

Parent / Student Handbook

2019-2020



Brown County Christian Academy

“Shaping Hearts and Minds”

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
Questions, Complaints & Gossip	3
Matthew 18 Principle	3
BCCA Family Partnership Program	5
BCCA Parent -Teacher Fellowship	6
Statement of Religious Instruction	7
BCCA Prayer / Lunch Prayer	7
BCCA Honor Code	7
BCCA Lower/Upper School Pledge of Honor	8

ENROLLMENT

Age Requirements	9
Tuition and Fees	9
Enrollment Referral Program	9

ACADEMIC POLICY

Homework Philosophy and Guidelines	9
Grading Guidelines	10
Attention Grabber	12
Promotion Policy	13
Academic Warning and Probation	14
Guidelines for Student Retention	14
Honor Roll	16
Conferences.....	16
Graduation Requirements	17
Required Service Hours	17
Attendance	17
Illness	19
Health Policy.....	20
Recitations	21
Academic Honesty.....	21
School Protocol	21
Public Displays of Affection	21
Lunch / Snacks	22
Electronic Devices	22

Cell Phones	23
Reformation Day	23
Off-Campus Educational and Cultural Programs	23

CONDUCT AND DISCIPLINE

School / Classroom Rules	24
Disciplinary Action	24
Prohibited Items	26
School Uniform	26
Jewelry, Makeup and Hairstyles	27

MISCELLANEOUS

Departure Times and Procedures	27
Upper School Parking Permits	27
Recess	27
Messages to Students	28
Communication with Administrators & Teachers.....	28
Delivery of Items from Vendors	28
Food	28
Lost and Found	29
Telephones	29
Fire Drills	29
Tornado Drills	29
Inclement Weather Announcements	29
Visitors	29
Special Occasions	29
Age-Grade Placement Guide	30
Homeschool Expectations	20

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.

Questions, Complaints and Gossip

It is our expectation that graciousness, respect, and a refusal to gossip should characterize the relationship between our faculty, staff, and parents. Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. *To grumble or gossip about a problem or issue with a person other than the person involved is unhealthy, unfair, and unbiblical.* Parents are also strongly urged not to engage in speculations among themselves as to a teacher's or Headmaster's motives or intent. When in doubt, ask the person directly involved.

The following steps are an application of the biblical principle recorded in Matthew 18 for the resolution of problems among Christians. This is the way all problems will be handled at Brown County Christian Academy:

1. Request a conference with the teacher and meet privately to seek the resolution, with a spirit of reconciliation. Both want the good of the child and are not in an adversarial position.
2. If the issues remain unresolved, the teacher and the parent should meet with the Headmaster. Any subsequent meetings would also involve the Headmaster.
3. If still unresolved, the matter is presented to the School Board chairman by the Headmaster. He will call upon the parties involved as seems warranted, all in the spirit of reconciliation.

If the issue is a school-wide issue (not specific to your child's classroom), then the appropriate person to see is the Headmaster.

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved with an attitude of cooperation and graciousness at the lowest level possible, moving the matter up the chain of authority only as needed.

The Matthew 18 Principle

Matthew 18:15-16 "If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses."

"...and after talking to all those other moms, I found out that I'm really not the only parent in the class who feels this way about Mrs. Smith's science test last week. In fact, after I told them my concerns, several parents said they felt exactly the same way but were not sure if they should say anything to her. I mean, nobody wants to hurt her feelings. You know what I mean?"

With seemingly kind intentions, this parent really meant that gossiping is a whole lot easier and less awkward than confronting a teacher with his/her concern.

**“He who goes about as a slanderer reveals secrets, therefore do not associate with a gossip.”
Proverbs 20:19.**

But surely there was no slander intended; she only wanted to see if others “felt the same way.” And what “way” was that? At bottom, these parents believed the teacher had made a poor call, a significant lapse in judgment, in giving the test.

So what’s wrong with a few parents comparing notes about a teacher’s (or administrator’s or board’s) actions, without consulting him/her? Don’t they have the right to do that? After all, the teacher is teaching their children.

In Matthew 18, Jesus directly addresses situations where a sin is suspected or has been committed (vs. bad judgment calls), but as with many portions of Scripture, certain principles can be inferred. Gossip or slander is addressed frequently in the Bible, from Proverbs to James. (James devotes all of chapter 3 to damage the tongue can do.) If the purpose of Jesus’ words in Matthew 18 is to avoid groundless rumors and slander, what is the point of going to a person privately? By going first to the person under suspicion, gossip (a sin) is avoided. Besides, by going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was based on inaccurate information and the problem can be resolved (i.e., children don’t always give all sides of a story).

Far more damage than good is done when people discuss a concern with everyone except the person who can do something about it. Christian school staff members, like most folks are susceptible to the hurt that comes from discovering others have been talking behind their backs. Almost always an immediate feeling of betrayal results.

