

Table of Contents

Welcome.....	3
Admissions Purpose Statement & Non-Discriminatory Policy	4
Statement of Faith	4
Marriage and Human Sexuality Statement.....	6
Admissions Requirements.....	7
Admission Procedures.....	8
Staff Requirements.....	8
Insurance.....	8
Confidentiality Statement.....	9
Medical Guidelines	9
Attendance	10
Drop-off and Pick-up	12
After School Activities.....	12
Afterschool Program.....	12
Emergency Closing and Procedure.....	13
Vehicle Regulations and Parking.....	13
Parental Involvement / Volunteering.....	13
Guests and Visitors.....	14
Communication with Teachers	14
TAPS.....	14
Accreditation.....	15
Dual Enrollment	15
Grading Policy	15
Honor Roll.....	16
Honor Society.....	16
Principal's Scholar	16
Courses of Study offered for High School Students	16
Work Study	17
Graduation Requirements	17
Transcripts / Student Records.....	17
Learning Center Guidelines	18
Off Limits	18
PACES.....	18
Scoring Stations	18
PACE Testing	19
Spot Checking.....	19
Communication Trackers.....	19
Homework / Take-home Goals.....	20

Goal Cards	20
Learning Center Incentives	21
Student Offices.....	21
Calculators	21
Monthly Scripture Memory.....	22
Virtual Learning Set up.....	22
Chapel Services.....	23
Library Services and Fees.....	23
Demerits / Detention.....	23
Scoring Violations.....	24
Merits.....	25
Discipline Policy.....	25
Social Media Policy	27
Uniforms.....	27
Tuition Policy	31
Financial Policy.....	32
Late Fee Collection Procedures.....	32
Book Fees.....	33
Care of School Property.....	33
Physical Contact / Bullying Policy	34
Sexual Harassment	34
Dating Policy	34
Pregnancy Policy	34
Violence Prevention Policy	34
Fire / Tornado Drills	35
Lock-down Procedures	35
School Bus Transportation	35
Extracurricular Activities.....	35
Student Conventions / Field Trips	36
Mission Trips.....	37
Privileges and Responsibilities	37
Exceptions	37

Welcome Brothers and Sisters in Christ,

It is with great privilege that I say to you, welcome to Beacon Christian Academy. We count it an honor that you have entrusted your family to the service of the Lord and to our ministry.

Each year our school board meets to thoroughly go through our Parent/Student Handbook to discuss and set forth the regulations and guidelines for our families that create a godly structure and atmosphere for a very successful school year. This year, our school board consists of the following:

Pastor Jeremy Raby - Administrator
Kevin Radford
Steve Taylor
Roger Whitley
Fred Winckowski

We truly thank you for your likeminded commitment as a family to ensure these regulations and guidelines are followed to the fullest even in your own home. It is our heartbeat that our school reflects your Christ-centered home and your home a reflection of our Christ-centered school. Together we will train up a very stable, God-fearing generation that will continue to carry out the will of our Lord and Savior, Jesus Christ. Should you have any questions concerning our school ministry at any time, please do not hesitate to contact me at 540-330-3293.

Educating for Eternity with JESUS,

Pastor Jeremy Raby
Administrator

Admissions Purpose Statement/Non-discriminatory Policy

Beacon Christian Academy shall not discriminate against applicants, students, staff, and others on the basis of race, color, national or ethnic origin. We do, however, reserve the right to discriminate based upon religious beliefs and behavioral issues. BCA believes and teaches the guide book of life, the Holy Bible, from front cover to back cover, and those families who openly reject the infallible teachings from the Word of God will not be accepted or, at any time deemed necessary, may be dismissed from the school.

Statement of Faith (taken from bylaws)

The Holy Scriptures. We believe the Holy Scriptures of the Old and New Testament to be the verbal and plenary inspired Word of God. The Scriptures are inerrant, infallible and God-breathed, and, therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. (2 Tim. 3:16-17; 2 Pet. 1:20-21).

The Godhead. We believe in one Triune God, eternally existing in three persons - Father, Son, and Holy Spirit - each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26).

The Person and Work of Christ.

- (A) We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (Is. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8).
- (B) We believe that the Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead (Acts 2:18-36; Rom. 3:24-25; 1 Peter 2:24; Eph. 1:7; 1 Peter 1:3-5).
- (C) We believe that the Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Heb. 9:24; 7:25; Rom. 8:34; 1 John 2:1-2).

The Person and Work of the Holy Spirit.

- (A) We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing believers into the body of Christ, indwelling them unto the day of redemption (John 16:8-11; Rom. 8:9; 1 Cor. 12:12-14; 2 Cor. 3:6; Eph. 1:13-14).
- (B) We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit (Eph. 1:17-18; 5:18; 1 John 2:20, 27).

Statement of Faith Cont'd

- (C) We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses apostles, prophets, evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry (Rom. 12:3-8; 1 Cor. 12:4-11, 28; Eph. 4:7-12).

The Total Depravity of Man. We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19).

Salvation. We believe that the Bible teaches that there is only one way of salvation and that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of all sins (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; John 14:6).

Separation. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, sinful pleasures, practices, and associations is commanded of God (Rom. 12:1-2; 14:13; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11).

Baptism. Water baptism is by immersion and is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection (Matt. 28:19; Romans 6:4; Col. 2:12; Acts 8:36-39)

- (A) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13).
- (B) We believe that the spirit of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the First Resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; I Thess. 4:16-17; Rev. 20:4-6).
- (C) We believe that the spirit of unbelievers remains, after death, in conscious punishment and torment until the Second Resurrection, when with spirit and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment and torment (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15).

The Personality of Satan. We believe that Satan is the author of sin, and the cause of the fall of man; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire (Job 1:6-7; Is. 14:12-17; Matt. 4:2-11; 25:41; Rev. 20:10).

Statement of Faith Cont'd

Creation. We believe that God created the universe. We reject evolution as an unscriptural theory of origin (Genesis 1-2; Ex. 20:11).

Human Sexuality.

- (A) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).
- (B) We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23).

Missions. We believe that God has given all believers a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20).

Lawsuits Between Believers. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32).

This Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible, and, therefore, is binding upon all Directors and employees of the School.

Marriage and Human Sexuality Statement

BCA believes and follows these standards that are outlined in the Holy Bible:

Marriage- BCA defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one naturally born man and one naturally born woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

Sexual Immorality- BCA believes that sexual acts outside marriage are prohibited as sinful. Consequently, BCA families must resist and refrain from any and all sexual acts outside marriage — including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus

Marriage and Human Sexuality Statement Cont'd

20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Matthew 15:19, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)

Sexual Identity- BCA believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, BCA families must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

Sexual Orientation- BCA believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, BCA families must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

Should at any time a family openly reject the infallible teachings from the Word of God, they will not be accepted based on their actions or, at any time deemed necessary, may be dismissed from the school.

Admissions Requirements

1. The student must understand that it is a privilege and not a right to attend BCA.
2. Parents/Guardians and student must be faithfully attending church weekly, small group Bible study, or begin searching for these things, within the 90-day probation period in order to maintain school enrollment.
3. Parents/Guardians must complete the required parent/guardian Bible study in its entirety within the 90-day probation period, and any other studies set up by the school to maintain acceptance.
4. Parents/Guardians and student must agree and sign a contract to cooperate with the overall purpose and objective of BCA and commit to be dedicated and supportive as an entire family to ministry offered at BCA.
5. All enrollment fees, tuition, and other payments needed must be paid promptly and all contracts must be agreed upon and signed for the anticipated school year. (*Christian education is not a cost, but an investment!*).
6. Each family is placed on a 90-day (school days) probation period beginning on their first day of school. BCA reserves the right to dismiss a family on or before this time if they have not upheld their responsibilities of the admissions requirements, academic work load, and or the school board feels the family is not complying with the Christian standards of the school. An evaluation meeting will be set up by the school administrator at this time to discuss any needs or concerns moving forward.

Admission Procedures

1. Parents/Guardians and student must attend initial interview with the School Administrator and tour the school campus.
2. A “Welcome Packet” will be given to the parent and child to review and agree to all contents.
3. Complete application, submit Pastor Referral form, and pay registration/testing fees.
4. Sign and submit transfer of records form to previous school.
5. Set up Diagnostic Testing for student.
6. Parents/Guardians and student must attend a family interview with the School Administrator and possibly School Board to discuss diagnostic testing results and any other concerns that may arise.
7. The Administrator and Board Members will conduct a meeting with parents / guardians which may take place on campus or as a home visit.
8. Once this is complete, the School Administrator and the School Board will review all enrollment forms, diagnostic testing, and transcripts to determine eligibility. Parents will receive a letter of explanation if your child is not accepted within 2 weeks after diagnostic testing and transcripts are received, depending on time of enrollment inquiry.
9. Submit a copy of your child’s birth certificate, social security card, and immunization record.
10. Pay all PACE, uniform, and material fees

Staff Requirements

BCA takes great strides to provide a safe Christian environment for all of our students. We require all of our staff members to pass an extensive background check done through state and federal services. All staff must complete initial as well as annual training to maintain their teaching certification through Accelerated Christian Education as well as BCA, and any material given by the Administration to assist them in continuing their education.

