



# Parent and Student Handbook 2024/25

BEREAN CHRISTIAN ACADEMY  
UPDATED 1/2/2024

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## PHILOSOPHY OF EDUCATION

The educational process in a Christian school is dependent on a biblical worldview and the vision of “Building Generations for Jesus Christ,” which provides the foundation and essential truths for life so that children may be prepared to assume their proper place in the home, the church, the community, and the state. Accordingly, the following is the philosophy of education for BCA:

### MISSION STATEMENT

The mission of Berean Christian Academy is to create a Christ-centered nurturing environment with biblically-based academic excellence and character development, empowering students for life-long service.

### VISION STATEMENT

The vision of Berean Christian Academy is to build generations for Jesus Christ.

### SCHOOL IDENTITY

Berean Christian Academy is a discipleship school, where students are encouraged to grow in their faith through learning, obeying, loving, and applying the Scriptures. All school staff and leaders are charged to use their gifts and live out their faith in front of their students and mentor them as Jesus commanded. Teachers are committed to developing ongoing relationships with students with the motivation to honor Christ. Students are encouraged to be Faithful, Teachable, and Available. The goal is to move students on a clear path of spiritual growth so they may develop into mature spiritual leaders.

Evangelism will always be a part of our efforts to reach students who have not committed to a personal relationship with Jesus Christ. However, the primary goal of the school is to disciple the students in their journey towards maturity as a whole person – spiritually, academically, and emotionally/socially.

## EXPECTED STUDENT OUTCOMES

Berean Christian Academy graduates are characterized by the following:

- 1) Students understand and have committed to a personal relationship with Jesus Christ and independently and actively attend a biblically-based church. They know, understand, and apply God’s Word in daily life and are empowered by the Holy Spirit to pursue a life of faith. Students are prepared to defend their faith through apologetic skills and utilize biblical values to impact social and civic activities through intellectual inquiry and honest exchange of ideas.

- 2) Students are proficient in the core academic disciplines – mathematics, language arts, science, social studies, arts, reading, writing, speaking, listening, critical thinking, and financial management.
- 3) Students have the skills and ability to question, solve problems, and make good decisions. They show emotional and social maturity in relationships and make wise life-defining choices.

BCA understands that education is a lifelong experience, and therefore teaches students to recognize that their education requires initiative and informed decision-making, which becomes primarily their responsibility. BCA feels that informed decision-making comes from the values set forth by godly adult guidance. In conjunction with this is the necessity of a supportive school environment, characterized by mutual respect among administration, staff, students, and families. The philosophy and size of BCA allow for flexibility in addressing individual student needs and interests. Students come to know one another and become known by the adults who work with them.

BCA communicates its philosophy through the curriculum it teaches, the services it provides, the adult role models it offers, the guidelines and expectations it maintains, and the activities it sponsors.

## STATEMENT OF FAITH

**We Believe** in the inerrancy of Scripture, that the Bible, Old, and New Testaments are the inspired Word of God.

**We Believe** that God is eternally existent in three separate persons: Father, Son, and Holy Spirit.

**We Believe** that God the Father is the personal, transcendent, and sovereign Creator of all things.

**We Believe** that Jesus Christ is fully God and fully human, that He was born of a virgin, lived a sinless life, provided for the atonement of our sins by His vicarious death on the cross, was bodily resurrected by the power of the Holy Spirit, ascended back to the right hand of the Father, and ever lives to make intercession for us.

**We Believe** that all people are by nature separated from God and are responsible for their sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

**We Believe** in the gifts of the Holy Spirit mentioned in the Scriptures, and that they are valid for today if they are exercised within the scriptural guidelines. We as believers are to covet the best gifts, seeking to exercise them in love so that the whole body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.

**We Believe** in teaching the Word of God in such a way that its message can be applied to an individual's life, leading that person to greater maturity in Christ.

**We believe** that the only true basis of Christian fellowship is Christ's Agape Love, which is greater than any differences we possess and without which we have no right to claim ourselves Christians.

**We believe** the worship of God should be fruitful. Therefore, we look for His Love in our lives as the supreme manifestation that we have truly been worshipping Him.

**We believe** in both the sovereignty of God and mankind's free will/choice. The believer in Christ is both secure in his faith and responsible to live a life of faith.

