



# BEREAN

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CHRISTIAN ACADEMY

**PARENT- STUDENT HANDBOOK**

**2024 - 2025**

Dear Parents,

Thank you for choosing Berean Christian Academy. This handbook provides insight into those questions you may have or may not have thought to ask about our school. We strive to provide an orderly and organized program for students. But above all, we want to love God and love His children. To us, this means that we are a community of people who love each other and live in accordance with scriptural standards for a community.

At BCA, our method is classical. That is, we use learning methods that have been proven successful through the testing of centuries. Students have natural strengths and tendencies that change through the grammar (early), logic (middle), and rhetoric (older) stages of their growth. We achieve impressive results for the same reasons Socrates, Aristotle, Jefferson, and other great teachers did: we teach our students to think and invite them to participate in history's Great Conversation. But our method is also Christian. We are convinced there are right and wrong, truth and falsehood, actuality and mere opinion. We are persuaded that in Jesus we find the highest expression of universal truth; as He said, "I have come, a light into the world, that whoever believes in Me should not abide in darkness" (John 12:46). We strive to introduce our students to the very thoughts and character of God so that their own thoughts and character will be conformed to His perfect standard. Put together, classical methodology works hand-in-glove with Christian families to create a timeless form of education that is fused into one. We take up the challenge of education humbly, but boldly. Thank you again for granting us the privilege of helping to educate your child.

To help appropriately navigate and ensure success at Berean Christian Academy for your student and your family, we are providing this Parent and Student Handbook that explains our expectations as well as the way we operate. If you have any questions or concerns after reading this handbook, please feel free to contact your student's teacher or the school office.

**Berean Christian Academy reserves the right to amend this Handbook based on the needs of the school as approved by the Board of Directors.**

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# BCA Distinctives

## Mission Statement

Berean Christian Academy's mission is to educate students in a Christ-centered worldview, equipped to recognize Truth, Goodness, and Beauty in God's Creation. Berean operates as a partnership between faculty and parents preparing students to live their lives for the glory of Christ and benefit of others.

## Vision

We believe that the ultimate aim of a Christian education is to reproduce disciples – men and women who walk in wisdom, obey His word, and live out their faith. We strive to guide our students toward a meaningful relationship with our Lord Jesus Christ, to emulate His compassion toward others, and to foster servant leadership qualities while providing a comprehensive academic program presented from a biblical perspective. The founders and board members of Berean Christian Academy believe that we can best fulfill this by emulating the Bereans of Acts 17 from which the school namesake was derived.

## Portrait of a BCA Graduate

The school's Portrait of a Graduate serves as an ideal vision of what the school seeks to accomplish in the life of each graduating senior. The portrait seeks to embody the ideals, philosophy, and mission of the school.

### **FAITH AND REASON**

By God's grace, graduates will have a Christian worldview that holds the Bible as the measure of all Truth.

They will approach complex issues with a sound mind and they will demonstrate clarity and charity in expression.

### **VIRTUE**

By God's grace, graduates will possess a heart-level affection for righteousness. We do not simply aim for good behavior and prompt obedience. We seek a rightly ordered desire for the glory of God and the good of man.

### **A COMMAND OF LANGUAGE**

Graduates will be masters of language. Central to the Christian faith is "the Word"—God's expression of Himself to His people. We see language as a gift of God that enables us to learn and to pass on knowledge. Students will master vocabulary,



grammar, usage, and translation through our study of Latin, English, and modern foreign languages.

### **WELL-ROUNDED**

Our graduates will have competency in areas including fine arts, drama, music, physical activity, math, logic, and science. In every stage of development skills are introduced that are essential for the lifelong learner.

### **WELL-READ**

Our graduates will be able to discuss literature, science, art, history, religion, philosophy, and music. We focus on the literature and ideas of Christian theology and the Western World.

### **APPRECIATION OF BEAUTY**

Graduates will have a joyful appreciation of truth, goodness, and beauty. We hope to equip every graduate, not only to make a living, but to live.

These qualities, clothed in humility, create a foundation that will enable him/her to present engagingly articulate and persuasively winsome arguments. A Berean Christian Academy graduate honors God's image within himself/herself and thus, is interested in all people because of God's interest and image in them. The education and Biblical worldview gained at Berean Christian Academy will equip the graduate to exhibit leadership in vocational and academic excellence to the glory of God.

## **Portrait of a BCA Teacher**

The portrait of a Berean Christian Academy teacher serves as an ideal vision of what the school seeks to find in each of its faculty members:

A Berean Christian Academy teacher is a disciple of Jesus Christ, one who models a love for God through obedience to His Word.

A Berean Christian Academy teacher wholeheartedly embraces the mission, vision, purpose and policies of the school while additionally embodying the values of integrity and professionalism.

A Berean Christian Academy teacher has been properly trained in and has knowledge of the subject(s) being taught. He/she knows and understands the meaning and the magnitude of providing a rigorously challenging education. The teacher is a cultivator of knowledge, being a committed, lifelong learner through daily study and regular participation in courses and conferences.

A Berean Christian Academy teacher upholds the highest attainable academic standards in the classroom and communicates expectations clearly and effectively, evaluating students according to the philosophy and standards of the school.

A Berean Christian Academy teacher encourages students to think about ideas before accepting them, measuring all knowledge against the ultimate standard of God's revealed truth in Scripture.

A Berean Christian Academy teacher prepares excellent lessons that are age-appropriate and reflect each subject's philosophy statement while organizing the curriculum, the classroom, and the materials in a way that offers the most opportunities for students to succeed.

A Berean Christian Academy teacher exhibits a high level of respect for self and others through professional demeanor and dress.

A Berean Christian Academy teacher communicates in a clear, positive, and God-honoring way to colleagues at all times and will accept constructive feedback to support personal and professional growth.

A Berean Christian Academy teacher interacts with students with wisdom and discretion, upholding discipline standards with patience, fairness, and consistency; and encouraging their personal responsibility, both in and out of the classroom.

A Berean Christian Academy teacher communicates well and supports the students and parents by being available and approachable.

## Parents' Relationship to the School

### *Parental Commitments to Berean Christian Academy*

Berean Christian Academy firmly believes that a positive and constructive working relationship between the school and a student's parents is essential to successfully fulfill the school's mission. Thus, the school reserves the right not to continue to pursue enrollment or to not re-enroll a student if the school reasonably concludes that the actions of parent(s) or guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

By enrolling their students at Berean Christian Academy, parents commit to support the school and its mission. To do this successfully, parents:

- Support the school in its fulfillment of its purposes, commitments and principles, especially in the education of all students and in accordance with the Statement of Faith.
- Refrain from illegal or immoral behavior that reflects poorly on or is potentially disruptive to the Berean Christian Academy community.
- Pray for God’s wisdom for the leaders of Berean Christian Academy and His blessings on the school.
- Accept their biblical responsibility for the education of their students by:
  - Ensuring that their students have the time, place, and parental support needed to complete their homework and studies. If necessary, securing additional tutoring, testing, or assistance for their students, especially when suggested by the Berean Christian Academy administration.
  - Ensuring that their students arrive and are picked up on time.
  - Ensuring that when their students arrive, they are properly prepared for the day with:
    - Appropriate meal(s)
    - Proper attire
    - Necessary supplies
  - Encouraging students to comply with the spirit and the letter of all Berean Christian Academy rules and policies with respectful attitudes in accordance with biblical teaching.
- Demonstrating acceptance of membership to the Blazer Parent Association by fulfilling their volunteer commitment of at least 20 hours per school year, per family and attending all mandatory events, including but not limited to parent orientation and parent-teacher conferences.
- Setting an appropriate example to their students and all other students when on campus or at Berean Christian Academy related events by:
  - Always refraining from inappropriate language.
  - Observing all school rules and policies with an appropriately respectful attitude.
  - Modeling appropriate conflict resolution in accordance with Matthew 18.

- Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises.
- Refraining from gossip which is unbiblical and destructive to any Christian community.
- Demonstrating courtesy and respect to all other adults.
- Refraining from all alcohol and tobacco products on-campus.
- Dressing appropriately (with modesty) when visiting offices and classrooms or attending school related events.
- Demonstrate a love of learning and a desire to apply biblical principles to all areas of their lives.

## In Loco Parentis

Parents carry the God-given responsibility for educating their children. Enrolling their children in Berean Christian Academy does not release parents from this responsibility. The school serves as a means to assist parents in their lifelong duty of instruction. The role of a parent requires the time-consuming, daily, diligent, and caring interaction with their child's education that results in a lasting influence.

In loco parentis is Latin for "in the place of the parents." At Berean Christian Academy, authority over students is understood as delegated authority. God has given children to their parents. He has given parents the responsibility of raising and educating their children and the authority to do that task.

During the school day, the faculty and staff stand in loco parentis. Therefore, parents recognize the authority of BCA staff to disciple and discipline students within the context of the day, as deemed appropriate for the health and well-being of all students.

*Hear, O Israel: the LORD our God, the LORD is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words that I command you today shall be in your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. Deuteronomy 6:4-7*

*And you, fathers, do not provoke your children to wrath, but bring them up in the nurture and admonition of the Lord. Ephesians 6:4*

## The Blazer Parent Association

*Volunteering at Berean Christian School*

As a support and extension of the family unit, Berean Christian Academy considers the family to be of utmost importance to the student. Through His Word, God indicates that the family is the most important human institution He designed since He compares it to the relationship believers have with Christ. The school is continually seeking ways to actively involve parents, siblings, and grandparents of students in the programs and activities of the school. Volunteer opportunities are abundant, and we welcome your involvement.

Therefore, the Blazer Parent Association has been created to help the school communicate its volunteer opportunities as well as help parents meet other families in the BCA community. As a parent of a BCA student, families agree to volunteer a minimum of 20 hours per school year, preferably 10 hours each semester. This requirement is per family, not per student, and can be fulfilled by any adult in the family including grandparents, aunts, uncles, etc. A log of each family's volunteer hours will be kept through the online FACTS system. Each family is responsible for making sure they have reached their required hours and they must log their hours correctly in the FACTS Family Portal. If for some reason you are unable to uphold your family commitment of 20 service hours for the year by June 1st, BCA will be collecting a \$1,000 incidental fee.

Volunteer Opportunities can be communicated by:

- Needs expressed from classroom teachers through weekly teacher notes, teacher class emails, and/or the Blazer newsletters sent home.
- The online Blazer Parent Association page, located through our website.

Volunteer Opportunities may look like:

- Making copies and laminating items to assist the teachers
- Lunchroom / Recess monitor opportunities
- Serving as a classroom story-reader
- Music or art demonstration opportunities
- Opportunities to share experiences, expertise, education, or careers with classes on designated days or times.
- Annual benefits, fundraisers, or other large events which greatly rely on assistance from parent volunteers.
- In-class holiday parties or feasts at which parents are invited to volunteer
- Extra-Curricular volunteer or monitor

- Please note - attendance of Field Trips, Chapels, or events does not qualify as volunteer opportunities

## Remaining Informed:

The Berean Christian Academy administration and faculty seek to keep parents as informed as possible about upcoming school events, potential homework assignments or projects, and other pertinent school information. BCA's main form of distributing information is via email, our Remind app, ZIPCAST audio updates, the Blazer Weekly newsletter, and FACTS. Parents are expected to check email regularly and keep themselves current on all BCA news and activities.

## Forms of Communication

In Loco Parentis believes in the priority of the family as instituted by God. No other institution is given the high calling of raising and nurturing children. Our school serves in loco parentis; that is, teachers stand in the parents' place during school time, training students here as we anticipate Christian parents are also doing at home. BCA seeks a close partnership with parents in the education of their children.

### *Classroom Visits*

All campus visitors are required to sign in at the office. We encourage volunteer involvement and parent participation in the classroom. Parents should contact the teacher or administrator in advance of visiting to ensure it is an appropriate opportunity to visit unless invited by the teacher directly. All visitors to the school should check in at the office at the beginning of the visit.

### *Communication Between Parents and Teachers*

A student's successful experience at BCA depends on open communication between the parents and the school. This requires persistent effort on both sides combined with mutual trust and respect. Parents wishing to contact faculty may leave a message with the office manager in the appropriate school office or contact teachers directly via phone or e-mail as directed by the teachers. Teachers will attempt to return calls and e-mails within 24 hours. Please refrain from calling teachers at home after 5 P.M. Regular communication between teachers and parents is critical for the success of the student and for building a supportive relationship with the family. Teachers will do whatever is reasonable to foster open and helpful communication between the home and classroom.

### *Conferences*

There is a dedicated day during the first quarter for parent-teacher conferences at BCA. See the school calendar for the specific date. Additional parent-teacher conferences are

scheduled as needed. Contact a teacher, Dean or teaching team to set up a time. Parents are encouraged to be proactive in developing an ongoing dialogue with all teachers.

### *Weekly Schoolwide Communication*

ZIPCAST audio updates and the *Blazer Weekly Newsletter* comes out each Tuesday via a link to your phone and email respectively. This Newsletter is the main communication for whole-school information concerning school activities and other important announcements. Parents are responsible to read the newsletter, familiarize themselves with its contents, and place school events on their calendars for reference.

### *FACTS Family Portal*

The school will also communicate with parents via FACTS. Parents may log in to their FACTS Family Portal accounts to find announcements, the calendar, electronic copies of forms, and other information. Parents are responsible for keeping their family contact information, emergency contacts, medical information, approved people for carline pickup, Blazer Parent Association volunteer hours, and Students Extracurricular Hours updated in the FACTS Family Portal.

## Communication Procedure Steps

Under all circumstances, Christian communication principles should be exercised and confidentiality regarding concerns should be maintained. When questions arise, it is important to know whom to consult. Please follow the chain of command when possible and respect all staff's personal time by using their BCA email addresses. Texting staff about school related issues should be avoided unless the teacher has requested that form of communication.

- Please speak to your child's classroom teacher first in situations concerning curriculum, discipline, or grade level questions.
- The sports coach and then athletic director should be contacted concerning athletics.
- The office should be contacted for messages concerning daily operations or to set up an appointment to meet with an administrator.
- If sufficient progress is unable to be made in any of these areas of concern, please contact your students' relevant dean, then Head of School, then the board.