Insurance

Parents are responsible for all primary insurance coverage for the student. A copy of that information must be given to the school office. If this information should change, you must notify the school with updated information. If a student is injured at school or at a school sponsored event, the school will provide a secondary policy through our Church policy. A written report must be made and will be handled by the administration department at BCA.

Confidentiality Statement

At some point, there may be a need for some of our students to receive counseling from our staff or administration team for academic, behavioral, and/or personal reasons. To further this ministry, parents and student need to understand the following information on both ethical and legal grounds:

Conversations in counseling sessions with students and parents are considered confidential. However, the following are events that may necessitate a report to Department of Health, DSS, or the police.

1. Legal

- Physical or sexual abuse
- Serious evidence of suicidal tendencies
- Serious evidence of the possibility of harm to others
- Instances of pregnancy
- Other events that the administration deems necessary to involve outside resources

2. School Policy

- Any school rule and state or federal laws which have been broken, may be reported to the administration, parents, and/or police.

Medical Guidelines

Should a student need to take any medication during the day, the school secretary or designated school staff member will be allowed to administer any medication to any student over the age of 4. A form provided by the school must be filled out by the parent and or physician stating the name of student, medication given, exact instructions on how and when to administer, and that you release BCA, in its entirety, of any liability that may occur from administering any medication to your child. All medications must be kept in a locked area in the school office and a log will be kept by the office secretary for any medication that has been administered to any student. In instances where a student needs minor medical attention, the parent will be called to make additional arrangements. If a medical emergency should arise, 911 will be called first, and then the parent or guardian.

Any student who has a contagious disease such as pink eye, or any other childhood diseases (i.e. chicken pox, fifth disease, etc.), they must have a written note from their doctor giving them permission to re-enter school.

If your child has a fever of 100 and above, you must keep them home from school until the fever has broken for 24 hours. We will check temperatures of kids who show signs of not feeling well. To better protect the health and well-being of our students and staff, please do not give your child medication during the night or prior to coming to school that day to mask a fever. If a fever of 100 and above occurs while at school, parents/guardians will be notified, and their child must be taken home from school.

Any student that has head lice will be dismissed from school for at least 24 to 48 hours to correct the problem. Upon returning back to school, the student will be checked thoroughly by the school administrator, and if the problem has been resolved, the student may return to school.

*** A first aid kit is kept in the Administration Office and in the cafeteria at all times. Staff members will handle minor issues that require band aids, ice packs, etc. Parents will be contacted for all other issues or concerns.**

Attendance

EXCESSIVE ABSENCES AND TARDIES WILL NOT BE TOLERATED

BCA is in session for a minimum of 180 days, per school year. The state law requires a student to be in school those days until the age of 17, or the parents are held responsible by the State Truancy Board. **The state also allows a student up to 10 absences from school per school year before we, a recognized Christian school in the state of Virginia, are obligated to contact the state/local truancy board for excessive absences.** Failure to do so may result in the loss of our membership with the American Association of Christian Schools (AACCS).

Excessive absences will inhibit the student's progress. If a student has missed three or more days at any given time for an illness, a doctor's note must be obtained for them to return to school and be counted as excused. If your child has acquired a long-term illness such as but not limited to: the flu, mono, meningitis, etc., a doctor's note must accompany the student when they return to school. This will be reviewed by the school administrator and ODACS to ensure proper compliance with state regulations and determine the outcome of excessive absences. Parents must make sure the student has a legitimate reason for being absent. Regular attendance is essential to the student's progress in school. **All work that the student misses must be made up within a reasonable amount of time (which is decided between the Supervisor and Administrator). In most cases the student is given 48 hours to complete all the missed work.** It is the parent's responsibility to make necessary arrangements with all their supervisors to acquire all missed goals and other assignments needed for their child to get back on track.

Should a student fall behind with their school work or have excessive absences over the allowed 10-day limit, they will be required to attend the 3-week Academic Camp (additional fees for this camp will be the responsibility of the parent/guardian) at the end of the school year in order to be considered for promotion to the next grade level or for re-enrollment for the upcoming school year. Please be aware that this is not a guarantee that all work will be completely caught up; however, it will give them 3 additional weeks to complete as many missed goals as possible during that time period.

We do understand that students may acquire illnesses throughout the school year that may require them to miss school, but please remember that there is a close relationship between falling behind, failing grades, and poor attendance. Our goal is for our students to build strong Godly character, have a solid foundation of academics, have strong motivational skills, and superior work ethics which will prepare them for their future.

As a reminder:

- 1) Students are allowed a total of 10 days absent; of which only 5 may be unexcused. On the eleventh day, the student will be turned over to the school administrator and VDOE to determine the outcome of the student. More than 5 unexcused absences will also be turned over to the school administrator to make any necessary decisions for the future enrollment of that student.

- 2) Should a student miss more than the 10-day limit, they will be required to attend the 3-week Academic Camp in order to be promoted to the next grade level or to be considered for re-enrollment for the upcoming school year.
- 3) Should a student enroll after Dec. 31st of the current school year, they will be required to attend the 3-week Academic Camp in order to be considered for enrollment for the upcoming school year.
- 4) Every 3 tardies will turn into 1 unexcused absence. **The school day begins at 8am**, and at 8:01, the student is considered late and must be signed in at the office by parent or guardian before entering class. Students may arrive any time after 7:30am. **The school day ends at 3pm**. Students must be picked up by 3:30pm to avoid being placed in the Afterschool Program which is \$10 (Max is \$30 per day per family.)
- 5) Every Friday is a half day with early dismissal at 11:30am. Students must be picked up by 12 noon.
- 6) **All attendance requirements will remain in effect during any required virtual learning time frame.**

Examples of Absences / Tardies:

Excused: Illness (3 or more days requires doctors note), Death in family, verified doctor appointments, visiting prospective colleges, school related ministry work.

Unexcused: Suspension, vacations, alarm clock failure, train delay, car trouble, got behind school buses, and any other non-emergencies.

Students must be present at school during standardize testing week, last week of school, and at the awards banquet.

****It is very important that student's attendance at school becomes a priority to avoid heavy workloads of make-up goals.**

Reporting Absences:

To assist the teachers, parent or guardians are to call the school office if possible, between 7:30am and 8:15am to speak with our office assistant or leave a message. The student must bring a note signed by the parent or guardian the next school day. **Failure to do so within 3 school days will result in an unexcused absence regardless the reason.**

Attendance Cont'd

Arriving Late / Leaving Early:

Any student entering the classroom after 8:00 am, whether being dropped off or driving themselves, will need to sign in at the office by a parent/guardian. If the student is driving themselves, an email or note will be sent home to the parents to notify them of their child's tardiness. A reminder that 3 unexcused tardies = 1 unexcused absence. Students are not allowed to leave the school property during school hours without permission. This includes students who are eligible to drive their own personal vehicles. A note from the parent must be submitted to the administration department explaining the reason for the student to leave school early. Students must bring a signed note from parent or guardian with following information: reason for leaving, time you plan to leave, daytime phone number, and date. Please try to schedule all appointments after the school day to avoid disruption and more workload for the student. Students will not be allowed to consistently leave school early as

this may interfere with their daily goals. **Students will not be allowed to leave early with anyone who is not listed on their authorized pickup list unless a written authorization is given by the parent or guardian.** Should an emergency arise, a verbal authorization may also be given to the administration department. Any work missed must be made up by the next school day. In order for the student to be accounted for that day, they must be at school for at least 3 ½ hours of the school day, which begins at 8:00am.

DROP-OFF AND PICK-UP

Students may be dropped off as early as 7:30am. The school day begins promptly at 8am. All students must be picked up by 3:30pm unless they are scheduled for an after school event. If the student is not picked up by 3:30pm, they will automatically be placed in the after school program and will be charged the daily rate of \$10.

After school activities

All students who are participating in any after school activities must report immediately to their designated area following dismissal for that activity. Parents must pick up students promptly when activity is over to avoid having them sent to after school care and charged the daily rate of \$10 per child per day. Should your student have detention after school, they must be picked up by the time listed on the detention slip or if you have other students on campus, you must be here by 3:30pm to supervise them until the student in detention is finished in order to avoid being placed in the after school program.

After school program

BCA provides an after-school program for our students Monday through Thursday. Monday through Thursday, it begins promptly at 3:30pm and runs until 4:30pm unless specific times are set forth by the administration staff. The cost of this program is \$10 per day (max \$20 per family). Daily rate fees are paid on the same day using the after-school program unless other payment arrangements have been made. Late fees of \$10 per day will be assessed if not paid on time. **A sign out book will be available and must be signed each day during pick up time. If a student is not picked up by 4:30pm a \$1.00 per minute late fee will be added to afterschool fees.** Only people designated on the student's pick-up list will be authorized to pick up students from the after-school program.

