

# **Bradford Christian Academy**

## **Student Handbook 2009 – 2010**

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Dear BCA student:

You are beginning an amazing journey. Your friendships, teachers, and studies will change you forever. Our prayer and goal are that your experiences here will influence you in ways that help you to know God better and to grow into the person He created you to be.

You will choose what kind of experience you will have at BCA. You can make the most of your years here by bringing the best of yourself to school every day. You can commit to the hard and rewarding work of learning, building friendships and getting involved in school activities that are meaningful to you. You can decide to treat others the way you like to be treated, and you can try to honor God in all you do. By doing these things you will leave BCA thankful for the awesome days you spent here and prepared for your future. BCA will be a better place because you were here.

You aren't travelling alone. You join other students, teachers and administrators as part of a community of learners who agree on the truths, values and behaviors that make BCA a good place for all of its members. This Student Handbook tells us what these values and behaviors are. Please read it carefully and ask me or another adult in the school if you have any questions.

You are a special, one-of-a-kind person and we are thankful that you are part of BCA. We look forward to watching you develop your God-given gifts and talents during the school year ahead

Enjoy the journey!

Victoria Kennedy  
Head of School

# Bradford Christian Academy

## Mission

Bradford Christian Academy (BCA) exists to glorify and serve the Lord Jesus Christ by providing excellent college preparatory education that puts God at the center of all reality. BCA values students as precious, unique creations and nurtures their academic, spiritual, and creative lives in a culture governed by grace.

## Vision

- BCA trains students to think, live, and work as Christians able to integrate faith with contemporary culture.
- BCA enables students to reach their full potential in academics, the arts, and athletics in an atmosphere of excellence.
- BCA cultivates a wholesome campus environment and sound peer friendships based on biblical standards for godly Christian character and behavior.
- BCA develops students with compassionate hearts equipped for effective service as faithful ambassadors of Jesus Christ in their communities and throughout the world.

## Statement of Purpose

Bradford Christian BCA is an independent, interdenominational college preparatory school that exists to educate young men and women in the arts and sciences in the context of a complete commitment to the historic Christian faith. BCA welcomes believing Christians of all backgrounds and encourages a student population of diverse ethnic heritages. BCA seeks to create a teaching and learning climate where God is seen as the center of all creation, and where our standards for behavior and relationships are informed by the transforming love of the Holy Spirit.

## Statement of Nondiscrimination

Bradford Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan program, athletic or other school-administered programs.

## Statement of Values

BCA joins families and churches in raising young people to follow Jesus Christ and to participate in His kingdom. Toward this end, the BCA community affirms and embraces the following:

## Organizational Values

**Partnership:** We view the education of children as a partnership between parents and BCA.

**Truth:** We acknowledge absolute truth, as revealed by the Holy Spirit in God's Word, through the Church, throughout creation, and in His transforming work in our lives.

**Glorify God:** We believe that the chief purpose of man is to glorify God and to enjoy him forever. We seek to glorify God as well as enjoy him in all activities and relationships and in the use of the resources that God has given us.

**Love:** We believe that Jesus has instructed us to love the Lord our God with all of our heart, soul, strength, and mind, and to love our neighbors as ourselves. We also believe that a measure of our commitment to Christ is our love for one another.

**Grace:** We believe that Jesus' gift of forgiveness and grace provides a model for our relationship with Him as well as our relationships with others.

## Operational Values

**Act justly:** We recognize that each person is created in God's image and therefore will be treated as we wish to be treated, with honesty, respect and dignity.

**Love Mercy:** We recognize that as God has forgiven us we need to have a forgiving spirit with others.

**Walk humbly:** We recognize that everything we have and are comes from God.

**Pursue Excellence:** In response to God's love for us, we joyfully give back to God the best of our ability, skills, and efforts.

## Standards of Life and Conduct

As we live together in Christian community, we strive with God's help, to cultivate habits and behaviors that honor God, show respect for one another and support a positive learning environment. BCA's standards flow from eternal principles given to people in God's Word. Consequently, we believe these standards are valid for BCA students at all times and in all places, not just during school hours. Students, faculty, and administration are asked to subscribe annually to these standards.

### Honoring God

I will honor God by striving to serve Him, pursuing deeper knowledge about His nature and kingdom, and participating in the spiritual life of the school. **I will use God's name carefully. I won't swear or use crude or offensive language.**

### Honoring Teachers

**I will show respect for my teachers** by giving them my attention, constructively participating in class, and following their directions. I will pursue excellence in all I do, faithfully meeting my obligations and completing my assignments to the best of my ability. I will tell the truth. In my academic work I will not cheat or turn in another person's work calling it my own. I won't copy and plagiarize information from the internet or any other source.

### Honoring Other Students

**I will treat fellow students with respect and kindness** looking out for their welfare as much as my own. Specifically, I will:

- Compliment and affirm
- Respect others' personal space
- Respect others' possessions
- Take my concerns or problems to the source
- Include others in what I am doing
- Take responsibility for my own actions
- Stop rumors with truth
- Be honest in my words and actions

I will not:

- Tease, provoke, threaten or name call
- Engage in any inappropriate or unsolicited physical contact
- Throw anything inside the school at any time
- Send or receive inappropriate emails
- Gossip or spread rumors
- Exclude my peers
- Blame someone for something I did
- Cheat
- Make nasty gestures or suggestions
- Verbally abuse

- Be rude, arrogant or defiant
- Spit
- Pull unkind pranks
- Set up or be part of cliques, packs, or exclusionary clubs

### Honoring Myself

I will show respect for my body by taking care of it in the following ways:

- I will not smoke or drink alcohol while I am under age. I will not use illegal drugs.
- I will uphold biblical standards of morality concerning sexual activity. I will work to understand how to apply biblical teaching about sexual behavior to my own life and then prayerfully obey this teaching. I will not participate in public displays of affection at any school events. I won't have sex outside of marriage.