On the other hand, many parents feel apologetic when they bring a concern directly to a teacher. They fear being regarded as complaining or being a nuisance. Nothing could be further from the truth. By going directly to the source, they have acted biblically and have avoided complaining to others, which is the real nuisance.

When a shared spirit of trust and application of the principle in Matthew 18 exists in a school setting (or any setting), rumors and gossip rarely get a toehold. When the opposite happens, i.e., parents and teachers slander others in the name of concern, even Christian schools can be (and have been) destroyed. The enemy of our souls frequently works to poison a Christian institution from the inside out, not from the outside in. Jesus’ wisdom still applies today: He is sovereign Lord over our schools and our private lives.

Colossians 3:12-14 “Put on then, as God’s chosen ones, holy and beloved, compassion, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony.”

BCCA Family Partner Partnership Program

To establish guidance, responsibilities, and procedures for initiating and executing the Brown County Christian Academy (BCCA) Family Partnership Program.

Objective: To successfully communicate to parents, their extended family, friends, and faculty the purpose, importance, and benefits of their active participation in the BCCA Family Partnership Program. Active involvement in the BCCA Family Partnership Program is vital to sustaining the quality environment essential to the mission of the Classical Christian education offered by the BCCA. The parents/families of BCCA must be committed not only to the well-being and progress of their own children, but also to those of others - current and future – thereby forming a community with the vision for training young men and women who will become transforming influencers in our community, and the world.

Background: The BCCA strives to provide a world-class Classical Christian education for students while keeping tuition at a level that makes BCCA a viable option for most families. To do this BCCA relies heavily on volunteerism and fundraising to subsidize our General Operating Budget, and help defray the costs associated with retaining qualified teachers while providing unique experiences for our students.

Program Guidelines

Each family will have the opportunity to serve up to twenty (20) hours in support of an approved BCCA Family Partnership Program.

For each one (1) hour served, per serving family member, twenty-five (25) credits will be awarded. The maximum credits permitted per participating family per academic school year is five hundred (500). Any additional credits may be donated back to the BCCA (see credits). Family members in attendance at an event, but not serving, will not accrue any credits for the family during that specific event.

Fundraising:

Each BCCA family will also have multiple opportunities to receive credits for service hours for items donated to BCCA fundraising activities or any monetary donations the family receives for the BCCA.

Each family will be awarded one (1) credit for each one dollar (\$1.00) of proceeds received for monetary donations and donated items up to a maximum of two hundred and fifty (250) credits per academic school year.

EXAMPLE A: A BCCA family receives a monetary donation for \$100.00 for the BCCA, 100 credits would be given to that family. That family would then only be responsible for 400 remaining credits or 16 hours of service.

EXAMPLE B: A BCCA family donates an item that auctions off or brings in \$75.00 to the BCCA, 75 credits would be given to that family. That family would then only be responsible for 425 remaining credits or 17 hours of service.

Participating in Family Partnership & Fundraising Program:

Annual Family Partnership Program activities will be posted in the BCCA administration office the first Friday in August of each school year. Additional activities will be posted as they become available. Those interested in participating may register with the Family Partnership Program activity registrar. Registrations will be on a first come first served basis. Upon arriving at a Family Partnership Program activity the family must immediately check in with the activity coordinator. A family that fails to show up for an activity for which they are registered will not receive credit for that activity and may be required to sit out, without credit, their next scheduled activity. One (1) credit will be deducted for each fifteen (15) minutes late a family is late for a schedule activity. The fifteen (15) minutes policy also applies to a participant that leaves an activity early.

Credits:

Credits earned through a BCCA approved Family Partnership Program may be:

-Applied to the Family Partnership Program \$500 fee for a qualifying family for which the service activity or fundraising was conducted.

- Applied to the academic school year the Family Partnership service activity or fundraising was conducted.

- Donated back to BCCA to apply towards other families Family Partnership Program fees.

Each qualifying Family Partnership Program credit may be redeemed at a 1:1 credit to dollar ratio. Credits can only be applied to Family Partnership Program fee (\$500) the year they were earned and must be redeemed by June 1st of each year. On July 1st of each year points reset to zero (0) and all points not redeemed will be lost.

Any credit not fulfilled will be subject to a one dollar (\$1) per credit remaining balance and the BCCA family will be billed accordingly.

EXAMPLE: If a BCCA family has 50 credits remaining in the Family Partnership Program as of June 1st they will be billed for the remaining credits for a total of \$50.00.

Scholarships:

In no case shall a student scholarship exceed full tuition minus 500 credits or \$500.00 per academic year. This will provide opportunities for the parents of children participating in the scholarship program to participate in the Family Partnership Program.

BCCA Parent - Teacher Fellowship

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’s (Pre-Kindergarten) through 12th 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)

Homeschool Option

Families that wish to have their child attend BCCA on a part-time basis may do so via the Homeschool Option. Tuition for this option, and other information, is found on the Tuition Schedule in 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 following 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

Homework Philosophy and Guidelines

The Brown County Christian Academy may assign some amount of homework to many of its students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific areas, new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since the Brown County Christian Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation serves a punitive, as well as practical purpose.

