

# Parent / Student Handbook

2015-2016



**Brown County Christian Academy**

*"Where Love is Shown Daily"*

## TABLE OF CONTENTS

### **MISSION AND PHILOSOPHY**

BCCA Vision Statement .....	1
BCCA Mission Statement.....	1
BCCA Statement of Faith.....	1
BCCA Library Mission Statement .....	2
BCCA Educational Philosophy .....	2
BCCA Parents' Association .....	3
Statement of Religious Instruction .....	3
BCCA Prayer / Lunch Prayer .....	3
BCCA Honor Code .....	4

### **ENROLLMENT**

Age Requirements .....	4
Tuition and Fees .....	5
Enrollment Referral Program .....	5

### **ACADEMIC POLICY**

Grading .....	5
Honor Roll .....	6
Academic Warning and Probation .....	6
Conferences.....	6
Graduation Requirements .....	6
Attendance .....	6
Prearranged Absences .....	7
Illness .....	7
Morning Arrival & Tardies .....	7
Recitations .....	8
Homework .....	8
Academic Honesty .....	9
Computer Use .....	9
Off-Campus Educational and Cultural Programs .....	10

### **CONDUCT AND DISCIPLINE**

Disciplinary Action .....	10
Prohibited Items .....	10
School Uniform .....	10
Jewelry, Makeup and Hairstyles .....	11

## **MISCELLANEOUS**

Departure Times and Procedures .....	11
Recess .....	11
Messages to Students .....	11
Delivery of Items from Vendors .....	12
Food .....	12
Lost and Found .....	12
Telephones .....	12
Electronic Equipment .....	12
Fire Drills .....	12
Tornado Drills .....	13
Inclement Weather Announcements .....	13
Visitors .....	13
Special Occasions .....	13
Age-Grade Placement Guide .....	14
Homeschool Expectations .....	14

## **APPENDIX**

Tuition Schedule .....	Appendix A
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## **BCCA Vision Statement**

The vision of the Brown County Christian Academy is to build students and families into kingdom-minded Christians who are willing to sacrifice everything for Jesus Christ and accept the cost of following Him.

## **BCCA Mission Statement**

The Brown County Christian Academy will fulfill its Vision through:

- A first-class Classical Christian curriculum
- Highly qualified Christian educators
- A spiritually-focused, educationally-rich environment

## **BCCA Statement of Faith**

We believe the Bible to be the inspired Word of God, without error in its original writings, the only complete and authoritative source of His will and His plan for the salvation of man, and of guidance for Christian life. (II Timothy 3:16, 17)

We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit. (Gen 1:1; John 10:30; John 10:37-38)

We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His imminent return in power and glory. (Isa 7:14; Matt 1:23; Luke 1:35; Heb 4:15; Heb 7:25; John 2:11; Heb 9:12; Eph 1:7; Col 1:14; John 11:25; Acts 1:11; Rev 19:11-16)

We believe that Man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God, and that all human beings are born with a sinful nature and are sinners in thought, word and deed. (John 3:5; Rom 5:8)

We believe that the sinless life, sacrificial death and physical resurrection of Jesus Christ provide the only grounds for justification and salvation for all who believe, and only those who receive Jesus Christ are born of the Holy Spirit and thus become children of God. (Titus 3: 4-7; Eph 2:8-9; Rom 3:21-28; Rom 5:8; Gal 4:4-7)

We believe in the bodily resurrection of the dead, and that those who are saved through faith in Jesus Christ shall have eternal blessedness and joy with the Lord; those who have not believed in Jesus Christ through faith shall receive judgment and eternal damnation. (John 5:24; 28-29; Matt 25:46)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom 8:9; I Cor 12:12-13; Gal 3:26-28)

## **BCCA Library Mission Statement**

The BCCA Library seeks to be a repository of knowledge and wisdom by acquiring, maintaining, and offering its students the best works of the Western liberal arts tradition. The library is thus at the center of BCCA's mission, a place for students as responsible individuals to discover and explore and to begin their own dialogue with that tradition. Faithful to the liberal spirit of that tradition, the library promotes research and reading in an environment conducive to contemplation and seeks to foster worthy and age appropriate leisure reading.

