



Parent/ Student Handbook

2011-2012

Head of School

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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

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Mission Statement

Bradford Christian Academy exists to glorify and serve the Lord Jesus Christ by providing excellent elementary, middle, and college preparatory high school 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 Statement

- BCA trains students to think, live, and work as Christians able to integrate faith with contemporary culture.
- BCA provides opportunities to cultivate each student's unique giftedness 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.

Organizational Values

Partnership: We view the education of students 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.

Beliefs & Objectives

Bradford Christian Academy upholds and teaches students according to the beliefs held by Christians through history. Specifically, we believe the following:

- We believe the Bible to be the inspired, authoritative, and inerrant Word of God. (2 Tim. 3:16, 2 Peter 1:21)
- We believe there is one God eternally existent in three Persons; Father, Son, and Holy Spirit. (Gen. 1:1, Matt. 28:19, Mark 1:9-12, John 10:30).
- We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isa. 7:14, Matt. 1:23, Luke 1:35), in His sinless life (Heb. 4:15, Heb. 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (1 Cor. 15:3, Eph. 1:7, Heb. 2:9), in His bodily resurrection (John 11:25, 1 Cor. 15:4), His ascension to the right hand of the Father (Mark 16:19) and in His personal return in power and glory (Acts 1:11, Rev. 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (Luke 13:3, John 3:16-19, John 5:24, Rom. 3:23, Rom. 5:8-9, Rom. 10:9, Eph. 2:8-10, Titus 3:5).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, growing in holiness and maturing in faith (Rom. 8:13-14, Rom. 12:1-2, 1 Cor. 3:16, 1 Cor. 6:19-20, 2 Cor. 7:1, Eph. 4:30, Eph. 5:18).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost to condemnation (John 5:21, 28-29).
- We believe in the spiritual unity of all believers in the Lord Jesus Christ (John 17:21-23, Rom. 8:9, 1 Cor. 12:12-13, Gal. 3:26-28).

Philosophy

Bradford Christian Academy is open to students whose parents agree that their students will be taught according to BCA's Statement of Faith and Philosophy of Education. BCA does not discriminate in hiring or admissions on the basis of race, sex, or national origin.

Bradford Christian Academy's philosophy of education has the following elements:

Christian Foundation

Bradford Christian Academy strives for a vibrant transmission of college preparatory knowledge and the creative development of whole and effective Christians who shape the church and society worldwide as faithful ambassadors of Christ. BCA equips graduates to succeed in colleges, universities, and careers by providing a liberal arts education with a solid Biblical foundation.

Educational Philosophy

BCA's educational philosophy is built upon the integration of the Christian faith with all other areas of academic learning. All subjects are taught with a biblical perspective as students are assisted in comparing a Christian world view with opposing philosophies and ideologies using age-appropriate materials. BCA seeks to develop motivated, enthusiastic learners and independent thinkers who can effectively relate their Christian faith to the natural world and contemporary culture.

BCA teaches creativity, curiosity, imagination, and critical-thinking skills that enable students accurately to develop, analyze, evaluate, and act on new information and ideas. Students learn effective expression of ideas by developing strong, clear writing, speaking, rhetoric, and logic skills. Students learn how to collaborate with others in achieving a goal, how to lead others effectively, how to adapt to new circumstances or information, and how to work as a team. In today's digital society, BCA believes information technologies and communications proficiencies are essential life skills to fully equip students for further education, careers, and ministry. BCA teaches the development of these skills across its curriculum. (The Global Achievement Gap, Wagner, 2010)

Academic Atmosphere

BCA fosters a school culture that values academics, personal discipline, studying, and life-long learning. Instruction respects each student's God given personality, learning styles, and abilities and allows for a variety of teaching techniques. BCA believes that effective learning takes place as students explore information through active engagement, integration of material across academic disciplines, and hands-on experiences.

Creativity

BCA believes that human creativity is ultimately an expression of God's image in mankind. BCA teaches an appreciation for aesthetics, art, music, drama, other cultures, and God's divine story through history across the curriculum. Through the fine and performing arts, students worship God, encourage others, practice self-discipline, and cultivate God-given talents.

Health

Personal health as defined at BCA is a wholeness of spiritual, emotional, social and physical components. BCA encourages personal habits and a school atmosphere that contribute to the pursuit of a relationship with Christ, healthy relationships, healthy life-styles, safety of the learning community, quality of life, and physical fitness. BCA maintains strict rules prohibiting the use of drugs and alcohol by all students at all times. BCA teaches a respect for human dignity and human sexuality according to Christian principles as defined in the Educational Philosophy section of this handbook.

BCA provides opportunities for students to compete in athletics. Participation in athletics builds self-confidence and self-control, encourages cooperation, teaches discipline and team work, and promotes sportsmanship.

Service

BCA encourages the practice of serving others and learning in a real-world context. Service and learning take place through volunteer opportunities in the community and short-term missions work. Such opportunities allow students to sharpen skills and test ideas learned in the classroom as well as broaden their experiences as they prepare for college studies.