Guidelines for Assigning Homework

Since homework, by its nature takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment, which could have been completed in school. The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times, and then only *if* homework is assigned. In any event of homework normally being assigned, a Weekly Homework Assignment Sheet will be used at BCCA.

<u>GRADE</u>	<u>MAXIMUM APPROXIMATE TIME PER WEEK NIGHT*</u>
Y5 or K	5–10 MINUTES
1 st - 2 nd	20–40 MINUTES
3 rd	25–45 MINUTES
4 th - 5 th	30–50 MINUTES
6 th	45–60 MINUTES
7 th - 8 th	60–90 MINUTES
9 th - 12 th	90–120 MINUTES

* Normally homework is not to be assigned over the weekend or over holidays and vacation periods.

Grading Guidelines

1. Percentages and Grade Equivalents:

Academic Classes:

100% — 97%	A+	4.0	Excellent	(Grammar School only)
100% — 94%	A	4.0		
93% — 90%	A-	3.7		
89% — 87%	B+	3.3	Surpassing	
86% — 84%	B	3.0		
83% — 80%	B-	2.7		
79% — 77%	C+	2.3	Satisfactory	
76% — 74%	C	2.0		
73% — 70%	C-	1.7		
69% — 0	F	0.0	Failing	

PE, Music, Art: (Used primarily for Kindergarten, First and Second Grades)

+	Excels
√	Satisfactory
√—	Needs Work
—	Unsatisfactory
I	Incomplete

Minimum of 16 graded assignments each quarter per subject.

2. All academic/objective grading at the Brown County Christian Academy will use a critereon-referenced based for evaluations. That is objective standards will be used to judge student performance. Grading on a “curve” will not be done.
3. Quarter grades should be based on the following: —Tests/Book Reports
Note: Virtually all assigned work done for/in class should receive a recorded credit toward a grade. — Quizzes
—Homework/Classwork
4. Participation in class discussion may also be graded. If so, daily participation should be recorded on a consistent basis.
5. Projects, depending on the scope of the assignment, may be used in place of tests.
6. Variety in the amount and kind of testing, assignments, and homework is **highly encouraged**.
7. Behavioral Ratings: The progress portion of the report card provides an opportunity for an evaluation of the student’s class/school behavior. The marks used for acquiring skills are:
 - + Excels
 - √ Satisfactory
 - √— Needs Work
 - Unsatisfactory
 - I Incomplete
8. Types of Behaviors to Evaluate:

Work/study habits- neatness/timeliness of work, completeness of work, works independently, follows directions, uses free time well.
Conduct- follows rules, avoids unnecessary talking, accepts responsibility, considerate to others, shows initiative.
9. Teacher’s comments will be included on the report card.
10. Procedures for quarterly reporting:
 - a. Teachers are responsible for the collection of all grades to be reported.
 - b. Report cards will be sent home the following week after the end of each quarter.
 - c. Behavior “worksheets” will be given to teachers to evaluate behaviors. These worksheets are to be turned into the Headmaster for review before report cards are printed for parents and student files. Copies of the reports will be kept in each student’s

file in the school office.

- d. Teachers may keep their worksheets for their records after student grades are posted in the school office.

11. Reporting a Grade of “F”:

In the event of a student earning an “F” for the quarter in any class or subject, the parents must have received prior notification. That is, no quarter grade of an “F” is to be assigned unless the teacher has ascertained that the parents and the student understand the reasons (missing assignments, poor grades, etc.) for the forthcoming grade.

“Blind-Siding”, (i.e., surprising) parents with an “F” is forbidden. To help prevent this from happening, a specific “F-Day” will be assigned each quarter and communicated to the teachers. The Headmaster will determine from each teacher that all parents of students potentially receiving an “F” for the quarter have been contacted.

Attention Grabber

Attention Grabber (A.G.) will be the term used when a student has scored 69% or less on a quiz, test, or daily assignment.

The purpose of the A.G. is to communicate to parents uncompleted work or a poor performance. Students should not fall into the habit of receiving these notifications nor should parents take a relaxed attitude toward these notices.

Teachers are responsible for sending A.G. notices whenever a student fails to complete homework, fails to hand in work on time, or scores 69% or less on an assignment, test or quiz. All A.G.’s must list specific the assignments, or scores triggering their generations. A.G.’s must contain date of the notification, and the date that it must be signed and returned.

The teacher must keep track of how many notifications a student receives in an eight week quarter. Once the student reaches four A.G. notifications in a subject, a corresponding notification will be sent home stating this is the fourth A.G. Should a fifth A.G. become necessary, the parents of the student are to be contacted and an appointment must be set to come in and discuss about the problem. The student must accompany the parents at this conference. (Phone conferences are not acceptable).

If a sheet is not turned in on time the student misses a recess. On the second day without the signed A.G., the student must come to the office during his/her recess or lunch and call his/her parents. (It is not expected that the parent has to get the form in immediately, but we won’t discourage their coming right away).

