

Belize Christian Academy



Parent - Student Handbook

**"And thy children shall be taught of the Lord, and
great shall be the peace of thy children"**

Isaiah 54:13

BELIZE CHRISTIAN ACADEMY

**P.O. Box 237
Belmopan, Belize
Central America**

Located at Mile 47 Western Highway

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Dear Parents/Guardians:

Welcome to Belize Christian Academy. We are honored that you have chosen Belize Christian Academy as your child's school. At Belize Christian Academy, we strive to work in partnership with each family to provide an educational experience for each child that allows them to develop their body, mind, and spirit within a caring, Christian environment.

- We seek to teach each child, by example, how to live a life of peace, integrity, and trustworthiness by following the precepts and teachings of our Christian faith.
- We seek to teach each child, by example, how to respect others who are different from ourselves, without compromising our own values.
- We seek to teach each child, by example, how to develop resilience so that they are prepared to climb each mountain put before them.
- We seek to teach each child, by example, how to prepare for the future diligently while living in the present joyfully.
- We seek to teach each child, by example, how to find their God-given gifts and abilities so that they may experience personal and professional success.

We strive to ensure that each child departs Belize Christian Academy prepared to develop into the person that God created them to be, so as to realize God's plan for their life. To prepare each child for their life's journey, we seek to exemplify the definition of wisdom found in the book of James, Chapter 3, Verse 17 (TLB), that

"...The wisdom that comes from heaven is first of all pure and full of quiet gentleness. Then it is peace loving and courteous. It allows discussion and is willing to yield to others; it is full of mercy and good deeds. It is wholehearted and straightforward and sincere."

This handbook is prepared for you as a resource guide to introduce and outline the mission, operations, policies, and procedures of Belize Christian Academy. If, after reading the handbook, you have additional questions, please do not hesitate to ask. We are here to work in partnership with you for the benefit of your child.

Mrs. Carolyn G. Hulse
Principal/Head of School

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SCHOOL PROFILE

Mission Statement

The mission of Belize Christian Academy is to provide, by the grace of God, the best education possible, by developing children spiritually, educationally, socially, and physically, using instructors, curricula, an environment consistent with Biblical truth, honoring the worth of each individual made in the image of God, and declaring and worshipping God as Creator, Savior, and Lord of all things.

Vision

Belize Christian Academy (BCA) is to be a private, interdenominational, Christian school. Curricula, staff, policies, practices, activities and attitudes will be selected, developed and maintained to provide students with a solid Christian moral foundation. The school will be operated in a manner so that it will be Biblically Christian and not in name only. The financial needs of the school are to be met by the tuition and fees charged and by support from the Christian community in Belize and abroad. The school program is to be carried out in an atmosphere of love, concern, and encouragement. The low student-to-teacher ratio will provide adequate individual attention for each student to meet his or her highest potential in all areas. Students and parents fully support the statement of faith, policies, and staff of the school and are actively involved in the education of their children. A strong emphasis will be placed on producing excellence in all aspects of the school as a testimony to our Lord. The school is to be viewed by the community at large as a model of educational excellence.

CORE VALUES

BCA CORE VALUES

1. Christ-centeredness

Everything we do at BCA revolves around our relationship with Jesus Christ. Our purpose is to lead students to the saving knowledge of Jesus. All subject areas include Biblical Truth.

We are children of God. We nourish the seeds of knowledge already planted within the hearts of our staff and students in order to grow into a beautiful and thriving tree, shading all cultures of our community, and eventually bearing the good fruits of a unified, Christian people. Jesus is first. Everything else (including education) flows out of that.

2. Excellence

Our aim is always to achieve excellence; we motivate our students to do nothing but their best. We are always seeking a more excellent way. We measure, monitor, analyze and improve productivity, processes, tasks and ourselves to reach our maximum potential. We are driven to surpass what has already been achieved. We do our best as unto the Lord. He is worthy of our very best.

3. Integrity

We do the right thing. We conduct our business in accordance with the highest of standards of professional behavior and ethics. We are transparent, honest and ethical in all our interactions with teachers, students, parents, visitors, all other stakeholders and the public. Integrity is what we do when no one is looking. It's always being honest and truthful and doing what is right before God no matter who is watching. It is standing up for Christian values.

4. Community (love and acceptance for all on campus)

We love all students that enter BCA's campus. We love God and we love others. We want students to feel accepted when they come to our school, regardless of their religion or ethnic background. We are family. We do this by convening, engaging, mobilizing and supporting each other, to ensure we all have the means to make our world an amazing place.

5. Respect

We respect all students so in return they respect us. We know that we have students with different abilities but they are respected just the way they are, both by their peers and teachers. Our goal is to reach each one and make them excel to their highest potential. We treat others as we expect to be treated. We embrace each individual's unique talents and honor cultural diversity, life and work styles. We operate in a spirit of cooperation and value human dignity.

Goals

The goals of Belize Christian Academy are:

- 1.) To provide a holistic education to the student so as to enhance the child's spiritual, educational, social and physical development.

- 2.) To deliver instructions in an environment that is consistent with Biblical truth and the application of Biblical principles.
- 3.) To develop in the student the importance of the worth of the individual and to cultivate an atmosphere of tolerance and respect for cultural diversity.
- 4.) To create an environment that is fun, safe, and conducive to learning and promotes the overall well-being of the student.
- 5.) To instill in the student the importance of declaring and worshipping God as Creator, Savior and Lord of all things.
- 6.) To create opportunities that will foster creativity, ingenuity and self-expression.
- 7.) To create an atmosphere of learning that employs a variety of instructional techniques as well as catering for different learning styles.
- 8.) To prepare the student for life so that he or she can be a productive citizen in the global community.
- 9.) To instill in student the importance of patriotism, civic pride and a healthy respect for the environment.
- 10.) To develop in the student critical thinking skills that will afford him or her the opportunity to communicate and socialize effectively.
- 11.) To support parents as they raise spiritually and socially-minded students.

Accreditations and Memberships

Belize Christian Academy is recognized and licensed by the Ministry of Education, Government of Belize.

BCA is an ACSI (Association of Christian Schools International) member school and it is a candidate for ACSI accreditation. We have embarked on a School Improvement Plan August 2016 that is expected to end in accreditation in three to five years time.

1.0 ADMISSIONS POLICY AND PROCEDURES

Belize Christian Academy (BCA) welcomes applications from all students. All prospective students seeking to enter grades 1 through 12 are screened for entrance into Belize Christian Academy to ensure that BCA has the resources available to appropriately serve a prospective student. It must always be understood that it is a privilege and not a right to attend Belize Christian Academy. This privilege may be forfeited by any student and/or parent who do not comply with the school's standard of conduct, regulations and policies.

***Any prospective student with Special needs or physical disability or suspected special needs or suspected physical disability, must be communicated to the school's administration. BCA reserves the right to have the child assessed for the above after enrolment if any special need is suspected by the teacher.**

Belize Christian Academy admits male and female students of any race, religion, nationality or ethnic origin and guarantees all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

1.1 Enrollment forms:

1. can be picked up from the BCA office or downloaded from www.belizechristianacademy.com.
2. are accepted Monday through Friday from 8:00 am to 2:30 pm.
3. may be submitted in person, by mail or email.

1.2 Campus Tours

BCA welcomes families considering becoming members of the BCA family to tour the campus and see BCA classrooms in action, as well as to meet the principal and other designated leaders. Most importantly, a tour provides parents with an opportunity to get questions answered, pick up enrollment forms, and get acquainted with the BCA community. Tours can be arranged by appointment at any time of the school year.

1.3 Admissions Process

The first step in BCA's admissions process is submission of the BCA application package, which includes the following:

1. BCA Admissions enrollment form completed in its entirety.
2. All school records for the preceding two years, where the child has been in school for two years, as well as results of any formal assessments, such as standardized testing results and the findings of any psycho-educational assessments that may have been undertaken by the prospective parents.
3. A birth certificate or passport verifying the child's date of birth and nationality.
4. For Non-Belizeans – proof of legal immigration status in Belize (student visa)
5. Emergency Information Record
6. Health Record showing proof of immunizations and that *all* immunizations are current.
7. Signed Parent's Pledge
8. Non-refundable Screening Assessment Fee of \$50 is charged where applicable.
9. Two reference letter on the student's Code of Conduct.(1st -12th grade)

1.4 Screening

The next step for admission at BCA is the screening assessment. This may include (but not limited to) screening of records, diagnostic assessment, additional references and parent/student interview. The purpose of the screening process is to identify the functional level of each student in reading (comprehension and fluency), spelling, writing and math (computation and problem solving) so that BCA can assess if it has the resources to serve the prospective student and to determine what the appropriate grade placement would be. The application process is not complete until the screening assessment is complete.

BCA operates on transparency and it is responsibility of the parents/guardians to bring to the school's attention any pertinent information relating to the child's prior educational history and/or personal development. The BCA administrative team reviews the application package of each student along with results from the screening assessment. Factors considered by the administrative team in their review include:

- a. Student academic ability, as demonstrated by prior report cards, standardized test scores (such as PSE, BJAT or other) and placement test.
- b. Student behavior history, as demonstrated by report cards and other documentation.
- c. Is a criminal history present, as BCA does not admit students with a criminal history
- d. Age of the student.

