

# Beardstown Christian Academy Student/Parent Handbook



*Guiding students to achieve their full  
potential spiritually, morally, and  
academically*

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Welcome to the 2023-2024 school year at Beardstown Christian Academy.

Your decision to enroll your child at BCA will both enrich his/her life and positively impact the lives of every member of your immediate family. Since its inception in 1982, BCA has provided quality Christ-centered instruction to literally thousands of young people in Beardstown and neighboring communities. Each teacher at BCA makes a special effort to provide a loving and nurturing learning environment which is academically challenging, safe, and distinctly Christian. Hopefully, while a student at Beardstown Christian Academy, your child will realize a great measure of success and develop a strong personal relationship with the Lord Jesus Christ.

May God bless you and your family for having made this wise and faithful decision.

The BCA School Board and Administration



Dear Parents,

The BCA Parent Handbook has been prepared to help you understand the mission organization, and primary standards of Beardstown Christian Academy. Please take time to read each section carefully. If you have any questions, which are not answered in these pages, please call the school office at 323-1685. We believe that good communication between home and school and parents and teachers makes for a sound educational framework within which your child can learn, grow, and develop.

By enrolling your child at Beardstown Christian Academy, you have bestowed upon us a very important trust. We respect that trust and will give our very best in teaching and training your child. We covet your prayers and cooperation as we seek to nurture each student in body, mind, and spirit.

Sincerely,

# The BCA Staff

## School Board

Brock Rohn	President	248-3963
Tori Capps	Secretary	620-0425
Mike Icenogle	Elder Representative	323-3035
Patty Rohn	Finance	323-5117
Jerimy Wooley	Spiritual Leadership	370-3395
Josh Schaver	Board Member	491-0074

## Staff Members

### Administrative

Jim Bormann	Administrator	323-1685
Jennifer Luthy	Administrative Assistant	323-1685

### Faculty

Vicki Haberman	Pre-school (3-yr-old), Day Care Assistant
Angie Trone	Pre-school (4-yr-old), Day Care Assistant
Cassey Courson	Kindergarten
Karla Haberman	1st Grade
Dawn Hardwick	2nd Grade
Naomi Tayler	3rd Grade
Kathy Bormann	4th Grade
Janna Wooley	5th Grade
Krista Morato	6th Grade, Daycare Assistant

Kimberly Schier	Elementary PE
Janet Petersen	Elementary Music
Tara Surratt	7th Grade, Jr High PE
Brennan Moore	8th Grade, Jr./Sr. High Math
Sarah Helmich	Art & Daycare Assistant
Nick Shawgo	High School
Nancy Kellam	Jr High/High School English
Sue German	Title

### Cafeteria

Taylor Ren	Dietary Specialist
Kimberly Schier	Dietary Assistant

### First Christian Church Staff

Mike Courson	Preaching Minister	323-1677
Trevor Courson	Youth Minister	323-1677
Kellie Campbell	Church Secretary	323-1677

## Beardstown Christian Academy Mission Statement

Beardstown Christian Academy exists to guide students to reach their full potential spiritually, academically, and morally.

### Statement of Faith

#### At First Christian Church and Beardstown Christian Academy

##### WE BELIEVE

The God of the Bible created the earth and all that is in it, and has worked throughout history to restore men, women, and children to a right relationship with Him.

God ultimately fulfilled His plan by sending His only Son, Jesus Christ, to earth through a virgin birth; by proclaiming His Will and Wisdom through the teaching ministry of Jesus; by sacrificing His Son; and by raising Jesus from the dead three days later.

All mankind is eternally lost and in need of spiritual salvation. This salvation is a gift of God's grace, made available through the price Jesus Christ paid on the cross. This salvation, which brings forgiveness of sin, eternal life in heaven, and the indwelling Holy Spirit, is received through faith, demonstrated in five specific and different steps:

1. Believing in Jesus Christ (John 3:16, Hebrews 11:6)
2. Repenting from sin (Acts 2:38, 17:30-31)
3. Confessing a commitment to Jesus Christ (Matthew 10:32-33, Romans 10:9)
4. Being baptized through immersion (Acts 2:38, 22:16, Romans 6:3-6)
5. Living a faithful, godly life (Ephesians 2:10, Revelation 2:10)

Christians are actively involved in the local church through weekly worship, service, and general support. The church functions as the body of Christ on earth to continue the ministry of Jesus Christ by seeking to restore men, women, and children into a right relationship with the Heavenly Father.

### Philosophy and Objectives

At BCA, your child's education is of utmost importance. The school was founded to train young people in the "3 R's" and much more. It is our desire to train young Christian men and women to apply the Truth of Scripture in their daily lives now and in the future.

