Beaverdam Christian Academy

Parent and Student Handbook

A MINISTRY OF
BEAVERDAM BAPTIST CHURCH

19110 Beaver Dam Road
Beaverdam, VA 23015
804-449-0076
www.school@beaverdambaptist.com

Revised January 24, 2024

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Letter from the Leadership Team

One of our greatest callings as the Church is to stand in the gap for our children. We know that the students of today are the leaders of tomorrow. There has never been a greater need for TRUTH in education. Textbooks have been reframed by those who want to root out any truth in science, history, and biblical values while teaching students identity and sexual norms that are outside of God's biblical plan for them. At a time in our country when many schools and churches have abandoned biblical principles. Beaverdam Christian Academy, as a ministry of Beaverdam Baptist Church, is standing firm in our commitment to honor God in providing students a Christian education grounded in God's word. Our prayer is that the Holy Spirit would fill our halls of learning with a spiritual environment that will allow children to grow, learn and flourish. May our students stand firm in the truths they learn, and may they be a light to others pointing them others to God's righteousness, grace, and gift of salvation.

In His Service,

The Leadership of Beaverdam Baptist Church

Letter from the Principal

Dear BCA family,

What a tremendous blessing and privilege to lead this amazing school at Beaverdam Christian Academy. Our partnership together is the foundation of our vision for this school, that we would work hand in hand to grow these students into the world changers that God is preparing them to be. Each day as a staff, we commit to praying for your child and your family when we gather before school each morning. I sincerely covet and appreciate your commitment to prayer with us for Beaverdam Christian Academy this year.

I believe that the most important thing your student will learn this year with us at BCA, is the unfailing love of Jesus Christ that no distance, time or action can ever diminish. Isaiah 54:10 says, "'The mountains may shift, and the hills may be shaken, but my faithful love won't shift from you, and my covenant of peace won't be shaken,' says the Lord." I pray that each student feels this love of Christ in each moment and interaction with our staff, and that this school, which belongs to God, would bring Him honor this year.

In Him,

Abby Rodriguez

School History

Beaverdam Christian Academy was established in 2014 as one of the many ministries of Beaverdam Baptist Church. The school was created so students could be taught the same values in the school that are taught in the home and the church. We hope this school will not only serve the families of Beaverdam Baptist Church but will also provide a Christian education to families attending other local churches.

Accreditation

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

Public Disclosure Statement

Beaverdam Christian Academy is licensed as a Religiously Exempt Child Day Center. This allows our child center to be operated by a religious institution and file exemptions from licensure by meeting documentation and other requirements specified by the religious exemption law. Beaverdam Christian Academy is located at 19110 Beaver Dam Road, Beaverdam, Virginia 23015. The size of the building is 55,000 square feet. Our center utilizes 12 classrooms for this center's operation. Our facility consists of two small playground structures and swings. The maximum number of children that our facility will enroll at one time is 120 students. The maximum number of students that can be in care at one time, as dictated by the health department, is 642. The center does not provide food service. Staff employed by the center must be certified by a practicing physician to be free from any disability that would impact them from caring for children. The center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence.

Mission Statement

Beaverdam Christian Academy exists to partner with Christian families and Beaverdam Baptist Church by providing a biblically integrated education dedicated to excellence, both spiritually and academically.

Profile of a Beaverdam Christian Academy Student

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

Statement of Faith

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

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

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

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

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

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

Philosophy of Education

The philosophy of education at Beaverdam Christian Academy is that …

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

Expected Student Outcomes

A BCA student will…

Spiritual	Intellectual	Social/Emotional	Physical
• Develop an authentic and personal relationship with Christ • Disciple others to impact the world for Christ • Seek spiritual community • Live a life of service that is motivated by the Gospel • Know the Word of God as absolute Truth • Surrender daily to the Lordship of Christ	• Demonstrate a growth mindset and love of learning • Develop curiosity • Show resilience in the face of challenges • Seek reliable information • Think creatively and critically • Speak Truth • Pursue God's path for their lives	• Understand their identity as an image-bearer • Demonstrate humility and seek accountability • Effectively communicate and collaborate • Resolve conflict with empathy and self-awareness • Show self-motivation and work ethic • Lead others and build them up	• Pursue balanced well-being with healthy habits • Set healthy boundaries • Live an active lifestyle • Make time for Sabbath rest • Honor bodies as a temple of the Holy Spirit • Demonstrate balanced nutrition

• Engage in spiritual disciplines	• Utilize resources to make real life decisions	• Rely on God to regulate emotions	• Engage in meaningful play and understand risk

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

General Information

Office Hours

Office Hours

The church office is open from Monday through Friday from 8:00 am to 3:00 pm during the school year.
School Closure Information

▪ In most cases, closures, delays, and/or early releases due to weather will correspond with the Hanover County School System. If Hanover County announces a two-hour delay, early release, or school closure, Beaverdam Christian Academy will generally follow suit.

▪ As an independent school whose families transport students primarily by personal vehicles rather than buses, there may be circumstances in which school leadership determines that a different decision is appropriate. Any decision to deviate from Hanover County will be made carefully by school leadership in consultation with the Senior Pastor of Beaverdam Baptist Church, with student safety as the highest priority.

▪ If Hanover County Public Schools remain closed but BCA determines it is safe to open, families should use their own discretion. If a parent is unable to drive or does not feel comfortable traveling, the student's absence will be excused. Work-from-home materials will be provided to support the student's continued learning for that day.

▪ Parents will be notified of school closings, delays, or early releases via text alert and email notification.

▪ If it becomes necessary for school to be dismissed on short notice or while school is in session due to snow, loss of electricity, or other unexpected circumstances, families will be notified by phone and text as quickly as possible.

▪ Up-to-date information will also be posted on the school's Facebook page.

