

**BURLINGTON
CHRISTIAN
ACADEMY
*ROYALS***

**PARENT/STUDENT
HANDBOOK**

Revised 2012

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Mission Statement

Burlington Christian Academy has a two-fold mission. We seek to provide students with an excellent academic education and to disciple them in the Christian faith and a biblical world-view. Through the intentional integration of academics and faith, we seek to equip students with knowledge, skills, and biblical principles for successful living. Within our loving and nurturing learning environment, we strive to make a significant difference in a child's life that each child can grow to be the person Christ intends for him/her to be.

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INTRODUCTION TO BURLINGTON CHRISTIAN ACADEMY

WELCOME

The faculty and staff of Burlington Christian Academy welcomes all students and parents for this school year. It is a privilege to have each of you as part of our BCA family. This handbook has been prepared to assist you in becoming familiar with the school. Please read it and discuss it with your child. We believe that it is of the utmost importance that our lines of communication be kept open and clear so that the school and home may harmoniously cooperate to provide the best educational experience possible for every child. If we all understand and adhere to the guidelines and school policies, we will have a successful year.

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PURPOSE OF THE HANDBOOK

The Parent/Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Burlington Christian Academy. Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the Academy. In the Handbook no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policy and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables BCA to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

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HISTORY OF BURLINGTON CHRISTIAN ACADEMY

Burlington Christian Academy is the outgrowth of an exciting vision shared by a number of Christians, including parents, businessmen, ministers, and professional people in Alamance County. They strongly felt the need for a school which would provide a quality education in a Christian context for all who desired it. This vision became a

reality in the fall of 1978 when Burlington Christian Academy began with an administrator, three teachers, and a student body of twenty-five. Since its inception, BCA has continued to grow as the Lord has honored the work and sacrifice of those who pioneered this ministry. In the spring of 1982, Burlington Assembly, which from the beginning had provided facilities for the Academy, assumed full responsibility for the care and nurturing of BCA. Since that time, BCA has experienced both quantitative and qualitative growth with beautiful new facilities, a large highly qualified faculty, and over six hundred students.

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MISSION STATEMENT

Burlington Christian Academy has a two-fold mission. We seek to provide students with an excellent academic education and to disciple them in the Christian faith and a biblical world-view. Through the intentional integration of academics and faith, we seek to equip students with knowledge, skills, and biblical principles for successful living. Within our loving and nurturing learning environment, we strive to make a significant difference in a child's life that each child can grow to be the person Christ intends for him/her to be.

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STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. 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 to the resurrection of damnation (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)

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OVERVIEW OF EDUCATIONAL PHILOSOPHY

Burlington Christian Academy is an interdenominational Christian school that embraces historic evangelical Christianity as revealed in the Scriptures. We seek to provide a comprehensive elementary, middle, and high school education through a rigorous academic program within the context of a Christ-centered worldview. Central to the learning process is the integration of both faith and academics that ultimately leads to the development of a Christian mind.

The basis of our educational philosophy is grounded in certain academic assumptions. We believe that our students should learn the material presented in the curriculum for his/her grade level. Each student should also gain a thorough comprehension and command of the fundamental core classes as well as processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics. Further, we seek to develop within each child independent and critical thought, a positive self-image, self-discipline, an awareness of the culture in which we live, expertise in educational technology, and an appreciation of aesthetic values.

BCA's educational philosophy is also rooted in particular theological assumptions. We believe that God is self-existent and seeks a personal relationship with all people. We maintain that He is the Creator and Sustainer of the universe. Further, we assert that God has made Himself known to humanity through His creation, through the written revelation of the Scriptures, and through the person of His son, Jesus Christ. With respect to our view of man, we believe that man was created in God's image; however, through willful rebellion against God's standards of righteousness, man fell, and became alienated from God. Through the sacrificial and atoning death of Christ Jesus, God provided the means of reconciliation and restoration. We believe that the basis for right living and ethics is found in God himself and is revealed to man in Scripture. We therefore maintain that Scripture is essential in teaching and guiding young minds to make wise choices in daily living.

At BCA we strive for an educational program which supports our students in reaching their full academic and individual potential. Ultimately, as students grow in their academic understanding and application of God's truth in their lives, they will fulfill God's highest purpose for man: knowing Him and living rightly in their family, church, community, and world.

From our Educational Philosophy flow our Statement of Goals and Objectives.

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STATEMENT OF GOALS AND OBJECTIVES

EDUCATIONAL GOALS AND OBJECTIVES

Regarding educational development, BCA seeks to ensure that every child realizes his/her full academic potential as an individual uniquely created by God and has the confidence that he/she is able to learn and succeed. We want each child to master the material presented in the curriculum for his/her grade level, and we strive to help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics. We desire for all of our students to experience a positive educational environment, resulting in personal motivation for academic success and a lifelong love of learning.

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PARENTAL GOALS AND OBJECTIVES

Regarding home and parental responsibilities, BCA maintains that educational objectives cannot be met without parental involvement and support. BCA seeks to partner with parents in all phases of the student's development. We want parents to recognize that they are ultimately charged with the responsibility for the education of their child and not the school. We expect parents to be involved with teachers, staff, and administration and to accept their part in educational accountability. We expect parents to interact with and support the teachers, to closely monitor their child's school work, to praise and encourage their child in his/her efforts at school, to provide a place and time for study at home, and to help their child at home when needed.

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SOCIAL AND EMOTIONAL GOALS AND OBJECTIVES

Regarding social development, BCA endeavors to help each child recognize his/her innate value as a human being created and loved by God and to develop a positive sense of self worth. Further, we endeavor to teach students to appreciate and respect other human beings as God's unique creations regardless of race, intelligence, beauty, gifts, or social position. We desire each child to have a healthy view of self and others. In addition, we help students develop appropriate social and interpersonal skills necessary for successful living. We help each child to learn how to develop friendships so that no child at BCA would be without a friend among his/her classmates.

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SPIRITUAL GOALS AND OBJECTIVES

Regarding spiritual development, BCA wants every child to understand basic Christian truths and, in love, be given an opportunity to respond positively to Christ's good news. We teach the biblical view of the love and friendship of God and help each child develop

a relationship with Christ which is characterized by daily obedience, intimate communion, and worship. Further, we teach integrity and moral standards based on Christian absolutes. We want to nurture tender hearts that confess their faults, forgive one another, and desire to please the Lord, thus influencing their culture and their world for good.

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ADMISSIONS

NON-DISCRIMINATION POLICY

Burlington Christian Academy does not determine admission on the basis of race, color, national or ethnic origin, and extends all the rights, privileges, programs, and activities generally accorded to students at the school.

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ACCOUNTABILITY AND GOVERNANCE

BCA is an independent interdenominational school operating in compliance with the North Carolina Department of Non-Public Instruction. The BCA School Board is responsible for establishing and overseeing the policies and procedures of the school. The Administrator is responsible for implementing the policies and managing the day-to-day operations of the school. The BCA School Board reserves the right to establish and/or change any policy or procedure at any time, as deemed necessary and in the best interest of the school. Parents and students will be notified of such changes.

BCA is accredited by the *Association of Christian Schools International (ACSI)* and the *Southern Association of Colleges and Schools (SACS)*. BCA seeks to provide a comprehensive education through a rigorous academic program within the context of a Christ-centered worldview. The faculty and administration of BCA are highly qualified professionals meeting all requirements mandated by ACSI, SACS, and the BCA School Board in the areas of degrees, certifications, and the God-given ability to teach. Our school and classrooms are open to visits by parents, potential students and their parents, educators, and members of the community (upon appointment). Nationally-normed standardized tests are administered yearly to students in grades one and above.

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ADMISSION PROCEDURES AND REQUIRED FORMS

BCA is an interdenominational, evangelical, Christian school that embraces orthodox, historic Christianity. We admit students whose parents desire for their children a Christian education within an evangelical, non-legalistic, interdenominational context. Parents/guardians must desire to have their children directed in the matters of the

Christian faith leading to the acceptance of Christ as Lord and Savior, and to be disciplined in the faith which leads to Christian maturity and the embracing of a Christian worldview.

Admission and re-admission to BCA is subject to approval by the Administration. Acceptance into BCA will be partly based upon the expectation by school officials that each student will work to excel academically by working to the best of his/her ability, to interact well with other students and the school staff, and that parents and students will cheerfully abide by and support the policies of the school. The school reserves the right to not admit/re-admit any applicant where it is determined by school officials that enrollment would not be in the best interest of the school, the family, or the child. BCA does not discriminate in its admission policy based on race, color, national or ethnic origin. Families who are delinquent in payment of tuition to BCA are not eligible for enrollment at BCA.

Upon student acceptance into BCA, the following forms are required in our office before students can attend school: birth certificate (copy), current immunization record and physical form, Enrollment Agreement, Financial Agreement, Discipline Policy and Behavior Management Policy, School Grounds Activities Agreement, Middle/High School Commitment Form (if applicable), Middle/High School Recommendation Forms (if applicable), and any other forms deemed necessary by the administration and BCA School Board.

Parents wishing to enroll students in BCA must complete a student application and authorization of release of educational records for each student. The application should be turned into the BCA office along with the application fee (non-refundable) for each student. The application fee is refunded only if BCA does not offer admission to the student. If parents withdraw an application or decline to go forward in the steps of the admission process, no refund is made. New student applicants will be required to take an entrance/placement examination (additional testing fee required with student application), submit previous school records to Administration (including report cards, end of grade testing, national testing, etc.), and meet with the Administration for an interview process and to receive an overview of the BCA program. An admission decision is made by the administration based upon parental understanding and agreement with BCA's mission and policies, the child's ability to successfully benefit from the offering, and the availability of a spot in the class.

Students transferring to BCA from another school must provide transcripts from their previous school(s). BCA will review the transcript to determine credits that will transfer to BCA. Generally, in the elementary and middle school levels, the grades, teacher comments, and conduct noted on the student report card along with scores on national or state standardized tests will serve to determine credits accepted and/or proper grade placement for a student. Student performance on BCA's entrance testing will also be utilized in the decision regarding grade placement.

At the high school level, students must successfully complete the specified number of credits and graduation requirements established by the BCA School Board. The credits of new students to BCA will be reviewed by the admissions committee to determine acceptance towards the graduation requirements. As a general rule, BCA will accept credits from other accredited schools, public schools, and non-public/private schools. Students transferring into BCA from home schools will need to provide instructional content along with their transcript and standardized testing to determine the acceptance of credits and placement.

Students withdrawing from BCA during the current school year will incur a *Student Withdrawal Processing Fee*. (This fee is applicable to students withdrawing on or after the date set for teachers to return to school for the new school year, which is generally one week prior to the first day of school for students, and runs until the last day of school for the current school year.)

Students expelled from BCA are not allowed on campus for school activities, events, visitation, etc. without approval from administration. If approval is granted, the student must check-in as a visitor through the main office and adhere to all school policies, guidelines, and administrative directives.