## **BCCA Educational Philosophy**

Excellent education is founded upon disciplined, eager attention to learning. This discipline rests upon a student's moral character, and that this moral character is developed through a personal relationship with God through Jesus Christ. In support of parents' God-given responsibility for education their children, BCCA will:

1. Provide a clear model of Christian life through its staff and Board members. (Matt. 22:37-40)
2. Encourage every young student to begin and to continue to develop a relationship with God the Father through Jesus Christ. (Matt. 28:18-20)
3. Teach all subjects from a Biblical worldview as parts of an integrated whole with the Scripture at the center. (2 Tim. 3:16-17)
4. Provide students with a **classical education**, in which **grammar** (the fundamental facts and rules of each subject), **logic** (the ordered relationship of particulars in each subject), and **rhetoric** (the expression in speech and writing of the ideas of a subject) are emphasized in all the subject areas.
5. Encourage all students to develop wisdom, discernment, and a love for learning. Children will be taught how to learn for themselves and how to express what they have learned; how to think rather than simply what to think.

We believe that the holistic approach personified by the classical Christian educational model is ideal in preparing students to retain knowledge, think logically and analytically, communicate effectively, and succeed in living out God's calling on their lives. Within that context, every teacher is passionate about his subject and has exceptional qualifications to perform this role with excellence. High academic standards are maintained for each student, with the expectation that each can succeed. Every child is encouraged to maximize his learning potential and develop a lifelong love for learning.

Students and parents respect BCCA teachers, not only as role models and instructors, also for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility and loyalty are characteristics of the faculty. Parents expect and appreciate direct and regular communication from faculty

regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students.

The Headmaster, under the authority of the School Board, oversees the implementation of the Mission Statement in the school. In their capacities as policy-makers and community leaders, the Headmaster and the Board advance BCCA's role as an institution dedicated to providing the best education for children. By providing moral and ethical standards, BCCA prepares its students to accept the privileges and responsibilities of citizenship in a democratic society that honors and respects our savior Jesus Christ. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

### **BCCA Parents' Association**

All parents of the BCCA students are members of the Parents' Association, which exists to promote friendly relationships among parents, to acquaint them with the spirit of BCCA, and to initiate parents' involvement in and support for projects and functions that aid BCCA academically, socially, and financially.

The mission of the BCCA Parents' Association is:

1. To help BCCA communicate with parents.
2. To help the parents understand the fundamental premises upon which BCCA functions.
3. To help schedule, promote, and host student and parent activities.
4. To welcome new parents and to enlist their continued involvement in BCCA.
5. To encourage pride in the children and BCCA.
6. To assist BCCA in promoting its reputation in the community.

### **Statement of Religious Instruction**

BCCA's Christian tradition broadly guides the course of study and instruction at BCCA. BCCA offers instruction based upon traditional, interdenominational biblical beliefs, principles, and virtues that seek to develop those qualities of life characteristic of man's understanding of his relationship to his Creator and his place in the world.

A weekly chapel service conducted by a local pastor, preacher, or Elder addresses the spiritual needs of BCCA's students through Scripture, prayer and song. Parents are encouraged to participate in these services.

### **BCCA Prayer**

Almighty God, we seek You with Your gracious favor, to behold BCCA faculty, staff, parents and students, that knowledge may be increased among us, and all good learning flourish and abound. May we be a beacon of Your light in our homes and communities. Bless all those who teach and all those who learn, and grant that in humility of heart we may ever look upon You, Who are the fountain of all wisdom, through our Savior Jesus Christ. Amen.

### **BCCA Lunch Prayer**

Father God, bless this food to our bodies and us to Your service. May we be ever mindful of the wants and needs of others. Amen.

## **BCCA Honor Code**

A BCCA student, in order to develop high character, pursues Truth through rigorous academics, and seeks wisdom. All this is done in preparation for a life of service to God, country, community, and family.