## School Dress Code

We want all who enter BCA to feel comfortable, focused, and accepted and have the ability to focus on the things that are of primary importance while at school. Therefore, while we cannot address every possible dress or body concern, let us love others above self and be willing to set our personal preferences aside to support the learning environment as a whole. This may fall in the category of modesty, brand names, latest trends, or perfumes. Therefore, a dress code provides a way to dress that is appropriate for learning. It gives students a sense of belonging and allows for individual expression and identity to be functions of personality and mentality. It eliminates fad clothing from the daily “what to wear” process. It’s a comfortable discipline with which everyone can live. Furthermore, it is symbolic of the student’s acceptance of authority over them: their parents, school and, ultimately, God. The current Administration has worked with our teachers and board members to devise a dress code that is moderately conservative and does not call attention to any individual. While this list is not exhaustive, if anything could be seen as distracting or calling attention to self, assume it would not be permitted.

## School Day Dress

All students will be required to wear the Berean Christian Academy uniform. **A detailed guideline can be found on our website.** The dress code consists of the following:

### Boys:

- Khaki or navy chino pants or shorts
- Red or navy polos
- White oxford button down shirt
- Navy blazer
- Lands’ End classic navy large plaid tie
- Navy or red sweater
- Navy or red fleece
- Brown belt
- White or black ankle socks
- Closed toed shoes
- Special Events: white collared dress shirts/polos with khaki or navy pants/shorts (or as defined by the teacher), plaid tie, navy blazer.



## Girls:

- Khaki or navy skirts, pants, shorts, or skorts
- Red or navy polos
- Red or navy polo dresses
- Lands' End classic navy large plaid jumpers, skirts, or skort
- White button-down collared shirts may be worn under jumpers or with skirts/skorts
- White socks
- White knee-high socks
- Navy leggings or tights (to be worn under skirts or dresses)
- Hair bows: white, red, navy, silver glitter and combination of any approved colors
- Closed toed shoes.
- Special Events: Girls may wear the Lands' End classic navy large plaid skirts with collared white blouses or the Lands' End classic navy large plaid jumper/dress with a collared white blouse

## PE/Athletic Dress

- Approved athletic attire should be worn for PE and athletic practices. Grey Berean PE shirts and navy athletic shorts are required for upper school students during PE/Athletics and are optional for 5th and 6th grade students. PE shirts can be purchased through the spirit store.
- PE shirts should not be worn as Friday Spirit Day wear.

## Special Occasion Dress

Feasts, dances, and other occasions that call for formal attire is an exciting time for all our students. We hope to maintain the integrity and formality of these events by implementing these simple dress code requirements as such any students not appropriately dressed will be turned away at the door. There are hundreds of beautiful, tasteful, and appropriate dresses available. If you have questions concerning your dress, it is your responsibility to seek prior approval from the administration.

At formal events you are expected to wear formal attire. Formal dance attire may be classified as a dress, tuxedo, dress suit, including a tie or bow tie, a dress shirt, which may include a vest or cummerbund, and dress shoes.

- Dresses may be strapless (if they fit properly) or include spaghetti straps.
- Dresses should not show cleavage.
- Dresses may not be backless
- 2-piece dresses should not show mid-drift
- Dresses may not be cut below the bust line or gape open.
- Dresses length should be no shorter than fingertip length.
- Dresses may not have a slit that exceeds fingertip length.
- Dresses cannot have cuts, slits in them exposing skin underneath.
- Undergarments should not be visible. See-through apparel is not permitted.
- If you are bringing a guest from another school, it is the responsibility of the BCA student to make sure that the guest adheres to all of the above criteria.

### General School Dress Code Specifics:

- Sweaters or fleeces worn in the classroom or during the school day need to be navy blue or red.
- All outerwear should be solid in color without any form of lettering or logos unless purchased from our approved spirit store.
- Skirts and skorts must be no more than 1-3" above the knee when in kneeling position.
- There is additionally the potential for school approved sweatshirts to be sold and worn.
- If shorts are approved for free dress days (field trips, class trips, field days,...) or PE wear, shorts must be at least fingertip length with arms and hands extended to full length by the student's side.
- Footwear: Shoes must be closed toed, and sneakers should be worn or brought to school on PE days.
- Acceptable Closed-toe Shoes Examples:
  - **Girls:** sneakers, flat slip-ons, Mary Janes, soft boots (in winter), etc.
  - **Boys:** sneakers, loafers (that don't easily slip off), casual closed toe shoes, etc.
- Not Acceptable Closed-toe Shoes Examples:
  - crocs, slippers

School apparel may be purchased through the BCA school store at Lands' End or families may purchase approved uniform apparel through a vendor of their choice.

## Hair

- Hair should be neat, combed, and not covering the eyes.
- Hair for boys and young men should not cover the eyes or collars
- Hair accessories for girls and young ladies should be simple and match the uniform colors (red, navy, white, gray, or khaki.)
- Hair color must be a natural color. Modest highlights are permitted.
- Colored or shaved designs are not permitted.

## Bodies

- Upper school young ladies may wear make-up that is applied modestly. No colored eyeshadows or bold makeup. Girls' and young ladies' jewelry, if worn, must be simple. Large hoop earrings, greater than the size of a quarter, are not permitted. Piercings are to be worn only in the lobes of ears. Spacers and bars are not permitted.
- Boys and young men may not have piercings or wear choker style necklaces.
- Tattoos of any kind, including temporary or ink pen drawings, are not permitted for any students.
- Girls and young ladies may wear nail polish, but false nails are not permitted.
- False eyelashes are not permitted. Students may not shave portions of their eyebrows that are above the eye socket.
- Young men should be clean shaven.
- If perfumes, colognes, body sprays, or scented lotions are worn, it should be done very sparingly.
  - Please note - due to allergies or other health concerns, aromatic sprays and lotions may be prohibited.

## Consequences of Dress Code Infractions

Students who do not adhere to and comply with the school's dress code are eligible for a disciplinary office visit. Immediate remediation to noncompliance of dress code *may* be required. Students may be asked to remove makeup, shave facial hair, comb hair, or

change into appropriate attire before returning to class. Students who have a dress code infraction will receive a citation. The first 2 citations act as a warning. Upon the third citation, students will receive disciplinary action such as a fine or detention.

### Backpacks and Lunchboxes

- Backpacks and lunchboxes/bags may be of any color, pattern and size but must not include cartoon or celebrity images.
- College logos are acceptable.

**The Administration has authority to restrict anything that is seen as inappropriate or distracting to the learning environment.**

## Enrollment and Admissions

### Tuition Plan

Berean Christian Academy offers a 10-month payment plan for the convenience of parents. The plan runs from May 1st through February 1st of each year. Tuition will be paid through the FACTS Tuition Payment Plan. The following procedures will be followed for the monthly payment plan:

- Annual tuition is divided by 10 months and due one-tenth each month, May 1 through February 1.
- Parents of students attending Berean Christian Academy for the first time, who are admitted after May but before the start of school, shall divide the total tuition by the number of months remaining until February.
  - Ex. Admitted in July. 7 payments remain. Tuition of  $\$9,750/7=\$1,392.86$  per month.
- Parents may choose either to pay on the 1<sup>st</sup> or 15<sup>th</sup> of each month. Parents will select their payment date when signing up for their FACTS tuition payment plan. Payment is due on the first or fifteenth business day of each month depending on the plan selected. Payment is considered late if not received 5 business days after due with the first installment being due May 1<sup>st</sup> or May 15<sup>th</sup>.
- Returned or Late payments will be subject to a \$30 FACTS insufficient funds fee. A \$25 school late fee will be assessed if the 2<sup>nd</sup> attempt of the payment fails.

Parents may also prepay the annual tuition in one lump sum prior to the first monthly tuition date in May. If a family has indicated their intent to pay using the prepayment method and then fails to pay the amount by the May's monthly payment date, monthly tuition payments will be expected.

Parents may also choose a semiannual payment plan. Paying half of the tuition May 1st or upon acceptance. The second payment is due October 1st.

Failure to make monthly payments beginning in May or upon enrollment will result in the student's declined attendance until the full amount is paid or a satisfactory written arrangement is made.

All tuition payments are made through FACTS. Checks will not be accepted for tuition payments. Checks written for other school related fees must be made payable to "Berean Christian Academy".

### Insufficient Funds Procedure:

- If an insufficient funds receipt is received by the school in lieu of payment, an insufficient funds fee of \$30 will be charged to the responsible party.
- If payment of late tuition or other fees is not made or written arrangements agreed upon with the BCA Board within 30 days of the date due, the billing department or delegate will personally contact the student's parents or responsible party.
- Should payment of tuition or other fees still not be received within 45 days of the original due date, a pending expulsion notice will be sent by certified mail to the student's parents or responsible party.

If after all above steps have been exhausted and a period of 60 days has elapsed from the original due date without payment or written arrangements, the school administration will inform the family that the student is expelled for non-payment of tuition or other fees. Upon receipt of due payment, the student's school records will be released to the family.

**FACTS Tuition Payment Plan FAQ, Tuition details and Fee Schedule are available on our website or by request to the BCA office.**

### Enrollment Commitment

Once a family has signed a commitment to enroll a student (therefore reserving a spot for their student), the school expects every family to honor its promise to pay tuition in full by the end of the year, regardless of circumstances and regardless of when the student

withdraws. There are limited circumstances, however, in which the school will consider a request for a tuition refund.

- All requests for a tuition refund must be made in writing to the Head of School. The Head of School will respond to the requesting family while abiding with the associated policies.
- A family is “eligible” for refund if tuition has been paid in full and the withdrawal is due to one of the following circumstances:
  - Death in the student’s immediate family.
  - The student permanently moves a reasonable distance from Berean Christian Academy.
  - Medical necessity which renders the student unable to attend Berean Christian Academy or any other school.
  - An unexpected and substantial loss of income to the primary wage-earner in the student’s immediate family.
  - The school determines that a student may not re-enroll prior to the beginning of the school year.

Note: Once the school year begins, this circumstance does not apply. In other words, if the student is expelled from Berean Christian Academy, the family is not entitled to a tuition refund.

## Finances

Any financial concerns or questions can be directed to our board. Berean Christian Academy fully expects all parents to maintain financial integrity by remaining current with their tuition and fee responsibilities, and to honor financial commitments made with the school.

## The Admissions Process

The Head of School, along with an admissions committee, is charged by the Board of Directors with the task of admitting students and families who share and demonstrate similar beliefs, goals and abilities with the school community. The Head of School makes their determination through a prospective student’s admission application, a teacher recommendation, student admission testing, a student visit, and a parent interview.

The Head of School looks for:

- Families who share beliefs and goals similar to those identified in the school's Statement of Faith and Philosophy of Education.
- Families and students who have abilities, talents, and a strong desire to join with the school to fulfill its mission as a classical Christian school.
- Students who are academically compatible with the population of Berean Christian Academy and the students they will join.
- Families that the school feels they are equipped to serve well.
- Families that express a desire to partner with the school in its distinctives.

The Admissions Committee will take the following into consideration:

**Admissions Application:** An application needs to be submitted and the Application Fee paid.

**Teacher Recommendation Form:** A teacher's recommendation needs to be submitted for prospective students applying to first grade or above for the most recent academic year.

**Report Card and Transcripts:** A prospective student's most recent report card or equivalent needs to be submitted for review.

**Admissions Testing:** A prospective student will participate and be evaluated in an admissions assessment administered by a BCA staff member or a third-party assessment directed by the admissions team. A testing fee applies.

**Shadow Day or Student Interview:** When possible, students will participate in a day at school at BCA or participate in an interview with a member of the admissions committee.

**Parent Interview:** The parent(s) of the prospective students participate in an interview conducted by the BCA Admissions Committee. In a two-parent household, both parents need to be present.

Prospective students' applications will be reviewed by BCA's Admissions Committee and a decision will be communicated to the family as quickly as possible. In the unforeseen event that the Admissions Committee cannot make a decision, then BCA's board will review the application and make a decision about the child's ability to enroll at Berean Christian Academy.

It is Berean Christian Academy's desire to serve as many students in Katy and the surrounding communities as possible. However, Berean Christian Academy may not be

suitable for everyone. Acceptance into Berean Christian Academy is not guaranteed, and the school reserves the right to deny admission to a student or family. The school makes its decision after careful consideration and prayer. Generally, the school declines admission when it would not benefit the student or the school due to incompatibilities in academics, behavior, or philosophical differences. Due to the sensitive and, at times, difficult nature of the school's work, decisions not to accept are shared by letter and without further comment.

## Statement on Nondiscriminatory Policy as to Students

Berean Christian Academy admits students of any national or ethnic origin, race, color, physical ability, to all programs and activities offered by the school. It does not discriminate on the basis of national or ethnic origin, race, color, or physical ability in the administration of educational policies, admissions policies, or other administered programs.

## Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of Berean Christian Academy as the local Body of Christ, and to provide a biblical role model to the Berean Christian Academy members and the community, it is imperative that all persons employed by BCA in any capacity, who serve as volunteers, or attend as a student agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thes 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of BCA.



## Re-Enrollment Process

Upon acceptance to Berean Christian Academy, the school assumes that the family plans to be a part of BCA for the remainder of the child's grade school education or until the Lord calls the family away. Therefore, to make the re-enrollment process as straightforward as possible, BCA has adopted a simple re-enrollment system. Current family re-enrollment begins the first school day of the second semester. Families will update and complete the FACTS enrollment packet, select a FACTS payment plan for the upcoming school year and pay the \$300 per student tuition deposit. This \$300 deposit is applied to the overall tuition of the student. The student's seat will be officially held for the next grade level each year, assuming they are in academic, behavioral, and financial good standing up until the February 1<sup>st</sup> deadline for commitment. If a family has not committed by February 1<sup>st</sup> by selecting a payment plan and paying the \$300 per student deposit, then the student's seat will be opened to new families. Deadline for the remainder of the first month's tuition is May 1st. If payment is not received by May 5th, the seat will be open to new families. At this point, current families will need to re-apply for any available seats.