## Additional Rules and Regulations

To promote learning and ensure the common good, other rules, practical for our time and place, are necessary.

Students must (1) arrive to class on time and (2) be prepared with textbooks and required materials and (3) have their homework completed. Failure to be prepared will lower your grade. If a student is consistently unprepared, parents will be notified and a conference will be set up.

1. Students will not be excused from class except for emergencies. Cutting a class will result in disciplinary action. If a teacher is late by more than 5 minutes, then a class member must go to the office and report that the class has no teacher.
2. If a student must leave class, s/he must have the teacher's permission and receive a hall pass from the teacher. Students in the hallway without a pass will receive a warning. Repeated violations will be reported to the Dean of Academics or the Head of School for further action.
3. To keep BCA clean, there is no eating or drinking outside of the cafeteria. Students can bring water bottles to class. Chewing gum is prohibited on school property at all times. Coaches may make exceptions for players during athletic events.
4. Safety is important. Since students, parents and visitors use our main entrances, students will keep the areas clear and unobstructed. Loitering is not allowed in the parking areas or on the front lawns. Skateboards are not permitted at school. Students are not permitted to exit or enter through the windows: students climbing in or out of the windows may be subject to suspension and possible expulsion.
5. Guns, knives, firecrackers, water pistols, or weapons of any kind may never be brought to school or to off-campus activities. Tobacco, alcohol, and illegal drugs, likewise, may never be brought to campus or to off-campus activities. Students bringing any of these items to BCA or its activities will be subject to suspension and possible expulsion.
6. Students are urged not to bring valuable items such as cameras, expensive jewelry, or electronic equipment to school. Expensive personal belongings that must be brought to school should be brought to the office. Outerwear and personal items should be clearly and indelibly labeled.
7. Portable sound devices such as Ipods and MP3 players are not to be used in the building. When used before and after school **outside** the building, they must be used with earphones. BCA is not responsible for the safety of personal property. Please label personal items and don't bring valuables to school.
8. Cell phones are not allowed in school. Students may turn in their cell phones to their homeroom teachers during homeroom and pick them up at the end of the day. Violations will result in cell phones being taken away during the school day and parents will be asked to come into the school and sign for the release of the phone at the main office. Students who need to contact their parents for urgent matters are encouraged to use the office phone.

- School equipment and property (vehicles, sports equipment, desks, lockers, etc.) are to be treated with care and used properly. Any damaged or broken equipment should be reported to the staff member in charge. Students are responsible for damage or breakage that they cause, and their parents will be billed.

## Discipline

The goal of all discipline is to teach students God-honoring, positive behavior and to teach them to refrain from unwholesome, harmful behavior. Discipline is also meant to help students to develop self-discipline so that they are able to associate bad behavior choices with negative consequences and good behavior choices with positive consequences.

To help students understand the need for change in behavior, we counsel with students about their behavior, as well as assign appropriate consequences. Students may be required by staff members to remain after school for conferences or to serve a detention for infractions of standards or rules. In serious situations BCA's Discipline Committee may suspend students and/or put them on probation to signal clearly that unless change takes place, they will be expelled. The Discipline Committee will expel a student for serious offenses or for repeated failure to respond to other disciplinary actions.

### Three Levels of Discipline:

- Warning or conference with a teacher to review and correct behavior.
- After school disciplinary action Student serves 30 minute detention after school designed to reinforce appropriate behaviors.
- After three 30 minute detentions, students will be assigned a 60 minute detention for the remainder of the marking period and will lose **field trip privileges for the remainder of the quarter**. Parents will be notified through Veracross or phone call when disciplinary actions are assigned.
- Parent conference and/or probation. Parents are consulted in behaviors that are ongoing or serious in nature and a probationary behavior plan is enacted.
- Expulsion for serious offenses or for repeated failure to respond to the probationary behavior plan.

Detention is held after school on Tuesdays and Thursdays. Students and parents will be notified of detentions in advance so arrangements can be made for transportation. Detentions must be served during the next scheduled detention period.

### The Priority for After-School Duties:

- Classes and scheduled academic extra-help sessions
- Detentions
- Extra-curricular activities (including sports)
- Transportation

A student who skips detention without prior arrangements having been made with their homeroom teacher or the designated detention period teacher will serve double the original time assigned.

## Appearance Code

BCA's mission as a school and a faith community leads us to dress in a manner that honors God, respects others, and supports a productive learning climate. To achieve these objectives, BCA has established a standardized dress policy for grades five through eight for the current school year. Students in these grades may choose from a variety of specific shirt, pants, and outerwear choices as described below. BCA's educational goals for 9<sup>th</sup> through 12<sup>th</sup> grade students include nurturing students' growth in wisdom in the area of personal attire. Therefore, rather than stipulating specific dress options, the appearance code for these high school years sets parameters within which students may make responsible choices with respect to dress.

## Guidelines for Class Days and School Activities (Grades 5 through 8)

BCA requires that its students wear clothing that is modest, clean and neat, properly sized and without holes, rips, patches, or frayed edges. During the academic day students may choose from among the following list. The items and descriptions have been taken from the Land's End student uniform web page ([www.landsend/school.com](http://www.landsend/school.com)). Families should refer to the sizing charts available on the Land's End web site to determine appropriate sizing. Families are free to purchase from other sources including Harvey Uniforms, Sears, Kohls, or HandMeDownFundraiser as long as the items purchased have the same style and look as clothing listed in the Land's End uniform catalogue. If parents are unsure if an item is comparable to the Land's End product they should consult Mrs. Scharlach, the Dean of Academics or Head of School for clarification. The Headmaster and staff are the sole arbiters in deciding if an article of clothing is the equivalent of the Land's End article of clothing. The Headmaster may announce jeans/T shirt days from time to time.

