#### Beaverdam Christian Academy

Parent/Student Handbook

2022 – 2023



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# Introduction

## Letter from the School Board

Dear Beaverdam Christian Academy Family Members:

On behalf of the school committee, faculty, and staff, I want to welcome you to BCA for this school year. Each of us is looking forward to working together with you to bring up the next generation of Christian leaders in America. A cooperative effort between home and school is necessary for properly educating children with the values and beliefs found in God’s Word. It is in this spirit of partnership with you that we present you with the latest edition of the parent/student handbook.

In the handbook you will find information that I hope will encourage clear and open communication among all of us, while limiting friction when differences may occur. Without overwhelming you, we have tried to be as comprehensive as possible with the information provided. As you may understand, it is impossible to address every conceivable circumstance and activity in handbook format.

Our silence on a particular item does not mean it is permissible. It may mean that well-known Biblical principles and common sense determine how it will be handled. Therefore, the administration reserves the right to make judgments based on the information available and the specific situation in question. The judgments will be based on Biblical principles and on the professional judgment of the BCA administration. Sometimes it can appear to an outside observer that similar situations were handled in different ways. However, no two situations are exactly alike. Each may have varying or extenuating circumstances that are not apparent to everyone, yet require judgment calls on the part of the administration. To the best of our ability, we will try to be fair to all parties at all times. We appreciate your prayers for God’s wisdom in these circumstances (James 3:17).

As our intent is to provide a safe, orderly, and Christian learning environment where students can learn and teachers can teach, I want to encourage you to make yourself familiar with the contents of the handbook and to use it as a reference.

Thank you for your commitment to Christian education. I understand the dedication that it takes and the sacrifice families make to send children to a private Christian school. We will honor your commitment with our own commitment to always strive to honor the Lord Jesus Christ by providing the highest level of education possible for your children at Beaverdam Christian Academy.

May God bless your family this year,

BCA School Board Members

## Letter from the Pastor

***“Train up a child in the way he should go, and when he is***

***old he will not depart from it.”  Proverbs 22:6***

Beaverdam Christian Academy seeks to lead students to faith in Jesus Christ and to glorify God by educating with excellence.  Beaverdam Christian Academy will develop young men and women to realize their God-given calling to live their lives spiritually, socially, and physically for the Glory of God.

The primary responsibility for raising children rests in the home (Psalm 78:5-6), but Beaverdam Baptist Church will serve as an additional Christian resource to parents.  All instruction at our school will be Biblically based and taught from a Christian-based view.

Beaverdam Christian Academy is a ministry of Beaverdam Baptist Church.  The doctrine of our school will be that of our church, and all teachers and staff will be born-again Christians living their faith for God’s glory.

Sincerely,

Dr. Gary Stewart

Pastor

## School Leadership

|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION/TITLE** | **EMAIL ADDRESS** |

Dr. Gary Stewart Pastor [gary@beaverdambaptist.com](about:blank)

BCA School [school@beaverdambaptist.com](about:blank)

Trista Bounds Teacher [trista@beaverdambaptist.com](about:blank)

Doris Cannon Teacher [doris@beaverdambaptist.com](about:blank)

Ashley Guyton Teacher [ashley@beaverdambaptist.com](about:blank)

Kristee Hall Teacher [kristee@beaverdambaptist.com](about:blank)

Amanda Propst Teacher [amanda@beaverdambaptist.com](about:blank)

Rosemary Rice Teacher [rosemary@beaverdambaptist.com](about:blank)

Brandi Yeager Teacher brandi@beaverdambaptist.com

# Identity of Beaverdam Christian Academy

## School History

Beaverdam Christian Academy was established in 2014 as one of the many ministries of Beaverdam Baptist Church. The school was created so students could be taught the same values in the school that are taught in the home and the church. It is hoped this school will not only serve the families of Beaverdam Baptist Church but will also provide a Christian education to families attending other local churches. Initially the school will use the Abeka Book program, other Christian Education curriculum with individual paces and learning centers

## Accreditation

Beaverdam Christian Academy is progressing with a plan for full accreditation through ACSI (Association of Christian Schools International).

## Mission Statement

Beaverdam Christian Academy exists to partner with Christian parents and the Beaverdam Baptist Church by providing a biblically based education dedicated to academic excellence and spiritual growth.

## Vision Statement

Beaverdam Christian Academy students will demonstrate the grace and truth of Jesus Christ through a personal relationship with Him.  Students will continuously grow and learn to their maximum capabilities so they are prepared for the next stage of life.  They will be servant-leaders who live and work in a way that reflects a God-centered understanding of the world in which they live.  Their purpose in life will reveal a desire to bring glory to God in their lifestyle and chosen professions.

## Statement of Faith

Beaverdam Baptist Church and School upholds the following doctrines of our Christian faith:

* The inspiration of the Bible, equally in all parts and without error in its origin
* The one God, eternally existent Father, Son, and Holy Spirit who created man by a direct and immediate act
* The preexistence, incarnation, virgin birth, sinless life, miracles, substitutional death, bodily resurrection, ascension to Heaven, and second coming of the Lord Jesus Christ
* The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation determined by each individual’s personal decision to receive Christ as Lord and Savior
* The spiritual relationship of all believers in the Lord Jesus Christ, living a life of

righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit

## Core Values

Spiritual Condition

* Recognizing our need for a Savior (Romans 3:23)
* Accepting God’s gift of salvation (Romans 10:9-10)
* Surrendering everything to Jesus alone (Romans 12:1)
* Growing continuously to become more Christ-like (II Timothy 2:15)
* Living a Godly life (Philippians 4:13)
* Taking responsibility for one’s choices (II Corinthians 5:10, Philippians 1:9-11, Hebrews 13:18)

Biblically-based Education

* Being fed and led by the Bible (Deuteronomy 11:18-19, Romans 12:2)
* Offering individualized instruction in preparation for God’s calling (Philippians 1:6)
* Providing a Biblical foundation in all academic disciplines (Proverbs 22:6, II Timothy 3:16, Joshua 1:8)
* Analyzing all information from a God-centered worldview (Philippians 4:8)
* Maximizing our capabilities to glorify God (Colossians 3:23)