**We believe** in the imminent, visible, and bodily return of Jesus Christ.

## GENERAL POLICIES AND PROCEDURES

### ACCREDITATION

The Department of Education does not require private schools to be accredited. This means that the State of Idaho does not require private schools to meet state or Common Core standards of learning. This being said, immense dedication has been given to making sure our students not only meet state standards but exceed them. Benchmark tests/assessments are part of the Abeka curriculum and children will not move on to the next grade level without a passing score of at least 70% in all subjects. If concerned if your student's diploma and transcripts will be honored at a particular college or university, please do your due diligence and contact the institution of choice and confirm their enrollment qualifications.

### NON-DISCRIMINATION POLICY

Berean Christian Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Berean Christian Academy does not discriminate in its selection of students and employees on the basis of race, color, gender (biological sex of man or woman as defined in Genesis 1:26-27), or ethnic origin. All students and employees of all

race, color, gender, or ethnic origin are entitled to all rights, privileges, programs, and activities provided by the school.

## SCHOOL HOURS

GRADE	ARRIVAL TIME	START TIME	LUNCH	DISMISSAL TIME	TOTAL HOURS
K-PT	8:15 AM	8:30 AM	12:00 AM	12:00 AM	3.5 HRS
K-FT	8:15 AM	8:30 AM	12:00 AM	3:00 PM	6.5 HRS
1-6	8:15 AM	8:30 AM	12:00 AM	3:00 PM	6.5 HRS

## SCHOOL YEAR HOURS

BCA's office will be open during the academic year during regularly scheduled school days at 8:00 AM and will be closed at 4:00 PM. If you need assistance outside of normal hours, please email the office at [bcapostfalls@gmail.com](mailto:bcapostfalls@gmail.com). BCA will be opened periodically during the summer. Phone messages and emails will be checked regularly.

## MESSAGES TO STUDENTS

If a parent or guardian wishes to drop something off for a student during the school day, they must come directly to the office first. All messages will be delivered to your student from the office as soon as possible.

## LATE DROP-OFF OR EARLY PICKUP

All students need to be signed in at the office if they are arriving late. In the case of an early pickup, the student needs to be signed out at the office. If possible, please notify the office at least one hour in advance if you wish to pick up your student early.

## VISITORS AND VOLUNTEERS

All visitors and volunteers must sign in at the office before they report to their destination. All volunteers that will be working directly with children must pass a background check.

## FIELD TRIPS

For grades 1<sup>st</sup>-6<sup>th</sup>, it is our goal at BCA to offer your student a studies-connected field trip quarterly. These field trips are intended to enrich the learning experience. While field trips are not mandatory, they are highly encouraged. Parent involvement is encouraged, but not

mandatory. A “parent Permission Slip” will be sent home at least 2 weeks in advance. There will be occasions when we will need additional volunteers and drivers. All drivers and volunteers must pass a background check (unless you are only transporting your child). Drivers must be at least 21 years old, have a valid driver’s license, and have proof of auto insurance.

## WEATHER-RELATED CLOSURES

BCA follows the Post Falls School District (#273) in matters regarding school closures. You can access up-to-the-minute information through KXLY, KHQ, KREM, and the Internet. In short, if Post Falls School District is closed or delayed, BCA will be closed or delayed.

## EXTREME WEATHER CONDITIONS

Outdoor recess and after-school pick-up may be affected by extreme weather. Students will stay indoors for recess and pick up if the BCA staff finds the weather conditions too harsh for the students. This would include extreme rain, snow, wind, heat, cold, and smoke from fires.

## ATTENDANCE

A student enrolled at Berean Christian Academy is expected to be present and on time in school every day school is in session. 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.

1. Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible.
2. Long-Term Absences: If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork that the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.
3. Extended Absences: When extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed within the same number of days absent. We recommend that before any planned, extended absence, the student(s) work ahead as much as possible, under the guidance of the teacher(s). This eliminates, or reduces, both the work missed while absent and the need to do a significant amount of make-up work. We do not require that teachers provide all curriculum and schoolwork anticipated ahead of time.