Once the BCA administrative team completes their review, it decides whether to accept the student, and then decides the appropriate grade placement for the student. Parents are notified no later than five business days after the screening assessment of the administrative team's decision regarding their child's application status. Upon acceptance into BCA, the enrollment fees must be paid. Payment of the enrollment fee secures the student a space in the assigned grade level/class. *Until the enrollment fee is paid a student will not be placed in a class.*

Enrollment for new students who wish to enroll for the following school year will commence on the 15 of February of the preceding school year.

BCA reserves the right, at its sole discretion, either to accept or to reject any application for admission. In cases where an application is rejected, the school may, but is under no obligation to, show cause for the non-acceptance of the child concerned.

1.5 Conditional Admissions

In some cases, students may be offered admission based on certain conditions. These conditions will be clearly stated in the offer of admission. Acceptance of these conditions and participation in any required programs is a condition of enrollment at BCA.

Learning Support Services (LSS) may be a required condition of acceptance for those students in grades 1 – 12 who are identified as needing LSS to succeed in the general curriculum. In this instance, participation in LSS is a condition of enrollment.

1.6 High School Transfer Students

Admission into the high school program at BCA requires that each student's transcript, as well as two recommendation letters, be evaluated (plus screen test if necessary) to determine grade placement and credits earned. BCA will only give credit for subjects with passing grades, defined as 70% and above.

Factors that guide the development of the graduation plan include:

- Subjects/courses taken at other institutions by the student must have been completed by the student with a passing grade, defined as 70% and above. *Credits will only be given for subjects with passing grades.*
- Students who transfer in the middle of a semester will receive 0.5 credits for the work done at their transferring school and 0.5 credits from BCA providing they passed the subject at their previous school and at BCA. *If students do not complete the course at BCA with a passing grade, they will be required to take the entire course again in order to receive credit for the course.*

1.7 Admission during the School Year

We welcome applications throughout the year from students. It is often best for high school students to enroll either at the beginning of the school year or on the first day of the second semester in late January to be sure that they receive full credit for all coursework on their high school transcripts.

1.8 Waiting List

If a place is not immediately available, the incoming student's name is placed on the waiting list for the grade level. The school will then offer places to children on the waiting list as they become available. When a place in a grade level becomes available, the school selects from the waiting list on a next in line basis.

1.9 Grade Placement Policy

Primary School

Kindergarten

- Students who will be 4 years old on or before January 31st will be considered for the K4 program in the month of September.
- Students who will be 5 years old on or before January 31st will be considered for the K5 program in the month of September.

1st Grade through 8th Grade

- Students will be placed in the appropriate grade based on academic ability, age, and the resources BCA has to serve the child.

High School

The general assumption is that students who perform below the entry level requirement for 9th grade will not be considered for high school entrance without conditions. Conditions might include mandatory tutoring, probationary period, exclusion from sports and other extracurricular activities.

9th Grade

- Students must have passed all subjects in 8th grade and be recommended for promotion by Primary School.
- Students PSE scores will be evaluated, but are not the determining factor for enrollment to high school.
- Assessment results from placement test must indicate that the student has the potential for success in high school.

10th Grade

- Placement test indicates 10th grade readiness.
- Students must have passed the 9th grade and have a minimum total of 7 credits, which include: English, Math, Science, and Christian Education. Christian Education is a required course at BCA and we understand that students may have attended schools without a Christian emphasis may not have access to this course requirement. In such cases, the student will be required to meet with the principal for a credit adjustment.

11th Grade

- Placement test indicates 11th grade readiness.
- Students must have passed the 10th grade and have a total of 14 credits which include: English II, Math II, Science II, and Christian Education II. Christian Education is a required course at BCA and we understand that students may have attended schools without a Christian emphasis and therefore have not had access to this course requirement. In such cases, the student will be required to meet with the principal for a credit adjustment.

12th Grade

- Placement test indicates 12th grade readiness.
- Students must have passed the 11th grade and have a total of 21 credits which include: English III, Math III, Biology, Christian Education III and

Chemistry or Physics for Science students or
Principles of Accounts & Principles of Business for Business students.

- Christian Education is a required course at BCA and we understand that students may have attended schools without a Christian emphasis and therefore have not had access to this course requirement. In such cases, the student will be required to meet with the principal for a credit adjustment.

1.10 New Student Orientation

Orientation will be held on the last Wednesday in August for the start of school and is required for all NEW primary and secondary students as well as required for students transitioning from 8th grade to 9th grade. The purpose is to provide families with pertinent information about the operations of the school such as financial obligations and procedures, instructional and behavioral policies and procedures as well as to orient the child to their school environment.

1.11 Readmission Policy for students currently enrolled at BCA

Enrollment for students currently enrolled with BCA who wish to return to BCA for the following school year will commence on the 15 February and end on 31st May of the preceding school year. Enrollments will be accepted after that date but will be considered LATE with a late penalty fee.

Current BCA students who have had 0-1 discipline referrals to the BCA principal's office are eligible for readmission in the subsequent school year but must enroll at the BCA office within the enrollment period. BCA students in grades 5-12 who have had two or more Student Discipline Reports referred to the BCA principal's office need to submit student recommendation forms completed by current BCA teachers. BCA strives to offer each student an education within an environment of mutual respect and understanding.

BCA reserves the right, at its sole discretion, either to accept or to reject any application for readmission. *In cases where an application is rejected, the school may, but is under no obligation to, show cause for the non-acceptance of the child concerned.*

1.12 Readmission Policy for students previously enrolled at BCA

Students who previously attended BCA, but are not currently attending BCA, are required to re-apply for admission in the same manner as prospective students new to BCA. The applicant's permanent BCA records may be used to supplement those required to complete the application. School records from any schools attended by the student since their withdrawal from BCA will need to be submitted at the time of application. At the time admission is granted to the returning BCA student, the enrollment fee will be due.

1.13 Financial obligations

Enrollment fees must be paid to secure enrollment into a class. Tuition is an annual commitment. Our budget, which includes staffing, books/materials and other items BCA is responsible to pay, are determined by annual tuition commitments. Tuition payments, if paying annually, are due by the 5th business day of the start of the school year. If paying per semester, tuition payments are due by the 5th business day of the start of each semester. Tuition payments, if paid monthly, are due the first school day of each month.

Tuition may be paid through direct deposit at any branch of Scotia and Atlantic Bank. The BCA Finance Officer can provide parents details regarding the direct deposit process. For parents who wish to pay by personal check there is a box in the business office in which parents may deposit their checks. If a parent desires to make tuition payments in cash they must make the tuition payment before noon. *Cash will not be accepted by the business office after 12 p.m.*, as the finance office must have time to process the cash payments prior to close of the business day.

A \$25.00 late fee will be assessed PER FAMILY for payments received after the 5th business day of the month. No documents of any kind (report cards, transcripts, visa application letters, etc) will be released to a student or parent until all fees are paid.

2.0 ACADEMIC LIFE

Students must demonstrate continuing progress in the classroom in order to be given the opportunity to participate in other aspects of school life. Academic issues at BCA are managed as followed:

2.1 Course Offerings

1st – 4th Grade Courses

Christian Education	Language Arts	Science
Social Studies	Math	Library
Physical Education	Art/Clubs/Music	Spanish

5th – 8th Grade Courses

Christian Education	Library/Music	Clubs
English	Math	Science
Social Studies	Spanish	Physical Education

9th Grade Courses

Christian Education	Social Studies	English
Spanish	Integrated Science	Mathematics
Life Skills	Information Technology	Art/Music
Physical Education		

10th Grade Courses

Christian Education	English 2	Spanish 2
Integrated Science	English Literature	Mathematics 2
Career Preparation	Information Technology	Physical Education
Art/Music		

11th & 12th Grade Courses

Kindly note that in addition to preparing students for the ACT and the SAT Examinations, students are also offered high school courses that are geared towards the sitting of the Caribbean Secondary School Examinations (CSEC). Students are given the option of choosing one of three tracks of studies. These tracks are carried forward into the 12 grade year so as to conform to CSEC standards of a two year course of studies in each of the academic disciplines. Requirements must be met for admission into the desired track. The requirements may include extra classes as recommended by high school teachers.

The courses of studies in each track are as follows:

Science Option

Christian Education
English Language
Mathematics
Spanish
Information Technology

Business Option

Christian Education
English Language
Mathematics
Spanish
Information Technology

General Studies

Christian Education
English Language
Mathematics
Spanish
Information Technology

Physics	Principles of Accounts	Literature
Chemistry	Principles of Business	Social Studies/History
Biology	Biology	Biology
Career Preparation	Career Preparation	Career Preparation
Research Methods	Research Methods	Research Methods
Physical Education/Art/Music	Physical Education/Art/Music	Physical Education/Art/Music

* *Courses are available per student registration*

2.2 Graduation Course Requirements

In order to graduate from Belize Christian Academy and receive a high school diploma, students must have a minimum of 28 credits consisting of:

9th grade- 7 credits including: English, Math, Integrated Science, Christian Education and any other three subjects totaling 3 credits and

- Not more than 10 absences for the year
- at least 10 hours of community service.

10th grade- 7 credits including: English, Math, Integrated Science, Christian Education, Education and any other three subjects totaling 3 credits and

- No more than 10 absences for the year
- at least 10 hours of community service.

11th grade- English, Math, Christian Education, and

- 2 sciences or 2 business courses
- Any other 2 subjects worth 1 credit each
- Not more than 10 absences for the year
- At least 10 hours of community service

12th grade (Graduation requirements) - 28 credits total including 7 in Senior year: English, Math, Christian Education, and

- 2 sciences or 2 business courses
- Any other 2 subjects worth 1 credit each
- No more than 10 absences up to May 31st.
- 10 hours of Community service (if needed, 40 total)

Primary school- All subjects must be passed.