Promotion Policy

Students currently attending Brown County Christian Academy must meet the following criteria for promotion to the next successive grade:

1. Pass Reading, Math, English, and History with at least a 70% average over the course of the year.
2. Receive no more than one “F” per quarter in an academic subjects (e.g. Latin, science, writing, spelling, etc.) and no more than two “F’s” in the same subject within an academic year. It is incumbent upon the appropriate teacher that all due curriculum objectives, grading guidelines, and teaching requirements be faithfully executed. For example, the requirement that there be at least 16 objective grades per subject area by which the quarterly grade is computed has a significant bearing on a complete and accurate assessment of a student’s success in that area. Too few grades can force the teacher to make a poorly documented and therefore non-objective judgement call.
3. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery (see the Curriculum Guide Objective) of the following skills/subjects in the grades noted:

Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade.

First Grade to Second Grade: Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write complete sentences, with neat letters. Able to add and subtract single digit numbers with at least 70% accuracy.

Second Grade to Third Grade: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly with at least 70% proficiency. Able to add and subtract two-digit numbers with at least 70% accuracy.

Third Grade to Fourth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Fourth Grade to Fifth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Fifth Grade to Six Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Sixth Grade to Seventh Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Seventh Grade to Eighth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Eighth Grade to Ninth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Ninth Grade to Tenth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Tenth Grade to Eleventh Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Eleventh Grade to Twelfth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

Academic Warning and Probation

To provide additional motivation to students whose academic achievements are not up to their capabilities, This applies only to Logic and Rhetoric students.

If implementation of this policy would be counter-productive to the objective, the Headmaster may decide not to place a student on probation. A written record explaining this decision will be signed by the Headmaster and placed in the student's file.

1. Secondary students are required to maintain at least a 2.0 grade point average during any two consecutive quarters. Exceptions will be made for students who have a grade point average of less than 2.0 but have not failed any courses during the quarter in question.
2. Cumulative Grade point averages (G.P.A.) for each secondary student will be calculated at the end of each quarter.
3. If a student's G.P.A. is at or below 2.0 (i.e., a "C" average), that student will be placed on academic warning during the following quarter. A parent/teacher conference will be arranged at that time.
4. If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, that student will be placed on academic probation.
5. Students who are on academic probation are ineligible to participate in extracurricular activities.
6. Grade point equivalents:
 - A = 4.0
 - B = 3.0
 - C = 2.0
 - D = 0.0

Guidelines for Student Retention

The primary purpose of these guidelines is to increase the communication from the school to the home in the instance of a child possible needing to repeat a grade. This is to assist the parents, as the final decision-makers regarding their child's education, in making as informed a decision as possible.

Considering and **recommending** a student for possible retention in a grade is always a very serious matter and every step of the process should be well documented

1. *CONSIDERATION:* A number of similar questions have emerged in our experience which

may help in the initial stages of considering whether or not a student may need to repeat a grade. The following is not intended to be an exhaustive list, but includes samples of some pertinent questions the teacher may want to document and go over with the parents:

A. **How old is the child?** (Age plays a tremendous role in a child's ability and maturity succeed in school. The more mature, the easier school tasks become)

B. **What is the sex of the child?** (Very frequently boys will have a harder time adjusting to school patterns than girls. Boys often need more time to mature than girls)

C. **Did the child attend Kindergarten?** (Certain school habits and behaviors are begun even in Kindergarten. Depending on where and whether the child attended can reveal some insights to the behavior and aptitude causing the current concern).

D. **What is the home life like for the child?** (Things to consider include: saved vs. unsaved, single-parent, divorce, remarriage, working parents, etc. Essentially, is the child's home life one that instills security and love, with predictable patterns of living? The importance and influence of the home is without equal in the life of a child).

E. **Is reading and love of books evident in the home?** (No other single academic factor plays a greater role in success of a child in school. Do the parents like to read and do/did they read to the child frequently)

F. **Is the cause for concern here primarily behavioral, academic or combination of both?** (If possible, the primary cause for concern should be singled out. problems may still indicate retention is necessary, but identifying the concern will help determine the best plan for correction).

G. **Has the child had to repeat a grade before?** (If not, this is moot. If so, when and why did the child repeat? Due to the rapid physical growth of a child, we do not recommend a child repeating the same grade more than once. It is also unlikely that repeating two grades would really address the problem.

H. **What are the specific indicators the teacher has identified that give rise to the current consideration?** (These should be documented as indicated in the Recommendations Section following)

2. **RECOMMENDATIONS:** This section includes the formal communications that, in addition to normal reporting schedule, should be made when a child is being considered for possible retention. NOTE: The first three (K-2) years are the most critical years for a child to set the patterns and learn the basic skills before going on.