4. Maximum absences: While we understand that various circumstances may prevent students from attaining perfect attendance, at the same time, we maintain that there is typically a strong relationship between attendance and academic performance. Absences that exceed ten days in any given class will result in the loss of credit for the semester for 7th-12th grade students. This includes the tardy conversion into absences (3 tardies = 1 absence). Early release for school sports, clubs and activities is not considered absences.

5. Tardies: Students are expected to be on time for school; which means that they are at their desks and are prepared to begin class promptly by 8:30 am.

Three tardies per semester will count as one absence. Recurrent tardies may necessitate a parent-Administrator conference. These rules have been set forth as guidelines; we will review each individual's absences and tardies on a case by case basis as needed.

Regular attendance helps students stay on track with their studies. Even if the student is given makeup work, they still miss out on the benefit of direct instruction from the teacher regarding new concepts, review material, assignment instructions, and notes. Regular attendance also lessens the extra work teachers must do to catch students up.

#### LATE ASSIGNMENT POLICY

Assignments are to be turned in when the teacher instructs. Assignments turned in after the collection time are given an automatic 10 percent grade reduction. Each day the assignment is late, the student will receive an additional 10 percent reduction. After three days of an assignment being late, the student will receive a zero on the assignment. An excessive amount of late assignments will result in a conference with the administration. Unforeseen situations may arise, and it is up to the teacher to decide to work with the student beyond the assigned turn in time.

#### FIRE AND LOCKDOWN POLICY

Fire drills and lockdown drills will be held regularly throughout the school year. Please see attached forms for policy procedures.

#### FINANCIAL POLICIES AND PROCEDURES

Please see the Enrollment Form for current tuition rates and financial policies and procedures.

#### ADDITIONAL SCHOOL FEES

Additional fees may be required for special elective courses, retreats, yearbooks, field trips, and miscellaneous events.

## CHARITABLE CONTRIBUTIONS

BCA is officially recognized as a 501(c)(3), non-profit, tax-exempt organization. For those interested in making cash contributions to the school, a tax-deductible receipt will be issued in the name of the donor. For non-cash gifts, an official letter from BCA will be provided to the donor stating the item(s) received. The donor will be responsible to assess the fair market value of the donated item(s) when filing their tax return.

## ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC STANDARDS

As an academy, BCA adheres to high academic standards. Berean Christian Academy expects students to successfully meet the requirements of the grade in which they are presently enrolled before advancing to the next grade. It is expected that students have at least a 70 percent mastery of the subject matter to advance to the next level. Therefore, the general expectation is for students to advance to the next grade once they have demonstrated meeting the minimum threshold of 70 percent for a grade of “C.” Should a student not achieve this minimum threshold, Berean Christian Academy will require further intervention. If further interventions are inadequate to remediate academic issues, retention may be considered.

### GPA GRADING SCALE

Beginning in 1st grade, our students use the following grading scale with regards to assignments, tests, and quizzes:

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

## GPA EFFORT SCALE

Grade K uses the following grading scale with regards to the assignment, tests, and quizzes:

Excellent	E
Good	G
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

## PROGRESS & REPORT CARDS

K-6 Grades: Progress reports will be issued at the end of each nine-week grading period. Progress Reports are mailed out at the end of the 1<sup>st</sup> and 3<sup>rd</sup> Quarters. Report Cards are mailed home at the end of the 1<sup>st</sup> and 2<sup>nd</sup> Semesters. Parents are encouraged to ask for a conference between the regularly scheduled conferences if they desire. Conferences are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

## GRADUATION REQUIREMENTS

Credit toward graduation will be given once a student has reached the Ninth Grade. One credit will be awarded each semester for courses that meet more than three days per week. Courses meeting three days a week or less will be awarded one-half credit per semester. The minimum number of credits required for graduation is fifty (50) and includes the following courses: Core Curriculum courses meet every day and are scheduled for all students per grade level. Enrollment in these courses is mandatory for all attending students. Students transferring in from other schools will receive appropriate transfer credit and be granted equivalency or a waiver based upon a review of the individual's high school transcripts. This applies to BCA upon expanding into a K-12 school.

**Core Instruction:** (Requirement of 32 total credits)

**Social Studies:** Eight (8) credits. Must include 1 yr of US History, 1 yr of Government, and 1 Semester of Economics.

**Language Arts:** Nine (9) credits. Must include 4 years of English and one Semester of Speech. Speech credit can be obtained through other courses that meet the state speech requirement.