2.3 High School Credit Transfer

High school students transferring into BCA from other institutions will have their transcripts and test results evaluated to determine grade placement and credits earned.

Students who transfer in the middle of an academic semester will receive 0.5 credits for the work done at their transferring school and 0.5 credits from BCA; they will be required to follow credit requirements listed above for grade level entrance.

A transferring Grade 12 student must meet BCA graduation requirements in order to participate in the graduation ceremonies and receive a BCA diploma.

2.4 Homework

Homework is an integral part of the teaching and learning process. It offers students the opportunity to gain independent practice with newly introduced concepts, extend and expand their classroom learning experiences into new directions, as well as to develop the capacity to be self-motivated and self-directed. While it is important that parents and tutors encourage and supervise homework assignments, it is equally important that they ensure that the student completes the homework, so that the homework is reflective of the student's abilities. Plagiarism is a serious offense if proven guilty student will be advised by their subject and further measures will be taken by administration.

The amount of homework assigned to students is proportionate to the grade level in which the student is assigned. A general rule of thumb for homework is:

Grade level Amount of time needed to complete the homework each week

1 to 4	0.5 to	1.0 hour
5 to 8	1.0 to	2.0 hours
9 to 12	2.0 to	3.0 hours (based on teacher's discretion)

2.5 Make-up work (General Absence)

Students who have missed school unexpectedly and have an *excused* absence will be allowed to make up all of the work that they missed. It is the student's responsibility to obtain missed assignments. Students will have 2 days per day out to make up missing work. For example, if the student is absent 1 day the tasks are due on the 2nd day back, unless a further extension is given by the teacher. It is the student's responsibility to get notes or ask for clarification, assistance, or extensions where required from the classroom teacher.

A special written plan will be arranged for any student who has had an extended period of excused absence when requested by parent.

2.6 Grading System

Kindergarten students (K-5) will be given a report card appropriate to their studies at the end of each term.

Primary School (grades 1 – 8) and High School (grades 9 – 12) will receive scores based on the following grading scale:

<u>Grade</u>	<u>Percent</u>	<u>Performance Level</u>
A+	95-100	Exceptional
A	90-94	Excellent
B+	85-89	Very Good
B	80-84	Good
C+	75-79	Competent
C	70-74	Satisfactory/ Meet minimum standards
F	69 and below	Failure to meet minimum standards

2.7 Academic Recognition

2.7.1 Top Honors High School

- Principal's Honor Roll Recognition will be awarded to students who earn a GPA of 3.9 and above for the school year.

- Honor Roll Recognition will be awarded to students who earn a GPA of 3.5 and above for the school year.
- Valedictorian - student with the highest grade point average for 4 years of high school (1st Place in graduating class for the four years of high school).
- Salutatorian – student with the 2nd highest grade point average for 4 years of high school.
- Vote of Thanks – student with the 3rd highest grade point average for 4 years of high school.
- 1st place Senior - student with the highest grade point average in their senior year
- Honor cords - students earning a grade point average of 3.5 or higher in their Senior year

Selection of Valedictorian and Salutatorian for 12th grade is based on the grade point average of the total grades given during the four (4) years of high school. To be considered for valedictorian and salutatorian a student must have a numerical grade for each high school course transfer taken. Students who transfer into BCA without a numerical grade for each course will not be eligible for consideration. To be considered for these honors, a student must be taking at least 7 credits and enrolled in BCA for the entire junior and senior year.

2.7.2 Top Honors Primary School

- Valedictorian (1st place), Salutatorian (2nd place) and Vote of Thanks (3rd place) for 8th grade are based on the grade point average for their 8th grade school year.
- Most Outstanding Student of the Year is awarded to the 8th grade student that is considered the best “all-rounder”. Such student not only excels academically, but also participates in sports and other extra-curricular activities, has a positive and respectful attitude, and representing the school well.

2.7.3 Diplomas

Belize Christian Academy diplomas will only be awarded to those students who successfully meet all requirements set forth by the BCA administration and have paid all tuition and fees.

2.7.4 Graduation Exercises

Participation in graduation exercises is a privilege and an honor, not only for the student, but also for the student’s family and for BCA. The graduation ceremony recognizes a student’s persistence, determination, and commitment to obtaining challenging goals. Students who do not meet graduation requirements at the completion of their senior year will not be allowed to participate in graduation exercises. Students are expected to dress appropriately, as befits an occasion such as graduation. High School female students will wear appropriate dresses and dress shoes and high school male students will wear black dress slacks, a long sleeved shirt, a dark tie and black dress shoes underneath their gown. Primary school girls will likewise wear appropriate dresses and dress shoes and boys will wear black dress slacks, long sleeved shirt, a dark tie and black dress shoes underneath their gown.

3.0 REPORT CARDS

BCA has four grading terms and at the end of each term report cards are issued.

K5 parents are to sign the report card and return the report card to BCA at the end of each of the first three grading terms. The report card issued at the end of the fourth grading term is the final report for the school year and should be kept by the parent. This is a requirement for K5 only. K5 parents are to return report cards **within a week** after they are issued. **If the report card is not returned within this time, the parents will be called to return them immediately or pay a fee for a reprint.**

All other grades keep their term report cards.

Report cards are given to parents or legal guardians only. If the parent/guardian cannot collect the report card in person, they will need to inform BCA administration in writing and provide information on who is authorized to collect report card on their behalf. An authorized person must present an ID if he/she is not a parent at BCA.

The report cards for students who have fees in arrears are not released until the arrears are settled. **If the arrears have not been paid by the start of the next term the student will not be allowed to reenter classes until fees have been paid.**

4.0 PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences serve an important function in the home/school partnership. Parent/Teacher Conferences are generally scheduled each fall and spring. Notification of dates and times will be sent home prior to the event.

At any time throughout the school year a parent, teacher, or administrator may request an additional conference. If a parent desires to conference with a teacher, or administrator, the parent shall contact the school at least 24 hours before and the office staff will arrange a time convenient for both the parent and the teacher or administrator.

5.0 ATTENDANCE POLICY

5.1 School Hours

School day begins: 8:00 a.m. School day ends: 2:30 p.m.

5.2 Arrival at School

All students should arrive on campus between 7:30 a.m. and 7:50 a.m. to be ready for class promptly at 8:00 a.m. Students are considered tardy when they are not in the classroom ready for class to begin at 8:00 a.m.

5.3 Dismissal and pick-up

Students may not stay after school unless they are involved in a school activity or a school sanctioned activity. **Please pick up students promptly.**

We understand that emergency situations can arise that can prevent a timely pick up of students, but a telephone call is necessary to alert the school of the emergency.

5.4 Attendance requirements

Regular, prompt attendance at school is critical to a child's success; therefore it is important for a student to be in class every day.

When absences are planned in advance, the parent or student should notify the teacher as soon as possible to see if any assignments may be completed during the absence.

5.5 Excused Absences

The following are reasons for which an absence from school may be excused:

- Personal illness
- Illness or death in the family
- Quarantine
- Doctor's appointment
- Any other unusual cause acceptable to the principal

All students must bring a written note, signed by a parent or doctor, explaining the absence. This note must state: a) the reason for the absence and b) the number of days missed. The purpose of this policy is to ensure that the parent or guardian is aware of the absence and that the BCA staff knows of the reason for the absence. Students should turn the note in to the school office. This note will determine whether the student receives an *excused* or an *unexcused* absence. Failure to present this note *immediately* upon return to school will result in an unexcused absence. If a student is absent more than three days, a doctor's note is required for the student's illness on the day of return to class.

5.6 Unexcused Absences

High school students will be responsible in each subject, to acquire subject material missed for any absence that does not follow guidelines for excused absences.

5.7 Pre-planned Absences

Pre-planned absences during the school year are discouraged. Prior to making travel arrangements, the student must obtain permission from the principal. A signed note from the parent explaining and requesting the absence is required at least two weeks **prior** to the day(s) missed. Pre-planned absences exceeding five (5) days per semester need to be preauthorized by the principal with consideration of upholding the academic goals of BCA. Prior to the pre-planned absence, students/parents are responsible for making arrangements for obtaining any coursework/homework or taking any tests they may miss; however, no pre-planned absences will be permitted during semester final exams.

5.8 Extended absence due to illness

When a student is absent for three (3) consecutive days due to illness, the parent has the responsibility of contacting the school for homework provisions to prevent excessive make-up work for the student upon return, and present a doctor's certification to the school upon returning or before.

5.9 Excessive Absences

If a primary student accumulates more than fifteen (20) absences in an academic year (except for Doctor-certified illness), they may be required to repeat the class.

If a high school student accumulates more than ten (15) absences from a class in an academic year (except for Doctor-certified illness), credit will be given contingent upon the approval of school administration.

5.10 Tardiness

Students are expected to be on campus in their assigned classroom at the beginning of the school day, as well as at the beginning of each class throughout the school day. If they are not in class prepared to start the lessons, they deprive themselves of the full benefit of their educational opportunities available. By entering class late they disrupt the rhythm of instruction and in doing so they deprive their classmates of the full benefit of the educational opportunities available.