Visitors

- All visitors (including parents/guardians) who come to the school must follow proper check-in procedures.
- All visitors (including parents/guardians) must check in and out through the principal's office.
- Parents/guardians picking up students before the end of school day must check in at the principal's office to sign out student.
- The church office has the right to deny any visitor at any time.

Lunch Program

- Parents/guardians provide their child's snacks and lunches daily. Parents are asked to send only one snack item (unless they are after care students) and that it be a healthy nutritional, non- sugared snack.

- If food needs to be kept cold or warm, please put it in a thermal container or put an ice pack in the lunchbox. BCA is not responsible for keeping food cold and cannot utilize microwaves to heat up packed food.
- Please send a spill proof, filled non-glass water bottle for your child every day. Please make sure it does not leak.
- From time-to-time parents/guardians may be asked to furnish snacks or the ingredients for a snack for a special day or activity. If you would like to do this, or if your child wants to bring a snack for the entire class, please inform your child's teacher.
- Cakes, cupcakes, and doughnuts are reserved for birthday parties, holiday parties, and special days. Please do not send them for your child's snack.

What Not to Bring:

- Gum/Candy/ Soda (Please do not allow your child to bring these items to school at any time.)

Messages and Telephones

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

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

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

Question:	**Call or Email:**
Attendance issues	School Principal
Homework concern	Student's teacher
Calendar question	School Principal
Graduation requirements	School Principal
Financial questions	School Principal

Parent/Guardian Information

Parent/Guardian involvement is critical to BCA's overall effectiveness. Communication between parents/guardians and faculty/administration is welcomed and encouraged. Parents are invited to join the BCA Parents Facebook page to make connections with other parents including car pool connections and much more.

Change of Contact Information

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

Communication (II Timothy 4:2)

BCA sends communication out electronically. Parents/guardians must submit an active email address to the school in order to receive updates, financial statements, and all other communication. It is the responsibility of the parent to notify the school if the email address has changed or the messages are no longer being received.

Compliance with Child Abuse and Neglect Law

The Code of Virginia, § 63.2-1509 provides in pertinent part that: any teacher or other person employed in a public or private school, kindergarten or nursery school; any person providing full-time or part-time child care for pay on a regularly planned basis; any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children; any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team; who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline.

Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse or neglect. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. All BCA staff members have been trained in and will follow this policy.

FERPA Regulations

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

Volunteering (I Peter 4:10)

Please note that all volunteers should first report to the principal's office to sign in and out.

Volunteers are used in the classrooms to help with different events. Volunteers may assist in coordinating class parties, projects, field day, etc., throughout the year. Volunteers may come in to assist teachers in copying, cutting, laminating, etc. To minimize school disruptions and miscommunication when volunteering, please make arrangements with the principal before your arrival.

Substitutes are always needed, and we would love to have parents with schedule flexibility sign up as substitutes. Send the principal an email to inquire more.

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

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

- First, bring the concern, question, or grievance directly to the person involved and in good faith try to resolve the matter. This should take place in the form of a face-to-face meeting one on one that is scheduled in advance. Impromptu meetings before or after school are not appropriate. Gossip and public involvement should be eliminated to prevent un-Godliness within the school.
- Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority, the principal.
- Third, if the matter still cannot be resolved, the matter may be brought to the leadership team for review. A summary of the matter and the attempts already made to resolve the matter must be tendered in writing prior to the matter being reviewed. The leadership team will review the summary and meet with whatever parties are deemed necessary to resolve the situation. The Leadership Team has full discretion in all disciplinary matters and has the right to dismiss any student who does not cooperate with the total education process. Any decision rendered by the BBC Leadership Team will be considered final.

Admissions and Re-enrollment

Non-Discrimination Policy

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

Admission Philosophy (II Timothy 2:15)

Beaverdam Christian Academy is open to anyone interested in securing a Christian education and is open to any Preschool 3 thru 6th grade aged student whom the school finds qualified for admission and who agrees (and whose parents/guardians agree) that he or she shall abide by Beaverdam Christian Academy rules. It must always be understood that attendance at Beaverdam Christian Academy is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to the Beaverdam Christian Academy environment will forfeit this privilege.
All students must be certain they want to attend Beaverdam Christian Academy and must agree to apply themselves honestly and wholeheartedly to "study to show [themselves] approved unto God" (2 Timothy 2:15) They must be courteous and respectful to their peers, staff, faculty, and other daily associates.

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

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

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

Admissions Procedures/Policies (I Corinthians 14:40)

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

Application Process – Enrollment for Beaverdam Christian Academy will be processed online through our website: www.beaverdamchristianacademy.org.

1. Student Application Completed Online

The following information must be provided to the school office before the first day of school. Any child that does not have this information on file with the school will not be able to begin attending school until the information is received and processed.

- **Student Profile-** Information including student name, social security, home address, birthday, gender, race, and parent information must be provided.
- **Emergency Contacts** - Information including parents/guardians' home and work contact information, emergency contacts (other than parents/guardians and any other people authorized to pick up children must be provided.)
- **Health Information** – Information regarding known allergies to foods or medications and a signed release for emergency medical treatment must be provided.
- **Signed Handbook Commitment and Agreement** – Each parent/guardian should thoroughly read the Parent/Student Handbook and complete the electronic signature of the Enrollment Form and Handbook Agreement when submitting their application.

2. Forms Uploaded Online

A. Medical Form

A completed school health form (supplied by the State of Virginia Department of Health), signed by an approved health professional must be received in the school office before a student is admitted to school. This form includes the Health Information Form, the Comprehensive Physical Examination Report, and the

Certification of Immunization. The school health form shall be obtained annually for each child less than six years old. A child's immunizations must be recorded to include the month and year administered and kept up to date as required by law before the first day of school (please note this includes the 6th grade boosters). The medical form shall be returned at the time of application or before admittance to school. Failure to provide these records may be a basis for excluding children from attending school.
BCA does allow a notarized Religious Exemption Form in lieu of the school health form.