Serving Others

* Serving church and community (Galatians 5:13, II Corinthians 8:7)
* Laughing as we give (II Corinthians 9:6-7)
* Loving and respecting one another (Philippians 2:3-4)
* Leading by example (I Timothy 4:12)

Unity

* Partnering to achieve spiritual and academic maturity (James 3:13)
* Sharing life together (Philippians 2:1-4, I Peter 3:8-10, I Corinthians 12:12-26)
* Holding each other accountable (Proverbs 27:17, Romans 13:1-2)
* Offering fellowship and growth (Acts 2:42)
* Choosing active involvement in a local church body (Hebrews 10:25)

## Philosophy of Education

The philosophy of education at Beaverdam Christian Academyis that …

* God sees man as His foremost creation, His child (a) lost; (b) redeemed; (c) restored in body, soul, and mind. While this process is completed in eternal life, the process is begun and expresses itself in the here and now.
* Christian educators see the child as God’s foremost creation, created righteous and holy, given a rational mind and impressionable personality. He is alienated from God through sin, but redeemable and the object of God’s love and forgiveness. A child is a unique personality capable of developing his talents with a sense of individual freedom to glorify God and serve mankind.
* Because people today need to be led to repentance and nurtured in the Gospel, our task as Christians is to lead them to Christ. He is the center of the Christian life and Christian education. Thus, all instruction in a Christian school must be consciously Christ-centered and Bible-based. Christian instruction proclaims the relevance of the Christian faith to the questions and challenges of today.
* Christian education should lead the person to be responsive in all aspects of his personality. Only then will he be equipped to see and serve God in the world.
* It must be clearly understood that it is the school’s job to support parents in Christian education. It is the unified work of this school, the church, and particularly the parents that enables each child to reach his full potential in Christ.

## Expected Student Outcomes

As the students complete their experience at Beaverdam Christian Academy it is expected that they…

* are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
* are proficient in mathematics and science
* possess a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
* appreciate literature and the arts
* possess a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the "alien" or "stranger"
* personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner
* utilize resources including technology to find, analyze, and evaluate information
* commit to lifelong learning
* possess the skills to question, solve problems, and make wise decisions
* understand the worth of every human being as created in the image of God
* articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
* understand and commit to a personal relationship with Jesus Christ
* know, understand, and apply God's Word in daily life
* possess apologetic skills to defend their faith
* are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
* treat their bodies as the temple of the Holy Spirit
* actively participate in a church community, serving God and others
* understand, value, and engage in appropriate social (community) and civic (political) activities
* embrace and practice justice, mercy, and peacemaking in family and society
* value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas)
* respect and relate appropriately with integrity to the people with whom they work, play, and live
* possess an appreciation for the natural environment and practice responsible stewardship of God's creation
* are prepared to practice the principles of healthy, moral family living.
* are good stewards of their finances, time (including discretionary time) and all other resources
* understand that work has dignity as an expression of the nature of God

We strive to educate each student in an atmosphere that affirms that all truth comes from God and anything contrary must be refuted and rejected. Our goal is to lead each child to a saving knowledge of the Lord Jesus Christ and help him grow spiritually to become all he is meant to be in the eyes of God. In accomplishing this task, we believe we are fulfilling the Church’s God-ordained role in carrying out the Christian education mandate of Deuteronomy 6:7, Proverbs 22:6, and II Timothy 3: 15.

# GeneralInformation

## Office Hours

The church office is open from Monday through Thursday until 3:00pm during the school year.

**School Closure Information**

* Weather closures correspond directly with the Hanover County School System.
* If it becomes necessary for school to be closed on short notice or while school is in session due to snow, no electricity, etc., the school will notify families by email, phone or text.
* You may also check by visiting our website at www.beaverdambaptist.com.
* You may also watch the following television channels for such information: WTVR-Channel 6; WRIC-Channel 8; WWBT-Channel 12

***Visitor/Parents***

All visitors and parents who come to the school must follow proper check in procedures.

All visitors and parents must check in and out through the school office, picking up and returning a visitor badge.

The school office has the right to deny any visitor at any time.

Visitors are asked to adhere as much as possible to the school dress guidelines.

Students may not have visitors at school except during lunch.

## Lost and Found Items

Lost and found items should be reported to the school office. Items placed in lost and found may be retrieved in the lobby each day. Unclaimed items will be donated to the Great and Mighty Things Thrift store at the end of each month.

## Lunch Program

Students are responsible for bringing their own snack and bag lunches each day.

## Messages and Telephones (Proverbs 16:24)

* + Emergency messages for students can be sent through the church/school office.
  + In the event of an emergency, students may obtain permission and use a phone in the school office.
  + Teachers may be reached using their school email addresses (see the school leadership chart for email addresses), cell phone or by calling the school office and leaving a message for them. Teachers should be given at least 24 hours to respond.

## Who to Contact (Matthew 18 and Proverbs 15:1)

The following list suggests who to contact for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office. All faculty may be emailed at their individual BCA email accounts.

**Question:** **Call or Email:**

Attendance issues School office

Homework concern Student’s teacher

Calendar question School office

Graduation requirements School office

Financial questions School office

## Parent Information

Parent involvement is critical to BCA’s overall effectiveness. Communication between parents and faculty/administration is welcomed and encouraged.

## Change of Contact Information

If any personal information changes during the course of the year it is your responsibility to notify the school office in writing so that records can be kept current. This includes changes to addresses, phone numbers (work, home and cell), e-mail addresses, emergency contacts, etc.

## Communication (II Timothy 4:2)

BCA sends all communication out electronically. Parents must submit an active email address to the school in order to receive updates, financial statements, and all other communication.

## FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) provides parents with access to their child’s record.

## Volunteering (I Peter 4:10)

Please note that all volunteers should first report to the church welcome center to sign in and receive a badge. They will need to return to the school office at the end of the day to sign out and return the badge. Classroom Activities

* + - Volunteers are used in the classrooms to help with different events. One example is room mothers/fathers who assist in coordinating class parties, projects, etc., throughout the year.
  + Parents may come in to assist teachers in copying, cutting, laminating, etc.
  + In order to minimize school disruptions, miscommunication and confusion volunteering please make arrangements with the school before your arrival.

## Grievance Procedure (Matthew 18, Romans 12:18, and Ephesians 4:25)

If a student, parent, or staff member has questions or concerns regarding the behavior of another person (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she shall follow the principles given in Scripture as outlined below. The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in Matthew 18.

* + - First, bring the concern, question, or grievance directly to the person involved and in good faith try to resolve the matter. This should take place in the form of a face-to-face meeting that is scheduled in advance. Impromptu meetings before or after school are not appropriate.
    - Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority (typically the principal).
    - Third, if the matter still cannot be resolved, the matter may be brought to the pastor for review. A summary of the matter and the attempts already made to resolve the matter must be tendered in writing prior to the matter being reviewed. The pastor will review the summary and meet with whatever parties are deemed necessary to resolve the situation. Please note the pastor typically has an assistant present in all meetings for accountability and note taking. Administration has full discretion in all disciplinary matters and has the right to dismiss any student who does not cooperate with the total education process.
    - Fourth, if the aggrieved party is not satisfied with the decision rendered by the pastor, a written review may be submitted to the school committee for review. If the school committee declines to hear the matter, any decisions rendered by the Administrator will be considered final. If the school committee decides to hear the matter, any decision rendered by the school committee will be considered final.

# Admissions and Re-enrollment

## Non-Discrimination Policy

Beaverdam Christian Academy admits students of any race, sex, color or national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color or national or ethnic origin in administering the school’s educational policies, admission, and scholarship policies, athletic and other school-administered programs. Beaverdam Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Beaverdam Christian Academy administration and to abide by its policies.

## Admission Philosophy (II Timothy 2:15)

## 

Beaverdam Christian Academy is open to anyone interested in securing a Christian education and is open to any three, four, five year or six year old whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Beaverdam Christian Academy rules. It must always be understood that attendance at Beaverdam Christian Academy is a privilege and not a right. Any student who does not conform to the school’s standards of conduct and/or who is unwilling to adjust to the Beaverdam Christian Academy environment will forfeit this privilege.

All students must be certain they want to attend Beaverdam Christian Academy and must agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15) They must be courteous and respectful to their peers, staff, faculty, and other daily associates.

Our mission is to partner with Christian parents and the Beaverdam Church family by providing a Christ-centered educational environment fostering spiritual, academic, and physical maturity of students. The process of enrollment at BCA prior to final acceptance shall include but is not limited to the following:

* + - Submission of properly completed application forms (steps 1 – 4 outlined below)
    - Parent/student interview with administration team members (which may include school committee members) to insure that:
    - at least one parent expresses a clear testimony of Christian faith and is in agreement with our Statement of Faith, Purpose, and Philosophy of Education;
    - the parents desire a Christian education for their child;
    - family beliefs and practices are consistent with the standards, doctrine, and values of the school;
    - the family is regularly attending and actively participating in ministries in a Christian church;

Upon completion of these steps (as outlined in greater detail under “Admissions Procedures/Policies”), parents are notified as to whether or not their child has been accepted into the school. Students can be accepted with conditions (academic probation or behavioral probation). For example, a student may be tutored and re-tested, or repeat a grade. Students who have been accepted in the school must have their files complete and accounts current in order to begin the first day of school.

## Admissions Procedures/Policies (I Corinthians 14:40)

## 

The procedures for admission to Beaverdam Christian Academy are listed below and typically follow this order:

* 1. **Application Process** - All parts of the application must be completed and returned to the school.
     + - **Student Application**
       - Kindergarten classrooms will not exceed a 1 to 10 teacher-student ratio.
       - All first through twelfth grade classrooms will not exceed a 1 to 16 teacher-student ratio.
     + **Pastor’s Recommendation Form** (If a pastor of a church is enrolling his own children, the pastor’s recommendation form should be completed by the chairman of the board of deacons, board of elders, or head of the pastor-parish relations committee.)
     + **Medical Form** 
       - A completed school health form (supplied by the State of Virginia Department of Health), signed by an approved health professional must be received in the school office before a student is admitted to school. This form includes the Health Information Form, the Comprehensive Physical Examination Report, and the Certification of Immunization. The school health form shall be obtained annually for each child less than six years old. A child's immunizations must be recorded to include the month and year administered and kept up to date as required by law before the first day of school (please note this includes the 6th grade boosters). The medical form shall be returned at the time of application or before admittance to school. Failure to provide these records may be basis for excluding children from attending school.
     + **Annually Required Information** - The following information must be provided to the school office before the first day of school. Any child that does not have this information on file with the school will not be able to begin attending school until the information is received and processed.
       - **Emergency Contacts** - Information including parents’ home and work contact information, emergency contacts (other than parents – at least one is required) and any other people authorized to pick up children must be provided.
       - **Health Information** – Information regarding known allergies to foods or medications and a signed release for emergency medical treatment must be provided.
       - **Signed Parent/Student Handbook Commitment and Agreement** – Each parent should thoroughly read the Parent/Student Handbook then sign and turn in the parent commitment and agreement form (found at the back of the handbook).
  2. **Application Fee** - pay $100.00 application fee (this fee is non-refundable).
  3. **Birth Certificate** - An original birth certificate must be presented to the school office to be copied.
     + A student must be at least 3 years old by September 30 of the enrolling school year to apply for PK3 unless a waiver has been approved.
     + A student must be at least 4 years old by September 30 of the enrolling school year to apply for K4 (Junior Kindergarten) unless a waiver has been approved.
     + A student must be at least 5 years old by September 30 of the enrolling school year to apply for K5 (Kindergarten) unless a waiver has been approved. A prerequisite for entering K5 is for the child to be able to identify all the alphabet letters and to identify numbers 1-10.
  4. **Transcript Release Form** - Official transcripts from all previous schools must be received.
     + Homeschool students must submit a list of classes completed (with textbook information) and final grades (numerical).
     + All credits accepted by BCA are subject to review and approval by administration.