A student who arrives to school after 8:00 am is considered tardy. Tardy students must report to the office with a note from their parent before they will be admitted to class. The student must turn in this note to the secretary/receptionist and sign the Tardy Log, after which they will be given an Excused Pass from the office that allows the teacher to admit the student to class. Parent can also choose to personally come to the office to report the tardiness, for student to receive an excused late slip.

5.10.1 Elementary

Students arriving to school after 8:00 a.m. must report to the office for a tardy slip to be admitted to class. An accumulation of more than three tardy slips will prevent a student from receiving recognition for perfect attendance.

5.10.2 Secondary

Secondary school students with excessive tardiness will be subject to disciplinary action. Students who arrive late three (3) times will be given a demerit, after ten (10) times the parent will be notified and a parent teacher conference if necessary.

Secondary school students who are on the BCA campus but choose to cut class will be counted as “absent” for the classes missed. In addition, because this is a flagrant demonstration of disrespect for the authority of the teacher and for the schedule of classes, the student may receive additional disciplinary action and make up for class at an appointed time with classwork to be completed as a homework assignment.

5.11 Attendance requirements for extracurricular activities

A student wishing to participate in extracurricular activities must be at school on the day of the planned activity. A student who is absent or who checks out due to illness may not return and participate in extracurricular activities. For example, a member of the BCA football team who is absent from classes on the day of a match, may not participate in the game on that day (except for preplanned doctor appointments or other reasons accepted by principal or designee

5.12 Sign in/sign out procedures

Elementary

Before **leaving** school during the school day, a student’s parent must sign the student out at the office. Upon **returning** to school during the school day, the parent must also sign the student in at the school office.

Secondary

A student **leaving** school during the course of the school day **must** be signed out in the office by the parent/guardian, or the student **must** present a note, signed by the parent/guardian stating the reason for leaving early and their transportation method. Parent will be called to confirm the note. A student **arriving** late to school or **returning** from an appointment must sign in at the office and receive a pass to return to class.

5.13 Checking out of school

A parent or guardian may come to the office and check out a student by giving an appropriate reason. To check a student out of school early, the parent or guardian must come to the BCA office and sign the Early Release Log. After the parent has signed the Early Release Log, BCA administrative personnel will call the child’s classroom and request that the teacher send the child, with their personal belongings, to the office. When the child arrives in the office, the parent will be given a red permission slip that they will hand over to the security officer at the gate before the campus security guard will allow them to leave the campus.

6.0 SICKNESS WHILE AT SCHOOL

Parents or guardians will be contacted when a child becomes too ill to remain at school. Students who exhibit signs of illness, such as fever or vomiting, should be kept at home and return to school 24 hours after the last signs of illness.

7.0 ATTENDANCE & PUNCTUALITY AWARD

Students with no absences and three or less tardy will be recognized for Attendance & Punctuality Award at the Award’s Day ceremony at the end of the year.

8.0 STUDENT CODE OF CONDUCT

While BCA acknowledges that the education of a child is the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of BCA, and BCA will not hesitate to require appropriate behavioral and academic discipline from each student. This Parent-Student Handbook is not intended to be and cannot be all-inclusive or define all types of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise stated.

8.1 Standards for student conduct

For BCA to train students to have self-control, to be respectful, and to become self-disciplined, as well as for our school to remain orderly, *Standards for Student Conduct* have been established. To have a school climate, which guarantees a good social climate and is conducive to learning, it is important for students to understand that acceptable standards of behavior will be expected at all times. **Disciplinary measures will be taken when any individual's actions interfere with the right of the teachers to teach and the students to learn.**

Students are reminded that **any** faculty or staff member in the school has the authority to correct unruly individuals at any place and at any time. This will be reported to the office when necessary.

8.2 Off-Campus And Online Conduct

Students of BCA represent school, their parents, and the Lord, at all times. For that reason, BCA has certain guidelines that extend beyond the school setting. The following constitute serious violations of the Standards of Student Conduct and make the student subject to disciplinary review and possible action, including expulsion, even if the event occurred online or away from school:

8.3 Human Dignity/Harassment

BCA intends to provide an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

All students, parents, and school employees are expected to conduct themselves with respect for the dignity of all others.

8.4 New Student Conditional Status

Students new to BCA will be on New Student Academic and Disciplinary Status for one semester. A new student must meet the promotion criteria and have acceptable conduct and a cooperative attitude to continue at BCA.

8.5 Expectations Of BCA Students

ALL students shall comply with the following:

- Attend all classes daily, be on time, and comply with the Attendance Policy
- Comply with the dress code herein
- Be prepared for every class with appropriate materials and assignments.
- Turn in assignments on time
- Exhibit an attitude of respect toward all individuals and property on BCA campus
- Bring only teacher-required materials and supplies and approved personal items to school. No electronic devices are admitted on campus without prior permission by the subject teacher.

- Be obedient to all school rules
- Be honest and trustworthy
- Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses
- Be prepared for a bag search at any time to be done by an authorized teacher, and/or principal or vice principal
- Take home all school-related communications
- Participate in all school activities and more importantly our Friday Chapels
- Be responsible and participate in all homeroom activities and school activities as required.
- Keep BCA a litter free environment

8.6 Abstain from mischievous, criminal or immoral conduct such as:

- Stealing or shop-lifting
- Cheating/Lying
- Use of alcoholic beverages
- Sexual immorality or pornography
- Smoking or possession of cigarettes
- Possession or use of illegal drugs
- Vandalism
- Malicious prank against a school representative (e.g. teacher, administrator, etc.)
- Involvement in unlawful activity
- Shameful behavior (e.g. mooning)
- Involvement with the occult, gangs, or gang members
- Inappropriate dress at school functions
- Insubordination
- Inappropriate online behaviors,
- *Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of the school.*
- Other serious infractions deemed inappropriate by the administration

Violations will be documented and parents notified.

8.7 Specific cases of Misconduct:

8.7.1 Cheating

Cheating is a serious offense. Cheating involves components of both stealing and lying. For that reason, students must come to understand the seriousness of cheating.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment/test.
- The Principal will be notified.
- The student will confer with the Principal.
- The parents will be called.
- If the student holds any sort of leadership position in a class, club, or athletic team, he may lose his position. Cheating is a violation of honor, and leadership is a matter of honor.
- Cheating, in any form, may make the student ineligible for all academic honors or awards in all subjects.
- A second offense in any class will cause the student to automatically fail the grading period in the class in which the offense occurred. A conference with parent, student, teacher, and administrator will be held. Student is now liable for a suspension.

- A third offense will result in expulsion.
- Cheating on a final exam will result in an automatic grade of zero for the exam.

Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation.

8.7.2 Public Displays Of Affection

In its desire to provide a learning environment that is safe and spiritually wholesome BCA does not allow public displays of affection among students during school or school sponsored activities ***and/or at any time while on campus. No exception will be entertained.***

8.7.3 Harassment/Bullying/Cyber-Bullying

- We do not condone or allow harassment/bullying/cyber-bullying of others by teachers, administration, support staff, students, or other persons present on our facilities.
- Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment.
- Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.
- Any person who believes he or she has been the subject of harassment/bullying/cyber-bullying should report it immediately to an appropriate superior. Students may report to a teacher or to the Principal.
- Reports of harassment/bullying/cyber-bullying and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

8.7.4 Respect, Inclusion, And Peaceful Conflict Resolution

One of the goals of BCA as stated herein, is “To create an environment that is fun safe, and conducive to learning and promotes the overall wellbeing of the student.” Behaviors such as bullying, harassing, intimidating, threatening, etc, in any form among BCA students, staff or parents are detrimental to the achievement of this goal, whether students are involved or bystanders.

Any identified case of behavior which hinders achieving the goal stated above will be investigated by the BCA staff and/or administration with the intent of restoring a good relationship between the parties involved and for the unacceptable behavior to cease. Each situation is unique, but could involve meeting with the individuals involved, discussing the negative impact (including physical, emotional, social and legal) the inappropriate behavior could have on the perpetrator, the victim and others. Additional corrective action may be considered necessary.

8.7.5 Attempting suicide

Any student who attempts suicide on BCA campus, understands that he/she made a bad choice to attempt suicide, sets a bad example to other students on campus to deal with problems, takes full responsibility for his/her action and is liable to be expelled. The student, if allowed to remain in BCA, will agree:

- To never repeat a suicide attempt on BCA’s compound and to cooperate with the school to be under constant surveillance for her personal safety (trust having been broken) for the next three weeks.

- It is understood by both parent and student, that if there is a repeat of attempted suicide by the student, it will result in immediate expulsion.
- To ask forgiveness from the staff and students at BCA for all the hurt, sadness, and pain that his/her action has caused the BCA community.
- To attend and cooperate in counseling, once per week, for as long as is necessary, with the Counselor provided by BCA at the appointed time and place. A written report on progress of counseling must be submitted to BCA's administration weekly.

These procedures being set in place by BCA is for the student's mental health and personal safety. Counseling is based on a trusting relationship between counselor and client, information shared by the client will be kept confidential except in the following situations:

1. The student reveals information about hurting himself/herself.
2. The student or another person may be in physical danger.

