

BCS Private Satellite Program Main Policy Manual

2019-2020



Bradshaw Christian School
Private Satellite Program
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Table of Contents

PROGRAM OVERVIEW.....	3
SCHOOLWIDE EXPECTED STUDENT OUTCOMES.....	3
MEMBER SERVICES	4
MEMBER REQUIREMENTS	4
BCS PARTICIPATION	8

Program Overview

It is the heart of the Bradshaw Christian Private Satellite Program (PSP) to support and encourage families as they pursue their God-given call to homeschool their children. We want to provide services and opportunities to your family in a way that is supportive to your mission as the educators of your children. If you would like to take advantage of extracurricular activities such as sports, or participate in Day Campus classes, or simply be able to have transcripts provided, we are here to support you.

The Bradshaw Christian PSP is accredited through the Western Association of Schools and Colleges (WASC).

Schoolwide Expected Student Outcomes

Pursuing Academic Excellence:

- Discover God-given abilities while striving to maximize the development of their potential
- Master curricular goals throughout the various disciplines
- Plan, create, and produce quality intellectual, artistic and physical products
- Demonstrate the ability to integrate past, present and future information throughout the learning process

Reach Out to Others:

- Develop an increasing awareness of, and compassion for others, leading to community service
- Demonstrate the ability to accomplish common goals through teamwork
- Contribute time, energy, and resources to serve others

Involved Thinkers:

- Identify, assess, analyze, integrate and use available resources
- Reflect, establish value, and prioritize through the decision-making process
- Logically and creatively form a line of reasoning from premise to conclusion

Developing Christian Character:

- Understand what it means to have faith in Jesus Christ as our Lord and Savior, and walk in continual relationship with him
- Be able to articulate the Christian worldview and how it affects our understanding of the world around us
- Understand how to share their faith in Christ and His ongoing work in their lives
- Understand the relevance of scripture in all their experiences and circumstances of life

Effective Communicators:

- Be able to discern and interpret the meaning for messages conveyed by others
- Develop the ability to clearly express oneself through writing, verbal articulation and creative activity
- Identify and express feelings, thoughts and emotions

Member Services

- ❖ **Website — www.bradshawchristian.com.**
 - PSP and BCS school calendar; enrollment forms
- ❖ **Official student cumulative files maintained by PSP staff.**
- ❖ **Records of monthly lesson summary, work samples attendance, and grades**
 - PSP Membership includes required monthly lesson summaries, work samples, attendance and grades due by the 1st of each month
- ❖ **Official Report Cards, Transcripts, and Diploma**
- ❖ **School Calendar**
- ❖ **Quarterly Sit Down meetings**
- ❖ **E-mail Check Ins**
- ❖ **Social and Educational Opportunities**

Member Requirements

General Expectations

- Compliance with all PSP policies
- Adherence to guidelines in BCS Handbook
- Commitment to checking email daily for PSP communications

Enrollment

Enrollment is open to children at least 5 years old by September 1st. Children can only be enrolled in one school program at a time.

Fees

Annual non-refundable Registration Fees (Paid upon submission of registration packet)

Application received by May 15th	\$150
Application received <i>after</i> May 15 th	\$200
Application received after August 1 st	\$200 plus 1 month's tuition

Tuition

First Student:	\$650 or 10 payments of \$65 each
Each Additional Student:	\$175 or 10 payments of \$17.50 each
High School Student (9th-12th) surcharge each:	\$200 or 10 payments of \$20 each

On Campus Classes – Hybrid Program (10 Monthly Payments)

1 Class	\$1500
2 Classes (Within Same School Year)	\$3000
3 Classes (Within Same School Year)	\$4500

PALS Requirement (for Hybrid students taking 3 or more classes)

If a PSP Member is taking 3 or more on campus classes parents are required to dedicate volunteer hours or make cash payment.

Two Parent Family (Step parent does apply)	12.5 hours or \$125 per year
One Parent Family	7.5 hours a year or \$75 per year

Optional Additional Fees:

Middle School Activities Fee (optional)

TBD

The Middle School Activities Fee pays for your participation in Game Night, Movie Night, Talent Show, End of the Year Party and Science Fair. The Middle School Spiritual Retreat is an additional fee due no later than September 1st. Contact the Middle School Office for more information.

High School Activities Fee (optional)

TBD

The High School Activities Fee pay for your student's school retreats, all school dances (except Prom), and PSATs due no later than September 1st.

Senior Fee (optional)

TBD

The Senior Fee pays for your student's camp and gown, stole, diploma cover, diploma, and all other expenses that come along with graduation.