If a current BCA family plans to enroll a new student (i.e., younger sibling), for the following school year, the family will need to apply through the "New Student" process on our website. The window for open enrollment of siblings of current students is November 1st through January 15th of the current year. Current families do not need to take a tour of the school but do need to fill out a new student application, submit all needed documentation, and schedule a new student assessment through the school's Enrollment Coordinator.

All available seats that have not been reserved with the \$300 fee and FACTS payment commitment by February 1<sup>st</sup> and the remainder of first month's tuition by May 5th, will be open to new families and are not guaranteed to current BCA families.

## Enrollment for those on Probation

Those on academic or behavioral probation (see "Academic Probation" and "Behavioral Probation" below) face the possibility of not being invited back or having the decision delayed until the end of the school year. The school administration determines who may be automatically re-enrolled early in the second semester based on input from the faculty and the family's financial standing. Depending on the number of qualified applications in admissions, those on probation may have their spot taken by a new applicant. In this case and assuming the probation is lifted, the student previously on probation will be placed in the wait pool for the next year.

Those who are invited to re-enroll and do so, but subsequently earn academic or behavioral probation during any point in the Spring semester face the possibility of losing their reserved spot for the next year through nullification of the enrollment contract.

**To ensure a place for a student for the next year, a Financial Agreement Form must be signed at the time of payment by the party financially responsible for the education of the student. Contracts must be entered into carefully as a signed and returned contract obliges the signer to pay the full tuition without exception unless one of the circumstances described in the section “Enrollment Commitment” occurs.**

## Admissions Requirements for Students

A child should reach the age of five years by September 1st of the fall in which he/she enters Kindergarten. Children entering Kindergarten should be able to demonstrate appropriate age maturity and letter recognition and some sound association.

Every child must successfully pass the entrance assessment for reading, math, English, and Latin (where applicable) and complete any necessary remedial work before entrance to the school.

Parents of children with known special needs, learning differences, or disabilities applying to BCA should make an appointment with the school to discuss their educational program.

It should be noted that the academic program at BCA tends to be a challenge with varying degrees of difficulty for students coming into the program. Should a student have had academic difficulties in his previous program, the likelihood of compounding that difficulty would be great were he to be placed in the next successive grade at BCA. The administration reserves the right to place each child at our discretion. Appeals for diverging from or waiving the requirements of this policy should be submitted to the school.

**The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers, staff, and Head of School in their prescribed roles at BCA.**

The school may withdraw acceptance at any point during the admissions process when it becomes apparent that BCA will not be a suitable environment for a particular child or family.

## Admissions Requirements for the Parents

Though not required to be Christians, the parents of students at BCA should have a clear understanding of the biblical philosophy and purpose of BCA, including the school’s mission, vision, and Statement of Faith. This understanding includes a willingness to have

their child clearly taught the school's Statement of Faith in various and frequent ways within the school's program.

The parents must be willing to cooperate with all the written policies of BCA and interpretations of governing documents by the Board of Directors. This is most important in the areas of discipline, schoolwork standards, communication with the respective teachers and Head of School, and involvement in the Blazer Parent Association.

## Required Extracurricular Component for Students

As required by BCA's accreditation agency, **all parents are required to log and submit 200 hours of extracurricular activities performed, per student, per academic year.** This is not an optional component and therefore must be submitted in full by May 31st of each academic year. Any student whose hours have not been submitted will have their report card held and will not be promoted to the next grade level until the extracurricular hours are received. A detailed list of approved activities and instructions for submission can be found on the BCA website or by contacting the BCA office.

## Extracurricular Programs Offered to Students by BCA

The Extracurricular Program at BCA is intended to offer additional learning opportunities for our students in diverse and exciting fields. Extracurricular classes can count toward each student's required personal extracurricular component.

**Please note that these opportunities are serious classes, with class rules to observe, goals to meet, etc. We are proud to offer these classes, and we expect students enrolled to exhibit the same excellent virtues and conduct as during regular school hours. Students who choose not to meet these same behavioral standards during extracurricular classes can be asked to drop these classes; tuition will NOT be reimbursed for students whose behavior requires them to drop the class.**

We value our extracurricular class instructors' time, and we ask that parents arrive on time to pick up students from all extracurricular classes. **Students who are not picked up by 10 minutes after the official end of the class can be charged \$15, plus an additional \$5 for every 5 minutes, they are late to be picked up. This charge will be added to the next month's tuition.** If you know you will be late, please inform your extracurricular instructor as soon as possible.

Occasionally, off-campus opportunities may be made available to BCA students as extracurricular classes. In these cases, these opportunities may be managed by non-BCA instructors and held on properties not owned or managed by BCA. Students attending these classes should be supervised by their parents in the same manner that they would

normally be supervised at any other independent business offering classes to the community. BCA is not responsible for BCA students who are on these properties, even including any BCA staff who might be present on the properties during these events for any reason.

## Deadlines Summarized

**Sibling Enrollment** for the following school year - November 1st- January 15th.

**Re-enrollment** – During January, parents of current students commit for the following school year by completing a re-enrollment packet, choosing a FACTS payment plan, and paying a \$300 deposit per student toward their tuition. If re-enrollment deposits are not paid by February 1st, families forfeit their enrollment priority to incoming families.

**Priority Open Enrollment** – February 1st through April 30th. All new student applications received in the open enrollment period will be considered for the class spots available. We encourage parents to apply at this time since many of our classes fill up. We do not accept students on a first-come, first-serve basis; however, among applicants of equal merit, date of application may be one factor considered in our determination. Thus, prospective parents have a clear advantage by applying during open enrollment rather than waiting.

**Acceptance/Rejection Letters** – Letters indicating acceptance or rejection for enrollment are sent via email. While it is the intention of the admissions committee to respond as quickly as possible, a response can take 2 to 4 weeks depending on the number of applicants or businesses of the season.

**General enrollment**- Student applications are accepted throughout the year. However, acceptance is always limited to the student's fit for our environment and the space available in the classroom. For those classes that fill, we have a wait-pool. We always reserve the right to enroll students who are the best fit for our school.

**Family fee** – February 1st. The payment of this \$300 deposit per student ensures your continued enrollment. Families who fail to pay by this deadline will lose their priority in enrollment. First month's tuition payment for the coming year is May 1<sup>st</sup> and locks in your child's seat.

**Other deadlines.** Failure to pay tuition or fees (enrollment, assessment etc.) on or before their deadline may result in forfeiture of your class position.

## Teacher Request Policy

Many aspects are considered when assigning students to classes. Great thought is put into the development of classes by a team of teachers and administration. Due to the

constraints of small class sizes, boy/girl ratios, student ability, and facility size, it is not realistic for teacher requests to consistently be honored. BCA greatly believes in all its teachers' abilities, knowledge, and dedication to the development of the students and therefore does not accept teacher requests. We appreciate the faith that families have in our team and always seek to provide the best setting for each child.

## School Rules and Expectations

### Rules

Berean Christian Academy has five general school rules. The acronym "**WHOSE**" reminds us **Who** we belong to. Following these school rules reflects our love to the Lord as we do all things in submission to Him and for His glory.

1. **Whatever** you do, work heartily, as for the Lord and not for men. (Colossians 3:23)
2. **Honor** those in authority, bless your leaders and submit to them fully. (Heb. 13:17)
3. **Obey** all the way, right away, cheerfully, every day. (Eph. 6:1, Col. 3:23)
4. **Speak** only what is helpful and useful. (Eph. 4:29)
5. **Engage** with others in Biblical love. (Mark 12:31)

### **Philippians 4:8**

*Finally, brethren, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.*

### **2 Timothy 3:16-17**

*All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work.*

We believe God's Word is the final authority for life and godliness. Faculty and staff will be intentional about training and righteousness. A few specific examples of how the above stated four rules are expressed and encouraged at Berean Christian Academy:

Students should:

- Think of others as more important than themselves.
- Address elders and peers with courtesy.

- Say “yes/no ma’am or sir.”
- Stand when adults enter the room and respond when greeted.
- Demonstrate a respectful attitude towards adults and classmates.
- Exhibit appropriate eye contact with adults.
- Always use respectful and sacrificial etiquette (i.e., boys holding doors and offering their chairs to ladies).
- Conduct themselves on field trips with the same high level of behavior as expected and demonstrated in the classroom.
- Compete with honor and treat their opponent with dignity.
- Measure their words wisely.

## School Wide Policies

- No chewing gum, electronic devices or games, guns, or knives, illegal drugs, or alcohol are allowed on school grounds.
- Electronic devices such as smartwatches, iPods, headphones, tablets (such as iPads), and other electronics (with the exception of calculators) are prohibited during the school day. If a student brings electronics (including cell phones) to school, they must remain turned off and in the student’s locker throughout the school day. All electronic devices must be put away upon entering the school building. If cell phones, iPods, headphones, or other electronics are seen or heard by staff on the school campus during the school day, they will be confiscated and held in the school’s office until the end of day. A written warning will be recorded. At the conclusion of the school day, a parent will be required to pick it up. A second and third offense within a semester will result in the confiscation of the device and will receive a disciplinary written report. The parent of the student may retrieve the device at the end of the day. Additional infractions may result in administrative disciplinary consequences including suspension.
- Students are expected to treat all the school's materials or facilities with respect and care.
- Students will be charged for lost or damaged textbooks, equipment, or classroom items.
- Public displays of affection (i.e., holding hands, kissing, etc.) in the context of boy/girl relationships are not permitted at school.

- Parents are asked to send healthy snacks for students to eat during the morning or afternoon breaks. Please no sodas, donuts, cookies, etc.
- We are a peanut-free school.
- Students who do not adhere to and comply with the school's dress code are eligible for a disciplinary office visit. Immediate remediation to noncompliance of dress code may be required. Students may be asked to remove makeup, shave facial hair, comb hair, or change into appropriate attire before returning to class. Students who have a dress code infraction will receive a citation. The first 2 citations act as a warning and provide grace. Upon the third citation, students will receive disciplinary action such as a fine or detention.

## BCA Cell Phone Policy

We seek to promote face-to-face communication between students in and outside of our classrooms to foster authentic community. Grammar School students should not bring cell phones to school. Upper School students who choose to bring a cell phone to campus must have cell phones powered off, not merely on vibrate or silence, and stored away in the backpack, lockers, or car while the student is on campus, including during lunch time, between classes, study hall, and athletics. Cell phones and other electronic devices may not be carried on their person. Student cell phone use between the hours of 7:55 am and 3:30 pm are prohibited. In addition, anytime a student is under the responsibility of a BCA staff member or coach, cell phones should not be used. Cell phones should never be used inside restrooms, even outside of school hours.

*Note: Smart watch, iPod, and gaming device use is not allowed during school hours.*

**PARENTS:** If you need to contact your student during school hours, you may call the front office or email the office, and we will promptly get a message to your student.

**STUDENTS:** If you need to make a phone call to a parent during school hours, you may use the office phone.

As a reminder, our BCA Honor Code provides opportunities for students to daily demonstrate integrity and to grow in self-governance, to the glory of Christ. Our cell phone policy is inspired and protected by our Honor Code. The following measures will be taken for disregard of the cell phone use policy:

- First offense: Cell phone taken from the student for the day. The parent can pick up the phone from the front office at the end of the day. A written warning will be recorded.

- Second offense: Cell phone taken from the student; incident report written and recorded. The parent may pick up the phone from the front office at the end of the day.
- Third offense: Cell phone taken from the student; incident report written and recorded. A third offense requires a meeting between the student/parent/Dean of Upper School.
- Fourth offense: Cell phone taken from the student; incident report written and recorded. Defiance of the same policy four times in a school year signifies an issue that is beyond cell phones, and thus, a meeting with the Heads of School regarding the student's future at Berean will be necessary.

Exceptions to this policy may occasionally be made at the discretion of teachers and administration during school sponsored field trips and expectations will be clearly communicated prior to the field trip with students, faculty and parents.

## Cell Phone Etiquette

During school events like concerts or games, it is good manners to put phones away and stay present with others in attendance. These are opportunities to fellowship with each other, support student events, display school spirit, and engage with others face-to-face.

## General Appeal Regarding Cell Phones

We implore that you walk carefully into the world of cell phones. We strongly advise parents to delay getting their students a cell phone until much later than the world suggests, often only until they have need of it as a student driver.

While it may not exactly be so, it does not take an extraordinary leap in logic to consider it to be a "hand-held portal of evil in your life that can distract from reality, alienate you from your parents, pull you away from friends, dominate your time, entice you toward sin, demand your attention, and take over your life." Never mind, though it may not be the Devil itself, it might as well serve as Satan's vessel for driving a wedge between your child's heart and God.

## Parable Regarding Cell Phones

Imagine that a smartphone with no restrictions is like owning a pet venomous snake. There's nothing inherently sinful about owning a pet snake and surely for someone who takes the time to learn how to handle such snakes and build a relationship of trust with the animal, nothing may go wrong. But accidents happen and the venom is real.



Giving a smartphone without any restrictions or counsel to a teenager (or even younger if the current statistics are accurate for a city as large as Katy), is like rewarding their new-found freedom with a venomous snake and then releasing them into the wild to find out exactly how much damage that snake can do. Then imagine that as a school we receive students who not only may not have protection or training in the ownership of their pet snake but are actively addicted to the venom they receive on a daily or hourly basis.

By God's grace we know that many BCA parents are committed to guarding or counseling their children through exposure to technology. But if you are new, this initiative may sound naive or quaint. But please know that we build a community such as this with the utmost intentionality. We love our children and want them to be known and seen by their shepherds, the same way we are embraced by our Shepherd. If you have any concerns or questions about this, we encourage you to seek more information or support from our administration.