B. Birth Certificate

An original birth certificate must be presented to the school office to be copied.

*A student must be at least 3 years old by December 31 of the enrolling school year to apply for PK3.

* A student must be at least 4 years old by December 31 of the enrolling school year to apply for K4.

* A student must be at least 5 years old by December 31 of the enrolling school year to apply for Junior Kindergarten.

*Kindergarten is open to any student 5 or 6 years old by August 1, 2024.

C. Transcript Release Form

Official transcripts from all previous schools must be received prior to the students starting at BCA.

- Homeschool students must submit a list of classes completed (with textbook information) and final grades (numerical).
- All credits accepted by BCA are subject to review and approval by the administration.

3. **Application Fee**
   Pay $100.00 application fee for new students or a $75 application fee for returning students online through the payment portal. (**This fee is non-refundable**.)

4. **Student Interview**
   For new students, after an enrollment application is completed online, your enrollment status will remain pending, and you will be invited to meet with the principal for a parent/student interview. It is desirable that students who attend the school come from a home which reinforces the values and beliefs taught during the school day. The parents'/guardian's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline policies will be assessed. Information from the interview will be used to make a decision regarding acceptance. After this in person interview, the status on your application will show approved or remain pending while additional information may be needed. Please give the office up to 10 business days to review the application once completed online. And an additional 10 business days after the interview to see an acceptance or follow up response on your profile.

Re-Enrollment

Current BCA families are given the opportunity to re-enroll each year before open enrollment begins. Re-enrollment is not officially accepted until registration fees are submitted (**these fees are non-refundable).**

Withdrawal Procedures

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

Academics

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

Bible

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

Community Service (Matthew 25:35-45)

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

Conferences

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

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

At the end of each academic year, awards are given to recognize students' outstanding performances in various school disciplines. Special awards assemblies will be held during the last week of school and are open to family and friends of the students.

Extra Credit Opportunities/Guidelines

Extra credit is intended to provide students with an opportunity to demonstrate additional learning and mastery of academic content. It is not intended to replace missing assignments, compensate for poor effort, or provide an unfair academic advantage. To ensure consistency and fairness across all grade levels, the following expectations apply:

1. Any extra credit opportunity offered by a teacher must be made equally available to all students in that class. Extra credit may not be offered to individual students or select groups of students unless required by an approved accommodation or modification.
2. Extra credit assignments must be distributed no later than one week prior to the end of the grading period (the report card grade submission deadline). This ensures that students have adequate time to complete the assignment and teachers have sufficient time to evaluate the work before grades are finalized.
3. Students must complete and submit all required classwork before becoming eligible to participate in extra credit opportunities. Extra credit is intended to extend learning, not replace regular classroom responsibilities.
4. Extra credit assignments must be academically meaningful and substantial enough to demonstrate an increased understanding or application of the content being studied. Assignments should require thoughtful effort and should align with the instructional objectives of the course.
5. Extra credit should enhance a student's demonstrated understanding of the subject matter rather than disproportionately impacting a student's overall grade. Teachers should exercise professional judgment to ensure that extra credit maintains the integrity of the grading process.
6. Teachers are encouraged to retain copies of extra credit assignments and grading criteria for documentation purposes should questions arise regarding student grades.

The administration reserves the right to review extra credit practices to ensure consistency with the school's grading philosophy and academic expectations.

Grading

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

Courses at BCA are graded in several ways. Purely academic courses are graded using the traditional numeric "ABC" method in all but preschool (see grading scale below) If you have a question on a certain grade, you are expected to contact the teacher and request specific information.

90-100%	= A	Outstanding	=O

80-89%	= B	Good	=G
70-79%	= C	Satisfactory	=S
60-69%	= D	Needs Improvement	=N
Below 60%	= F	Failing	=F

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

Students are expected to have all assignments turned in at the class time and date assigned by the teacher. Students will lose points for late work based on the classroom teacher's policy. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.

Probation and Dismissal

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

Report Cards

Reports cards will be made available four times a year following each of the four quarters. Parents/guardians have 2 weeks from the date that reports cards are posted to dispute any grade or attendance issue. After that time all grades and attendance records stand and may not be disputed.

Student Pledges

Each day begins with the Pledge of Allegiance to the American Flag, The Star-Spangled Banner, and prayer.

Transcripts

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

Attendance and Transportation (I Corinthians 14:40)

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

Support for Attendance

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

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

It is the parent/guardian and student's responsibility to contact the teacher, in writing, by email, if possible, for work due to any absence from school. The teacher must be given 24 hours to respond to any request, including assignments that need to be made up due to an absence (work will typically not be available the same day as an absence).

Parents should contact the school office any time their child will be unexpectedly absent from school. Parents should contact the school office by phone call or email to report of absence, early release, etc. by 9:00 a.m.

Attendance Policies

Absences

- Only legitimate reasons for absences will be accepted for the absence to be considered excused. Excused absences may be granted for, but not limited to, the following reasons:
  a. Illness
  b. Family emergencies
  c. Death in the family
  d. Dental or medical appointments—Students must bring the doctor's note to the school office. upon returning to school.
  e. Funeral, graduation, or wedding of family member
  f. Athletic clubs, tournaments, or competitions for sports not offered at BCA
  - Any other circumstances should be arranged in advance (a minimum of 24 hours' notice is required), in writing, to administration.
  - Preplanned trips should be communicated in writing a minimum of 1 week in advance to administration so that work may be issued and completed prior to or during the student's absence.
- Any student missing 5 consecutive days due to illness may require a doctor's note explaining the absence before the student is permitted back to class.