9.0 DISCIPLINARY PROCESS

9.1 Disciplinary Procedure –

9.1.1 Minor Offences/Breaches of Code of Conduct

1. The power to discipline **students** is vested in the Principal of the BCA and any such cases shall be dealt with at his or her discretion.
2. The Principal shall OR is entitled to institute disciplinary proceedings in respect of any breach of the Code of Conduct, any disciplinary offence, and any other conduct which is prejudicial to the integrity and or the operations of the School.
3. A **student** aggrieved by a decision of the Principal to discipline him or her may apply in writing to the Board of Directors for a review of the decision of the Principal within 10 days of being notified of such decision, stating in such application the grounds upon which the review is requested. The decision of the Board of Directors upon a review of a decision of the Principal shall be final.
4. The power to discipline students and impose penalties for minor offences shall be and is hereby delegated to the respective Teacher.
5. For these purposes, where a minor offence or breach of standard of conduct is proved, the teacher may in the first instance administer a verbal or written reprimand, a copy of which shall be acknowledged to have been received by the Student or his or her parent, and placed on the student's personal file; or impose a demerit.
6. For these purposes the Teacher shall notify the Student of the reasons for which discipline is being proposed, and afford the Student an appropriate opportunity to respond to the allegation.

7. An aggrieved student against whom disciplinary action is taken by a Teacher shall be entitled to apply to the Principal for a review of the decision taken against him or her by the Teacher within 3 days of the date of such decision. The decision of the Principal shall be final.
8. Where the teacher exercising disciplinary control over a student for a minor offence or breach of code of conduct considers that a more severe punishment is in the circumstances justified, he or she shall refer the case to the Principal, through the HOD, providing a full report on the allegation, the Student's response thereto, and including any available evidence in support, and his or her recommendation thereon.

9.1.2 Major Offences

9. In cases of alleged major offences or breach of Code of Conduct, the following shall apply:
 - (1) The VP shall inform the Student in writing of allegations being made against him or her and therein offer the Student a full opportunity of defending himself or herself with respect to the same within a **reasonable time**. The Student may elect to respond to the allegations verbally or in writing by correspondence sent to the Principal.
 - (2) The HOD shall forward to the Principal within 3 days, a copy of the written allegations, the response of the Student (if one is forthcoming), and such other reports as the Vice HOD considers to be relevant, to the Principal.
 - (3) Any failure or refusal of the student to respond to the allegations or any attempt to obstruct the matter or any further investigation shall be reported to the Principal in writing.
 - (4) The Principal, if satisfied that sufficient investigation has already taken place, may convene a disciplinary hearing, affording the Student an opportunity to be heard regarding the allegations.
 - (5) The Principal shall make his determination as to whether and what disciplinary penalty or response should be imposed.

9.2 Disciplinary Responses And Penalties

A variety of disciplinary responses are available to administrators and teachers at BCA. For these responses to be effective discipline tools it is obvious that they are dependent upon school and home communication and cooperation. It should be noted that certain behavior violations, such as tardiness, truancies, and cheating, will carry academic as well as the disciplinary consequences imposed by BCA administrators and staff.

9.3 Demerit System

To discipline students who disregard established school policies or when the discipline management system does not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations.

9.3.1 Demerit Card Regulations

1. Student must have his/her demerit card at all times in school.
2. Demerits are issued for offenses listed inside.
3. Five demerits result in a detention. Three detentions result in a working suspension. Two suspensions result

in expulsion from school.

4. Detentions will be served for one hour on two separate days after school.
5. Teachers cannot mark more than 2 demerits for any single offense.
6. Demerit cards are to be turned in to Homeroom Teachers every Wednesday morning during homeroom period to allow for updating of office records.
7. Lost cards will be replaced at a cost of \$10.
8. Merit points do not cancel demerits.

9.3.2 Detention/Grades Nine Through Twelve

To discipline students who disregard established school policies or when the discipline management system does not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Detention for student misconduct will be assigned by the Principal.

Detentions will be served on two evenings of the week for one hour each after regular school hours. Each detention will cost \$10; a second, \$15, and a third may result in an In-School Suspension (ISS).

Failure to attend Detention will result in disciplinary probation for the remainder of the school year with re-enrollment held for the coming school year.

9.3.3 Detention Process

- BCA administration will assign students to Detention on specified dates.
- Parents will be notified of their child's assignment to Detention and of the date they are to attend.
- Upon assignment of the student to a **third** Detention within the school year, the student **will be assigned up to two days of ISS**. Upon assignment of the student to a **fourth** Detention within the school year, the student **will be assigned up to three days of OSS**.
- Re-entry to school after an OSS requires a parent conference with the administration. Students will not be admitted back into class until after the parent conference has been held.

9.4 Teacher-Parent Or Principal-Parent Conference

A conference may be requested by BCA staff/administration or by the parent and is a reflection of BCA's commitment to home and school cooperation on which BCA's educational program is built. The purpose of such a conference is to correct what has become a serious discipline problem so that the types of discipline processes described below may not be required.

9.5 In-School Suspension (ISS)

In-school suspension may be assigned to a student by the Principal only. The principal will notify the parents as to the following:

- The term of suspension and time allocation.
- All daily work must be completed as a home assignment due on the day the student reports to his class.
- Graded work given on the day/s of suspension must be completed on the date assigned by the teacher.
- Any major test assigned during the ISS will be administered during ISS, but will be done **at the Library under strict supervision**. The maximum allowable grade will be 100%.

- Students receiving ISS will not be permitted to participate in extracurricular competitions or performances on the day of the suspension.
- Disciplinary probation may be initiated for a given period of time assigned by the principal.

9.6 Out-Of-School Suspension (OSS)

Out-of-school suspension may be assigned to a student by the Principal only and the following specific provisions apply:

- In cases where in the opinion of the Principal a suspension is necessary in order to protect the physical or emotional safety and well-being of any members of the School, preserve School property, or if a student poses an ongoing threat of disruption of or interference with the normal operation of the School, the Principal shall notify the parents to take the student home as soon as is reasonably practicable. This shall constitute an Interim out of School Suspension.
- If the parent cannot be notified or collect the student immediately, the student will be kept in a designated area until the close of the school day or earlier time at which the parent or guardian shall be available.
- The Re-entry to school after an OSS requires a meeting with the Principal. Students will not be admitted back into class until after the parent conference has been held.
- Any student assigned to out-of-school suspension will be removed from and shall not be eligible for any office or leadership position for the remainder of the school year.
- While on OSS the student will be allowed a maximum allowable grade of 70% on daily work, quizzes, and tests and a maximum allowable grade of 80% on long-term projects.
- OSS may initiate disciplinary probation and extracurricular ineligibility.
- Any student receiving OSS will be ineligible to participate in extracurricular competitions or performances during the subsequent fifteen school days.

9.7 Grounds For Suspension

Suspension from School shall be deemed an appropriate disciplinary measure in the case of serious infractions, as identified by the administration, including, although not limited to, the following breaches of the Code of Conduct:

- Harassment/Bullying – any kind
- Stealing
- Cheating/lying
- Insubordination
- Forgery of signatures
- Disorderly conduct
- Persistent violation of the rules and regulations
- Repeated truancy
- Infliction of physical harm to any student
- Use of profane and abusive language
- Damage to or destruction of school property
- Refusal to submit a sample for “reasonable suspicion” drug testing.
- Commission of any act that is disruptive to the best interest of the school
- Public display of affection
- Disrespect to authorities

9.8 Disciplinary Probation

A student placed on disciplinary probation is jeopardizing the privilege of remaining at BCA.

When a student's behavior becomes so unsatisfactory that it warrants probation the student forfeits any class office or official position held in any school-related organization. A student that has been placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on probation, the Principal will notify the parents immediately.

At the end of the quarter the probationary status of the student will be reviewed by administration. If there is sufficient evidence that correction of behavior has occurred, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend BCA.

Further disciplinary actions placing a student on probation for the second time within a school year's may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

9.9 Expulsion

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant BCA's most drastic sanction, the Principal, on advice of the board, may determine that the student be expelled.

The following serious offenses, though not exhaustive, are potential grounds for expulsion:

- Defiance or direct confrontation with school faculty, staff, or administration
- A second suspension
- Three instances of cheating
- Chronic violations of BCA rules not corrected by lesser measures
- Activities outside the school which call for law enforcement intervention
- Any off-campus misconduct seriously detrimental to the reputation and Christian witness of BCA
- Assault of a teacher or other individual
- Intentional destruction of school property
- Possessing, delivering, using, or being under the influence of any:
 - alcoholic beverage, controlled substance or dangerous drug
 - adhesive glue, paint, or other chemical substance
 - Mood-changing, mind-altering, or behavior-altering drugs
- Possession of weapons (Examples: pocketknives, knives, guns, martial arts paraphernalia, and chemical substances such as pepper spray.)

Other serious infractions deemed appropriate by the administration for expulsion.

10.0 GRIEVANCE PROCEDURE

In keeping with BCA's vision that the school be a Biblically based school, it is expected that if a student, parent, or staff member has grievance with another person, or has questions or concerns regarding the behavior of another, regarding disciplinary action taken by the school, the policy under which an action was taken or any other matter, he or she will follow the principles given in Scripture as *outlined below*.

The school believes that all matters should be resolved in a spirit of candor and grace and that the following procedures follow the principles found in the 18th chapter of the Gospel of Matthew.