Christian education calls for a process which puts the Bible at the center of learning and asks students to evaluate all that they see in the world through the eyes of God.

Because God is Truth, all must conform to Him or it is not Truth. Jesus said, "I am the Way, the Truth, and the Life" (John 14:6). In true Christian education, students, parents, and teachers learn to use the Bible to evaluate all of life. The Bible is Life - it is the Living Word.

There is an important difference between a Christian and non-Christian worldview on any given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its own truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach can be as wholly God-honoring for parents and children as this approach through the Scriptures.

The Bible makes it clear that Christian parents are responsible for the education of their children. BCA exists to work with parents in providing their children with an education that is centered on God and His Word. Jesus Christ is to be central in all learning and living.

### Organization and Authority

BCA is not just a school, but it is also a ministry. Following the New Testament pattern for ministry, BCA operates under the authority of the Lord Jesus Christ, who has been given all authority in heaven and on earth. Biblically, this authority is placed in the hands of the eldership of the local congregation. Therefore, BCA operates under the oversight of the elders of First Christian Church of Beardstown.

The elders have delegated responsibility to make and enforce policies to a school board. This board reports to the body of elders regularly.

The board, in turn, has delegated the responsibilities of organization and total administration to the school administrator: course of study, teacher placement, school hours, yearly calendar, and discipline. The administrator is the head of the school and has authority over all functions and personnel. The administrator is a liaison member of the school board who makes reports, renders judgments, and assists with establishment of policy and procedures.

All those serving the school in leadership and staff member capacities are committed to the Lordship of Jesus Christ and the divine inspired authority of the Bible. We make no apologies for the fact that the Bible will be a textbook readily available and regularly used in every classroom at BCA.

### Purpose

#### WORK WITH THE FAMILY AND THE CHURCH

- a) To establish a relationship with BCA families so there is open communication.
- b) To work in harmony with the church to meet the needs of the family.

## PROVIDE A CHRIST-CENTERED EDUCATION OF ACADEMIC EXCELLENCE

- a) To present Christ in every subject
- b) To encourage and expect each student to reach his full potential.
- c) To present materials using methods which meet the needs of each individual's unique learning style.

## PROVIDE A LOVING, SECURE ENVIRONMENT

- a) To build a child's self-esteem in a loving environment so that he/she may see his/her worth in God's eyes.
- b) To establish disciplinary guidelines so that teachers may teach and students may learn in a healthy environment.
- c) To establish a safe physical environment so that students may learn in security.

## FOSTER AN ONGOING RELATIONSHIP OF STUDENTS AND THEIR FAMILIES WITH CHRIST AND HIS CHURCH

- a) To present Christ in such a way as to expose students to the Gospel and therefore, the church.
- b) To present Christ and His gift of salvation so that students are led to a personal relationship with Christ.
- c) To model Christ, by all school representatives, so that students are led to a personal relationship with Christ.

## TEACH THE APPLICATION OF BIBLICAL TRUTH IN ORDER TO LIVE DISCIPLINED, PRODUCTIVE LIVES ACCORDING TO GOD'S PURPOSE

- a) To study God's Word with students so It can be applied to their lives.
- b) To encourage the development of lifelong habits that honor God.
- c) To encourage the development of Christ-like attitudes and actions so that His characteristics are shown.
- d) To help each child recognize and develop his/her spiritual gifts so students can be productive in God's Kingdom.

## Entrance Requirements

The BCA school board makes a commitment when your family enrolls at BCA. We are committed to provide a qualified staff, a clean, safe classroom and school building, various pieces of equipment for learning including computers, audio/visual equipment, etc., and up-to-date curriculum. In return, we ask that your family make a commitment to the education of your child. In enrolling at BCA, we are expecting your family to give a one-year commitment to the school.

BCA admits students of any race, gender, color, religion, nationality, or ethnic origin.

Students are not automatically re-enrolled for the following year. Families should follow standard re-enrollment procedures in early spring. Enrollment may be denied on the basis of previous behavior, past-due fees, attitude or lack of progress during the previous year.



This policy will be managed and administered under the supervision of the faculty, administration, and school board.

Entrance applications and enrollment materials may be obtained from the BCA office. Any student enrolling at BCA for the first time must provide their certificate of live birth. Students entering kindergarten, 6th grade, and 9th grade are required by the State of Illinois to have a current (***less than six months prior to the first day of school***) physical exam, up-to-date immunization records or board-approved letter requesting an immunization exemption, and a dental examination. Students entering 2nd grade are also required to have a dental exam. **These requirements must be completed before the beginning of the school year.**

Those desiring to enroll in the Pre-school 4, Kindergarten, or 1st grade must be 4, 5, or 6 years of age respectively by September 1 of the school year they are entering before they can be enrolled. *Exceptions need to be approved by the School Board.* Children may enter the Pre-3 program upon turning 3 years old up to the close of the 3rd quarter of the school year only when they are independent in the restroom.