### **Explanation:**

Like the Apostle Paul, we are witnesses to Christ (Acts 22:15). Jesus reminds us that He is with us always, even to the end of the age (Matthew 28:20). He has given us a Great Commission, to go into the world and make disciples of all nations (Matthew 28:19). We are to let our light shine, so that others may see our good works and give glory to God our Father in heaven (Matthew 5:16). As Jesus declares in Matthew 7:16, we shall be known by our fruits – by what we say and what we do. For it is not what goes into the mouth that defiles a person but what comes out of the mouth that can defile (Matthew 15:11). We are called, therefore, to think on all things excellent or praiseworthy – that which is true, noble, right, pure, lovely, and admirable (Philippians 4:8). We are to take our thoughts captive to Christ (2 Corinthians 10:5). We are to act justly, love mercy, and walk humbly with our God (Micah 6:8). In so doing, we protect and preserve our Christian witness.

Therefore, BCCA students strive to be honorable in their conduct, truthful in word and deed, diligent in study and service, and respectful of others. BCCA students remember that at all times and in all places they are ambassadors for Christ, and they will seek to honor Him with what they think, what they say, and what they do.

## **LOWER SCHOOL PLEDGE OF HONOR**

I promise that I will do my best to honor Jesus in my thoughts and words and actions.

I promise that I will strive to honor my family and friends, my school and community, and myself as a servant of Jesus by all that I say and do. With God's help, these things I faithfully promise with all my heart and soul and mind.

## **UPPER SCHOOL PLEDGE OF HONOR**

I pledge to do my best to honor my Lord, Jesus Christ, in my thoughts, words, and deeds. I acknowledge that the pursuit of Truth and wisdom requires a commitment to high character, and I pledge to honor my family and friends, my school and community, and myself as a servant of Christ in all of my actions. With God's help, I pledge to love the Lord with all my heart and soul and mind and to love my neighbor as myself.

## **ENROLLMENT**

Enrollment reservations will be accepted for Young 5 (Pre-Kindergarten) through 6th grade on a first come-first serve basis. If no openings are available for a particular grade, families will be added to a waiting list.

## **Age Requirement**

Students enrolling at BCCA must be 4 years of age by August 1st for Young 5s, 5 by August 1st for Kindergarten, 6 by August 1st for first grade, etc.

BCCA reserves the right to decline acceptance of a student that the administration and teachers deem not to be a good fit academically, spiritually, and/or behaviorally.

## **Tuition and Fees\***

A non-refundable \$50/student application fee (capped at \$100 per family) is due at the time of application submission. A non-refundable enrollment fee of \$200 per child (capped at \$400 per family) is due at the time of acceptance. (See Tuition Schedule — Appendix A)

## **Enrollment Referral Program**

Families with students enrolled in BCCA are eligible to receive a \$500 bonus for each family they refer who enrolls and completes the 2015-16 school year. Eligible families may choose to have the referral bonus deducted from tuition, receive a bonus check, or donated back to BCCA as a tax deductible gift.\*

\*BCCA is a 501(c)(3) organization and gifts are tax deductible to the limits of the law.

## **ACADEMIC POLICY**

Pursuant to our educational mission, BCCA establishes policy to promote good study habits, clear communication of student progress with parents, and recognition for outstanding achievement.

BCCA has two academic terms with three grading periods in each term.

## **Grading**

Parents receive report cards regarding their children's academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning full report card grades.

In the early elementary grades, reports indicate the extent to which a skill has been mastered. In Young 5s, Kindergarten, Grades 1 and 2, an "O" is defined as outstanding, "S" as satisfactory, and "N" as needs improvement, and "U" as unsatisfactory.

Teachers in Grades 3 to 12 assign letter grades according to the following scale:

100% A+	73-76 C
93-99 A	70-72 C-
90-92 A-	67-69 D+
87-89 B+	63-66 D
83-86 B	60-62 D-
80-82 B-	0-59 F
77-79 C+	

An "A" is defined as excellent; "B" as above average; "C" as average; "D" as below average; "F" as failing. Achievement is based upon understanding of the subject as judged by tests and teacher observation. Effort is judged by teacher observation.

Upper school students will receive a grade-point average on each report card. For this purpose, grades are weighted by a coefficient of the number of class meetings per week; e.g. Latin has a coefficient of 5, and physical education has a coefficient of 2.

## **Honor Roll**

After each report card is issued, the Headmaster releases the list of students who have qualified for Honor Roll. Requirements for Grades 3-12 are a term GPA of 3.3 or higher. Students with a term GPA of 3.6 or higher will be placed on the High Honor Roll.