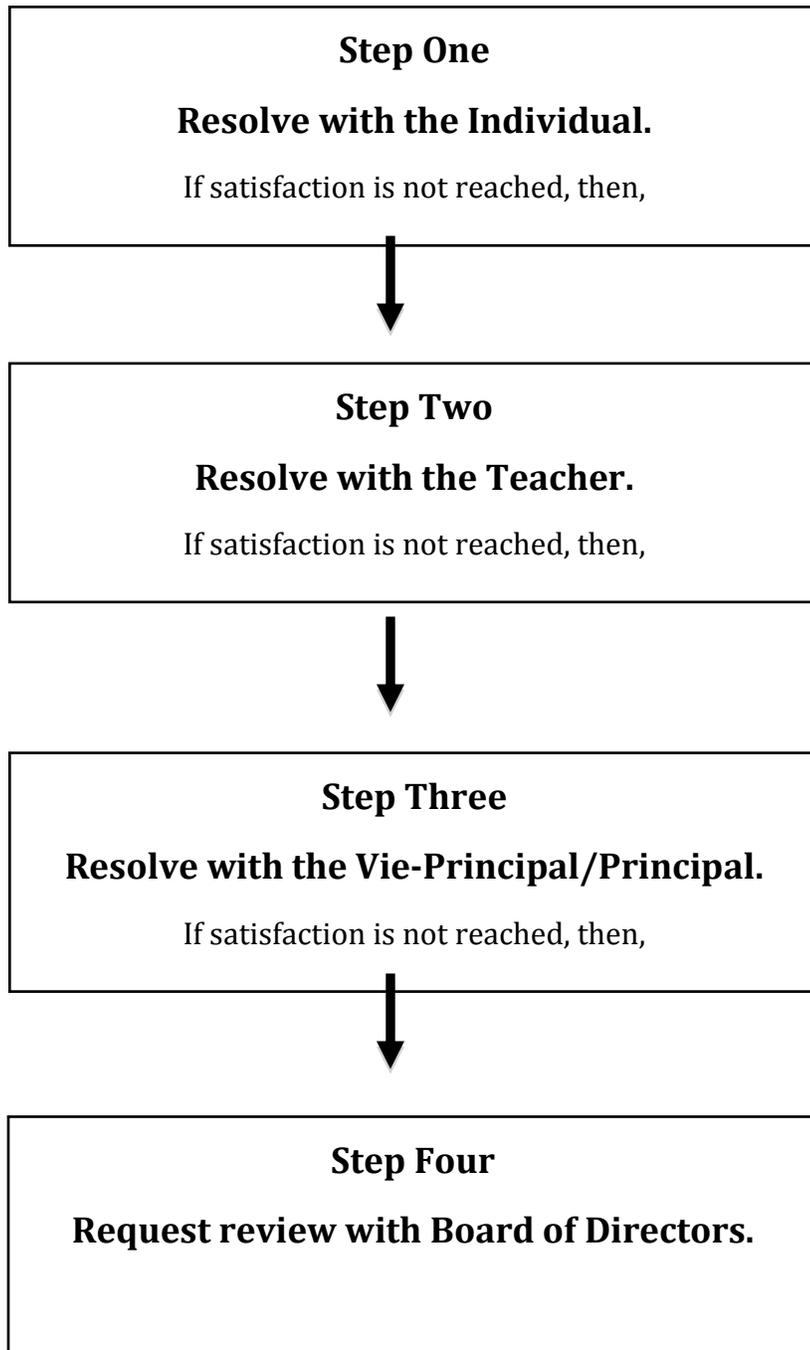
- *First, bring the concern, question, or grievance directly to the person involved, and in good faith, try to*

resolve the matter.

- *Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority, which in most cases would be the teacher.*
- *Third, if the matter still cannot be resolved, the matter may be brought to the Vice-Principal for review. The vice-principal may review and conduct a hearing on the matter personally, or he/she may refer the matter for review by a grievance committee appointed by the principal and which shall make a recommendation to the Principal regarding the matter.*
- *Fourth, if the aggrieved party is not satisfied with the decision rendered by the Principal, a hearing before the Board of Directors may be requested in writing. The Board of Directors shall hear the matter, and any decision rendered by the Board of Directors will be considered final.*

10.1 Steps To Follow

(All Steps are to be followed *in sequence.*)



11.0 DRESS CODE

The intent of BCA's dress code is to ensure that appropriate standards of moderation and modesty are observed, which diminishes sources of distraction to the learning process. With regard to outward appearance, our goal is to guide students' in their personal development, so that they learn to make choices reflective of respect for self, respect for others, and respect for authority, and respect for God. **Adherence to the dress code is a family responsibility. Parents shall assume this important responsibility and leave the school free to focus on its primary goal – building Godly character and academic competence.**

All students are required to wear BCA's school uniform. Students are expected to be in uniform every day, and parents and students share the responsibility in meeting this obligation. Discipline and planning are involved in making sure students have proper uniforms for attending school each day. *Bad weather and/or no clean laundry will not be accepted as excuses for coming to school out of uniform.* *BCA badges will be sold in the office to parents to attach to the white polo shirts.* BCA reserves the right to decide if an article of clothing is suitable school wear.

11.1 Dress Code Requirements

Boys Outerwear

- * White or baby blue polo shirt with BCA Badge attached on the upper left hand side.
- * Long, dark blue dress pants straight-cut design. No leggings allowed. a plain brown or black or white buckled belt is used.
- * Cargo pants, jeans, or low-rise pants (even if they are dark blue) are not acceptable uniform pants.

Boys Underwear

- * T-shirts under uniform shirts should be unprinted and plain white. Printed white T-shirts turned Inside out are not acceptable.

Boys Shoes

- * Brown, navy blue, white or black "school" shoes and tennis shoes are acceptable. Sandals, flip-flops, or slippers and bright or fluorescent shoes are not acceptable.

Boys PE

- * BCA T-shirt and BCA navy blue shorts are required. Both must have BC logo.

Girls Outerwear

- * White or baby blue polo with BCA Badge attached on the upper left hand side.
- * Long, dark blue dress pants straight-cut design. No leggings allowed. A plain brown, black, or white buckled belt is used.
- * Dark blue skirt at knee length or below.
- * Cargo pants, shorts, capris, jeans, or low-rise pants (even if they are dark blue) are not acceptable uniform pants.

Girls Underwear

- * Plain white or flesh-colored under garments should be worn under blouses.

Girls Shoes

- * Brown, navy blue, white or black "school" shoes and tennis are acceptable. Sandals, flip-flops, or slippers and bright or fluorescent shoes are not acceptable.

Girls PE

- * BCA T-shirt and BCA navy blue shorts are required. Both must have BCA logo.

11.2 Required Standards Of Appearance

- Sweaters or jackets can be worn during the cooler months if they are white, blue, gray, or black. *No mixed colors or patterns that are lewd or advertise substances are permitted on sweaters and jackets.*
- Shirts must always be properly buttoned and tucked into pants and skirts so that no skin shows.
- Socks must be worn at ankle length and must be visible.
- Shoes need to be clean and properly laced.
- Make-up of any kind is not to be worn to school.
- Nail polish not allowed.
- Girls may wear one pair of modest earrings (1 in. diameter or less) with one earring in each ear – not two earrings in one ear.
- Girls may wear a wristwatch, one bracelet, one necklace, and one ring. Anklets are not allowed. No other hand or neck ornaments which have already been defined are allowed.
- Boys may wear one wristwatch, one bracelet, one necklace, and one ring. Boys are not permitted to wear earrings. No other hand or neck ornaments which have already been defined are allowed.
- Body piercing, other than the ear, is not allowed.
- Pants should be worn at hips. No sagging.
- Wide brimmed sun hats or baseball caps may be worn outdoors on campus, but these cannot be worn inside buildings or during chapel. Caps must not be lewd or advertise substances.
- Sunglasses may be worn outdoors, but not indoors or during chapel.
- No unnatural hair colors are allowed (i.e.: blue, green, orange, purple, bright red).
- Clothing worn to extracurricular activities, though not uniform, should be neat, modest, and in keeping with the spirit of the dress code. (No see through fabric, no midriff showing.)
- School dress code is in effect as long as students are in uniform, even off campus.
- School uniform is to be worn at all functions where BCA is involved during regular school hours, unless otherwise specified in writing.
- During the school year, there are some special dress days. Students are expected to dress within the guidelines set forth for the special dress days or to follow the standard dress code.
- Students are not allowed to use or wear fake tattoos.
- Permanent tattoos are inappropriate and not allowed, must be covered at all times if permanent prior to admittance to BCA.
- Haircuts for boys should be above the collar and should be neatly cut and not lie in the face. No facial hair, beards, moustaches or sideburns must be approved by administration. Boys may not wear braids, dreads, or have hairstyles in which the hair is more than two (2) inches in height. Hair must be neatly groomed.
- Girls haircut should be modest, nothing extravagant or attention-catching; haircut or hairstyle should reflect school-girl or student of a conservative school. Girl's hair should be pulled back away from face.

12.0 GENERAL POLICIES AND PROCEDURES

12.1 Campus Visitors

All visitors **must** sign in and out at the school administration office and obtain a Visitor's Tag. This tag must be worn the entire time that they are on campus. A visitor is defined as anyone who is not a student, employee, or volunteer. Visitors include parents, coaches, pastors, family members, and graduates.

12.2 Campus Care

Students will be held responsible for deliberate damage to the buildings or property. Any student known to damage, destroy, or steal school property will be assessed the full cost of repairs or replacement and their parents invoiced for the cost.

12.3 Student Property

Students should bring only teacher-required materials and supplies and approved personal items to school. BCA is not liable for any property, money or items that are stolen or lost. Please ensure that your child does NOT bring large sums of money to school.

12.4 Unauthorized Materials

Students must not bring recreational reading materials (i.e. teen magazines, comic books, sports magazines, beauty magazines) or other non-required books, magazines, or periodicals on campus. The teacher will collect such items.