### Young Men: Grades 5 through 8

- Polo (long or short sleeve) or turtleneck shirts of solid colors and of a type offered in the Land's End uniform catalogue. Polo shirts and turtleneck shirts do not need to be tucked in and no belt is necessary. However, the lowest edge of the shirt may hang no lower than the student's wrist when his arms are relaxed at his sides.
- Students may wear long sleeved solid-colored shirts, such as turtle necks, under short sleeve shirts; however no nylon sports shirts or thermal long underwear are allowed.
- Oxford shirts, long or short sleeved, of solid colors and of a type offered in the Land's End uniform catalogue. Oxford shirts must be tucked into pants and a belt worn.
- V-Neck Sweaters of a type and in solid colors available from the Land's End uniform catalogue.
- Crew neck sweaters of the type and in solid colors offered in the Land's End uniform catalogue.
- Crew neck sweatshirt of the type and in solid colors offered in the Land's End uniform catalogue.
- Solid colored fleece outerwear with no writing other than the BCA logo (when available).
- Sweaters and sweatshirts must be worn over a dress code shirt even if the outerwear partially or completely covers the shirt.
- Plain front or pleated Chino, blended Chino, or Cord pants in any solid colors. Pant legs may not touch the floor.
- Plain front or pleated Chino, or blended shorts in any solid color of a length not shorter than a hand's width above the top of the knee. Shorts must be worn with a belt if the shirt is tucked in. Cargo pants or shorts are not allowed.
- Must wear socks and shoes, boots, sneakers, or sandals (socks not required with sandals). Sandals must have a back strap (no flip-flops). Closed toe clogs are permitted.

### Young Women: Grades 5 through 8

- Polo (long or short sleeve) or turtleneck shirts of solid colors and of the type offered in the Land's End uniform catalogue. Polo and turtleneck shirts do not need to be tucked in and no belt is necessary. However, the lowest edge of the shirt may hang no lower than the student's wrist when her arms are relaxed at her sides.
- Oxford shirts, long or short sleeved shirts and blouses of solid color and of a type offered in the Land's End uniform catalogue. Oxford shirts and blouses must be tucked into pants or skirt and a belt worn if the pants or skirt has belt loops.
- Dress code tops must comfortably and completely cover (or layers under a dress code top that completely cover) their midriffs and backs at all times, whether standing, sitting or bending. Necklines of these shirts must be open no lower than the student's hand's width from the base of her neck. No Camisoles with lace showing are allowed.
- Students may wear long sleeved solid-colored shirts, such as turtle necks, under short sleeve shirts; however no nylon sports shirts or thermal long underwear are allowed.
- V-Neck Sweater of a type and in solid colors available from the Land's End uniform catalogue.
- Crew neck sweaters of a type and in solid colors offered in the Land's End uniform catalogue.
- Crew neck sweatshirts of a type and in solid colors offered in the Land's End uniform catalogue.

- Solid colored fleece outerwear with no writing other than the BCA logo (when available).
- Sweaters and sweatshirts must be worn over a dress code shirt even if the outerwear partially or completely covers the shirt.
- Plain front, curved hem, or pleated Chino blended Chino or Cord pants of a type and in any solid colors offered in the Land's End catalogue. Pant legs may not touch the floor.
- Plain front or pleated Chino, or blended shorts in any solid colors of a length not shorter than a hand's width above the top of the knee. Cargo pants or shorts are not allowed.
- Curved hem, cropped, Capri pants in any solid colors.
- Chino and Cord, solid pleat, and A-line skirts or skorts in any solid color of a length not shorter than the student's hand's width above the top of her knee.
- Must wear stockings or socks, shoes, boots, sneakers, or sandals (no stockings or socks required with sandals). Sandals must have a back strap (no flip-flops). Closed toe clogs are permitted.

## Guidelines for Grades 9 through 12

The following guidelines serve as parameters within which students may make decisions about their appearance. Thinking about the following questions may help guide their decisions.

How does my appearance affect others in my learning community?

What does my appearance convey to others?

How does my appearance align with Biblical principles?

## Young Men: Grades 9 through 12

- Must wear a collared shirt such as a polo or oxford shirt. Oxford shirt must be tucked in and pants worn with a belt. Shirts may have stripes or plaids.
- May wear a suit coat or a vest (must have a collared shirt underneath).
- May wear a crew neck sweatshirt. Plain sweatshirts, sweatshirts with small, unobtrusive logos (like Nike's 'swoosh') or sweatshirts with BCA, college or geographical logos/designs may be worn. Sweatshirts with other logos/graphics, slogans or large lettering of any kind are not allowed.
- Sweaters and sweatshirts must be worn over a dress code shirt even if the outerwear partially or completely covers the shirt.
- May wear corduroy or chino pants. Pant legs cannot touch the floor.
- May wear shorts no shorter than a hand's width above the top of the knee.
- May wear suit, sport coat, or tie.
- Must wear socks, shoes, boots, sneakers, or sandals (socks not required with sandals). Sandals must have a back strap (no flip-flops). Closed toe clogs are permitted.

## Young Women: Grades 9 through 12

- Must wear long sleeved, short sleeved, or sleeveless, blouses, turtlenecks, or collared shirts. Necklines of these shirts must be open no lower than the student's hand's width from the base of her neck. Blouses may be collarless, but no t-shirt style shirts are allowed. Shirts must be appropriately sized. Blouses must be tucked in if designed with long tails. T-shirts, tank tops, spaghetti straps, visible camisoles, and visible underwear are not allowed.
- Must wear a dress code top that comfortably and completely covers (or layers under a dress code top that completely cover) their midriffs and backs at all times, whether standing, sitting or bending.
- May wear a sweater, or vest (vests must have a dress code shirt or sweater underneath).
- May wear a crew neck sweatshirt. Plain sweatshirts, sweatshirts with small, unobtrusive logos (like Nike's 'swoosh') or sweatshirts with BCA, college or geographical logos/designs may be worn. Sweatshirts with other logos/graphics, slogans or large lettering of any kind are not allowed.