As stated in our Statement of Faith, we believe the Bible to be the inspired, and only infallible, authoritative, inerrant Word of God. In agreement with scripture, the BCA admissions requirements agree that the scripture dictates standards of sexual behavior. Therefore, any promiscuity, homosexuality/bisexuality, or other immoral sexual behavior is viewed as unscriptural. The BCA School Board and Administration retain the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices and/or students involved in pornographic activity. Parents/guardians involved in such biblical immoral lifestyles would be unable to serve as a volunteer at BCA. (Leviticus 20:13; Romans 1:27)

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FINANCES

All parents/guardians must sign and adhere to BCA's Financial Agreement Policy.

1. Upon acceptance of a child into BCA, the parent must pay Tuition and Building Assessment in advance as indicated (accepted methods of payment include Cash, Checks, MasterCard/Visa Credit Cards, Debit Cards, and Discover Credit Cards):
 - a) 10 payments due on the 1st of each calendar month beginning August 1st with the final payment due May 1st. (NOTE: Account is considered past due the 11th of each month. Any tuition/assessment payment received after the 10th of the month will incur a late fee.)
 - b) Annual payment due August 1st

- c) Bank drafts - this method of payment should be established with the accounting office by the designated date for each new school year

Note: The Building Assessment does not apply to half-day preschool

- 2. Books and Materials Fees (non-refundable) may be paid:
 - a) In 4 equal payments and due on the first of each month beginning February 1st through May 1st (prior to August of the school year your child is enrolled for placement at BCA
 - b) In 1 payment due by May 1st (prior to August of the school year your child is enrolled for placement at BCA

Note: Failure to pay by the May 1st deadline will jeopardize your child's placement at BCA. Parents will be notified of any delinquent fees, prior to May 1st. If fees are not received by May 1st the student will be withdrawn from enrollment at BCA.

Parents desiring to re-apply for their child to be considered for placement at BCA (after withdrawal due to delinquent account balance) must start anew with the admissions process including payment of the non-refundable application fee. Once a student has been withdrawn, there is no guarantee of placement if student re-applies for placement. Student placement will be determined based upon openings at each grade level.

- 3. Activity Fees for Middle/High School
 - a) Paid monthly along with tuition and assessment fees
 - b) Paid annually due by August 1st

*Parents should adhere to the current Financial Information Form each school year for current tuition, fees, and requirements. Changes may occur in financial requirements, deadlines, and fees. BCA will notify parents of any such changes.

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STUDENT WITHDRAWAL OR DISMISSAL

A student is not considered withdrawn until the school office has been notified by the parent. Students withdrawing during the school year will incur a Student Withdrawal Processing Fee. (This fee is applicable to students withdrawing on or after the date set for teachers to return to school for the new school year, which is generally one week prior to the first day of school for students, and runs through the last day of school for the current school year.) In the case of dismissal, the parent will be notified by administration and the office will be informed of the student dismissal. Students expelled from BCA are not allowed on campus for school activities, events, visitation, etc. without approval from administration. If approval is granted, the student must check-in as a

visitor through the main office and adhere to all school policies, guidelines, and administrative directives.

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GENERAL INFORMATION

OFFICE HOURS

The school office is located in Building C and operates five days a week (Monday through Friday) from 8:00am to 4:30pm. The school telephone number is 336-227-0288. The school business office is the central location of the school administration. Due to the workload and confidentiality of school records, accounts, and other school matters, parents, students, and visitors should handle all transactions, questions, and concerns at the office window. The drop box by the reception window at the main office should be used for any payments or other written information/correspondence when the office is closed. Parents, students, and visitors should not enter the office or teacher lounges/workrooms unless directed to do so by BCA personnel.

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SCHOOL HOURS

K3 and K4 Half Day classes begin at 8:30am and conclude at 11:45am

K3 and K4 Full Day classes begin at 8:30am and conclude at 2:30pm

Kindergarten classes begin promptly at 8:30am and conclude at 2:45pm

1st through 3rd grades begin promptly at 8:30am and conclude at 3:00pm

4th through 8th grades begin promptly at 8:30am and conclude at 3:15pm

9th through 12th grades begin promptly at 8:00am and conclude at 3:15pm

Before School Care opens at 6:30am until 8:15am

After School Care begins at designated grade level departure times (beginning at 2:30pm) and closes at 6:00pm

Any student checked out before 11:30am will be considered absent for the school day.

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ARRIVAL AND DEPARTURE PROCEDURES

Half-day Preschool (3 and 4 year olds): Children should be taken to their classroom between 8:15-8:30am and picked up at the classroom at 11:45am by parents or guardian. Children arriving before 8:15am should be taken to Before School Care. Teachers will gather their students by 8:15am and take them to the classroom. At the 11:45am departure time, children will be allowed to leave only with persons specified by parent. Please be on time when picking up your child at 11:45am. After School Care is not available for half-day children. Therefore, children should be picked up as promptly as

possible. Any child not picked up by 12:00 noon will be taken to the school office for their parents to be called, and will be charged \$5.00 in fifteen minute increments (late pick up fee) after 12:00 noon.

Full-day Preschool (3 and 4 years old): Children who arrive between 6:30-8:14am are to be taken by parent/guardian (or other persons specified by parents) to the designated classroom for Before School Care. Teachers will gather their students by 8:15am and take them to the classroom. Children who arrive between 8:15-8:30am should be taken directly to the classroom where a teacher will be waiting to receive the children. At no time should a child be left in his/her classroom unless a teacher is present. Parents/guardians must accompany children to their proper classroom. At no time should preschool children be dropped off to enter the building unescorted. This is a North Carolina Daycare Regulation and must be strictly enforced.

The preschool day ends at 2:30pm. Parents/guardians should come to the classroom to pick up their child at this time. Children who normally go to After School Care will be placed in ASC at this time. Children who are not picked up by 2:45pm will be taken to ASC for supervision and care until the parent/guardian arrives to pick up their child. (All charges for Preschool ASC services begin at 2:30pm.)

Kindergarten: Children may be dropped off at designated locations between 8:15-8:30am. Class begins at 8:30am. Students may be picked-up at their designated location at the departure time of 2:45pm. Students remaining after 3:00pm will be taken to After School Care. (All charges for Kindergarten ASC services begin at 2:45pm.)

1st through 3rd Grades: Students may be dropped off at the designated location between 8:15-8:30am. Class begins promptly at 8:30am. Students may be picked-up at their designated location at the departure time of 3:00pm. Students remaining after 3:15pm will be taken to After School Care. (All charges for 1st, 2nd, and 3rd grade ASC services begin at 3:00pm.)

4th through 8th Grades: Students may be dropped off at the designated location between 8:15-8:30am. Class begins promptly at 8:30am. Students may be picked-up at their designated location at the departure time of 3:15pm. Students remaining after 3:30pm will be taken to After School Care. (All charges for 4th through 8th grade ASC services begin at 3:15pm.)

Kindergarten through 8th Grade students may be dropped off at designated locations between 8:15 – 8:30am. Students arriving between 6:30 – 8:14am should go to Before School Care. However, if BCA staff is on duty in the parking lot supervising morning arrival, students may proceed to their classroom. (There will be no Before School Care fees charged for students arriving after 8:10am)

Before School Care is available from 6:30am – 8:30am. Parents/guardians of preschool children should sign their child in with the BSC personnel upon arrival. Students in

kindergarten and above should sign-in with the BSC personnel upon arrival. The location for BSC will be designated at the beginning of the school year.

After School Care is available at the end of the school day for your child and is open until 6:00pm. (Children remaining after 6:00pm will incur a late fee of \$1.00 per minute.) Parents/guardians must sign out their child with the ASC personnel upon departure.

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VISITORS

All visitors of BCA are required to report to the school office before proceeding to any other part of the campus. Parents, guardians, and grandparents are welcome to visit the school, however, all visitors are expected to report to the office between the hours of 8:30am and 3:15pm and receive a Visitor Badge. Anyone without a Visitor Badge will be directed to the office. Parents are asked not to interrupt the class during instruction time. This policy is implemented to enhance the safety and instruction continuity.

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TARDINESS

Kindergarten through 8th Grade: Classes at BCA begin promptly at 8:30am. Students should be in their classroom by 8:25am in preparation for the day. Students must arrive on time. Tardiness is disruptive to the class as well as to the teacher. Tardiness also impacts the student as he/she may miss important instruction/assignments. Being on time ensures continuity and consistency in the educational process. Habitual tardiness will not be allowed.

Students who arrive after 8:30am must be accompanied by a parent to the office for a permission note for admittance to class. Three tardies will result in an absence. Excessive and habitual tardiness can result in detention, suspension, or placement outside of BCA. Parents should make every effort to have students at school on time.

Middle School Tardiness – see Middle School Section

High School Tardiness – see High School Section

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ABSENCES

Kindergarten through 5th Grade: State law requires a parent/guardian of any child between the ages of 7 and 16 to see that such a child attends a public, private, or parochial school regularly. Regular attendance is a must if students are to progress in their education. If your child is absent, please call the school office by 9:00am. If you do not call the office the child must bring a dated, written note from the parent stating the reason for the absence upon the child's return to school. The student should present the note to his/her teacher upon return to the classroom. If a student must leave school for a

portion of the day due to a doctor appointment, a note from the doctor's office should be submitted to our office upon return to school in order for the absence to be considered excused. Any student checked out before 11:30am will be considered absent from school.

Parents/students are responsible for obtaining missed class work and assignments from the teacher. In the elementary grades, parents should make sure the missed assignments are completed and returned within a week of the absence.

Family Vacation/Trip: It is important that students maintain prompt and consistent class attendance. Failure to do so can jeopardize student performance, progress, and success. If a child must be taken out of school for a trip, parents should notify administration prior to the student planned absence(s) in order for the time out of school to be considered an excused absence. Class work and tests can only be made up for excused absences. Student record of attendance and class performance must be taken into consideration when such a request is made for a student to be away from school due to a trip. Of course, the nature of the trip will be taken into consideration as well. Students will be responsible for making up missed work and tests during his/her absence. Elementary students may obtain work before the trip or obtain once they have returned from trip. Middle and high school students can only obtain missed work after returning from trip.

Middle School Absences and Missed Work – See Middle School Section

High School Absences and Missed Work – See High School Section

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EARLY DEPARTURE FROM SCHOOL

Students in Preschool, Kindergarten, and Grades 1 through 8 are allowed to leave school early when a note signed by a parent/guardian is sent to the teacher on the day he/she is to leave early, or when a parent comes in to the main office to sign the student out. Once the student is properly signed out in the office, the office personnel will page the classroom in order for the student to come to the office for the early departure. (Parents should not go to the classroom to pick up a student unless given permission from the office.) Parents picking up a K3, K4, or K5 student early, **on a regular basis**, can go directly to the classroom to receive their child.