## General Expectations of Student Behavior

### Plagiarism

Plagiarism can happen as a result of any of the following:

- Failing to credit sources in a work in order to pass it off as one's own work;
- Having someone else complete assigned work and then passing it off as your own;
- Plagiarism may occur with respect to unpublished as well as published material: this includes the act of copying another student's work or other unpublished document and submitting it as one's own individual work without proper attribution;
- Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author;
- Inadvertent Plagiarism involves the inappropriate, but not deliberate use of another's words, ideas, or data without appropriate attribution, failure to follow established rules for documenting sources or from being insufficiently careful in research and writing;
- Paraphrased Plagiarism involves paraphrasing without acknowledgment of ideas taken from another that the reader might mistake for your own;
- Plagiarism Mosaic involves the borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source;

- Insufficient Acknowledgment involves the partial or incomplete attribution of words, ideas or data from an original source. (From the UTSA Writing Program Student Handbook)

Plagiarism is the false assumption of authorship. A plagiarist wrongfully takes another person's ideas and expressions and presents them as his/her own. Plagiarism is intellectual theft. Any student who uses borrowed material of any kind and does not provide documentation for that material has committed plagiarism. Students must correctly cite (footnote) all direct quotations. Yet, it is not merely quotations which should be cited. All information not previously known by the student-writer, which is not considered "common knowledge," should be properly cited. In the Lower School these practices are applied at an age-appropriate level. The school spends intentional class time explaining the nature of plagiarism. For writing assignments, students are required to use the MLA guidelines found in the current edition of *A Pocket Style Manual* by Diana Hacker. A detailed explanation of plagiarism may be found in this manual. A student who commits plagiarism has violated the Honor Code and will be given a grade of zero. Disciplinary actions for plagiarism may include suspension or expulsion from the school. Any questions relating to the Honor Code or plagiarism should be brought to the division head. Berean Christian Academy expects, as a matter of personal honor, that all written work is a student's own. Plot summaries and study aids such as Cliff's Notes or SparkNotes (textual or electronic) are NOT to be used, except cases (with the permission of the teacher) where they should be used in conjunction with a reading of the entire text. The use of Artificial Intelligence, such as "ChatGPT," are not considered the students' work and are therefore a form of plagiarism.

### Alcohol/Illegal Drugs/Tobacco Use

Student use of alcohol and other drugs is illegal and the use on or off the school campus will be grounds for dismissal. While the School has zero tolerance for drug and alcohol abuse on campus or at any school-related function, we also seek to advise any student who needs help to overcome substance abuse or dependency. The student may ask for help voluntarily, or others may ask for help on his/her behalf if there have been noticeable changes in his/her behavior patterns indicating a dependency problem. In each case, the school will determine, with the student's parents, if there is need for professional evaluation, which could lead to an inpatient or outpatient treatment program. The school will provide details about such evaluations and programs upon request and work with the program, the student, and parents as long as the student cooperates and accepts the requirements of the program. The Head of School will determine individual restrictions and/or additional actions based on the facts in each case. The possession, use, or

distribution of drugs on campus or at any school-related function is a serious offense, and appropriate disciplinary action will be taken.

### Lunchroom Expectations

- No running
- Use inside voices
- Stay seated at the table
- Boys pull out chairs for girls
- Do not share food
- Keep hands and feet to yourself
- Knees under the table while seated
- Pick up anything you drop
- Students will help clean the lunchroom space after eating, including sweeping, wiping tables, or taking out trash
- For the safety and health of all students on campus, we are a peanut-free school
- Sodas are not permitted for students during school

### Chapel and Assembly Expectations

- Walk on the right side of the hallway, in single file, so others may pass to and from the assembly or chapel
- Follow the teacher's instructions for seating
- Participate in singing, pledges, readings, recitation and other instructions given by the teachers
- Show respect for the speaker and each other by being quiet and attentive
- Visiting parents may sit with their child

### Classroom Expectations

**Summary:** *You must remain engaged while in the classroom while attending BCA.*

It is paramount that while attending BCA, ***you remain engaged while in the classroom.***

This means more than just showing up, having a piece of paper and a writing utensil, or turning your homework in on time. While those should all be included as well, we are calling you to care more than just “making it through.” We want every student to show respect for the pursuit of learning itself as a gift from God, including the members of our community giving and receiving such learning.

There is no room for someone who has a standoffish or “too-cool-for school” attitude in BCA classrooms. There is an abundance of grace and mercy for the student who sincerely struggles but is seen to show up every day genuinely trying to improve and by doing so showing honor to their teachers and fellow learners. But there will be little to no patience for the student who undermines what BCA stands for by demonstrating an attitude contrary to these goals. If you have questions about how your student behaves in class, every course at BCA includes an element of a report card that reflects a student’s attitude and behavior in class.

Here are some things to consider demonstrating to your teachers that you want to learn:

1. Show up with the materials necessary for learning (books, writing utensils, notebooks, etc.). You are responsible for what you miss should you need to leave class to retrieve what you need.
  - a. This responsibility also applies to frequent bathroom breaks outside of an emergency. A 5-minute passing period is built between every class to serve this need.
2. Read or complete any and all assignments asked of you, including seeking any information that you may need to help you understand what you’re doing.
  - a. This includes emailing a teacher with what specifically you don’t know about any assignment. We can’t help what we don’t know about.
3. Demonstrate you are ready as soon as class has started by:
  - a. Preparing your work ahead of time
  - b. Having out the right materials for discussion
  - c. Taking steps to avoid losing attention (nothing says to a teacher that you don’t care about learning something more than repetitive yawning or doing a double or triple take-look at the clock in the last five minutes of class).
  - d. Most things you doodle on a notebook, write on a note to a friend or mark on yourself likely replaced something you should have written down from class.
4. Participate respectfully in all class discussion including:

- a. When not personally engaged with the discussion yourself, listen well to what is being said by those who are
  - b. Showing respect for teachers and fellow learners by not talking out of turn or being disruptive.
5. Observing all other particular policies on behavior and etiquette that teachers may have for their specific class.

**Please note:** This is not a “gotcha” system and we know that we’re not teaching robots. Everyone’s going to have an off day and, as with all things, we’re trying to grow in our resemblance of Christ; not all at once, but by showing up faithfully every day to serve our great King. We have only sought to outline these principles to warn our students against regular attitudes of selfishness or immaturity. Teaching (and learning!) is hard enough without having to regularly detract from the classroom by course-correcting unhelpful behaviors.

**At BCA we have the hopefulness to expect high standards of our students’ behavior and the audacity to hold you to them.**

- Be ready to work when class begins
- Be safety conscious
- Obey classroom procedures as directed by the teacher
- Respect and be polite to all people
- Treat the property of other people and of the school respectfully

### Hallway Expectations

- Walk on the right side of the hallway, in single file, so others may pass
- Walk calmly and quietly
- Keep hands, feet, and objects to yourself
- Hold the door open until the next person takes it

### Locker Expectations

- Students who are issued lockers are responsible for keeping them orderly and clean

- Lockers are to be used to store school supplies and personal items necessary for use at school
- Lockers should not be shared by multiple students
- Do not share a locker combination with another person
- Food should not be stored in the lockers overnight
- Any PE or athletic wear or shoes should be cleaned out weekly
- All lockers are property of the school and are subject to regular unannounced searches by the administration
- No stickers or “décor” should be displayed on the outside of the lockers unless approved by BCA administration
- No permanent changes can be made to the interior or exterior of the locker including but not limited to scratches, stickers, writing, or permanent manipulation of the shelves
- Locks for lockers should be a code combination and not key locks
- The office will obtain lock codes and will have access to open lockers at any time.
- Lockers are not “personal property” but are property of BCA. Lockers should be treated with respect and are subject to searches by administrators at any time.

### Playground Expectations

- Balls are to be kept on the blacktop or grassy areas
- No hanging on the basketball nets or rims
- Keep off the fences
- Playground flooring (mulch) needs to stay where it is (no throwing, tossing, etc.)
- Equipment is to be used as intended
- Always obey the directions given by the adult in charge

### Safety Drill Expectations

- Absolutely no talking
- Listen and promptly follow the teacher's exact instructions

- If leaving the building, do so in an orderly manner by means of the route posted in the room or as directed by the teacher
- Remain in the designated area until further instructions are given

## Textbooks and Equipment Expectations

Textbooks and school equipment are to be cared for with extraordinary attention. Appropriate care for these things demonstrates maturity and reverent stewardship. Textbooks which are defaced in any way (writing, spillage, etc.), either outside or in, permanently or not, or lost, will be charged a fee for replaced by the student responsible. Equipment, which is damaged, intentionally or not, will be repaired or replaced by the student responsible.

## Study Hall Expectations

Students in 7-12 will be offered Study Hall opportunities each week. Study Hall time must be used for completion of homework assignments, school projects or reading. Hall passes to and from study halls are privileges and can be issued by the Study Hall supervisor in order for the student to ask questions of other teachers. The student must bring enough reading or study materials to fill all Study Hall time.

# Student Discipline Policies

### ***Hebrews 12:11***

*No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*

### ***Proverbs 1:7***

*The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.*

BCA has adopted a Philosophy of Discipleship that outlines our beliefs of biblical discipline. Please reference this document on our website as it is used in conjunction with the following Disciplinary Action Process.

## Note on Corporal Punishment

\*\*Berean Christian Academy does not administer corporal punishment. All biblical passages calling for corporal discipline of children are directed to parents alone. These passages are based on the uniqueness of the parent- child relationship. Because of this, the school does not operate in the place of the parent in corporal discipline.

## Our Disciplinary Action Process

### **Level One: Classroom Discipline**

The vast majority of everyday discipline issues are dealt with on the classroom level. At the discretion of the teacher or administrator, time or activity at recess may be altered or community service assigned for each infraction. Teachers may use a visual reminder such as a mark to keep students aware of their behavioral standing for that day. Discipline program details are given by teachers to students and parents at the start of each school year.

### **Level Two: Office Visits**

A student's continued inability to adhere to the Berean Christian Academy standards warrants a visit to the administrator's office. Five basic behaviors automatically necessitate discipline from the office instead of the student's teacher.

These behaviors are:

1. Purposeful, verbal injury to others (i.e., name-calling), bullying, or demeaning others.
2. Fighting, or any physical force used with the intention to harm or intimidate another student or staff member.
3. Outright disobedience or disrespect shown to any staff member. The staff members use their personal discretion as to whether or not blatant disrespect or direct disobedience has been shown.
4. Dishonesty in any situation while at school, including lying, cheating, and/or stealing. An instance of cheating results in a zero for the assignment.
5. Obscene language, including taking the name of the Lord in vain or being flippant with the Lord's name (i.e., "Oh my God", "My Lord"), as well as repeated use of crude language (i.e., "What the . . ." or words such as "freaking").

All referrals to the office result in the student calling his or her parent, preferably the father, to discuss the reason for the visit and a non-corporal disciplinary action that will be taken by the school. The Head of School may choose to send the student home or relegate to in/out of school suspension for the remainder of the day.

### **Level Three: Formal Parent Conference**

If the actions outlined above do not resolve the problem, upon repeated office visits, the student is placed on school suspension. At this time, the student's parent(s) are asked to



come to the school to meet with the school administration and the teacher to discuss the student's behavior and to create a behavior plan to solve the problem. The school supports the parents' efforts to intentionally deal with the problem and to understand their student's behavior in the classroom. The Head of School will send the student home for a period not to exceed three days to give the student and parent(s) time to address and correct the matter.

#### **Level Four: Suspension and Expulsion**

In the unusual event that efforts to give instruction and direction to a student fail and parents are unable to correct disobedient or disruptive behavior, expulsion will be considered.

### **Detention**

Persistent or significant infractions may result in an after school or lunch detention. Lunch may be eaten during detention. After school detention may also be required. Students who are assigned a detention must report on time and stay for its entirety. Time in detention will be spent addressing the misbehavior. This could mean writing an apology letter, applying Scripture to the incident, an assigned reading, janitorial work, etc.

### **Suspension**

A suspended student is not allowed to attend classes, participate in any athletic or extracurricular events, or represent the school in any manner during the term of his or her suspension. In-school suspension will be served on campus. Out-of-school suspension students will not be allowed on campus during the term of suspension. A suspension has a minimum length of the remainder of the school day and a maximum length of two weeks. Students are required to complete all assignments by the due dates set by the Head of School. Late assignments will be subject to the ordinary penalties.

### **Expulsion**

If a student commits an act with such serious consequences that the Head of School deems it necessary, the office-visit process may be bypassed, and immediate suspension or expulsion can be imposed. Examples of such major offenses include acts or threats endangering the lives of self, other students, or staff members, gross violence, vandalism of school property, violation of civil law, or any act in clear contradiction to scriptural commands.

Please note that it is impractical and impossible to list every type of offense. The school leadership reserves the right to address and discipline any behavior or attitude that is inconsistent with the mission, philosophy, and conduct standard of the school.

Expulsion refers to the removal of a student from the school for an extended period or permanently due to the student's repeated violations of the school's rules or for a single violation of such severity that separation from the school is necessary. Expulsion is the final form of school discipline and will be used only with the most severe cases to ensure the safety of our school.

A student under consideration for expulsion will be placed on suspended leave for a maximum of three school days while the matter is reviewed by the Head of School. All decisions to expel for major offenses are made by the Head of School in consultation with the Board of Directors.

Expulsion requires a minimum of one full semester away from campus before readmission may be considered. An expelled student who wishes to re-enroll in the school must go through the normal admissions process (i.e., application, testing, interview, etc.). Students who have been expelled and desire re-admittance to the school will be expected to give an account in the student interview (applicable to second grade and above) of changes to their behavior that warrant consideration for re-admittance. Attending Berean Christian Academy is a privilege that is extended on the condition that students and parents accept and support school policies. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

Multiple failing grades in a reporting term are often an indication of a serious academic problem, one that the school may not be properly equipped to assist with. Generally, a student in grade four or higher is not allowed to continue the current academic year if severe academic struggles are evident.

**The steps toward expulsion are as follows:**

1. A further incident of disobedience or disruptive behavior (either outlined in the behavior plan or violating another school guideline) carries a three-day suspension.
2. Any further incident after a three-day suspension suggests that Berean Christian Academy is unable to meet the student's needs. At this point, the Head of School schedules a meeting with the student's parents to expel the student for the remainder of the school year.

## Behavioral Probation

Behavioral probation is a means of warning students of their seriously inappropriate actions. It is intended to convey to students that unless significant improvement occurs, they will be unable to continue at Berean Christian Academy. Students at all grade levels may be placed on behavioral probation upon their second office visit in a school year. Behavioral probation lasts a minimum of four weeks and for a longer period depending on the severity or repetitive frequency of the behavior. The length of probation is determined by the administration in consultation with the faculty.