- Sweaters and sweatshirts must be worn over a dress code shirt even if the outerwear partially or completely covers the shirt.
- May wear a dress (with the same neckline requirements as the shirts) or skirt (of a length that is no shorter than a hand's width above the top of the knee. If a skirt has a slit, the top of the slit must be no shorter than a hand's width above the top of the knee.
- May wear corduroy, Capri, or chino pants. Pants, Capri's or shorts must be worn with a belt if the shirt is tucked in and the pants or shorts have belt loops.
- May wear shorts or skorts no shorter than an hand's width above the top of the knee
- May wear suit, blazer, or dress jacket.
- Must wear stockings or socks, shoes, boots, sneakers, or sandals (stockings or socks not required with sandals). Sandals must have a back strap (no flip-flops). Closed toe clogs are permitted.

## Miscellaneous and Accessories

### Appropriate items

Accessories (rings, bracelets, earrings) that are in good taste and not distracting are allowed. Gym uniforms which include shorts, t-shirts, and sweats are allowed only at Cedardale for gym and sporting events.

### Inappropriate items for all grade levels:

- T-shirts, tank tops, athletic wear and sleep wear.
- Nylon pants or shorts of any sort (athletic or cargo).
- Athletic pants or warm up pants of any fabric including cotton, nylon, or velour, fleece, or any striped or informal pants of any fabric.
- Hats, at any time, inside the building.
- Outdoor coats or jackets, anytime inside the building.
- Fatigues or "uniform" shirts (military or service station style) or overalls of any kind
- Heavy wallet, key chains, or neck chains.
- Hair which is dyed to an unnatural color.
- Visible body piercing other than appropriate earrings (no more than two per ear)
- Any visible tattoos.
- Visible undergarments including lace camisoles or garments that allow bare midriffs or backs, any combination of pants and top that allows for visible undergarments or bare midriffs or backs.
- Sheer, low v-neck, scoop neck, tank tops, and strap tops.
- Extra low pants revealing skin or underwear.
- Unnatural color hair dye
- Body piercing other than two piercings per ear for girls.

### Attire for Formal Occasions

BCA requires semi-formal dress on special occasions. Semi-formal dress for young men includes a dress shirt, tie, slacks (no jeans or shorts), shoes and socks. For young women, formal dress includes a skirt (or dress pants) and blouse, dress or suit, and dress shoes.

### Attire for Athletes on Game Days

Athletes on game days must wear dress code pants, (khaki skirt or skort is an option for female students), and a dress oxford shirt tucked in. Male students must wear a tie. The coach may choose to substitute team uniforms for the semi-formal attire from time to time.

## Enforcement of the Appearance Code

The appearance code is applicable for students and their guests whenever they are on school property, at Cedardale, or at any school function. The Dean of Academics or Head of School may grant exceptions to the appearance code because of medical or religious reasons. If students are unsure about the neatness, cleanliness, or modesty of any garment or fashion, they should ask a staff member, Dean of Academics or the Head of School before wearing the garment or displaying the fashion. Students not in compliance with the appearance code will face the following consequences:

**1<sup>st</sup> offense:** Student will receive a verbal warning unless the offense involves immodest dress. If this is the case, the student must wear an appropriate garment provided by the school. The verbal warning will be documented.

**2<sup>nd</sup> offense:** The student will receive a written warning and the parents will receive a copy which must be signed and returned the following school day. If the written warning is not returned the following day, parents will be called and the student will be assigned a detention.

**3<sup>rd</sup> offense:** The student will wait in the office until a parent provides an appropriate dress alternative. The student will receive an absence for any classes missed (see attendance policy). The student will also receive a detention.

**4<sup>th</sup> offense:** On the 4<sup>th</sup> offense a conference will be called with parents, student, and the Dean of Academics.

## Academic Policies

### Attendance Policy

Regular attendance in classes at BCA is important for several reasons. First, some lectures, explanations, questions, and answers, audio-visual presentations, and other activities that take place in class cannot be duplicated later or elsewhere. Students who are often absent or tardy inevitably miss instruction, learn less with more difficulty, and achieve lower scores. Second, we earnestly teach responsibility, accountability, punctuality, and other habits and attitudes that are expected by employers and are essential for success in the workplace. Third, conscious that as an independent school we must charge a significant tuition, we want to give students quality educational services for their parents' dollars.

Consequently, attendance is required, monitored and recorded at BCA. Students who are not in class – even for legitimate reasons – should expect the natural consequence of learning less and earning lower grades. Missing more than 20 minutes of a 45 minute class or 40 minutes of a 90 minute class counts as an absence. Students who have eight or more 45 minute period unexcused absences or 4 or more 90 minute period unexcused absences of any course in one semester will receive a maximum grade of 64%. A lower grade may be assigned, according to the student's performance. Exceptions can be granted by the school administration for extended illness, multiple occasional illnesses, or for school-sponsored activities, practices, and contests. Family trips, mission trips, occasional illnesses and other discretionary absences are included in the unexcused absence count.

### Academic Honesty

BCA asks students to do their very best original work in studying as they prepare for their future. Students are expected to complete their own work without copying, cheating, or plagiarizing the work of other students, books, magazines, or internet sources. Cheating or plagiarizing does not reflect the student's academic abilities, efforts, or performances and erodes integrity and honesty in the BCA community. Students caught cheating or plagiarizing will receive a grade of **0** for that assignment and their parents will be notified. Students will receive a one-day suspension for plagiarizing and receive 0 for all assignments in all classes on that suspension day. Students caught a second time will fail the course, and their parents will be notified. Students, having any difficulty with the subject matter, should not hesitate to seek extra help from their teachers.