All students who leave campus (even for part of a day) should have a parent sign them out at the office. A student may not wait at the office for early leave until a parent arrives to pick him/her up. Upon return, the parent should sign the student back into school at the office. Parents/students should bring any formal documentation (note indicating an appointment) to the office at this time.

All students are responsible for missed work, in accordance with school policy, due to instruction missed during the student's absence as a result of early departure or late

arrival. The policy established for student absences would apply for student's leaving early from school or checking in late to school in which instructional time was missed.

High School Early Departure From School – See High School Section

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WEATHER CLOSINGS AND DELAYS

When the school must be closed due to inclement weather, announcements will be made on: Channel 2 WFMY and Channel 8 WGHP. An announcement will also be made at 99.5 WMAG. The delay or closing information will also be on the BCA voicemail system and the BCA website.

Some weather events may necessitate a two hour delay. If BCA announces a two hour delay then classes begin at 10:30am. **On delay days, BCA will not have Before School Care. High School students will follow the same arrival time as all BCA students on delay days.** On delay schedule days, students should not be brought to school any earlier than fifteen minutes prior to the start of school.

Some inclement weather may require No Before School Care with school beginning at regular time. If the announcement indicates that BCA begins at 8:30am, this would indicate that BCA will run on a regular school schedule with no Before School Care. If this announcement was made over the news media, our **High School would begin at the regular 8:00am time** with Preschool through 8th grade beginning at 8:30am.

Children in the **half-day preschool** will adhere to any school delays or closings. The only exception is if BCA is on a **two hour delay, the half-day preschool will not open.**

Given that our students (as well as teachers) come from various counties and that these geographic areas are affected differently by weather conditions, we expect parents to use their own discretion as to whether it is safe for them to bring their children in to school on days with a delayed arrival time. On such days, tardiness and absenteeism is not our primary concern, rather the safety of our students and families.

*In posting weather information on the television, we can only choose from pre-recorded messages and cannot always post exactly what we would like to say. It is important to understand the information being posted. BCA does not always follow the Alamance-Burlington School System. If BCA plans to have a delayed schedule or close school, we will have our own announcement made over the above stated news media. If no announcements are made, then school will run on the normal schedule.

Rev. 09/2010

ALLEVIATING FIRST DAY FEARS

Preschool and kindergarten: During the first few days of school, the separation of the child and parent can sometimes be an adjustment process for all involved. Separation is a natural part of growing up. At BCA we strive to make the transition from home to school as comfortable as possible. The following is intended to help ease anxious feelings for both parents and children.

Prepare your child by talking about school and what they will be doing during the day. You may also want to explain to your child why he/she is going to school. Explain to the child that he/she is going to school to learn and play and school is a safe and fun place.

There is a scheduled time to bring your child to the school before his/her first day. We encourage you to take advantage of our Child Orientation so that your child can meet his/her teacher and become familiar with BCA

Say good-bye. It may be tempting to sneak out while your child is busy, but this does not build trust in the long run. Your child needs a solid “good-bye”. This can be done in the car before you bring him/her to the classroom (which would allow for your child to promptly enter the classroom and begin to play as you leave), in the hall or in the classroom. It is best that you establish a “routine good-bye” with your child. This will help the child as he/she will know what to expect each day which brings security to a child.

These good-byes should not be long. A short hug and kiss is great and will allow your child to quickly transition into the classroom. Long good-byes usually tend to upset a child (or prolong an upsetting separation time). They can also disrupt the class time and/or upset other children in the class. Remember, your child’s teacher will be there to assist you during any difficult separation times. Also, you are welcome to call and have office personnel check on your child, if you feel the need.

Rev. 08/2009

INFORMATION CHANGES

It is important to notify the school of any change of telephone number, address, emergency information, or place of employment of either parent/guardian.

Rev. 08/2009

GRADING SCALE

Letter grades are given on Progress Reports and Report Cards for academic subjects beginning with 1st grade through 12th grade:

A (100-93) B (92-85) C (84-77) D (76-70) E (69-0)

The Kindergarten grading scale is as follows:

M=Meets Expectations

W=Working on meeting expectations

N=Not yet meeting expectations

X=Not evaluated this term

Rev. 08/2009

CURRICULUM AND PROGRESS UPDATES

At BCA we strive for an educational program which supports our students in reaching his/her full academic and individual potential. To accomplish this goal, we provide a comprehensive educational program through a rigorous and challenging curriculum. Our expectation of each student is that he/she will work diligently to learn the material presented in the curriculum and that each student should gain a thorough comprehension and command of the fundamental core classes, as well as processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics. Further, we seek to develop within each child independent and critical thought, a positive self-image, self-discipline, an awareness of the culture in which we live, expertise in educational technology, and an appreciation of aesthetic values.

Parents will be kept abreast of their child's progress through Edline (an online information program to keep parent informed of student grades, homework, and school information), graded work sent home for parents to review, assignment pads/notebooks, Report Cards, and communication with the teacher. A teacher workday will be scheduled at the end of the first quarter for **mandatory parent/teacher conferences**. This is an important time for parents and teachers to communicate regarding their student and his/her progress, strengths, weaknesses, and any other pertinent information.

Students having unsatisfactory or failing work and/or work habits, especially in the core subject areas, may require a meeting with the teacher and parent, a meeting with administration, tutoring sessions, and/or academic probation. The administration and teachers commit to working with students in order for them to become proficient in each academic area. However, if a student is unable to be successful in all subject and skill areas, it may necessitate reevaluation of the suitability of the child's placement at BCA. Such matters will be addressed by the Administration.

Rev. 08/2009

PARENT – TEACHER CONFERENCES

Parents or teachers may initiate conferences. You may request a conference with a teacher at any time by making an appointment with the teacher. Parents are asked to request conferences with a teacher by sending a note to the teacher, leaving a message on her school voice mail, or by speaking with the teacher after the end of school dismissal time. If a parent requests a conference, the teacher will contact the parent in a timely manner in order to schedule the conference. Please do not interrupt class instructional time to discuss student concerns. Teachers will be unable to take time from classes for

unscheduled conferences. The administration will be available for conferences, if needed.

Rev. 08/2009

SCHOOL CONCERNS

When a parent has a school concern, problem, question, or criticism, please address this directly with the person involved, in accordance with the Biblical principle of Matthew 18:15-17. If the situation is not resolved, the next step is to consult with the administration or preschool director.

Rev. 08/2009

SPECIAL INSTRUCTIONS FROM PARENTS

When it is necessary for a child to deviate from his/her normal routine, a note from the parents should be presented to the teacher. These changes may include staying in After School Care, being picked up by someone other than the regular person, etc. In case of emergency, parents may contact the office the office personnel will assist in the situation, as needed.

Rev. 08/2009

STANDARDIZED TESTING

Students in grades 1st through 8th will be given the Stanford Achievement Test (SAT) in the spring of each school year. The dates on which the SAT will be administered will be stated on the school calendar for each new school year and parents will be notified of any special instructions regarding the testing. Copies of the testing results will be placed in the student's cumulative file as well as a copy given to parents/guardians.

High School Students – Various standardized achievement tests are administered to high school students at designated grade levels during their high school experience. These tests may include, but are not be limited to, the Stanford Achievement Test (SAT), the Preliminary Scholastic Achievement Test (PSAT), the Scholastic Achievement Test (SAT), and the ACT.

Rev. 08/2009

HOMEWORK

Grades 1st through 5th: At BCA, we believe there is a three fold purpose to homework. First, to give students needed practice in their studies and to reinforce and master the skills they are being taught each day. Secondly, homework can assist in teaching children responsibility. Thirdly, homework assists children in the skills of time management and following directions.

Following is a *guideline* of the amount of time that should be allotted for homework assignments. The times are *guidelines* based on an average student. Some students may require more or less time in order to complete his/her homework.

1 st grade	approximately 10 minutes
2 nd grade	approximately 20 minutes
3 rd grade	approximately 30 minutes
4 th grade	approximately 40 minutes
5 th grade	approximately 50 minutes

The majority of homework assignments will be given on Monday, Tuesday, and Thursday nights. Any homework given on Wednesday and weekends will be studying and/or working on “on going” special projects. Students are encouraged to begin their homework with their most difficult subject. If a child is having difficulty with homework, please schedule a conference with his/her teacher to discuss the matter.

Middle School Homework – See Middle School Section

High School Homework – See High School Section

Rev. 08/2009

MEDICAL INFORMATION

Emergency Information Card: Each student is to have on file in the office a card with home and work numbers of the parents/guardians. The office should be notified regarding any changes to this important information. It is essential for the Emergency Card to indicate an Emergency Contact in case the parent cannot be reached. Parents will be given this information to complete at Parent Orientation. It is imperative that this information is complete and returned to the teacher within the first week of school.

Parents should note on the Emergency Card, and inform the classroom teacher/administration, of any allergies or special health conditions.

Illness at School: Should your child become ill at school and is unable to remain in school, the school will contact the parent or designated person stated on the Emergency Card. The child will be taken to the sick room located in the school office and will be cared for until he/she is picked up. A sick child cannot stay at school and parents are expected to make necessary arrangements when this situation arises. The child may or may not have a fever (100 or above). If the child is demonstrating that he/she is not feeling well enough to remain in the classroom, parents will be contacted in order to pick the child up from school and take home to allow the student time to recuperate.

A child should not be sent to school if he/she is not well. Children who are experiencing fever (100 and above), cough, rash, runny nose, red or sore throat, vomiting, and/or diarrhea in the last 24 hours or have a contagious disease or who have not sufficiently recovered from an illness should remain at home.

Medication: Children requiring medication during school hours will receive medication in the main office by designated personnel. The parent/guardian must bring the medication to the Before School Care personnel or to the office. (Medications cannot be sent to school with a student.) The parent must complete the Medicine Form with full details regarding dispensing of the medication. Written instructions include child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for the medication to be administered. If medication is a prescription, all instructions on the form must follow those on the prescription. Medication cannot be administered without parent's signature on completed form. All medicine must be in the original container. Parents should also sign the form by your child's classroom door to inform the teacher of the medication to be given by the office personnel and the time to be administered (unless this is a daily/routine medication). At no time should any medication be kept in a child's book bag or in a child's possession (unless discussed with administration and permission and guidelines agreed upon for very special cases). If medicine is to be taken back home at any time, the parent must obtain the medicine from the office. Student will not be given any medications to take home.

Tylenol or any other over-the-counter medications will not be provided by BCA. If a child requires non-prescription/over-the-counter medication, parents may provide the medication and complete the Medicine Form for proper dispensing, as according to the label. All medicines will be kept in the medicine box in the office.

Rev. 08/2009

SAFETY DRILLS AND PROCEDURES

Students are informed about fire, tornado, and emergency drills and procedures at the beginning of the school year. Fire safety drills are conducted on a monthly basis. Tornado drills are practiced several times during the school year, especially prior to tornado season. BCA has a plan in place for natural disasters and emergencies. School lockdown procedures are discussed with students and practiced throughout the school year as well.