## **Academic Warning and Probation**

A student is placed on academic warning for receiving one “F” or two grades of “D+” or lower in one marking period.

A student is placed on academic probation for (1) receiving two “Fs” or three or more grades of “D+” or lower in a marking period, or (2) being placed on academic warning for two consecutive marking periods. Students on academic probation may not participate in interscholastic sports. Any student who is placed on academic probation for an entire year must repeat that grade.

## **Conferences**

Parent and teacher conferences are at mid-term. These times are designated for discussing the student’s academic achievement and citizenship. Parents are expected to attend the Fall mid-term conferences. Spring term conferences are on an as-needed basis and can be requested by a teacher or parent. Of course, parents and teachers are welcome to request conferences throughout the year.

## **Graduation Requirements**

To receive a diploma, a student must: 1. Attend BCCA for at least one full academic year. Transfer credit is determined upon admission. 2. Maintain a minimum overall grade-point average of C- (1.67). 3. Fulfill a minimum attainment level of C- (1.67) in Latin 2, Algebra 2 and American civics and economics.

## **Attendance**

Regular school attendance is important to a student’s academic success and also promotes good work habits and self-discipline. Apart from extreme circumstances, eleven absences in a given trimester will result in the student repeating the trimester.

Parents are to report all unplanned absences to the front office by telephone. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must sign out from the front office. Further, any student coming in late must have a parent sign them in at the front office.

Assignments for absent students may be obtained from the Front Office between 3:00 and 3:30 p.m. As a courtesy to the teachers, please contact the Front Office before noon if you wish to pick up your child’s assignments at the end of the day.

## **Prearranged Absences**

Parents are strongly encouraged to avoid scheduling vacations, events and appointments which cause their child to be absent. Assignments, tests, and quizzes that are missed must be made up and will not be waived. Instructional time in the classroom cannot be made up, and as such, absences can be detrimental to the student's ability to be successful academically. It is up to the teacher's discretion whether make-up work will be made available before a planned absence or upon return.

Parents who know in advance that their child/children will miss school or class for an appointment are required to obtain from the front office a Request for Prearranged Absence form. The form should be on file at least two days in advance of the requested time off from school. The form is submitted to the Headmaster for final approval.

When deemed reasonable, the Headmaster will approve parent requests for absences for medical and dental appointments. In grades 5 through 12, it is the student's responsibility to make arrangements with teachers for completing and turning in any missed assignments.

Absences for Upper School students during final exams week will not be excused except in the case of illness. Students on academic probation will not receive approval for planned absences.

## **Illness**

Children who become ill in class are required to proceed to the front office for parental notification. They will be required to remain on campus until they are picked up by a parent.

Children who are deemed by a teacher or administrator to have, or potentially to have, a contagious illness will be isolated from other children and must be taken home by a parent. No such child will be permitted to return to school until a physician's note has been submitted to the front office, indicating that the child may safely return to school.

BCCA is able to provide only routine first aid for children who become ill or injured at school. Over-the-counter medications can be administered in the front office upon a parent's completing a Medication Release Waiver that will be kept on file for the current school year. Prescription medicine is kept and administered in the front office only when BCCA has on file a completed Medical Release Waiver that has been signed by the student's doctor. This form is available in the front office. No medication is allowed in student backpacks or lunch boxes.

## **Morning Arrival & Tardy Policy**

BCCA's daily Opening Ceremony and weekly Chapel Service are important moments in each school day. Students should not arrive at the school before 7:45 a.m. unless the parents' work schedule requires an earlier drop-off. No student is permitted admittance to the school before 7:15 a.m. and only then after at least two staff members are in the building.

Upon arrival, students will go directly to their lockers and put away their belongings and return to the commons until Opening Ceremony. Students who arrive after 7:55 a.m. will remain in the commons with their belongings.

All students must arrive by 8:00 a.m. Arrival after the start of these Opening Ceremony is considered tardy. When Opening Ceremony is held inside, students who arrive after 8:00 a.m. must wait in the office until the conclusion of Opening Ceremony. When Opening Ceremony is held outside, students must wait with their parent in their vehicle until the conclusion of Opening Ceremony, and then must report to the office before proceeding to class. Three tardies in one

trimester will result in a demerit. Emergencies and inclement weather will be taken into account. Classroom tardies are to be dealt with at the discretion of the teacher. Parents who walk a student into the building should respect teachers' preparation time and refrain from impromptu conferences during Opening Ceremonies.