**Students on Behavioral Probation are not allowed to participate in off campus activities such as field trips.** At the end of the probationary period, the student is released from probation if he or she has not earned additional office visits, has clearly demonstrated a desire to change, and receives a good report from each of her or his teachers. If the above conditions are not met, the probation is extended for four more weeks and remains in effect until the conditions are met. Students on probation face suspension or expulsion for additional office visits.

A student is not allowed to re-enroll for the following year while he or she is on behavioral probation. Decisions about future enrollment may be made only upon the student successfully working him or herself off behavioral probation. Possible future re-enrollment of a student who ends the year on Behavioral Probation is made after the conclusion of the school year and considers the student's and parents' ability and motivation to correct the problematic behavior.

## Academic Dishonesty

Academic Dishonesty is a serious offense to you, this school and God himself. Any instance of is processed with the most due seriousness. Cheating includes (but is not limited to) things like looking onto another's exam, "cheat sheets" (or nowadays, "cheat phones"), asking another who has taken an exam already (that you haven't) what is on the exam, telling another what is on an exam, copying someone else's work, and plagiarism (see below). Of course, there are other forms of cheating, but these are the most common. Though first liable for any graded consequence, in general, the track should progress as indicated here, though administration may break this course and advance or retreat graded offenses at any point if they deem fit:

- **Grade 1 Offense:** The student will receive a 0 and must rewrite the assignment. This graded offense is only used for instances when a student immediately confesses to wrongdoing and has had no other instance of academic dishonesty on their permanent record to this point.

- **Grade 2 Offense:** Any student who already has an instance of academic dishonesty or in any way sought to deceive the school from finding out the truth about their plagiarism will receive a 0, must rewrite the assignment and will be suspended for a minimum of one, possibly more, day(s).
- **Grade 3 Offense:** Any student who has multiple instances of academic dishonesty, especially with cases of abject denial, shows a basic disregard or inability to comply with BCA ethical and academic standards. They have indicated a lack of desire to partner well with our teaching staff and their learning peers. Thus an academic relationship is deemed to be impossible. Students who earn a Grade 3 Offense by their decisions will be asked to leave the school. Such conduct will also be reflected in their academic record and may result in the inability of acceptance to other schools, should a recommendation and all academic records be required from the application process.

## Character Training

We seek to train our students to be disciples of Christ. We will be intentional about redeeming every opportunity to pursue our students' hearts and train them to walk in the light. This is intended to provide feedback for the students so that they may see their own hearts through the eyes of others. An important evaluative notice to parents and students is found in the character assessments given by teachers. The following scale of character assessment is utilized on daily behavior charts, progress reports, and report cards:

**E- Excellent** - Performs above expectation in an exemplary manner

**G- Good** - Performs at a desired level

**S- Satisfactory** - Satisfies expectations at an average level

**N- Needs Improvement** - Demonstrates a need to improve in some areas

**U- Unacceptable** - Displays unacceptable behavior

## Grading Standards, Promotion Policy, Graduation Requirements and Homework

### Grading Philosophy

**Summary:** *Grades are primarily used at BCA as a means of communication to help you, your parents and teacher be on the same page on your performance and progress.*

Grades are not meant to distinguish between excellent or failing people, but since it is helpful to have some means to clarify wisdom, competency and progress, grades can be a practical way of shortcutting this process.

One thing that may be helpful to understand is that we want grades at BCA to truly communicate work well done. As such, an A is excellent in it of itself, no A+ needed. And a C or B functions in much the same way. A helpful practice may be to have a conversation with your students when report cards come back and seek how the grades that they achieved were done so, expected or not. Every year, student and course load is different and one important point of wisdom gleaned in the history of education is that one-size-never-fits-all. Having these conversations with your children are important because it should help prioritize what's truly important in the life of your family (e.g. the straight As weren't worth the 2 am study-sessions, but the baseball travel team may not have been worth the C- in Math, either).

One final note, which is that BCA does not strive for a bell curve. If all the students worked hard and earned an A, God be praised. If all of the students barely eked out Cs, God is not only praised, but also still on his throne. Grades are built on student effort, not on teacher or administration effort to manipulate results.

## Grading Scale

In grades Kindergarten – Grammar 2, we do not give numerically-based letter grades. Instead, we evaluate skills by using the following designations:

EVALUATION KEY	
A = 90 - 100	E = Excellent
B = 80 - 89	G = Good (Exceeds Expectations)
C = 75 - 79	S = Satisfactory (Meets Expectations)
D = 65-74	N = Needs Improvement
F = Below 65	U = Unsatisfactory
	NA = Not Assessed

Starting in Grammar 3 we begin to assign numerically based letter grades to select academic subjects.

Starting in classes where students will receive official High School transcript credits, GPA calculations are associated with the scale below. Core classes are taught at an Honors Level and therefore will receive a weighted average. High School credit courses taken in 8th grade will be treated with the same expectations as other high school courses. If a student is struggling to maintain academic standards, it is his/her responsibility to seek out help

from their teacher, ask for extra credit options, obtain tutoring with parental support, and take full advantage of study hall periods.

**Please note: in regard to character training and skills-based assessments, a grade of an “E” is reserved for the teacher to communicate student performance that is above reproach and deserves special recognition. An “E” is extremely rare and should be celebrated as it is not the typical grade seen or given to students.**

Letter	Range	GPA Value	Honors Value
93-100	A	4.00	4.50
90-92	A-	3.75	4.25
87-89	B+	3.50	4.00
83-86	B	3.25	3.75
80-82	B-	3.00	3.50
77-79	C+	2.75	3.25
73-76	C	2.50	3.00
70-72	C-	2.25	2.75
60-69	D (not passing)	1.50	2.00
59-0	F (not passing)	0.0	0.0

GPA Average and Grade Scale

## Honors Classes

All core Upper School classes in Math, Science, History and Literature/Composition along with Latin IV-VI are taught at an Honors level and reflected so on in FACTS transcripts when the course qualifies for high school credit (thus while BCA considers its 7th grade classes taught at an Honors level for 7th grade versions of those courses, they are not taught as a high school class thus don't qualify for Honors).

## Upper School Grade Visibility

The primary method for families to track student progress is to ask their student to see feedback on returned work. In addition, Upper School parents and students may also view their grades at any time on FACTS after progress reports/end of academic period have been processed by administration and families contacted by the school to confirm they are ready to be reviewed. It can be helpful to check student progress through FACTS grade

postings before meeting with a teacher. BCA hopes this grading transparency will allow for better partnership between school and families by knowing about concerning trends earlier and working to help find solutions to reverse them as a team.

## Progress Reports

To keep parents informed about a student's academic and behavioral progress in school, progress reports will be available in the middle of each quarter. Teachers and parents are expected to follow through on any request for a conference or any assistance that is indicated as being needed on the progress reports.

Upper School Progress Reports are released as “up to date FACTS” gradebooks. You may follow [these instructions](#) to view them. Please note that grades may not be up to date prior to reporting. **Please wait to access grades until you get an email from the school that a grading period has been submitted and has been reviewed by administration.**

## Report Cards

Report cards are emailed to each family at the end of each quarter through the FACTS system. Reports must be saved or printed off by the parent within fourteen (14) days, at which time the report automatically expires.

Upper School grades are viewable at all times, but are not final other than Progress Report or Report Card release. If you have individual questions about your grades, please ask your classroom teacher.

## Semester Grades and Final Exams

The school year is divided into four academic quarters, two quarters per semester. In Upper School, semester grades are determined by averaging the two quarter grades within the semester, along with the following final exams for certain courses (reflected in syllabi for those that apply):

- Grades 9–12, 8th grade Math and Science, Latin IV-VI
  - First and second semester final exam will be given in core courses. This exam factors into 15% of the first semester grade in the course.

## Upper School Dean’s List

Students who maintain a high GPA are awarded by being named to the C.S. Lewis Academic Achievement Award Dean’s List.

**Summa Cum Laude Dean’s List**

**3.85 GPA and above**

**Magna Cum Laude Dean’s List**

**3.75-3.84 GPA**

## Class Rank and Highest Ranking Graduate

Due to our school's small class size, BCA does not report class rank. However, rank will be provided to Texas public universities, as applicable to automatic admission policies, and to military service academies. BCA may reward the classes Highest Ranking Graduate with the honor of this title based on a combination of the student with the highest overall GPA, virtue (decided by staff vote), and number of service hours for his or her Rhetoric School career. Each of the 3 categories is weighted equally.

### **Important Note about Grades**

As we have asked before, please remember the core goal of this school. BCA seeks human flourishing to God's glory. Now we believe that certain benefits will arise through faithfulness to this goal, namely college admission, but it's not our end-goal. Our end goal is achieved through the faithful assembly worker or the loving stay-at-home spouse just as much as the Harvard graduate. A healthy verse to consider is Christ's words to "Seek ye first the Kingdom of God and His righteousness, and all these things shall be added unto you." If you don't regularly keep this as "frontlets upon the minds" for yourselves and your family, grades will become a regular nightmarish part of your time at BCA by sucking the joy out of learning and breeding idolatry in the heart of our community.

This is also an important reason why we do not make significant note of class ranking outside of recognizing a Highest Ranking Graduate for each Senior Class. While we will report class ranking or any other standing information to colleges when helpful, fostering competition between students is not a goal priority for BCA.



State Foundation Graduation Requirements	BCA Upper School Course Equivalents (H indicates Honors)
<p><b>English (4 credits)</b></p> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• An advanced English course</li> </ul>	<ul style="list-style-type: none"> <li>• 9th: Composition 901* (H)</li> <li>• 10th: Composition 1001* (H)</li> <li>• 11th: Composition 1101* (H)</li> <li>• 12th: Composition 1201* (H)</li> </ul> <p><i>*Taught as a part of each Humanities course.</i></p>
<p><b>Mathematics (3 credits)</b></p> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• An advanced math course</li> </ul>	<ul style="list-style-type: none"> <li>• 8th: Algebra I 801 (H)</li> <li>• 9th: Geometry 901 (H)</li> <li>• 10th: Algebra II 1001 - Trig A (H)</li> <li>• 11th: Pre-Calculus 1101 - Trig B (H)</li> <li>• 12th: Calculus 1201 (H)</li> </ul>
<p><b>Science (3 credits)</b></p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Integrated Physics &amp; Chemistry or an advanced science course</li> <li>• An advanced science course</li> </ul>	<ul style="list-style-type: none"> <li>• 8th: Intro A &amp; P 801 (H)</li> <li>• 9th: Biology 901 (H)</li> <li>• 10th: Chemistry 1001 (H)</li> <li>• 11th: Physics 1101 (H)</li> <li>• 12th: Science Elective 1201 - Teacher Dependent (H)</li> </ul>
<p><b>Social Studies (3 credits)</b></p> <ul style="list-style-type: none"> <li>• World History or World Geography</li> <li>• U.S. History</li> <li>• U.S. Government (one-half credit)</li> <li>• Economics (one-half credit)</li> </ul>	<ul style="list-style-type: none"> <li>• Humanities 901 - Modernity (H)</li> <li>• Humanities 1001 - Antiquities (H)</li> <li>• Humanities 1101 - Christendom (H)</li> <li>• Humanities 1201 - Modernity (H)</li> <li>• US Gov and Economics are both completed as a part of their Hum 901 and 1201 curricula.</li> </ul>
<p><b>Languages Other Than English (2 credits)</b></p>	<ul style="list-style-type: none"> <li>• Required BCA Languages:</li> </ul>

<ul style="list-style-type: none"> <li>• 2 credits in the same language</li> <li>• 2 credits from Computer Science I, II, III</li> </ul>	<ul style="list-style-type: none"> <li>○ Latin I - III</li> <li>• BCA Language Electives <ul style="list-style-type: none"> <li>○ Latin IV - VI (H)</li> <li>○ Spanish I - III</li> </ul> </li> </ul>
<b>Electives</b>	<ul style="list-style-type: none"> <li>• Mock Trial</li> <li>• Rhetoric I-III</li> <li>• Theology I and II, Worldview, Philosophy</li> <li>• Senior Thesis</li> </ul>
<b>Physical Education (1 credit)</b>	<ul style="list-style-type: none"> <li>• PE*</li> </ul>
<b>Fine Arts (1 credit)</b>	<ul style="list-style-type: none"> <li>• Art</li> <li>• Choir</li> <li>• Theater</li> <li>• Music</li> </ul>

## Promotion Policy

- Students enrolled in Grammar 3-6, Logic 1-3 (grades 7-9), or Rhetoric 1-3 (grades 10-12) at Berean Christian Academy must meet specific grade level skills to be promoted to the next successive grade: Pass the last two school calendar semesters in each subject, Grammar, Math, and Literature with a “C” (70) or higher.
- Students may be promoted upon re-testing and passing an entrance exam administered in August before the new year commences and upon approval by the Head of School and the Admissions committee.
- Incomplete grades “I” grade = Incomplete. At the teacher’s discretion a student may receive an “I” due to incomplete work. The teacher will determine the due date of all incomplete work. After this, updates will be made to the student’s grades.

## Upper School Credit Requirements

Upper School students (7th-12th) accumulate credits by semester. To have credit for a course, a student must pass each subject each semester with a 70 or higher.

A student who fails a course for the semester will need to earn the credit with summer work at an academic program approved by the administration. After multiple failed courses, a student may not be allowed to continue at BCA. While they are rewarded with grade points for earning something lower, to avoid extra work towards getting credit, they must achieve at least a 70 in any given semester of a class.