Sports Fees (optional)

Middle School
High School

Varies based on Sport
Varies based on Sport

Additional Requirements:

HSLDA Membership & Parent Teaching Requirement

HSLDA annual membership is optional for all members. BCS PSP group discount number is 210336, and you will need this number in order to receive the \$20 group discount. K-8th graders must be parent-taught in at least half of their subjects. High school students are exempt, but a parent must closely and actively monitor work.

Recordkeeping

Members independently fill out all records by the due dates.

Annual Records

Item	Due Date
<ul style="list-style-type: none">❖ Family Emergency Form❖ Parent-Student Contract❖ Paperwork & Financial Policy	Upon Submission of Registration Packet
<ul style="list-style-type: none">❖ Course Description (one for each subject)❖ Curriculum Choice Request (if applicable)	July 1
<ul style="list-style-type: none">❖ First Lesson Summary Document	August 15
<ul style="list-style-type: none">❖ Proof of enrollment for outside graded courses (if applicable),❖ Signed Parent-Student Handbook Acknowledgment form❖ Records Release form (High School Only)	August 19
<ul style="list-style-type: none">❖ Work Samples and Monthly Lesson Summary	By the 1 st of each month

Curriculum

All PSP families will be required to submit a course information form for every course a student is planning to take. Families are encouraged to choose from our pre-approved curriculum list. If the family wishes to use alternate curriculum, it must be approved PRIOR to the start of the course.

Non-Parent Graded Courses

- ❖ Courses must be approved prior to the start date for each course
- ❖ Proof of course enrollment must be provided to the PSP prior to the start of the course
- ❖ Official grade reports/transcripts must be submitted to the PSP by the course provider at the end of each course

Parent-Graded Courses

A course information form must be thoroughly filled out and submitted for each course a student plans to take for approval prior to beginning the coursework for approval.

Monthly Lesson Summary

Each month members must update lesson summaries in the Lesson Summary file for each student in their family folder on Google Docs by the 1st of the following month. Grades must be updated in the Lesson Summary at the end of each school quarter according to dates listed on the PSP calendar.

Work Samples

A minimum of two graded work samples for each subject must be submitted by the 1st of each month. Work sample requirements must adhere to the following guidelines. This includes but not limited to tests, projects, and course work.

- ❖ Student **name, subject, date,** and **grade** must be included on each sample
- ❖ All 60% category assessments must be included in your work sample submissions
- ❖ If you only have one 60% work sample for a given month, the second work sample should be from the 30% category
- ❖ Work samples should include instructions and grading rubrics/expectations
- ❖ For certain courses, alternate work samples will be required. Examples of this include, but are not limited to, Physical Education participation logs or video work samples to validate student learning in courses such as American Sign Language.

Attendance

Attendance should be updated daily in Plus Portals. A minimum of 177 annual school days is required by May 31st. High School students may not miss more than 10 school days/semester.

The Bradshaw Christian PSP follows the standard Bradshaw Christian school calendar and runs from August through May. A calendar will be provided to all PSP families to follow for attendance purposes.

Grades

Grades must be regularly updated in Plus Portals for each parent-graded course, and all grades for each quarter must be submitted by the end of quarter deadline. You must have a variety of grades in each category for every subject and follow the standard BCS grading guidelines.

Required Grading Categories

60% — Assessments (Tests, Essays, Larger Projects, Performance Tasks)

30% — Coursework (Quizzes, Review Assignments, Smaller Projects, Larger Assignments)

10% — Practice (Practice, Daily Work, Smaller Assignments, Reflections, Participation)

For each school quarter, a student's grades should include:

- ❖ A minimum of 2-3 assessments in the 60% category
- ❖ At least 5-6 assignments in the 30% category
- ❖ A variety of assignments in the 10% category.

Grading Scales and Report Cards

The following grading system is used by BCS Elementary, Middle, and High Schools that you **MUST** adopt as well.