Faculty

Realizing that learning takes place in the context of relationships, BCA employs highly qualified faculty who are very knowledgeable in their subjects, gifted teachers, and skilled relationship builders who exhibit godly character and a gentle spirit. Teachers are dedicated to the nurturance of each student in spiritual growth in the Lord Jesus Christ and to the development of physical, emotional and spiritual well-being. They are committed to developing each student's mind, talents, abilities, self-worth, and moral character in an atmosphere of excellence. BCA encourages faculty to use creative and active approaches to inspire learning and enrich the academic experience. BCA values its employees by fostering opportunities for professional and spiritual growth for faculty and staff.

Parents

Finally, BCA believes that parents are our greatest partners in the intellectual and spiritual development of our students. Students' first and enduring models of Christian character, good values, and life-long learning are their parents. To this end, we encourage parents to take an active role in their student's education including reviewing homework, meeting with teachers, supporting sports and the arts, and becoming involved in the school community.

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.

BCA Community Member Expectations

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.

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
- Do what is just
- Show mercy and kindness
- Forgive others
- Love one another

I will not:

- Tease, provoke, threaten, bully 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
- Pull unkind pranks
- Set up or be part of cliques, packs, or exclusive 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 are required to do the following:

- (1) arrive to class on time
- (2) be prepared with textbooks and required materials
- (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. Hall Passes: 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. Food and Drink: 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. WEAPONS and Illegal substances 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. IPODS 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.

9. 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. Student lockers may be searched by the administration at any time for any reason.

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 choices with negative consequences and good choices with positive results.

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.

Disciplinary Actions:

1. **Warning** or conference with a teacher to review and correct behavior.
2. **Detentions** are held and are scheduled by the office staff. 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. At times light housekeeping tasks will be assigned to students serving detentions.

First Step: Student serves 30 minute detention after school designed to reinforce appropriate behaviors.

Second Step: 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.

3. **Parent conference and/or probation.** Parents are consulted in behaviors that are ongoing or serious in nature and a probationary behavior plan is enacted.
4. **Suspension**
5. **Expulsion** for serious offenses or for repeated failure to respond to the probationary behavior plan.

Physical violence: Physical violence of any kind is not permitted at Bradford Christian Academy. Students are asked to keep hands to self and to respect the physical space of others. Physically aggressive acts of all kinds are handled very seriously and may result in suspension or expulsion.

The Priority for After-School Duties:

1. Classes and scheduled academic extra-help sessions
2. Detentions
3. Extra-curricular activities (including sports)
4. 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.

Dean of Students

The role of the Dean of Students is to work with students, parents, staff, teachers and administration in promoting student development relating to the spiritual, academic, personal and social growth of BCA's students.

This includes, but is not limited to, the following responsibilities:

- Provide administrative support in the handling of school policies and administrative tasks as directed by the Head of School and Dean of Academics
- Work with the students, teachers and parents to promote an effective learning environment centered on BCA's core values
- Coordinate effective academic support to qualifying students
- Promote a healthy, supportive, Christ-centered school culture.
- Provide support, communication and follow-up regarding issues of student discipline
- Assist in the resolution of non-academic problems which interfere with students receiving the maximum benefit from the school's educational programs

Where to find the Dean of Students:

The Dean of Students can be contacted through the main offices at the middle and high school by phone or by sending a student referral by email (see below). The Dean of Students will be present on both campuses. This position is currently filled in a half-time capacity.

Parents, students and teachers are encouraged to contact the Dean of Students as needed by referral for information, support and/or concerns regarding the following:

- Academic Support
- Student-student conflicts
- Social-emotional health
- Behavioral/ Conduct concerns

Student Referrals: If you would like to send a student referral via email please include the following information: student's name, name of the person referring, nature of the concern, and a brief description. These referrals can be sent to mcottrell@bradfordchristianacademy.org.

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 9th through 12th 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 5-8)

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). 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, or Kohls, 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 administration 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 Head of School or Dean of Academics may announce jeans/T shirt days periodically.

Young Men (Grades 5-8):

- ✓ 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.
- ✓ 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 and shorts are allowed (if they are not excessively baggy or work pants).
- ✓ 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 5-8):

- ✓ 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 sleeved 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 or solid colored fleece outerwear. Sweatshirts and fleeces may not have any writing other than the BCA logo or a small brand name logo less than 1 inch x1 inch. 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). Plain leggings may be worn under regulation length skirts.
- ✓ Sandals must have a back strap (no flip-flops). Closed toe clogs are permitted. Slippers are not 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 9-12):

- ✓ 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 or sweatshirts with small, unobtrusive logos (like Nike's 'swoosh') may be worn if the logo is 1 inch x 1 inch in size. Any sweatshirt with the BCA logo is allowed. 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 9-12):

- ✓ 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. No camisoles with lace showing are allowed.
- ✓ Must wear a dress code top that comfortably and completely covers (or layers under a dress code top that completely cover) their midribs 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 or sweatshirts with small, unobtrusive logos (like Nike's 'swoosh') may be worn if the logo is 1 inch x 1 inch in size. Any sweatshirts with the BCA logo is allowed. 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). Plain leggings may be worn under regulation length skirts.
- ✓ Sandals must have a back strap (no flip-flops). Closed toe clogs are permitted. Slippers are not permitted.