**Science:** Six (6) credits, 4 of the 6 credits must be Lab-based science such as Chemistry and Biology.

**Mathematics:** Six (6) credits. Math must include Algebra 1, Geometry, and student choice (such as Pre-Calculus).

**Health:** One (1) credit. Must complete CPR and First Aid training before graduation.

**Humanities:** Two (2) credits. May include visual arts, music, theatre, dance, or world language aligned to Idaho content standards for those subjects.

Electives: (Requirement of 18 total credits)

**Biblical Studies:** Eight (8) credits (four years, two-semester credits per year)

**Foreign Language:** Four (4) credits of the same language (two years, two-semester credits per year).

**Physical Education:** One (1) credit minimum. Two full seasons of a varsity sport satisfy credit.

(Elective courses are taken to fulfill graduation requirements in which course titles are not specified. Electives may include both Core and Non-Core courses.)

#### **Additional Requirements:**

**Senior Project:** Senior Projects are required to include a written report and an oral presentation by the end of 12<sup>th</sup> Grade.

**College Entrance Exam:** Students must take either the ACT or SAT exam before the end of the student's 11<sup>th</sup> grade.

**Civics Test:** All secondary students must demonstrate that they have met the state civics and government standard by successfully completing the civics test or alternate path. Successful completion of this requirement must be reflected on the student's transcript.

**(Note: Students must take pre-algebra before entering 9<sup>th</sup> grade. Additionally, they must obtain a passing grade of C or higher for credit to be granted.)**

#### TRANSCRIPT REQUESTS

Current and former students desiring a formal or informal transcript to be sent to other academic institutions (other schools, colleges, scholarship agencies, etc.) are to submit their "Request For Transcript" from the appropriate source to our office. While some requests may be "urgent," the school will do its best to reply promptly. Any requests received during the summer may be delayed due to a lack of staffing over the summer.

## SELECTION OF VALEDICTORIAN AND SALUTATORIAN

A selection committee shall be formed by the administration, Board of Directors, and High School teachers to determine the valedictorian and salutatorian. The primary criteria shall be the following:

- The student must attend BCA for a minimum of 2 years
- GPA in classes
- Attitude
- Number of full-credit classes the student has taken

## BIBLE VERSION FOR CLASSROOM USE

Due to the wide scholarly acceptance of various Bible translations, BCA will not enforce any one translation for classroom use. Teachers will use the New King James Version (*NKJV*); however, it is not mandatory for students to purchase this translation. Bible usage is a daily and integral part of the education at BCA. If students are unable to supply their own Bible for classroom use, the school will supply one to the student for classroom use.

## PARENT RESPONSIBILITIES

BCA recognizes that parents have the primary responsibility of raising and training their children and aims to come alongside parents in this journey. Therefore, parents play a critical role in the functioning of the school. Parental involvement is an important element in the overall BCA philosophy.

- Support the school discipline plan. *Proverbs 3: 11*
- Faithfully support teachers, administrators, and school policies. *1 Cor 1: 10*
- Handle any concerns quietly and only with the person involved. *Matt 18: 15-16*
- Enforce the school dress code, giving particular attention to modesty and attention to what may offend others. *1 Cor 10: 23-24*
- Make sure that your child attends school daily and on time.
- Fulfill all financial obligations to the school in a timely and complete manner.

## PARENT COMMUNICATION

BCA is committed to working together with families. Communication is of utmost importance to have an effective team between parents and staff. The following are ways in which this communication will and can take place:

- Phone/Email Communication
- School Website
- Parent/Teacher Events
- Semester Grades
- Classroom Blogs (if the teacher desires)

