FAMILY HANDBOOK



 **FAMILY HANDBOOK**

**TABLE OF CONTENTS**

**MISSION STATEMENT 3**

**PHILOSOPHY**

**NON-DISCRIMINATION POLICY**

**STATEMENT OF FAITH 4**

**TUITION AND FEES 5**

Tuition, Payment Options, and Fees

 Financial aid

**ACADEMICS 6**

 Graduation Requirements

Grade Placement, Report Card Grades, Grade Point Average,

Honor Roll, Progress Reports, Electronic Devices, Transcripts,

Dropping Courses, Homework

**STUDENT LIFE 10**

 Chapels, Romance, & Sickness/Injury

 Telephone Usage & Weather

**SCHOOL ATTENDANCE 11**

 Arrival and Dismissal, Leaving School Grounds

 Absences, Appointment Procedures

Un-Excused Absences,

Tardies, Missed Assignments, Total Absences

Extra-Curricular Activities & Truancy

**MISCELLANEOUS, FIELD TRIPS 14**

 Visitors

 Child Custody

 Field Trips

**COMPUTER USAGE 15**

**CONDUCT & DISCIPLINE 16**

 Conduct Policy

Plagiarism, Academic Cheating, Dress Standards

Boys Uniforms, Girls Uniforms

 Miscellaneous, Dress Code Penalty

 Vehicle Policy, Disciplinary Actions

 Detentions, Suspensions, Corporal Correction Expulsion, Alcohol & Drug Policy, Tobacco & Weapons Policy

**STUDENT DIGNITY POLICY 22**

**PARENT INVOLVEMENT 23**

MISSION STATEMENT

**Our mission is to provide an excellent Christ-centered academic education framed by the Word of God, where families are working together to teach their children to know and serve the Lord Jesus Christ with all their heart, mind and soul.**

PHILOSOPHY

**The Philosophy of the Berean Christian Academy is to place God’s Word as the foundation for all activities of this institution. We wish to provide an atmosphere of support for parents to follow the Biblical mandate to "... provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord” (Ephesians 6:4). The responsibility of the education of the children is not placed upon the church, government, or individuals. It is placed solely upon the shoulders of parents to teach their children.**

Berean Christian Academy believes that the principles divinely given in the Scriptures can be taught in every area of Christian training. There is no place where one can escape the eye of the Lord upon his life. On the playground the principles of sharing, treating one’s fellow man with respect, and reverence for God’s creation are taught. In the classroom, instruction is given in honesty, loyalty, moral ethics, trust, obedience, discipline, character and all the basics for the furtherance of their education. For example, when one is presented a mathematical fact, it is a revealing of truth and all truth comes from God.

**The Bible being the foundation of our education, it is our utmost goal that every child and adult that enters this place of learning will be introduced to a saving knowledge of the Lord Jesus Christ , that they will receive Christ as Savior and begin a lifelong walk with the Master. Our desire is that, not only will they develop that personal relationship with Christ but that it will be such a relationship that they will want to introduce all they come in contact with to a relationship with Jesus. As an individual grows, it should become their desire to learn how to be more pleasing to the Master. This is a fulfillment of the Biblical mandate.**

**Our goal is achieved when a parent, student, faculty member, or any who pass through this place of instruction go away with a greater commitment to the Lord Jesus Christ and his plan for our lives. Our theme shall always be "To God is The Glory."**

NON-DISCRIMINATION POLICY

The Berean Christian Academy admits students and does not discriminate based on any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students. Attendance at this academy is a privilege and not a right; therefore, the Berean Christian Academy reserves the right to refuse attendance to any student.

STATEMENT OF FAITH

1. **We believe that the Bible, (consisting of the sixty-six books of the Old and New Testaments only), to be the inspired, inerrant, infallible and authoritative word of God, (2 Timothy 3:16). We hold that it contains all things necessary for the instruction of men unto salvation through Christ. The King James Edition is our version of choice.**
2. **We believe there is but one living and true God, everlasting, of infinite power, wisdom, and goodness, the maker and preserver of all things, visible and invisible. And in unity of this Godhead, there are three persons of one substance, power and eternity----the Father, the Son and the Holy Ghost.**
3. **We believe that Jesus Christ, who was very much God, became man being born of the virgin Mary, truly suffered, was crucified, died and was buried, to reconcile us to God. Jesus Christ was our sacrifice accepted by God, for our original guilt through the fall, and the actual sins of men. He rose again from the dead, ascended into heaven and is now the mediator for all humanity.**
4. **We believe that original sin is the corruption of the nature of every person: mankind is not, of his own nature, good and righteous but is, instead, inclined to evil.**
5. **We believe that man is born a free moral agent and thus he can choose to accept or reject the salvation plan of God. God does not force himself upon any; however, he does send forth his spirit to summon whosoever will and "is not willing that any should perish" (2 Peter 3:9). "Salvation is not by works lest any man should boast" (Ephesians 2:9).**
6. **We believe that a person is counted righteous before God, only through the sacrificial work of Jesus Christ. When a person accepts by faith the Lord Jesus Christ, that individual is sanctified (set apart) by the Holy Ghost, to continue in growth and good works.**
7. **We believe that after a person has received the Holy Ghost, he may depart from grace and fall into sin, and yet by the grace of God, rise again and amend his life. However, if one falls into sin and continues therein he breaks his relationship with God and ultimately forfeits his salvation. (John 15:6 and Hebrews 10:26)**
8. **We believe baptism by immersion is the Christian’s witness of his regeneration through his new birth. Communion, the supper of the Lord, is open to all who have acknowledged Christ and trust Him alone as their personal Savior.**
9. **We believe that the Church, the Body of which Christ is the head, consists only of those who are born again, who are baptized by the Holy Spirit into Christ at the time of their regeneration, for whom He now makes intercession in heaven, and for whom He will come again. It is the duty of every believer to live a holy life, separate from sin, and to seek to win others to Christ. Jesus Christ is Lord of the Church, and the Church is responsible to Him in all things.**
10. **We believe in the imminent return of Jesus Christ to earth, personally, visibly, and bodily. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.**

