

BELLEVUE CHRISTIAN

WITH PURPOSE

NEW FAMILY WELCOME PACKET

We are grateful to be partnering with you in Christian education. This packet contains a wide range of information about required forms, student academics, student life, arts, and athletics at the Clyde Hill Campus. The resources referenced here are available on the [Clyde Hill Parent Portal](#) which we encourage you bookmark.

Course Requests

Course requests are a key component of academic planning. The [2021-2022 Course Catalog](#) contains key information on graduation requirements, course offerings, and academic planning. The student [4-Year Planner](#) is a tool to help students and parents prepare for course selection. You will be contacted by your counselor to schedule a 30-45 minute course advising meeting, in which they will walk you through the 4-year planning process and guide students on their course selections for fall.

You will hear from one of the following course advisors:

- High School Students A-M: Counselor Danielle Lopez dlopez@bellevuechristian.org
- High School Students N-Z: Counselor Mica Winskill mwinskill@bellevuechristian.org
- Junior High Students: Asst. Principal Mike Olson molson@bellevuechristian.org
- SAS Students: Brenda Fournier bfournier@bellevuechristian.org
- International Students: Trevor Nelson tnelson@bellevuechristian.org

Students will receive their schedule in August after the following items have been completed and submitted:

Copy of Records: To assist in checking graduation requirements and placing students in the right courses, incoming Sophomores, Juniors and Seniors will need a copy of their most up to date academic records/**transcript**. Incoming Freshmen need their most up to date report card and proof of completing Washington State History. Please note that report cards must be the actual report card document, we can't accept screenshots of grades. Contact registrar@bellevuechristian.org with questions.

Official Transcripts: At the conclusion of your current school year, please ensure that a signed **official** transcript(s) is forwarded to the Bellevue Christian School Registrar's Office via mail or email (registrar@bellevuechristian.org). For junior high students, a final year-end report card should be submitted.

Placement Tests: Incoming freshmen who are advanced in math or modern language may take a placement test prior to their course advising meeting.

Immunization Records: Per Washington state law, a completed [Certification of Immunization Status](#) must be turned in to the JH/HS office before student may be on campus.

Weekly Class Schedule

Junior high and high school students typically have 7 classes. A normal week on campus (without any vacations or other alterations to the schedule) is as follows:

Monday: Periods 1-7 (45 minutes each)

Tuesday/Thursday: Periods 2-4-6 (83 minutes each), Chapel/Meeting and Office Hours

Wednesday/Friday: Periods 1-3-5-7 (83 minutes each)

Textbooks and School Supplies

BCS partners with BNC Booksellers, an online bookstore. Orders placed on the [BCS Online Bookstore](#) will be shipped to your home address. Supply lists for JH/HS can be found in the resources section on the [Clyde Hill Parent Portal](#).

Emergency Health Information & Emergency Release Forms

Per Washington state law, these forms must be completed before student may be on campus. Instructions for completing these forms will be communicated for the upcoming school year after July 1st.

If your child will be self-carrying medication and/or will need medication administered at school, please complete the authorization forms below. These forms should be turned in to the front office along with the medication, on or before the first day of in-person learning.

[Student Self-Medication Authorization Form](#)
[Authorization for Administration of Medication at School](#)

New Student Orientation

We will be offering New Student Orientation sessions in August. Assistant Principal, Mike Olson will communicate with you in late July/early August. This will be a time for your student to come on campus to get help connecting to key network and technology infrastructure. This will also be an opportunity to have your questions answered in person.

Attendance

If your child will be absent because they are sick, if they will arrive late to school, or if they need to be dismissed early, please call our **24-hr attendance line (425) 460-3321**. If end of school day plans change, you need to get a message to a student, or need to dismiss them early, please call at least one hour in advance to give our office staff time to relay the message. In case of a tardy or early dismissal, your child must check in/out at the Junior-Senior High front desk when they arrive or before they leave. If your child will be absent for

more than one day for a reason other than illness, please work with your child to complete the [Planned Absence Form](#) found on the [Clyde Hill Parent Portal](#).

Transportation, Parking and Pick-up/Drop-off

BCS provides bus transportation to multiple locations in the surrounding area. Routes are typically express routes. There is a fee for this service and a Transportation Contract will need to be on file. If you indicated interest in transportation on your child's application, you will receive an email about completing a Transportation Contract in the late summer. If you have not yet expressed an interest in bus service or have other questions you may call or email our Transportation Director, Jeff Evenson at (425) 454-4402 Ext. 1404 or jevenson@bellevuechristian.org for further information.

Students who drive are required to have a completed registration form on file with the BCS Transportation Department. [Parking applications](#) are on the Parent Portal or may be picked up at the Junior-Senior HS front desk. Parking tags will be distributed the first week of school and must be displayed. Seniors park on the Clyde Hill Campus. Underclassmen park at Bellevue Presbyterian Church, 1616 Bellevue Way NE. A daily shuttle departs the Bellevue Presbyterian Church parking lot at 8:05am and another departs school at 3:05pm back to the church.

