

**BARREN CREEK CHRISTIAN ACADEMY**  
**2009-2010**  
**PARENT/STUDENT HANDBOOK**

*Springing from the Love of Learning*  
*A Desire for Christ*

“Finally, brothers, whatever is true, whatever is noble,  
whatever is right, whatever is pure, whatever is lovely,  
whatever is admirable - if anything is excellent or  
praiseworthy - think about such things.”

Philippians 4:8

*Barren Creek Christian Academy desires to serve the Lord and our community.  
Please contact our school office for information if we can help in any way.*

**Barren Creek Christian Academy**  
25845 Ocean Gateway  
Mardela Springs, Maryland 21837  
Email: [barrencreek@verizon.net](mailto:barrencreek@verizon.net)

Church Phone: 410-572-2800  
School Phone: 410-341-0023

Website Address: [www.barrencreekchristianacademy.org](http://www.barrencreekchristianacademy.org)

## *Welcome to Barren Creek Christian Academy*

### **THE PURPOSE OF OUR POLICIES**

For a student to be successful and productive, it is necessary that consistent guidelines are communicated to all involved. The Parent-Student Handbook is designed to ensure a clear understanding of these policies and procedures so that the school community, as a whole, can function with a unified and loving spirit.

### **MISSION OF THE BARREN CREEK CHRISTIAN ACADEMY**

The mission of BCCA is to provide a quality education in a Christian environment that develops the entire person and produces young people with both the desire and ability to serve God, family and others.

### **EDUCATIONAL PHILOSOPHY**

The educational philosophy of Barren Creek Christian Academy is dependent upon the Holy and Inerrant Word of God, the Bible, for interpreting any subject, school activity or function. Education is seen as a means by which students can grow and develop a personal relationship with Jesus Christ, to be obedient to His will and to develop a Christian world-view so that students can fulfill God's will for their life personally and vocationally. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him first place in their lives, and from the Biblical teaching that parents are responsible for the total education of their children. Parents are commissioned by God to "train up a child in the way he should go," and are promised that "Train a child in the way he should go, and when he is old, he will not turn from it." (Proverbs 22:6). God says this of His commandments: "Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:7) We believe that a Christian school augments and continues the training begun in the Christian home. The family, the school and the church are to be complementary in educating the student for a life of fellowship with God and of service to man.

Therefore, in order to fulfill our role and accomplish the mission, BCCA will place emphasis on:

- Developing in the student a love for God and His Son, Jesus Christ, a desire to seek His will and an understanding of His Holy Word, the Bible.
- Recognizing the value of each student, helping him/her to develop self worth as a child of God, created for His purpose.
- Developing the entire person: spiritually, academically, emotionally, physically and socially.
- Helping each student set high goals and develop the skills to reach those goals.
- Preparing each student for the demands of a changing, challenging future
- Instilling a desire for academic excellence and pride in accomplishments achieved through hard work.
- Stimulating intellectual curiosity, creativity and critical thinking skills.
- Teaching the essentials of citizenship, love of country with the knowledge, skills, abilities, and intentions necessary to live as Christians in our society.
- Developing a deep respect for law and authority through allegiance to God by applying Biblical ethics and values and standards of morality to every part of life.

## **SCHOOL OBJECTIVES**

In order to accomplish the mission, and in accord with our philosophy, it is the objective of Barren Creek Christian Academy to:

- Provide daily Bible classes for all students.
- Schedule weekly Chapel as an integral part of the program.
- Maintain an engaging curriculum that provides an education that adequately equips the student to be successful in today's society and to present it from a Biblical perspective.
- Provide a safe, enjoyable environment conducive to learning.
- Provide stimulating educational field experiences to augment the curriculum.
- Employ capable staff and faculty who live for God daily.

## **NOTICE OF NON-DISCRIMINATION**

The Barren Creek Christian Academy admits students of any race, color, nationality and ethnic origin 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, color, national and ethnic origin or gender in administration of its educational policies, admissions policies, athletic and other school-administered programs.

## **OPERATION**

Barren Creek Christian Academy is a mission of the Gateway Church of Christ. The school is funded by tuition and freewill donations. All staff and faculty members are active and faithful members of the Churches of Christ on the Delmarva Peninsula.

## **GATEWAY CHURCH OF CHRIST**

The Gateway Church of Christ was established June 1996 to promote New Testament Christianity on Delmarva. Leaving the principles and doctrines of man to return to simple Christianity and the Church found in the book of Acts. **No Creed but Christ, No Book but the Bible, No Headquarters but Heaven, No Name but Divine. Where the Bible Speaks, We Speak. Where the Bible is Silent, We are Silent.** We love everyone, but challenge everyone to be united on the Bible alone. **"The Bible Only, makes Christians ONLY!"** We are not Baptist, Methodist, Catholic, Pentecostal, Mormon, New Age... etc. We are simply **"Just Christians"** (Acts 12:26).

## **FACULTY**

Barren Creek Christian Academy Faculty are carefully interviewed and hired by the School Board on the basis of their obedience to the Gospel Plan of Salvation, their faithful and fruitful efforts as members of the local Church of Christ, their love for His children, their sound academic educational experience and their commitment to the goals, purposes, philosophy and standards of BCCS.

## **ADMISSION/RE-ADMISSION POLICIES**

Barren Creek Christian Academy exists to offer a quality education in a safe and Christian environment. Therefore, students will be carefully selected in order to maintain a student body of high academic and moral caliber in agreement with the philosophy of the school.