Miscellaneous and Accessories

Accessories (rings, bracelets, earrings) that are in good taste and not distracting are allowed.

Gym Uniforms

The BCA gym uniform is *BCA Sentinels'* wear and can be ordered through the main office. Gym uniforms which include shorts, t-shirts, and sweats are allowed only at Cedardale for gym and sporting events. T-shirts may not have any other writing except the *BCA Sentinels'* wear options. A plain white t-shirt is an acceptable alternative.

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.
- 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 midriffs or backs.
- Sheer, low v-neck, scoop neck, tank tops, and strap tops.
- Visible lace undergarments,
- Rips or tears
- Extra low pants revealing skin or underwear.
- Body piercing other than two piercings per ear for girls.

- Slippers
- Jeggings
- *Skinny* jeans or *Skinny* pants are not allowed if they are skin tight or form fitting

Attire for Jeans Days

Jeans Days occur periodically on designated days. Jeans must not have holes, rips, patches, or frayed edges. T-shirts may be worn un-tucked in as long as they are no longer than the bottom of the pants front pockets. T-shirts may not have writing on them. Sweatshirts can be worn with hoods but may not have writing on them. T-shirts and sweatshirts should not have holes, rips or torn seams at the collar, sleeve cuffs, or bottom edge of the sweatshirt. If a student comes to school with a violation to any of the above, he or she will not be allowed to participate in the next scheduled jeans day. A second jeans day violation will result in loss of jeans day privileges for the remainder of the school year.

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. Dresses must be regulation length and may not expose lower backs or have low necklines.

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 semiformal 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.

Teachers and faculty use their discretion when determining if an article of clothing is out of compliance. The teachers' judgment call or interpretation of the appearance code is to be respected by students. Teachers and faculty will use the Dress Code Violation Form to clarify the offense.

Students, who are out of compliance with the appearance code, will face the following consequences:

1st 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.

2nd 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. Student must wear an appropriate garment provided by the school.

3rd 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.

4th offense: On the 4th 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.

If a student will be absent the parent must call the school office by 9 am. If a student has more than 5 consecutive absences due to illness a doctor's note will be required for the student to return to school. If a student misses more than 5 days in a quarter due to illness a doctor's note will also be required.

Students absences are **unexcused** if they are absent due to fatigue or unpreparedness for a test or project.

Students must report to their assigned classes, prepared and on-time. Student who are absent from their designated areas at the designated times will receive a detention. The student is considered to be "skipping" class if the student is not in class where he or she belongs or with a faculty member. Skipping classes or leaving school grounds without permission may result in a suspension.

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.

Plagiarism can include any of the following:

1. Word-for-word copying of someone else's work without sourcing and quotation marks.
2. Paraphrasing of someone else's work. This includes changing a few words of another's work, taking out sentences, switching the order of sentences or main points, using someone else's outline, thesis and main points, or writing based solely on someone else's ideas.
3. Copying and pasting from on-line sources without giving credit to the source, and copying photos, charts, graphics without providing proper credit to the source
4. Using cheat sites or having someone else writes a paper for you.

Cheating or plagiarizing does not reflect the student's academic abilities, efforts, or performances and erodes integrity and honesty in the BCA community.

1st offense: 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.

2nd offense: 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.

Any time a student is caught cheating off of another's paper during a test or quiz the student will receive a grade of 0 for that quiz or test. If it is a second offense the student will receive a grade of 0 for that and the student will be referred to the Dean of Academics and a parent meeting will result.

Promotion & Graduation Requirements

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:

<p style="text-align: center;"><u>NUMBER OF CREDITS</u> Sophomore (Grade 10) 7.0 Junior (Grade 11) 14.0 Senior (Grade 12) 21.0</p> <p style="text-align: center;">Total credits to Graduate (minimum) 27</p>
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Graduation Requirements:

<u>CREDITS NEEDED</u>
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
**Includes 1 credit in US History & 1 credit in World History
Total=27 Credits

Yearly 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 Community group leader as they accrue. (See the Community Service Log in the Appendix).

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.

Homework

Students are required to do the following: arrive to class on time, come prepared with textbooks and required materials; and have homework completed. Failure to be prepared will lower a student's grade. It is the student's responsibility to write down assignments in his or her daily planner each day. This is an important life skill and it is not replaced by accessing the information provided on the Veracross System (see below).

If an assignment is not turned in on time the teachers will log the assignments as NTI (Not Turned In) and assess varying penalties at the teacher's discretion. Teachers are not required to accept late

assignments and will not accept assignments after one week past the due date unless special permission has been previously arranged from the Dean of Academics. Students need to be reminded that they will not pass their classes if they do not complete assignments.

Veracross

Parents are able to monitor student progress on a daily basis on the Veracross system. Passwords are distributed at the start of the school year to students and parents. It is essential that each student and parent have a password and log on regularly. Students who do not have computers at home may access Veracross from school in the main office and need to take initiative to do so. If there are issues with the student or parent password they should be brought to the attention of the main office and rectified promptly. A student is not exempt from his or her responsibility to complete an assignment based on a problem with Veracross access.