After all of the above steps have been completed, a meeting will be scheduled for an admissions interview with administration. The admissions interview will include the appropriate administrative team members, parents and student applicant. It is desirable that students who attend the school come from a home which reinforces the values and beliefs taught during the school day. The parents’ motivation in seeking the student’s enrollment in the school, as well as the student’s willingness to attend and adhere to the discipline policies will be assessed. Information from the interview will be used to make a decision regarding acceptance. Families will be notified in writing by the school office of acceptance or denial. Those accepted will also receive the appropriate enrollment and financial information. The enrollment process is completed upon the return of the signed Enrollment and Financial Agreement Form and payment of financial obligations.

## Re-Enrollment

Current BCA families are given the opportunity to re-enroll each year before open enrollment begins. Re-enrollment must be completed online through the school’s website. Re-enrollment if not officially accepted until all fees are submitted (these fees are non-refundable).

## Withdrawal Procedures

* + - If a student withdraws from BCA prior to the September start of classes, it will result in the forfeiture of the application fee and the first month of tuition payment.
    - An early withdrawal during the school year, may require payment in full of the month in which the student is withdrawn and the forfeiture of any student curriculum fees paid. All fees and tuition payments must be up to date in order to release school transcripts or report cards.
    - Withdrawals must be submitted in writing in order to be processed.
    - An exit interview/survey will be requested by administration to aid the school in understanding the reason for withdrawal and to help the school continue to improve.

# Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic guidelines and expectations are outlined in this section.

## Bible

BCA uses the Holman Christian Standard or NIV Bible. Students are welcome to carry any version of the Bible they prefer. As a ministry of the church and in keeping with the unity of all the church ministries this is the version that is used.

## Community Service (Matthew 25:35-45)

* + Students will be challenged to participate in community service throughout the year. The hours may include service inside the local church.

## Conferences

* Parent-teacher conferences are held with the students’ teachers in the fall and spring. Both parents are expected to attend if at all possible.
* Additional conferences may be scheduled upon request.
* Parents are asked not to have impromptu conferences with teachers but are free to request a conference time to discuss concerns.

## End-of-Year Awards (II Timothy 2:5 and Ecclesiastes 9:10a)

At the end of each academic year, awards are given to recognize students’ outstanding performances in various school disciplines. Special awards assemblies will be held during the last week of school and are open to friends and parents of the school family. Awards are also given at this time for Christian character development, the school’s highest honor.

## Grading

* **Grading Scale (Colossians 3:23)**

Courses at BCA are graded in several ways. Purely academic courses are graded using the traditional numeric “ABC” method (see grading scale below). In preschool and the early elementary school, some courses are graded using the nontraditional method (E = exemplary, S = satisfactory, N = needs improvement, and U = unsatisfactory). If you have a question on a certain grade, you are expected to contact the teacher and request specific information.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

* **Incompletes (I Corinthians 10:31)**

Students having incomplete work at the end of a grading period will be assigned an “I” (Incomplete) until all work is made up. At that time the “I” will be changed to reflect the grade. Unless other provisions have been made with administration, any grade of “I” not made up within the parameters set in the attendance policy will automatically become a zero. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.

* **Late Assignments (I Corinthians 10:31)**

Students are expected to have all assignments turned in at the class time and date assigned by the teacher. Students will lose points for late work based on the classroom teacher's policy (published on Back to School Night).

## Honor Rolls (I Corinthians 10:31)

To encourage academic excellence and performance, students can earn a place on the all “A” or “A/B” honor roll. To make the “A/B” honor roll, the student must have no end-of-year grade lower than a “B.” Courses using the nontraditional method of grading do not count toward the honor roll.

## Probation and Dismissal

Students, either during enrollment or after a conference with the parents, may be placed on academic or behavioral probation in the event that special attention or monitoring is required. In the event that it becomes apparent that a student is not succeeding academically, developmentally, or regarding behavior, the administration reserves the right to dismiss the student.

## Report Cards

Reports cards are sent home four times a year following each of the four quarters. Progress reports are issued at midterm. Final report cards are mailed to parents whose financial obligations with the school have been fulfilled. All report cards, with the exception of final report cards, must be signed by the parent and returned to the teacher. Parents and students have 2 weeks from the date that reports cards are issued to dispute any grade or attendance issue. After that time all grades and attendance records stand and may not be disputed.

## Student Pledges

Each day begins with the pledges to the American flag and prayer.

* **American Flag** - *I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

## Transcripts

* + Transcripts are maintained in the school office and are provided as needed.
  + Transcript requests must be made on the appropriate request form.
  + BCA reserves the right to charge a nominal fee to cover the cost of preparing, copying, and mailing transcripts.
  + If more than 5 copies of transcripts are requested additional fees may be charged.
  + Ten business days are required before transcripts will be mailed to the provided recipient.
  + BCA reserves the right to withhold transcripts and other records until all accounts are current.
  + If a student transfers to another school, BCA will send the requested records directly to the school. Any BCA school records parents need after that first transfer should be requested from the student's current school.

# Attendance and Transportation (I Corinthians 14:40)

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate re-entry into school.

## Parental Support for Attendance

BCA considers our parents to be partners in education. We regard school attendance a responsibility shared by students, parents, and our school staff. Regular attendance is a prerequisite for student achievement. We seek parental support to promote this key component for success in the classroom.

In our endeavor to emphasize the responsibilities of all partners in promoting academic success, we ask that you help your students to arrive on time each day for learning. Please schedule all appointments for your child at a time other than school hours. Parents are requested to take family vacations in accordance with the published school holiday and vacation calendar. Quality teaching and meaningful activities continue the day before and the day after the listed school holiday. It is almost impossible to fully make up significant instruction students miss for extended time periods.