Students will follow this schedule daily unless changes are outlined by the administration staff:

3:30-3:45 Snack/Homework prep

3:45-4:30 Homework (play time or convention prep if no homework)

It is our priority to allow students time to complete any take-home goals they may have. If this is not accomplished in the allotted time, unfinished goals will be sent home with the parents to complete at home. All after school students are required to maintain and follow behavior and dress code guidelines that are set forth during the school day. Should any student have any behavior issues during this time, parents will be notified, and students may lose the privilege to be a part of the after-school program.

Emergency Closing & Procedure

In the event of closing due to inclement weather, tune in to local news we will operate with City of Salem school schedule. (If they are closed, we are closed if they are delayed, we are delayed.) These announcements are usually made on all local radio stations, television stations and we will send a bulk email and/or text to families as well. Students will be required to take work home with them. If school is cancelled for the following day, students may be required to make up all missed work and test. Should a virtual learning mandate go into effect, please refer to the Virtual Learning procedures listed in this handbook. **Please do not contact staff or board members after hours regarding school closings.**

Vehicle Regulations and Parking

All visitors must park in the paved parking lot located on the school property. All student drivers must obtain permission from the School Administrator and are required to sign a policy agreement with the school administrator and submit a copy of their driver's license and current insurance card. Once this information is placed in the students' file, they are given the privilege to drive their own vehicle, and they must obey all school policies regarding this privilege. All student vehicles must be parked in the designated area on school grounds and the administrator reserves the right to search the vehicle at any time. Students may not leave campus at any time during the school day unless written permission has been given to the School Administrator by a parent or guardian.

For insurance purposes, students may not transport other students in their vehicles unless written permission has been given to the School Administrator from both the parents of the passenger and the parents of the driver. **All visitors, students, and staff must obey the maximum 5 mph speed limit while in the school parking lot. Bruffey St. has a 15 mph speed limit as well. Should this be abused at any time, you will lose the privilege of driving to or from school and legal actions may be taken.**

Parental Involvement / Volunteering

The school encourages parents to become very involved in the education of their children. There is a welcome sign always out for dads and moms who want to be a part of their child's education. God has given the responsibility of the child's education to the parents. We are here to assist you in carrying out that responsibility. We do ask that when you come to volunteer, it is in other locations outside of your child's class, unless it's a specific need requested by their supervisor. We ask for every parent to pray for our school and always show support to our guidelines and policies outlined here within. We also ask for parents to uphold the standards of BCA through word and deed, refrain from gossip, and to support the school policies. Please direct all discrepancies and negative opinions of our policies to the school administrator or school board and not to other parents or students.

Also, any parent who comes into the school during the school day must comply with all of the school guidelines and the recommended modest dress codes set in place: casual business attire (i.e.: dress shirt (no sleeveless shirts please), dress pants or shorts (to the knee), comfortable, closed toe shoes). No body piercing outside of ladies with earrings will be allowed.

We also require all volunteers to sign a *Code of Ethics/Confidentiality* form. Volunteers will also be required to submit a current copy of a background check to the school administrator before consistently working on campus or with our students.

Guest and Visitors

We encourage outside involvement at BCA. However, all guest and visitors, including parents and guardians must call ahead to schedule appropriate times to come on campus (including eating lunch with your child), to abide by our school security policies. If parents/guardians would like to come and visit or sit in their child's Learning Center, permission and scheduled time must be set by child's supervisor and/or school administrator. **When you are visiting the school or volunteering in any way, you must abide by all the regulations and dress codes that our school has set in place for our students and faculty.** If you have any questions about our dress attire, please contact the school to avoid confusion.

It is so important that we lead by example for our children!

In all things shewing thyself a pattern of good works:— Titus 2:7

Communication with Teachers

All communication regarding students must be handled through the administrative office during the school day. **Please do not text teachers during school hours.** You may leave a message with the administrative secretary, and she/he will return your call. Should you need to speak with your child's teacher or the administration, you can set up an appointment time after 3:15pm. No meeting will be set before the school day begins as it is imperative that the teachers are in their classes to assist students. If an emergency arises, please do not hesitate to call the school office and we will do our best to handle any situation. **Please have respect for our staff and their families by not contacting them on weekends, before school hours and not after 6pm.**

Should you have a discrepancy with a staff member, please handle this Biblically and take concerns to them directly and not to other parents. Failure to abide by these guidelines may result in removal from BCA.

TAPS (Teachers and Parents Serving)

Teachers and Parents Serving (TAPS) meetings are scheduled at times during the school year and is another way we communicate with parents. One parent from each family is required to attend each of these meetings, and there will be a sign-in sheet available. There is no childcare available during this time and children are not allowed to attend. Grandparents or other adult family members may attend in parental absence. This is a great way for you to take part in making decisions for the school, be a part of activities, and enjoy fellowship with other parents in the school. These dates are on the annual calendar, please make plans accordingly. Students receive rewards for parent attendance. We understand that emergencies may arise throughout the school year, but if TAPS meetings are not made a priority a school board meeting will be set up to discuss future attendance at BCA.

Accreditation

BCA is not accredited. We are registered and governed by the ODACS (Old Dominion Association of Christian Schools) and AACS (American Association of Christian Schools).

We use a curriculum called School of Tomorrow, Accelerated Christian Education. This individualized, character building, traditional values curriculum is used in grades K4-12. A.C.E has become a leader in educational reform worldwide. They are on the cutting edge of academics and in the development of educational computer software. BCA is committed to utilize the technology offered by A.C.E. to reach its goals of academic excellence. We maintain this level by offering a mastery-based approach with a one-on-one hands on teacher/ student relationship and by excelling on annual state standardized testing and college entrance exams.

We also offer a dual enrollment program through Lighthouse Christian Academy (ACE's model school) which will allow our students the opportunity to receive an additional accredited diploma (additional fees do apply) for those in the LCA dual-enrollment program. LCA's accreditation is through Middle States Association of Colleges and Schools' Commission on Elementary and Secondary Schools (MSA-CESS)

Dual enrollment - Lighthouse Christian Academy / Christian Colleges or Universities

ACE, gives the opportunity for our students 11th grade and higher to receive an additional high school accredited diploma through LCA. They will need to complete the required courses outlined by LCA to receive this diploma. Additional fees will be required based on the course of study and classes chosen. Students must complete a minimum of 6 credits through the dual enrollment program at LCA. LCA will also hold a separate graduation ceremony to acknowledge those graduating through the dual enrollment program.

All students 11th level and higher working towards at least a college preparatory diploma will have the opportunity to receive dual enrollment college credit from Liberty University or Christian college of choice. Their supervisor will work individually with them to select courses needed for their specific degree. Additional fees will apply based on courses selected and books needed. Students who receive a "C" or higher will all receive a ½ credit on their high school transcript.

Grading Policy

Students must score at least a 90% (without bonus points) on their final PACE test in order to continue to the next assigned PACE. Should a student score between an 85-89%, the supervisor will give the student a second attempt on their incorrect answers, whether verbal or written, to help them achieve the minimum 90%. If they still are not able to meet the required 90% goal, the student will need to repeat the entire PACE. (Additional pace fees will be required)

All Non-PACE subjects:

- A 94%-100% consistent superior work
- B 88%-93% exceeds minimum standard
- C 80%-87% meets minimum standard

I (Incomplete) below 80% not enough work to meet minimum requirement*Dual enrolled students will receive ½ credit for any classes taken through college dual enrollment that they have received a "C" average or above.

Honor Roll

We encourage each student to reach for every academic achievement available to them. One such achievement is honor roll. Earning honor roll represents a student's diligence and hard work along with additional requirements that BCA, has set in place to fulfill this recognition. A student must maintain the required grade point average, maintain academic balance, and memorize the required months Scripture passages for that quarter. "A" honor roll is awarded for 94%-100 overall average; "B" honor roll is awarded for 88%-93%. If a student maintains this for the entire school year, they will receive a special award at the end of the year award ceremony.

American Christian Honor Society

All students 10th level and higher, on a college preparatory track or higher, and a minimum GPA of 3.6 are eligible to be inducted in to the American Christian Honor Society. Students will receive a certificate, a pin, along with a year guard for every year they have maintained the requirements for this program. They will receive a medal at graduation and a special honors cord representing their involvement with ACHS.

Principal's Scholar

Principal's scholar is awarded to those students on academic balance who have a 100% average in all subjects including non-PACE subjects. They must be working in at least 6 subjects (only 2 can be electives). If they are in high school, they must be on a College Prep or Honors course of study. Special recognition will be given to those students who have achieved this each quarter.

Courses of Study Offered for High School Students

- Vocational (minimum of 22 credits) - only offered for students who have been diagnosed with physical or mental limitations.
- General (minimum of 22 credits) - necessary for technical schools, and Jr. colleges
- College Preparatory (minimum of 25 credits) - required for most 4-year colleges/universities.
- Honors (minimum of 27 credits) – very beneficial but not necessary for most 4-year colleges/universities.
- All courses of study must successfully complete required exit courses.