Veracross is a useful tool by which students and parents can access grades and on-going student progress. However, it does not take the place of student planners and is meant to be supplementary to the student planner. Students need to practice the life skills of utilizing a daily planner and assuming personal responsibility for required tasks. If the student is relying solely on Veracross for assignments and not taking responsibility to note assignments by hand and ask questions of the teacher, assignments will be missed.

Teachers are asked to log homework assignments for a given day and assignments NTI (Not turned in) for that day at the end of school. However, a natural lag time in uploading assignments and grades does occur periodically. Teachers are asked to log the grades for collected assignments within two weeks of receipt.

BCA does not issue formal progress reports. Faculty will notify parents and students of substantial changes in academic performance between formal reporting times as needed.

Grades and Report Cards

Report cards are issued to students in all grades at the close of each nine-week grading period. Report cards are issued electronically on Veracross. Parents and students are expected to utilize this tool and to be aware of the student's academic performance.

Grades are interpreted as follows:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – 0	F

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 it is re-taken in Summer School.
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 GPA 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 academic reasons.

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 a 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.

Transcripts

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. There is a fee for transcripts printed after a student graduation.

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.

Homework Club

Bradford Christian Academy offers an after school program called Homework Club for students in grades 5 through 8. The after school enrollment form can be found in the appendix.

The program operates between the hours of 2:45 and 4:30 p.m. During this time students receive extra help on school work from teachers who are in the building until 3:30. The Homework Club supervising teacher encourages all students to complete their homework before going home. Students who complete their homework before parents arrive for pick-up may read, use the school’s computers (parental controls are in place to safeguard website access), or socialize with other students. The cost of the program is \$15 per student per any portion of a day or \$500 for the year, not to exceed \$500.

Parents will be invoiced monthly for use unless other arrangements are made. Parents must pick their student up by 4:30 p.m. An additional \$15 per student per each additional half hour or portion thereof beyond 4:30 will be charged. To sign up for this program, please complete the registration form and accept the terms and conditions by signing your name. The form should be submitted to the main office. Once we receive a completed form, your student may begin attending Homework Club. Your student must sign in and out of the homework club each time s/he uses the program.

Academic Probation

Students falling below a 2.0 GPA are put on academic probation and they must improve their grades or they are dismissed from the school. The Dean of Academics or Dean of Students will meet with the parent and student to determine specific steps for improvement. Students must show progress within the next marking period. Students on Academic Probation may be placed in Homework Club mandatorily. Failure to attend Homework Club is treated the same as failure to attend a scheduled class.

Academic Support Program

Bradford Christian Academy is committed to providing a Christ-centered education for all its students respectful of their diverse learning styles and strengths. The Academic Support Program has been designed to provide support to students who learn differently than their peers.

Bradford Christian Academy, through its admissions process, attempts to ensure that students accepted will be able to access and benefit from our academic program. At times when additional academic support is needed teachers, students, and parents work together to determine the

appropriate level of support and attention that students need, thus allowing students to receive an education appropriate to their specific learning needs.

If you are concerned about a student's overall academic achievement and progress you may contact the Academic Support Coordinator to discuss the educational needs of the student. This begins the process by which a student is referred for academic support. This process may also be initiated by a parent or qualified professional at the school. If the process is initiated by someone other than the parent, the parent will be asked to meet to discuss reasons for concern and the course of action.

When a student is referred for support, the Dean of Students will conduct one or more of the following informal assessments: classroom observation; parent and student interviews; assessments of achievement level, assessments of academic weaknesses and academic strengths. If necessary, formal evaluation and assessment will be recommended. This is done by qualified professionals privately or in conjunction with the public school system. Formal evaluation and assessments always require prior parental consent.

In order for a student to be eligible for support both of the following are required:

- Formal diagnosis of a learning difference, impairment or disability made by a qualified professional;
- Evidence that the impairment or disability limits effective progress in the regular curriculum.

If a student is determined eligible based on both of the above, the Dean of Students will write a support plan outlining accommodations and supports specific to the needs of the student.

Depending on the individual's needs, a level of academic support is determined and a plan is put in place. This is called a BCA Academic Support Plan. These plans are similar in nature to an IEP or 504 Plan* that would be issued in a public school setting, however, they are not equal and are not legally binding.

**Note: Section 504 is a federal civil rights law and ensures equal access to education by all students. Often a 504 is designed based on a documented medical or psychological need. A 504 plan clearly explains the students' needs as well as correlating accommodations to the general curriculum and specific classroom support. A 504 is different than an Individualized Education Plan (IEP) in that the curriculum is not modified and specific academic goals are not provided. 504 plans, as well as IEPs, require annual review and formal re-evaluation every three years.*

A BCA Academic Support Plan describes the student, the student's disability, strengths and needs, and the supports and accommodations provided by the school. The plan may include educational goals and a means to measure progress. Plans are reviewed once a year by parents and teachers to determine necessity and effectiveness. At the annual review the student's eligibility for services is reassessed and a different level of support may result. Specific scheduled services are reflected on the IEP. Students with plans require formal re-evaluation every three years.

Contact Academic Support: If you would like to speak with someone to discuss a student’s progress, you may request a phone conference by leaving a message for the Dean of Students at the middle school or high school offices. In addition, for information regarding support to students with ADHD please contact the Dean of Students.

Awards and Scholarships

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 1st 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.