TUITION AND FEES

## Tuition

##

PK – 12th Grade

1st enrolled student in family $3650.00 yearly

2nd enrolled student in family $3650.00 yearly

3rd enrolled student in family $3650.00 yearly

4 or more enrolled students $650.00 (Books Only)

Curriculum fees are now included as part of tuition and are not billed separately. The curriculum fee includes all the course work a student will complete during the school year as well as any special classes they may attend. However, if a student has to re-work any unit of study then the family will be billed for the individual unit.

If a student needs to take additional coursework that goes beyond what we would consider a normal academic load, then we will consult with the family and bill accordingly.

Students leaving prior to the end of a semester forfeit tuition for that semester. If a student leaves during the first semester and a full year of tuition has been paid, a refund will be given for the second semester.

There will be no refunds for curriculum or books (textbooks, test books, etc.) and the books will not be sent home.

# Payment Options for Tuition

**Plan #1—** A single annual tuition payment (due August 1st)

**Plan #2—** 10 month payment Plan. This plan requires participation in the automatic withdrawal program. (Payment will be due on the 1st of each month beginning August 1st and ending May 1st)

The 10-month payment plan requires a checking account and the completion of a bank draft. Date of withdrawal is the 15th of each month. All families will be required to have ACH setup or to pay the single annual payment. We will no longer accept any payments outside of those two options.

Should a check or ACH be returned to our office because of insufficient funds, a $25 fee will be charged, parents will be notified to come in, make cash payment, and pick up the returned check.

All tuition payments are billed on the first of the month. Any payment not received by the end of the month will result in the parents being asked to remove the student(s) from school until the balance is brought current.

Students cannot register for classes or return for a new school year if an account is delinquent. Student records and diplomas will not be released for students having delinquent accounts.

Miscellaneous fees can be paid with a check in the office. Overdue fees will be billed on the next monthly cycle.

**Fees**

1. Non-Refundable Enrollment fee—Before June 1st, $80.00 per student (includes placement testing fees and must accompany application forms) After June 1st, $100.00 per student.
2. Non-Refundable Re-Enrollment fee—Before June 1st, $50.00 per year per student (must accompany re-enrollment forms) After June 1st, $100.00
3. Any misplaced or damaged books will be replaced at students expense
4. Graduation fee--$30.00 for Pre-School students/$50.00 for high school students
5. School trips, science lab, athletic participation, academic contest participation, fine art contest participation, and miscellaneous fees may be assessed throughout the school year on an as needed basis.

**Financial Aid**

Financial aid (when funds are available) will be examined as application is made. Financial aid will be determined by our administration and board. Applications may be picked up in the office.

##### ACADEMICS

**Graduation Requirements**

 Each student must earn a minimum of **25** credits to graduate.

Subject #Units #courses #credits

Bible 40 units 4 full courses 4

Language Arts 40 units 4 full courses 4

Mathematics 30 units 3 full courses 3

Science 30 units 3 full courses 3

History & Geography 20 units 3 full courses 2

Foreign Language 10 units 1 full course 1

Physical Education 10 units 1 full course 1

Fine Arts 10 units 1 full course 1

Practical Arts 10 units 1 full course 1

Health 5 units ½ course ½

###### Electives 45 units 4 ½ courses 4 ½

Totals 250 units 25 full courses 25

**Graduation Honors**

High school students may work toward the following honors to be bestowed during high school commencement:

Valedictorian: Student(s) with the highest cumulative GPA in the graduating class\*.

Salutatorian: Student(s) with the second highest cumulative GPA in the graduating class.