### Promotion

**Grades 5-8:** Generally, students must pass all of their subjects in order to be promoted. If students pass but display weakness in basic skills, they may be required to do remedial summer work. If students fail the more advanced level mathematics, they may be required to repeat the course, or if they desire to continue at the advanced level, they must

do summer work. Maturity and social development will be considered by the faculty, along with the student's basic knowledge and skills, in making a decision regarding promotion.

**Grades 9-12:** Minimum cumulative credit requirements for promotion with full standing are:

- Sophomore (Grade 10) 7.0
- Junior (Grade 11) 14.0
- Senior (Grade 12) 21.0
- To Graduate (minimum) 27

### **Graduation Requirements:**

Credits Needed:

- 4 English
- 4 Bible (or 1 per year at BCA)
- 3 Math
- 3 Science
- 3 Social Sciences \*\*
- 2 Foreign Language
- 2 Physical Education/Health
- .5 Computer/Technology/Research Writing
- 2 Fine Arts (Art, Music, and Communication Arts)
- 3.5 Electives

**Total=27 Credits**

\*\*Includes 1 credit in US History and 1 credit in World History

### **Failures and Summer School**

A failure in English or Bible must be made up before promotion into the next grade. Failures in required subjects for graduation must be made up prior to entering the senior year. A failure in an elective course need not be made up if the student has sufficient credits without it.

1. Students with a failure in any course may receive credit for that course if they go to a summer school (approved by BCA) or to a private tutor, 20 hours minimum (tutor must be approved by the school), or if they follow a prescribed program of independent study (to make up a failure in Bible). However, the student may be asked to pass an examination in that subject given by BCA following their summer work. A maximum of two courses may be made up through summer work in any one summer.
2. Altogether, a maximum of four credits (including Bible credits) toward graduation may be obtained through summer work.
3. Students receiving a D or F in any subject for any quarter will be on academic probation and be required to attend the after school homework club or meet with a BCA approved tutor for that quarter.
4. Students are required to maintain a minimum GAP of 2.0 from year to year to remain in the school. Students falling below the 2.0 GPA will be placed on academic probation and be required to attend the after school homework club or meet with a BCA approved tutor. Students failing to improve their grades will be dismissed from the school for academics reasons.

### **Community Service Requirement**

Students are required to do a minimum of 15 hours of community service for each year at BCA. Hours spent working for most non-profit organizations count. Some school-sponsored activities also meet the requirement. Students should submit the logged hours on the Community Service Sheet to their Bible teachers by the last day of school.

## Change of Schedule

Normally, changes in courses are not made after the first 2 weeks of school. A change of schedule form should be obtained from the office or the Dean of Academics. Changes during the first two weeks are not noted on your permanent record. Students taking more than the required number of credits/courses may withdraw from extra courses prior to the beginning of the second half of the first semester. This will be noted on the official record as “withdrawn passing” or “withdrawn failing.” No credit will be given in either case.

## Academic Reports

Because parents are able to monitor student progress on a daily basis on the Veracross system, BCA will not be issuing formal progress reports. Faculty will notify parents and students of substantial changes in academic performance between formal reporting times as needed. Report cards are issued quarterly via U.S. Mail to the parent or guardian of record. Families wishing to request that transcripts or records be sent to a third party including another school must do so in writing. Requests should be sent to the attention of the school **Registrar**. The written request must include the parent or guardian’s permission to release information and the name and address of the institution requesting the information. Official transcripts will be sent directly to the school requesting the information. Due to the volume of transcripts BCA sends to colleges and universities, families should allow four weeks for a request to be processed. Year end transcripts, report cards, diplomas, and certificates of promotion will not be issued to families or sent to other institutions unless all books have been returned and all accounts are settled in full prior to the end of the school year or an approved payment plan is in place.

## Incomplete

Students receive an “incomplete” when, due to circumstances beyond their control, they do not earn an exam or term grade in any one subject. Incomplete grades are to be made up within two weeks and recorded by teachers in the office. Only teachers, through the main office, can change an incomplete to an official grade. Incomplete grades not made up will be recorded as an “F” unless special arrangements are made for the completion of the work.

## Academic Extra-Help

Teachers are available after school every day until 3:30 pm to assist those students who are experiencing academic difficulties. Students who have received unsatisfactory grades will be contacted regularly by their teachers as to their progress and will be required to attend extra-help sessions, the after school homework club, or see a BCA approved tutor on a regular basis.

## Independent Work

BCA views independent work (homework) as part of the academic challenge given to students to supplement classroom teaching. Students should complete independent work in study halls or in the evening. Students may work together on school work during study halls only if a group assignment has been given and a teacher gives written permission for group work to take place during the study hall. BCA teachers expect independent work to be done well and completed on time.

## Awards and Scholarships

BCA gives awards and scholarships to recognize outstanding effort, achievements, and service. We designed these awards to encourage not only the recipients, but also everyone in the school community, to strive towards excellence, being good stewards in all our God-given talents and abilities. All scholarships are awarded by the Board of Directors. The dollar value of a scholarship is determined by the board and is based on available funds and the number of qualified applicants.

## Honors

BCA awards the distinction of “Honors” to students earning semester grades of **B** or higher. Students earning grades of **A** in all subjects are awarded the distinction of “Highest Honors.”

## Departmental Awards

During our Awards Chapel, various departments present awards to students who have achieved and contributed in an outstanding manner in selected academic areas.