Academic Awards

BCA gives awards 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.

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.

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 Coach's Award. The criteria for the Coach's 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 (participation in school theatre productions), and student leadership positions. All students are eligible for any other activities not defined above.

GRADES 5-8

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%).

GRADES 9-12

1. 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, including no F's.
2. 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 waiver may be granted if the student agrees to meet specific terms set in the form of a contract. If the terms are not met, the

student will lose eligibility immediately. A student who has failed more than one course in the previous quarter is ineligible without the option of a waiver.

3. 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.

4. 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.

5. An Incomplete is considered lower than a C- until the final grade is determined.

6. The office will inform the student, parents, and faculty of ineligibility.

7. 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.

8. 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 8th 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.

Athletics

Students may participate in the BCA Athletics program based on eligibility. BCA offers Soccer, Basketball, Wrestling and Lacrosse. For more information, log on to www.bcasentinels.webs.com or contact Coach Gabriele. Necessary forms and schedules are located on the Sentinels website.

Missions & Service

Bradford Christian Academy promotes a community that inspires students to value diversity and to be active and responsible citizens. The school's mission statement emphasizes the importance of respect, compassionate leadership, service, unity and reconciliation.

BCA provides a variety of opportunities for students to participate in community service. Community service hours and opportunities are maintained by faculty community group leaders.

Every other year Bradford Christian Academy sponsors an international mission trip for the high school. Students and chaperones traveled to the Dominican Republic in 2008 and 2010 to assist in the construction of a student center for children sponsored by Compassion International. Plans are in place to provide this opportunity for the high school every other year. The next trip is scheduled for February 2011. Mrs. Ziegler or Mrs. Cottrell can be contacted for more information.

Community Groups

One means of monitoring personal growth is through weekly community groups. These groups allow for small group discussion and community building. At the middle school level community groups are separated by gender and grade level. At the high school community groups are mixed and often are elected based on a common service goal. Community groups function as a means for students to relate to others, support each other, discuss issues that arise, and cooperate to serve the greater communities of BCA, Haverhill, Massachusetts and the world.

All students must complete at least 15 hours of community service time each year. Community group faculty leaders are charged with collecting forms from students that document the completion of service hours.

Homeroms

Each class meets in homeroom daily for the purpose of taking attendance, devotions, reading of announcements and planning class activities. Homeroom is used to communicate school wide events and information. If a student is late for Homeroom he or she will be marked tardy. Students, who are tardy more than 3 times in a quarter, will receive a detention.

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) 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.

School 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 p.m. Students need to arrive at school in time to be in homeroom by 7:55 am. 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 am.

Absence from School

Absence due to illness or other emergency requires a phone call prior to 9:30 am from a parent stating the reason for the absence. Students who arrive after 10:30 am 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.

NEWS of NOTE: Home to 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.

School Calendar

The BCA school calendar is emailed home at the start of each school year. It is also posted on the BCA website. Student assignments and academic events can be found on the Veracross calendar on-line. The News of Note will also explain upcoming events and changes to the calendar as they occur.

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.

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. 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 main office
3. The student maintains a grade point average of C or better without failing grades.
4. Students arrive at school on time in the morning with no more than 3 tardies.

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 arrives 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.

Safety Procedures/Information

School Cancellation Announcements

Please watch for the no school announcements or delayed opening announcements due to inclement weather on Channel 7, Channel 4, the school's website, or call the BCA main number for the recorded message. BCA has an emergency phone notification system which will also alert you.

Dismissal Procedures

Middle school procedure for parents: Dismissal will occur between 2:45 and 3:00 pm each day. Early dismissal will no longer occur after 2:25 pm. Parents are to line up facing West (toward Evenfall) along Oxford Ave. All parents will receive a paper from BCA with the name of their household printed clearly. Parents are to place this name under their visor, allowing it to be seen by a BCA staff person during dismissal.

A staff member will be located at the far end of circle, and will call the household name via walkie-talkie to the Main Office. The name will be called via the intercom, and the parent is then allowed to proceed into the circle. Another staff person will be at the door to assist students in entering/finding their vehicles. Vehicles leaving BCA's half-circle driveway must turn right. There are no U-turns on Oxford Avenue.

Students who will be traveling collectively to away games, off-site athletic practices, etc., will be called as a group, and will meet in Mr. Gabriele's room. Theatre students will be dismissed according to regular dismissal policy, as they need to arrange for their own transportation to the Fine Arts Center.

At 3:00 pm, the office secretary will dismiss all remaining students to Homework Club. Parents will be charged in 15 minute increments. Parents who do not enter the dismissal line prior to 3:00 pm will need to park and enter the building to dismiss their child.

Middle School procedure for students/teachers: The academic day will end at 2:41 pm, and will be signaled by the bell. At this time, all students have 4 minutes to go to their lockers, gather their books, and pack their bags.

At 2:45 pm, the bell will ring once again, and all students need to be back to their last-period classroom. If they are not, they will be marked tardy. From 2:45-3:00 pm, the entire building will be engaged in a

silent study hall. At 2:45 pm, household names will be called via the intercom. All doors between classrooms will remain open during dismissal period. Students who are not silent or are disruptive during the dismissal period will receive a detention.