Rev. 08/2009

OUTSIDE ACTIVITIES

Under NC Daycare/Preschool Regulations and as a general BCA elementary school policy, all students in attendance must go outside for play time along with their classmates. Children who are too sick to go outside to play should remain at home. Parents should discuss with teacher (voicemail, note, conference) any special accommodations that may need to be implemented during outside play. The accommodations may be related to special health needs (such as asthma), injuries, abilities or disabilities, etc.

Rev. 08/2009

SNACK AND LUNCH

Preschool: NC Daycare Regulations require that children receive nutritious food and snacks during their day at school. Lunches/snacks sent from home should have a meat or a meat substitute, vegetables and fruit. Here are some suggestions for snacks/meals: fresh fruits (bananas, grapes, apple slices, orange slices), cheese cubes, yogurt, raw vegetables (carrot sticks, celery, broccoli, cauliflower), beef stick, lunch meats, peanut butter, popcorn, bagels with cream cheese, dried cereal, 100% fruit juice, milk, crackers, and cookies which have a high wheat content. Please avoid food with excess salt and sugar which lack nutritional value.

All preschool, elementary, middle, and high school students will have a snack/break time in the morning and parents are to provide the snack. Ice cream and/or milk/juice may be purchased at the school. (Ice cream is available to students in kindergarten and above and only on days designated by the teacher.) Children who remain for After School Care will receive a second snack during this time which is also to be provided by the parent. Parents should provide enough lunch (if not purchased through the school), snack and juice/milk to meet the nutritional needs of their child. No sodas allowed during snack time.

All preschool children must receive milk or 100% fruit juice for snack and lunch.

All preschool lunch boxes are kept in the cafeteria refrigerators. Non-perishable morning snacks may be kept in the classroom if indicated by teacher. Kindergarten lunch boxes are to be placed on designated shelves as directed by the classroom teacher. All other students will keep their lunch boxes in their classroom or in area designated by teacher.

Breakfast is an essential meal and students should eat breakfast before coming to school. Breakfast should not be brought to school, unless a student arrives early for Before School Care and has ample time to finish his/her breakfast during BSC. Students should not eat breakfast in the classroom when they arrive for the beginning of school.

Rev. 08/2009

HOT LUNCH

Hot lunch may be purchased on a monthly basis. Each month a menu and hot lunch form may be located on Edline with all pertinent information. Parents should print form, complete, and return to teacher with payment by the designated date. **We are not able to receive any hot lunch forms after the stated deadline.**

Middle and High School students also have the option of purchasing *Alternate Lunch Meals*. The menu and order form for these meals may also be located on Edline. As with the hot lunch form, the Alternate Lunch order form may be printed, completed, and turned into the homeroom teacher along with payment for meals. (Alternate Lunches are

to be purchased by the month.) **We are not able to receive any Alternate Lunch Forms after the stated deadline. Payment for Alternate Lunch should be made by check. No cash payments can be received by the classroom teacher. Any cash payments must go through the main school office and the parent/student must secure a receipt for the payment. In the case of any discrepancy, the parent/student must present the receipt in order for the student to receive Alternate Lunch.**

Preschool and Elementary students are not allowed to bring sodas for lunch nor are they permitted to purchase them at school. Students may only have a soda with their lunch if a parent brings their lunch and they choose to bring a soda with the lunch. **Middle and High School students** may purchase sodas, bottled water, and sports drinks during lunch on designated days. Students may only have a soda in the cafeteria. Sodas and other drinks are not to be taken to the classroom or placed in lockers. (No drinks should be kept in student lockers.)

Rev. 08/2009

BOOK BAGS

Each student should have a book bag (please label). We are aware that the book bags with wheels are popular and may be less cumbersome for some students. At school, though, they have proven to be hazardous in the hallways. Therefore, students should not bring book bags with wheels to school.

Parents are asked to check book bags DAILY. Teachers will send school work and important information (i.e. lunch forms, field trip information, dated material, etc.) home in the book bags. It is of the utmost importance that parents read all information sent home.

Rev. 08/2009

PARTIES AND BIRTHDAYS

Preschool and Elementary: Parents will be able to sign-up for class holiday parties in their child's class. This is usually done during Parent Orientation and the first week of school. Please see your child's teacher if you would like to assist in this area and were unable to sign-up.

Parents of preschool and elementary students may celebrate their child's birthday with his/her class. This should be kept simple. Treats such as cookies, cupcakes, brownie, ice cream, soft candy (hard candy is not allowed at school) will be a great way to share your child's "special day" with the other children. This celebration should be held during the snack time (or a time which best suits the teacher) so that instructional class time is not disrupted. Please notify the teacher in advance if you would like to plan such a celebration.

Parties requiring gifts may not be held during school hours and/or on school grounds. Party invitations (for a party held off school grounds) may only be distributed at school if

each child in the classroom is to receive an invitation or all the boys/all the girls are invited.

Rev. 08/2009

PHOTOGRAPHS

Student pictures will be taken two times per school year. Parents will be advised of the date, costs, and options. A year book will be created for the school year and students will be notified of the amount and when/how to purchase.

Rev. 08/2009

FUND RAISERS

Parents will be notified of fund raisers throughout the school year. The purpose of the fund raisers is to keep the cost of tuition down, as the current tuition and fees do not cover the cost to educate a child at BCA, and to further enhance the overall program of BCA. Support and participation by parents and students are strongly encouraged and much appreciated.

Rev. 08/2009

PERSONAL PROPERTY AND ELECTRONIC DEVICES

Students should not bring valuable personal property to school, without the permission from their teacher. BCA will not be responsible for lost or broken items. All items brought to school (book bags, lunch boxes, coats) should be labeled with the child's name.

While we are aware that technology plays a significant role in our society, we believe that the proliferation of technological gadgets may be an obstacle to our meeting the academic and social needs of our students. There are many types of games, music, etc., that can be played on these electronic devices and they can serve as a distraction and a hindrance to students remaining focused on learning. Further, many of the games and music that can be played on these devices may not be appropriate for our learning environment. BCA does not want the task of supervising the content on electronic devices. And further, we recognize the expensive nature of some of these electronic items and BCA is not responsible for these items if lost or broken while at school.

It is the policy of BCA that no electronic equipment/devices are brought to school (including Before and After School Care). These items should be kept at home for your child's use and enjoyment. If a student chooses to bring electronic devices to school the teacher or administration will retrieve the device from the student and the parent will be contacted to pick the device up from the office.

Rev. 08/2009

MEDIA

Everything that we receive visually or audibly, especially what we voluntarily take in as entertainment, creates the basis for our thinking, behaving, and eventually, our choices. For this reason, we believe that God's Word (the Bible) should be conscientiously applied as the standard by which we judge the appropriateness or inappropriateness of media content. Film, TV, and music are not necessarily evil, but their context and content contribute to the overall moral environment. Consequently we as a school, as well as parents, must be aware of the impact of media (films, video games, music, etc.) on our children's moral and spiritual growth. Therefore, we strongly encourage parents to allow their children to be exposed to media which encourages the development of Christian character rather than allowing the viewing or listening to media which contains vulgar language, cursing, excessive physical violence, inappropriate attitudes, sexual innuendo, perversion, and nudity, and other such attitudes and practices. Parents are asked to allow students to be influenced by media which promotes positive moral development. Our concerns regarding this issue are not only for the benefit of each individual student but for that of the student body as a whole.

Rev. 08/2009

ELECTRONIC MEDIA USE AND BCA COMMUNICATION POLICY

Electronic media is fundamentally changing how people engage with one another. This mode of communication is conditioning people to think differently about who makes up their community and how they interact with them. We are now able to reach and engage many more people than ever before through the use of numerous online communities and electronic media. While such access can be beneficial in reaching and engaging many more people, we need to ensure that online communities and those established through other electronic media are an extension, not a replacement, of traditional forms of community.

Burlington Christian Academy recognizes the important role and benefits that electronic media can play in the life of our students and our school as a community. The main question we must consider is whether the use of such media enhances the BCA community and learning environment. Our mission at BCA is to provide students with an excellent academic education and to disciple them in the Christian faith with a Biblical worldview. The following electronic media use policy has been established to ensure that BCA can move forward with the mission of the school while 1) minimizing hindrances to this mission, 2) establishing a positive and nurturing learning environment and community, and 3) providing guidance, integrity, and protection for the student body and BCA community.

CELL PHONES

No cell phones should be used during school hours.

Use of cell phones is a hindrance to the learning environment as cell phone usage 1) serves as a distraction (with their ringing/vibrating, the constant checking for

calls/texts/pictures, etc. is an annoyance and hindrance) for students and teachers in the classroom setting, 2) can serve as a temptation and/or vehicle for sharing test information and cheating, 3) undermines the overall communal life while at school, and 4) circumvents communication for the main office and can cause confusion for the parents and school when students call parents directly, rather than going through the office.

When can cell phones be used?

Cell phones must be turned off and kept in backpacks or pocketbooks. (Using a cell phone as a clock or saying that it “fell out of my pocket” is not an excuse to have a cell phone out.) They must not be visible. Cell phones can be used after school hours in order to contact parents/guardian/other persons of authority regarding transportation, schedule adjustments, in the case of an emergency, etc. Such use would be allowed after ballgames, practices, school events, etc. Students should not use cell phones before school and directly after school during dismissal time. (Use of cell phone includes calls, texting, pictures, access to internet, and all other functions.) *At no time during the school day should a student have his/her cell phone visible.*

Where can cell phones be used?

As stated above, cell phones can be used at on-campus and off-campus events/activities only for emergencies and to contact parents/guardians/other persons of authority regarding transportation, schedule adjustments, and other such matters. Cell phone use of this nature should be used in a commons area and where the use of the phone does not create a distraction or hindrance to the activity/event.

Why is cell phone use not allowed during school hours and school events?

Use of cell phones is a hindrance to the learning environment. The continual ringing, vibrating, and constant checking by students is an annoyance and distraction for students and teachers. The use of cell phones when at school or school events can also serve as a temptation and/or vehicle for sharing testing information and cheating.

If a student needs to contact a parent/guardian, while at school/school event, he/she should go to the school office, discuss contact need with office personnel, and contact parent/guardian from the office telephone. When students contact parent/guardian directly from their cell phone, this circumvents communication for the office and can cause confusion for the school, parents, and student. If a parent needs to contact their child, he/she should call the main office and leave a message. The office personnel will ensure the student receives the message or allow the parent to leave a voicemail with his/her child’s teacher. The teacher will then give the message to the student. Parents are asked to plan ahead as much as possible with their child and reserve the delivering of messages for emergency purposes or changes in their plans that are beyond their control. Because class time is valuable, we like to minimize disruptions to the instructional time.

Unfortunately, there is the possibility for phones to be stolen, loaned to other students, lost or broken, and their use has even exacerbated situations that occur during the school day. *The use of cell phones at school/school events is detrimental to the academic*

climate because it takes valuable time away from instruction and creates disciplinary problems. The overall communal life is undermined as students use cell phones during school hours and school events.