Pornographic items of any type will not be allowed on campus at any time. This includes books, magazines, posters or pictures, as well as any printed, drawn, or electronic material that is deemed obscene, pornographic, or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education. Possession of such may lead to expulsion.

12.5 Electronic Devices, Personal Items, And Cell Phones

All electronic devices must be turned in at the office BEFORE classes begin in the morning and picked up at the end of the day after the last scheduled class. Students are not allowed to pick up devices for friends or siblings.

If a student becomes sick or is injured the school office staff will make the call to the parent from the office phone. If students need to contact their parents for any other important reason, they are allowed to use office phone for a small fee of \$1.00 during breaks, or lunches. If parents need to contact their children during the school day, please call the school office.

Any student caught with a phone in their possession will be liable to disciplinary action and their phone confiscated and the phone will not be returned until the end of the week (or one week later) or can be redeemed at the end of the day for a fine of \$50. The second (2nd) offense, the phone will be kept until the grading period ends. The (3rd) third offense, the phone will be kept until the last day of school and the student will lose the privilege of having a phone on campus.

12.6 Drug And Alcohol Use

BCA is committed to providing a drug-free environment. In keeping with that commitment, students in grades 7 – 12 at BCA will be required to participate in a random screening, and any student may be subject to “reasonable suspicion” testing. Any student refusing to comply with the request to provide a sample is in violation of school policy and will be subject to disciplinary action.

12.7 Bag Search

BCA is committed to providing a safe and secure environment. In keeping with commitments, students are required to participate in random bag search. Any student refusing to comply with the request is in violation of school policy and will be subject to disciplinary action.

12.8 Head Lice

BCA is committed to help in the control of head lice and nits infestation at the elementary levels. We will be doing a head lice search twice a year and additionally when required. One will be held in the month of October

and another in March or April each occurring after the summer and Easter vacation. The students will be provided with a written letter to take home informing their parent about the dates when the nurses will be at the school to perform the visual inspection. Where a student is suspected of having head lice or live nits, the student will remain at school until end of the school day. The school will inform the parent in written form as to the suspected case of head lice/nits. Student will be required to stay at home until treatment has been completed.

Where head lice/nits are suspected the school may also recommend to parents of all students to check for head lice/nits. Teachers will not undertake a physical inspection for head lice/nit on a student's head but can complete a visual inspection without touching the student.

12.9 Bus Transportation

Bus transportation is offered to BCA students for a fee. Two bus routes are available. One route travels to and from Belmopan each day while the second route travels to and from San Ignacio each day.

The Belmopan route picks up students at 7:30 a.m. at the bus stop near Comprehensive High school, goes around the ring road and stops at Harriot Topsey. The next stop is at the bus stop in front of the hospital across from the Mexican Embassy The bus leaves BCA at 3:00p.m. each afternoon and drops students at the same stops. Children in primary school that are picked up at the stops must have the authorized guardian to sign the register.

The stops in Belmopan City around the Ring Road:

Angelus Press

Tennis Court

Comprehensive High School

The bus from San Ignacio will depart San Ignacio at 6:45 a.m. each morning and it leaves BCA at 3:00p.m. each afternoon.

12.10 Pregnancy And Abortion

BCA is committed to honoring the sanctity of marriage and it is resolute in its commitment to uphold the moral standards defined in the Bible. Therefore, BCA requires that any male student who is responsible for a pregnancy or any female student who becomes pregnant must report this information to the school administration as soon as it has been confirmed.

If administration confirms suspicion of a female student being pregnant she will be called to the principal's office in the company of her parents. She will be asked to bring a medically confirmation from a medical doctors approved by BCA administration. If pregnant, the students will be withdrawn from BCA. There will be no refund of fees. If BCA gains knowledge of the fact that a student's pregnancy has been terminated through abortion, the student will be dismissed.

If it is confirmed as fact that a male BCA student is responsible for a pregnancy and/or abortion, he will be treated in the same manner as the pregnant student.

12.11 Chapel And Special Events

Each week the student body gathers to share and worship together in a special chapel time. All chapel programs are planned under teacher supervision. While students are involved in the planning of chapel programs with their teacher, the responsibility for the content of the chapel program rests with the teacher. In the event that the plan for a chapel program includes a speaker that is not a BCA student or teacher or staff member, the teacher

must request approval from the principal for the speaker and the content of the speaker's message prior to finalizing a commitment to the speaker.

12.12 Class Parties

Class parties may only be held during school hours with the approval of the administration. These parties should be held at lunch or at break.

We request that parents bringing treats and lunches for a class party, park their vehicle in the school parking area. *No vehicle will be allowed to drive or park near school buildings between 7:30 a.m. and 3:00 p.m.*

12.13 Party Invitations

BCA does not allow on-campus distribution of invitations to private parties that will be held off campus, UNLESS EVERYONE IN THE CLASS IS INVITED. We ask parents and students to be mindful of the emotional consequence of exclusion.

12.14 Computer Lab

Students are not allowed in the lab during the school day unless they are scheduled in the lab for class. Students are encouraged to use the Computer Lab for research and homework assignments after school hours on the designated lab days.

The following rules apply to the computer lab:

- Student can use the Computer Lab when a teacher is present.
- Students need to finish eating and drinking before entering the lab.
- Students need to get approval from the Computer Teacher before removing equipment from the lab.
- Computer settings can only be changed by the Computer Teacher.
- Music CDs can only be played with a teacher's permission.
- Work can only be saved to the computer's hard drive with a teacher's permission.
- Only the Computer teacher is allowed to use the server.

Failure to follow the rules will be handled as a discipline issue.

12.15 Field Trips

Students will take field trips away from BCA on occasion to supplement their studies. Parents will be notified and a permission slip sent home to be signed and returned before students will be allowed to participate in the field trip. Some field trips necessitate that fees be charged on a per student basis. At the time a parent receives a permission slip they will be notified of any fees to be paid. In the event that fees are charged, parents must pay those fees to BCA prior to the field trip. Parents are invited to accompany classes on trips to serve as chaperones.

12.16 Fund-Raising

BCA classes plan various fund-raising activities for special projects throughout the school year to provide financial support. All fund-raising plans must be approved two (2) weeks in advance by the administration. Students may not use BCA's name to raise funds in the community without prior approval. Failure to gain approval can result in suspension or expulsion.

12.17 Hurricanes and Tropical Storms

As a general rule, only weather features that reach Tropical Storm status or higher will lead to school closure, but student and staff safety will always be the first consideration. Decisions are made on the best information

available as provided by the local media and NEMO. Announcements regarding closures and re-openings will be made on Love FM 88.9 and My Refuge 93.7 FM. When a storm is threatening, these radio stations supply regular updates. Tropical weather updates are available on the TV weather channel at 10 minutes before each hour and on the local Belize television stations at various times. If you have any additional questions about BCA closure due to weather conditions, you may call the school office. Other Emergency Procedures are communicated to students in the General Orientation for the following: Africanized bees, bomb threat, and fire drill.

12.18 Library

All library books must be checked out through the librarian or designated person. Books are checked out for one week. If more time is needed, the book should be brought into the library, and be renewed for another week. Magazines cannot be checked out. All books must be returned to the Librarian's desk. A charge of 25 cents per school day will be charged for overdue books. Damaged or lost books will result in fines. Report cards, transcripts, visa application letters, etc. will be withheld until fines are paid.

12.19 Lunch, Snacks, And Water

BCA understands that many students prefer to bring lunches from home to school. Research has shown that foods high in sugar affect a child's energy level as well as their ability to concentrate. We ask that lunches and snacks brought from home reflect healthy choices, such as fruits, vegetables, proteins, and breads. Students are not allowed to bring or consume soft drinks on campus.

BCA contracts with a licensed food handler to serve as vendor for hot lunches and healthy snacks. Students may order hot lunches daily. Typical menu items include chicken and rice/beans. All payments for lunches and snacks are to be paid to the vendor, not to BCA. The BCA office will NOT accept lunch monies. BCA has filtered water available for students to drink. However, each child needs to bring a plastic cup or water bottle with his / her name written on it to be kept at school for drinking water.

12.20 Personal Belongings

Students should bring to school only teacher-required materials and supplies and personal items approved for use at school, such as hygiene and toiletry items. All personal belongings brought to school are the responsibility of the student. For the safety and well being of BCA students, staff, and others on the campus, BCA reserves the right search all book bags, desks, cubbies, and clothing.

12.21 Science Lab

The science lab is under the supervision of the science teacher and all use of the science lab must be scheduled and approved by the science teacher.

The following rules apply to the science lab:

- Student can use the Science Lab when a teacher is present.
- Students need to finish eating and drinking before entering the lab.
- Students should use only their own lab equipment or supplies.
- All safety rules, as explained by the science teacher, are to be followed at all times.
- Science lab materials, equipment, and supplies, as well as any other science lab items, are to stay in the science lab and shall not be removed, unless the science teacher has given explicit permission.

12.22 Campus Security

Student and staff security is a priority for BCA. The entrance gate into BCA is monitored during school hours by a campus security guard that is employed by BCA. During the school day the gates are normally closed

once classes are underway and are kept closed until time for parents to begin to arrive for the dismissal time. The Community Police for the area or the Police Dragon Unit in Belmopan can be easily contacted in case of an emergency. After school hours security is provided by the watchman who lives on BCA campus.