In addition, students carrying cumulative GPAs at 3.70 or above will earn the following distinctions:

BCA Honors Scholar: Students with a cumulative GPA of 3.85-4.0 will graduate with high honors.

# BCA Scholar: Students with a cumulative GPA between 3.70-3.84 will graduate with honors.

**Early Graduation Requirements:**

The ability to graduate early is afforded to Berean Christian Academy students. Students wishing to graduate early must declare their intention to do so no later than the end of the third quarter of their sophomore year. The ability to pursue early graduation will be awarded if the student has earned a cumulative GPA of 3.0 or higher, received approval from the high school teaching staff, and received approval of the administrator. Students and parents should be aware that graduating early does not allow for fewer credits in order to earn a diploma. Rather, students will be earning the full extent of credits needed to graduate, but will do so in a shorter amount of time.

Students opting for early graduation are eligible for the same honors as other graduates. Valedictorian and Salutatorian honors require the majority of credits to be resident credits.

Any students completing graduation requirements during the summer following graduation are eligible to participate in the BCA graduation ceremony. A diploma and final grades will not be issued until credit requirements have been completed.

**Grade Placement**

In high school (9-12), the number of credits earned determines grade placement as follows:

To be classified as a sophomore – must have earned 7 credits

To be classified as a junior – must have earned 14 credits

To be classified as a senior – must have earned 21 credits.

**Report Card Grades**

The quarter and semester letter grades will be determined according to the following descriptions or percentage ranges:

 1st to 12th grades

A’s for excellent achievement or 90% and above

B’s for proficient achievement or 80% to 89%

C’s for satisfactory achievement or 70% to 79%

D’s for limited achievement or 60% to 69%

F’s for unacceptable or 59% and below

Report cards will be mailed home or handed out at Parent/Teacher conferences at the conclusion of each quarter

## Grade Point Average

In calculating cumulative grade point, all 4 years of high school are included. Colleges and Universities along with many scholarship programs will use this cumulative grade point average and standardized test scores to determine entrance and scholarship possibility.

The chart below lists the points assigned to each letter grade. The grade point average is calculated using the points assigned.

 **A** 4.0 **B** 3.0  **C** 2.0 **D** 1.0

 **A-** 3.7 **B-** 2.7 **C-** 1.7 **D-** .7

 **B+** 3.3 **C+** 2.3 **D+** 1.3 **F** 0

## Honor Roll

Students with a 3.0 or better GPA and no more than one C grade qualify for Honor Roll. Students with a GPA of 3.5 or higher qualify for High Honors. This is determined at the end of each quarter. Computation for Honor Roll is an average based upon the scoring above.

## Progress Reports

Progress reports may be sent home at any time during the school year if a student needs encouragement or assistance with their studies. Teachers are encouraged to send notes home to parents at other times as well.

## Transcripts

Semester grades are recorded on the student’s transcript and become part of the student’s permanent record.

## Dropping Courses

Courses can only be changed with the permission of the Administrator. Any courses dropped after the first two weeks of a semester will be noted as failing grades on the high school transcript.

**Homework**

**Homework is part of the Berean Christian Academy’s academic emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered as “busy work”. It will be given by teachers for specific purposes. Each student will be expected to complete the assigned homework.**

##### STUDENT LIFE

## Chapels

Chapel Day will be held on Wednesday of each week. Respectful and attentive behavior is expected in Chapel. Chapel is mandatory for every enrolled student. Failure to comply will result in appropriate discipline.

## Romance

### It is normal, good, and a part of God’s plan that people become affectionate toward each other. All parents are encouraged to talk with their children about boy-girl relationships. Inappropriate public displays of affection (i.e. kissing, hugging, caressing) will not be allowed.

## Sickness or Injury

In the event that a child becomes ill or is injured while under school supervision, the following steps will be taken:

1. Contact a parent/guardian of the student and follow the instructions on how to proceed.
2. In the event that neither parent can be reached, contact the student’s physician and follow his or her instructions.
3. In the event that the student’s physician cannot be reached, the staff will use their own discretion in contacting a properly licensed physician and follow that physician’s instructions.
4. If the Berean Christian Academy staff feels that the illness or injury is severe enough to warrant, they will seek emergency medical treatment for the child.

Emergency first aid is available in the office. The medical (emergency) forms returned when the year starts should note any special or potential problems a student may have. Any medication needed must be distributed by the office with the consent of the parent. Students are not to distribute any kind of medication including aspirin, ibuprofen and Tylenol. If a student is ill, they may come to the office to call home and wait in the office for someone to pick them up.

## Telephone Usage

The telephones in the school are maintained for office use, not student convenience. Only in special cases may a student request permission to use the phone.

## Severe Weather Conditions

In case school is cancelled or is delayed in starting because of weather conditions, announcements will be made on KWFC (89.1 FM), KY-3 TV, etc. Our school is listed as Berean Christian Academy-Monett. In the event school is closed for severe weather, the first snow day, school will be closed. Any inclement weather day thereafter will be an AMI day (make up days may be used for extreme conditions).