Any student (kindergarten through 8th grade) transferring from another school must sign a release form for student records to be transferred from the school last attended.

An admission interview will be held with students desiring to transfer into BCA from another schooling situation. Transfer students will be placed on an initial probationary status for six weeks or more to better determine the appropriateness of their academic and behavioral performance. The admission's interview will include: the BCA administrator, the transferring student and the student's parents, the BCA teacher at the student's anticipated grade-level, and, when appropriate, a BCA board member.

## Academics

### Curriculum

BCA primarily uses curriculum developed for Christian schools. We strive to offer what we believe is an academically challenging curriculum with a Christian emphasis. Curriculum comes primarily from Abeka Book and ACSI, all of which are anchored in a strong Biblical foundation with emphasis on the basics. The course of study includes math, language (English), reading, spelling, science, history, penmanship, and Bible.

### School Records

A cumulative record is kept for each student. School records are considered private and are available only to school staff and the child's parents. All records remain in the school building. If a student transfers to another school a record request form must be submitted by that school for the records to be released. All pertinent records will then be forwarded to the student's new school.

## Report Cards

The purpose of a grade reporting system is to provide parents and students with an accurate indication of each child's academic progress made during the grading period and over the course of the school year. Students receive an evaluation of their school work at the end of each nine week grading period. Since we feel we must go beyond academics in our attempt to educate the whole person, the grade cards contain a section for evaluating the student's progress in the area of personal and social development. At the midpoint of each grading period, a progress report will be sent home to parents of students who are doing unsatisfactory or failing work.

Parent-teacher conferences are held in the fall and spring of the year to discuss each student's academic and behavioral achievements.

The grading scale used at BCA is as follows:

<b>Kindergarten</b>	1	Mastery Attained
	2	Making Nice Progress
	3	Still Needs Improvement
<b>Grades 1-8</b>	A	94 - 100%
	B	87 - 93%
	C	77 - 86%
	D	70 - 76%
	F	Below 70%

If a student is not performing at grade level in a manner which shows an acceptable mastery of academic subject materials, BCA reserves the right to retain that student.

Promoting a student who is not ready to handle increased work is a disservice to the student and parents. Parents shall be notified during the third quarter if there is a possibility of retention for the child. During this notification it may be recommended that he/she receive tutoring during the summer in that subject area in order to function adequately in the next grade level.

## Honor Roll

Each quarter, BCA publishes a list of students in grades 4-12 who make the "A" or "B" honor roll. To make the A honor roll a student must achieve an overall average of 94% or better. To earn a place on the B honor roll a student must have an overall average of at least 87%

## Art/Music/Physical Education/Health

It is our desire to provide a well-rounded program for our students. Therefore, in addition to the regular academic program, we may offer one or more of the following: art, music, health, or physical education.

## Sports/Extra Curricular Activities

Participation in sports is not a right of BCA students but a privilege which must be earned by maintaining acceptable grades and behavior. Only eligible students may participate in interscholastic athletics. For this reason, BCA will use two methods to determine sports eligibility.

Report card ineligibility will result when a student receives a report card with less than an overall "C" average or with an "F" or "U" in any one area. Report card ineligibility will last for one month during which the athlete may practice with the team, but not compete or travel with the team to games. At the end of the fourth week, the grades will be re-evaluated by the teacher to determine eligibility. If the overall grade average is "C" or higher with no "F's" or "U's", then the student becomes eligible. Otherwise, the student remains ineligible for the remainder of the quarter.

A one-week ineligibility will result when the administrator, upon the recommendation of the teacher for unsatisfactory academic performance or unacceptable behavior, issues the ineligibility. The athlete will be ineligible for a one-week period beginning on Monday and ending on the following Sunday. During this week the athlete may not practice or play with the team.

At the end of the one-week eligibility, the student is automatically eligible. Students receiving three, one-week ineligibilities will be removed from the team for the remainder of the season. Any student who receives an incomplete on his/her report card will be considered to be ineligible until all make-up work is completed.

Students absent on the day of a game or other extra-curricular activity **(for all or part of the day)** due to illness, will not be allowed to practice or compete in any game or participate in any extra-curricular activity on that same day.