## **Recitations**

All BCCA students recite a selection from memory twice a year during Opening Ceremony. Young 5 students do their recitations as a class to acclimate them to this morning tradition. Students in grades K through 12 perform recitations on an individual basis. One recitation must be a passage of Scripture and the other must be a selection of poetry or prose. All selections must be approved for length and content and approval is up to the discretion of the teacher. Recitation memorization is solely the responsibility of the student and parent, and not the responsibility of the classroom teacher. The recitation schedule for the year is distributed during the first week of school and therefore, no recitations may be rescheduled except in the cases of illness or a parent's work travel schedule. Upper School students receive an equivalent test grade for their recitation. The responsible teacher will have a copy of the selection on the given morning, and as such, the parent is not allowed to give cues or hints.

## **Homework**

Meaningful homework assignments are an important part of BCCA's curriculum. Teachers may assign quality homework for each school night, within the following guidelines:

1. Kindergarten 5 to 15 minutes  
Grades 1 & 2 10 to 20 minutes  
Grades 3 & 4 20 to 35 minutes  
Grades 5 & 6 35 to 50 minutes
2. Upper School students typically receive a maximum of 30 minutes of homework per course, per day, with the exception of 45 minutes for mathematics work, and 15 minutes for language courses. Some students at times may require an addition to the number of minutes needed to properly complete required homework assignments, particularly students of moderate ability who wish to pursue "A" level work.
3. From Friday to Monday is considered one school night for grades K-4 for homework purposes. From Friday to Monday is considered one school night for grades 5-12 for homework purposes; however, Friday to Monday is considered two school nights for ongoing reading assignments, major projects and major papers.
4. Major tests and papers may occasionally increase time needed, but students can control this somewhat by carefully budgeting time for larger projects over a longer period.
5. Homework may be assigned during long weekends, but will not be assigned over Thanksgiving, Christmas, Spring Break, Easter, or in between terms.

## **Academic Honesty**

BCCA seeks to nurture absolute respect for Intellectual property. Any willful misrepresentation of another's work or ideas as one's own - cheating or plagiarizing will be treated with utmost gravity. Teachers in the Lower School understand that students need coaching and careful guidance in such matters.

## **Computer Use** (before, during and after school)

At BCCA, computers may only be used for researching and typing teacher- assigned projects. These are the only two acceptable uses of BCCA computers. Students are not permitted to use the computers for computer games, social media, online chat rooms, personal email, etc. Teachers will provide students with a computer pass as needed. Students will need to sign in and out on the Computer Use Log Sheet. *Any student using the school computers for anything other than teacher-assigned projects will receive a demerit/ detention from the Headmaster.*

## **Off-Campus Educational & Cultural Programs**

BCCA believes that off-campus education is an important aspect in the overall development of each student. Off-campus educational and cultural programs provide students with an opportunity to gain new knowledge and skills. There may be additional fees for students to participate in the off-campus trips. Academy faculty, staff and/or administration are always included as chaperones on these trips. Parents will be invited/included as needed. Teachers have final authority regarding the number of participants and chaperones. Parent chaperones must have the proper paperwork and insurance information on file with the office and must comply with the established route to the destination and return to school as directed by the teacher.

Whenever students are off campus on a school-sponsored trip, they are subject to the Academy's rules and are expected to conduct themselves in a manner that honors God and BCCA.

## **CONDUCT AND DISCIPLINE**

The role of discipline at BCCA is to create and maintain an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property, so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at BCCA ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. BCCA recognizes that the good conduct of students in the school promotes their education on campus. This requirement will also promote good behavior off campus and prepare student for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

## Disciplinary Action

Disciplinary action usually proceeds as follows:

1. Reprimand or Policy Reminder
2. Demerit
3. Detention
4. Corporal Punishment
5. Suspension
6. Expulsion

To ensure uninterrupted learning, BCCA maintains a policy of demerits and detentions with parental notification. BCCA's goal is to work closely with the parents to uphold standards of courtesy, respect and helpful behavior. The following actions may be considered cause for disciplinary action:

1. Leaving an assigned seat without permission
2. Speaking without permission
3. Being disrespectful to an adult or student
4. Teasing, roughhousing or fighting
5. Lying or creating a false impression
6. Displaying conduct deemed by the teacher or Headmaster to be unbecoming of an BCCA student.