High school procedure for students/parents: At the close of the day high school teachers monitor their classrooms and the hallways as student exit the building by the side door facing the horseshoe drive. Parents enter the Zion Bible College campus driveway via South Main Street on the Kingsbury Ave. side of the campus. Then proceed around the horseshoe drive in a counterclockwise pattern until you reach the front of the Classroom Building (Haseltine Hall). Mrs. Gilford will be standing at the drop-off point. Cars continue back to South Main Street using the exit closest to South Park Street. There is a right turn only option onto South Main Street. Any parents wishing to park should park in the large parking lot off South Park Street.

Cold Weather Policy

When the temperature is 20 degrees above zero or warmer, all middle school students may go outdoors for lunch recess, unless a note has been received from the parents asking that the student remain inside for that day. At temperatures colder than 20 degrees absolute, or 20 degrees wind chill factor, all students will be kept indoors. We urge parents to be sure that their students dress warmly which includes appropriate footwear, headwear, and gloves/mittens.

Evacuation Drills

At the alarm, students walk quietly, in an orderly manner, with the classroom teacher to the designated exit and proceed to the assigned evacuation location. Students 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, students will 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.

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 safekeeping, 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.

Acceptable Use Policy for Technology

All members of the BCA community using technology at BCA agree to the following community standards regarding the responsible use of technology:

- We are to act responsibly, respectfully, and ethically with our use of technology at BCA.
- We are accountable to one another and we understand that material created, accessed or stored using the school's technology cannot be considered private.
- While the school provides *filtered* Internet Access, no software is foolproof. Personal judgment and personal responsibility play an integral part in our use of technology and available resources. BCA cannot be held responsible for the failure of software to filter properly. However, we commit to teaching safe, acceptable and responsible use and to monitoring student use of the Internet and technological resources.

BCA will not be responsible for financial obligations arising through the unauthorized use of the Internet or BCA technological resources. Students will be held financially responsible for damages that occur to BCA's computers and technological equipment if it is determined that the equipment was treated roughly and without appropriate care.

BCA reserves the right to gain access to all information in the network which includes but is not limited to student documents, sites and calendars. It may do so for any purpose. This may occur with or without prior notice to anyone.

Consequences for failure to meet the terms stated in this policy include disciplinary action, suspension or expulsion. Members of the BCA community demonstrate that they understand this policy and agree with its terms by signing the consent and agreement form at the beginning of each school year.

Acceptable Uses of the resources of BCA include:

- Classroom activities, research activities as they relate to specific classroom assignments
- Access BCA subscriptions to academic databases.
- Internet use that is related to a specific assignment.
- College research, student leadership activities, preparation for student clubs and school sponsored events or programs.

Unacceptable Uses include, but are not limited to:

- Use of computers during class time except for a specifically assigned task.
- Plagiarism and Copyright Infringement: Refer to the section on plagiarism in the Parent/ Student Handbook.
- Playing games, blogging, email and other Internet search activities which are not related to class work or assignments.

- Using a teacher's computer or that of another staff member unless the teacher is present and it is used for an assignment.
- Tampering with, manipulating, hacking, or altering hardware, system settings, software programs, or data files. This includes vandalizing the system through the introduction of malicious content, including but not limited to viruses, Trojan horses, or worms.
- Engaging in spamming or participating in email chain letters.
- Accessing pornographic material. Any site that either displays pornographic images or obscene language falls into this category.
- Using the school's computer resources for any commercial purposes, including the use of printers, printer paper, disk space or Internet bandwidth.
- Downloading unauthorized files from the Internet. This includes, but is not limited to, any freeware, shareware and/or demo programs and music files. In addition, no video streaming such as YouTube may be viewed unless as part of a class assignment or research project.
- Peer to peer downloading from applications like Limewire, Acquisition, BitTorrent, uTorrent, etc.
- Viewing of or posting to social networking sites such as (but not limited to) Facebook and Myspace.
- Posting contact information about yourself or other people in the school community.
- Engaging in any activity using the school's computing resources that violate United States or local laws.

Harassment and Bullying Policy

Bradford Christian School is committed to maintaining a school environment where each student is challenged to reach his/her full potential. We value each student as a precious, unique creation and we strive to nurture his or her academic, spiritual, and creative development in a culture governed by grace. As a Christian community, we must be about the promotion, not diminution, of human dignity. In addition, 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.

To foster respect and understanding of one another, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subject to harassment, bullying, cyber-bullying and the effects thereof.

Harassment and bullying take away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm.

DEFINITIONS

Bullying as defined in M.G.L. c. 71, §37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the target or damage to the target's property;
2. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
3. Creates a hostile environment at school for the target;
4. Infringes on the rights of the target at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M. G. L. c. 71, §37O for the legal definition of cyber bullying.

Hostile environment, as defined in M. G. L. c. 71, §37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Aggressor is a student who engages in bullying, cyber bullying, or retaliation.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

REPORTING:

Reporting by Staff: BCA faculty/staff shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the Dean of Academics or Head of School.

Reporting by Students, Parents/Guardians, or Others: BCA expects students, parents/guardians, and others who witness or become aware of any instance of bullying or retaliation involving a student to report it to the Dean of Academics or Head of School. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report.