Students working during their Junior or Senior year after school or on the weekends must successfully maintain their academic workload. Should they begin to fall behind in their schoolwork, tests, etc., they will be placed on academic probation until improvements are made. If improvements are not visibly seen by their supervisor, a meeting will be set up with the student, parent or guardian, supervisor, and administrative staff to make necessary adjustments to their work schedule outside of school in order for them to successfully complete their course of study.

Work Study Program (High School seniors only)

High School seniors may be eligible to participate in a work study program during their senior year. This will allow them the opportunity to leave school after 11:30am up to three days during the week for them to have a job. Those students in the work study program must be on academic balance and maintain their course of study with a 90% or higher as well as any dual enrollment college classes. A work study contract will need to be filled out by the student, parent, supervisor, and school administrator. If approved, a weekly work schedule would also need to be submitted to the office for student records.

Graduation Requirements

All work must be completed before graduation in order for a student to walk with the graduating class. All work must be completed, and any outstanding balances must be paid in full before a student will be eligible to receive a diploma. If a student has exceeded the absentee limit for that year, they will not be eligible to graduate that year, and a meeting with the administration team will be set up to determine date of graduation. Graduating seniors will have additional fees for graduation packages that will be due 3 months prior to graduation. BCA recommends that all high school students begin taking their college entrance exams (SAT/ACT/CLT) by the start of their Jr year of high school and not to exceed 3 attempts on either exam. An SAT/ACT/CLT prep course will be offered for all Jr and Sr students to complete before graduation to help prepare them for these tests.

Exit courses for BCA students include Proverbs and Missions (Operation Education or Service Adventure). Some exceptions apply for vocational students.

Transcripts / Student Records

All requests for transcripts/student records must be made through official documentation from the educational institution or party requesting transcript. Once this is received, please allow up to 10 business days for this request to be processed. Each transcript requested after graduation or removal from BCA will have a \$10 fee applied per transcript. **Under no circumstance will a transcript be released to a parent or guardian at any time. If there is a balance due on your school account, transcripts/student records will not be released until all financial responsibilities have been met.** Student records are maintained by the school and shall be made available for inspection by the parents and guardians. In the case of custodial and non-custodial parents: if the custodial parent does not have legal documentation stating that the non-custodial parent cannot receive any educational information concerning the student, BCA will assume there are no restrictions regarding their right to be kept informed of the student's progress and activities. All records will be made available only in the presence of school administration.

Learning Center Guidelines

A student is not permitted to communicate with other students or be out of his office without permission. Activities not related to the prescribed work are not to be conducted in an office unless privileges have been earned. The Christian flag should be raised for supervisor guidance with academic difficulties. The American flag is raised for monitor or supervisor assistance with non-academic activities such as: bathroom breaks, sharpening pencils, checking out books, etc. Upper-level students raise the state flag for self-tests and PACE tests.

Off Limits

1. Other student's offices
2. Supervisor's station and files
3. School office without supervision
4. Learning Center when supervisor or monitors are not present

PACES

PACES are the private property licensed through BCA and are not to be shared among students or copied at home in any way. All work in PACES are to be done in pencil only (unless specifically noted). Writing in English and Word Building PACES must be done in cursive writing beginning with PACE 1025 when the example is given in cursive writing. Beginning with PACE 1037, ALL answers should be written in cursive unless specified. New students will be given a grace period, determined by the supervisor, to begin writing in cursive. All students 1st-12th level will be required to take notes. Supervisors will teach students how to properly take notes to prepare students for PACE testing.

PACE levels: K5/1st 1001-1012; 2nd 1013-1024; 3rd 1025-1036; 4th 1037-1048; 5th 1049-1060; 6th 1061-1072; 7th 1073-1084; 8th 1085-1096; 9th 1097-1108; 10th 1109-1120; 11th 1121-1132; 12th 1133-1144

Scoring Stations (When implemented)

1. Score Keys are to be handled very carefully
2. No pencil of any kind may be taken to the scoring station.
3. Use the red pen supplied by your supervisor that is kept on top of offices where they are visible.
4. Mark a red "x" beside each wrong answer and in the left box score strip when finished scoring.
5. Score all work according to the answers on the score key and file score key back.
6. Correct wrong answers in pencil at your office.
7. Mark the middle box on the score strip with an "x" in pencil.
8. Return to the scoring station, re-score, circling each red "x" in red once the answer is correct.
9. Circle the PACE page number in red when all answers are correct on the page.
10. Place the red pen back on top of office and file score key in proper place.
11. If a student has 3 or more incorrect problems on any page, a supervisor's initials are required to proceed forward.

PACE Testing

After the PACE is completed, scored, restudied, and turned in, the PACE Test is issued the following morning. We will not allow any tests to be taken on a Monday or the first day back from a holiday unless it is absolutely necessary for the student. Students who score 90% and above on PACE Tests will be issued the next PACE. Tests scored 85-89% will be given a 2nd verbal opportunity to achieve the 90% score. If a student is unable to acquire the 90% test score, the supervisor will review test and make necessary arrangements to repeat PACE. A \$5.00 fee will be issued to the student for repeated PACEs unless it is due to cheating, or excessive scoring violations. In that case there would be a \$15.00 fee for the repeat PACE.

Spot Checking (When Implemented)

All students are required to turn in their daily goals to be spot checked for accuracy and accountability. Designated containers are placed in each learning center for proper placement of pace work (Yellow bucket for daily goals, red bucket for take home goals, green bucket for PACE tests). If students do not turn in work to be spot checked on a daily basis, immediate detentions may be given.

Scoring Violation Guidelines:

1-2 Scoring violations= 1 demerit in that subject

3-4 Scoring violations= 1 demerit and add 1 page to that day's goals in that subject

5-9 Scoring violations= 2 demerits and add 2 pages to that day's goals in that subject

10 or more Scoring violations= repeat entire PACE in that subject with a \$15 charge

Every 3 or more spelling violations= 1 scoring violation (1 demerit in that subject)

If a student receives detention more than 3 times in a 9-week period for scoring violations, the parent will be required to assist the student in the morning by 7:30am while they are scoring all take home goals. Should the student continue to receive detentions for this offense, they will be suspended or removed from BCA.

Communication Trackers

All students will be given a communication tracker. This will inform the parent of any incomplete goals, work that is needed to be completed at home, and or any comments from the supervisor. As a rule, if the student is utilizing his time wisely, there should be no need for additional work at home, unless he is completing additional Gap PACEs, make-up work, or scripture memory work. **Parents/Guardians must check trackers daily for any information that may need immediate attention and sign them each night before sending it back to school.** If take home goals were assigned, please check over carefully to see that all necessary work has been completed by the student. Failure to complete required take home goals will result in incomplete goals which warrants a detention for the student.

Communication between the school and home is a vital part of accountability, educational philosophy, and success for the student. If trackers are not signed, the student will receive 2 demerits. (3 demerits=1 detention)

Please do not sign trackers if you have not checked student's take home goals. If this becomes a problem, parents will be called in for a meeting with the supervisor and administrator.

Homework / Take-home Goals

If a student has been assigned to take home any work not completed in school, or if they have some form of homework from their supervisor, they are required to complete it before returning to school on the next designated day. Should a student have permission to take check-ups at home, please make sure to adequately quiz them on the section prior to the check-up. Be sure to sign off check-ups at the top of the page and observe the student while they are taking this at home to avoid any temptation of cheating. To ensure the success of students working on take home goals, please provide a quiet area free from any unnecessary distractions. If a student is struggling with a concept while at home, please make a note of it on his PACE and in his tracker and the teacher will address that with them on the next designated day of school. This is NOT to be used for a student who did not complete their homework in hopes of relieving the consequences of incomplete goals. Should a note be sent in, the supervisor reserves the right to determine if the child was able to complete on their own or truly needed assistance, and discipline, if needed, will be decided at that time.

Parents are not allowed to do homework for their children. This would be classified as cheating and the student will have to repeat the entire PACE over (\$15 PACE charge) and a corrective action notice (see page 23) will be issued. The parents will also be called in for a meeting with the administrator to discuss the issue at hand. If this behavior would continue, the student would be dismissed from the program at BCA.

Goal Cards

The student must keep his Goal Card posted in their desk at all times. Once the process is explained by the supervisor, the student then sets his daily goals and is required to set exact page numbers of the work for the day. Students are not permitted to make changes on goal cards. They must show card to the supervisor and have them make any changes that are necessary. Altering goal cards without permission may result in detention. Should a student set goals improperly, a demerit is given for that subject and remaining pages are added on to the goal card. Should this behavior continue, the student will be issued a detention for incomplete goals.

They should cross off daily goals when they have been scored and corrected with one diagonal line from the top right corner to the bottom left corner.

Once the supervisor spot checks the students work for that day, the supervisor will sign their initials or place a sticker overtop the pages indicated on the goal card and place a green line through their circled pages in their PACE to show subject is complete. No artwork is permitted on goal cards!