Therefore, the following timeline and recommended procedures are aimed at the primary grades especially, although not exclusively. At the time of reporting for:

A. **The First Quarter Mid-Term** there will be a Parent- Teacher Conference day. At that time, a child who has had difficulty (as compared to a normal rate of progress), should have a short, written summary made, in addition to the report card. This summary should identify the specific concerns of the teacher. A copy should go to the parent and the original in the student's file. Any suggestions for additional help

the parent may be able to provide should also be noted. This summary should be gone over with the parents at the conference.

B. The First Semester if the same concerns still exist regarding the child's progress, another Progress Summary should be written at the time report cards go out. Again, the specific concerns should be well documented and described by the teacher. Recommended actions the parents can take should also be clearly described. The original form goes in the child's file and a copy to the parent to be signed.

C. The Third Quarter Mid-Term the Parent-Teacher conference for the child in question should focus on any progress on the items documented to date. If, in the teacher's opinion, inadequate progress has been made, the teacher should make that clear to the parent, with as much documentation and examples as possible. A written summary of the conference should be made by the teacher and filed. **Unless the child cannot meet the criteria for passing the grade, it is not recommended that retention be planned at this time.** If there is any possibility that the child could satisfactorily pass the grade, planning retention at this time would be premature.

D. The Fourth Quarter Mid-Term another conference should be held with the parents to seriously consider retention, if inadequate progress has been made. If the Promotion Policy requirements have not been met, retention will likely be required. If there is some question, the teacher should document his/her recommendation regarding both retention and activities in which the parents could assist the child in over the summer. **In questionable cases (i.e., not involving the policy), the parents will make the final decision regarding retention.** The teacher's recommendation will go into the child's school file along with a documentation of the parents' decision.

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 3.7 or higher will be placed on the Headmaster's Honor Roll.

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- (1.7). 3. Fulfill a minimum attainment level of C- (1.7) in Latin 2, Algebra 2, Trigonometry and Humanities.

Required Service Hours

Students who attend Brown County Christian Academy from 9th -12th grade are expected to complete 70 service hours as a requirement for graduation. These service hours should involve unpaid volunteer work that benefits others in need, furthers the mission of the school or church in the world, or honors God's creation. To receive credit, these hours must be documented on service hour forms and submitted either to the School Secretary or to the main office.

Of these hours, at least 50% should be fulfilled outside of the school setting. Students who transfer into BCCA after 9th grade should complete the required number of service hours per year that they attend BCCA in order to graduate. Thus, a student entering in their Junior year would be expected to complete 30 service hours prior to graduation. The following service hours are required for all 9th-12th students:

Freshman year: 20 hours

Sophomore year: 20 hours

Junior year: 20 hours

Senior year: 10 hours

Attendance Requirements

A student enrolled in the Brown County Christian Academy is expected to be present and on time in school every day school is in session. Students are expected in the classroom no later than 7:50 a.m. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the students are kept and reported on the student's report card each quarter. In the Upper School, attendance is taken on a class-by-class basis.

Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents must contact the school office by note or phone as soon as possible.

Long-Term Absences: If a student needs to be absent (i.e. a planned absence) for three or more consecutive days, the parents must notify the school at least a week in advance in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss. If a student has been sick, they will be given an equal number of days (that they have missed) to finish their homework or to take any tests.

We understand there will be times occasionally when children will miss school. However, when extended absences are voluntary (versus emergency or illness), **we expect all schoolwork to be completed and turned in on the first day back. All quizzes and tests missed during the voluntary absence will typically be given on the first day back to school.** Exceptions to this must be approved by the teacher and the Headmaster.

Maximum Absences: In the event a student is absent from a class for more than eight days during one quarter (for any reason), the student's parents will meet with the Headmaster and teacher to determine whether the student will receive a passing grade in that class on his report card. In the event the total number of absences, whether planned or unplanned, is equal to or exceeds twelve days in one quarter, the student will normally not receive credit for the class in that quarter.

Tardiness: Students are expected to be in their classroom on time in the morning (7:50 a.m.). If a family demonstrates a consistent tendency to arrive in a tardy manner, the *Tardiness Guidelines* will be followed. Students are also expected to be in their classroom on time for each of their classes throughout the day. Students who are late to any class will receive a tardy for that class. For every three tardies, one unexcused absence will be recorded (see maximum absence policy above). There may also be academic penalties (missed quizzes, graded assignments, etc.) that result from habitual tardiness.

A tardy is any unexcused occasion when the student is late for school at the beginning of the day. A student is considered "late" if the student is NOT in the chapel, in his or her seat, and prepared for the day to begin by 7:55 AM.

Tardiness Guidelines:

1st-3rd Tardy

- Teacher Warning
- Student no longer eligible for Perfect Attendance Award
- Notice sent home to the parents/guardians
- 10 minute recess detention

4th-5th Tardy

- 20 minute recess detention
- Notice sent home to the parents/guardians
- Parents/Guardians must attend a mandatory conference with the Headmaster and develop an "on-time" plan
- \$50 fee charged per student

6th+ Tardy

- Students recess detention is at the discretion of the Headmaster
- Parents/Guardians must attend a mandatory conference with the Headmaster and Board President to develop an "on-time" plan attendance contract
- \$100 fee charged per student for each additional unexcused tardy

Report cards will not be released to students with unpaid tardy fees. Tardy count resets back to zero (0) every semester.