**SCHOOL ATTENDANCE**

At BCA, regular attendance is of utmost importance, and students are expected to be there every day. Absences should be limited to illness and unavoidable emergencies.

This regular attendance, the student’s “full time job”, will teach them dependability and promptness, and teach them to be good stewards of God’s gifts. Regular attendance is the single greatest predictor of academic success.

Because of our high expectations concerning this matter, we encourage parents and students to make regular attendance a high priority. To assist you in this, we provide the following policies and guidelines for you to follow.

**Arrival and Dismissal**

Parents may deliver students at 7:30 a.m. School starts promptly at 8:00 a.m.

If someone other than the parent or designated person is given permission to pick up a child, parents must give written notice to the school. We want to take every precaution to protect your children. The school office may request proof of identification or contact the parent to verify the change in pick up.

Parents are asked to pick up children promptly (between 3:30 and 3:40 p.m.) at the time of their dismissal. No student may remain at school unless they are staff supervised.

Parents needing to pick up a child before the normal dismissal times must first go to the office in order to sign the child out and have the child sent to the office by the teacher.

Students waiting after school for a sports practice/activity must be supervised by a staff member. If no staff is available, then parents will have to arrange for their child to be picked up after school and then brought back for the activity.

**Leaving the School Grounds**

No student will be permitted to leave the school grounds during school hours without a signed note or phone call from the parents. High school students leaving with written parental permission must check out at the office prior to leaving the school grounds.

Absences

## Excused Absences are for reasons such as illness, medical appointments, death in the family, family emergencies, court appearance, or approved pre-arranged absences.

Students will be given opportunity to make up work. Students are responsible to make arrangements with their teachers to complete any work missed. Generally, with regard to illness, make up work should be completed in a time period directly proportional to the number of days absent. Previously assigned homework is due the day the student returns.

* The parent must call the school office before 8:00 a.m. to report the student’s name and reason for the absence.
* Upon returning from any absence, (even though the parent has called the school the day before) students must submit a dated, written note from the parents validating the reason for each absence.
* These absence excuses shall be retained on file in the school during the school year.
* Without a note, any absence is automatically recorded as unexcused.

**Appointments**

Parents must notify the office, by written note, of appointments made during the school day. The time, date, and nature of appointment must be stated. Appointments for hair, nails, shopping, luncheon dates and working at home will not be accepted.The note should be presented in the office at least one day in advance. The student must sign out at the office before leaving, and sign in upon returning.

Students are responsible for making arrangements with teachers for work missed. This should be done ahead of time. Failure to do this may result in loss of credit for work missed. Please take advantage of our no school on Fridays to make these necessary appointments if possible.

**Pre-arranged or Anticipated Absences**

* These would be absences arranged by parents prior to the absence from school. A parent signed note explaining the nature and date of the absence needs to be presented to the school principal at least three days prior to the absence.
* Examples of these absences might be an out of town medical appointment, family vacation, church retreat, or college visits.

Three days prior to the absence, the student must obtain an “Arranged Absence Form” from the office. The student must obtain signatures from each of his/her teachers. The student must return the form to the office prior to the requested absence. This is to verify that arrangements have been made to make up the work. Failure to comply will result in an unexcused absence. (In case of an emergency, please call the school office.)

The administrator has the right not to excuse the absence based on previous attendance records and/or academic performance.

**Unexcused Absences:**

This includes absences for all reasons other than those listed for excused absences. A student may not receive credit for make-up work.

**Tardiness**

1. Teachers will keep track and issue all tardy detentions.
2. Two warning tardies per quarter. Tardies will be recorded. No penalty
3. On the third tardy, one hour of detention will be served and the parent will be contacted.
4. Detentions will also be assigned for the fourth and fifth tardy.
5. On the sixth tardy, one day of in-school suspension will be served.
6. Suspensions/Discipline will be given for all subsequent tardiness thereafter.

**Missed Assignments**

If an absence occurs, the student is responsible to get and complete all missed assignments.

**Total Absences**

A student missing more than five days in a quarter will result in the parents and student meeting with the Administrator to determine if student should remain enrolled with BCA and/or whether credit can be awarded for the quarter.

**Extra-Curricular Activities**

A student must be at school the last five (5) hours on the day of an extra-curricular activity in order to participate in that activity. With respect to a weekend or Monday event, the student must be at school the last five hours of scheduled school before the event. From a practical standpoint, the student must be at school the last five (5) scheduled hours before the extracurricular event. Unless the student has been cleared by the school administration for a prearranged absence that day.

**Truancy**

A student who misses school without his or her parent’s knowledge will be considered truant and must serve a one day in-school suspension. Schoolwork missed due to skipping may not be made up.