- Any unexcused absence may result in a zero for all work missed or further action by administration if deemed necessary. This does not exempt the student from the work; all work must be completed regardless of the grade or penalty.
- Excessive absences may result in academic penalties as determined by the administration.
- Any student with more than 15 absences (in any individual course) for the year will be reviewed by the administration to determine whether credit will be given for the classes taken and subsequent graduation from or retention in grade. Exceptions will be made in cases of extended illness requiring hospitalization or continual doctor's care.
- Please note that special days (such as Field Day) are not optional for students.
- On the day the student returns to school after an absence, a note from a parent is to be sent to the classroom teacher describing the nature of the absence if parents wish for absence to be excused (i.e. doctor/therapy, exc.)
- Failure to bring a note will result in the absence being marked as unexcused.
- Absences (excused/unexcused) will be noted on the student's permanent record.
- Students should return to school prepared to make up tests, quizzes, or turn in assignments that were missed due to an absence (i.e., if a student is out on Tuesday and returns Wednesday, the student should come Wednesday prepared to take any schedule tests, quizzes, or turn in other assignments that were due on Tuesday).
- Excessive absences or early dismissals may impact re-enrollment eligibility.

Tardies

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

Before and After Care

BCA currently offers before and after school care. Before-school care begins at 7:00 am and after-school care goes on until 6:00 pm. A separate Before and After School Form will be available to enroll your child into this program.

Drop-Off and Pick-Up of Students

- PARKING LOT SPEED IS 5 MPH. Please refer to the chart for traffic patterns.
- Parents are not to drop off students before 8:00 am. If a student is dropped off before this time, he/she will be brought inside the building and the parent/guardian will be responsible for paying before school care fees.

- Students are not to be dropped off if a teacher is not present to accept the student. This is a matter of safety.
- Please do not use cell phones while driving in the school parking lot or in the car line.
- Please do not allow children to run around and play in the parking lot.

Early Dismissal

- Early dismissal from school must be for legitimate reasons and should not be excessive. Regular, standing early dismissals are only granted for medical appointments or pre-approved academic support-type work that has been pre-arranged with administration.
- Any student who needs to be picked up early must bring a note stating the time for the dismissal and who is authorized to pick up the student.
- Parents/guardians who wish to pick their child up early must do so before 2:55 p.m. when car line begins to form. After this time all parents/guardians must go through car line to pick up their children.
- Excessive early dismissals may impact re-enrollment eligibility.

Late Pick-Up

- All students need to be picked up by 3:15 p.m.
- Any students not picked up by 3:15 p.m. will be taken to after school care. An effort will be made to contact the parents/guardians from the office. After school care fees will apply.
- Exceptions to these charges may be made for extreme mitigating circumstances.

Student Transportation

- BCA does not offer any type of bus service to and from school.
- PARKING LOT SPEED IS 5 MPH. Please follow traffic signs controlling traffic flow.
- To ensure your children's safety, the standard expectation is that students will be brought and picked up from school by approved adults.
- Parents/guardians must send written permission to the school for children to have permission to ride home with someone other than a parent or emergency contact (you may list these people on the emergency contact form or send in notes as the need arises).
- Please remember that anyone picking up your children will be asked for ID (this is to ensure the safety of your children). Your cooperation in this is greatly appreciated.

Dress Code

Uniform Philosophy (I Peter 3:3-4)

Uniform Philosophy:

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

There are several other important reasons a basic uniform is required at BCA:
- To dispense with competition due to outward appearance and in its place, emphasize inner beauty and character development.
- To limit distractions and to focus on learning.
- To enhance school spirit.

Adherence to the uniform dress code is a family responsibility.
- Students should be clean and well-groomed at all times.
- All clothing must be in good condition (no rips, fraying, etc.).
- All clothing must fit appropriately (not too baggie, not too tight and be of the appropriate length).
-

Shoes/Socks
- All shoes are to be neat and clean. Athletic shoes will be required for gym.
- No backless or open-toed shoes. i.e., clogs, crocks, flip-flops, etc., for safety reasons.

Specific Dress Requirements

- Hem of skirts (including jumpers and dresses) must touch the top of the kneecap when standing and should include shorts or tights/leggings underneath.
-Shorts are to be no higher than 2 inches above the top of the kneecap.

Specifics about Uniform Pieces

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

- Shorts/Skirts/ Dresses – Solid colored tan, khaki, or navy-blue shorts, no shorter than 2 inches above the knee. Tan, khaki, or navy-blue skirts with a hem that touches the top of the kneecap. Tan, khaki, navy-blue, or burgundy dresses with a hem that touches the kneecap. Skirts and dresses must have shorts or leggings under them. Shorts or leggings for under dresses must be school uniform colors (white, tan, grey, navy, maroon or black).

- Polo Shirts – Any white, burgundy, or navy blue, solid-colored polo shirt. They can be short or long sleeved. (White, burgundy or navy-blue turtlenecks are also acceptable in colder weather)

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

-Jackets/ Pullovers/Sweaters- solid colored navy, burgundy or white.

Health and Safety

Distribution and Consumption of Medication

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

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

Emergency Procedures

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

Health and Safety Issues

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

Illness

Beaverdam Christian Academy has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the school will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The school will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. If a student is not feeling well, he/she should inform the classroom teacher who will take the next steps to contact parents. A call will be made to parents either by the classroom teacher or the principal depending on the teacher's availability. Students are not to text

or call their parents from their cell phones to ask to be picked up from school. Students are directed to go to the teacher or school administration to call on their behalf.

Beaverdam Christian Academy follows school guidelines for the protection of all students and faculty. If a student develops the following symptoms during a school day and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached will be contacted:

1. Running a fever of 100.0 or higher
2. Suspected contagious disease, including head lice, pink eye, strep throat, and others.
3. Vomiting or diarrhea
4. Severe stomachache, headache, or earache
5. Inability to remain in class due to illness or injury

Students must be picked up within the hour of the school's request that the child be sent home due to illness. The student should be signed out at the principal's office. In the event a student requires immediate medical attention, and a parent cannot be reached, 911 will be called. Emergency personnel will determine care needed.