It is the parent and student’s responsibility to contact the teacher, in writing by email if possible, for work due for any absence from school. The teacher must be given 24 hours to respond to any request, including assignments that need to be made up due to an absence (work will typically not be available the same day of an absence). Parents and students have 2 weeks from the date that report cards are issued to dispute any attendance issue. After that time all attendance records stand and may not be disputed.

Parents should contact the school office any time their child will be unexpectedly absent from school. If the office has not heard from a parent by the time homeroom attendance is taken, someone from BCA will contact the parent to verify the reason for the absence.

## Attendance Policies

## Absences

* Any full-time student who is not present for at least four hours of the school day is considered absent for the day.
* Only legitimate excuses for absences will be accepted.
* Sickness, death in the family, or an emergency are considered legitimate reasons for being absent.
* Any other extenuating/emergency circumstances should be arranged in advance (a minimum of 24 hours notice is required), in writing, to administration.
* Preplanned trips should be arranged in writing a minimum of 1 week in advance to administration so that work may be issued and completed prior to the student's absence.
* Any student missing 5 consecutive days due to illness may require a doctor’s note explaining the absence before the student is permitted back to class.
* Any unexcused absence will result in a zero for all work missed or further action by administration if deemed necessary. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.
* Excessive absences may result in academic penalty as determined by the administration.
* Any student with more than 20 absences (in any individual course) for the year will be reviewed by administration to determine whether credit will be given for the classes taken and subsequent graduation from or retention in grade. Exceptions will be made in cases of extended illness requiring hospitalization or continual doctor’s care.
* Please note that special days (such as Field Day) are not optional for students.
* On the day the student returns to school after an absence, a note from a parent is to be sent to the classroom teacher describing the nature of the absence.
* Failure to bring a note will result in the parents being contacted to determine the reason for absenteeism.
* After the parents are contacted, a note is still required. If a note is not provided the following day the absence will be recorded as unexcused.
* Absences (excused/unexcused) will be noted on the student’s permanent record.
* Students should return to school prepared to make up tests, quizzes, or turn in assignments that were missed due to an absence (i.e. if a student is out on Tuesday and returns Wednesday, the student should come Wednesday prepared to take any schedule tests, quizzes, or turn in other assignments that were due on Tuesday).
* Excessive absences or early dismissals may impact re-enrollment eligibility.

## Tardies

* Any student tardy to school must sign in through the office before entering the classroom. A note must be brought from a parent advising the school office the reason for tardiness (these notes will be placed into the student’s file).
* A student who is tardy to school more than 5 times in a quarter will not be permitted into the classroom until the parents meet with administration. If the problem persists, this may require additional meetings and a complete review of attendance records and notes pertaining to each tardy.
* Excused tardies are at the discretion of administration and will be limited to extenuating circumstances. Oversleeping, traffic, stopping to purchase items, sibling delays, parents working, and more are examples of tardies that will not be excused.
* Any unexcused tardy will result in a zero for all work missed or further action by administration if deemed necessary. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.
* Excessive tardies may impact re-enrollment eligibility.

## Before and After Care

BCA currently offers before and after school care. Before-school care begins at 7:00am and after-school care goes until 6:00pm.

## Drop-Off and Pick-Up of Students

* + PARKING LOT SPEED IS 5 MPH. Please refer to chart for traffic patterns.
  + Parents are not to drop off students before 7:50 am. If a student is dropped off before this time, he/she will be brought inside the building if a school teacher is present. Parents will be called for a meeting with administration and repeat offenses may result in the student being expelled. This is a matter of safety.
  + Please do not use cell phones while driving in the school parking lot or in the car line.
  + Students should be picked up within 15 minutes of dismissal unless trips or school activities are scheduled immediately after school.
  + All parents must come through the car line to pick up their children. Parents are not permitted to park and walk their children to their car during car line (12 - 12:15 pm Half day, 3:00 - 3:15 pm Full Day). This is a safety matter and assists in making pickup smoother and faster.

## Early Dismissal

* + Early dismissal from school must be for legitimate reasons and should not be excessive. Regular, standing early dismissals are only granted for physical therapy or pre-approved academic support-type work that has been pre-arranged with administration.
  + Any student who needs to be picked up early must bring a note stating the time for the dismissal and who is authorized to pick up the student.
  + Parents who wish to pick their child up early must do so before 3:00 p.m. when car line begins to form. After this time all parents must go through car line to pick up their children.
  + Students must be signed out in the office for all early dismissals.
  + Excessive early dismissals may impact re-enrollment eligibility.

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## Late Pick-Up

All students need to be picked up within 15 minutes of the start of carpool line.

Any students not picked up within those 15 minutes will be taken to the office. An effort will be made to contact the parents from the office. A $5 charge will be added to the student’s account with an additional $5.00 for every 5 minutes you are late.

When the parents arrive late to pick up their child, they must sign their child out in the office so that the proper late fee will be administered.

Exceptions to these charges may be made for extreme mitigating circumstances.

**Student Transportation**

* BCA does not offer any type of bus services to and from school. Carpools are encouraged.

PARKING LOT SPEED IS 5 MPH. Please follow traffic signs controlling traffic flow.

All parents must come through the car line to pick up their children. Parents are not to park and walk their children. This is a safety matter and assists in making pickup smoother and faster.

To ensure your children’s safety, the standard expectation is that students will be brought and picked up from school by approved adults driving automobiles.

Parents must send written permission to the school for children to have permission to ride home with someone other than a parent or emergency contact (you may list these people on the emergency contact form or send in notes as the need arises).

Please remember that anyone picking up your children may be asked for ID (this is to ensure the safety of your children). Your cooperation in this is greatly appreciated.

# Dress Code

## Uniform Philosophy (I Peter 3:3-4)

***Uniform Philosophy:***

The purpose of the uniform dress code is to clarify a standard of appearance that reflects Biblical principles of modesty, appropriateness, and stewardship which will encourage students to bring glory to God (I Corinthians 10:31).