**MISCELLANEOUS**

**Visitors**

Students who wish to bring friends on campus must get permission from the Administrator before bringing a guest on campus. The visitor, once approved, must check into the office to obtain a visitor pass before going to class**.** All visiting students must comply with the rules and guidelines of BCA.

**Child Custody**

In families with child custody arrangements, BCA administration must be provided with a copy of the legal agreement Parenting Plan) pertaining to the care of the student. This includes specifics on who may pick up a child, days and directions specific to your family situation as well as address(es) to which report cards and school information is to be sent. When any official changes are made to such agreement, BCA must have all current legal information relevant to the education and care of the student.

**Field Trips**

Field trips are an important part of education and are regarded as extensions of the classroom. Students will participate throughout the year in various field trips. Permission for students to participate in field trips is covered under the blanket permission form secured upon enrollment. However, teachers will inform parents of the details of each field trip at least one week prior to the trip. If you do not wish for your child to attend a field trip, the parent must notify the teacher or school office in writing prior to the field trip and the student will receive an absence for the day. There will be no Sunday field trips. If a student has been sent to the office more than twice for behavior problems throughout the year, the student will not be allowed to participate in the field trip activity.

When parents are asked to drive the following conditions must be met:

1. Any approved drivers must be at least 21 years of age.
2. Approved drivers must hold a valid driver’s license and provide a copy of the license for school records.
3. Proof of current auto insurance must be on file prior to driving for the event.
4. Vehicles used must have the appropriate number of working seat belts per student.
5. Teachers may ask for parent chaperones to assist on field trips (PCTP hours may be earned). Chaperones must be willing to supervise students according to the teacher’s directions, and remain with the group for the entire duration of the field trip. We ask that parents recognize the teacher is in charge of the activity at all times, and expect that the instructions of the teacher be followed.

**COMPUTER USE and INTERNET POLICIES**

**Classroom Web Pages**

All teachers may have a web page available for students and parents. Web pages will be updated with assignments, activities and other pertinent information on a weekly basis. Grades will not be posted on the web pages.

**Use of School Computers and the Internet**

All students are required to sign and abide by Berean Christian Academy’s Internet and Computer Network Policy (which is a separate document given to students at the time of enrollment).

* Students are responsible for good behavior on school computer networks and the Internet, just as they are in a classroom or school hallway.
* General school rules for behavior and communications apply.
* Parent permission for access is required for all students. Access is a privilege, not a right.
* Access entails responsibility. At no time are students allowed to use school computers without adult supervision in the room unless approved by the Administrator.
* Teachers will guide students toward appropriate materials, and enforce sanctions for inappropriate use.
* Personal use of the Internet, all downloading from the Internet and printing of materials from the Internet is strictly forbidden without teacher permission.
* Network storage areas may be treated like school lockers. Users should not expect that files stored on school discs, computers, or servers will always be private. Students may not download files from any external source without teacher permission.
* School computers are for educational purposes and computer games for any other purpose are forbidden. Teachers, the Technology Coordinator or school administrators may review student files and communications to maintain system integrity and to insure that users are using the system responsibly.
* Violation of these policies may result in the loss of computer privileges.

The following are not permitted (the list it not all conclusive):

* Sending or displaying offensive messages or pictures
* Using obscene language
* Sending or displaying materials contrary to a Christian testimony
* Accessing sites that contain materials contrary to a Christian testimony
* Harassing, insulting, or attacking others
* Damaging computers, computer systems, or computer networks
* Violating copyright laws
* Using others’ passwords
* Trespassing in others’ folders, work, or files
* Intentionally wasting limited resources
* Employing the networks for commercial purposes
* Accessing sites otherwise blocked by the school’s filtering system

**Sanctions**

1. Violations may result in loss of access.
2. Additional disciplinary action will be determined by the normal Behavior Management policies.
3. When applicable, law enforcement may be involved.

**CONDUCT AND DISCIPLINE**

**Conduct Policy**

As young and developing Christians and as members of the body of Christ, BCA students are expected to behave in a manner consistent with biblical standards for Christian conduct. All words, actions, and activities should conform to biblical guidelines and through that glorify our heavenly Father. “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” Ephesians 4:29.

Parents need to maintain responsibility for, and an interest in, the conduct of their sons and daughters while at school or school events. They should ensure that their children complete homework and assignments. Beyond that, parents could impose appropriate punishments for incomplete homework, tardiness, improper choice of clothing, use of foul language, fighting, use of alcohol or illegal drugs, and so on. The school and home should be powerfully consistent in attitude and approach at such key points.

The school will encourage proper conduct in both the positive and negative sense. Doing that which is right should be the main focus for guiding conduct, but institutional integrity also requires the exercise of disciplinary action. Students will need to abide by classroom and school rules and principles. Our school should be free of offensive behavior or language.