Learning Center Incentives: To help encourage our students to complete their daily goals, we have a few extra rewards...

Green Dot Treat

If students complete their daily goals and get them signed off, they will receive a green dot on their goal card. If they collect 3 or more green dots from Friday to Thursday, they will receive a special snack and break on Fridays that is brought in by designated families throughout the school year.

Freedom Friday (new changes for 2024-2025)

Students (except for K5 through the 1st semester) who complete their goals for the week and have them signed off by 3pm on Thursday, will have the privilege of staying home on Friday without being counted absent. Should a student who earned Freedom Friday and cannot stay home, they will be able to be a teacher assistant on Friday or an alternative Freedom Friday activity will be planned.

Students may not take more than two goals home with them on any given night to work towards Freedom Friday. Students must begin preparing for this at the start of the week to ensure success with their goals.

Student Offices

Offices are assigned and changed only by the supervisor. Offices must be kept neat and clean by the student. Anything to be placed in the office outside of required school supplies must be approved by the supervisor. A weekly award may be issued for the neatest office along with 500 merits. A weekly award may also be issued for the “Pig Pen” office and 500 merits will be taken from the student for this and will be paid to the student in their Learning Center who received the neatest office award. If no student receives the neatest office award, the merits will be paid back to the supervisor. This will encourage our students to become responsible and to keep a very neat office. Hopefully they will carry these techniques home with them too ☺!

Calculators

Calculators may be used to check work only by those students who have reached PACE 1073 and have been given permission by the supervisor. They are to be purchased through the school to eliminate multiple styles of calculators. Students are not to use calculators at home to complete any unfinished goals unless in the upper-level High School math and science courses. **They must show all their work.** If work is not done correctly, students will be required to repeat work and may receive necessary disciplinary actions set forth by the supervisor. Students taking College Prep or Honors math and science courses beginning with Algebra II or Chemistry will need a Graphing Calculator, Ti83 or higher.

Monthly Scripture Memory

This is a vital part of building Godly character in our students. Each month the student will be required to memorize a portion of the Bible. The passage will be announced at the beginning of each month. The students will be required to memorize a minimum weekly amount (1-3 verses) in order to be on track for the monthly completion date and in order to apply for privilege level.

If the student chooses to say the entire passage by the 15th of the month, they will receive 1000 merits! If the student has not said the scripture verse by the end of the month deadline, he or she will be required to stay one half of recess each day. It is considered incomplete goals and the student will receive a detention for this, as this is part of their academic requirements.

Should they not make the deadline, they will not be eligible to receive privilege or honor roll (as this is a part of their monthly goals) for that quarter and participate in any special field trips/mission trips that may be offered to honor roll or privilege students that month (because they will not receive honor roll for that quarter, this will also cause them to be ineligible to receive an academic achievement award at the end of the year awards ceremony). Each student will be rewarded for their accomplishments throughout the year by merits, bible stickers, possible privilege levels, and a chance for special recognition given at the end of the year awards ceremony.

*“Thy word have I **hid** in mine **heart**, that I might not sin against thee” Psalm 119:11*

Virtual Learning Set Up

Should we have a mandate set in place to proceed with Virtual Learning, the following guidelines will be followed:

All students will be required to work from home under the supervision and instruction of their supervisor.

Attendance policies will be enforced throughout the virtual learning set up. Should a student not comply, they will be required to repeat the entire school year.

What you will need at home to be successful:

- Internet accessibility, a computer with a camera connection, or an iPad/tablet with wireless capabilities.
- Access to a cell phone for sending and receiving papers to and from your Supervisor.
- An area set up in your house for students to do their school work with minimal distractions and good lighting. Soft instrumental music played in the background will also help their concentration.

What we will provide:

- We will provide their PACEs, literature material, and their school supplies to accomplish their goals

- We will provide each family with a school day schedule and our Zoom personal meeting IDs. Supervisors will also be available via text or email as well from 7am-6pm M-F.
- Supervisors will be available to score, test, and work with students with any of their academic and spiritual needs during the scheduled school day.

To ensure success, please follow this schedule with your student each day. Virtual learning is considered official school days and students will be required to comply with the daily schedule in order to be counted present for that day.

Our virtual learning centers will follow the “School Spirit” dress code: any school shirt and comfortable modest bottoms (NO PJS!). The more it feels like school, the more progress the students will make! 😊

Chapel Services

Daily devotions will be held each morning at 8:00am during opening exercises and/or in the Learning Centers. On Mondays, Pastor Raby, and occasionally other guest speakers who have been checked, are like-minded with our doctrinal beliefs, and have been approved by the school administration, will be there to share God’s Word with our students. Every student is encouraged to adhere to ALL the teachings of the Scriptures. The Bible is preached and taught as the Word of God and is declared to be without fault or error. They must bring their journal, Bible study if available, and Bible with them to Chapel and or devotion each day. Failure to do so may result in loss of privileges that day or detention.

Library Services and Fees

BCA has been blessed with an on-site library containing over 1,500 Christian friendly books for ages K5 through adult. Students will have access to the library at least one day a week. Once books are checked out, they will have two weeks to complete them and turn them back in to avoid any late fees. Should a student finish their book before the two-week deadline, they may return that book and check out a new one on the designated library day each week.

If the student does not return the book or renew the book by the due date on the inside cover, there will be a late fee assessed of .50 per day. If a book becomes damaged or lost while in the students care, the student will be responsible to pay all fees to purchase a replacement book.

Demerits and Corrective Action Notices / Detention

Demerits are issued to teach students to take responsibility for their actions and to show them they are accountable for committing misdeeds or omitting required actions in the Learning Center and elsewhere. Demerits are marked on the Goal Check Report and will be included on the homework tracker for parents to be aware of. Depending on the learning center, they may be in the form of other things such as but are not limited to: sticks pulled, apples lost, clip down charts etc. Once a student receives **3 demerits, he will receive a corrective action notice / detention and be required to serve a 30-minute detention, and 10 additional**

minutes for every demerit issued thereafter with a maximum of 60 min. at any given time. Should more time be needed, the student will continue their detention the following school day.

Reasons for receiving demerits are but not limited to: scoring violations, incomplete homework, turning around in office, talking in office, leaving office without permission, chewing gum, failure to push in chair, any disturbances, incomplete uniform, leaving PACE or other required school material at home, not having homework trackers or other papers signed, etc. Reasons for receiving an automatic corrective action notice / detention are but not limited to incomplete goals, cheating, lying, throwing dangerous objects, disrespect and defiance.

Those offenses that may result in automatic suspension or expulsion, are but are not limited to cheating, using foul language, fighting, and unwillingness to adhere to correction, use of alcohol or drugs, harassing other students or staff members, use of tobacco in any form, sexual offenses and any other unbiblical conduct. We will not tolerate any students, or parents who deliberately make negative statements regarding students, school, staff, policies, or school related activities.

The Administrator and School Board reserve the right to make all final decisions of correction for the students. Once a student has earned a corrective action notice, it will be sent home with the student to notify the parents of unacceptable behavior and the date and time the student must serve his detention. This form must be signed by the parent or guardian and sent back the next school day along with the \$10 detention fee stated on the form to avoid any further action. When a student receives detention, the supervisor will decide the best way to serve his detention: (Writing, reading, chores throughout campus, or physical exercise). If your child has any physical ailments that may prevent them from doing physical exercise, a note from the parent and or physician must be on file in the office. If your child does not complete the assigned detention in the allotted time given, a second detention will be scheduled the following school day by the supervisor and/or administrator, and additional fees will apply. **Detentions must be served after school unless specific instructions have been given by the Supervisor and Administration.**

“3 Detention Limit”- If a student receives more than 3 detentions for any reason in a 9-week period, parents will be required to supervise any additional detentions within that 9-week period after school, on school grounds. The school staff will determine detention activity. Failure to do so will result in an additional detention, suspension or removal from BCA. **All students must be picked up at the designated time on the detention slip in order to avoid the \$10 after school fee. Excessive detentions may also result in loss of fieldtrip privileges.** Any siblings will need to be picked up by 3:30pm to avoid being placed in the afterschool program with the cost of \$10.

Scoring Violations (When Implemented)

When students are given the privilege to score their work daily, we are teaching them a very valuable lesson called trust. We realize that at times one may become distracted and not properly score their work. That is why supervisors will be spot checking behind them daily. This will give them smaller achievable amounts to focus on which will eliminate most errors.

Scoring Violation Guidelines:

1-2 Scoring violations= 1 demerit in that subject

3-4 Scoring violations= 1 demerit and add 1 page to that day's goals in that subject
 5-9 Scoring violations= 2 demerits and add 2 pages to that day's goals in that subject
 10 or more Scoring violations= repeat entire PACE in that subject with a \$15 charge
 Every 3 or more spelling violations= 1 scoring violation (1 demerit in that subject)

Students who continue to have scoring violations in their PACE will receive a demerit for that subject for that day's goals. Should excessive scoring violations (determined by the supervisor) or any form of cheating be found by the supervisor, a corrective action notice (detention) may be issued for their offense and the student may repeat the PACE with a charge of \$15. If a student has more than 10 in any given PACE, they will receive a corrective action notice and will have to repeat the entire PACE with a charge of \$15 per PACE.