There are several other important reasons a basic uniform is required at BCA:

- To dispense with competition due to outward appearance and in its place, emphasize inner beauty and character development.

- To limit distractions and to focus on learning.

- To enhance school spirit.

Adherence to the uniform dress code is a family responsibility.

***General Dress Requirements***

- Students should be clean and well-groomed at all times.

- All clothing must be in good condition (no rips, fraying, etc.).

- All clothing must fit appropriately (not too baggie, not too tight and be the appropriate length).

- Shirts must be tucked in.

Shoes/Socks

- All shoes are to be neat and clean. We recommend gym shoes, tennis shoes, athletic shoes.

- No backless or open-toed shoes. i.e., clogs, flip-flops, etc., for safety reasons.

***Specific Dress Requirements***

- Hem of skirts for girls (including jumpers and dresses) must touch the top of the kneecap when standing and should include shorts or tights/leggings underneath.

-Shorts are to be no higher than 2 inches above the top of the kneecap for boys and girls.

***Specifics about Uniform Pieces***

- Pants – Any full length, solid colored tan, khaki or navy blue pants with no more than four (4) total pockets. Cargo type pants are not permitted.

- Shorts/Skirts – Solid colored tan, khaki or navy blue, no shorter than 2 inches above the knee. Tan, khaki or navy blue skirts with a hem that touches the top of the kneecap.

- Polo Shirts – Any white, burgundy or navy blue, solid-colored polo shirt with no logos are acceptable. They can be short or long sleeved. (White, burgundy or navy blue turtlenecks are also acceptable in colder weather)

- Oxford Shirts – Any white oxford shirts with a collar for boys and girls.

Clothing may be purchased at any store (Walmart, Target, thrift, department stores) as long as it adheres to the dress code guidelines.

In addition, these websites can be referenced for online shopping, specifically for girls items (jumpers, skirts and skorts).

[www.jcpenney.com](about:blank) (search school uniforms)

[www.landsend.com/shop/school-uniforms/-/N-g54](about:blank)

# Health and Safety

## Distribution and Consumption of Medication

* + - * + Parents/guardians should request whenever possible that doctors prescribe medication to be given to students at times other than school hours.

Any Medications other than Epi -pens for extreme allergies must be administered at home prior to the beginning of school and/or after dismissal. BCA is unable to administer both over the counter or prescription medications on site and parents are required to sign a release to that effect.

Epi-pens may be kept in the classroom with the teacher or in the office.

## Emergency Procedures

* At least one fire drill per month will be completed.
* Students will be instructed in evacuation procedures by school faculty/administration at the beginning of the school year.
* Evacuation diagrams will be posted in each room in the building.
* Tornado drills and other emergency procedures (lockdown drill, earthquake drill, intruder) will also be practiced under the direction of the faculty/administration.

## Health and Safety Issues

* The school must be made aware of any physical or mental limitations of a child and any medication that the child is receiving at home. This information will be kept confidential.
* It is absolutely essential that each student has an up-to-date emergency authorization form on file with the work and/or cellular telephone numbers of parents or guardian. Students will not be permitted to begin or continue attending BCA if a current emergency authorization is not on file.

## Illness

* + If a student becomes ill at school, the school will contact the student’s parents. If the school is unable to reach a parent, the emergency contact person will be notified.
  + When a child shows a temperature elevation of 100º or more, or if it is the judgment of the office personnel that the child has a contagious illness, parents will be notified that the student must go home. If the school is unable to reach a parent, the emergency contact person will be notified, and a request will be made to pick up the child if necessary.
  + Students who are ill must be picked up from the school in a timely manner, as the school is unable to keep ill students for an extended period of time.
  + The student may be re-admitted to the classroom when there has been no fever in the preceding 24 hours.
  + Any student sent home vomiting should not return for 24 hours.

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# Lifestyle Expectations (Prov. 10:17, I Cor. 8:9-13, and II Cor. 3:6-9)

## Philosophy and Guiding Principles for Student Conduct

It is our desire to teach students to love God and obey Him out of that love. Our approach to discipline and instruction is the same that is reflected in I Timothy, chapter one: discipline/instruction is out of love with the purpose of developing a "pure heart, good conscience, and sincere faith." We are partnering with parents in the teaching, training, and application of Biblical principles into the daily life of each student.  Students must learn to take ownership for their choices and to learn what God's expectations are for each of us.  The purpose of the BCA demerit system is to provide opportunities for self-correction, reflection, counseling, consequences, restitution, repentance, and growth.  The focus should never be on "punishment," but rather on Biblical instruction. Every student should be growing and maturing spiritually while at BCA.

While BCA acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of BCA. Therefore, in adherence to the BCA vision statement, statement of faith, and philosophy, BCA does not hesitate to require appropriate behavioral and academic discipline from each student. The Parent-Student Handbook is not intended to be and cannot be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified.

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual’s actions interfere with the right of the teachers to teach and the students to learn. Teachers and administration have the right to confiscate any items that serve as a distraction to the educational process. Students are reminded that all faculty and staff in the school have the authority to correct individuals at any place and at any time.

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Parents and the school are in partnership to model proper behavior, dress, and lifestyle for the students. While the following guidelines are for the students, the school asks the parents to please support these guidelines by trying to model them as well.

At BCA, we believe that “all things should be done decently and in order,” (1 Cor 14:40) and that our students should be taught to accept a God-given responsibility to “walk honorably before all men.” Each student is expected to accept and submit to instruction and discipline. “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray” (Proverbs 10:17).

Discipline is inseparably linked with the process of discipleship. The goal of our disciplinary procedures is to teach personal responsibility for one’s actions, obedience to authority, and dependence on God and His Word. The Biblical model we follow comes from II Timothy 3:16: “All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and instruction in righteousness.”