## Extra-Curricular Activities Offered

Volleyball	Grades 4-8
Basketball	Grades 4-8

Any student participating in sports must have a school physical or sports physical on file at the beginning of the year and will not be allowed to *practice or compete* without one. A sports handbook is available for further policy information.

## School Schedule

7:00—8:00 AM	Before school child care in day care
7:30—8:00 AM	Staff devotions
8:00	Doors open
8:15 AM	All classes begin
11:15 AM	Half-day kindergarten/pre-school dismissal
11:30—Noon	Lunch day care - 3rd grade
12:00— 12:30 PM	Lunch 4-6 lunch
12:35—1:05 PM	Lunch- grades 7-12
11:15—3:10 PM	Afternoon day care
3:10 PM	Regular dismissal*
3:10—5:00 PM	After school care

\* All early dismissals will be at 11:30 AM

**Students who are not picked up by 3:25 PM will be required to go to day care and parents will be billed accordingly.**

## Arrival—Dismissal

**The doors to the school open at 8:00 AM.** We appreciate your cooperation in not bringing your child to school until this time. If your child is walking or riding a bicycle, please time their departure so that they do not arrive at school before 8:00 AM.

Students may be dropped off at the north end of the building. Students arriving between 8:00—8:15 AM are to go to their classroom.

It is our desire to do all we can to protect the physical safety of our students. Therefore, we ask that when parents pick up their children at the end of the day they enter from the southern Adams Street entrance, continue around the western side of the building, form a single file line, and proceed to the pick-up point at the north side of the school, exiting onto Adams Street. The students will be escorted to their car by a teacher. Parents are not to park and leave vehicles unattended along the drive north of the school building. If you desire to park to walk your child into the building or pick them up at the end of the day, please park in the west or south parking lot.

It is required that if someone other than the parent (or person who usually picks up the child) will be picking up the child, that the school office be notified either with a note or a call ***as early in the day as possible***, so the information can be given to the teacher in charge at dismissal time. Please give any information that would help identify the person picking up your child that day.

Half-day students are dismissed at 11:15 AM. Full-day students are dismissed at 3:10 PM. On shortened days, full-day students are dismissed at 11:30.

As a safety measure the north doors will be locked daily after 8:15 AM. Parents are asked to sign in students who arrive late and sign out students who leave early, at the main office.

### Attendance Policy

Regular attendance is expected of each child. Parents are to notify the school office in the event their children will be absent for the day. If the office is not contacted the day the student is absent, then a note must be sent to school with the student upon his/her return explaining the reason for the absence. If we do not receive a phone call or written notification, the absence will be considered unexcused. A one-day period for each day of absence will be allowed to complete make-up work for all excused absences.

Any illness resulting in an absence of three days or more may require a note from the child's doctor for re-admittance. It is the parent's responsibility to contact the teacher about lessons and/or homework that needs to be made up.

Repeated unexcused absence for any reason other than illness will require a note sent from home with the child. All missed work will be required to be made up and a mandatory parent/teacher conference will be held.

Excused absences will consist of:

Personal illness or injury

Death in the family

Court appearance

Medical or dental appointments (before or after school is preferable)

Trips when **arranged in advance** with the teacher and administrator

Inclement weather (as deemed by the administrator only)

### Sickness at School

Our staff is not qualified to determine if your child has a contagious illness. If signs of illness are evident (i.e. temperature above 100°, severe cough, running nose, pink or matted eye, upset stomach) **please do not send your child to school or day care**. If signs of illness develop at school, a parent or responsible designated other will be contacted and asked to pick the child up for his/her protection and the protection of other students. We also ask you to report any illness or condition that may have infected other students in the school (pink eye, head lice, chicken pox, measles, strep throat, etc.).

Medicine (other than that designated on the medical form) will be given only if we have received a medical release form. Medical release forms may be obtained in the school office or from your child's teacher.

Students who exhibit flu symptoms (vomiting, diarrhea, or a fever of 100° or more) for twenty-four hours or less without medicine, before the beginning of the school day, should not attend school. **Students exhibiting any or the aforementioned symptoms will be required to go home immediately.**

## Tardiness

The first bell rings at 8:15 AM, with school beginning promptly at 8:30 AM. All students from pre-school through the 12th grade are to be in their classroom when the 8:30 AM bell rings. Any student arriving in their classroom after the 8:30 AM bell will be considered tardy. The number of times tardy will be kept by the child's teacher. On the 5th tardy for each grading period, a mandatory parent/teacher/administrator conference will be held and if appropriate, disciplinary action will be taken up.