To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, throw up or diarrhea (regardless of the reason) for 24 hours prior to their return to school. If a student misses five (5) or more consecutive days, a doctor's note will be required.

For the health and safety of the school community, parents should report to the principal or school administration if their child has a confirmed communicable disease that poses a risk to others in the school community. In case of student absence due to the reportable communicable disease a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

Qualifications of Staff Personnel

At Beaverdam Christian Academy, our staff members are vital to fulfilling our mission of providing a Christ-centered education rooted in Biblical principles. We seek dedicated individuals who exemplify professionalism, spiritual maturity, and a passion for teaching and nurturing students. All staff personnel must meet the following qualifications:

Spiritual Qualifications

1. **Personal Faith:**
    - Must be a born-again believer in Jesus Christ.
    - Demonstrates a growing and vibrant relationship with the Lord.
2. **Doctrinal Alignment:**
    - Fully supports the Statement of Faith and mission of Beaverdam Christian Academy.
    - Lives a lifestyle consistent with Biblical principles in word and action.
3. **Church Membership:**
    - Regularly attends and actively participates in a Bible-believing church.

Professional Qualifications

1. **Age Requirement:**

- All staff members must be 18 years of age or older.

2. **Educational Requirements:**
   - While a college degree is not required, staff should demonstrate proficiency in the skills and knowledge necessary for their specific role.
3. **Experience and Training:**
   - Prior experience in teaching or related fields is preferred but not required.
   - Training and certification relevant to the position are encouraged but not mandatory.
4. **Competence:**
   - Teachers must exhibit mastery of subject matter, curriculum, and classroom management.
   - Non-teaching staff must demonstrate proficiency in their assigned responsibilities.

Character and Leadership Qualifications

1. **Integrity and Example:**
   - Models Christlike character and serves as a godly example for students, families, and the community.
   - Respects the mission, vision, and leadership of Beaverdam Christian Academy and Beaverdam Baptist Church.
2. **Teamwork and Communication:**
   - Works collaboratively with other staff and administration.
   - Communicates effectively and respectfully with students, families, and colleagues.
3. **Dedication to Ministry:**
   - Views the position as a ministry and demonstrates a servant-hearted approach to all responsibilities.

Other Requirements

1. **Background Checks:**
   - Must pass a criminal background check and complete all required clearances before employment.
2. **Health and Safety Training:**
   - Completes first aid, CPR, and any other safety training required by Beaverdam Christian Academy. Staff must be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is kept on file.
3. **Commitment to Continuous Growth:**
   - Participates in professional development opportunities as offered or required by the academy.

By upholding these qualifications, our staff ensures that Beaverdam Christian Academy remains a place where children grow spiritually, academically, and socially under the guidance of godly mentors.

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

Our Philosophy of Discipline

At Beaverdam Christian Academy, discipline is viewed as an opportunity to teach, guide, and restore rather than simply punish. Our goal is to help every student develop self-control, responsibility, respect for others, and Christ-like character.

We believe discipline should be administered with consistency, fairness, grace, and love while maintaining a safe, orderly, and Christ-centered learning environment.

"As each has received a gift, use it to serve one another." (1 Peter 4:10)

"Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6

Classroom Management

Teachers are responsible for addressing routine classroom behaviors through positive classroom management, redirection, and age-appropriate consequences. Many behaviors are considered part of the normal learning process and are handled within the classroom through instruction, reteaching, and opportunities for students to make better choices.

Examples of classroom-managed behaviors may include:

Preschool

- Difficulty sharing
- Interrupting
- Saying "no"
- Minor defiance
- Emotional outbursts
- Separation anxiety
- Potty accidents
- Running in the classroom

Elementary (K–5)

- Talking out of turn
- Off-task behavior
- Forgetting materials
- Incomplete work
- Minor classroom disruptions
- Minor disagreements between students
- Minor disrespect that responds to correction

Middle School

- Talking during instruction
- Off-task behavior
- Missing assignments
- Minor attitude concerns
- Classroom disruptions that respond to correction

Classroom Consequences

Teachers may use developmentally appropriate consequences to help students learn from their choices. Depending on the student's age and the nature of the behavior, consequences may include:

- Verbal correction and reteaching expectations
- Seat changes
- Temporary loss of classroom privileges
- Loss of classroom jobs or responsibilities
- Behavior reflection activities

- Loss of a portion of recess or preferred activities
- Parent communication when appropriate
- Restorative conversations and apologies
- Logical consequences directly related to the behavior

Consequences are intended to teach responsibility and encourage positive decision-making rather than simply punish students.

Administrative Referrals

While most behavioral concerns are handled by the classroom teacher, administration will become involved when a student's behavior significantly impacts safety, disrupts learning, or demonstrates repeated or serious misconduct.

Examples include, but are not limited to:

- Physical aggression or fighting
- Bullying, harassment, or intimidation
- Threats toward students or staff
- Repeated defiance after classroom interventions
- Leaving supervision without permission
- Intentional destruction or theft of property
- Inappropriate language or conduct
- Technology misuse
- Any behavior that presents a safety concern for students or staff

Administration will determine appropriate consequences based on the severity of the incident, the student's age, previous interventions, and the overall circumstances.

Parent Communication

Parents will be notified when behavioral concerns require administrative involvement or when ongoing behavioral patterns indicate additional support is needed. All behavioral incidents that are escalated to an administration referral will be documented in the Gradelink Parent App. We believe that a strong partnership between home and school is essential to helping students grow both academically and spiritually.

Parent Partnership in Discipline

At Beaverdam Christian Academy, we believe that the home and school are partners in the spiritual and character development of every child. When a teacher or administrator communicates a behavioral concern or disciplinary consequence, we ask parents to receive that communication with a spirit of trust, humility, and partnership.