## STUDENT CODE OF CONDUCT

1. Respect and obedience to any authority are required. Students are expected to give polite responses (yes sir, no sir, etc.).
2. Disparaging comments (verbal or written) about students, teachers, and/or school policies (online activities included) will result in discipline.
3. Students will be held accountable and disciplined for inappropriate pictures, communication, music, etc. posted or used in any form of online communication (Instagram, Snapchat, Twitter, Facebook, any form of messaging, etc.). Posting any videos, pictures, or recordings of school day activities is strictly prohibited. This action may result in suspension or expulsion.
4. Appropriate conduct is required of all students. Disruptive behavior in the classroom or on school grounds will result in disciplinary measures.
5. Lying, stealing, and cheating (copying homework, dishonesty on tests, quizzes, etc.) will be disciplined and could result in suspension or expulsion.
6. Vulgar language, profanity, or references to the deity (God, Jesus Christ, etc.) that are expressions of exasperation or disgust will be subject to disciplinary action.
7. Inappropriate physical contact is not permitted at school or any school function and may result in disciplinary action.
8. Students must not be involved in any drug, alcohol, tobacco, or illicit activities. Participation in such activities could lead to suspension or expulsion.
10. Possession, sale, distribution, or use of alcohol, inhalants, and/or illegal drugs will result in immediate expulsion. Advocacy of their use is not permitted. Students will not attend or remain at parties where alcohol, drugs, or immorality are present.
11. Use or possession of any kind of weapon will result in suspension and/or expulsion.
12. Students participating in or discussing social activities, which contribute to low moral standards, will be subject to disciplinary action.
13. Possession of illicit or immoral material (notes, magazines, tapes, pictures, videos, etc.) will result in disciplinary action.
14. Participation, association, involvement in immorality, homosexuality (including self-identification), bisexuality, transgender lifestyle/identity, drug use or possession, alcohol use or possession, or other activities of an adult nature on or off-campus will result in immediate dismissal or non-admittance.

15. Students that make any harassing statements that could cause emotional or physical distress to anyone associated with BCA will be dealt with severely and could lead to suspension or expulsion.
16. Any form of bullying will be addressed and could lead to disciplinary action including suspension or expulsion.
17. Students, staff, and families are expected to stand and participate during the playing of the national anthem, pledge of allegiance, and prayer at any school event.

## RECESS/PLAYGROUND RULES

- No rough play (pushing, shoving, hitting, etc.) or coarse language
- No throwing snowballs (making snowman is acceptable)
- No carrying or running with sticks, pulling or climbing on trees, pulling grass, or picking up stones, rocks, or gravel
- Balls may be kicked in the big field only
- No leaving the designated play area without the teacher's approval
- No wrestling, fighting, play fighting, or imitation of the use of firearms with objects

**NOTE:** This list is not exhaustive, and the supervising adult may enforce additional rules when he/she deems fit.

## CHAPEL

Chapel services are held weekly on Wednesday mornings. Students are expected to attend. Worship for services is conducted by the students primarily. High School students may be asked to lead services. Guests from the community will be invited to lead services at various times throughout the year. Each grade level will be asked to present a message/presentation once a year. The dates for grade-level services will be set within the first two weeks of school operation.

## IPAD/LAPTOP USE

Grades 10<sup>th</sup>-12<sup>th</sup> are allowed to bring IPADS or Laptops to class for research or project work exclusively. If at any time the student is caught using his/her device for any other reason that has not been pre-approved by the teacher, it will be confiscated and returned directly to the parent. If there is a second offense of improper use of a device, the student will lose the privilege to use the device for the rest of the year.

## COMPUTER LAB USE

Students will be allowed the opportunity to use computers on campus for completing class projects, typing papers, keyboarding classes, and elective computer classes. The use of the computer lab must be approved by a staff member. If a student is caught using a computer for any other reason other than what was previously approved by a staff member, the student's guardian will be notified, and privileges will be revoked for one week. If a second offense occurs, the student will lose lab privileges for the rest of the year. If the use of a computer is necessary for an elective course (i.e. computer programming or keyboarding), then the situation will be handled as BCA administration deems fit.

## CELL PHONES AND EARBUDS

At no time during the hours of 8:15 a.m. and 3:00 p.m. are cell phones to be seen. If a student is caught with their cell phone during school hours, it will be confiscated and held by the teacher or administrator until a parent is available to pick it up. Cell phones must be turned into the student's homeroom class at the beginning of the day. Cell phones are not to be kept in backpacks or lockers. It is up to the homeroom teacher to grant the student permission to use his/her phone during lunch. If permission is granted, the student must remain in the homeroom class while using the phone and return the phone as soon as the student is done. On occasion, a teacher has the right to allow 10<sup>th</sup> through 12<sup>th</sup>-grade students to use their earbuds/headphones to listen to music while using their IPAD/laptops in class. Permission is granted only by the teacher.