## Graduation Requirements

Students accumulate academic credits toward graduation as outlined below. To graduate, a student must successfully complete the required coursework and four years of credit-worthy academic study at the secondary level. All students must complete a total of 25 credit hours between 9th and 12th grade to graduate from BCA. Many will have the opportunity to earn more than this base requirement. These will complete and, in many cases, surpass the Texas state requirement for high school level students. To demonstrate where BCA's courses align with state requirements, please consider the following:

### BCA Course Requirements and Diploma Options:

<b>Graduation Requirements</b>	<b>Classical Diploma</b>	<b>Classical Diploma with Distinction</b>
<b>English</b>	<b>4</b>	<b>4</b>
<b>History</b>	<b>4</b>	<b>4</b>
<b>Mathematics</b>	<b>4-5</b>	<b>5</b>
<b>Science</b>	<b>4</b>	<b>5</b>
<b>Fine Arts</b>	<b>1-4</b>	<b>1-4</b>
<b>Athletics/Phys. Ed.</b>	<b>1+</b>	<b>1+</b>
<b>Modern Foreign Language</b>	<b>0-2</b>	<b>2-3</b>
<b>Latin/Ancient Language</b>	<b>2-3</b>	<b>3</b>

<b>Formal Logic</b>	<b>1</b>	<b>1</b>
<b>Classical Rhetoric</b>	<b>1.5</b>	<b>1.5</b>
<b>Christian Studies</b>	<b>1-2</b>	<b>2</b>
<b>Civics (Govt/Economics)</b>	<b>1</b>	<b>1</b>
<b>Philosophy</b>	<b>0.5</b>	<b>0.5</b>
<b>Total</b>	<b>25+ Credits</b>	<b>31+ Credits</b>

You may find a more complete picture of the BCA course schedule through the BCA School Profile or Curriculum Summary, available as linked on FACTS or the BCA website.

\*Or other equivalent sport or athletic activity. If a family elects for their student’s athletic activity to replace their PE involvement, they need to submit documentation from that activity’s coach or teacher for BCA records.

## Upper School Academic Probation

**Objective:** To provide additional motivation to students whose academic achievements are not up to their capability and to clarify priorities to students whose academic performance does not meet the basic BCA standard for earning class credit. This extracurricular disqualification applies only to Upper students.

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

### **Text of Policy:**

1. Upper students are required to pass all classes with a minimum grade of 70 to participate in extracurricular activities.
2. Student grades will be checked by the administration for passing scores at every Progress Report and at the end of every Grade Period, at which they may qualify or disqualify for participation.
3. If at the end of a semester, the failed class is not a 70 or above, that student may not receive credit for that specific course and potentially may not be promoted to the next

grade. However, any directives set forth in an academic learning plan by the students' Dean will take precedence.

## Academic Warning and Suspension

**Summary:** *You pass to play.*

Students must earn and keep the privilege of participating in extracurricular activities by giving priority to their studies. Students who fail to meet academic and attendance expectations will be placed on academic warning or suspension.

### Academic Warning

On the Friday of Progress Reports of each quarter, grades will be pulled. A student who is failing a course(s) will be placed on Academic Warning. A notice will be sent out by email to the parents by the school. The Athletic Director and Extracurricular Director will be notified, along with applicable coaches and teachers. The student can still participate in extracurricular activities.

### Academic Suspension

If the student on academic warning is still not passing at the end of a grading period/quarter, the student will be put on Academic Suspension. The Athletic Director and Extracurricular Director will be notified, along with applicable coaches and teachers. Academic Suspension means the student can participate in extracurricular activities only on a limited basis. \* Students on academic suspension may not participate in games or performances until they are no longer failing their course on a day when grades are pulled (roughly every four weeks). At that time, the school will notify parents of these students by email when they go on or off Academic Suspension.

\* A student on Academic Suspension may only attend practice for an athletic or extracurricular activity after they have met with the teacher of the class they are not passing and has a signed pass for the coach or teacher of the activity.

NB: Administration, in consultation with academic leadership and/or applicable teachers or staff, may remove a student from **all extracurricular activities** until a student's grades and/or attendance record significantly improves.

This policy is designed to encourage struggling students to make improving their academic performance a priority.

### Sustained Academic Suspension

When a student fails any course for the semester, the student will meet with their Dean and any applicable coaches, teachers and staff the next semester to develop an improvement plan for the next quarter. The student will be on Academic Suspension for the first four weeks of the next quarter until their grades will be reviewed for the course in question at progress report. If the student is passing, they can be released from Suspension.

## Homework

BCA assigns homework as an integral part of the curriculum. Below are the primary reasons for homework being assigned:

- Students often need extra practice in specific new concepts, skills, or facts. In certain subjects (i.e., math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, the teacher may assign homework to provide the necessary practice.
- Repeated short periods of practice or study of new information is often a better way to learn than one long study period.
- Reading assignments by nature cannot usually be completed during school hours and will, therefore, be routinely assigned as homework.
- Since BCA recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his or her studies. This will also keep the parents informed about the current topics of study.
- Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation is a natural consequence of poor time management.
- Since BCA has half day Fridays and a shorter number of instructional days than comparable schools, it is understood that work outside of school hours will be needed to meet the required standards of completion for an academic year.

## Lower School Homework Guidelines

To ensure standardization and fairness in the distribution of homework, we have created guidelines for the Lower School to be monitored and enforced by the teachers in each grade and by the Grammar Dean. These guidelines are based on the work of the average BCA student proceeding with due diligence, combined with proper study habits, to complete the required homework. Homework may vary from day-to-day, but it should come close to the average when figured over an entire week's worth of work.

Students with academic struggles or ease may find themselves beyond or beneath the listed ranges, respectively. The average Grammar class will receive daily reading, with occasional math, memorization, or project completion.

Guidelines for each class are as follows:

<b>Grade</b>	<b>Daily Minutes</b>	<b>Weekly Average (Mon-Thurs)</b>
Kindergarten	5 min	20 min
Grammar 1	10 min	40 min
Grammar 2	30 min	2 hours
Grammar 3	45 min	3 hours
Grammar 4	55 min	3.5 hours
Grammar 5	60 min	4 hours
Grammar 6	75 min	5 hours

Parents convinced that their student is regularly exceeding these levels should keep a record of time spent (actual diligent study time, not dawdling, daydreaming, etc.) for a two-week period and contact the lead teacher. At that point, it can be determined if the student falls within the norm of the class, and if so, adjustments will be made. If a student is below average in performance, every attempt will be made to offer study habit suggestions to improve efficiency, but homework load cannot be adjusted in those situations.

**Additional Homework Policy for the Lower School**

No homework will be given over the major school breaks of Thanksgiving, Christmas, and Easter. In other words, no papers or projects would be due the day students come back to school. Normally, no homework will be given on Friday evenings for students in Kindergarten through Grammar 5 (this is not true of Grammar 6 or the Upper School).

**Upper School Homework Guidelines**

To ensure standardization and fairness in the distribution of homework, we have created guidelines for the Upper School to be monitored and enforced by the Upper School Dean. These guidelines are based on the work of the average BCA student proceeding with due diligence, combined with proper study habits, to complete the required homework.

Homework will of course vary from day-to-day, but it should come close to the average when figured over an entire week's worth of work.

Students with academic struggles or ease may find themselves beyond or beneath the listed ranges, respectively.

<b>Grade</b>	<b>Daily Minutes</b>	<b>Weekly Average</b>
Logic 1- Logic 2	90 min	7.5 hours
Logic 3- Rhetoric 1	120 min	10 hours
Rhetoric 2- Rhetoric 3	150 min	12.5 hours

These averages are in line with other classical Christian private schools that have been surveyed and are appropriate for college expectations. The Upper School does not follow the Lower School policy of not assigning homework on weekends. Students are expected to budget their homework time and plan for their own family and church activities accordingly. Many Upper School assignments are spread over more than one night, and students are able to adjust their workloads more effectively than Lower School students.

A parent who is convinced that their student is regularly exceeding these levels should keep a record of time spent on each subject/class (actual diligent study time, not dawdling, daydreaming, etc.) for a two-week period and contact the Upper School Dean. At that point, it can be determined if the student falls within the norm of the class, and if so, adjustments will be made. If a student is below average in performance, every attempt will be made to offer study habit suggestions to improve efficiency, but homework load cannot be adjusted in those situations. In addition, long-term projects may exceed the nightly average but should not go beyond the weekly limit.

### **Additional Homework Policy**

No homework will be given over the major school breaks of Thanksgiving, Christmas, and Easter. In other words, no papers or projects would be due the day students come back to school. Students may wisely use vacations to read or work ahead on assignments that they already have been given.

### **Upper School Late Work Policy**

A late work policy should reflect BCA's commitment to academic standards and integrity. A student should be rewarded with an opportunity for full credit on all assignments turned in by their teacher's assigned due dates. Failure to do so will result in natural consequences



such as reduced available points on an individual assignment or none. *Nota bene*: every following policy is liable to be waived based on extenuating circumstances outside of the student's control (e.g., death in the family or student illness, but not "I had too much xylophone practice last night").

Daily work unable to be turned in during the period asked for, such as further than being forgotten in their backpack/locker on campus, will earn a 0 for that individual assignment.

*Nota bene*: three 0s on daily grades will be excused per subject, per quarter if a student has assignments that qualify. Making a low grade on a test does not qualify towards this mercy policy.

More substantial assignments (projects or papers) will receive a 10% deduction in available score per day late, up to a maximum of 60%, after which time it will not be accepted. It is up to the teacher and assignment guidelines if assignments are subject to be emailed after the class period that they were to be turned in.

If a student is worried about turning such an assignment in on time, please email the teacher more than 24 hrs. before the due date to receive academic support.

### Missed Tests and Quizzes

It is a student or family's responsibility to reach out and schedule when to take an assessment with their teacher if their absence from school results in their missing a test. Students must do so at the reasonably earliest opportunity.

### Late Projects and Essays

Late projects or essays will receive a grade point deduction (10%) per day late. After three days, the assignment will not be accepted. A teacher is free to waive this policy for any extenuating circumstance, but they are not obligated to.

## Upper School Courses

### Why Latin?

Latin is required for all three years that students take to finish the Logic level and Rhetoric students must have two years of Latin (at the high school level or otherwise) to consider the option of a language other than Latin. This is a BCA requirement separate from the state, as we are a classical school. Yet this might beg the question, why study Latin? There are plenty of good reasons, but here are a few that are frequently referenced:

- People who learn Latin can learn any of the Romance languages with much less difficulty.
- A large percent of multi-syllable words in the English language are made from Latin, thus allowing students to grow their English word capabilities.
- SAT and ACT scores have been tied to a student’s ability to decipher and identify unique vocabulary.
- Because of the classical education you receive at BCA, it is absolutely essential that a student have multiple years of study in Latin.
  - Of course, we could (or should someday) study Greek and Hebrew as other ancient languages. But, Latin gives our students just enough familiarity (the large percent of English vocabulary built on Latin and the same alphabet), while engendering enough uniqueness from other Romance Languages (its inflected nature of changing endings to form meaning) to stretch our learners in appropriate ways.
- Our eventual goal (and the prize awarded for students who progress into Latin IV and beyond) would be that BCA Latin students can read Classical, Church and Renaissance authors in their original Latin. There is a delight that arises when you emerge past the rubble of forms and vocabulary to a true confidence in correspondence with an author long-dead that can’t really be communicated in a school handbook.

And here, an even better explanation of Latin from Dr. Steven Jones, Chair of the Department of Classics and Biblical Languages at Houston Christian University,

“You should take Latin.” I bombard every student I meet on campus with this phrase. So much so that normally students see me coming and instead of running away turn to meet me and see how long it takes for me to turn any conversation into an apologia for the Latin language. They think they are impervious to my wiles. They think they won’t be the ones to give in. But they are wrong. Eventually many relent. Frequently it’s the ones who put up the biggest fights up front that tap out first. But what is my secret? How do I persuade? Here is my favorite approach: I tackle head on most people’s chief complaints.

The most common objection students give to taking Latin is that they believe it is useless because it is a dead language. “Why should I learn Latin,” students complain, preparing to play what they believe to be their trump card,”...No one even speaks it anymore.” Somehow most students think I have never heard about this. I somehow avoid the temptation to

respond sarcastically with, “Wait, what? Are you serious? No one speaks it anymore? Why did no one tell me, the guy who spent all that time in graduate school studying this stuff. I’ve wasted my life.”

Instead, my answer goes like this: You know what else is useless? Exercise. You go to a gym and lift weights repeatedly for no reason. At the end of the workout, you put the weights exactly where you got them. No work has been done. You didn’t load a truck or build a wall. You DID nothing. When you run, you get on a treadmill or follow a path and ultimately end up exactly where you started. You didn’t go on a journey. You WENT nowhere. So why did you do it? Because you valued training your body even when you accomplished no other visible work besides.

Latin is like a bench-press for your brain. It helps you build mental muscle and intellectual stamina that enables you to train your brain to learn other things. I agree with Dorothy Sayers who says, “Even a rudimentary knowledge of Latin cuts down the labor and pains of learning almost any other subject by at least fifty percent.”

The fact that Latin is dead and not-spoken is an advantage. Spoken languages place a high priority on speaking quickly and simply. Reading a dead language enables the focus to be on reading deeply sentences of increasing levels of complexity. Instead of learning basic conversation, a third semester Latin student is already reading one of the classics of Western Literature like Vergil’s Aeneid.

So, you should take Latin, for a lot of reasons, but start with because Latin will train your brain to absorb, organize, and assimilate massive amounts of information as well as to perform multiple simultaneous calculations. This is the reason that med schools and law schools love seeing Latin on a transcript. In short, you should totally take Latin. It’s good for the brain...and the soul.”

## STEM and Classical Education

Science, Technology, Engineering and Mathematics (STEM), while called other names in a liberal arts education, do not exist in opposition to it. All knowledge and design is given to us by a God with the charge to care for the world that he made and placed us into (Gen 1:26-28). We believe that we are called as Christians to take captive every thought unto Christ, up to and including the pursuit of a robust education in these topics. Yet BCA holds to the maxim of the Classical Tradition that places Theology as the Queen of Sciences. Our holding dear the truth of God’s Word informs how we are to enter faithful STEM studies with confidence.

## Mock Trial and Senior Thesis

Mock Trial and Senior Thesis serve as two capstone courses in the Upper School, for the Logic and Rhetoric stages, respectively. Mock Trial is built around students' ability to put into practice the concepts of rational thought taught in Formal and Informal Logic. Senior Thesis is a year-long study on a topic and work picked at the end of Junior year and presented publicly during the Spring of their Senior Year to the community and a picked panel in the pursuit of deeper discourse on their subject.