Oral or written reprimands, removal from class, detentions, paddling, suspensions from school and extracurricular activities, and in-house suspensions may be given by the school for activities such as those that follow:

* Disruptive, disrespectful or disobedient behavior
* Crude, vulgar or profane language
* Leaving classes or school during the day without permission
* Unexcused absences
* Cheating or stealing
* Fighting
* Use or possession of tobacco, drugs and alcohol
* Harassment or conduct that subjects other persons to unwanted comments or actions because of race, national origin, age, sex, physical characteristics or disability

Students who violate the principles of good conduct during or outside of school hours will be subject to school discipline. Although the school cannot control what happens outside of school. We do hold the right to release any student for actions that is not in conjunction with Christian Character, or in any way leaves a bad representation of the principles of BCA. The school maintains an interest in non-school events involving members of the school community since such events help to characterize our school. The board reserves the right to suspend or expel a student based on any form of criminal action they have been involved in.

A school event is understood to be an event involving our students and given direction by, or sponsored by, a staff member.

Students, staff and parents are always ambassadors of our school and our Lord. Even if not at school sponsored events, our actions and talk help define our Lord’s school in the larger community. If members of the school are active participants in improper activities, our school fails to show whole-hearted commitment to Jesus Christ.

**Cell Phones, Personal Electronic Devices**

 The school day is intended for spiritual and academic growth. To minimize distract-ions, the use of cell phones, Smartwatches, IPod’s, MP3’s, Game Boys and other such electronic devices is prohibited between 7:30 a.m. and 3:30 p.m. on school property.

Cell phones can be left in the office at the beginning of the school day and picked up at the end of the school day by students. Cell phones brought to class or study hall will be confiscated at the beginning of each period and returned to parents at the end of the day. Use of a cell phone, not authorized by a faculty or staff member, between 7:30 a.m. and 3:30 p.m. is considered a willful defiance of authority, a disruption to the learning process and will result in the following disciplinary action.

First Offense – Lunch detention

Second Offense – Two-hour in-school suspension

Third Offense – Additional consequences to be determined by the administration

**Plagiarism or Academic Cheating**

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one’s own

For example: failure to use quotation marks, footnotes, or bibliography to indicate material used directly or substantially from other sources in written or oral reports. This definition would also apply to themes, poems, musical compositions, research reports, reviews, etc. or to any other work done in preparation for school assignments.

Penalty: Student will receive a grade penalty and/or disciplinary action

Academic Cheating means the attempt to obtain knowledge, information, or material from another person or source of information and to submit such work as the product of the students.

For example: giving or receiving aid during a testing period, lending one’s own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student.

Penalty: Student will receive a grade penalty and/or disciplinary action

**Dress Standards**

From the time of the Apostle Paul writing to the Corinthians to the present day, dress has always been a subject of controversy and confusion for Christians. The world’s standards and the standards that Christ has for our lives are different. While we recognize that God looks on the inside and judges peoples' hearts, we also recognize that Christians and non-Christians, both, look at the outside and expect a difference between what the world does and what we do as Christians. Matthew 5:13a says “Ye are the salt of the earth:” and Colossians 3:17 tells us “And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him”. We are on display as a member of the body of Christ and as members of the Berean Christian Academy. This means we must be dressed with modesty and cleanliness conformed to Christ’s standards and not the world’s view of acceptable and unacceptable dress.

The school encourages parents to remain closely involved with their children’s appearance and personal hygiene. The school expects parents to enforce and support the dress code.

All clothing and dress should be neat, clean, in good repair, modest fit, and length. The following dress code policy has been established.

**Boys:**

Hair must be kept neat, trimmed and off the collar, out of the eyes and at least half of the ear is to be showing on the sides. Unnatural colors are unacceptable (pink, blue, purple, etc….)

**Monday, Tuesday, Thursday**

* Blue jeans (jeans must not drag ground, no holes/tears)
* Black, gray, navy blue or khaki jeans or dress pants (same conditional standards as jeans)
* Nice button-down dress shirt or polo shirts (2 or 3 buttons and a collar)
* Shoes with socks are to be worn at all times (no open toed shoes, no sandals, no flip-flops, etc…..)
* Sweatshirts, sweaters, or jackets may be worn over polo shirts, but the collar must show

**Wednesday**

* Black, gray, navy blue, or khaki dress pants or colored jeans.
* Nice button-down dress shirt or polo
* Shoes with socks (**NO** tennis/athletic shoes or open toed shoes)
* Boys may choose to wear suit vest, sweater, 3 quarter zip pullover (plain and free of writing/pictures) or jacket as well
* NO SWEATSHIRTS or HOODIES

**Physical Education and Athletics clothing**

* Sweat pants, warm-up pants, or shorts at or below the bottom of the knee
* T-shirt free of tobacco, alcohol, or other inappropriate print
* Tennis/Athletic shoes with socks
* No tank tops, sleeveless or cutout shirts allows.

**Girls:**

Hair must be clean and styled with good taste. Unnaturalcolors are unacceptable (pink, blue, purple, etc….)