If a student receives detention more than 3 times in a 9 week period for scoring violations, the parent will be required to assist the student in the morning by 7:30am until they have completed scoring all take home goals. Failure to do so will result in an additional detention, suspension or removal from BCA. Should the student continue to receive detentions for this offense, they will be suspended or removed from BCA.

Whatsoever thy hand findeth to do, do it with thy might... Ecclesiastes 9:10

Merits

The use of positive incentives is very helpful to motivate and control students. Students may earn merits for various academic and behavioral achievements such as: completing daily goals, receiving no demerits for the week, scriptural memory, passing final PACE Test, and exemplifying Christ-like behavior. The students will be able to "cash in" their merits for prizes in the merit store. It is the student's responsibility to keep all merits in a safe place. We will not replace lost merits!! Examples of merit rewards: monthly scripture memory- up to 1000 merits; passing PACE Test- up to 100 merits, exemplifying Christ-like behavior- up to 100 merits, completing daily goals- up to 25 merits.

At least once a quarter, we will hold a merit sale for the students to cash in their earnings. Parents are always welcome to donate any new or gently used items, gift cards, etc. to help make this a success. Students will also have the opportunity to purchase additional school supplies as needed throughout the **year** with their merits.

Discipline Policy

BCA is a Christian Education facility and not a corrective institution. We ask that a child not be enrolled with the idea that we will reform **them**. We are here to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their roles. The school is dedicated to the training of children in a program of study, activity, and a living that is Christ-centered 24/7. Our staff is trained to consistently maintain a structured, consistent, and loving form of discipline. The scripture reminds us that Jesus expects us to be disciplined in all of life. All parents have signed school contracts stating that they will agree, adhere, and support the guidelines of the school. The student must always conduct himself in a Christ-like manner.

If a child is corrected during school and comes home griping, please follow this procedure:

- 1. Give the staff the benefit of the doubt that there is another side of this story.**

2. **Realize that your child's description of the incident is emotionally biased and may not include all information.**
3. **Remember the school has reasons for all rules and that they are enforced without partiality. You too signed and agreed to these policies.**
4. **Support the Administration by calling the school for all the facts.**
5. **Do not have your student or yourself discuss the situation with other students or their families. Talk to the supervisor or school administrator right away to resolve the issue.**

If any incident occurs, we reserve the right to serve any student with a detention, suspension, or expulsion. If suspension is given, the student is responsible to complete all assigned work from the supervisor, and along with parents, attend a meeting with the administrator before they are admitted back in to school. If a student receives a suspension, they will not be eligible for honor roll, and will not be allowed to attend the monthly field trip or mission trip (because they will not receive honor roll for that quarter, this will also cause them to be ineligible to receive an academic achievement award at the end of the year awards ceremony).

Corporal Punishment

At BCA, we are developing the spiritual and academic qualities that characterize your child. To carry out the wishes for character development, we believe it is necessary to follow scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures. However, due to the legality issues involved, our Administration staff will not, under any circumstances, administer the correction.

If a student's behavior warrants such discipline, parents will be contacted, and they will have the opportunity to come to the school to administer this punishment under the supervision of an administrative staff member. Should this behavior continue, the student will be dismissed from the school.

Some students and parents may assume that our discipline policy only applies while the student is at school or on school property. This is incorrect. **All students will be held accountable for their attitude and actions 24 hours a day / 7 days a week, regardless of where the offense is committed. Disciplinary actions will take place based on the offense, and may result in dismissal from BCA.**

'No man can serve two masters: for either he will hate the one, and love the other; or else he will hold to the one, and despise the other. Ye cannot serve God and mammon.' - Matthew 6:24

Parents and students who are not willing to abide by this policy will be asked to withdraw from BCA.

"Discipline that corrects the eagerness of youthful lust, fortifies the heart with virtuous principles, and enlightens the mind with useful knowledge will sow seeds that reap character in the generation to come."

"Withhold not correction from the child... deliver his soul from hell." Prov. 23:13a,14b

Social Media Policy

All students who have been given permission by their parent or guardian to utilize aspects of social media are required to adhere to the following guidelines while attending BCA:

1. The school administration must have access to view any social media pages that students of BCA have.
2. No inappropriate use of photos or videos of any sort
3. No inappropriate use of language whether verbal or written
4. All media must be clean and represent Christ-like behavior
5. Students / Parents must not deface the school or any families within the school at any time. Should at any time a student or parent not comply with the guidelines set forth, the student may be suspended, or the family removed from BCA. The school administration reserves the right to determine what is inappropriate use of social media and may dismiss any student or family who uses social media inappropriately at any time.

Let not then your good be evil spoken of... Romans 14:16

Uniforms

All students are required to wear uniforms chosen by BCA. All clothing should be clean and in good shape. Uniforms must be worn to and from school unless permission is given by the supervisor. It should be recognized that one's personal modest appearance is a manifestation of one's self-image. Our philosophy is to teach to modestly dress for success. All uniforms, boy and girl, should **not** be form fitting and must be sized appropriately.

Parents will be asked to sign their uniform order form to ensure proper fit. We will not permit any clothing or accessories with worldly symbols (i.e. skulls, bones, peace symbols, secular idols, Harry Potter, Pokémon, Anime, etc.).

The school administration reserves the right to determine what is appropriate and what is not. You will be notified that day if this should occur and asked to make any necessary changes for your child to continue in school that day.

Gentlemen:

Monday -Thursday (Gentlemen)

Grey dress pants with belt loops (to be purchased thru school uniform company)

Belt

White button up oxford shirt (to be purchased thru school uniform company)

Plaid tie (to be purchased thru school uniform company)

School embroidered blazers (high school students)

No hoodies, zip hoodies, jackets, or sweatshirts are to be worn on Monday - Thursday

Solid Black dress socks

Black polishable dress shoes w/rubber sole and closed toe

Friday - students may wear any school shirt with casual bottoms (shorts to the knee, jeans, (NO leggings, jeggings, or yoga pants))

Reminders:

- Hats are not to be worn during the school day at any time unless stated by the Supervisor for a special event.
- All clothing must be sized appropriately.
- All shirts are to be buttoned up and tucked in throughout the entire school day (except for PE days).
- Pants must be worn on hips, and belts are to be worn.
- A modest necklace or chain may be worn around neck with small appropriate charm
- Watches may be worn as long as they do not have a beeping distraction
- Smart watches with internet and/or data capabilities are NOT allowed during the school day or any school related activities
- No more than 2 bracelets may be worn at one time and must not contain any inappropriate symbols or words on them.
- Modest, appropriate jewelry may be worn (i.e. single necklace, bracelet. No Bling, Bling for distractions!)
- Nail polish of any kind is prohibited.
- NO earrings, tattoos, or body piercing will be accepted at any time

Ladies:

Monday-Thursday - (Ladies)

Plaid skirt (to be purchased thru school uniform company)

- Fitted shorts must be worn underneath all skirts

White button up oxford shirt (to be purchased thru school uniform company)

Underclassman - Plaid cross bow tie (to be purchased thru school uniform company)

High School girls – straight tie (to be purchased thru the school)

School embroidered cardigans (high school students)

- No hoodies, zip hoodies, jackets, or sweatshirts are to be worn on Monday-Thursday

Dress socks, no show dress socks, hose, **footed** tights - (black, white, navy, grey, or nude)

- No leggings with socks are to be worn
- Black dress shoes (closed toe and closed heel-no more than 1” in height)

Friday - students may wear any school shirt with casual bottoms (shorts to the knee, capris, jeans, NO leggings, jeggings, or yoga pants)

Skirts must be below the kneecap- if student outgrows size during school year, they will need to order a new skirt to stay within dress code standards.

Reminders:

- Hats are not to be worn during the school day at any time unless stated by the Supervisor for a special event.
- Girls may wear scarves to accessorize as long as they do not have inappropriate symbols
- All clothing must be sized appropriately.
- All shirts are to be buttoned up and tucked in the entire school day (with the exception of PE days)
- A modest necklace or chain (1) may be worn around neck with small appropriate charm
- One ear-piercing per ear may be worn with small dime size earrings.
- Watches may be worn as long as they do not have a beeping distraction
- Smart watches with internet and/or data capabilities are NOT allowed during the school day or any school related activities.
- No more than 2 bracelets may be worn at one time and must not contain any inappropriate symbols or words on them.
- Modest, appropriate jewelry may be worn to keep distractions to a minimum (i.e. single necklace, earrings, and bracelet. No Bling, Bling!)
- Hair accessories that can be taken in and out of the hair may be worn during school time.
- **ONLY Clear color polish** may be worn to avoid any confusion with appropriate nail color for dress code standards.
- Nail polish and modest length artificial nails may be worn by participants of the Daddy Daughter Formal and High School Spring Formal for one week following the event.
- NO tattoos or additional body piercing will be accepted at any time.
- NO crocs

Hair**Boys:**

- Hair must be in a natural, neatly kept fashion off the collar, around the ear, above the eyebrows, evenly blended, and no more than 2 inches long throughout.
- No artificial permanent/semi-permanent color is to be worn in hair during school year. If these guidelines are not followed, student may be dismissed from school until their hair is in compliance with our school dress code.
- During student convention, the student will be required to follow any additional ACE guidelines in order to participate.
- No fad hairstyles such as but not limited to: mohawks, designs including parts cut in hair, shaved sections, etc.