## Hasseltine Scholarship

In recognition of Ann Hasseltine's work as a student at Bradford College, and later as a teacher and missionary working alongside her husband Adoniram Judson, BCA has provided a merit based scholarship. It is for students in grades 9 – 12. The deadline is April 1<sup>st</sup> for submitting all application material for the Hasseltine Scholarship. For more details on the scholarship refer to the application materials available in the main office.

## Head of School Scholarship

BCA offers a special merit scholarship for a student who has demonstrated outstanding academic performance or extra-curricular skills.

## Athletic Scholarships

BCA offers special athletic scholarships for students who demonstrate outstanding athletic performance or skills. Recipients of an athletic scholarship must meet all of BCA's admissions requirements. For more information, please contact the Athletic Director.

## Athletic Awards

1. Middle School students receive a certificate of participation.
2. Junior Varsity (JV) participants receive a certificate and JV letter.
3. Varsity participants receive a letter and a certificate.
4. After a student has won an initial letter in any sport, his subsequent award is a certificate and an emblem.
5. BCA awards a Most Valuable and Most Improved Player in each sport for junior high, junior varsity, and varsity.
6. At the varsity level, BCA also awards a Most Valuable Player trophy, and recognizes Most Improved, Superior Dedication, and Sportsmanship Awards with the presentation of certificates and medals.
7. For varsity athletes, BCA coaching staff awards to one girl and one boy the Coaches' Award. The criteria for the Coaches' Award are demonstrated leadership, athletic performance, spiritual maturity, self-discipline, teamwork, and sportsmanship.

## Student Activities and Organizations

Extracurricular activities are important in the lives of many students as they create an opportunity for students to excel outside the academic arena. These fun activities also provide valuable life skills and encourage teamwork, self-discipline, cooperation, leadership, and fellowship.

As a college preparatory school, Bradford Christian Academy must require that academic performance and successful progress toward graduation take precedence over extracurricular participation. Successful progress includes the carrying of a full load (see section on Academic Policies) and the maintaining of acceptable grades in all courses. In addition, cumulative credits must equal or exceed the requirements for a student's grade level.

To ensure that each student is working successfully toward the goal of graduation, BCA has implemented the following eligibility requirements for students participating in extracurricular activities.

### Guidelines for Eligibility for Extracurricular Participation

Activities included under these guidelines are all boys' and girls' interscholastic sports (practices and games), performing arts, and student leadership positions. All students are eligible for any other activities not defined above.

1. Students in grades 5–8 are eligible for middle school activities.
2. Students in grades 5–8 must maintain an average of **C- (70%)** or better.

3. Students in grades 9–12 must be currently enrolled in a full load of classes and have completed all class work for the previous quarter with a grade of **C-** (70%) or better.
4. A student who has two **D**'s or one **D** and one **F** the previous quarter may request a waiver by scheduling a conference with the Head of School or the Dean of Academics. A student who has failed more than one course in the previous quarter is ineligible without the option of a waiver.
5. A student new to the BCA upper school, who is ineligible upon admission to BCA (because of certain sport league regulations), may become eligible at the end of his/her first quarter provided that he or she has met the eligibility requirements. The student may participate in practices but not games, provided he or she meets with an administrator to ensure that this is in the student's best interest.
6. Eligibility for the entire athletic season shall be based on the student's previous grades. Eligibility for the fall athletic season is based on grades achieved in the previous spring. Grades achieved during the fall semester will determine eligibility for the spring. If academic problems arise during a quarter, teachers, coaches, advisors, and parents will work with the student to help him or her maintain acceptable grades.
7. An Incomplete is considered lower than a **C-** until the final grade is determined.
8. The office will inform the student, parents, and faculty of ineligibility.
9. The Head of School, Dean of Academics, and faculty advisor for a new extracurricular activity shall determine if that activity is governed by these requirements.
10. More than four dress code violations will result in loss of after school privileges for the remainder of the marking period.

## Student Leadership

As Student Council Officers, student leaders organize social gatherings, design academic experiences to broaden the perspective of the student body, organize community service activity and charity fundraisers, and bring concerns or requests pertaining to school life to the Faculty and Administration. Students interested in running for student council positions should show exemplary Christian character, fine school citizenship, a good academic record, and have time to devote to this important function.

## The Arts

BCA believes that human creativity is ultimately an expression of God's image in mankind. Through the arts, students worship God, encourage others, practice self-discipline, and cultivate God-given talents. BCA offers art, music, and drama within the curriculum and after school art, ensembles, and drama clubs. Student talent is presented in BCA's Christmas Concert and at the 8<sup>th</sup> grade promotion and senior high graduation.

## Clubs

For formal recognition, a club must follow these procedures:

1. Secure an advisor (faculty or a person approved by the administration).
2. Provide a written constitution or statement of purpose and membership requirements.
3. Provide a membership list. Use the approved activity forms for planning all events.

Formal recognition means that a club may sponsor school-approved activities, may request appropriate funds from Student Council, and may be included in the school yearbook when published. Requests for student council funds must be made in writing and signed by the club advisor and president.

## Homerooms

Each class meets in homeroom daily for the purpose of taking attendance, devotions, reading of announcements and planning class activities.

## Chapel Program

The weekly chapel program provides opportunity for corporate worship, building community, and learning more about God. Pastors, youth leaders, missionaries, musicians, and student groups conduct a variety of programs. Community groups also meet weekly for devotional and personal accountability. Chapel and small group attendance are mandatory. Students are expected to behave in a respectful manner before, during, and after the chapel program.

## Counseling and Guidance

### Lead Teacher

Each student is assigned to a Lead Teacher at the beginning of the school year. This lead teacher works with other teachers, the Dean of Academics, and the Head of School to track students' academic performance, behavior, and spiritual formation. The Lead Teacher facilitates weekly student small group meetings. Lead Teachers serve with the Dean of Academics and Head of School on the discipline committee giving guidance and oversight on disciplinary issues.