A student serves a detention when a third demerit is issued. BCCA notifies parents when a detention is required, and a day during the next three-day period is selected for the student to serve the detention after school. Students are relieved of all demerits at the conclusion of each marking period.

Any student who is subject to a fourth demerit during one marking period will serve an additional detention. Any student receiving five demerits will serve a one day suspension. Suspended students are required to submit all missed academic work at the beginning of the next school day, however, only partial credit will be given for the work. The Headmaster may suspend any student when, in his/her judgment, circumstances necessitate it.

Any student who demonstrates a general unwillingness or inability to abide by classroom or BCCA rules is subject to expulsion. After meeting with parents, the student and involved faculty, the Headmaster will decide if expulsion is warranted.

All disciplinary actions are conducted at the discretion of the Headmaster.

## Prohibited Items

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate **expulsion**. Any use of the same either at school or outside of school will similarly be treated with the utmost gravity and may be grounds for immediate **expulsion**.

## School Uniform

Our school uniform seeks to achieve a proper, academy-appropriate appearance for our students and to free them from fashion trends and peer pressure.

A full description of the 2015-16 school uniform may be obtained from the front office or the BCCA website. Uniform is to be worn at all times during the school day and on field trips

unless special instructions are given. Hats are not allowed inside of the building or at the opening ceremony. Dress uniform is required every Wednesday and on special occasions.

Dress code infractions will result in a policy reminder and may require that a parent bring approved clothing to BCCA office before a student may rejoin class. Three dress code violations within a trimester will result in a demerit from the Headmaster.

### **Jewelry, Makeup and Hairstyle**

Neck chains and watches should be removed during P.E. class. Hair is to be neat and clean. Boys' hair should be off the collar and of uniform length. No facial hair is allowed. All questions of jewelry, makeup and hairstyle are at the discretion of the Headmaster (see Uniform Requirements for details).

## **MISCELLANEOUS**

### **Departure Times and Procedures**

The school day ends at 3:15 p.m. for all students. Parents must arrive by 3:30 p.m. so that their child may meet them in the circle drive for departure. Students whose ride is not at BCCA by 3:30 p.m. will be directed to After School Care and supervised by a staff member.

The After School Care Program is fee-based. A parent or other authorized individual must come in to the building to sign out the student. Parents that wish to come inside the building for pickup of their student are asked to wait for their child to be dismissed by the teacher before their child leaves the line. Additionally, parents are asked to remain quiet to assist with dismissal procedures in the gymnasium.

### **Recess**

Recess time will be provided to students at least twice a day in grades K- 4. Grades 5-6 have a varied recess schedule during the week. This is an important time of the day when students are encouraged to participate in physical activity, self-directed games, and conversation with other students. Children are encouraged to include all students in outdoor games and are required to stay within the playground's designated boundaries.

At least one adult staff member will be on recess duty at all times to oversee student activities and to ensure safety on the playground.

### **Messages to Students from Parents**

Phone messages from parents of an emergency nature will be delivered to their child(ren) during the school day. All other messages will be given to the student(s) at the end of the school day.

### **Communication with Teachers & Administrators**

Parents wishing to address concerns with a teacher should use the staff email addresses provided on the website. An administrator or department head should be copied on the email as well in order to provide accountability for both parties. Parents should not call or text teacher's cell phone or home phone during the weekend or evenings. Emergencies should be reported to

the Assistant Headmaster or Headmaster only, not to classroom teachers. The administrator will then communicate the emergency to the proper staff members.

### **Delivery of Items by Outside Vendors**

Students are not permitted to disrupt the school day by having items (food, flowers, etc.) delivered to BCCA. Any items delivered for a student will be kept in the front office until the end of the school day.