**Monday, Tuesday, Thursday**

* Skirts (no hem above the base of the knee, no slit above the bend of the knee, or tears/holes)
* Blue jeans (jeans must not drag ground, no holes/tears)
* Black, gray, navy blue or khaki jeans or dress pants (same conditional standards as jeans)
* Nice button-down dress shirt or polo shirt (2 or 3 buttons and a collar)
* Shoes are always to be worn (NO open toed shoes, sandals or flip flops are allowed)
* Sweatshirts, sweaters, or jackets may be worn over polo shirts, but the collar must show

**Wednesday**

* Skirts (no hem above the base of the knee, no slit above the bend of the knee, or tears/holes)
* Nice dress shirt or Christian t-shirt
* Girls may choose to wear a nice church dress, (no low-cut dresses, no hem above the **bottom** of the knee, no slit above the knee).
* Sweater or zip up jackets may be worn
* Shoes are always to be worn (NO open toed shoes, sandals or flip flops are allowed)
* NO SWEATSHIRTS or HOODIES

**Physical Education and Athletics clothing**

* Sweatpants or athletic shorts at or below the bottom of the knee
* Any color (but white) T-shirt free of tobacco, alcohol, or other inappropriate print
* Tennis/Athletic Shoes with socks
* No tank top, sleeveless, or cutout shirts allowed

**All Students:**

**Thursdays – T-shirt & Jeans**

The first week of school we will order BCA T-shirts. After all orders are received (to allow all new students the same opportunity) students will be allowed to wear the following, unless notified otherwise

* Berean Christian Academy T-shirt from current school year
* Berean Christian Academy T-shirt from any previous school year
* Blue jeans (jeans must not drag ground, no holes/tear)
* Standard dress code is also acceptable

**Miscellaneous:**

* No spandex or tight garments may be worn
* No facial or body piercing is allowed, other than 1 pair of earrings for girls worn in the lobe of the ear only.
* Students may not apply tattoos while a student of BCA (this includes summer break)
* Students having tattoos before becoming students of BCA must keep tattoo covered at all times
* No clothing chains will be allowed
* Boys must be clean shaven
* Sunglasses and hats are not to be worn in the school building. (Exceptions will be made for school sponsored “Spirit” days.)

**\*The Administration has the right to determine appropriateness of any and all student dress at all school functions.\***

**Dress Code Penalty**

**First Offense-** The student will call for a change of clothes from home. The student will not go back to class until his/her clothes have been changed. The student will pick up their clothes at the end of the day from the Administrator.

**Second Offense-** Detention will be given. The student will call for a change of clothes from home. The parents will be required to pick up the student’s clothes at the end of the day.

**Third Offense-** Detention will be given. The parents will be contacted. A one-day in-school suspension will be served. A parent/student/administrator conference will be called.

**Vehicle Policy**

Driving a vehicle to school is a permitted privilege. All those driving vehicles to school must follow the rules for driving to campus or have their privileges revoked. When a parent/parents allow(s) a student to drive a vehicle to school, the parents accept the responsibility to provide the proper and legal limits of liability insurance as well as grant the permission for the vehicle to be searched at any time while on the school premises if administration or school board deems it necessary.

* You must leave your car and the parking lot when you arrive.
* Parking lot and cars are off limits until the end of the school day. Going to your vehicle without permission from the office is reason for a detention.
* Unless permission is granted by the school office, you may not leave the school campus during the school day with your car.
* Vehicles must be parked in the stalls as marked.
* Driving in a reckless or unsafe manner on or close to the school grounds will not be tolerated.
* Student drivers must leave the parking lot before 3:30 or wait until after 3:50.

**Disciplinary Actions**

**Detentions** are served as a result of incomplete work, missed assignments, violation of classroom and school rules, and unacceptable behavior. Detentions are intended to serve as a consequence for unacceptable behavior as well as to encourage more positive behavior in the future. Parental support for having students serve the detention promptly is appreciated and imperative in effectively changing behaviors that result in detentions. Policies for detentions are as follows:

* Detentions can be given by any teacher or administrator for legitimate reasons.
* Detentions will be served the day following the infraction for one (1) hour after school, if staff is available, otherwise it will be on Monday of each week.
* One teacher and a room will be assigned to detention duty.
* The teacher assigning the detention will fill out “Notice of Detention Form”.
* “Notice of Detention Form” will be sent home to the parents to be signed and **must** be returned the following school day.

**In School Suspensions and Off Campus Suspensions** will be given based on the severity of the offense, and can only be assigned by the Administrator. “In School Suspensions” will be for one (1) full day of class time, and will be supervised by the Administrator. Depending on the offense and the number of occurrences “Off Campus Suspensions” can range from one (1) to five (5) days. Participation in extra-curricular activities on the same day a suspension is served will **not** be allowed. **Parents will be informed immediately when a suspension is issued.** Listed below are **some** infractions in which a suspension may be given.