## Biblical Guidelines for Student Conduct

**Respect Authority**: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good” (Romans 13:14).

**Respect and Esteem**: “Consider one another as better than ourselves” (Philippians 2:3, I Corinthians 6: 19-20; Matthew 15: 89, Psalm 119, Proverbs 18:24, Proverbs 3:7-9). Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

**Be an Example**: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity” (I Timothy 4:12).

**Seek Excellence**: “I can do everything through Christ who gives me strength” (Philippians 4:13).

**Be Honest**: "Providing for honest things not only in the sight of the Lord, but also in the sight of man” (II Corinthians 8:21).

**Be Truthful**: "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body” (Ephesians 4:25).

**Practice Clean Speech**: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:32).

**Reflect Jesus**: "Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things” (Philippians 4:8).

## Student Behavior Expectations

A high standard of conduct is required of each student at BCA, at school or off campus for the purpose of maintaining order and building Christ-like character. Students are expected to:

* + - Attend all classes daily and be on time
    - Be properly dressed (exhibiting modesty at all times)
    - Be prepared for each class with appropriate materials and assignments
    - Turn in assignments on time
    - Exhibit an attitude of respect toward all individuals and property
    - Speak in such a way as to lift up others
    - Bring only teacher-required materials and supplies and approved personal items to school
    - Be obedient to all rules
    - Be honest and trustworthy
    - Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses
    - Take home all school-related communications

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## Offenses: Examples

Students may be referred to administration at any time. All faculty/administration have the right to search a student's personal property (backpacks, bags, etc.) to resolve a problem or complete an investigation.

* Disrespect (toward self or others)
* Lying (to any other person, including students, teachers, etc.)
* Fighting
* Unauthorized use of telephones (school, church, or personal phones)
* Unauthorized presence (not where the student is supposed to be)
* General misconduct (including repetitive misbehavior or disruptions)
* Improper language spoken or displayed toward others
* Leaving school property without permission
* Immodest dress (students will be sent to the office and wait for a change of clothes or be taken home; inappropriate dress for a field trip requires that the student remain at school and complete work in another classroom)
* Consuming gum, candy, food, or drinks in class (except for classroom parties or a water bottle, when they are permitted)
* Cheating: cheating is defined as “any attempt to deceive to further one’s own purpose; to trick; swindle; or defraud another” (automatic zero for the assignment in addition to other appropriate consequences)
* Plagiarism: to plagiarize is defined as “to steal or pass off as one’s own the ideas, words, writings, etc., of another” (automatic zero for the assignment in addition to other appropriate consequences)
* Bullying – this may include emotional, physical, or verbal forms. Bullying is defined as aggressive behavior that negatively impacts another person’s body, property, self-esteem, or social position, repeated over time, and is hurtful or threatening. (Teasing, name-calling, intentionally ignoring or excluding, gossiping, etc. are all examples of bullying)
* Stealing from the school, church, staff members, or other students (students and/or parents will be required to make full restitution of stolen property in addition to other appropriate consequences)
* Defacing or damaging personal, school, or church property (students and/or parents will be required to make full restitution of defaced or damaged property in addition to other appropriate consequences)
* ***The following may result in expulsion (this list is not all inclusive):***
  + - * Possession of any type of gun, knife, or other weapon on school grounds or at a school function off campus. This includes any homemade or makeshift items that could be used to hurt another student.
        + Threatening a staff member or student
        + Repeat or continued offenses (of any type) that demonstrate a lack of support and compliance to the school's expectations.

# Student Information

## Chapel

Chapel for students will be held twice per month. Pastors, missionaries, parents, and teachers present the lessons. Parents are welcome to attend chapel.

## Communication

We want to do our best to keep all our families informed about what is happening here at Beaverdam Christian Academy. Because we have several forms of communication that we use, parents are asked not to discuss their child’s progress at drop-off and pick-up times. Following are the forms of communication that are used:

**Student Folders/Agendas**

Student folders are sent home daily with school correspondence, class activities, future events and a Daily Communication Log which includes your student’s progress and behavior. Parents are asked to read the materials, write notes if needed, sign and return to school every day. The Student folders will be the primary form of communication between school and home.

### Parent/Teacher Conferences

Scheduled parent/teacher conferences are held twice yearly. At this time the teachers will give parents information about the child. The teachers are available throughout the year for individual conferences with parents if requested.

### Report Cards

Report cards are sent home at the end of all four grading periods showing the progress of your child. They are to be returned the first three quarters and kept at the end of the year.

**Email, Phone and/or Text**

## Curriculum/Textbooks (II Timothy 2:15)

The preschool through kindergarten program is designed to meet the developmental needs of each child spiritually, intellectually, socially, emotionally, and physically. The kindergarten teachers provide a quality, safe, wholesome environment for individual learning. Teaching is based on the A Beka Christian phonics curriculum, which is paramount in learning early reading skills. The kindergarten activities revolve around Bible stories, the alphabet, holiday themes, and unit studies. These units include, but are not limited to, studies about seasons, nursery rhymes, foreign countries, the USA, community helpers, animals, the beach, foods, and the five senses. Teachers enrich and expand the curriculum with a variety of activities: art work, games, puzzles, songs, books, videos, drama, blocks, housekeeping, and much more. All activities are presented in an age-appropriate manner. Special event days are interspersed to expand creativity and interest in addition to promoting community among the classes. Field trips enhance unit themes and offer opportunities not available in the classroom. Guests are invited to the classroom to provide additional information and hands on/visual understanding of the units.

K4 uses Abeka worksheets for letters, numbers, and skill development as well as a wide variety of teacher made materials. K5 uses Abeka for letters and sounds (phonics), writing, and math as well as a wide variety of teacher made materials in all subject areas.

## Discipline

Discipline has an important place at BCA. Parents and teachers work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. Teachers model good behavior and set limits that are easily understood. A “discipline formula” has been developed that is appropriate in shaping and encouraging desired attitudes and responsible behavior in children (verbal praise, redirection, reflective listening, warnings, time-outs, and loss of privileges). Inappropriate behavior is handled privately with love and understanding. Corporal punishment is not used at any time. If you have any questions about our discipline procedures, please talk to your child’s teacher or the preschool/elementary principal.