K-3rd Grades

O = Outstanding
 G = Good
 S = Satisfactory
 N = Need improvement
 U = Unsatisfactory

3rd-12th Grades*

A = **Excellent** achievement and proficiency 90-100%)
 B = **Above Average** achievement and proficiency (80-89%)
 C = **Satisfactory** achievement and proficiency (70-79%)
 D = **Below average** achievement and proficiency (60-69%)
 F = **Failing** achievement and proficiency (0-59%)
 I = **Incomplete course** (Middle and High School only)

**Middle School and High School Bible courses are graded Pass/Fail (73% or higher is passing)*

Middle and High School GPA

A+ 4.0 98.0 – 100%	A 4.0 93.0 – 97.99%	A- 3.7 90 – 92.99%
B+ 3.3 87.0 – 89.99%	B 3.0 83.0 – 86.99%	B- 2.7 80 – 82.99%
C+ 2.3 77.0 – 79.99%	C 2.0 73.0 – 76.99%	C- 1.7 70.00 – 72.99%
D+ 1.3 67.0 – 69.99%	D 1.0 63.0 – 66.99%	D- 0.70 60.0 – 62.99%
F 0 0.00 – 59.99%	I: Incomplete	

BCS High School Graduation Requirements

A minimum of 250 credits are required for graduation. Each yearlong course earns 10 credits.

- 3.5 Years of History/Social Studies
- 4 Years of English
- 4 Years of Math (in high school)
- 3 Years of Science
- 2 Years of Language other than English
- 1 Year of Visual/Performing Art
- 4 Years of Bible (while enrolled)
- 2 Years of Physical Education*
- 1 Year of Elective**
- .5 year of computers

*PE credits can be earned in a P.E course or by playing schools sports.

**Beginning with the class of 2021, 2 additional years of electives will be required; 270 credits will be required for graduation.

Christian Service Requirement

While community service is required in high schools and looked upon favorably by colleges, it is our hope that by meeting the expectations of Christian Service at BCHS, students will experience the transformative power of God's love working in and through them! Jesus said that what we've done to the least of these, we've done unto him (Matthew 25). If we clothe, feed, serve or demonstrate charity to "the least of these," we are participating in something greater than mere good works, which is why Christian Service is a vital part of BCS Campus Ministry, worth 20% of your Bible Grade and serves as the Bible midterm and final.

Specific requirements will be given to families at PSP Orientation and will be further discussed during the family's first Quarterly Meeting with the PSP Director.

Quarterly Meetings

There will be 4 mandatory meetings per year with the PSP Director, student(s), and parent(s). They will be held during each school quarter. We do realize that illness and other extenuating circumstances can occur; you can miss one meeting with a penalty. If a family misses more than one meeting, they may be asked to forfeit their membership in the PSP.

Late Fees and/or PSP Removal

As per the contract, if a family fails to submit monthly deliverables on the due date, they are subject to a \$50.00 late fee.

If a family fails to meet multiple monthly deadlines or misses more than one meeting, they may be removed from the PSP.

Grades are due at the end of each quarter with due dates according to PSP Calendar. Failure to submit grades no later than 2 days past the end of the quarter can also result in removal from the PSP.

Withdrawal

To withdraw from the PSP, a 30-day written notice must be emailed in advance directly to the PSP Director. Tuition will be charged through the month of withdrawal.

BCS Participation

PSP students participating in any on campus or school sponsored activity must follow the school's code of conduct and dress code described in the current year BCS Student Handbook, available on the website at www.bradshawchristian.com. On campus (hybrid) class and sports concerns should be directly communicated to the on campus teacher or coach. Please refer to the BCS Student Handbook for specific on-campus procedures.

Class (Hybrid) Options

BCS PSP students may attend up to 3 BCS Middle or 3 High School campus classes on a space available basis and upon approval of the BCS Administration. Class request forms should be submitted to the PSP Director by the given deadline. Students will be required to comply with all school rules of conduct and dress. Fees are paid directly to the BCS office.

Sports Options

BCS PSP students have the privilege of trying out for BCS sports teams. Placement on a team is not guaranteed. While participating on BCS sports team, students must pay the associated sports fees and comply with all BCS rules of conduct and dress. Parents are expected to help with any requested parent participation (driving, ticket sales, snack bar). Any PSP students from 6th grade up that will be playing on a BCS sports team must fill out required paperwork from the BCS Athletic Department.

Athletics Eligibility

Additionally, BCS participates in high school sports under the auspices of the Sac-Joaquin Section (SJS) of the California Interscholastic Federation (CIF), the state governing board for high school sports. Under SJS rules, all student athletes are required to maintain at least a 2.0 GPA while playing, with no F's in any class, and PSP athletes are required to have a minimum of four graded subjects per quarter of eligibility. 6-8th grade students participating in BCS sports must also comply with the high school GPA and no Fs requirement. All required submissions are must be received on time in order to maintain eligibility.

BCS Activities

Each campus has an activity fee paid at the beginning of the year that covers a variety of school-wide activities open to PSP participation. Full commitment to involvement and associated fees is mandatory prior to signing up for the activity. PSP members will approach all activities with the school with an attitude of unity, full participation and behavior that meets Bradshaw Christian guidelines.