## Lunch

A hot lunch, including one milk, is available to students in grades K-12, and to students in the afternoon day care program. All meals are prepared in the BCA kitchen by licensed food handlers. The cost of lunch is: \$4.50 for day care-3rd grade\*, \$5.00 for 4th-12th grade\*, and \$5.50 for non-BCA students and adults\*. **Family lunch accounts will be kept in the Principal's office. When accounts are nearing delinquent, a notice will be sent home. If accounts become delinquent by \$50, students will be required to bring a sack lunch until the account is paid in full.**

A child may purchase a hot lunch or bring a lunch from home. *Soda is not allowed with any lunch.*

All non-BCA students and adult guests desiring to eat in the school cafeteria are required to notify the school by 9:00 AM of the day they are planning to eat so the proper amount of food can be prepared. A guest lunch is \$5.50 payable at the time of service.

\*Prices subject to change as needed.

## Day Care

BCA provides a Christian day care for potty trained children ages 3 - 12. The day care operates Monday through Friday, twelve months a year. Program offerings include a before-school session from 7:00—8:00 AM, a day-time session from 11:15 AM—3:10 PM, an after-school session from 3:10-5:00 PM. A summer-care session during the months of June, July, and August, if enrollment warrants it. Day care will be closed when the school is closed due to inclement weather. \*Day care is closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Christmas (3 days).

The necessary forms for extended child care and day care enrollment must be completed and returned to the school office before admission to these programs will be considered. A child may not be left at day care unless prior arrangements have been made with the school administrator. Once everything is in order and administrative approval has been granted, the student will be considered enrolled in the program.

The cost to the families for daycare during the school year is \$5.00 per hour per child. If a daycare account becomes delinquent by \$100, no daycare services will be provided until the account is paid in full.

## Transportation

**Transportation to and from school will be the responsibility of the parent.** Some students may be eligible to use the public school bus if parents make arrangements with the Beardstown C.U.S.D. bus coordinator.

## Snow Days

In the event of severe weather, all school closings will be announced on these radio stations, TV stations, or websites:

Radio: WRMS in Beardstown 790 AM, 94.3 FM; WKXQ in Rushville 92.5 FM

TV: KHQA in Quincy; WGEM in Quincy; WICS in Springfield

Websites: connecttristates.com; wgem.com/closings; wics.com

Beardstown Christian Academy fb page

*Please try to avoid calling the school.* Do not drop children off at school on severe weather days unless you are sure school is in session. Day care will be closed when school is cancelled for weather related reasons.

## Chapel

A chapel service is held every Wednesday for students in Pre 3, Pre 4, and kindergarten through 8th grade. It is a special time in which students join together to worship and honor God. Parents are welcome to attend. Attendance by students is required. Students are asked to dress nicely on chapel days. **Blue jeans, sneakers, sweatshirts, and t-shirts are not considered appropriate chapel dress.**

### Bibles

Each student at BCA is required to have his own copy of a New International Version (NIV) Bible except Pre 3 and Pre 4. It should be a copy which can be left at school. NIV Bibles are available in the school office for a suggested donation of \$6.00 each. Students are required to bring a Bible to the weekly Chapel service.

## Tuition and Fees

### Tuition

Grade	Annual Tuition	Registration Fees
Pre-school 3-yrs-old (3 day)	\$1,430.00	\$100 per student
Pre-school 3-yrs-old (5 day)	\$1,772.00	\$100 per student
Pre-school 4-yrs-old (5 day)	\$1,772.00	\$100 per student
Kindergarten (1/2 day)	\$2,113.00	\$100 per student
Kindergarten—12th grade	\$2,781.00	\$100 per student
High School Book Fee	\$175.00	Per student

### Fees

**There is an initial, non-refundable, non-transferable enrollment fee of \$100.00 per.** Tuition is paid on an eleven-month schedule beginning August 1 and ending June 1. Tuition that is paid on a monthly basis, is due on the date you agreed to with Facts. Payments not received by that date will be assessed a \$10.00 late fee. Students **may not be admitted to class if tuition is 2 months in arrears and arrangements have not been made with the office.**

Report cards will be held until past due tuition is paid in full.

All NSF checks returned to BCA will have a \$25.00 charge added. Two NSF checks within a school year will result in a cash only basis.

### Finance Options

There are three payment options:

- 11 monthly payments due the first of each month, beginning July 1 ending May 1
- 2 semi-annual payments; the first half of the year's tuition due July 1, the second half due January 1. Parents realize a 2% discount on annual tuition.
- 1 annual payment. Total is due August 1. Parents realize a 5% discount.

\$10 per volunteer hour is applied to tuition or other fees with a maximum of \$100 per student.