What are the consequences for having a cell phone visible or using cell phone while at school/school event?

If a student is using a cell phone (any of its functions for any reason) during the restricted times, the following consequences will be imposed:

Phone will be retrieved from student and taken to the office or principal. The parent/guardian must pick up the phone from the school office or principal.

Progressive consequences will be implemented for repeated use of cell phone (detention, ISS, OSS, etc.)

Students who have cell phones retrieved more than two times during the school year will be suspended from school for one day for each violation thereafter. Repeated violation of this policy (as well as all school policies) constitutes continued defiance which is a behavior concern. Such behavior could result in multiple days of suspension or being placed out of school.

Burlington Christian Academy is not responsible for lost, stolen or broken cell phones. Due to the significant amount of time spent on lost or stolen cell phones, the school will not investigate lost or stolen cell phones. Their security is the sole responsibility of the student.

SOCIAL NETWORKING

Social networking (Facebook, Myspace, etc.) is a tool for bringing people together, building relationships, and accumulating knowledge. As wonderful as this can be, social networking can quickly develop into contentious dialogue, drama, and controversy which lends itself to tension, misunderstanding, and hurt feelings. **Students must exercise good judgment when using this mode of communication. All school policies must be adhered to in the use of social networks/electronic media. (Students must rightly represent Christ at all times, whether at home, on school grounds, and when using electronic media.)**

Students should understand that the use of social networks is *not* private information. One big difference from traditional forms of engagement is that in a social network community, one *cannot* control the flow of information. Once released, the spread of information has a way of taking on a life all its own. While most of the posts on a social network are reasonable and balanced, some can be extreme, severe, and damaging.

Students should not post content that would damage their Christian testimony or the testimony of the school. Students must not post content (comments, pictures, or language) characterized by any of the following descriptors: *offensive, in poor taste, harassing, defamatory or disparaging of others, threatening in any way, pornographic, invasive of another's privacy, malicious, destructive, profane, misrepresentative of your affiliation with BCA and in violation of school standards and policies.*

Electronic Media includes the Internet, Social Networking, Texting, Email, Blogs, Twitter, YouTube, Cell Phones, World Wide Web, Etc.)

Rev. 09/2010

FIELD TRIPS

Students will be taking field trips throughout the school year. Parents will be informed in advance to secure permission for such trips. This information will probably be in the form of a note from the teacher and placed in your child's book bag or planner, therefore, it is imperative that parents check book bags and planners daily.

Transportation for these trips will be provided by volunteer parents and/or the school activity bus. For safety purposes, parents taking medications that could impair driving or parents with a prior or existing DWI should not volunteer to transport students. All parents planning to transport students must complete a Transportation Form. The completed Transportation Form must be approved by office personnel prior to the field trip.

Rev. 08/2009

ATHLETICS

BCA participates in the sponsorship of athletic teams (**K4 through 5th grades**). The sponsorship is through the athletic programs of the Burlington Parks and Recreation, Alamance County Recreation Department and the Burlington YMCA. All registration, questions, and/or concerns should be directed to the Recreation Departments/YMCA, and/or the team coach. The BCA office is not be responsible for any Rec team or YMCA issues.

At times, 5th grade students are given the opportunity to participate on athletic teams sponsored by BCA. These teams may be all 5th graders, 5th and 6th graders, or 5th graders may be allowed to play up with a Middle School team. In such cases, the 5th grade students must adhere to the Athletic Eligibility Requirements and Standards stated in the Middle School section of the handbook.

Middle School Athletics – See Middle School Section

High School Athletics – See High School Section

Rev. 07/2011

CLOTHING AND APPEARANCE

Preschool: Children should wear comfortable play clothing. They should not be overly concerned with their clothes (need to be easy to pull up and down at potty time). Children should dress appropriate for the weather (since they will play outside daily, weather permitting) and preschool activities (painting, coloring, arts and crafts, etc.). Each item of clothing should be labeled (hats, mittens, coats, etc.). Each child should keep a complete change of clothes in his/her book bag in case of an accident. (Parents should change the extra clothes to suit the season.) If a child has an accident and does not have a change of clothes, the parents will be notified and must promptly bring a change of clothes or take the child home to change.

Kindergarten, Elementary, Middle, and High School: Our desire at BCA is to do all things in a way that pleases and honors the Lord Jesus Christ. We want this to be seen in our personal testimony concerning our appearance. As a Christian school, we are to have high regard for things that are “*pure...of good report...of virtue...and praise*”. These commands have practical application to the manner in which our students dress. We ask parents to be mindful of their child’s clothing and appearance when coming to school and all school functions.

Students are expected to keep themselves well groomed and neatly dressed at all times. Clothing must be clean, in good repair, and appropriately sized and fitting. All students may wear shorts and jeans/pants, according to the acceptable dress code. Girls are allowed to wear dresses and skirts that are in compliance with the acceptable dress code.

Clothing that does not sufficiently cover a student or clothing that is extremely too large for a student is considered inappropriate. All writings/drawings on clothing should be in good taste and rightly reflect Christian virtues. **Students should adhere to the following guidelines when at school and all school functions:**

Shorts/skirt/dress length. Girls should ensure that dresses are not too short (this includes dresses worn with leggings/tights). Dresses/skirts/shorts should be long enough to fall at or below an outstretched arm and hand.

Jeans and T-shirts styles. Low-cut shorts or jeans paired with a shirt that stops at the waist often expose midriffs. Low cut shorts and jeans should not be worn unless there is a long enough shirt to cover the midriff at all times, even when sitting.

Tops. Tops should be modest in coverage having at least 2-inch straps. Tops should not be too tight fitting, low cut, or revealing. Basketball jerseys can only be worn if a t-shirt is worn underneath. Students should not wear shirts that promote groups (bands, artists, etc.), products, or philosophies that do not promote or adhere to Christian values and/or principles.

Pants. Pants should fit appropriately and worn at the waist. No sagging pants should be worn. Pants/jeans should not have holes or frayed/ragged edges. Students should not wear pants/sweat pants with writing across the seat of the pants as to draw attention to this area of the body.

Clothing or jewelry. Clothing or jewelry with suggestive, derogatory, or questionable language, intent, or drawings should not be worn.

Hair. Students should not have hair cut into a Mohawk or other such faddish styles.

Hats. Hats should not be worn in the school building (unless a special occasion). Hats are for outside attire only.

Undergarments. Undergarments should not be exposed at any time. Under garments should be worn only as intended – under the student’s clothing.

The final decision concerning the appropriateness of clothing will be made by the school administration.

Rev. 11/2010

JEWELRY

Girls may wear jewelry of good taste and not excessive. Body piercing, other than in the ears, is not allowed.

Boys are not to wear earrings to school or school functions. All other body piercings are not allowed.

Rev. 08/2009

TATTOO

Students should not obtain and/or expose any tattoos.

Rev. 08/2009

HAIR

Preschool, Elementary, Middle, and High School students should keep their hair clean, neat, and well groomed.

Boys should keep hair above the collar and eyebrow with a portion of the ear showing. Students not adhering to the guidelines will be asked to obtain a haircut that meets the BCA guidelines.

Rev. 08/2009

TRAFFIC PROCEDURES

At the beginning of each school year, parents/students will receive up-to-date instructions regarding the BCA Traffic Pattern and Procedures. Parents and students must adhere to all traffic regulations and requirements, as this is essential for the safety of the entire BCA community.

- The speed limit posted along the BCA drive and in the parking area must be adhered to at all times
- Absolutely NO PARKING on SIXTH STREET. Cars parked on Sixth Street hinder the view of drivers exiting the school parking lot, therefore, causing potential traffic and safety hazards. Students should not be dropped off or received on Sixth Street.
- No early birds please (during afternoon pick up)! Coming early creates problems in the parking lot as it impedes others who are behind you in picking up their child at the designated time. As a consequence, our parking lot fills with cars that are unable to get out or pick up their children.
- Keep a minimum distance between cars so more people can get off Tucker Street and into our parking lot.
- If entering the parking lot directly by the church, do not block Tucker Street. You may have to go around the block in order not to impede traffic or emergency vehicles.
- If possible, turn left exiting the parking lot onto Sixth Street.
- Drivers in the front of the traffic line, at the crosswalks, should place car into PARK or take their car out of gear. Our concern is that a driver could accidentally press the gas pedal or remove their foot from the brake, thereby placing the child who is walking in front of the car in jeopardy.
- Students (Preschool through 8th grade) should not enter the buildings and proceed to the classroom before 8:15am. Students arriving prior to 8:15am must go directly to Before School Care and check-in with the BSC personnel. Students are not to be left unattended at any time.
- All pedestrians should use designated crosswalks when in the parking lot.
- Absolutely no parking in the middle parking spaces of the parking lot
- Children will be placed in their cars on the side closest to their pick-up location. Children will not be escorted around automobiles (except for vans having one entry door).
- **ABSOLUTELY NO CELL PHONE USAGE WHILE IN THE BCA PARKING LOT!** This is a time in which all drivers need to be alert and attentive to their driving, instructions by traffic guards, and the students, faculty, and parents at the crosswalks during this busy time.
- Parents/visitors planning to remain at BCA for an extended period of time or attend a field trip are asked to park in one of the parking spaces away from the main school buildings and play areas. Parents may park in the spaces at the Caring Kitchen or other designated locations.
- Drivers should use the BCA driveway as much as possible as this helps to alleviate traffic back-ups on Tucker Street

- Drivers may enter from Tucker Street by the Church entrance between 8:05 – 8:35am and 2:55 – 3:30pm **only if parking in the upper church parking lot, or when turning right to location Z which is between the Church and Building A.**
- No thru traffic from the Church parking lot past Building A down to locations Y, R, or X (see Traffic Map)
- Drivers dropping off or picking up students at locations T, S, X, R, or Y during 8:05 – 8:35am and 2:55 – 3:30pm should use the long BCA driveway at the back of the BCA property
- **Dismissal times for school days that are half-day are as follows:**

K3 (Half-day & Full day), K4 Preschool	11:00am
K5, 1 st Grade	11:30am
2 nd & 3 rd Grades	11:45am
4 th , 5 th , Middle & High School	12:00 noon

Rev. 08/2009

PICKING UP SIBLINGS

For those parents with more than one student at BCA, all children in your family will be in the same location for afternoon departure. The departure time will be that of the oldest child at BCA. Parents will be informed, at the beginning of each school year, of the specific location and details for this departure procedure.

BCA DISCIPLINE CODE LEVELS AND CONSEQUENCES

DISCIPLINE LEVEL I

Level I: Minor misbehaviors that impede the orderly operation of the classroom or other school activity areas.