No child is perfect, and every student will have opportunities to learn, grow, and mature through correction. Scripture teaches that loving discipline and accountability are gifts from God that produce wisdom, character, and righteousness. As a school, we are committed to correcting students with grace, consistency, and biblical love, always seeking restoration rather than punishment.

We ask parents to support the school's efforts by encouraging their child to accept responsibility for his or her actions, respond respectfully to correction, and learn from the experience. While parents are always welcome to ask questions or seek clarification regarding an incident, we encourage families to avoid immediately dismissing concerns or assuming their child is without fault. When children see the important adults in their

lives united in their commitment to truth, accountability, and growth, they are far more likely to develop humility, integrity, and Christ-like character.
Together, we can model the biblical principle that accountability is an expression of love and that discipline, when given and received with the right heart, helps produce the "peaceful fruit of righteousness" (Hebrews 12:11). Our shared desire is not simply well-behaved students, but young people whose hearts are being shaped to follow Christ.

Prohibited Disciplinary Practices

The following disciplinary practices are not used at Beaverdam Christian Academy:

- Silent lunches
- Public shaming or humiliation
- Disciplining students in front of peers
- Group punishment for the actions of individual students
- Sarcasm, ridicule, or degrading comments
- Comparing students to one another
- Withholding a parent-provided birthday treat or celebration

The Heart of Discipline

Every student is created in the image of God and deserves to be treated with dignity, grace, and truth. While behavior must be addressed consistently, our desire is not simply to change behavior but to shape hearts. Through loving correction, clear expectations, and biblical guidance, we seek to help students grow into young men and women who honor Christ in both character and conduct.
"Whoever loves discipline loves knowledge, but he who hates reproof is foolish." Proverbs 12:1

Biblical Guidelines for Student Conduct

Respect Authority: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good" (Romans 13:14).
Respect and Esteem: "Consider one another as better than ourselves" (Philippians 2:3, I Corinthians 6: 19-20; Matthew 15: 89, Psalm 119, Proverbs 18:24, Proverbs 3:7-9). Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.
Be an Example: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity" (I Timothy 4:12).
Seek Excellence: "I can do everything through Christ who gives me strength" (Philippians 4:13).
Be Honest: "Providing for honest things not only in the sight of the Lord, but also in the sight of man" (II Corinthians 8:21).
Be Truthful: "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body" (Ephesians 4:25).
Practice Clean Speech: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen" (Ephesians 4:32).

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

Student Behavior Expectations

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

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

Offenses: Examples

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

- Disrespect (toward self or others)
- Lying (to any other person, including students, teachers, etc.)
- Fighting
- Unauthorized use of telephones (school, church, or personal phones)
- Unauthorized presence (not where the student is supposed to be)
- General misconduct (including repetitive misbehavior or disruptions)
- Improper language spoken or displayed toward others
- Leaving school property without permission
- Immodest dress (students will be sent to the office and wait for a change of clothes or be taken home).
- Consuming gum, candy, food, or drinks in class (except for classroom parties or a water bottle, when they are permitted)
- Cheating: cheating is defined as "any attempt to deceive to further one's own purpose; to trick; swindle; or defraud another" (automatic zero for the assignment in addition to other appropriate consequences)
- Plagiarism: to plagiarize is defined as "to steal or pass off as one's own the ideas, words, writings, etc., of another" (automatic zero for the assignment in addition to other appropriate consequences)
- Bullying – this may include emotional, physical, or verbal forms. Bullying is defined as aggressive behavior that negatively impacts another person's body, property, self-esteem, or social position,

repeated over time, and is hurtful or threatening. (Teasing, name-calling, intentionally ignoring or excluding, gossiping, etc. are all examples of bullying)

- Stealing from the school, church, staff members, or other students (students and/or parents will be required to make full restitution of stolen property in addition to other appropriate consequences)
- Defacing or damaging personal, school, or church property (students and/or parents will be required to make full restitution of defaced or damaged property in addition to other appropriate consequences)
- ***The following may result in expulsion (this list is not all inclusive):***
- Possession of any type of gun, knife, or other weapon on school grounds or at a school function off campus. This includes any homemade or makeshift items that could be used to hurt another student.
- Threatening a staff member or student
- Repeat or continued offenses (of any type) that demonstrate a lack of support and compliance to the school's expectations.

Out-of-School Suspension Policy

At Beaverdam Christian Academy, student behavior is expected to align with Biblical principles and the school's code of conduct. In cases of serious misconduct, students may be subject to out-of-school suspension (OSS).

Reasons for Out-of-School Suspension A student may be suspended for, but not limited to, the following reasons:

- Repeated or severe violations of school rules or policies
- Disrespect toward faculty, staff, or fellow students
- Fighting or physical aggression toward others
- Bullying, harassment, or intimidation
- Inappropriate conversation regarding adult topics, racism, or curse words
- Use or possession of prohibited items such as drugs, alcohol, tobacco, or weapons
- Cheating, plagiarism, or academic dishonesty
- Willful destruction of school property
- Any behavior deemed a serious disruption to the learning environment or a violation of Christian values

Immediate Suspension Certain behaviors may warrant an immediate suspension up to expulsion including but not limited to:

- Physical assault on another student, teacher, or staff member
- Manipulation or lying with intent to hurt others' reputation or cause significant harm
- Possession of weapons or dangerous items
- Threats of violence toward others

Academic Responsibility During Suspension Students who are suspended from school will be responsible for all work missed during their absence. Teachers will provide assignments, and it is the student's responsibility to complete and submit them upon return. Tests, quizzes, and other weighted assignments missed during the suspension may impact the student's grade. Extensions for completing missed work will be granted at the discretion of the teacher. Beaverdam Christian Academy reserves the right to determine the length and conditions of each suspension based on the severity of the offense and prior behavioral history. Parents will be notified immediately if a suspension is issued, and a meeting may be required before the student is permitted to return to school.