**Raise Right** (formerly known as "Scrips") is a convenient way to earn money that can be applied to tuition and fees. Raise Right is an organization that sells gift cards for many companies and provide a rebate to a designated not for profit



organizations. BCA shares the rebates by allowing the purchaser to apply ½ of the rebate to tuition or fees with the other half going to support BCA. Cards may be purchased from the BCA office, with no service charge or by downloading the **Raise Right App** and designating BCA as the organization you are supporting. The BCA enrollment number is: 216 384 B633 656.

## Family Tuition Discount

BCA offers families with more than one child enrolled in school a multiple-student discount. The discount is only applied to the tuition of the youngest child. The multiple-child family discount is figured from the chart below:

First child	full price
Two children	25% off youngest child's tuition
Three children	50% off only the youngest child's tuition
Four children	75% off only the youngest child's tuition

## Financial Aid Policy

A limited amount of financial assistance is available to families who qualify. A financial aid application form must be submitted at the time of registration. Applications for financial aid will not be accepted after August 1, except in cases of unexpected economic circumstances.

- The applicant must have a favorable credit history with BCA. If new to BCA, applicant must provide credit references demonstrating financial responsibility.
- The applicant must show an ability to pay a portion of the student's tuition.
- Approval of application by the Financial Aid Committee and the completion of a financial contract are required prior to a student's admission to BCA.

**Financial aid applications must be submitted by August 1.**

## The Parent/Teacher Relationship

We consider a strong parent/teacher relationship to be both desirable and necessary to our total program. Regular school activities and conferences will be scheduled and announced throughout the year.

We also believe a partnership between the parent and the teacher is the only effective way to educate children. We do our best to keep parents informed as to what is going on at school and in the classroom. In turn, we ask that parents keep the school informed as to what is going on at home, as it may impact the child's behavior and academic performance.

We ask that you speak to your child's teacher when you feel there is a problem with the way things are handled at school, or if you have a concern about your child. By working

together and communicating about situations that arise, we can best meet the needs of both the parent and the child.

Parents are encouraged to thoroughly familiarize themselves with the school handbook and read the weekly school newsletter.

### Parent Involvement

At BCA, parental involvement is one of the key ingredients to a successful school experience. **All parents** are encouraged to contact their child's teacher and/or the school office to volunteer their services and get involved. In addition, family participation in school activities, **including fund-raisers**, school clean-up days, is requested and encouraged. By volunteering for the school, parents earn \$10 per volunteer hour up to \$100 per student.

### Visiting School

Parents or adult guests are welcome and encouraged to visit school. As a common courtesy and for the overall safety of our students, all visitors and guests are asked to check in at the school office upon entering the building and to sign out when leaving. Parents who need to speak with their child's teacher are asked to schedule an appointment ahead of time. Many teachers use their time before school begins to get their instructional materials ready for daily lessons. ***Please be mindful of this when scheduling an appointment to meet with your child's teacher.*** You may schedule an appointment by calling the school office at 323-1685.

### Homework

At BCA we believe in the value of homework, so students will be given homework assignments. The length and frequency of the assignments vary according to grade. We encourage parents to become involved and interested in knowing what their child is doing for homework and how well they are doing it.

While parents may assist in seeing that the work is completed, and explaining the directions when necessary, the work must be done by the student. We feel it is important that students take the responsibility for their own work. Great effort will be made not to assign homework on Wednesday nights in support of area church and youth activities.

### School Newsletter

Keeping the lines of communication open between parents and school is very important. We want parents to be informed of school activities so they can participate. In an effort to facilitate communication, information will be sent home via e-mail for those who give us an e-mail address and permission to us it for school purposes. A school calendar and lunch menu are sent home on or before the first Tuesday of each month as well. This information will also be shared on the Beardstown Christian Academy facebook page.

## The Student/School Relationship

### Dress Code

The dress code at BCA is rather simple: dress in a manner that honors Christ. Clothing should be modest and in good condition. This expectation applies to all students whenever at BCA, a BCA promoted function or anywhere they represent the school.

Below is a non-exhaustive list of examples of clothing that is not acceptable:

- Tank tops with straps less than the width equal to the width of three of the student's fingers, tube tops, or any see-through shirts.
- Shirts with no sleeves or an inappropriate neckline (must be level with armpits)
- Pajama pants, or pants that are oversized, sagging, dragging the ground, or pants that are too tight.
- Cut-offs and tight knit (biking shorts) shorts, shorts with frayed edges,
- Short skirts and dresses
- Clothing with low-cut necklines
- Clothing with logos pertaining to alcohol, drugs, rock bands, vulgar and/or distasteful sayings are unacceptable.
- Hats of any kind may not be worn in the school buildings.
- Undergarments should not be visible.
- No bare midriffs.
- Clothing that does not fit properly and/or has holes in it.

