

**Parent and Student Handbook
2022-2023**



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.

In order 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 manner in which 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 the 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.

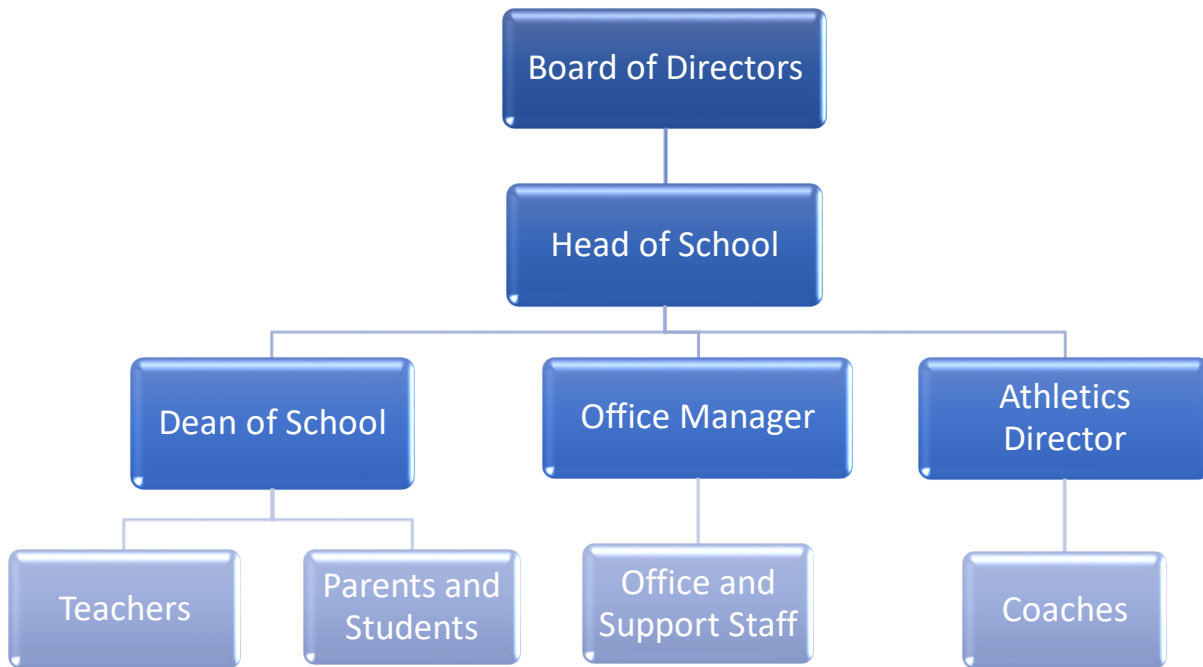
These qualities, clothed in humility, create a foundation that will enable him/her to present engagingly articulate and persuasively winsome arguments. A Berean Christian Academy graduate honors God's image within himself/herself and thus, is interested in all people because of God's interest and image 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.

Governance



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.

In order 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.

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 volunteer 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 benefit, fundraiser, or other large events which largely rely on assistance from parent volunteers
- In-class holiday parties or feasts at which parents are invited to volunteer
- Extra-Curricular volunteer or monitor

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, The Weekly Blazer newsletter, and FACTS. Parents are expected to check email regularly and keep themselves current on all BCA news and activities.

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 the 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.

School Weekly Communication

The *Blazer Weekly Newsletter* comes out each Tuesday via email. 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 carpool 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

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.

Dress

All students will be required to wear the Berean Christian Academy uniform. **A detailed guideline can be located 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/skort
- 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

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 outwear 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.
- 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 close toe shoes, etc.
 - Not Acceptable Closed-toe Shoes Examples:
 - cros, 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 collar.
- Hair accessories for girls and young ladies should be simple and match the uniform colors (red, navy, white, grey, or khaki.)
- Hair color must be a natural color. Modest highlights are permitted.
- Colored or shaved designs are not permitted

Bodies

- Logic 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. Piercing 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.