A **Bullying Reporting and Intervention Form** can be found in the Appendix of the Parent Student Handbook.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the Dean of Academics or Head of School has a reasonable basis to believe that the incident may involve criminal conduct, local law enforcement will be notified. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Dean of Academics or Head of School will contact the local law enforcement agency if he or she has reasonable basis to believe that criminal charges may be pursued.

Investigation

All reports of bullying or retaliation will be investigated thoroughly, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved.

Determination

The Dean of Academics along with the Head of School will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is safe. It will also be determined what disciplinary action is required, if any and what responsive actions are necessary. The following are examples of steps that may be taken to prevent the recurrence or bullying or retaliation: parent conferences, limiting or denying student access to a part, or area, of the school, exclusion from participation in school-sponsored or school-related activities and/or extracurricular activities, arranging for communication between the parties to assist them in resolving issues which have arisen between them, making a referral for counseling, suspension, dismissal or expulsion.

The Dean of Academics or Head of School will notify the parents or guardians of the target or aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the Dean of Academics cannot report specific information to the target's parent/guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Specific Policy on Harassment and Sexual Harassment

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.

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 s/he 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, s/he 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. 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 s/he has been subjected to harassment, sexual or otherwise, or the situation has not been resolved by the above procedures, s/he may file a formal complaint with either or both of the following government agencies:

The United States Equal The Massachusetts Commission
Opportunity Commission Against Discrimination
One Congress Street Boston Office
10th Floor, Room 1001 One Ashburton Place, Room 601
Boston, MA 02114 Boston, MA 02108
(617) 565-3200 (617) 727-3990

Hazing Legislation:

The following is the Commonwealth of Massachusetts legislature regarding the laws against hazing taken from General Laws Part IV, Chapter 269:Crimes Against Public Peace, Sections 17-19:

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the

institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Filing a Complaint or Grievance

As Christians we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. The community members of Bradford Christian Academy agree to utilize established grievance policies within BCA to resolve a dispute related to any aspect of the relationship between parents and teachers, students and teachers, and parents and administrators within the BCA community.

Parents may appeal a teacher or administrator's decision to the next level up from the position making the decision being grieved. If there is a grievance against the Head of School the grievance needs to be made to the BCA Board Vice President (Jim Gustafson). In time BCA will have an HR committee of the board and the appeal would go to there if the grievance is against the Head of School. Appeals may continue up the chain of command until the board makes a decision and then after that to binding arbitration.

Student Allergies

Students are required to get physicals each year and to submit the Physical Form at the start of each school year. If a student has a medical need or a severe allergy physicians will be asked to complete an Emergency Action Plan and Medication Order that will be kept on file. These will be explained to the faculty and staff who work with the student. Epi-pens will be locked in the main office. If you discover your student has an allergy that has not been previously documented in our system please notify the main office immediately. Student medical needs and severe student allergies will be monitored and kept on file by the Dean of Students.

Please include information regarding medical concerns and allergies on the field trip permission forms.



APPENDIX: FORMS

1. Parent/Student Handbook Agreement
2. Transportation Form
3. After-school Homework Club Registration Form
4. Medication Permission Form
5. Physical Form
6. Bullying Reporting Form
7. Community Service Hours Verification Form
8. Acceptable Use Agreement



Student Handbook Agreement

Please sign and return to school next week. We have read and agree to abide by the principles, policies, and procedures stated in Bradford Christian Academy's Student Handbook.

Date: _____

Parent(s): _____

Student: _____

Print Name: _____



Transportation Permission Form

Dear BCA Parents,

Throughout the school year our students are transported to and from the various BCA buildings and buildings used for BCA events within and in close proximity to the Zion Bible College and middle school communities. Groups of students are transported via Merrimack Valley Regional Transportation Authority (MVRTA) bus, hired bus or van, parent and staff cars and on foot. High School Students with their own cars must obtain permission under separate cover. Students may not ride with other students.

Your signature on this form gives your permission and authorizes BCA to transport students during the school year for BCA related events. Some examples are; P.E. at Cedardale Health and Fitness Club and Aquatic Center, Ward Hill Church, Zion Bible College Fine Arts Center for chapel and play practice, neighborhood walking field trips, all-school events at DiBurro's Function Hall, the After School Program and sporting events. These examples are not an inclusive list of events.

Field Trip Permission Forms will be sent home during the school year for each field trip as it is scheduled.

My child has permission to participate in BCA campus-wide events and be transported as described above throughout the school year.

Student's Full Name:

School Year:

Parent / Guardian Signature

Date



After School Program Registration

Homework Club

Bradford Christian Academy offers an after school program called Homework Club for students in grades 5 through 8. The program operates between the hours of 2:45 and 4:30 p.m. During this time students receive extra help on school work from teachers who are in the building until 3:30. The Homework Club supervising teacher encourages all students to complete their homework before going home. Students who complete their homework before parents arrive for pick-up may read, use the school's computers (parental controls are in place to safeguard website access), or socialize with other students. The cost of this program is \$15 per student per any portion of a day or \$500 for the year, not to exceed \$500. Parents will be invoiced monthly for use unless other arrangements are made.