12.23 Student Vehicles On Campus

Students of BCA are allowed to drive a vehicle to school under the following conditions:

- The student has a valid driver's license. A photocopy of their license must be in the student's file in the office.
- The vehicle must be insured. A photocopy of the insurance policy on the vehicle driven to campus must be on file in the office.
- The student must also submit a letter from a parent or guardian giving written permission for the student to drive to school and assuming responsibility for the student's driving and for the vehicle.

12.24 Telephone Access

The phone in the BCA office is only for school business. Phone calls can only be made during break times at a cost if it is not a medical emergency. If there is a medical emergency or illness the office phone is used to call the authorized person. Students are not allowed to call from any other phone on campus. **ONLY OFFICE PHONE IS TO BE USED.**

12.25 Testing

Students of BCA participate in national standardized testing at various times throughout the school year. Students in fourth grade take the Belize Junior Achievement Test (BJAT) in June. Students in eighth grade take the Primary School Exam (PSE) part I in Mid-March and part II in early May. Twelfth grade students take the Association of Tertiary Level Institutions of Belize (ATLIB), CSEC and SAT.

12.26 Textbooks And Materials

All non-consumable textbooks are the property of Belize Christian Academy and are loaned to students for the length of the academic year. Students are responsible for all textbooks issued to them during the year, and they must sign an agreement that helps us keep accurate records of our materials. If textbooks are lost or stolen during the year, students are responsible for the cost of replacement. Textbooks are to be covered with paper or plastic and kept as clean and free of blemishes as possible during the school year. Only consumable workbooks may be written in **AS DIRECTED BY THE TEACHER.**

BCA will not release any records (e.g. report cards, transcripts, visa application letters) until students have returned all textbooks issued to them.

Students should bring pencils, crayons, paper, and other items requested by the teacher, which will be kept in the student's desk or cubby.

12.27 Sports

12.27.1 Sports Associations And Participation

BCA participates in the Primary Sports Association (PSA) competitions as well as the Western Association of Sports for Secondary Schools (WASSS) competitions. PSA and WASSS games are scheduled by PSA and WASSS. BCA coaches and administration have no control over the schedule of Regional and National games.

In addition to participating in the PSA and WASSS competitions, BCA high school students can also participate in an intramural form of competition with other high schools. BCA coaches schedule games played within the intramural competition.

Participation in the following girls and boys sporting events is determined by the number of BCA players eligible to play the sport as well as the availability of coaching staff.

- Volleyball
- Basketball
- Football
- Track and Field
- Softball

12.27.2 Sports Eligibility (to be on a sports team)

- Must be a BCA student.
- Cannot be older than 21 starting in September of each school year
- Must have a Social Security Card or Valid Passport
- Must be passing Christian Education, English, Math, Science, and Social Studies at end of quarter term grades
- Must have less than two (2) disciplinary referrals.
- Must practice with team as scheduled and not miss more than 3 practices. Players will not start the game in the following competition, if they miss practice.
- **STUDENT MUST BE IN ATTENDANCE AT SCHOOL ON THE DAY OF THE COMPETITION.**

12.28 PARENT INVOLVEMENT

Many opportunities exist at BCA for parents to make a positive contribution to the growth and development of the school. The opportunities are varied, but each is important. Following is a representative list of opportunities:

12.28.1 Direct Classroom/Instructional Support

- Serving as a chaperone for field trips
- Serving as a volunteer for classroom activities
- Helping teachers make/prepare classroom materials
- Providing assistance with special programs

12.28.2 General School Support

- Donating needed items
- Providing skilled laborers for special projects
- Donating funds for construction projects
- Praying for BCA either with the Parent Prayer Group or individually

12.28.3 BCA School Improvement Committee (SIC)

This group is an essential component to the school's development. Its purpose is to identify areas of need, in partnership with the school's leadership, that support school improvement in the following categories:

- Building and grounds
- Fundraising and resource allocation
- School accreditation
- Volunteers

12.28.4 BCA School Improvement Team

This team is a smaller group of appointed persons with membership consisting of staff, parents, community leaders, and students. The purpose of this team is to:

- Review the requirements of the School Accreditation process and move the school towards that process.
- Review the mission and vision of the school as directed by the Board of Directors to ensure the school is adequately meeting those objectives.
- Support the principal with the resources, both human and material, to carry out the Accreditation Action Plan.
- Promote a genuine attitude of excellence and positively promote BCA in the community.

12.28.5 BCA Prayer Partners

An opportunity to partner with the school in prayer for ongoing school activities, staff, students and advancement of the school. Please ask to be placed on the list to receive emails about prayer needs.

13.0 SCHOOL STAFF ROSTER

ADMINISTRATIVE STAFF

Principal/Head of School

Vice Principal – High School

Vice Principal – Primary School

Finance Officer

Administrative Assistant

Secretary/Receptionist

NON-INSTRUCTIONAL STAFF

Caretaker/Security Officer

Resource Person

Custodian

PRIMARY SCHOOL STAFF

CLASS TEACHERS:

Kindergarten –

Four (4) year olds

Five (5) year Olds

Grade One (1)

Grade Two (2)

Grade Three (3)

Grade Four (4)

Grade Five (5)

Grade Six (6)

(Subject Teachers Grades 7-8)

HIGH SCHOOL STAFF

(Subject Teachers Grades 9-12)

BELIZE CHRISTIAN ACADEMY

Parent's Pledge

- _____ 1. I understand that after my child is accepted in Belize Christian Academy, the enrollment fee must be paid in order to assure my child a space in the school. I agree to pay tuition and other necessary charges according to scheduled due dates and agree to pay required late fees when payments are not made on schedule.
- _____ 2. I agree to support the spiritual, moral, academic and disciplinary standards as stated in the BCA Student Handbook and statement of faith of the School (BCA) and to respond to all, Rule Violation Slips and Corrective Action Notices in the proper manner.
- _____ 3. I agree to support to the best of my abilities the school's entire program through prayer, time, and/or financial gifts.
- _____ 4. I agree to support my child's education by supervising assigned homework and by keeping in regular contact with my child's teachers. I agree to attend the 2 mandatory parent/teacher conferences or arrange an alternative meeting with the teacher.
- _____ 5. I agree that my child is to receive training in the Bible and I will support the school and its endeavors to encourage and guide my child in applying these teachings to his/her life.
- _____ 6. I understand and agree that the school has full discretion for the grade placement of my child.
- _____ 7. I agree to keep my child from attending when ill so as to help prevent illness from spreading to others and to send a signed written excuse with my child when he/she returns.
- _____ 8. I agree to pay for the repair or replacement of any school property destroyed or damaged by my child.
- _____ 9. I recognize the need for community based instruction and field trips during the year and do not hold BCA liable for injury or loss of property while attending such events. I understand that I must give permission by signing a field trip permission slip for my child to attend any trips.
- _____ 10. I understand the zero-tolerance policy against illegal drugs at Belize Christian Academy, and I consent to having my child tested for illegal drugs at BCA's discretion. I understand that the results of any drug tests will become the property of BCA, and may be used in disciplinary decisions.
- _____ 11. I understand that BCA has authority to do a random bag search of my child at any time they find it necessary to comply with the security, and safety of my child.
- _____ 12. In the event that this child is injured or becomes seriously ill and parents or other authorized persons cannot be reached, I authorize Belize Christian Academy to take appropriate emergency measures, including placing this child in the nearest emergency hospital.
- _____ 13. I understand that the initialing of each line states my agreement with each statement and that my disagreement will need to be discussed with the principal prior to my child being admitted.
- _____ 14. I agree that behaviours such as bullying, harassing, intimidating, threatening, etc, in any form among BCCA students, staff, or parents are detrimental to the victim's (child or adult) feeling of safety and well-being. I will personally instruct my child to treat others with respect and inclusion, and work to peacefully resolve conflicts.

BELIZE CHRISTIAN ACADEMY

Statement of Faith

- * We believe the Holy Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of the will of God for the salvation of man and the divine and final authority for Christian faith, life, and conduct.
- * We believe in one God, creator of all things, infinitely perfect, omnipotent, omnipresent, omniscient, eternally existing in three persons, Father, Son, and Holy Spirit.
- * We believe in the virgin birth and deity of Jesus Christ, the eternal Son of God, and also the Son of Man, with two distinct natures in one Person forever.
- * We believe the substitutionary death of Jesus Christ on the cross, made atonement for the sin of the world, sufficient for all who repent and believe.
- * We believe in the bodily resurrection of our Lord Jesus Christ, and in a bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting conscious punishment.
- * We believe that man was originally created in the image of God, that he fell into sin, and that the entire human race is, therefore, separated from God and eternally lost.
- * We believe that salvation from everlasting punishment and entrance into a state of fellowship with God is secured only through repentance and faith in Jesus Christ.
- * We believe in the imminent, visible and bodily return of Christ to the earth to set up His kingdom and to judge the world in righteousness.
- * We believe that the Church is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head, and all such believers are to be identified with Christ in baptism and to remember His death in the Lord's Supper.
- * We believe that the Holy Spirit indwells all who receive Jesus Christ as both Savior and Lord and that the ministry of the Holy Spirit is to convict of sin, guide, instruct, fill, and empower the believer for godly living.
- * We believe that the entire saved are called to be in the world but separate from it, to witness for Christ, to preach the gospel to all nations, and to study the Bible personally through the power of the indwelling Holy Spirit and live in a manner that will honor and glorify our Lord and Savior.