Girls:

- Hair must be in a natural, neatly kept fashion at all times. If a student is wearing bangs, they must be no longer than the eyebrows, unless it is pinned back during the school day to eliminate distractions.

No artificial permanent/semi-permanent color is to be worn in hair during school year. If these guidelines are not followed, student may be dismissed from school until their hair is in compliance with our school dress code.

- During student convention, the student will be required to follow any additional ACE guidelines in order to participate.
- No permanent extensions or wigs will be accepted unless it is due to medical conditions.
- No fad hairstyles such as but not limited to: mohawks, designs including parts cut in hair, shaved sections, etc.

***Field trip attire will be the same as required for Friday unless otherwise stated**

Seasonal Clothing

Coats, Sweaters, and pullovers worn in the Learning Center or chapel must be school approved uniforms unless a no uniform pass is used. Students may also wear school colored, solid, long sleeve shirts (maroon, navy, grey, black, white) under regular uniform shirts. Outdoor coats of any kind may only be worn outside during break and recess only.

No Uniform Passes

No uniform passes and Jeans/skirt passes are awarded to students for multiple accomplishments or may be bought at our merit sale. Students may use them on Fridays only unless a field trip is scheduled for that day. Students must follow school guidelines for modesty at all times. On Fridays (when no uniform passes may be used), students may wear casual bottoms (shorts to the knee, capris, joggers, sweatpants, jeans, etc. NO leggings, jeggings, or yoga pants)

Girls that wear other skirts or dresses need to comply with the school dress standards. All skirts or dresses must come to the bottom of the kneecap or longer. Denim skirts or dresses are acceptable. No form fitting dresses, and slips must be worn with thin material dresses. Boys must wear pants to comply with the school dress standards, denim pants are acceptable.

When wearing boots, dress shoes, etc. the heel is not to exceed 1" for safety purposes while on campus.

No inappropriate symbols may be worn on any clothing (skulls, bones, peace symbols, secular idols, witchcraft or wizardry, hate symbols, or any other controversial or offensive writing or symbols). Students do not have to wear belts or tuck shirts in on those days, but must still present themselves in a well-groomed, modest way. BCA staff reserves the right to decide if any non-uniform clothing is inappropriate and needs to be changed.

Rules to remember:

- All gentlemen must have clean shaven faces (unless medical reasons will not permit this, and a doctor's note will be required with that information!) If not followed, you may be sent home from school until you are in proper school dress code.

Makeup is not permitted during school days. Exceptions may be made for drama purposes or formal events.

- All uniforms must be kept in neat, clean condition free from holes and stains.
- All students must have shirts appropriately buttoned and tucked in at all times.
- If you are not sure about a uniform..... Please Ask!!
- By having a dress code, we minimize distractions, peer pressure and self-esteem issues, and teach our students to dress for success!

The BCA staff reserves the right to determine what is appropriate and what is not. You will be notified that day if this should occur and asked to make any necessary changes for your child to remain in school that day. If you are unable to make uniform changes during the school day, students may receive detention for improper dress code or uniform. If the dress code violation continues, the parents and student will have a meeting with the school administrator. Thereafter, the student will not be allowed back to school until proper clothing is obtained. All work missed due to this must be made up. If you are having a financial issue with uniforms, please contact office to see what options are available to help.

Tuition Policy

Application/Testing Fee: \$150 non-refundable fee per child

Tuition: All fees include: ODACS and student accident policies, art and technology fees, standardized testing fees, use of required literature material, activity fees, and all other office material not listed on supply list. Fees for any required college preparation testing (PSAT, SAT, ACT,CLT) will be paid at the time of testing.

	1 st Child	2 nd	3 rd	4 th
K5-12th level	\$3600	\$3096	\$2844	\$2592

Methods of payment: Cash, Check, Money Order, - this is for tuition, book fees, grounds fee.

*Must be posted by the 1st of the month to avoid late fees

Full payment: If full tuition payment is received by August 31st, you will receive a 10% discount off the total payment.

10 Installment plan: Payments are due on or before the 1st of each month, beginning in August and ending in May. Payments can be made in the office using cash, check, money order. You may mail or drop off your August payment to school. Please make sure it is postmarked by the 1st, to avoid any late charges.

	1 st Child	2 nd	3 rd	4 th
K5-12th	\$400	\$344	\$316	\$288

- Payments not received by the 1st of each month (unless this falls on a Sat. or Sun. tuition will be due that following Monday) will be automatically charged a \$15 late fee per day to your account. If your account falls past due more than 30 days, you will then cause your child(ren) to be removed from the program until financial agreements are met, or other arrangements are made. Communication is the key to work together to meet all financial agreements.

After school Tuition: (If available)**Monday – Thursday \$10 per day (Max \$20 per day per family)****These changes are made due to the extended day.*****All rates are per child (no discounts are given)**

If payment is not received by the day of service or for weekly pay by Friday of each week, there will be a \$10 late fee per day added to your account unless other payment arrangements have been made. Students with accounts that fall past due more than 14 days will be removed from the program until financial agreements are met, or other arrangements are made.

There will be a minimum \$25 charge for all returned checks*If check is returned, you will need to pay with cash or money order**

- Those students registering after the school year begins (October or later), will be given a payment plan based on your enrollment date.
- All parents/guardians will be required to sign a contract agreement for all tuition payment plans. Refusal of this agreement will result in immediate termination of your child's application.

Financial Policy

Even though some students work and earn money, the parents or guardians will still be held responsible for all school expenses such as tuition, PACE's, testing, field trips, conventions, uniforms, etc.

If tuition is paid monthly, no tuition will be refunded if the student is withdrawn. We will not refund any registration, testing fees, or book fees.

Late Fee Collection Procedures

If a family is late with tuition, a late fee of \$15 will be added per day tuition is late. If a family is 30 days late on any amount of tuition, the student will be disenrolled from the program until financial obligations have been met. Once the student returns to school, the family will be placed on a 6-month financial probation period. During this time, if a family falls behind on any tuition fees due, they will be permanently removed from the program at BCA.

Book Fees

Book fees pay for the utilization of PACES ordered for your child while they are enrolled at BCA. They remain the property of BCA unless a student transfers to an approved ACE school. Then and only then will student PACES be transferred to that educational facility. No refund will be given for book fees.

K5: \$215 - English, Math, Word Building, Animal Science, Science, Social Studies, Bible, Spanish

1st - 4th: \$265 - English, Math, Word Building, Science, Social Studies, Literature, Bible, Spanish

5th- 8th: \$280 - English, Math, Word Building, Science, Social Studies, Literature, Bible, Spanish

9th- 12th*: \$230 + cost of electives

9th level: Math, English, Etymology, Science, Social Studies, + electives

10th -12th: Math, English, Science, Social Studies, + electives

*Electives will be chosen individually, based on course of study

(Ex: ½ credit - \$20; 1 credit - \$40) Foreign Language Courses and Computer Literacy courses - \$65)

*Graduating high school seniors will have additional fees for graduation packages due in January.

- Half of the book fees are due in Aug. with the second half of book fees due mid-December.
- Should a student move to a new grade level during the school year, book fees will be adjusted accordingly.
- Lighthouse Christian Academy (LCA) Dual enrollment fees paid directly to LCA. An additional \$100 is paid directly to BCA for processing and grade submission.
- Dual enrollment college courses for high school students will be paid directly to administering college and will be required to pay BCA any acquired expenses that may occur.
- Gap PACES and Repeat PACES will be charged separately. Repeat PACES due to a cheating offense or scoring violations will be subjected to a \$15 per PACE charge. All other repeat PACES will be subjected to a \$5 charge.

****All book fees are non-refundable****

Care of School Property

Students are responsible for damages to school property. If property or materials are defaced or damaged, student will be required to pay for the repairs or replacement of damaged items. Additional disciplinary measures may also be taken by the administration staff which include but are not limited to detention, suspension, or expulsion.

Physical Contact/Bullying Policy

There is to be no physical contact or bullying between any students whether they are male or female. There should not be any violent physical contact between any students at any time. This includes but is not limited to punching, slapping, hitting with or without any objects. This type of behavior will not be tolerated, and the student may be given a detention, suspension, or even expulsion.