### **Food**

Every student is expected to bring a lunch from home as there is not a hot lunch program at BCCA. There may be special lunches organized by the BCCA Parent Association during the school year. Informational sheets will be sent home prior to the day with explanation for participation.

Students in grades K-6 will have a snack time each day. Information regarding the expectations regarding snack time will be sent home by your child's teacher. Upper School students may bring a snack to eat during their mid-morning break.

Please note that no food or drink will be permitted in the gymnasium before or after school. Please make sure your child(ren) have a well-balanced breakfast before school each day so that they will be able to perform at the best of their abilities.

Students are not permitted to chew gum during the school day or while inside of the school building.

### **Lost and Found**

Lost items should be reported to the front office. Any items that are found or turned in will be kept in the front office.

### **Telephones**

Students must obtain permission at the front office for using the school's phone. Outgoing calls should only be made for urgent matters and phone conversations should be brief.

Students do not have permission to use cell phones until after school. Student cell phones should remain powered off from the time of arrival until after school is dismissed.

### **Electronic Equipment**

Students are not to have electronic equipment in use from the time they arrive in the morning until dismissal at 3:15 p.m. All electronic equipment must be kept in the student's locker and turned off during the school day.

### **Fire Drills**

When the fire alarm sounds, all students and staff will walk quickly to the designated exit as displayed in the classroom. The last person will turn off the lights and close the door. Students will proceed to the property edge nearest their exit. Staff will take attendance, account for all students and wait for further instruction.

A copy of the fire emergency procedure with evacuation plan is posted in every classroom.

## **Tornado Drills**

When a tornado announcement is made, all students and staff will quietly go to the designated area as posted in the classrooms. Students will then position themselves sitting cross-legged, bent forward toward the load bearing wall with their hands covering their heads. Students will remain in this position until further directions are given.

A copy of the tornado emergency procedure is posted in every classroom.

## **Inclement Weather Announcements**

Delayed openings and school day cancellations are announced on local radio stations and local television stations by 6:30 a.m. This information will also be posted at [www.thebccca.org](http://www.thebccca.org) when necessary.

## **Visitors**

All visitors, including parents, must proceed directly to the front office upon arrival at BCCA. Visitors must obtain permission, acquire a visitor's badge, and sign-in prior to proceeding to any room in the facility. Parents arriving before 3:15 p.m. for pickup must sign in and acquire a visitor's badge.

## **Special Occasions**

**Birthdays:** Students and/or a parent should make prior arrangements with their teacher if they would like to bring in a treat to share with their classmates. Parents may also choose to present a book for the library at the morning Opening Ceremonies in honor of their birthday. A nameplate will be placed inside of the book with the students name and birthdate. Suggestions of approved titles by grade level are available from the Headmaster.

**Halloween:** There is no formal observance during the school day of Halloween at BCCA.

**Christmas:** A special chapel will be held to observe Christmas. Information regarding the time and date of the chapel will be made available in early December as well as any other activities planned by teachers.

**St. Valentine's Day:** Children in grades K-4 are permitted to exchange homemade valentines with their classmates. Class lists are provided, and children who choose to make valentines must include everyone in their class as a sign of friendship and respect. Children in grades 5 & 6 will make valentines to share with children in a local hospital or seniors at a local center

## Age-Grade Placement Guide

Placement of incoming students should follow the age chart below. Exceptions to this chart will only be made after a consultation with the Headmaster and relevant teachers. A careful review of the student's previous education, test results, curriculum, standardized test scores and assessment of personal readiness must be accomplished before an exception will be made.

<u>Age of child by August 1</u>	<u>Grade of Placement</u>
4	Young 5s
5	Kindergarten
6	First Grade
7	Second Grade
8	Third Grade
9	Fourth Grade
10	Fifth Grade
11	Sixth Grade
12	Seventh Grade
13	Eighth Grade
14	Freshman
15	Sophomore
16	Junior
17	Senior

## Homeschool Expectations

While part-time homeschool students are welcome to attend classes at BCCA, BCCA expects the students and their families to uphold and support the school's Mission and Statement of Faith. BCCA also expects homeschool students to agree to, uphold, and respect every aspect of the Student Handbook. The students are expected to dress in uniform and to conduct themselves in the same manner as a full-time BCCA student.