Parents are encouraged to contact teachers via email or by leaving a phone message at the main office to address questions and concerns specific to each teacher's class. More general questions about student experience should be directed to the student's Lead Teacher. Please allow 48 hours for a teacher to respond.

### College and Career Planning

Since BCA is college preparatory in nature, students and their parents are encouraged to begin formulating their goals and objectives for the future, realizing that college admissions are important and highly competitive. Consequently, students and their parents should:

1. Plan an appropriate high school program;
2. Students should earn the best grades possible and participate in extracurricular activities;
3. Find out all they can about colleges, college admissions and standardized tests.
4. Assess aptitudes, interests and abilities, and match these with an appropriate college or university.

Planning an academic program each year is vital. BCA provides information on the academic requirements and program for each grade level. Students are urged to begin college planning in their ninth grade year. Taking the Preliminary Scholastic Aptitude Test (PSAT) and ACT PLAN in tenth grade is an important step in preparing students to take the College Board Scholastic Aptitude Test (SATI) and the specific course-related achievement tests (SATII) in grades 11 and 12. These test results also help students apply to appropriate colleges and universities. BCA highly recommends taking a formal preparation class for the SAT test.

## Office Procedures

### Business Hours

The school office opens at 7:40 a.m. each school day and closes at 3:30 p.m. Messages for students from parents may be left in the main office; however, students will not be called from class to answer phone calls. During vacations and outside of school hours calls may be left on the school's answering service.

Students should arrange transportation so they are picked up by 3:00 pm. If a student must remain after 3:00 pm, parents need to make specific arrangements with the office. Middle school students not picked up at Cedardale by 3:00 will be transported back to BCA (97 Oxford Avenue) and placed in the afterschool program.

### School Hours

School begins for Middle School at 7:55 am with the start of homeroom and ends at 2:45 pm. Students need to arrive at school in time to be in homeroom by 7:55. School begins for High School at 8:05 am and ends at 2:55 pm. Students need to arrive at school in time to be in homeroom by 8:05.

### Absence from School

Absence due to illness or other emergency requires a phone call prior to 9:30 a.m. from a parent stating the reason for the absence. Students who arrive after 10:30 a.m. are considered absent for ½ day and are ineligible for participation in games/events that afternoon. Students who arrive more than one-half hour late for a class are considered absent from

that class. Excessive absences can prevent a student from receiving credit for a course (refer to Attendance Policy in the Academic Policies section).

### Requests for Early Dismissal

Early dismissal and/or absences for family convenience require a *prior* written request from a parent indicating the purpose and time of the absence. Students who leave school before 12:00 pm are considered absent for ½ day and are ineligible for participation in games/events that afternoon. Students who are dismissed early and miss more than one-half hour of class time are considered absent from that class. BCA takes no responsibility for providing extra help covering the work missed. Requests to stay home to study or complete long-term assignments cannot be granted; such would be unfair to those who have planned and worked within the established time limits.

No student may leave the premises during school hours without written permission from parents. Once a student has left the campus at the end of the day, except as part of a school activity, the school ceases to be responsible for the student, and the student is asked not to return. Any student with an approved dismissal must sign out in the school office and sign in if returning.

### Home-School Communication

BCA publishes a weekly email newsletter called News of Note covering issues of interest and current news. Parents and students should read this publication to stay informed about the latest happenings around the school. A copy is posted outside the office at both the middle and high school for families who don't have email access.

### High School Campus

BCA's high school operates in the context of a college campus at Zion Bible College. The high school is located on the third floor of the Hasseltine Building and the second floor science laboratory. Chapel takes place in the Alumni Chapel. All high school students must wear visible photo identification provided by BCA while on campus. Students must receive written permission from a BCA administrator to enter campus facilities outside of BCA's designated space or be escorted by BCA faculty or staff.

### High School Student Parking

High school students with driver's licenses may drive to school and park in the parking lot located on South Park Street. Parking permits cost \$25 per year and may be purchased from the High School Office.

### Open Campus

Juniors or Seniors who do not have a class scheduled during first block or last block may leave the school grounds during these open blocks under the following conditions:

1. The office has written permission from parents/guardians on file
2. The students signs out and in at the office
3. The student maintains a grade point average of C or better
4. Students arrive at school on time in the morning

Off campus privileges will be revoked if any of the above conditions are not met or if the student abuses the privilege.

### Tardiness

A middle school student is tardy if they come into school after 7:55 and a high school student is tardy if they come to school after 8:05. Middle school students who arrive in school between 7:56 and 8:03 should report to their homeroom, and high school students who arrive in school between 8:06 and 8:13 should report to their homeroom. A middle school student who arrive after 8:03 and a high school student who arrives after 8:13 must report to the main office with the parent who drove to school to sign in, indicate the reason for the tardiness, and obtain a tardy-admit slip. Tardiness is subject to disciplinary action. To allow for unexpected situations, a student may be tardy three times each eight week marking period before disciplinary action is taken. After three tardies a detention will be assigned for each subsequent tardy.

## No-School Announcements

Please watch for the no school announcements or delayed opening announcements due to inclement weather on Channel 7, Channel 4, the school's web site, or call the BCA main number for the recorded message.

## Other Procedures/Information

### Evacuation Drills

At the alarm, walk quietly, in an orderly manner with the classroom teacher to the designated exit and proceed to the assigned evacuation location. Remain quietly in the evacuation location until a school authority authorizes a return to the building or conducts student release procedures. Once a return to the building is authorized, proceed back into the building in a quiet, orderly manner.