## Testing

### Course Tests

Tests are given to assist teachers in the evaluation and learning processes. Test policies for each course are explained to students at the beginning of each course.

### Semester Exams

Semester exams will be given in all the courses designated as "honors". Typically, these exams will be given in a two-hour period during the last week of the semester. The semester exam will factor into the semester grade in the following manner: Quarter 1= 42.5%, Quarter 2= 42.5%, Semester exam= 15%.

### Standardized Tests

A series of standardized tests is given to students to assist the school's determination of academic progress, as well as being helpful in the college admissions process. Typically, these assessments are given in the spring. Test results will be available to the parents upon request and recorded in the student's permanent records.

- BCA students take the Comprehensive Testing Program 5 through the Education Records Bureau in grades 3 – 9. Starting in 9th, they take the following on campus:
- Grade 9: PSAT in October, CTP5 in Spring
- Grade 10: PSAT in October
- Grade 11: PSAT in October (National Merit Qualification)

Families/students schedule their own sittings for the SAT, ACT or CLT (Classic Learning Test).

**CTP 5** - All full-time students in Grammar 3 and higher will take the ERB CTP 5 assessment. The Comprehensive Testing Program (CTP) is a rigorously designed series of assessments in reading, writing, and mathematics developed to help educators collect

critical educational data that answer questions of administrators, teachers, and parents about achievement.

**The National Latin Exam** - The National Latin Exam (NLE) is a test given annually to Latin students across the United States and around the world. The NLE is not meant to be a competition but rather an opportunity for students to receive reinforcement and recognition for their accomplishments in the classroom. Depending upon their score, students may earn certificates, medals, and may even qualify for scholarships. Students in Latin 1 or higher will participate in the NLE each spring.

**PSAT** - All students in grades 9-11 are automatically registered to take this preliminary version of the SAT I test that they will eventually need to qualify for college admission. The test assesses verbal and math skills (reading, writing, vocabulary, algebra, and geometry). The test is administered annually in October during the school day at BCA.

**SAT I and SAT II** - All juniors and seniors should take the SAT I as part of the college admission process. Students are encouraged to take the SAT I twice in the junior year and once in the senior year. The SAT I is composed of three sections: Critical Reading, Mathematics, and Writing and is scored on a scale of 200-800 per section, with a maximum score of 2400. The SAT II tests measure mastery of particular subject areas and may be required by some colleges and universities. The SAT II subject tests are scored on a scale of 200-800. The SAT is not administered on BCA campus or arranged by the school. Each family is responsible for registering and completing these exams on their own.

**ACT** - The ACT is an alternate test to the SAT I which is more achievement-oriented than the SAT I and is an acceptable alternative at many colleges and universities. Some students who struggle with standardized tests may find their scores on the ACT comparatively better. BCA does not require that students take the ACT, but it is strongly recommended that students take the test at least once in either the junior or senior year. The ACT has a maximum score of 36 points. The ACT is not administered on BCA campus or arranged by the school. Each family is responsible for registering and completing this exam on their own.

## College Counseling

College Counseling is a priority at Berean Christian Academy. Throughout the Logic and Rhetoric School years, the Dean of the Upper School works with students to explore colleges and careers. In the junior and senior years, students are guided through how to navigate the application process, how to write compelling essays and resumes, and when to take the appropriate admissions tests. Students meet annually with the Upper school

Dean, starting in Logic 3, to develop a plan for each year of high school. To help facilitate the process, BCA takes advantage of SCOIR, a college admissions networking program. Students are encouraged to take college visits throughout their Logic and Rhetoric years.

## Attendance Policies

### Tardiness

Most students are dependent on parents to arrive at school on time. Parents are asked to be punctual. Doing so sets a good example for students by honoring the expectations of the school and demonstrating the importance of education. Arriving late has a negative impact on the day and is taxing on our office staff, teachers, and students. Five (5) tardies during one quarter may result in a parent conference with the administration to discuss how the recurring tardies could be rectified. **Seven (7) tardies will result in one absence.** Parents are expected to remedy the situation.

In severe cases where tardiness is habitual, **Berean Christian Academy reserves the right to suspend, expel, or refuse re-admittance.**

### Absence Policy

Due to our accreditation, a minimum of 90% attendance is required for each student at BCA. This equates to 16 days of absences in an academic year. If a student exceeds 16 absences, promotion to the next grade level may not be granted. Suspension, expulsion, or refusal to re-admit may be enforced. Students in the Logic or Rhetoric school may not be given credit for a course if more than 10 days of a class has been missed in one semester. A student is considered absent if the student does not attend school, or if he or she is present for less than 4 hours of the day. On early dismissal days (Fridays), students who attend less than three hours are counted as absent for the day. Additionally, failure to attend a field trip will result in an absence for the day. Five (5) absences during one quarter may result in a parent conference with an administrator.

Class attendance is essential for success as a student. Even justifiable absences often result in lower grades because of class time that is missed. Since absence from class is potentially detrimental to a student's academic performance, and since students often find it difficult to catch up on missed work, parents should allow their children to miss school only for the most worthy reasons.

A student enrolled in Berean Christian Academy is expected to be present and on time every day that school is in session. Students who arrive after 11:00 AM on Monday through Thursday will be considered absent for half of a day.

Parents are requested to notify the school of planned absences in the following manner:

- **Short-Term Absences:** If a student needs to be absent from school for one to two days, for any reason, the parents should contact the student's teacher by note, phone, or email as soon as possible, preferably with a week's notice, and make arrangements to complete missed work.
- **Long-Term Absences:** If a student needs to be absent for three or more consecutive days, the parents should notify the student's teacher prior to the absence explaining the circumstances.

*Notification should be made as soon as possible, preferably with a week's notice, to limit the amount of missed schoolwork.*

- **College Visits:** College visits during the school year should be coordinated with the College Advisor with a minimum of a week's notice.
- **Extended Absences:** BCA faculty and administration will cooperate with families taking their children from school for vacations, conferences, and similar events. However, all assignments during the absence must be completed.

*Notification should be provided as soon as possible, preferably with a week's notice.*

In the event that a planned extended absence will result in missed exams, written notification must be given to the office at least five days prior to the absence. At the discretion of the teacher, exams may be taken prior to a planned absence.

## Absence During Overnight Class Trips

Students are expected to attend all overnight class trips, except in cases of illness or family emergency. While classmates are on the class trip, students who find it necessary to remain behind, will be counted absent and will be required to make up the learning with an appropriate graded project in lieu of the trip. It is important to note that financial responsibility may rest with the family in the event of a cancellation after the stated deadline.

## Absent Work Guidelines

Obtaining the missed assignments is the student and parents' responsibility. If the teacher(s) schedule(s) allow, daily work assignments and books are prepared at the request of the parents and picked up by the same. Students are responsible for returning missed work in the time set by the teacher. If there is a medical reason preventing the student from completing the assignment in the time allocated by the teacher, it is the

parents' responsibility to notify the teacher in writing prior to the due date of the work. An accurate record of attendance for each student is kept by their teacher. The total number of days absent is recorded on the student's quarterly report card.

Parents are asked to keep in mind these facts as they consider family trips or habitual appointments outside of school during the school day that lead to absences:

- Students can rarely be absent without a negative effect on their progress.
- Asking the teacher to help a student catch up on missed work creates an additional burden on the teacher.
- If a family trip is planned, please notify the school and the teacher in writing. The teacher will gather as many assignments as possible (as their time and workload allow) for the student to take prior to the trip. Parents are responsible for ensuring that all class work and homework is completed and given to the teacher upon their return.

It will be up to the individual teacher to decide when a test must be taken should one occur during a planned absence or absence period.

Outside tutoring, at the arrangement and cost of the parent, may be required to ensure the student maintains academic standards.

## Make-up Work

It is the parents'/student's responsibility to check with the teacher for all schoolwork missed due to an absence depending upon the grade level of the student. A student is discouraged from depending on classmates alone for this information. Each student should talk with each teacher on the first day that the student is back in class following an absence in order to avoid receiving a "0" on work left incomplete. A student typically has the exact number of days to make up work missed as the exact number of days that the student was absent from class. In special circumstances the teacher is authorized to give extensions for completion of makeup work, especially in cases where a student may have received an "Incomplete" on their report card.

It is the policy of Berean Christian Academy that students make up any tests (for which test material was not covered in class while the student was absent) on the first day the student returns to school. In the case of an extended absence, exceptions to this policy may be approved by the school administration. Exceptions will be approved subject to the student taking the test within a limited time frame.



If there is an extended illness, a teacher may give homework assignments to a parent or guardian upon request.

## College Visits

Upper school students are encouraged to visit colleges for which they are interested in seeking admission on days when classes at BCA are not in session. Students who choose to be absent from classes must proceed as follows:

1. At least 1 day prior to the day missed, a parental note must be submitted to the office which identifies the college(s) to be visited.
2. The office will give the student a Pre-Excused Absence Form.
3. The student must have each teacher sign the form and then return the form to the office before the day of the absence.
4. Students must make up missed work in a timely manner as specified by each classroom teacher.

## Required Extra-Curricular Component

BCA's mission is to educate students in a Christ-centered worldview. We accomplish this by providing a strong academic program that helps our students grow intellectually, spiritually, socially, physically, and emotionally in partnership with parents. The vision and purpose of BCA is to provide an excellent elementary and secondary school option to families living in and around West Houston/Katy. BCA is committed to small class sizes, a robust curriculum, and thorough extracurricular component (EC) that cumulate to meet the needs of the "whole child".

BCA recognizes family time, vacations, and individual interests (i.e., piano, sports, clubs, church events...) are of great importance and contribute to the overall growth of our students. An overly demanding school day schedule is not conducive to these activities and learning opportunities. As part of our Mission to partner with parents and respect family time, BCA has intentionally built a schedule that provides more time outside of school than a comparable conventional school program. Considering our shorter instructional day, half day Fridays, and reduced instructional calendar, our accreditation requires that 200 hours of extra-curricular activities per student, per academic year be logged to account for the learning that happens outside of our school day. **These hours count toward your child's overall school attendance.** To meet compliance each parent

must log 200 hours per student of extracurricular activities in the FACTS Parent portal. Hours must be logged in by the last day of school for each student. Report cards will be held until all hours have been recorded. If a student transfers to another school, and the required hours are not provided, a grade of “Incomplete” will be recorded on the students report card.

## House System

### House Names Explained

#### **House Mozart**

Wolfgang Amadeus Mozart was an 18th century Austrian composer who was one of the most impactful in the classical world. His works are still performed and studied today. He wrote a myriad of works for secular or ecclesiastical contexts, through such things and private letters to his family a deeper devotion to God may be revealed.

#### **House Pascal**

Blaise Pascal was a French 17th century mathematician, scientist, philosopher and inventor. He is famous for his developments in physics, geometry and defense of the scientific method. His *Memorial* tells the story of his conversion experience from many years of waywardness.

#### **House Ten Boom**

Cornelia Arnolda Johanna ten Boom was a 20th century Dutch watchmaker and Christian speaker/writer who worked to protect Jews during the Nazi Holocaust. Her most famous work “The Hiding Place” reveals the significance that her faith played in sustaining her and her family through imprisonment in a Nazi concentration camp.

#### **House Tolkien**

John Ronald Reuel Tolkien was a 20th century professor at Oxford who taught and wrote on myth, story and language. He was instrumental in founding a reading and writing group called The Inklings that were key in the testimony of his friend C.S. Lewis. Tolkien is well-known for *The Silmarillion*, *The Hobbit*, *Lord of the Rings* and his translation of Sir Gawain and the Green Knight as much as for his devout Catholicism and faith-based themes of his works.

## Student Placement in Houses

Students will get sorted by blind pick during the House Ceremony at the end of their 6th grade year (or at the beginning of the year if they are a new BCA student 7th grade and up). Staff members and their children will all be placed in the same house.

## Students with Special Needs

Private schools, unlike public institutions, are not legally required to follow the same guidelines and implementation of educational services as do their public counterparts. Since the Americans with Disabilities Act (ADA) does not apply to private or independent schools, such schools are not required to implement accommodation recommended in formal evaluations. In fact, regarding private and/or independent schools, the ADA's position is that private schools are under an obligation to **consider** recommendations, but **not to grant** them. As a private school, Berean Christian Academy is not under any obligation to implement 504 or Independent Education Plans (IEPs). The explanations of classified diagnoses and the subsequent accommodations and interventions stated in these reports are written for public schools only and for public access to educational institutions, not for private schools. Private schools have a choice in determining which accommodations, if any, they can and/or are comfortable providing. Parents must understand this when they choose to enroll their children at a private school.

If a student at BCA has a special need and the parent would like educational accommodation to be **considered**, documentation from a diagnostician will be **required** before accommodations will be considered and/or granted. Please note, BCA is under no obligation to approve educational accommodation. If BCA determines that it can support a family with the aid of outside tutors or support, these aids must be provided at the parents' expense. Even with the approval of accommodations, due to our limited resources, modifications to the curriculum or graduation requirements will not be granted.

## School Records

The school maintains cumulative academic, attendance, and health records for each student enrolled. Material in each student's cumulative file is confidential and shall be accessible only by permission of the appropriate administrator. Information on the student's permanent record will be given out to the following:

1. To the parents and students upon written request by the parents.
2. To prospective employers upon receipt of written authorization from parent/student.

3. To schools, colleges, universities, and military services upon the parent/student's request.
4. To the police by parental permission or by warrant.

Records will not be released if tuition accounts (which include book replacement fees) or Extracurricular hours are not current.

## General Guidelines

### Outside Literature

Students and parents are not allowed to bring promotional literature to school to pass on to other students without prior approval from the administration. In addition, Berean Christian Academy does not distribute materials from third party organizations unless that material has a clear connection to the school curriculum, mission or vision.

### School Closings

If Katy Independent School District (KISD) schools close due to inclement weather, Berean Christian Academy will also close. In the event of any closing or delayed start at Berean Christian Academy, the school will endeavor to notify parents via phone call, text, and/or email.