Beaverdam Christian Academy Student Cell Phone Policy

Beaverdam Christian Academy is a no cell phone zone during the school day for all students, including both elementary and middle school students.

We believe cell phones are not necessary for students during the school day and that they often serve as a distraction from learning, relationships, classroom participation, and the overall school environment. Our goal is to provide students with a focused, safe, and distraction-free school day. Students who are given permission by their parents to bring a cell phone to school may have the phone with them; however, the following expectations apply:

- The cell phone must remain inside the student's backpack for the entire school day.
- The cell phone must be completely turned off, not simply silenced or placed on Do Not Disturb.
- The phone may not be used, checked, displayed, carried around, or accessed during the school day.
- Students may not use their phones to text, call, take pictures or videos, access social media, play games, listen to music, or access any other applications during the school day.
- The cell phone must remain in the student's backpack until the student has been picked up from school.

Cell Phone Violation

If a student is caught utilizing or accessing a cell phone during the school day, the phone will be immediately taken to the main office.
A parent or guardian may pick up the phone from the administration in the main office at the end of the school day.
The student will not be permitted to keep the phone with them for the remainder of that school day.

Repeated Violations

We expect students to follow this policy consistently.
A student's third cell phone violation during a school year will result in disciplinary action. This may include, but is not limited to, in-school detention or other consequences determined by administration.
Continued violations may result in additional disciplinary consequences.

Communicating with Parents

If a student needs to communicate with a parent or guardian during the school day, the student may come to the main office and use the school phone to call home.
Parents who need to communicate an important message to their child during the school day should contact the main office, and the office will assist with communicating the message to the student**.**

Our Purpose

This policy is not intended to prevent students from having access to their parents when needed. Rather, it is intended to protect the learning environment and eliminate unnecessary distractions.

At BCA, we want our students to be present, engaged, and focused on learning. We believe that keeping cell phones put away and turned off throughout the school day is an important part of creating that environment. Elementary and middle school students are expected to follow this policy without exception.

Student Information

Chapel

BCA Chapel for students will be every Wednesday at 8:30 a.m.. Pastors, missionaries, parents, and teachers present the devotional and lessons. Parents are welcome to attend chapel.

Curriculum/Textbooks (II Timothy 2:15)

The Abeka program is designed to meet the developmental needs of each child spiritually, intellectually, socially, emotionally, and physically. The teachers provide a quality, safe, wholesome environment for individual learning. Teachers enrich and expand the curriculum with a variety of activities: artwork, games, puzzles, songs, books, videos, and much more. All activities are presented in an age-appropriate manner. Special event days are interspersed to expand creativity and interest in addition to promoting community among the classes. Field trips enhance unit themes and offer opportunities not available in the classroom.

Religious Exemption and Compliance with Regulations

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

Special Event Days

Birthdays
Birthdays are very special occasions for children. Parents are welcome to bring a special treat for the birthday child for the class to share. Please make sure to coordinate with the teacher of the class prior to the day for scheduling and communication. Summer birthdays will be honored at the end of the school year.

Holidays
Thanksgiving: Focus on being thankful
Christmas: Focus on Christ's birth, God's gift to us
Valentine's Day: Focus on Christ's love
Easter: Focus on the resurrection of Christ

Potty Training Policy for Preschoolers

In order to maintain a healthy and hygienic atmosphere, we require that all students enrolled in Pre-K3 and higher, be fully potty trained before enrolling at Beaverdam Christian Academy. This policy aims to ensure the comfort, well-being, and positive educational experience of every child in our care.

For the purposes of this policy, "complete potty training" encompasses the following criteria:

1. Independence in Toilet Usage: The child should be capable of using the toilet independently, including getting on and off the toilet without assistance.

2. Self-Hygiene Skills: The child should be able to wipe themselves to the best of their ability, with no expectation of assistance from teachers or staff.

3. Absence of Diapers or Pull-Ups: The child should not be reliant on diapers or pull-ups during school hours. Child must be in regular underwear at school.

4. Maintaining Dryness: The child should be able to stay dry, including during nap times.

It is the responsibility of the parent or guardian to ensure that their child meets the criteria of complete potty training before enrolling in the preschool program. Parents or guardians will be informed of this policy during the enrollment process and will be provided with the criteria for complete potty training.

If a child experiences more than three accidents in a week for two consecutive weeks, the school may temporarily suspend the child ("At Home Teaching Time") from the program until the issue is resolved. This is to maintain a hygienic and comfortable environment for all students as well as maintain our licensing agreements as an exempt child care provider under the auspices of a religious organization.

Toileting Accidents

In the event of a toileting accident at school, the following procedures will be followed:

The student will be responsible for cleaning, undressing, and changing into a change of clothes independently. If the student is unable to complete these tasks or if the student is not able to regain cleanliness and return to class, the parents will be contacted to either pick up the child or provide assistance. All accidents will be documented and reported to the parents in a timely manner. This documentation will include details of the incident and any actions taken by the school staff.

Hours/Schedule

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

Please note that children may not arrive at school before 8:00 am and must be picked up by 3:15 pm on all regular school days unless they are enrolled in Before or After School Care.

Half-Day Students Dismissal- 12:00pm

Tardy

Students are marked tardy when arriving to class after 8:25 am.