The intent of the school dress code is to keep students and teachers safe and focused on academics. The printed dress code outlines what is considered acceptable and unacceptable dress at BCA. It applies both during school hours and at all other school sponsored functions. The faculty, staff, and administrator reserve the right to determine whether or not attire is disruptive or inappropriate for school. In the event of a dress code violation, your child will receive a violation slip with the violation spelled out by the teacher or administrator.

In compliance with SB 0817, BCA will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

### General School Rules

In addition to the following general school rules, each classroom teacher is responsible for setting and communicating rules and guidelines for and maintaining discipline in their own classrooms.

- All students should keep their hands to themselves and their own property at all times. A hands-off (inappropriate touching) policy is to be followed at all times (including bus trips, athletic events, field trips, etc.) This includes couples.
- All students must be respectful of the rights and property of others.

- All adults at BCA, whatever their ministry, are worthy of respect and are to be treated and spoken to with respect by all students.
- Only language that is pleasing to God is to be used.
- In the school building, students are to behave in an orderly manner. No running, yelling, or loud talking will be permitted.
- Students are expected to refrain from the consumption and possession of alcohol, tobacco, and illegal drugs both in and out of school.
- No electronic devices are to be brought to school without teacher permission.
- Knives, guns, and other potential weapons are always forbidden.
- Bicycles are to be parked and secured in the designated area.
- Toys are not to be brought to school unless directed by the classroom teacher.
- No student is to leave the school grounds during the school day except in the company of a parent or persons designated by the parent. Students are to be signed out when leaving and signed in when returning at the school office.
- All students are to have the supplies required of them by the teacher each day.
- Students must have permission from the teacher to speak and to leave their seats.
- Students will be permitted to have a cell phone at BCA during school hours only if the parents receive permission from the administrator. Cell phones must be turned off and given to the classroom teacher during school hours. No phone calls or text messages may be sent or received during school hours. **Parents should call the school office to relay messages to students and staff.**

## Discipline Policy

Students who violate a school rule will be subject to corrective action. The action taken will be commensurate with the seriousness of the violation. E.g. being off task or distraction behavior would be treated much less harshly than and possession of drugs or alcohol.

Below is a non-exhaustive list of possible consequences:

- The student apologizes for inappropriate behavior in a repentant manner, face to face
- Loss of playtime or recess
- Time out in a supervised area
- Special privileges revoked
- Immediate parent notification
- Mediation essay
- Detention
- Student is separated from the class in a supervised area
- One to three day out-of-school suspension
- May not participate in extra-curricular activities or come onto school grounds
- Notify proper authorities
- Suspension

- Expulsion
- In the case of expulsion, a student will be expelled for the remainder of the school year and will be reinstated only after school board approval
- Restitution
- Parent shadowing - parents may be assigned a one– to three-day shadowing of their student all day, each day

### **Bullying Policy**

Over the last few years, bullying has become an issue of concern in our society. Bullying is not just physical abuse, but also includes verbal and emotional forms of disrespect and humiliation. No policy can address all the issues concerning the person bullying and the person being bullied. Bullying in any form by students, teachers, supervisors, and other responsible adults is not permitted at BCA.

### **Discipline procedures:**

Incidents of bullying will be handled in accordance with the discipline policy of BCA and will be treated as any other offense. The teacher will be sensitive to the age of the children and the circumstances surrounding any incident. Repeated incidents will be reported by the teacher to the administrator. They will discuss a plan for dealing with the problem. Steps may include dealing only with the responsible person, or dealing with identified bully and person being bullied, and/or the entire class.

**Prevention:** While dealing with incidents of bullying is important, prevention of bullying is equally important. Training for both teachers and students will be provided by the school to assist them in dealing with causes of bullying and how to help the victim deal with the problem more effectively.

## Miscellaneous Information

### Field Trips

Field trips are considered a part of the educational program. Teachers schedule trips at appropriate times throughout the school year. Each child must have a signed permission slip from a parent or guardian before they will be allowed to participate.

### Volunteer Drivers

Volunteer drivers are scheduled by the teacher and must meet the following requirements:

- Be 21 years of age or older
- Must hold a valid Illinois driver's license for the vehicle he/she intends to drive
- Must verify the vehicle to be driven is in good working order and complies with all safety requirements defined by State law.
- Must be insured and carry an appropriate level of liability to cover the expense of medical care to cover potential student injury
- Be responsible for gasoline, oil, etc.

