applicable) to help teachers set up rooms after class.
11. Will not enter the church lobby or sanctuary. Lobby, sanctuary, and offices are off-limits to students.
12. Stay indoors until dismissal time.
13. Wear student IDs (lanyards) at all times
14. Eat lunch inside and designated areas only. Students may not leave campus for lunch unless parents have given prior authorization (to the directors/teachers).
15. Keep weapons off-campus. **NO WEAPON OF ANY KIND IS PERMITTED ON CAMPUS** (i.e. guns or pocketknives). Any student found to be in possession of any weapons will have weapons confiscated until the parent arrives. Students will then be expelled from the program. If staff/teacher/director believe there is a cause for immediate concern, the police will be called/involved.
16. Refrain from public displays of attention (PDA) with another student. No kissing, lap sitting, handholding, and/or caressing is permitted during

program hours. Sexting is a direct violation of Christian behavior and will be cause for expulsion.

17. Refrain from vaping or smoking on or around the facility. Any student found smoking (of any kind--including vaping) will be suspended from BCEP classes for the day. Parents will be notified immediately. If it occurs a second time, they will be expelled from the program without a refund.

18. Follow COVID-19 safety measures- see "BCEP's COVID Procedures and Guidelines" for specifics.

Philippians 2:14–15 "Do everything without grumbling or arguing, so that you may become blameless and pure, "children of God without fault in a warped and crooked generation." Then you will shine among them like stars in the sky."

Philippians 1:27 "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ."

BCEP Policies/Code of Conduct is on the next page (to be signed and turned in).

Student Code of Conduct

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

This form is part of the student registration process for Broward Cooperative Educational Program and must be returned as a condition of enrollment. Signing below is evidence that parents and students have or will read and understand the contents of this handbook and are in agreement to follow all its procedures and code of conduct, as well as the COVID-19 procedures and guidelines.

It also grants permission for school photographs for the purpose of PSG media presentations and the yearbook. No other information about their child will be revealed without prior consent.

Please print and submit this signature page to the Parent Support Group of Broward County (Attention B CEP Directors) in person or by mail: ***1501 NW 79th Ave., Pembroke Pines, FL 33024.***

My parents and I have read the B CEP Handbook and Code of Conduct. We understand and agree to abide by such code. In addition, at least one parent agrees to attend the fall MANDATORY parent meeting. It is a requirement that in order to participate in B CEP, you must also be a member of the Broward Homeschool Parent Support Group (PSG).

Student's Name

Grade of Student

Student Signature

Date

Parent Signature

Date