Early Check Out: We understand that students sometimes need to be checked out early for health reasons (medical or dental appointments) or for other reasons (family trip, etc.). Absences will be counted on a class-by-class basis. However, the amount of such early releases should be kept to a minimum in order to disrupt the classroom as little as possible. We strongly encourage parents to make every effort to schedule such appointments after the school day. When there is an appointment or trip scheduled, please let the teacher know at least 24 hours in advance. That will allow the teacher to plan the teaching or testing of that day appropriately. Parents are strongly encouraged not to check students out between 2:45-3:15 pm, unless it is an emergency situation.

Release of a Student

Brown County Christian Academy shall take all necessary steps to ensure the safety of children while at school.

1. The school will release no student during the day unless directed by a custodial parent or guardian by phone or in writing.
2. All students must check out through the school office.
3. The school office has on file up to three names the custodial parent or guardian has designated as appropriate to whom their child may be released. Before the child will be released to this individual, this person must present identification.
4. Should a written or personal request be made by a non-custodial parent for the early release of a child into his/her care, such a request will be honored only with the consent of the custodial parent through a school initiated telephone conversation, or the instructions from a court.
5. In the event that parents are going out of town without their child (ren), we ask that custodial parents notify the school in writing of adult caretakers who will be responsible for their child (ren). The names, phone numbers, and any alternate procedures to be followed should be included in the notification.

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.

Health Policy

We realize you do not want your child to miss school, but sending a sick child to school can jeopardize their health as well as the health of other children, faculty, and staff. When should your child stay home from school? Please follow these guidelines:

- A cough or cold symptom can indicate a severe cold, sinus infection, bronchitis, flu, or even pneumonia. If your child is not acting normal, has difficulty breathing, is feverish, or becoming dehydrated, it could be serious. Call your child's doctor. Students may not come to school with such symptoms.
- Fever (oral temperature of 100°F or greater) is an important symptom. When it occurs with a sore throat, an earache, vomiting, diarrhea, listlessness, or a rash, your child may be carrying something contagious. Children must be fever-free for a full 24 hours before returning to school.
- Strep throat and scarlet fever are two highly contagious conditions caused by a bacterial infection. They usually arrive with a sore throat and a high fever. 12-48 hours after the onset of scarlet fever, a rash will appear. A child with either strep throat or scarlet fever symptoms should be kept home and treated with antibiotics. After 24 hours on antibiotics, with a doctor's permission, the child may return to school.
- Chicken pox is a viral disease and is extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red spots on the back, chest and/or face, chances are it is chicken pox. Please let us know immediately! Keep your child home for at least a week from the time you notice the symptoms or until all the spots are crusted over.
- Conjunctivitis or pink eye is highly contagious, so take notice if your child complains of eyes stinging, burning, and itching, or if they are red or pink looking or produce whitish/yellow discharge. Minor cases (caused by a virus) and severe cases (caused by bacteria) require treatment with prescription eye drops. If you notice these symptoms, please do not send your child to school. The child must have a full 24 hours of medication with no evidence of discharge from the eye to be considered non-contagious, before he can return to school.
- Ear infections, unless properly treated, can cause permanent hearing loss. If your child complains of an earache, consult your doctor. Follow the 24-hour rule for fever and antibiotic therapy before the child returns to school.
- Lice are tiny parasites that thrive on the warm, damp scalps of children. Lice, once brought into a school, can quickly cause an epidemic of itching and scratching. Children are to stay home from school until they are lice and nit free.
- Rash and/or poison ivy: Children may or may not be contagious. If there is any wetness or oozing, the child should be kept home. If there is no relief from home remedies, consult your doctor. If your child is absent from having an illness that has been treated by a doctor, please send them with a doctor's excuse stating that they are cleared to return to school. If your child shows symptoms that the doctor says are not contagious and do not require medical treatment, a note from the doctor stating such must accompany the child to school. The school may require such a note if we feel a child may be contagious and needs to be checked by a doctor

Recitations

All BCCA students recite a selection from memory twice a year during Passion Pointe. 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.

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.

School Protocol

We daily strive to teach our students how to be graceful and gracious in the company of others. This is an important part of our mission as a classical Christian school. The following list introduces and provides a sampling of what we are trying to cultivate when it comes to manners and etiquette. We appreciate the efforts of parents to help enculturate these manners at home as well.

- Do say "Hello" or "Good morning" and "Goodbye" when others first arrive or leave for the day.
- Do look people in the eyes when they speak or you are talking to them.
- Do speak in a respectful, quiet tone of voice, but speak clearly.
- Do exercise patience and wait your turn.
- Do use proper titles with last names or "Sir" and "Ma'am" when speaking to elders.
- Do stand-up when an adult is speaking to you or enters the room for the first time.
- Do sit up straight.
- Do exercise proper hygiene and health precautions.
- Do assist others when assistance is needed.
- Do exercise proper decorum in the buildings.
- Do not interrupt other people when they are speaking.