- Use age-appropriate safety seats
- Be responsible for driving students to their point of destination and returning them to the school without making additional stops that have not been pre-approved by the BCA staff person responsible for the trip

### Lost and Found

Please make sure your child's name is on all articles brought to school, especially clothing such as coats, sweaters, jackets, hats, gloves, etc. Any articles remaining here **over thirty days** will be donated to a needy cause or disposed.

### Telephone Usage

**Students are to use office phones for emergency use only.** Only students with written permission from a teacher or other school personnel will be allowed to use the office phone. If it becomes necessary to contact your child or your child's teacher, please make an effort to do so before or after school, or during the lunch hour, or leave a message and the teacher will call you back at his/her earliest convenience. Cell phones and beepers are not to be used during the school day. If a student is in possession of either item, it will be turned in to the administrator.

### Head Lice

Head lice infestation is a serious concern for schools. It is therefore treated like a contagious disease. Students found to have head lice will need to be taken home and treated with medicated shampoo specifically manufactured for that purpose. All lice and nits (egg cases) are to be removed from the student's hair before the student may return to school. Evidence of the treatment must accompany the student upon their return. Examples of evidence could be: label from treatment shampoo box, treatment shampoo container, or a note from a doctor performing treatment. Students will be checked by the administrator or a designee to verify that the child is nit free before he/she will be allowed to return to the classroom. Confidentiality will be maintained by school and office staff.

### Emergency Drills and Evacuation Plans

Emergency procedures and evacuation plans are in place for fire and tornado, and drills are conducted on a routine basis. In addition, an emergency evacuation procedure for bomb or violence related concerns is also in place, and drills will be conducted throughout the school year.

### Bicycles/Scooters

Students who have their parent's permission may ride a bicycle to school. Bicycles must be parked and secured in the bike rack located near the south entrance to the school and are not to be removed from the rack until after school dismissal. Bicycle riders and walkers are dismissed after the main car traffic has subsided. It is recommended that bikes and scooters be locked and secured when left unattended. BCA is not responsible for scooters or bicycles left on the bike rack.

## Safety and Security

### Security

The safekeeping of our students is of utmost importance to us. While it is understood that security may inconvenience each of us from time to time, we believe student safety is more important than convenience. Parents and visitors are welcome at Beardstown Christian Academy. Between 8:00 - 8:15 a.m., on days when school is in session, a staff member will greet your child and guide them toward their room. After 8:15 a.m., all BCA parents and visitors are required to be buzzed into the building and are to report directly to the school office before proceeding to any area of the building.

### Security Cameras

The use of a video camera system is for the purpose of maintaining a safe and orderly educational environment and for identifying disciplinary issues. Beardstown Christian Academy reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the district administrator and in compliance with appropriate federal and state laws. A copy of a video will only be given to a third party, other than law enforcement, under court order.

### Social Media Policy

Beardstown Christian Academy's administration may investigate or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates BCA's disciplinary policy. BCA may require the student to share content in the course of such an investigation; however, the school will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. Failure to comply with the school's request for assistance in the investigation could lead to disciplinary.

### Flagging Records Of Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will

provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

## Pledges

### The American Flag

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

### The Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One brotherhood uniting all Christians in service and in love.

### The Bible

I pledge allegiance to the Bible, God's Holy Word. A lamp unto my feet; a light unto my path. Its words will I hide in my heart that I might not sin against God.

## Public Notification

### Registered Sex Offenders

Information about sex offenders is available to the public as provided in this Act. (Source: P.A. 94-161, effective 7-11-05; 94-168, effective 1-1-06; 94-994, effective 1-1-07)

A list of Cass County Registered Sex Offenders is available in the Administrator's office.

### Pesticide Control

The building housing Beardstown Christian Academy is regularly treated with pesticides. This treatment is done after school hours when the students are not present to avoid the danger of exposure.

### AHERA Notification

In accordance with Federal Register 40 CFR 763 Asbestos-Containing Materials in Schools, Final Rule (Asbestos Hazard Emergency Response Act, AHERA), Beardstown Christian Academy has an Asbestos Management Plan located in the office. The plan may be reviewed during normal business hours. The plan is available to all organizations, parents, legal guardians, teachers, employees and all other occupants.



## Mandated Reporter Status

The teachers and staff of BCA are mandated by law to report to the Department of Children & Family Services any suspected cases of child abuse or neglect.

We will follow the guidelines of DCFS in determining whether there is reasonable cause to believe abuse or neglect may have occurred.

State law does not require that mandated reporters notify parents of reports. The child's safety will be considered when deciding whether or not to inform parents of a report.