Level I offenses include, but are not limited to the following:

- Minor disturbances/misbehaviors in the classroom, on school grounds or school functions
- Tardiness without reasonable cause (unexcused)
- Violations of the school Dress Code. Parents will be called in order to bring a proper change of clothes to school for students not adhering to the Dress Code
- Displays of affection: Proper Christian conduct with the opposite sex will be required. Boys and girls are expected to maintain Biblical standards of moral conduct. “Couples” are not to be alone at any time while under the school’s supervision.
- Gum chewing
- Radios, CD players, iPods, cell phones, electronic games, and other such distractions are not allowed at school (unless special permission is given by the administration or classroom teacher)

- Absence of Hall Pass (Middle and High School only): All Middle and High School students are expected to have a hall pass when they are moving through the halls during any time of the day other than during the periods when students move from one class to another
- Students should not bring secular music to school
- Misconduct that the administration deems appropriate as a Level I offense

Consequences for Level I Offenses: Offenses will result in, but not limited to, additional work, lunch detention, after school detention, academic loss of grade points, note home, parent conference, consequences set forth by the teacher in the classroom rules, or Level II consequences for recurrent offenses.

DISCIPLINE LEVEL II

Level II: Misbehaviors that are frequent or serious enough to disrupt the learning environment of the classroom or school, endanger the well-being of others, damage of school property, and activities and attitudes that demonstrate a lack of respect for authority. Frequent and repeated violations of Level I rules and regulations.

Level II offenses include, but are not limited to, the following:

- Chronic Level I offenses
- Disrespect or insubordination (open and/or persistent defiance of authority or school rules and regulations)
- Suggestive conversation including sexual innuendo, cursing, coarse jesting, language not appropriate for use by children/teenagers
- Verbal abuse and other forms of disrespect toward authority as well as others
- Failure to obey instructions
- Forging notes or excuses
- Stealing (books, pencils, or other inexpensive items)
- Cheating
- Dishonesty
- Fighting (excessive/hurtful horseplay, shoving, pushing, or scuffling)
- Vandalism
- Misconduct that the administration deems appropriate as a Level II offense

Consequences for Level II Offenses: Offenses will result in, but not limited to, student-administrator conference, parent-administrator conference, in school or after school detention, in-school or out-of-school suspension, consequences set forth by the administration or Level III consequences for recurrent offenses.

DISCIPLINE LEVEL III

Level III: Misbehaviors that are so serious that they always require administrative action and result in removing the student, at least temporarily, from the classroom. The offenses in Level III are acts that seriously threaten the safety of others, demonstrate a gross lack

of respect for authority, classmates and/or property, and frequent and repeated violations of Level II rules and regulations. Also included would be acts that violate Biblical moral conduct.

Level III offenses include, but are not limited to, the following:

- Chronic Level II offenses
- Making bomb threats
- Possessing or selling stolen property
- Possessing weapons or using weapons or other objects to cause harm to other persons or property
- Possessing or using a controlled substance or drug paraphernalia
- Possessing or being under the influence of alcohol
- Stealing
- Fighting or deliberately causing physical injury to another person
- Sexual misconduct or abuse
- Committing any act involving a serious civil wrong or crime
- Threats of harm or violence towards another person(s) – see section below
- Misconduct that the administration deems appropriate as Level III offense

Consequences for Level III Offenses: Offenses will result in, but are not limited to, the reporting of the offense to the administration and School Board. Following would be student suspension from school or expulsion/withdrawal.

Threats of Violence by Students: *BCA has a no tolerance policy involving threats or perceived threats of violence by students.* Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward students, parents, or staff), the administration will report and investigate the threat to the student, parent, and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking". If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to

obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

Rev. 08/2009

MIDDLE SCHOOL

Following are additional policies and information that pertain specifically to Middle School students, parents, and our Middle School program.

ACADEMICS AND CURRICULUM

The Middle School has a strong and excellent curriculum that focuses on core classes of Bible, math, language, science, and history. Further, BCA offers other classes including computer technology, music, Spanish, and PE. Electives may include, but are not limited to, art, drama, ensemble, guitar band, yearbook staff, sign language, dance, newspaper staff, etc. Our strong and focused curriculum provides our students skills and knowledge that will allow them to be successful and prepared in future educational endeavors. At BCA, we provide opportunities for students to grow cognitively, socially, spiritually, emotionally, and physically. Seeking balance among multiple experiences, events, varied instructional strategies and interactions, all of which are designed to enhance student growth in these areas. We teach skills, help foster the creation of good attitudes and appreciations, as well as values.

BCA has an instructional program that is characterized by integrated instruction, both content and process oriented, focus on student application and transference of knowledge and skills, developmental appropriateness, and a variety of instructional methods. Not only are our students instructed on what they might learn, but are also given instruction on how to learn. BCA assists students as we focus not simply on knowledge (content), but also on how (process) to use or transfer that knowledge to other areas.

Middle School students and parents must embrace such an academic program. Students must demonstrate intentionality in their pursuit of academic excellence, both as an individual and as part of the BCA Middle School community. Parents/Guardians should encourage and support their student in this endeavor.

Rev. 08/2009

SPIRITUAL DEVELOPMENT

BCA wants every student to understand basic Christian truths and to be given an opportunity to respond positively to Christ's good news. We believe that Biblical principles taught each day in the classroom will become the basis for a student's values, and also the basis for future decisions, choices, and actions. Through the combination of

Christian teachers, classroom devotions, chapel services, service events, and daily discipleship in the Christian faith, our students are encouraged and challenged in their walk with Christ. Our commitment is to disciple students in the faith and partner to reinforce Biblical teaching from home and the church.

Students who are a part of BCA's Middle School must agree in heart and life style to BCA's Statement of Faith and Commitment Statement. As young, growing Christians, regular church attendance and involvement is essential. Students should be an active member of a local church and youth group.

Rev. 08/2009

ACADEMIC REQUIREMENTS

Students must maintain at least a 2.0 cumulative grade point average (GPA). If a student has at least a 2.0 GPA, but has a failing grade (below 70) in one or more courses (core classes and special classes) or has three or more D's, he/she is not meeting academic requirements, and therefore not in good academic standing. In the elective classes, students must receive *Satisfactory of above*. Student behavior/conduct will also be considered in student's meeting the required standard. Receiving a conduct grade of *Unsatisfactory* is not acceptable for our Middle School program. Students who are not in good academic standing or have demonstrated unsatisfactory behavior/conduct will be required to meet with administration. Administration will contact the parents to discuss needed consequences as well.

Students not in good academic standing will be placed on academic probation. Students on probation will have a grading period quarter to bring up their academic and/or conduct standing to BCA's academic and/or conduct requirements. Students unable to meet such requirements may be placed out of BCA. Students placed on probation are not eligible to participate in the school athletic program.

Rev. 08/2009

ACTIVITIES

Students will participate and enjoy many activities that provide opportunities for social, personal, and spiritual growth to take place. Activities will include an annual fall retreat, spring class trips, student government, a variety of social events, intramurals, service projects, and other activities providing times when students can be together with their friends to play, socialize, and grow.

Rev. 08/2009

ABSENCES AND MAKING UP MISSED SCHOOL WORK

BCA is required by North Carolina General Statute 115C-378 to maintain accurate attendance records. Our attendance policies are in keeping with state laws related to compulsory attendance by the state legislature and the NC Division of Non-Public

Education. Such guidelines are necessary in order to ensure that students are fully participating in the integral day-to-day teaching-learning process, that they are developing patterns of responsibility essential to professional and personal success, and that school expectations and student accountability is maintained. All classroom activities are important; whenever students are absent those missed activities and missed instruction will be difficult to replace. Academic achievement is enhanced when students are present in the classroom. Students and parents must adhere to the following policies:

- The morning(s) a student is absent from school, the parent should call the BCA office before 9:00am to inform school of absence. For absences extending more than one day, a request to pick up missed work should be made to office personnel at this time.
- It is the responsibility of the student to make up missed class work, homework, and tests. For absences extending more than one day, class assignments should be obtained by contacting the school office by 9:00am. The work can be picked up in the school office between 3:30 and 4:30pm. For absences of only one day, the student should obtain missed work the day he/she returns to school.
- Students should attend school promptly and regularly. Student absences apply to the school day as a whole and on an individual class basis. More than 5 absences per semester are considered excessive. Any absences beyond 5 days per semester will necessitate a written note from a physician to be considered excused. Students are not allowed to make up work for unexcused absences. Students who miss more than an equivalent of 10 school days in the school year may not receive passing credit for the year in question.
- Upon the student's return to school, he/she must bring a note from the parent/guardian or physician to the school office stating the reason for his/her absence(s) in order for the absence(s) to be classified as excused. Missed work can only be made up for absences that have been determined as excused absences. Excused absences include sickness, death in the family, doctor's appointment, and family emergencies. ***(Parents must call the day(s) student is absent and send a note upon the student's return to school.)***
- For missed homework and class work, students will have an amount of time equal to the number of school days missed to make-up work before incurring the consequences for work that is deemed late. (The day of return does not count as one of these days.) All tests and projects are scheduled in advance, therefore when a test or project date is missed due to an absence(s), students should be prepared to take any missed tests or turn in scheduled project assignments on the day of return. Exceptions may be made in the event of a long-term illness or other extenuating circumstances. Students must meet with his/her teacher to secure a time for make-up test(s). Students may need to remain after school in order to make up missed tests.
- Students with chronic or excessive absences will be required to meet with the administration. Excessive absences, tardies, and/or early leave from school may result in student probation or dismissal from BCA.

• Rev. 08/2009

FAMILY VACATION OR TRIP

It is important that students at the middle school level maintain prompt and consistent class attendance. Failure to do so can jeopardize student performance, progress, and success. In rare circumstances, if a child must be taken out of school for a trip, parents should notify administration prior to the student planned absence(s) in order for the time out of school to be considered an excused absence. Class work and tests can only be made up for excused absences. (Parents/students must be mindful of days absent from class as students must adhere to the policy that states any absences beyond 5 days per semester will necessitate a written note from a physician to be considered excused.) All tests and class work, from an excused absence, will need to be made up according to the school policy for Missed Work Due to Absences. The only change to this policy for absences due to a trip is the parents/students should not ask the teacher(s) for work in advance. Missed school work due to an absence(s) because of a trip should be received from the teacher(s) after returning to school from the trip. The student will be responsible for all pre-assigned projects, tests, and school work as scheduled (prior to absence due to trip) upon the student's return to school.

Rev. 08/2009

TARDINESS

Students are expected to arrive to school and their first class ready to begin work promptly at 8:30am. Students will have 3 to 5 minutes between classes. (Students will be informed of the specific time allotted between each class.) This is ample time for students to go to their locker (as needed) and arrive in their classroom prepared and punctual.

A tardy becomes an absence (on the traditional middle school schedule) as follows:

For a 47 minute class – the student misses 16 or more minutes of class

For a 40 minute class – the student misses 11 minutes or more of class

The tardy applies to class time missed for late arrival and/or early departure from each class

Consequences for tardies:

Three unexcused tardies equal one absence.