## DRESS CODE POLICY

The purpose of the Dress Code at Berean Christian Academy is to help maintain a vibrant learning environment consistent with biblical principles. The principles found in 1 Timothy 2:9-10, 4:12, Titus 2:6-8, Ephesians 4:3, and 1 Corinthians 8:9-13 teach appropriateness, modesty, humility, and respect. BCA has established its rules of dress to meet these principles and also to reasonably enforce them. Some specific items of dress are not permitted at school because of the difficulty in making fine distinctions between appropriate and inappropriate attire. Our staff has the responsibility to help the student discern if their clothing choice falls outside the stated guidelines or if it attracts undue or excessive attention (and is therefore unacceptable). Although we acknowledge that schools may have different, yet equally valid perspectives on acceptable dress, each school must necessarily establish boundaries that conform to its mission. The following is a list of clothing standards that reflect our values for appropriateness, modesty, humility, and respect.

**General:** No "skin-tight" clothing permitted. Modesty is the general rule. This includes yoga pants and exercise pants. It is at the discretion of the staff and faculty of BCA to determine whether or not clothing is "too tight." No pictures, slogans, or wording are permitted on clothing that could be considered crude or offensive. Additionally, no



pictures, slogans, or wording are permitted that promote ideas or behavior that are not complementary to Christlikeness.

**Pants:** No midriff skin is to be exposed at any time. The waistband should ride no more than two inches below the belly button. No undergarments should be exposed even when seated. Fraying or distressed areas should not expose skin or undergarments. No lingerie styles, fishnet, lace, seethrough, or clothes with revealing holes. If clothing has holes in them, no skin should be revealed that otherwise would not if the student was properly within the dress code (i.e. see the length of shorts/skirts rule, midriff rule, neckline rule, etc). No excessively baggy or pajama-style pants are permitted.

**Shirts:** No midriff skin is to be exposed at any time. Necklines should be no more than 1” below the collarbone. No tank tops, spaghetti straps, sleeveless, midriff-bearing, or off-the-shoulder shirts are permitted.

**Shorts/Skirts:** Shorts or skirts must be no shorter than 4” above the knee. Capri pants are acceptable.

**Shoes:** Shoes should allow for appropriate physical activity and reflect the seasonal climate. They are not to be taken off during the school day, except in the case of snow boots. Open-toed shoes, sandals, or “flip-flops” are not permitted for student safety in grades K-6. Appropriate athletic shoes are required on days when students have Physical Education.

**Jewelry:** Simple, modest jewelry is acceptable. Girls' earrings are to be worn in the ears only. Earrings or any other body piercings are not permitted on boys.

**Tattoos:** No visible permanent tattooing is permitted.

**Hats and Hair:** Hats and hair must not obstruct eye-to-eye contact when speaking with another person. Hooded sweatshirt hoods are to be removed inside the classroom and hats are to be removed inside the classroom per the teacher’s discretion. Furthermore, students must exercise care in the manner in which they wear a hat, as it has become common in our culture for certain styles to communicate undesirable attitudes and affiliations simply by how it is worn. The liberties we enjoy should always be used to reflect our commitment to Christ (c.f. 1 Peter 2:16).

The consequences for violating the Dress Code Policy are as follows:

Students will be given verbal coaching on initial occurrences of dress code violations. They will be accompanied by a dress code reminder email, phone call, or conversation from a staff member to the student’s family. Further violation may result in “Dress Code Violation” forms being sent home. Excessive Dress Code violations may result in further disciplinary consequences including a conference with the BCA administration.

## P.E. ATTIRE AND PROTOCOL

Students are allowed to wear athletic attire for P.E. They are required to wear athletic shoes and will not be permitted to participate if they do not have proper P.E. attire. Shorts must be at least finger-tip length and excessively tight or revealing athletic pants must be covered with shorts, a long t-shirt, or a sweatshirt. Students must change back into Dress-Code attire directly after P.E. unless they have P.E. as their last class of the day.