The following activities/events are open to PSP students.

- Picture Days
- Chapel
- Rallies
- Dances
- Student Council Events
- College Planning Night (Juniors/Seniors)
- Jog-a-thon (open to K-12, required for hybrid students taking 4 classes)
- Sports (additional fee required)
- Theatre Productions (additional fee required)
- Academy of the Arts (elementary only - additional fee required)
- PSAT (8th-11th- additional fee required)

MS/HS Activity Fees must be paid prior to participating in on campus activities and events. Please see individual handouts for more information related to each campus.

BCS Fundraising Activities

All PSP families are welcome and encouraged to participate in the various BCS fundraising activities conducted throughout the school year. Hybrid students taking 4+ classes are required to participate in our yearly Jog-a-thon.



BCS PSP 2019-2020 Parent/Student Contract (One Per Family)

Parents:

- I understand that BCS PSP is an extension of Bradshaw Christian School and support the purpose of the school as well as the PSP goals and values. I desire to work with the PSP and Bradshaw Christian School in the total education of my child(ren).
- **I have read the BCS PSP policy manual completely and agree to meet all the requirements.** Failure to comply with all requirements may result in disciplinary action, late fee, or forfeiture of membership.
- I promise to pay the appropriate tuition charges payable for the students enrolled in the PSP and the BCS day school including sports and on campus activities.
- I certify that all the information presented by me in this contract is to the best of my knowledge, true, complete, and accurate. It is understood that my child's attendance is a privilege, not a right.

Parents & Students:

- As a family, we will support and submit to the authority of the on campus administration, teachers, and coaches we place ourselves under.
- We understand that students not in dress code will be required to change. They will either be given clothes that meet dress code to wear on campus or the parent will be called to bring appropriate clothes or pick up student.

Printed Name and Signature of Father

Printed Name and Signature of Mother

Date

Date

Printed Names and Signatures of all enrolled students

Bradshaw Christian School and Private Satellite Program admit students of any race, color, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. It does not discriminate because of race, color, and national origin in the administration of its educational and admissions policies, tuition assistance programs, and athletic and other school-administered programs.



BCS PSP 2019-2020 Paperwork and Financial Policy (One Per Family)

Please read the following Paperwork and Financial Policy, sign, and submit along with your Registration packet to the PSP Director. Turning in paperwork on time is mandatory. CA Educ. Law requires much of this paperwork. Paperwork that is turned in late creates extra work for our staff. Please plan for a successful school year by adding all due dates from our PSP calendar to our personal calendar. PSP membership may be terminated for lack of adherence to PSP requirements. If for some reason an emergency arises and you will be late, please communicate with the PSP Director.

Beginning of the Year Paperwork:

- **Due with Registration packet** – Family Emergency Form, Parent-Student Contract, and Paperwork & Financial Policy.
- **Due by July 1st** – Course descriptions forms (one for each student subject) with curriculum choice information
- **Due by August 19th** – Proof of enrollment for outside graded courses (if applicable), Signed Parent-Student Handbook Acknowledgment form and Records Release form.

Monthly Lesson Summaries, Work Samples and Attendance:

- **Due by the 1st of each month:** Monthly Lesson Summaries, work samples, and attendance must be updated by the 1st of each month using the guidelines and process provided. 177 minimum days are required by May 31st of each school year.

Quarterly:

- **Grades for all PSP Members must be updated in Plus Portals for student courses by the due date provided for each quarter** Please refer to the PSP calendar for deadlines.

Payments: Your emailed statement balance including tuition, Campus Day, and activity payments is **due by the 1st of each month.**

Campus Activity Fees are non-refundable, even if something prevents participation.

PALS Requirement (for Hybrid students taking 3 or more classes): If a PSP Member is taking 3 or more on campus classes parents are required to dedicate volunteer hours or make cash payment.

Late Fee and Membership Changed/Forfeited:

As per the contract, if a family fails to submit monthly deliverables on the due date, they are subject to a \$50.00 late fee. If a family fails to meet multiple monthly deadlines or misses more than one meeting, they may be removed from the PSP. Grades are due at the end of each quarter with due dates according to PSP Calendar. Failure to submit grades no later than 2 days past the end of the quarter can also result in removal from the PSP.

I have read the PSP Policy Manual and agree to pay all fees and adhere to all paperwork, financial, & meeting policies for my child(ren) enrolled in the PSP.

Printed Name: _____ **Signature:** _____ **Date** _____