Three unexcused tardies per quarter will result in the student serving one session of *after school detention*.

Subsequent tardies will constitute *in-school suspension*.

Habitual tardies beyond the fourth tardy may result in *out-of-school detention*.

The above consequences for tardies are calculated on a per quarter basis per class period. (Tardies are not calculated solely on late arrival to school.)

Rev. 08/2009

HOMEWORK

Homework may be assigned Monday through Friday. Weekend work may also be assigned, but this is a time primarily reserved for individual student review, studying, project work, etc. Students should exercise time management in studying for tests and completing projects so that an unnecessary large amount of time is not required the day or two before a test or project is due in order to meet academic standards. No late homework will be accepted.

Rev. 08/2009

ATHLETICS

BCA offers a comprehensive sports program in which all interested middle school students are encouraged to participate (according to athletic and school guidelines). The athletic program includes soccer, basketball, baseball, tennis, volleyball, golf, cross country, swimming, track and field, and cheerleading. (From year to year, the school may add other athletic teams and/or events to further enhance the athletic program.)

The Athletic Director will secure coaches for each sport offered at BCA. The Athletic Director and Administration must approve all coaches and will meet with each coach to review BCA policy/guidelines and Statement of Faith, conference policy/rules, safety, any special student information, and any other pertinent information. (BCA does not employ full time staff for the extra curricular sports program.) It is important for parents to be informed that the coaches serve as volunteers. Coaches may or may not be certified in first aide and CPR. Also, coaches (whether BCA staff or non-staff volunteer) may or may not be certified or have special training in the sport in which they are serving as a volunteer coach. Parents who do not desire for their child to engage in sporting events led by a volunteer coach should not participate in the BCA athletic program. (Again, all coaches must agree with BCA policy and Statement of Faith and must be approved by the Athletic Director and Administration.)

Student athletic eligibility guidelines include:

- A sports physical must be on file in the Athletic Director's office before a student will be allowed to practice and/or play in games. The sports physical form is good for the entire school year. Students do not need to get a new sports physical for each sport
- A student must be present at school at least half of the school day in order to participate (practice and games) in athletic events
- Students must demonstrate positive behavior, conduct, and sportsmanship within BCA and the community. BCA's expectation is that students will display Christian character on and off the athletic team. Behavioral problems will be handled on an individual basis by the Administration and/or Athletic Director.
- When there is an early dismissal for an athletic event, it is always the responsibility of the student to make up any missed class work, assignments, and obtain and complete homework assigned.
- An athletic assessment fee is required for each sport
- Students must meet and maintain academic eligibility standards. See below for academic requirements.

Athletic Academic Requirements:

BCA athletes strive for success in the classroom as well as on the playing field. Participation on an athletic team does not lessen a student's academic responsibility. Part of being an athlete at BCA is learning to balance the load between academics and athletics. Students must learn to budget their time, plan ahead, and fulfill responsibilities to their team as well as academic responsibilities.

Eligibility Requirements:

- Students must have (and maintain) at least a 2.0 cumulative grade point average
- Students cannot have received an E (failing grade) in one or more courses on the most recent 9-week grading period (Report Card)
- Students cannot have received three or more D's on the most recent 9-week grading period (Report Card)

Academic Notice:

The Athlete Director will check student athlete grades every report card grading period. Students demonstrating poor academic progress and not meeting the athletic academic eligibility requirements will be placed on *academic notice*. At this time, parents will be notified of student grades and academic notice. Interventions and assistance will be discussed and implemented on behalf of the student in order for him/her to achieve academic success and maintain athletic eligibility. This academic check point is implemented on behalf of the student to ensure that he/she is making good academic progress while participating in school athletics. (Students placed on academic notice are eligible to participate in team practices and games.)

Students who are ineligible to remain on a BCA athletic team:

- Students receiving an E (failing grade) in one or more classes on their Report Card
- Student not maintaining a 2.0 cumulative grade point average on their Report Card
- Students receiving three or more D's on their most recent Report Card
- The Administration and Athletic Director reserves the right to place a student athlete on probation or suspension from a game(s) or team as is deemed necessary due to academic and/or behavioral standing.

Athletic Events Attendance Policy:

Seventh and eighth grade students are allowed to remain on campus after school in order to attend athletic events without parental supervision. This will apply to any game that begins at 4:00pm or earlier. However, seventh and eighth grades students must have prior permission from their parents to attend such athletic events. (Complete Athletic Events Attendance Permission Form found in the Athletics group on edline.net) Students in sixth grade and below may **not** attend games without a parent or adult.

Students eligible to attend games after school must go directly to the gymnasium at 3:30pm and stay in the café or inside the gymnasium for the duration of the time period allotted for the athletic event. Students are not allowed to roam on campus and enter other buildings. Parents/students must be aware of the length of the athletic event so students can *promptly* be picked-up by parents. *Students should be picked-up directly after the athletic event.* **It is important for parents to be aware that students are not under the direct supervision of the BCA staff during athletic events. Students in seventh and eighth grades should be allowed to stay at the parent's discretion.**

When athletic events begin *after 4:00pm*, students should leave campus, or report to After School Care, and return to campus no earlier than thirty minutes before game time. Students (7th and 8th grades) in After School Care (ASC) desiring to attend an athletic event that begins *after 4:00pm* may sign out of ASC ten minutes prior to game time and go directly to the on campus athletic event. Again, students must have written parental permission in order to be allowed to leave ASC (and return to ASC after the event if parent is not able to pick student up directly after game). *Student travel from ASC to and from the athletic event will not be supervised by BCA personnel.*

All students in elementary through sixth grade must be accompanied by a parent/adult as there is no direct supervision of students by BCA staff during athletic events. Students in seventh and eighth grades are *not* allowed to bring younger students/siblings to the athletic events, unless accompanied by an adult.

Rev. 07/2011

SEX EDUCATION

As a part of our comprehensive educational program, students in middle school will receive a Sex Education Class. Parents will be informed when the class is to begin and the material that will be discussed during the class. Parents are encouraged to use this time to discuss the topics covered with their child. BCA emphasizes Biblical principles for this class.

Rev. 08/2009

HIGH SCHOOL

Following are additional policies and information that pertain specifically to High School students, parents, and our High School program.

ACADEMICS AND CURRICULUM

BCA High School has an excellent academic program that is rigorous and challenging. We are intentional and purposeful in our choice of curriculum and learning experiences.

We seek to provide opportunities for our students to grow cognitively, socially, spiritually, emotionally, and physically. We provide balance, multiple experiences, events, varied instructional strategies and interactions, which are designed to enhance student growth in these areas. We teach skills, help foster the creation of good attitudes and appreciations, as well as values.

BCA has an instructional program that is characterized by integrated instruction, both content and process oriented, focus on student application and transference of knowledge and skills, developmental appropriateness, and a variety of instructional methods. Not only are our students instructed on what they might learn, but are also given instruction on how to learn. BCA assists students as we focus not simply on knowledge (content), but also on how (process) to use or transfer that knowledge to other areas.\

High School students and parents must embrace such an academic program. Students must demonstrate intentionality in their pursuit of academic excellence, both as an individual and as part of the BCA High School community. Parent/Guardians should encourage and support their student in this endeavor.

The BCA High School has a strong and excellent curriculum that focuses on core classes of Christian Foundations, math, language, science, and history. Further, elective classes can include computer technology, music, Spanish, PE, and the arts. Students will be notified of the date set for class registration. Once classes have started, students will have a window of time in order to make any class changes (Honors/College Prep/Advanced Placement). All changes must be discussed with the classroom teacher and must be approved through the administration.

Rev. 08/2009

SPIRITUAL DEVELOPMENT

BCA wants every student to understand basic Christian truths and to be given as opportunity to respond positively to Christ's good news. We believe that Biblical principles taught each day in the classroom will become the basis for a student's values, and also the basis for future decisions, choices, and actions. Through the combination of Christian teachers, classroom devotions, chapel services, service events, and daily discipleship in the Christian faith, our students are shaped into who they are and who they will become. We want to disciple students in the faith and partner and reinforce Biblical teaching from home and the church.

Rev. 08/2009

ADMISSIONS

Academically: Standardized Test Scores will be evaluated. Students should have strong scores in the Reading, Language, and Math areas.

Student report cards will be reviewed. Students must have maintained a 2.0 cumulative grade point average (unweighted), received no failing grades in a subject, and received no

more than two D's on their Report Card. Once a student has been accepted, he/she must maintain these academic requirements.

Teacher recommendations and teacher comments on report cards must indicate that the student is an active participant in the academic environment. Recommendations and comments should reflect a student who has shown him/herself to be motivated, responsible, and one who has taken ownership of acquiring and applying knowledge demonstrated through positive and well developed work and study habits.

Perspective students should have demonstrated a respect for peers, teachers, administration, and the learning environment. The desire and willingness of the student to positively contribute to the learning environment is essential. BCA's academic program is rigorous and challenging. Students must embrace such an academic program and demonstrate intentionality in their pursuit of academic excellence, both as an individual and as part of the BCA high school community.

Behavior: Perspective students must have demonstrated behavior that reflects a commitment to Christian values and rightly represents our Lord Jesus Christ. Students should have demonstrated a respect for authority, peers, and other persons in our community. A positive and cooperative attitude is essential for students desiring to be a part of BCA's high school program.

Christian Commitment: Students desiring to be a part of BCA's high school must agree in heart and life style to BCA's Statement of Faith and Commitment Statement. As young, growing Christians, regular church attendance and involvement is essential. Students should be an active member of a local church and youth group. High school students should desire and pursue growth in the areas of discipleship, Christian fellowship, outreach, and service. Young children ages three through high school age make up the student body of BCA. Consequently, our high school students should serve as Christian role models for the younger student body. The school board, administration, and faculty understand that this is both a high call and privilege for the students at BCA.

Rev. 08/2009

ACADEMIC AND BEHAVIOR REQUIREMENTS

BCA is committed to the successful academic progress of all students in all subject areas. Parents will be kept informed of their student's progress and proficiency in all subject areas by the teacher and through the use of Edline and Report Cards. High school students are to maintain at least a 2.0 cumulative grade point average (unweighted), receive no failing grades on their Report Card, receive no more than two D's on their Report Card, and no behavior concerns noted. Students not meeting this requirement will be placed on academic probation for the following quarter. A Parent-Student-Administration conference will be scheduled as well.

If, at the end of the next quarter, the student's academic and/or behavioral standing has not met the BCA requirements, the Administration will reevaluate the student's placement at BCA, with dismissal from BCA as an option.

Any student on academic probation is also ineligible to participate in competitive athletic programs.

Rev. 08/2009

ACTIVITIES

Students will participate and enjoy many activities that provide opportunities for social, personal, and spiritual growth to take place. Activities will include an annual fall retreat, spring class trips, student government, a variety of social events, service projects, independent community service, clubs, and other activities providing times when students can be together with their friends to play, socialize, and grow.