### Health and Medical

Students needing medical attention should report to the office. If students are injured during the school day, the office will file a report, and parents will be notified immediately. If parents cannot be reached and the injury is serious, the family doctor will be consulted. In the event of a severe injury, we will send students to Merrimack Valley Hospital or Lawrence General Hospital. State mandated medical examination reports containing up-to-date immunization records are required to be on file for all students prior to the first day of school. All students participating in interscholastic sports must return completed medical forms prior to participation in practice.

### Lunch Program

BCA offers a lunch program through Pioneer Food Services operation out of Zion Bible College. Students may purchase meals daily for \$4.00 per meal. Menus are published at the end of each month for the following month. Students may purchase as many or as few meals as they wish. Students not participating in the meal program are encouraged to bring lunch from home. Students are asked to practice good table manners, including proper table conversation at appropriate sound levels, cleaning all tables and surrounding floor areas before being excused by supervisors and confining eating to the lunch room.

### Valuables

Responsibility for the care of personal items of value (money, clothing, jewelry, books) rests entirely with the student. Students should keep these items in their locker when not actually using them. Money belonging to organizations and, in emergency situations, large sums of personal money, must be left in the office for safe keeping, since lockers may not be sufficiently secure for them.

### Visitors

Approval for visiting BCA must be secured from the office. ALL visitors to the school are to register at the office and wear a BCA Visitor badge. Students generally are not allowed to visit unless they are in the admissions process.

## Harassment Policy

Harassment takes away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm. Harassment offends our Lord and greatly corrupts the Christian community and society at large. As a Christian community, we must be about the promotion, not diminution, of human dignity. Therefore, the Bradford Christian community remains committed to its standard of conduct:

BCA seeks to prepare young people for living according to Christian principles and we commit to being a community that lives together in harmony with the teachings of Jesus Christ. Specifically, we share the values of:

- **Glorifying God:** We seek to glorify God in all activities and relationships;
- **Respect:** Each person is created in God's image and therefore will be treated with respect;
- **Honesty:** Our relationships and academic performance will be based on honesty and fairness.

We also affirm God's righteousness as the foundation of our belief and practice. The Scriptures remind us of God's creation of all human beings in His image, His acknowledgment of human diversity, His unconditional love for His people in Christ and His command that we love likewise and act justly.

Since harassment is not in keeping with these imperatives, BCA will not condone nor tolerate harassment of one member of the community by another, including physical or sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, demean, intimidate, or embarrass a community member. Harassment, in this document, shall cover single instances as well as repeated incidences of such behavior.

It is important for individuals who think they have been harassed to promptly report the incident. Any such complaint shall be pursued according to the procedures described below. All allegations of harassment will be immediately investigated. BCA will not tolerate mishandling of complaints by authorized personnel, negative behavior responses to an individual after making a complaint, or false accusations. Violation of this policy will result in disciplinary action up to and including dismissal or expulsion.

### Specific Policy on Sexual Harassment

Sexual harassment conflicts with BCA's standards of conduct, and it will not be tolerated. It is prohibited by law, as is any type of retaliation upon a complainant. Therefore, all reported cases of sexual harassment will be taken seriously and investigated promptly.

Sexual Harassment includes, but is not limited to:

- unwelcome sexual advances
- requests for sexual favors
- sexual slurs, jokes, or innuendoes
- displays of sexually suggestive objects or pictures
- discussions of one's sexual activities
- sexually suggestive language or gestures
- physical abuse or sexual assault
- inappropriate petting, touching, or pinching
- other verbal or physical contact of a sexual nature where:
  - submission to such conduct is either an expressed or implied term or condition of employment or favorable evaluation;
  - submission to or rejection of such conduct is used as the basis for an employment or evaluation decision affecting the harassed person; or
  - such conduct has the purpose or effect of unreasonably interfering with an individual's work or class performance or creating an intimidating, hostile, or offensive environment.

Notification procedures are available to any member of the BCA community who thinks he/she has been harassed within the BCA community. These procedures are intended to facilitate the treatment of each person on our campus with respect, dignity, and Christian charity. We hope that we can confront and reprove harassment within the community through informal procedures. However, if informal procedures do not result in satisfactory reform, the formal procedure is available.

### Informal

The informal procedure consists of an unwritten request for advice or counsel to evaluate perceptions or clarify issues. Students may seek out their advisor, favorite teacher, Dean of Students, or Head of School. Employees may seek out

the Dean of Academics, or the Head of School, or a Board member. If resolution is not achieved by the informal procedure and the person wishes to pursue the matter, he/she should document the informal steps taken and then follow the formal procedures as outlined below.

## Formal

A formal complaint should be filed with the Head of School, or if the complaint is against the Head of School, Janet Hart, Board Secretary should be notified. Ms. Hart will notify the full Board. In all cases the complainant shall present in writing a description of the problem. Written complaints shall be filed as near in time to the actual incident(s) as possible. The appropriate official will initiate an investigation including discussion with all parties. An ad hoc committee may be appointed to investigate the case and make a recommendation for action. A decision shall be made within 10 working days of the date the complaint was submitted. If the administrative official finds that harassment has occurred, disciplinary action will be taken by the Head of School or Board as is appropriate

## Sanctions

Possible sanctions against sexual harassment offenses may include, but are not limited to, oral reprimand, written reprimand, counseling, probation, suspension, discharge, and expulsion, and they may affect promotion and salary decisions.

## Appeals

After receiving the findings, both parties will have seven working days in which to appeal to the President of the Board of Directors. If an individual feels he/she has been subjected to harassment, sexual or otherwise, or the situation has not been resolved by the above procedures, he/she may file a formal complaint with either or both of the following government agencies:

The United States Equal  
Opportunity Commission  
One Congress Street  
10th Floor, Room 1001  
Boston, MA 02114  
(617) 565-3200

The Massachusetts Commission  
Against Discrimination  
Boston Office  
One Ashburton Place, Room 601  
Boston, MA 02108  
(617) 727-3990