## DISCIPLE PHILOSOPHY

### DISCIPLE PHILOSOPHY

In as much as BCA is a Christian School, we must keep our policies and standards in line with the Bible and maintain standards that are pleasing to our Lord. We hope our parents and students will understand and cheerfully accept the rules as part of our training of young people in what is right and honorable and Godly. Full cooperation is expected from teachers, parents, and students.

Parental support and communication are crucial to any successful discipline policy, and your involvement is vital. Students must learn to obey authority for their benefit and the atmosphere of the school. The ultimate goals of discipline are repentance, forgiveness, and restoration.

We believe that discipline is a personal concern between the student, the parents, and those who are administering the discipline. Any discussion of this outside of that relationship can be damaging to the student and the school.

### DISCIPLINE SYSTEM

The following systems have been designed to provide consistent disciplinary procedures and to make the student aware of how he/she may avoid disciplinary action.

A complete demerit system will be used to help with disciplinary procedures on the 7th-12th grade levels. Each elementary teacher (K-6) will utilize their class discipline system tailored to their class needs. An explanation of your student's discipline system will be communicated by the teacher at the beginning of the year.

The privilege of attendance at BCA may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request at any time the withdrawal of any student who, in the opinion of the administration, does not fit in with the spirit of the school, regardless of whether or not he/she conforms to the school's specific rules and regulations. Students will be constantly evaluated regarding their attitude, influence on others, academic effort, overall spiritual impression, self-control, etc. Major problems with attitude or respect may be dealt with through a probationary agreement between the administration, parents, and the student.

If a student commits a major offense, he/she will meet with the principal to be assigned detentions, demerits, restrictions (including sports), suspension, or expulsion, depending on the seriousness of the offense and the student's previous conduct and attitude. This list includes activities away from the school property. Any major offense by itself may be grounds for suspension or expulsion. Major offenses are those offenses that carry a demerit weight greater than 10 demerits.

Parents will be contacted in writing or by phone call if their child is placed on suspension, probation, or expulsion from BCA.

## DETENTION

Detention will be used for students who are involved in minor violations. Detention will be each Wednesday from 3:00 – 4:00 p.m. Families will be notified by email on Mondays if their students will need to be at detention on Wednesday. A student will be issued one hour of detention for every ten demerits earned. Demerits will accumulate until the end of each calendar week. Due to family conflicts, detention can be postponed one time each semester with no penalty.

## DEMERIT SYSTEM

- 10 demerits                      1-hour detention
- 30 demerits                      1 day out of school suspension
- 60 demerits                      2 days out of school suspension and placed on probation
- 90 demerits                      3 days out of school suspension and meeting with parents
- 120 demerits                      The student will be expelled

At the end of the first semester, students with 15 or fewer demerits will have their demerits reduced to zero. The following is a list of offenses and applicable demerit amounts. This is not an all-inclusive list.

- Unexcused Tardy to School or Class - 2
- Unprepared for Class - 2/5
- Excessive Hall Noise - 5
- Disruption of Class - 2/5 (excessive talking, passing/writing notes, working on other work, hearing a cell phone)
- Dress Code/Hair Code Violation - 5 (Proper clothes brought in)
- Misuse of Hall Pass - 5 (taking too long, in a place not permitted by the pass, interrupting another class)
- Use of Unkind or Hurtful Speech - 5
- Being in an Inappropriate/Unsupervised Location - 5/10
- Minor Horseplay - 10
- Wrong/Bad Attitude - 10

- Leaving Class without Permission - 10
- Inappropriate Language - 10
- Defacing School Property - 10 (property must be cleaned or replaced)
- Use of Electronics - 10/20 (including cell phone, iPod, etc.) – item will be confiscated and must be picked up by the parent
- Minor Public Displays of Affection - 10/30
- Major Horseplay - 20
- Reckless Driving in Lot – 20 (loss of privilege as deemed necessary)
- Skipping Class - 20 (more than 10 minutes late)
- Destruction of School Property (property replaced) - 20/40
- Misconduct on Trips or Special Events - 30
- Leaving School Grounds without Permission - 30
- Fighting - 30/60
- Harassing of Another Student - 30/60
- Cheating - 30/60 (plus loss of grade or credit)
- Plagiarism - 30/60 (plus loss of grade or credit)
- Lying - 30/60
- Disrespect - 30/60
- Direct Disobedience - 30/60
- Profanity/Vulgarity - 30/60 (spoken, written, gestured)
- Stealing - 30/60
- Inappropriate Material - 30/60
- Tobacco Possession or Use – 60 (on or off campus)
- Major Public Displays of Affection - 30/60