Parents must pick their student up by 4:30 p.m. An additional \$15 per student per each additional half hour or portion thereof beyond 4:30 will be charged. To sign up for this program, please complete the registration form and accept the terms and conditions by signing your name. The form should be submitted to the main office. Once we receive a completed form, your student may begin attending Homework Club. Your student must sign in and out of the homework club each time s/he uses the program.

Homework Club Registration

Student Name: _____ Grade: _____

Parent(s) Name: _____

Parent(s) Afternoon Contact Phone Numbers:

Home: - _____ Work - _____

Cell - _____

If you wish to authorize individual(s) other than yourself to pick your student up from the Homework Club, please provide this contact information below:

Name: _____

Home Phone: _____ Work Phone: _____

Cell: _____

I accept the terms and conditions stated above. I agree to pick my student up by 4:30. I agree to receive and pay an invoice for use of the homework club including late pick-up fees.

Signed: _____ Date: _____



MEDICATION PERMISSION FORM 2011-12

NOTE TO PARENTS:

1. The school is required by law to have on file each year a new order from your child's physician authorizing the administration of **prescription** medication. Without this your child cannot receive medication during school hours.
2. A new order must be written each time the medication is changed.
3. Authorization for over the counter medication is required each time an OTC medication is brought to school.

TO THE PHYSICIAN:

STUDENT'S NAME: _____

GRADE: _____

MEDICATION TO BE GIVEN: _____

DOSAGE: _____

DURATION: _____

PHYSICIAN'S SIGNATURE

DATE

PLEASE NOTE: Medication must be in the container labeled by the **Pharmacist or in the original container.**

OTC Medications: _____

Dosage and Frequency: _____

PARENTAL PERMISSION-"HOLD HARMLESS STATEMENT":

We, the parents, authorize the School Staff Members to assist our child in taking oral medication/medication by injection, and agree that we will not hold liable any member of the school staff who is directed by us (the parents) to assist our child in taking the prescribed medication according to the directions indicated above.

Signature of Parent or Guardian

Date



Physical Examination (To be completed by physician)

All new incoming students are required to submit the Physician's Exam Form. Returning students are required to submit a new form at the time of their next physical examination. Parents should talk with their doctor about the frequency of physical exams for their children. Students participating in extracurricular sports will be required to have an annual physical.

I. Immunizations

Complete immunization history must be given. Please indicate month and year of immunization.

DTAP/DTP	
HEP B	
Measles	
Mumps	
Poliomyelitis (OPV)	
TB Skin Test	
Rubella	
TD	
Varivax	
History of Chicken Pox	Yes/No

II. Examination

Place a check if normal; explain if not normal.

___ Abdomen	___ Height	___ Psychiatric
___ Blood Pressure	___ Hernia	___ Pulse Rate
___ Ears	___ Lungs	___ Skin & Scalp
___ Extremities	___ Menstrual	___ Teeth
___ Eyes	___ Neck	___ Thyroid
___ Genitalia	___ Neurological	___ Tonsils
___ Head	___ Pharynx	___ Urinalysis
___ Heart	___ Physical handicap	___ Weight

III. Significant facts and physician's notes:

IV. Can the student participate in athletics?

___ Yes ___ Moderately ___ Limited ___ No

V. I hereby certify that _____ was examined by me

on _____ (date) by _____ (Signature of Physician's Assistant or Physician).



Bullying Prevention and Intervention INCIDENT REPORTING FORM (Part A)

1. Name of Reporter/Person Filing the Report: _____ (Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

2. Check whether you are _____ a: Student _____ b: Staff member _____ c: Parent/Guardian
_____ d. Administrator _____ d: Other (specify) _____

Your contact information/telephone number: _____

3. Name of Target (person bullied): _____

4. Name of Aggressor (Person who engaged in the behavior): _____

5. Date(s) of Incident(s): _____ Time of Incident: _____

6. Location of Incident(s) (Be as specific) _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.

9. Signature of Person Filing this Report: _____ Date: _____

10: Form Given to: _____ Position: _____

Signature: _____ Date Received: _____



Community Service Hours Verification Form

Each student is responsible for a minimum of 15 hours of community service per year. These forms must be signed by the person responsible for supervising the service activity. The student may not be paid for community service. The person signing the form in verification of the community service hours may not be a family member.

Student Name: _____ Grade: _____

Organization Name: _____

Description of Service Activity:

Student Community Service Hours for School Year : _____

Hours Completed: _____ (please round to the nearest 15 min, ex., 2.25 hr)

Date(s) Completed: _____

I verify that this student has not received any tangible reward for the service he/she provided.

Name and title of person verifying service hours

Signature



Acceptable Use Agreement

Members of the BCA community demonstrate that they understand the Acceptable Use Policy stated on page 31-33 of the Parent/Student Handbook and agree with its terms by signing this consent and agreement form.

Bradford Christian Academy
Acceptable Use Policy
Consent Form and Agreement

Our family has read and fully accepts the community standards outlined in BCA's Acceptable Use Policy. I will be responsible for my own actions when using the technology and resources of BCA, whether in a computer class or any classroom.

Student Signature: _____

Parent Signature: _____

Printed Names (student and parent) _____

Date _____