## Parent Involvement

We welcome parent involvement in the preschool classroom, and we feel that it benefits not only the preschool, but the parent and child as well. Parents are encouraged to participate in the classroom as a helper on a regular basis. Each teacher will contact parents as to when they can help and will then create a volunteer schedule. Parent participation enables the teacher to offer a variety of creative activities for students. Other ways that parents can participate in the preschool experience are driving and chaperoning on preschool field trips, special-days, as room mother, teacher resource room volunteer, between the school

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## Religious Exemption and Compliance with Regulations

In compliance with the State of Virginia Social Services, Beaverdam Christian Academy has a status of religiously exempt. We are committed to on-going self-monitoring for compliance and have annual inspections for fire and health. Criminal background checks are completed on all staff in accordance with compliance with state and federal regulation.

## Special Event Days

**Birthdays**

Birthdays are very special occasions for children. We honor the birthday child making it a special day, but not by having a party. Parents should discuss with the teacher the day to celebrate the birthday and what snack to bring. Suggestions for birthday snacks are cookies, cupcakes, doughnuts, or a cake. To prevent hurt feelings over some having favors, balloons, hats, etc. while others did not, parents are asked not to bring favors. Summer birthdays will be honored at students’ half birthdays or at the end of the school year.

**Holidays celebrated**

Thanksgiving: Focus on being thankful

Christmas: Focus on Christ’s birth, God’s gift to us

Valentine’s Day: Focus on Christ’s love

Easter: Focus on the resurrection of Christ

End of the year party

## What to bring

**Snacks**

Parents provide their child’s snack. Parents are asked to send only one item and that it be a nutritional, non- sugared snack and not to send a drink. The children get drinks from the drinking fountain during snack time.

If your child’s snack needs to be kept cold, please put it in a thermal container or put an ice pack in the bag with the snack.

Cookies, cakes, cupcakes, and doughnuts are for birthday parties, holiday parties, and special days. Please do not send them for your child’s snack.

Please send a filled water bottle with a flip spout for your child every day. Please make sure it does not leak. This is a change from previous years.

From time to time parents are asked to furnish snacks or the ingredients for a snack for a special day or activity. If you would like to do this, or if your child wants to bring a snack for the entire class please inform your child’s teacher.

**Suggested Healthy Snacks: NO COCONUT OR COCONUT PRODUCTS/INGREDIENTS!!**

Crackers and cheese

Non-sugared cereal

Popcorn

Baked chips

Pretzels

Vegetables, carrots, celery etc.

Raisins

Fruits, strawberries, grapes, bananas, apples (already peeled/cut), oranges (peeled if necessary), etc.

Nutri-grain bars

Granola/cereal bars

Yogurt

Fruit cups

Fruit snacks

Fruit roll ups

**What Not to Bring:**

Gum/Candy (Please do not allow your child to bring candy or gum to school at any time.)

Toys or stuffed animals (except on designated “Show and Tell’ days)

Toys of violence

**Extra Clothes**

All students need to have a complete change of clothing in a labeled bag to be kept at school. Also, if your child might wear sandals, please make sure to include a pair of socks.

**School Supplies**

A list of required supplies will be furnished before the school year begins.

Books, tapes and DVDs are welcome but may not be shared with the children until the teacher has had a chance to preview them.

## Homework (Ecclesiastes 1:13)

Homework must be purposeful and able to be completed within a reasonable time frame. Homework is given for reinforcement of classroom instruction, practice in skill development, memorizing important information, applying skills and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills.

## Hours/Schedule

# Regular Day- 8:10am-3:00pm

# Please note that children may not arrive at school before 7:45am and must be picked up by 3:15 pm on all regular school days.

# Half-Day Students and Early Dismissal Days - 12:00pm

# Please note that children must be picked up by 12:15pm on all early dismissal school days. Refer to the school calendar for all such days.

# Tardy

# Students are marked tardy when arriving to class after 8:10am.

# Schedule

# Your student’s teacher will provide you with a daily schedule for his/her class. Schedule changes are at the sole discretion of each individual teacher with administrative approval.

# Parent Commitment

* My child/children are attending BCA to receive a Christian education and the Biblical principles that will provide him/her with the tools to become a Christian leader in tomorrow’s world.
* We have read and understand the school’s philosophy of Christian education and the statement of faith, and we are in agreement with the purpose and philosophy of Beaverdam Christian Academy.
* We, as parents, accept the challenge to train our children according to Biblical standards, and we do state that this training will be carried out in the home. We place our trust in BCA to extend that training in the academic realm and agree to uphold and support the academic standards of the school.
* We agree to abide by and support the policies in the BCA handbook.
* We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the academic standards of this school by providing a place at home for our child to study and by giving our child encouragement in the completion of homework assignments.
* We will faithfully support the school through our prayers and a positive attitude, and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school’s chain of command (i.e. Teachers, Principals, Administrator).
* We understand that the standards of BCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
* We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
* We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.
* We understand that financial assessments will be made to the parents to cover damages to the school by a student, including breakage of windows, book damage, and the abuse of other personal property.
* We will support the school by involvement in Parent Teacher Partnership, open houses, parent/teacher conferences, workdays and other school-sponsored meetings and activities.
* We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child.
* We understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline, or whose financial obligations are not paid according to the agreed upon payment plan.
* We understand that BCA reserves the right to revise policies as needed.
* We give permission to photograph or videotape our child (these may be used for promotional use).

**Beaverdam Christian Academy 2021-2022**

# Parent/Student Handbook Commitment and Agreement

I/we \_, the parents of

Child’s Name

(Please print)

Child’s Name

(Please print)

Child’s Name

(Please print)

do sincerely give our pledge to the parent commitment in the Beaverdam Christian Academy Parent/Student Handbook. We understand that failure of the parents or children to comply with the established regulations, policies, discipline, parental commitment, or failure to meet financial obligations will forfeit my children’s privilege of attending Beaverdam Christian Academy for the current year and may impact my children’s re-enrollment eligibility.

Parent or Guardian Signature Date

\_\_\_\_\_

Parent or Guardian Signature Date