BCA will not tolerate any form of racism, pornography (including sexting), alcohol possession/use, drug possession/use, and/or immorality/homosexuality. Bullying or constant harassment of another student in any form, including electronic communication in or out of school, will also not be tolerated. The use of social networking that is detrimental to the mission of the school, including disparaging remarks about staff, students, policies, or incidents in the school, is unacceptable and could result in disciplinary action, including dismissal from BCA. Creating constant “drama,” spreading gossip, or creating a negative or unsafe environment is also unacceptable. A student who attempts to persuade another student or students to engage in activities that are against school policy or goals will also be held accountable for his actions. These rules apply both on and off campus. Failure to comply in these areas will result in a ruling by the administration and/or school board for appropriate discipline up to expulsion from school. Proper authorities will be notified in the event of any illegal activity.

Any student in possession of a weapon before, during, or after school hours, will receive a minimum of thirty demerits and possibly expulsion. Legal action will also be taken as necessary in dealing with a weapon possession incident. A weapon shall include any firearm, stun weapon, throwing stars, flailing instruments, or knife, except a pocketknife

having a folded metal blade less than two inches. A small knife (blade less than two inches) may be carried but not open during school hours. Any item used in a threatening manner is also considered a weapon.

Students who reach 120 demerits or are expelled from BCA will not be allowed to return for a minimum of two semesters. Students are not guaranteed reinstatement even after two semesters. BCA cannot be responsible for helping students with coursework during the time of expulsion. Any student previously released from BCA will not be allowed to visit the school property during school hours. School hours are defined as 8:15 – the end of dismissal.

## CURRICULUM

Abeka is the curriculum that is primarily used in K-6. Abeka is largely used as a resource to follow for standards of learning and scope and sequence. However, every teacher has the opportunity to supplement other material to further enrich learning.

## LITERATURE OPTIONS

In junior high and high school, students will receive a balance between classics and contemporary literature. Additionally, instead of merely reading “about” the literary pieces in a textbook, students will also read either excerpts or the entirety of the original text. Students will read unabridged and abridged as part of their literary experience at BCA.

## HOMEWORK PHILOSOPHY AND POLICY

Studies have shown that an excessive amount of homework is not helpful to students. Studies also show that productivity plateaus with high-school students at two hours per night. Studies also show that homework is only helpful in younger grades when it is used to re-enforce concepts already learned. While some argue that homework aids in developing self-discipline and hard work in students, BCA believes that these valuable tools can be learned in multiple ways without assigning homework.

BCA wants our students to use their evenings doing such things as eating dinner as a family, reading together, playing outside/inside, serving in the community, or simply relaxing and getting a proper night’s sleep.

Based on our philosophy of homework, high-school students will not be assigned more than 2 hours of homework a day. When homework is assigned, it will most often be used for review, reading, finishing incomplete work, or working on projects. Homework will be assigned in grades K-6 only if the teacher decides the student needs more time to work on reading skills, finish work, or re-enforcing concepts.

## READING RECOMMENDATION

Studies have shown that at least 15 minutes per day of parents reading to their children or a child reading to himself has proven invaluable to the students. Therefore, CCA strongly recommends parents begin this practice in their homes if they have not already. This is not considered homework, but students are asked to participate in some "reading for pleasure" at home. The Literature List Published annually has "Ancillary" reading titles for this purpose.

## STANDARDIZED TESTING

We at BCA believe that standardized testing is only one way to evaluate students and schools. We also understand that testing is not always indicative of the student's ability. This being said, standardized tests can be used as a helpful tool. Once a year we offer the tools to parents that wish for their child to take a standardized test. We do not require students to take any standardized tests while enrolled at BCA, except for the ACT or SAT.

## ACT AND SAT

Students at BCA are required to take either the ACT or SAT Exam before the end of their 11<sup>th</sup> grade. Students are advised to research their colleges of choice and confirm which exam they accept. We understand that there may be some exceptions to this policy, and we will take them under advisement when they are received.