Details regarding drop-off and pick-up procedures will be communicated at the beginning of the year, including instructions about parking lot zones, assigned parking, and traffic flow.

Instructional Technology Systems

Office 365 is the school's primary platform for email, creation, and sharing. Each student will be assigned an email address and login during new student orientation in August.

Student Information System: During Summer 2021, BCS will be transitioning away from our old database (RenWeb) to a more user-friendly and comprehensive system, Veracross. This will be a primary communication tool between the classroom/teacher and parents/students, including lesson plans, class resources, attendance, and grading.

Individual teachers also use other technology systems in their specific courses. Instructions regarding these technology platforms will be provided to students in class at the beginning of the year.

School Communication

At the start of the school year and throughout the year, the Clyde Hill Office and Communications Department work together to provide timely updates from the Principal or other areas of the Clyde Hill Campus.

You can expect to hear from:

- Bimonthly Family Newsletter, Two Wednesdays a month
- Principal Adam Hart or Assist Principal Mike Olson, weekly or biweekly email
- Head of School Kevin Dunning, Athletics, Transportation and Finance, as needed

Learn more about methods used at BCS for Communication [here](#).

If you're concerned you are not receiving regular communication, please email communications@bellevuechristian.org.

Athletics

BCS is a member of the 1A Nisqually League at the High School level, comprised of public and private schools in King, Island, and Pierce County. Junior High sports compete in the Crosstown Middle School League.

All athletes need to have a doctor complete a physical for participation in BCS sports. This physical needs to be completed and submitted before students can participate in any organized team activities, including summer practices. The form is available on [Athletics page](#).

Contact Athletics Director, Mark DeJonge at mdejonge@bellevuechristian.org for information about high school summer sports practices.

Counseling

The Counseling Department provides developmentally appropriate, data-driven, effective counseling services to all students through our comprehensive school counseling program. We serve students and families through the areas of academics, social/emotional, and college/career. Learn more about this department on its [webpage](#).

Food Service

Grab a donut or a cup o' noodles! BCS operates a full-service deli that serves snacks and lunch. Students can either purchase a lunch (with cash or with a pre-paid card) or bring their own lunch. Students enjoy lunch outside or in Greene Commons.

Viking Parent Group (VPG)

We want you to get involved! The Viking Parent Group is made up of our entire community of parents and guardians. It is dedicated to clear communication and building a positive culture. VPG (Viking Parent Group) activities include Faculty and Staff Appreciation, Advent Decorations, and regular meetings together. The VPG is here to answer questions and help new families connect at BCS. You are invited to attend VPG meetings - they take place on Tuesdays at 1pm, To learn more, visit our [webpage](#) or email vpg@bellevuechristian.org. If you have an interest in volunteering on campus, please contact Assistant to Head of School Ashley Burnett (ashley.duran@bellevuechristian.org) to start the application process.

Social Media

"Like" or follow Bellevue Christian on [Instagram](#), [Facebook](#) and [Twitter](#).

Key Contact Information

During the summer, email is our preferred method of contact.

Clyde Hill JH/HS Office: (425) 454-4028

Attendance line: (425) 460-3321. Leave a message on the Attendance Line for: late arrival, absence, early dismissal and attendance record questions. The voicemail is checked regularly on school days.

BCS Central Office: (425) 454-4402 (Admissions, Advancement, Events, Finance, Head of School, Human Resources)

- Adam Hart, Principal adam.hart@bellevuechristian.org
- Mike Olson, Asst. Principal molson@bellevuechristian.org
- Kimbra Baker, Academic Dean kimbra.baker@bellevuechristian.org
- Danielle Lopez, Counselor (last name A-M) dlopez@bellevuechristian.org
- Mica Winskill, Counselor (last name N-Z) mwinskill@bellevuechristian.org
- Erin Aitken, Registrar erin.aitken@bellevuechristian.org
- Laurie Kinnan, Registrar lauri.kinnan@bellevuechristian.org
- Mark DeJonge, Athletic Director mdejonge@bellevuechristian.org
- Jeff Evenson, Transportation Manager jeverson@bellevuechristian.org
- Shannan Lindor, Receptionist shannan.lindor@bellevuechristian.org
- Denise Wilken, Office Manager wilken@bellevuechristian.org
- Erin Smith, Student Academic Services (SAS) Office Manager, erin.smith@bellevuechristian.org
- Ashley Duran, Asst. to Head of School (Volunteer applications), ashley.duran@bellevuechristian.org

If you have a question that wasn't answered within this packet and you're not sure who to ask, email clydehilloffice@bellevuechristian.org or communications@bellevuechristian.org and we will be happy to answer your question or point you in the right direction.

Thank you. We look forward to partnering with your family in the upcoming school year!

New Family Packet

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