* Disruptive, disrespectful, or disobedient behavior
* Profane or vulgar language
* Cheating
* Fighting
* Unexcused absences
* Use or possession of tobacco, drugs, or alcohol

**Corporal Correction (Paddling)** will be used at any point during the discipline process when the student’s teacher and the Administrator are in agreement that Corporal

Correction is in the best interest of the child. The parents of the student will be notified immediately. Listed below are the steps that will be followed when Corporal Correction is being applied.

1. A teacher or Administrator will pray with your child and discuss Biblical application, as well as clearly discussing the offense.
2. A staff member of the same sex as your child will witness the punishment. The strokes will be reasonable in number, not to exceed three (3) and will be administered by a parent/guardian, teacher, or administrator, using a flat board paddle.
3. Physical restraint will not be used. However, the child may be asked to withdraw from school if submission to the paddling is refused.
4. After administering the discipline, the person responsible for the correction will pray with your child, assuring him/her of their love.
5. A report including the date, offense, number of strokes, and name of individual doing the correction will be filed in the office. A copy will be sent to the parent.

This list is located on the “Corporal Correction Authorization Form” that will be filled out and signed prior to enrollment in BCA.

**Expulsion** from the school is an action taken by the Administrator and School Board and suspends (temporarily or permanently) the right of a student to attend school at BCA. The length of time will be determined by the Administrator and School Board. Students and Parents will be appropriately notified when the processes leading to expulsion are initiated. Listed below are **some** of the reasons for expulsion.

* A consistently negative attitude and behavior pattern detrimental to the goals of the school.
* Failure to respond positively to repeated effort at correction by the school staff.
* Possession or use of alcohol or illegal drugs.
* Possession of weapons.
* Vandalism to School or Staff property
* Attacking or assaulting a school official.

**Alcohol and Drug Policy**

Any student in possession, involved in using, or contributing to the use of un-prescribed or illegal drugs or alcohol at school or at any school function shall be subject to suspension and further action as needed.

**Tobacco Policy**

Any student in possession, involved in using, or contributing to the use of tobacco at school or at any school function shall be subject to suspension. This includes smoking, snuff, and chewing tobacco.

**Weapons Policy**

Students, who possess or claim to possess, use, threaten to use, or display a weapon while at school, or at a school event shall be subject to discipline up to and including expulsion.

Possession includes, but is not limited to; having a weapon on school property or at a school sponsored event. This includes on the student’s person or property, in a space assigned to the student, or in a hidden place available to the student.

Weapons include, but are not limited to: firearms, any gun designed to discharge a projectile, sling shot, knives, any explosive device including fireworks, pepper spray, mace, or stun gun.

**Student Dignity Policy**

Berean Christian Academy intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics or disability, which robs the person of dignity, is not permitted.

Berean Christian Academy does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or administrator. Employees may report to the administrator or board member. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

**Parents Attendance at Board Meetings**

The Board of Directors meets quarterly throughout the year. Parents are encouraged to be a part of the open session (6:00-6:30 PM). During the open session parents may speak on issues they feel the board needs to consider. If a parent wishes to address the Board, the administrator needs to be notified so he can schedule time for all participants. Minutes from each meeting will be posted. Parents may attend Board Meeting Open Sessions for PCTP hours.

**Parent/Guardian Contributing Time Program (PCTP)**

PCTP will be reinstated in this upcoming school year. The purpose of the Parents Contributing Time Program (PCTP) is to allow parents/guardians opportunities to be more involved in all aspects of their children’s educational process. Active involvement in all areas of BCA will allow more open communication between staff and parents. It will encourage students and help them succeed in their school experience. It will also allow more fellowship with other BCA families.

**Each two-parent family is responsible for volunteering 20 hours per year** for the Parent/Guardian Contributing Time Program. Single parent families are responsible for volunteering 10 hours per year.

**Each family is responsible for recording their own PCTP hours**. There will be a PCTP logbook available in the school office. Each family will have a page and will record their PCTP hours on that page. Please do not phone in or turn in individual PCTP hours to office personnel. Work directly related to classroom activities, serving on a school committee, school office work, cleaning and maintenance, lunch duty, and many other activities may be accumulated for PCTP hours. If both parents attend a meeting or work to provide a service to BCA, each parent qualifies for the time donated. Questions about earning PCTP hour credits should be directed to the Administrative Office Assistant.

**If a family is unable to volunteer these PCTP hours, the school must be notified and the equivalent of** $15.00 **per hour must be paid for each hour not worked. Any hours not turned in will be billed.**

Final report cards willnot be released if PCTP hours are not fulfilled by the end of the school year.

PCTP hours for a given school year may be earned from June 1st until May 30th.

PCTP hours worked are only applicable to the current school year.

No more than 25% of PCTP hours may be earned supporting extracurricular activities.

Closed Board meetings may not be counted by Board members toward PCTP time.