Public Displays of Affection

As Christians we recognize that God is the giver of all good gifts. One of the most beautiful of God's gifts to man is that of human sexuality; as a part of maturing, affection towards the

opposite sex is indeed a beautiful God-given gift that should be guarded and not be taken for granted. It is important as a growing, maturing disciple of the Lord Jesus Christ that Christian young people also allow the Holy Spirit to develop within their lives the virtue of self-control. There is no sphere in today's society in which there is a greater need for self-control than in the area of human sexuality. In today's culture it is vitally important that our young people heed the admonition of the Apostle Paul when he tells us "that each one of you should know how to control his own body in holiness and honor" (1 Thess. 4:4).

In order to promote such self-control while on the campus of Brown County Christian Academy or while at BCCA faculty/staff chaperoned events, students in the school should refrain from touching students of the opposite sex in an inappropriate fashion. Examples of inappropriate touching would include handholding, hugging, stroking hair, massaging backs, etc. Exceptions to this "No touching" policy may arise in regards to artistic performances, athletic activities, science demonstrations, etc. If BCCA students attend BCCA sponsored events independently of BCCA staff/faculty chaperones, their behavior is the responsibility of their parents, but should also reflect discernment, wisdom, and self-control, considering their Christian appearance and witness to others.

While we recognize that such displays of affection may at times be innocuous, we also recognize that they may also promote sensual and emotional feelings, which can prove to be detrimental to the student's long-term health and development. Far from being prudish, this policy is put in place to promote the spiritual, emotional, and physical health and wellbeing of our students and to encourage our students to resist the temporary pleasures of sin for the better and abiding riches of a Christian marriage.

Lunches/Snacks

Students need to bring a healthy and simple snack (e.g., fruit) as well as a lunch to school. Please do not pack sugary snacks, sodas, candy, etc., in your child's lunch or snack. Refrigerators and microwaves are not available, so please prepare a lunch that will not require additional preparation. Hot lunches will be available for purchase on certain days throughout the week. Order forms and more information about hot lunches will be sent home with the students at the beginning of each month.

Electronic Devices

1. Students are not permitted to bring electronic devices to school. This includes iPods, laptops/iPads, video games, portable DVD players, readers, cameras, etc. Bringing such electronic devices on campus will result in their confiscation and they will be returned only to the parent.
2. Rhetoric School (10th -12th Grade) students may bring a laptop or iPad to school that may be used ONLY in a classroom setting (not at lunch, break, in car line, etc.) and only with the direct permission from and supervision by a teacher.
3. Rhetoric School students may only use their laptops or iPad for directly assigned purposes (e.g. writing an essay, taking an essay exam, taking notes, etc.) Instant messaging, checking personal email, accessing the Internet independently in any way, game playing, etc. is strictly

forbidden, either on the school's computers or on student owned devices during school hours. Students who are found in violation of this rule will be sent to the Headmaster's office, and their laptop/iPad privileges revoked for a specified period of time.

4. Internet is available on our computer lab computers, but the teachers will closely monitor its use. Upper School Students will not be allowed to use the Internet on their personal devices while in school except with the permission and direct supervision of a teacher. Violators will be sent to the Headmaster's office with no official warning given.
5. Students are encouraged to have a personal email address that can be used to communicate with teachers.

Cell phones - With the advances in technology in the last few years, cell phone usage has become virtually ubiquitous. While we rejoice in such technological advances and the convenience they bring to our lives, we also are cognizant of the fact that they can be disruptive to the educational process. BCCA students should keep their cell phones turned off and placed in their backpacks during the day. Cell phones are not to be used at all during the school day (7:50 – 3:10). If a student needs to call their parents during the school day, they need to get permission to use the phone in the school office. If a student is using a cell phone, texting or talking, during the school day (7:50 – 3:10), the consequences are as follows:

1st offense – the cell phone will be confiscated and returned to the parent.

2nd offense – the cell phone will be confiscated, returned to the parent, and the student will serve a one day suspension.

3rd offense – the cell phone will be confiscated, returned to the parent, and the student will serve a three day suspension.

Reformation Day

At Brown County Christian Academy we celebrate October 31 as Reformation Day. There is no observance of Halloween at Brown County Christian Academy and discussion is discouraged. Students are to come to school in regular school attire. Please do not send Halloween themed snacks or candy to school.

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 goals for students at the Brown County Christian Academy are to assert responsibility, to show dignity, to demonstrate self-control, to esteem others better than themselves, to honor those of authority, and to respect the classroom and building. The following rules are parameters by which students can achieve these goals. The rules are to be observed at all times, in every class, before, during and after school, on field trips, where a teacher is present or not.

Overall Rules Which Govern the Others

Love the LORD your God with all your heart, with all your soul, and with all your mind.

Love your neighbor as yourself.