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 to 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 1st or 15th of each month. Parent's 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 plan selected. Payment is considered late if not received 5 business days after due with the first installment being due May 1st or May 15th.
- Returned or Late payments will be subject to a \$30 FACTS insufficient funds fee. A \$25 school late fee will be assessed if the 2nd 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 Board. The Board 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 student's 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 simply 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 1st deadline for commitment. If a family has not committed by February 1st 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 1st 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

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 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 1st 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. **W**hatever you do, work heartily, as for the Lord and not for men. (Colossians 3:23)
2. **H**onor those in authority, bless your leaders and submit to them fully. (Heb. 13:17)
3. **O**bey all the way, right away, cheerfully, every day. (Eph. 6:1, Col. 3:23)
4. **S**peak only what is helpful and useful. (Eph. 4:29)
5. **E**ngage 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.
- Use respectful and sacrificial etiquette at all times (i.e. boys holding doors and offering their chairs to girls and women).
- 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 are allowed on school grounds.
- A telephone is provided for students to use in the school office upon request. Students are not to bring any electronic device to school. Using cell phones, smartwatches, iPods, headphones, tablets (such as iPads), and other electronics (with the exception of calculators) is 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. At the conclusion of the school day, a parent will be required to pick it up. A second offense within a semester will result in the confiscation of the phone/device for one week. After a full calendar week from the time of confiscation the parent of the student may retrieve the device. Additional infractions may result in administrative disciplinary consequence including suspension.
- Students are expected to treat all of 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 is 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, ect.
- 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 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.

General Expectations of Student Behavior

Lunchroom Expectations

- No running
- Use inside voices
- Stay seated at the table
- 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, cleaning microwaves, 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

- 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
- 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

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

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 may be subtracted from recess 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 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 member uses 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 the second office visit, 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.

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 by-passed and immediate suspension or expulsion can be imposed. Examples of such major offenses include acts or threats endangering the lives of 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 of time 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 in order 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 in order 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 of time 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 takes into account the student's and parents' ability and motivation to correct the problematic behavior.

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 student 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

Promotion Policy, Grading Standards, and Homework

In grades Jr. K – 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 Highschool transcript credits, GPA calculations are associated with the scale below.

Grading Scale

A	95 - 100	4.0
A-	90 - 94	3.7
B	85 - 89	3.3
B-	80 - 84	3.0
C	75 - 79	2.0
D	65 - 74	1.0
F	Below 65	0

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 in order 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” (75) 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.

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.

Progress Reports

In order 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.

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.

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 (e.g., 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

In order 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:

Grade	Daily Minutes	Weekly Average (Mon-Thurs)
JK-Kinder	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

In order 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.

Grade	Daily Minutes	Weekly Average
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
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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 at all. 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.

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.

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.

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.

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.

Classical Learning Test – The Classical Learning Test (CLT) offers the only standardized tests that complement a liberal arts education and provide a comprehensive measure of achievement and aptitude. This test is the classical school equivalent to the SAT or ACT. Students in the school of Logic or Rhetoric may be required to take the CLT in the spring depending on the Administrators discretion.

Attendance Policies

Tardiness

Most students are dependent on parents for arriving 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 demonstrates 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. 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.

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 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.

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 that family time, vacations, and individual interests (ie. 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 students of extracurricular activities in the FACTS Parent portal. Hours must be logged 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.

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 accommodations recommended in formal evaluations. In fact, with regard to 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 are able to 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 accommodations or modifications to be **considered**, documentation from a diagnostician will be **required** before accommodations/modifications will be considered and/or granted. Please note, BCA is under no obligation to approve educational

accommodations or modifications. If BCA determines that it is able to support a family with the aid of outside tutors or support, these aids must be provided at the parents' expense.

General Guidelines

Outside Literature

Students are not allowed to bring literature to school to pass out to other students. In addition, Berean Christian Academy does not distribute materials from third party organizations unless that material has a clear connection to the school curriculum.

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, 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.

Carpool 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
 - 8:15 am- 8:25 am each morning
- Pick Up is from
 - 12:00 pm -12:10 pm each day for the Garden school unless enrolled in aftercare.
 - 2:45 pm – 2:55pm (M-Th)
 - 12:00 pm -12:10 pm (Fridays) all students

Carpool Rules:

- 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 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 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 families carpool number sign will be assigned 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.
- If you lose your carpool sign, please contact the office for a replacement.
- If an emergency situation 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 addition \$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.

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](https://dshs.texas.gov/immunize/school/school-requirements.aspx). 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:

Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Tdap/Td)	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 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
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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 is defined as a temperature of 99.5 or greater.

Should a student contract chicken pox, 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 in regard to 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 three days and welcomed back after being cleared by the Administrator or contract nurse.

Medication

All medication must be delivered to the Office Administrator in the original container with the student's name clearly labeled. All medication, including over-the-counter medicine in the original container, is kept in the school's office. A Medication Dispensation Log is kept to document medicines distributed to students.

Only medication provided by the parent is dispensed to his or her student.

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.