Sexual Harassment

We will not tolerate any form of sexual harassment. In any case, the offending party will be disciplined, and the parents of that student will be called. The student will then be placed on probation for 30-60 days. If the student cannot abide by the school rules, they will then be expelled. At any time, the school administrator reserves the right to suspend or expel any student from the program for this type of behavior.

Dating Policy

Dating is prohibited amongst students who are actively enrolled at BCA. We strongly encourage and recommend that our students refrain from any type of dating relationship off campus as well as while enrolled at BCA. Should parents allow their student to partake in any type of dating relationship outside of campus and it causes any type of disruption during school or school events, the family forfeits the privilege of attending BCA. We believe that our students' main focus during these crucial eternal-forming years is to be set on establishing and maintaining a pure and holy lifestyle before the Lord.

“And this I pray, that your love may abound yet more and more in knowledge and in all judgment; that ye may approve things that are excellent; that ye may be sincere and without offense till the day of Christ. Being filled with the fruits of righteousness which are by Jesus Christ unto the glory and praise of God.” Philippians 1:9-11

Pregnancy Policy

BCA does not promote fornication under any circumstance. Should a student become pregnant while attending BCA, they will be dismissed from the program. This would also include male students who are responsible for fathering a child out of wed lock.

Violence Prevention Policy

No guns, knives, and other weapons (including toy weapons) will be allowed at the school or on school events. There will be no exception to this rule. Any student who violates this rule will be expelled immediately. There will not be any writings or drawings of these weapons accepted at any time.

This rule does not apply to officers of the law or to designated staff members whom the School Administrator has given permission to carry on campus.

BCA reserves the right to search backpacks, purses, pockets, clothing, offices, vehicles, and any other place where there is suspicion of illegal, unauthorized objects or inappropriate materials. This search will be made without permission of the student or the parents. Enrollment of a student in this school constitutes parental consent to such searches. The search will be made by an administration staff member. If any illegal objects or materials are found, the parents will be called and the appropriate legal action will be taken.

Fire/Tornado Drills

All students are required to perform fire/tornado drills **monthly** or whenever needed. An emergency plan of action will be set in place for all students and staff.

Lock-down Procedures

Should an incident occur that may put our area on high alert, we will place our school in “Lock Down” mode. If this should occur, no one will be able to come to or leave our campus without the supervision of a law enforcement officer. If an emergency arises, we will first secure the area for our students and staff and then contact parents.

School Bus Transportation

BCA will provide reliable, properly insured vehicles to transport students, staff, and selected chaperons to and from any school sponsored event. This may also be contracted out through other bus companies or ministries. **All students are required to ride to and from all school sponsored events and sporting events on the transportation provided by the school. All other guests are required to provide their own transportation to and from the event.** While on the bus, all passengers are required to follow all bus rules and regulations such as but are not limited to: Students must remain seated at all time when bus is in motion; No yelling at any time; All body parts must remain inside the bus; No objects shall be thrown out or crude gestures made to passing vehicles while on the bus; Male students must sit with males and female students must sit with female; No food or drink is allowed on the bus unless authorized by BCA staff. If any passenger does not follow the rules and regulations on the bus, they will be removed from the bus and may have other disciplinary actions to contend with.

Extracurricular Activities

In order to be eligible to participate in any extra-curricular activities offered at BCA, or be eligible to take part in sports programs offered by the school district you are zoned for, all students are required to do the following: maintain a 90% or higher overall grade average, have academic balance (2 test per week), does not have excessive absences, have not received more than 4 detentions during a quarter, has not been suspended from school and has maintained a Christ-like attitude toward others.

Should a student not meet these requirements, he or she will be removed from the activity until all requirements are met.

Should this behavior continue, they will be removed from that activity for the entire school year. All students are required to maintain a Christ-like attitude while engaging in any extracurricular activities. All students must ride the school-approved buses to and from any activity provided. If parents are attending, they are required to follow the school-approved buses to and from unless signed up and selected by the administration staff to be a chaperone and must maintain a Christ-like attitude toward others during these events. All medical/physical forms must be turned in, in order for student to participate in that event.

Failure to adhere to these policies may result in loss of privilege to attend BCA.

Student Conventions / Field trips

All age-eligible students are required to take part in student conventions and field trips as this is a vital part of BCA. If ISC is out of the country, students will not be required to attend, but must follow age requirement guidelines set in place by the school board.

Those students attending will need to have proper passport and travel documentation prior to leaving. Any exhibits needed for convention that cannot be carried in luggage and may need to be mailed will be at the expense of the student.

Younger level students ages 8-12 are required to participate in Jr. Convention, and older level students ages 13-18 are required to participate in Regional Student Convention and International Student Convention. Upon receiving an invitation from the school administration, students who are 12 years old have the option to also attend RSC as a guest. Conventions fees will apply and must be paid in full before a student may attend:

*Jr. Convention- \$170 due by Oct. 15th

*RSC- \$220 due by Nov. 15th

*ISC- \$380 due by March 1st

(*JR and RSC- includes t-shirt and lunch; prices are subjected to change upon notification)

Accounts will be set up in the office for students to assist parents if they would like to begin paying convention fees at the start of school. Students are also encouraged to send out sponsor letters to family and friends and be creative with fundraising ideas to help them raise their funds.

Fundraisers are set in place to assist school with sponsor fees and travel fees. Parents who are not comfortable with their child going overnight on out-of-town trips must make necessary arrangements ahead of time and pay required fees to be registered as a guest during these conventions as this is part of our school program.

All age eligible students are required to attend. Should ISC be held out of the country, students will not be required to attend, but must follow age requirement guidelines set in place by the school board.

While attending any convention or field trip with BCA, students and parents are required to be with and follow instruction of ACE Sponsors. If this is not followed, students and parents may lose the privilege to attend such events, and the School Administrator reserves the right to make any final disciplinary actions.

Mission Trips

All students graduating from BCA are offered the opportunity to attend a mission trip during High School.

Service Adventure

Students ages 16 and older may be eligible to apply for and attend Service Adventure, a two-week summer mission trip offered through ACE. Students will be required to complete the Soulwinning PACE, as well as pay for and obtain their own passport; airfare and additional fees for the trip will apply.

Privileges and Responsibilities

When a person assumes greater responsibilities in life, he earns greater privileges. This is the same principle we teach with the A,C,E incentive system and now G for those students, 2nd level and higher, who have shown exceptional responsibility and character. Each letter represents a privilege level that may be earned by meeting responsibilities outlined by their supervisor. Students will be able to apply for privilege once the month's scripture has been said. If a student says their monthly scripture verse early, and has maintained academic balance, they will also be allowed to apply for privilege for the remainder of that month, and then reapply at the end of that month for privilege again. Privilege will be awarded on a monthly basis instead of a weekly basis. Should a student receive a corrective action notice for any reason, or be involved in any unacceptable behavioral instances, it may result in loss of any level of privilege and will need to reapply when eligible.

Exceptions

The Administration staff reserves the right to make certain exceptions to any of the policies stated throughout the handbook for the well-being and safety of our staff, students, and families.

I, _____, have read, agree, and will adhere to all the rules and policies stated in the student handbook. I understand that I take full responsibility for my child(ren), _____, and for all the financial obligations my child(ren) will have while at BCA.

If at any time, my child(ren) or my family does not meet the standards for the school, we may be asked to withdraw from BCA. I agree to remain compliant with regular church attendance (as defined in our statement of faith) as stated in the admissions requirements section of the handbook. I agree to allow my child(ren) to be photographed or videoed during school functions and use this for means of outreach or advertisement. I also agree to allow my child(ren) to travel at any time with BCA to fieldtrips, outreaches, and any other event that may occur for school/ministry purposes.

I understand that BCA is taking necessary precautions with sanitation procedures to maintain the health and wellbeing of the students and staff of BCA. Should my child(ren) contract any type of sickness or disease while attending BCA or any school function on or off campus, I will not hold BCA or any staff, board member, or volunteers associated with BCA responsible in any way.

By signing this contract below, I agree, will adhere to, and support all the philosophies and religious standards outlined by the Holy Word of God, and policies stated in the Student/Parent Handbook for the 2024-2025 school year. I also agree to support the school through word and deed with respect and integrity. I will refrain from voicing any negative, personal opinions of any of the administrative policies or regulations, and any incidents that may take place while on or off campus to an outside source. I will bring all matters of concern to the attention of the administrator or school board.

I understand that at any time my child(ren) or family are in breach of this contract, BCA reserves the right to dismiss our family.

Parent or Guardian Signature

Date

Student's Signature

Date

****Keep this copy with your handbook for your record***

I, _____, have read, agree, and will adhere to all the rules and policies stated in the student handbook. I understand that I take full responsibility for my child(ren), _____, and for all the financial obligations my child(ren) will have while at BCA.

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I understand that at any time my child(ren) or family are in breach of this contract, BCA reserves the right to dismiss our family.

Parent or Guardian

Date

Student's Signature

Date

****Send this copy back to school for students' file***