### In-Class Parties

Parties may be used to celebrate an accomplishment of the class, birthdays, and/or holidays. The room moms should seek clearance from the teacher on activities to take place at celebratory parties, unless it is otherwise noted that this is not needed.

### Carline Drop Off and Pick Up

Parents are responsible for making sure their children are dropped off and picked up at school on time.

- Drop Off is from:
  - 8:005 am- 8:15 am each morning
- Pick Up is from:
  - 12:00 pm -12:10 pm Monday through Friday for the Garden School (unless enrolled in aftercare)
  - 2:45 pm - 2:55 pm Monday through Thursday for the Grammar School

- 3:10 pm - 3:20 pm Monday through Thursday for the Logic and Rhetoric School
- 12:00 pm -12:10 pm Fridays for all students.

### Carline Rules:

- The speed limit is 5 mph while driving in the parking lot at all times.
- Parents should refrain from talking to teachers during this time as they need to keep the carline moving and stay focused on safety.
- Do not deliver items to teachers in the carline.
- No cell phone use during the carline.
- Never drive around another car as students may be exiting from either side. Please attempt to have all students exit from the side where the teachers stand.
- Do not drive against the flow of traffic during carline times.
- If your student has a large project or items that need to be unloaded from the car, parents will need to park and walk the items in. Anything that will require extra time to unload should not be done in the carline.
- If you are late to drop off and a teacher is not present to receive your child, the parent must walk the child into the building and sign them in as tardy. Never drop your child off at the door. Please do not honk at teachers to come get your child.
- The family's carline number sign will be assigned and given to you at the beginning of the year. Please make sure the sign is always clearly visible from the front windshield during the entire time you are in the pick-up line. We prefer your number to hang from the rearview mirror. Numbers are not visible laying on the dashboard. Do not remove the sign until after the child has entered the car.
- To aid in the quick flow of traffic, if you do not have a carline number displayed at the time of pickup, you may be asked to pull aside in the parking lot until the line is complete.
- If you lose your carline sign, please contact the office for a replacement.
- If an emergency occurs, and you are unable to pick your child up on time in the afternoon, please contact the office via phone and email as soon as possible.
- Students that are picked up late may incur a \$15 incidental fee as we do not have staff to watch over children after pick-up is over.

- If you have made alternative arrangements for someone else to pick up your child, please notify the office.

Please note that the above rules apply to pick up after extracurriculars and athletics. Any student picked up after the designated time will incur a \$15 charge plus an additional \$5 for every 5 minutes after. This fee will be added to your next month's tuition payment or in the form of an incidental fee.

## Student Drivers

Students with a valid driver's license are permitted to drive to school. Student drivers must register with the BCA office. The registration includes parent authorization and information about the automobile. Student Drivers should park in the southwest parking lot and enter through the same entrance as carline students. Students should walk up south of the parking lot cones and not between carline cars. Once parked, student-drivers should not return to the parking lot without permission from a teacher or administrator. Student drivers may not leave campus without written permission from a parent. Any student leaving with a student driver should have written permission from their guardian. Drivers are not to exceed 20 miles per hour while driving on the campus grounds, exercising extreme caution to prevent accidents or injury. Driving privileges on the campus may be revoked at the discretion of the Head of School or Upper School Dean. Students must abide by all traffic laws and comply with state safety and legal policies. Any student who violates these regulations will lose his/her driving privileges and possibly face further disciplinary action by the school.

### *Student Driving Registration Requirements:*

1. [BCA Student Driver Parental Authorization Form](#)
2. Copy of Insurance
3. Copy of the Student's Driver's License

Here are some general things expected of student drivers:

- Personal responsibility for safe driving practices while on campus.
- Obeying all posted signage and always giving pedestrians the right of way.
- Car stereos will not be audible outside of the vehicle.
- Neither cell phones nor headphones will be used while driving on campus.
- Students will only go back out to their car with permission by a school administrator once the school day has begun.

- If a student driver needs to leave campus, they will sign out at the school office.
- Student drivers will only park in designated parking spaces.
- Student drivers will not drive through the parent pick-up or drop-off line.
- Student drivers will be held to the highest standards of motor vehicle safety. Any violation of school policy or vehicle law may result in the loss of campus driving privileges, temporarily or permanently, depending upon the circumstances.

## Student drivers and passengers

BCA is not responsible for the safety of passengers being transported in the vehicles of student drivers. It is the responsibility of parents to know who is riding with whom, where and when.

## Non-Carline Pickup

Upper school students (Logic 1+) may walk out to the parking lot for pick up. Students will exit the south doors and walk along the sidewalk to the southwest parking lot to the parked car. Lower school students, including siblings of upper school students, are not permitted to use walk out pick-up and must be picked up in the traditional carline.

## Field Trips and Class Trips

Not all learning takes place in the classroom. Each class participates in a number of field trips each year. Field trips are an important part of Berean Christian Academy's educational program and therefore, we assume that students will take part in all scheduled field trips and overnight class trips. Students will be counted absent if they do not attend a scheduled field trip. Trips not only enrich the curriculum but also involve parents in the teaching and learning process beyond the campus. These excursions are supervised by faculty members and parent volunteers. Transportation is provided by volunteer parents in private cars unless special group transportation has been arranged by the school. Parental involvement is needed to make these experiences possible and successful. The teachers need parents to assist as chaperones, drivers, facilitators, etc. to ensure these experiences are safe and affordable.

- Parents are required to sign a Parental Authorization Release Form at the beginning of the year granting permission for their student(s) to attend field trips.
- Appropriate attire is required on all field trips.
- BCA's electronics policy is the same for field trips as regular school days and are not permitted.

- Students may not bring phones on field trips.
- The only exceptions to the electronics rule are cameras, for which the student is solely responsible.

## Students’ Safety at School

### Immunizations

The school recognizes that immunizations are not without risk. The requirements indicated here are determined by the State of Texas and are applicable to students in public as well as private schools. Parents are encouraged to discuss immunizations with their child’s physician to determine the need for each of the indicated immunizations. Exemptions from these requirements are permitted when received in writing 1) from a physician stating the vaccine is medically contraindicated for the student, or 2) from parents indicating their decision not to immunize for conscience or religious reasons. The parent’s form must be a notarized original (no copies) and is good for 2 years.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, **the exemption statement is valid for only one year from the date signed by the physician.** More information regarding medical exemptions can be found on the [Exemption Information](#). Original Exemption Affidavit must be completed and submitted to the school. (<https://dshs.texas.gov/immunize/school/school-requirements.aspx>)

Each student must have a copy of his or her immunization record on file with the school showing that he or she is up to date with all required immunizations, or an exemption form has been submitted. Immunization records are required at the time of original enrollment and as updated. Students without complete immunizations records or a current notarized exemption form on file are not permitted to attend class.

The immunization requirements as indicated by the State of Texas for all public and private schools are as follows:

<p>Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Tdap/Td)</p>	<p>Five doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the fourth birthday; however, four doses meet the</p>
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	requirement if the fourth dose was given on or after the fourth birthday
Polio	Four doses of polio vaccine one of which must have been received on or after the fourth birthday; however, three doses meet the requirement if the third dose was given on or after the fourth birthday
Measles, Mumps, Rubella (MMR)	Two doses of MMR vaccine with the first dose on or after the first birthday.
Hepatitis B	Three doses; however, two doses are acceptable for individuals 11-15 years of age.
Varicella	Two doses received on or after 1st birthday
Hepatitis A	Two doses with the first dose received on or after the 1st birthday

### Illness or Accident

For a serious illness or accident occurring during the school day requiring a trip to the hospital, parents or guardians are notified immediately. If the parent is unable to escort the child to the hospital in a timely manner, a school staff member will accompany the student to the hospital.

**If a student has had fever, vomiting or diarrhea within the 24-hour period prior to the school day, he or she should not attend school.**

A fever equal to or greater than 100°F may only return after he/she has been fever free for 24 hours **without fever-reducing medicine** such as Tylenol and Motrin.

Should a student contract chickenpox, Covid-19, or other contagious illnesses, the parents must notify the school as soon as possible so that the school representatives may contact other students who may have been exposed.

If a student or staff member tests positive for Covid-19, please follow the latest recommendations by the CDC regarding attendance.

Students who contract head lice are sent home for treatment and welcomed back after treatment has been given and proven effective. Subsequent evidence of head lice will result in the student being sent home for 3 days and welcomed back after being cleared by the school nurse.

Following a diagnosis of pink eye (conjunctivitis), a child may return to school **24 hours after the first dose** of prescribed medication has been administered.

If you take your child to a healthcare provider for evaluation of illness or injury, please be sure to request a written letter stating when your child may return to school and any accommodations required upon his/her return. A healthy school community requires parents and schools to partner with each other!

## Medications

All medication must be brought to the clinic by a parent/guardian. Medication will be secured in the clinic at all times.

### Administering Medication

School nurses and other school employees designated by the nurse are allowed to administer medication in compliance with physicians' orders to students during school hours under the following conditions:

#### Prescription Medication

Berean Christian Academy must receive a written request to administer medication from the parent, legal guardian or other person having legal control of the student. Medication must be prescribed by a medical professional licensed to practice in the United States. An appropriate form will be provided by the school nurse. An annual Emergency Action Plan is required from physicians for all emergency medications (insulin, inhaler, EpiPen, Auvi-Q, glucagon, etc.). Prescription medication must be in the original container properly labeled with the child's name, name of medicine and directions for time and dosage. Berean Christian Academy employees will not be required to administer any medication that exceeds recommended dosages or administer any procedure that conflicts with standard medical practice, as described in recognized medical reference on these issues.

## Non- Prescription Medication

Non-prescription medication must be in the original, unopened container. Student's name and directions for time/dosage shall be provided by the parent/legal guardian at the time the request to administer the medication is made. Substances such as vitamins, herbal preparations, holistic remedies, etc. will not be given during school hours unless prescribed and signed for by a Board-Certified Physician. Parent/legal guardians are welcome to come to the school and administer these remedies themselves if they wish.

## Transportation and Storage of Medication

All medication must be brought to the clinic by a parent, guardian or other responsible adult and shall be always secured there. For the safety and protection of all students, medication will not be sent home with students. Students will not be allowed to carry medications except for emergency medications such as insulin, inhalers, epi-pens, or seizure rescue medication per their physician's signed recommendation.

## Professional Judgement

In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parents and the physician. The nurse will consult with the Head of School and others as appropriate.

## Emergency Drills

In accordance with state regulations and safety precautions, the school conducts fire drills, tornado drills, disaster drills, and lock down drills on a regular basis during the school year. Persons present in the school building when the emergency alarm sounds, including visitors and parents, must participate in the drill.

## In Conclusion

We pray that God and future generations will preserve our school as an institution dedicated both to Him and to outstanding Christian education. It is our desire that Berean Christian Academy will open doors to excellence in such a way that it will sharpen our students' minds and push them to their greatest potential. Ultimately, it is our prayer and sincere desire that we produce dedicated and diligent men and women that are captured by the Holy Spirit and used by God for extraordinary purposes.

## Why Are You Here?

*Stolen unabashedly from The Geneva School of Boerne, please consider the following exercise of asking “Why am I here?” annually, especially for you and any of your students are entering or continuing with their studies in the Logic or Rhetoric schools:*

“Students need to ask themselves why they are at Geneva. In Grammar school, students are here because that’s what their parents want. And besides, little kids dressed the same and reciting things from memory is cute. In Logic School, it gets less cute and the demands ramp up. Students may start to wonder whether they will ever get used to the work flying at them from every angle, but since the parents still want them here, they stick it out. In Rhetoric School, however, merely going through the motions of school doesn’t work anymore. More than ever, it matters whether students know why they are at Geneva. In fact, given our size and the fact that many of our high school students have been here for their entire education, it is likely that some of our students don’t know why they are here because they didn’t purposefully decide to come when they got older.

Therefore, I encourage you (students and parents) to ask yourselves (or remind yourselves) why you are at Geneva. If your answer is the same as it was in Grammar School—that this is what the parents want—then Geneva is probably a miserable place for you. If the answer is like that of some Logic students—“I dunno, my parents want me here”—then Geneva is more like expensive babysitting. In Rhetoric School, students need to want to be here. Geneva can only accomplish its goal if students are willing to be patient with the academic process and diligent in honestly pursuing truth. The payoff for a Geneva education is in the long-term effect it has on students as thinking Christians, not the mere short-term benefit of making students attractive to a college. If a student is not willing to buy into this higher vision, this becomes a sort of expensive surrogate public school.

In his autobiography “Surprised by Joy,” C. S. Lewis claims that his greatest time of learning and growth was with a private tutor who challenged him at every turn, never letting him rest, demanding excellence and diligence in every scholastic venture. “The Great Knock,” as Lewis called his tutor, might have been seen by some as a severe taskmaster. Lewis writes, “Some boys would not have liked it; to me it was red beef and strong beer.”\* For many students, Geneva is already “red beef and strong beer” because they get it and are starting to reap the benefits of vigorous and robust thinking. If you are not there yet, we hope you want to be, but know this: we will never be “canned corn and weak tea”—you can get that anywhere.

\*Of course, this is not advocating under-age drinking. Lewis, as we all know, uses “red beef and strong beer” as a literary image to suggest hearty fulfillment. If that is lost on you, then you need to remain at Geneva until you learn to properly interpret literary imagery.

## Berean Christian Academy Student Honor Code

### **Student, what does the Law of the Lord require of you?**

The duty that the Law of the Lord requires of us is to be obedient to his revealed will with all our heart, soul, mind and strength.

### **Student, how should you work?**

Whatever we do, we will work heartily as for the Lord and not for men.

### **Student, how should you honor those in authority?**

We will bless our leaders by joyfully submitting to them without groaning.

### **Student, how should you obey?**

We will show our love in active obedience as we sit at home, when we walk by the road, when we lie down and when we rise.

### **Student, how should you speak?**

We will speak only what is good for building up, that it may give grace to all who hear.

### **Student, how should you engage with others?**

We will love our neighbor as ourselves.

### **Student, whose are you?**

We are God's. Having been bought with a price and known by name, we will abide in the One by whom we are fearfully and wonderfully made.