School and Classroom Rules

Obey right away, all the way, and with a good attitude.

1. Be prepared for class. Have all supplies and materials with you for class, turn all assignments in on time. If you miss class it is your responsibility to get make-up work to the teacher.
2. Wear uniform neatly and completely.
3. Speak kindly, act courteously, and cooperate with all classmates.
4. Keep hands and feet to oneself at all times, especially when traveling in the hall.
5. Do not damage the building, school furniture, or anyone else's property; keep the building neat.
6. Do not speak or leave seat with out permission, always raise hand to gain permission to speak or leave seat.
7. Enter the building and classroom quietly. Do not run or walk fast in the building.
8. Respectfully participate in class; do not be silly, draw attention to self, and or cause disruptions.
9. Stand promptly and quietly when an adult enters the classroom.
10. Address and answer teachers and every adult with "ma'am" or "sir."

The Six Categories for Receiving a Demerit

*The misconduct will be placed in the appropriate category by the teacher's description.

A. Not following directions

- Squirming; playing with things; not listening

B. Respect for others

- Not keeping hands to oneself
- Not standing when an adult enters the room
- Not addressing and answering teachers/adults with respect

C. Disruptive

- Talking in the halls/bathroom

- Talking without permission
- Getting out of seat without permission
- Drawing unnecessary attention to oneself

D. Respect for building

- Throwing paper on, across, or around the room
- Misusing a chair, rocking, or leaning back in a chair
- Writing on school property (tables, desks, chairs)

E. Unprepared

- No material/supplies (books, vocabulary cards, etc.)
- No assignment(s)
- (3rd -6th grade will receive a demerit for being unprepared)

F. Uniform violation

- Not wearing uniform neatly and completely, 3rd-6th grades
- Not having a P.E. uniform for class.

3rd grade will not receive a demerit for not having a P.E. uniform first semester, yet a notation will be added to the assignment notebook. *Second semester it will become a demerit.

Office Visit to the Headmaster

There are seven basic misbehaviors that will automatically necessitate discipline from the Headmaster. A staff member will be present with Headmaster discipline. Those behaviors are:

- 1. Disrespect** shown to any staff member or peer, whether in the form of a look, a response, or any other action. The staff member will be the judge of whether or not the disrespect has been shown. (Exodus 20:12; Proverbs 6:16-17; Romans 13:1,7).
- 2. Dishonesty** in any situation, including lying or otherwise deceiving, cheating, forgery, and stealing. (Exodus 20:15-16; Proverbs 6:16-17, 19).
- 3. Rebellion** or outright disobedience (active or passive) in response to instructions. (Colossians 3:20; 1 Samuel 15:23).
- 4. Malicious physical harm** or intent to harm another student, including fighting, shoving or tripping. (James 4:1; 1 Corinthians 13:5).
- 5. Obscene, vulgar, profane, or malicious language and/or action** including swearing, taking the Lord's name in vain, name calling, dirty-joke telling, and obscene material. (Exodus 20:7; Ephesians 4:29-31; 5:4).
- 6. Illegal activity** bringing to campus a weapon of any kind, alcohol, illegal drugs or any other item, substance or activity considered dangerous by the Headmaster.

7. **Leaving campus** at any time with out approval from the office.

Behavior Periods

This is the period of time by which the conduct is observed

1. BCCA Discipline Forms

All classes will keep record of discipline infractions for one week at a time. It will begin on Mondays and complete on Fridays.

- If a student receives two demerits in one category during a week (Behavior Period), then a BCCA Discipline Form will be sent home with teacher comments.
- If a student receives three demerits in one category or five demerits in any combination of categories (not including uniform infractions) during a grading period, then a classroom correction from the teacher will be given. The BCCA Discipline Form will be sent home with teacher comments.
- If a student receives four demerits in one category or six demerits in any combination of categories during a grading period, an office visit to the Headmaster is required, wherein correction through paddling will be given and another staff member will be present. The BCCA Discipline Form will be sent home with Headmaster comments This instance will also be counted as an office visit.

2. Training Period

The first two weeks of the school year will be considered a training period. At the teacher's discretion, no demerits are required to be given, but may be given during this first two week period as a practice/training period.

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 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 Passion Pointe.

Chapel Dress uniform is required every Monday 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 semester 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 3:10 p.m. for all students. Parents must arrive by 3:15 p.m. so that their child may meet them for departure. Students whose ride is not at BCCA by 3:15 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.

Upper School Parking Permits

Upper school students who are licensed to drive, and in good academic standing, will be allowed to park on campus only if they have purchased a student-parking permit, available in the office for \$25. This privilege may be revoked at any time by the Headmaster.

Recess

Recess time will be provided to students at least once 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 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.

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 via the Remind app by 6:30 a.m. This information will also be posted on the BCCA Facebook page.

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 Passion Pointe in honor of their birthday. A nameplate will be

placed inside of the book with the student's name and birthdate. Suggestions of approved titles by grade level are available from the Headmaster.

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 or Veteran's Home.

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.