Schedule

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

Parent Covenant

At Beaverdam Christian Academy, it is our mission to partner with Christian families and Beaverdam Baptist Church by providing a Biblically integrated education dedicated to excellence, both spiritually and academically. Partnership with Christian parents whose faith is growing ensures that the minds and hearts of students are cultivated not only at school, but also at home and in a local church. This partnership is at the very core of who we are as a community of faith and learning. By partnership, we mean we are in covenant with one another, and with God, in this shared vision and mission. Cooperation and collaboration are the paths to successful partnership.
Partnership of Beaverdam Christian Academy and Christian parents is dependent on four main ideas:

SHARED AND AGREED-UPON GOALS

We, both school and parents, must have a clear picture of the desired outcome of a Beaverdam Christian Academy education. At BCA, the goals for our students are centered around fostering development, encompassing spiritual, intellectual, social, emotional, and physical aspects. We strive to nurture a strong spiritual foundation in each student, encouraging them to develop a personal relationship with Christ and to impact the world through discipleship and service motivated by the Gospel. Intellectual growth is promoted through cultivating a mindset of curiosity, critical thinking, and a love for learning while valuing the Word of God as absolute truth. We aim for our students to demonstrate humility, empathy, effective communication, and collaboration. They are encouraged to resolve conflicts with self-awareness and seek accountability. The physical well-being of our students is equally essential, promoting a balanced lifestyle that includes regular exercise, healthy habits, and a meaningful understanding of play and risk. Our ultimate goal is to equip our students to lead, make informed decisions, and honor their identity as image-bearers of God, guided by His path for their lives.

HEALTHY, BIBLICAL COMMUNICATION:

Partnering well requires healthy, biblical communication from everyone in the community. The school must communicate the goals and priorities mentioned above; teachers must communicate students' academic and social progress; parents must communicate questions, concerns, or helpful information about their children. A key to healthy communication is understanding the power of the tongue, taking our words seriously. The tongue is a tool, a weapon if you will, that can cause great good as well as great harm. It has the power of life and death. As Christians involved in gospel community with one another, we should take great care that our words are life-giving, full of grace, and a source of encouragement. When they are not, we should repent to God and to those we have offended. Some of the surest indicators of true gospel-centered relationships are admitting mistakes and confessing sin against one another.

PARENT MODELING

By God's design parents are, by far, the most significant influence in a child's life. While Beaverdam Christian Academy will consistently invite students to consider that which is true, beautiful, and good; will provide skills for a lifetime of learning; and will fill classrooms with faculty who love God and others, the school's influence pales in comparison to the impact of the daily-witnessed practices of parents. For the partnership between parents, church, and school to be of greatest effect, students must experience alignment between the three institutions. Adults must be consistent, winsome, caring, and compelling. Children are keen observers. We must

reflect on what our children witness. How do we navigate conflicts with our spouses, neighbors, bosses, and pastors? What entertainment do we choose, and whom do we invite to dinner? How do we speak of those in authority? Do we remain faithful to our commitments, and how do we handle disappointment? How and how often do we seek forgiveness? Are we kind? The truth is that we all – without exception – regularly fail our Lord, our fellow man, and our better selves. In these moments, what do our watching children learn about God, about His grace, and about making things right? Do they witness lives humbly submitted to the sanctifying work of Christ?

PEACEMAKING

Commitment to School-to-Parent and Parent-to-Parent partnership is important when there is agreement during smooth times. This commitment is doubly important when difficulties arise that can threaten partnership. Differences of opinion, fuzzy communication, differing desires, and emotional hurts can each lead to a need for partnership maintenance and repair. Whether or not full agreement is reached, relationships of partnership can survive and thrive when we treat one another virtuously and follow the proper processes.

Normalizing conflict is acknowledging that conflict is a normal event when one sinner is in contact with other sinners. Even when we strive to put the interests of others before our own (Philippians 2), we do so imperfectly. Most of the thousands of interactions each day are friendly, kind, and honest, but we must not be surprised when some are otherwise. Normalizing conflict means that we are neither shocked nor helpless when disagreements arise. Instead, we hear and believe the biblical message about our own hearts and desires, grant forgiveness and reconciliation, and rejoice in the healing work of the Gospel. A community that views conflict as an opportunity for the glory of God will be one whose partnerships are not derailed when concord is disrupted. Peace-making involves the steps that we take to work through disagreements.

The following biblical principles govern the peace-making process at Beaverdam Christian Academy:

• Small offenses can be overlooked. If the offense still feels raw after a few days, that's a good indication that overlooking will not be possible. To ignore a problem at this point would be conflict-avoidance, and that is neither biblical nor healthy.

• We will believe in the best of one another, giving the benefit of the doubt when misunderstandings or miscommunications arise.

• Our goals are truth, restoration, and partnership; these goals trump seeking vindication or needing to be right.

• We will acknowledge that we all sin and that we don't know everything about any given situation.

• We will remember that both parental and school authority are not based on moral superiority but on position; before God we are all equally destitute and in need of a Savior. The Gospel helps us to be humble and vulnerable with one another and points the way to reconciliation.

• We will apologize for the small issues that may have contributed to the conflict along the way to resolution of the bigger issue.

• When appropriate, we will give one another space and time to prayerfully consider the issue before us, without demanding immediate answers and resolution.

Reflecting on the following questions can lead to more profitable conversations during conflict:

- Will what I am about to say be for another's benefit or only for my own gain?
- Is my goal to build up the other person(s)?
- How can I better understand the other person's interests, perspective, and point-of-view?
- Am I talking to the person to whom I need to be talking?
- Am I talking about someone inappropriately?
- Am I giving ear to anyone who is talking about someone inappropriately?

At Beaverdam Christian Academy, we believe that Partnership is the key to maintaining a vibrant and Christ-like community. By doing this well, we set ourselves apart and set an example of behavior for our children that reinforces and enlivens the teaching that happens in the classroom.

Parent Commitment

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

Beaverdam Christian Academy

Handbook Commitment and Agreement

I/we _____, the parents of

Child's Name _____
(Please print)

Child's Name _____
(Please print)

Child's Name _____
(Please print)

Child's Name _____
(Please print)

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

_____ _____
Parent or Guardian Signature Date

_____ _____
Parent or Guardian Signature Date