Rev. 08/2009

SCHOOL HOURS

The high school hours are from 8:00am – 3:15pm. Students may enter designated buildings at 7:45am. Students arriving before 7:45am should go to Before School Care or to area(s) designated by Administration.

Rev. 08/2009

STUDENT TRAVEL ON CAMPUS

BCA is a large campus that serves students in preschool, elementary, middle school, and high school. Naturally, high school students have more freedom to move about on school grounds. Students are expected to remain on campus for the duration of the school day, unless being checked out of school by a parent/guardian or being dismissed early for an approved school event. Students should be mindful of other classes in session and be quiet while in the hallways and outside underneath classroom windows. Students will be instructed regarding locations for classes, break/snack areas, and any specific paths of travel that students should utilize to and from class. Students not in a class or with his/her class during designated class times must have a hall pass from a teacher or administrator granting permission to be out of class.

Rev. 08/2009

STUDENT DRIVING AND PARKING

It is a privilege for high school students to drive to school. Students must obey all regulations and drive safely, park in the designated student parking lot, and not return to their cars during the school day without permission from a teacher or administration. Students are not allowed to leave campus during the school day, unless permission received from a parent/guardian. Preschool, elementary, and middle school students will

not be allowed to ride with high school students unless written parental consent is provided to office personnel or administration.

Rev. 08/2009

ABSENCES AND MAKING UP MISSED SCHOOL WORK

BCA is required by North Carolina General Statute 115C-378 to maintain accurate attendance records. Our attendance policies are in keeping with state laws related to compulsory attendance by the state legislature and the NC Division of Non-Public Education. Such guidelines are necessary in order to ensure that students are fully participating in the integral day-to-day teaching-learning process, that they are developing patterns of responsibility essential to professional and personal success, and that school expectations and student accountability is maintained. All classroom activities are important; whenever students are absent those missed activities and missed instruction will be difficult to replace. Academic achievement is enhanced when students are present in the classroom. Students and parents must adhere to the following policies:

- The morning(s) a student is absent from school, the parent should call BCA office before 9:00am to inform school of absence. For absences extending more than one day, a request to pick up missed work should be made to office personnel at this time.
- It is the responsibility of the student to make up missed class work, homework, and tests. For absences extending more than one day, class assignments should be obtained by contacting the school office by 9:00am. The work can be picked up in the school office between 3:30 and 4:30pm. For absences of only one day, the student should obtain missed work the day he/she returns to school and check InfoDirect.
- Students should attend school promptly and regularly. **Student absences apply to the school day as a whole and on an individual class basis.** More than 5 absences per semester are considered excessive. All absences beyond 5 per class period per semester will necessitate a written note from a physician to be considered excused. **Students are not allowed to make up work for unexcused absences.** Students who miss more than the equivalent of 10 school days and/or class periods in the school year *may* not receive passing credit for the class(es) in question.
- Upon the student's return to school, he/she must bring a note from the parent/guardian or physician to the school office stating the reason for his/her absence(s) in order for the absence(s) to be classified as excused. **Missed work can only be made up for absences that have been determined as excused absences. Excused absences include sickness, death in the family, doctor's appointment, and family emergencies. (Only true emergency situations are considered excused, such as illness, surgery, traffic accident, etc. Students who are absent or arrive late to class for reasons such as, oversleeping, running late, automobile repairs, shopping, hair appointment, etc. are considered unexcused absences/tardies.) (Parents must call the day(s) student is absent and send a note upon the student's return to school.)**

- For missed homework and class work, students will have an amount of time equal to the number of school days missed to make-up work before incurring the consequences for work that is deemed late. (The day of return does not count as one of these days.) All tests and projects are scheduled in advance, therefore, when a test or project date is missed due to an absence(s), students should be prepared to take any missed tests or turn in scheduled project assignments on the day of return. Exceptions may be made in the event of a long-term illness or other extenuating circumstances. Make-up tests will be given after school on Tuesday, Wednesday, or Thursday. The student must meet with his/her teacher to secure a time for the make-up test(s) on one of these days.
- Students with chronic or excessive absences will be required to meet with the administration. Excessive absences, tardies, and/or early leave from school and/or individual classes may result in student probation or dismissal from BCA.

• **Rev. 11/2010**

COLLEGE VISITS

Students are encouraged to visit college campuses to assist in the decision of where they plan to further their education. Colleges enjoy promoting their school and usually have weekends in which students can visit/tour the school. Students/parents should contact their college(s) of interest to obtain these weekend dates in order to receive a thorough tour of the college.

Juniors and Seniors are allowed two excused absences per year (11th grade/12th grade school years) in order to visit/tour colleges during the week. Students must obtain the **College Tour Verification Form** from the High School Guidance Counselor prior to the college visit. **The student must have the form signed by the College Admissions Counselor and return the form to the school office in order for the day of visitation to be considered an excused absence.**

FAMILY VACATION OR TRIP

It is important that students at the high school level maintain prompt and consistent class attendance. Failure to do so can jeopardize student performance, progress, and success. In rare circumstances, if a child must be taken out of school for a trip, parents should notify administration prior to the student planned absence(s) in order for the time out of school to be considered an excused absence. Class work and tests can only be made up for excused absences. (Parents/students must be mindful of days absent from class as students must adhere to the policy that states any absences beyond 5 days per semester will necessitate a written note from a physician to be considered excused.) All tests and class work, from an excused absence, will need to be made up according to the school policy for Missed Work Due to Absences. The only change to this policy for absences

due to a trip is the parents/students should not ask the teacher(s) for work in advance. Missed school work due to an absence(s) because of a trip should be received from the teacher(s) after returning to school from the trip. The student will be responsible for all pre-assigned projects, tests, and school work as scheduled (prior to absence due to trip) upon the student's return to school.

Rev. 08/2009

TARDINESS

Students are expected to arrive to school promptly by 8:20am. Following are the consequences for unexcused tardies, which are calculated on a semester basis:

First 3 – No consequence

4th – Warning note to parent

5th thru 7th - After school detention must be served

8th – In-School-Suspension and Administration meeting with parent.

9th – Out-of-School Suspension

Any student with excessive (10 or more) tardies is subject to dismissal from BCA.

Teachers will issue consequences for student tardiness in their individual classes. (Note: A student may receive consequences in one or more classes if tardy to one or more classes.)

Rev. 01/2012

HOMEWORK

Generally, homework assignments are expected to take at least 30 minutes to an hour per course. (Requirements may vary as to the course, whether it is a CP, Honors, Advanced Placement, or College Level course.) Of course, for subjects that are more of a challenge for a student, more time may be required to complete the homework assignment. Homework may be assigned Monday through Friday. Weekend work may also be assigned. Students will also want to use the days on which homework is not assigned to review, study, work on projects, etc. Students should exercise time management skills in studying for tests, completing homework, and completing projects so that an unnecessary large amount of time is not required the day or two prior to a test or project due date in order for student to meet academic standards. Late homework will not be accepted.

Rev. 08/2009

ATHLETICS

BCA offers a comprehensive varsity and junior varsity sports program through the North Carolina Independent Schools Athletic Association (NCISAA) in which all interested high school students are encouraged to participate (according to athletic and school

guidelines). The athletic program includes soccer, basketball, baseball, softball, tennis, volleyball, golf, cross country, swimming, track and field, and cheerleading. (From year to year, the school may add other athletic teams and/or events to further enhance the athletic program.)

The Athletic Director (AD) will secure coaches for each sport offered at BCA. The AD and Administration must approve all coaches and will meet with each coach to review BCA policy/guidelines and Statement of Faith, conference policy/rules, safety, any special student information, and any other pertinent information. (BCA does not employ full time staff for the extra curricular sports program.) It is important for parents to be informed that the coaches serve as volunteers. Coaches may or may not be certified in first aide and CPR. Also, coaches (whether BCA staff or non-staff volunteer) may or may not be certified or have special training in the sport in which they are serving as a volunteer coach. Parents who do not desire for their child to engage in sporting events led by a volunteer coach should not participate in the BCA athletic program.

Student athletic eligibility guidelines include:

- A sports physical must be on file in the AD's office before a student will be allowed to practice and/or play in games. The sports physical form is good for the entire school year. Students do not need to obtain a new sports physical for each sport.
- A student must be present at school at least half of the school day in order to participate (practice and games) in athletic events
- Students must demonstrate positive behavior, conduct, and sportsmanship within BCA and the community. BCA's expectation is that students will display Christian character on and off the athletic team. Behavioral problems will be handled on an individual basis by the Administration and/or Athletic Director.
- When there is an early dismissal for an athletic event, it is always the responsibility of the student to make up any missed class work assigned and obtain and complete homework assigned
- An athletic assessment fee is required for each sport
- Students must meet and maintain academic eligibility standards. See below for academic requirements.

Athletic Academic Requirements:

BCA athletes strive for success in the classroom as well as on the playing field. Participation on the athletic team does not lessen a student's academic responsibility. Part of being an athlete at BCA is learning to balance the load between academics and athletics. Students must learn to budget their time, plan ahead, and fulfill responsibilities to their team as well as academic responsibilities.

Eligibility Requirements:

- Students must have (and maintain) at least a 2.0 cumulative grade point average (unweighted)

- Students cannot have received an E (failing grade) in one or more courses on the most recent 9-week grading period (Report Card)
- Students cannot have received three or more D's on the most recent 9-week grading period (Report Card)

Academic Notice:

The Athletic Director will check student athlete grades every report card grading period. Students demonstrating poor academic progress and not meeting the athletic academic eligibility requirements will be placed on academic notice. At this time, parents will be notified of student grades and academic notice. Interventions and assistance will be discussed and implemented on behalf of the student in order for him/her to achieve academic success and maintain athletic eligibility. This academic check point is implemented on behalf of the student to ensure that he/she is making good academic progress while participating in school athletics. (Students placed on academic notice are eligible to participate in team practices and games.)

Students who are ineligible to remain on a BCA athletic team:

- Students receiving an E (failing grade) in one or more classes on their Report Card
- Students who do not maintain a 2.0 cumulative grade point average (unweighted) on their Report Card
- Students receiving three or more D's on their most recent Report Card
- The Administration and Athletic Director reserves the right to place a student athlete on probation or suspension from a game(s) or team as is deemed necessary due to academic and/or behavioral standing

Rev. 07/2011

USE OF VENDING MACHINES

Students may purchase snacks from the cafeteria vending machines during their scheduled break time only. Students may not purchase snacks from the vending machine during lunch. If a student wants to purchase food from the vending machine for part of their lunch, he/she must purchase the food item during the break time and save for lunch. Students will not be allowed to obtain any money that has been stuck/lost in the machine or open the vending machine door to obtain items that have been stuck in the machine during the lunch period. The break time is the designated time for vending machine usage. Break time is the only time lost money or snacks that are stuck in the machine can be retrieved.

Rev. 08/2009