Initial acceptance of the applicant will be based on a personal interview by the admissions committee (which may be comprised of a faculty or staff member and/or board member) with the student and his/her parents, recommendations concerning character and attitude, school records and general promise, and an entrance/screening test (exceptions granted based on prior testing

records). Students must be in good standing, academically and socially, with their previous school in order to be accepted. The Admissions Committee uses additional criteria to determine acceptance including the date of receipt of the application, brother/sister combinations, previous association with the school, children of faculty and staff and length of time on the waiting list. Final decisions for admission of the applicant will be determined by the School Board.

BCCA does not have the facilities or the personnel to effectively work with extreme emotional or behavioral difficulties or with students with acute academic deficiencies. Students will be expected to demonstrate a genuine interest in pursuing their education in harmony with the standards and purposes of BCCA. These requirements are not intended to present a hardship to anyone who is a potentially acceptable student, but rather they are set forth to help select the type of students who can best be served by the program offered. By choice, the applicant obligates him/herself to the ideals of Barren Creek Christian Academy. Acceptance shows the school's faith in the student. Enrollment is granted on a year-by-year basis.

To be considered for enrollment or re-enrollment to Barren Creek Christian Academy the prospective student must meet the following requirements.

1. Must exhibit appropriate developmental maturity.
2. Must be able to communicate orally and receive oral communication.
3. Must be free from all communicable diseases.
4. Must be able to take care of their own personal bodily needs.
5. Must exhibit age-appropriate social skills.
6. Must demonstrate willingness and the ability to adhere to school and class rules.
7. Must demonstrate respect for authority.
8. Must have a level of emotional stability that enables the student to learn and does not distract other students from learning.
9. The student must be able to demonstrate the academic ability and willingness to work at the grade level assigned.
10. The student must meet the minimum age requirement as established by the School Board.  
**Entering kindergarten and first grade students must be five and six years old respectively on or before September 1.**
11. Entry into the next grade level at BCCA is contingent on:
  - a. Recommendation from the teacher
  - b. Meeting the academic criteria for the grade level
12. Must be free from addiction to drugs, alcohol, and tobacco.
13. Must have demonstrated by past actions, the willingness to abide by the "laws of the land."
14. Must not be recently under suspension or dismissal from his/her former/current school.
15. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.

In summary, the student will not conduct himself/herself in a manner that will prevent the teacher from being able to teach or prevent the other students from being able to learn. Continued enrollment will require a student to continue to meet the above criteria.

Note: Each applicant entering school for the first time is required to have a **physical examination** by a physician, reported on the school medical form. This must be submitted to the school prior to the opening of the school year. All students new to the school must have proper proof of immunization. Students transferring from another school must submit the completed medical form. Students engaged in extracurricular activities such as athletics/band, are required to have a physical prior to engaging in the activity.

Parent Requirements:

Both parent(s) or guardian(s) must state by signature that they have read, understand and will perform what is required by the **BCCA Statement of Agreement**, as well as the school objectives and policies and both parents must agree to have their children educated in accordance therewith.

Both parent(s) must state by signature that:

The school has full discretion in the discipline of their children according to the discipline policy.

The school has full discretion for the grade/class/course placement of students.

The parent(s) will meet all tuition and other financial obligations.

The parent(s)/guardian(s) will willingly support the school in prayer and in lending practical help whenever possible.

## **TUITION AND FEES**

1 child - \$3,300.00 annually

\* A **10% discount** is given when a family has two or more students enrolled. This includes the first child's tuition

\* A **5% discount** is given when tuition is paid in full by August 17<sup>th</sup>.

### **Payment Options:**

1. 12 monthly installments of \$277.00

2. 10 monthly installments of \$332.00

### **Curriculum Fees: 2009- 2010**

Grades K-6 \$250.00

Grades 7-12 \$300.00

½ curriculum fee due by July 17<sup>th</sup> followed by ½ curriculum fee due August 17<sup>th</sup>

### **Registration Fee: 2009-2010**

(1) Student \$50.00

(2) Students or more per family \$75.00

There will be a \$20.00 Testing Fee for any new student requiring placement testing prior to enrollment at BCCA.

**Spring Registration** will be made available to current BCCA students in March.

### **Transportation Fee:**

**\$30.00 per student weekly / \$45.00 per family, if needed. Fees may be altered to accommodate for fuel price increases.**

(Note: Limited bus routes are available on a first come, first served basis) **Transportation forms** are available in the school office.

All fees, tuition, curriculum and other required fees must be paid as agreed within the payment plan structure chosen. **Accounts that are delinquent for a period of two months will result in the dismissal of the student.**

**Curriculum fees** are for all the materials that are needed in teaching the children as in books, copy materials, Internet service, testing, etc. Other student fees may be necessary during the school year for special projects such as the Science Fair. Should a child leave school before January 1st, one half of the Curriculum fee will be refunded. After January 1<sup>st</sup> no refund will be given.

## **LATE PAYMENTS AND RETURNED CHECKS**

All tuition, curriculum, and other fees must be paid as agreed upon within the payment plan structure chosen for the year. Monthly payments are due on the first day of the month. A ten percent late fee will be charged if a payment becomes fifteen days over due. Should you find yourself in the position that you will be unable to make a tuition payment, we would ask that you notify the school office to make us aware of your circumstances. If an account becomes 30 days past due it will be reviewed by the School Board for further action with a letter addressing the situation sent to the family. The School Board reserves the right to evaluate each account situation on a case by case basis.

Students academic records are to be withheld until accounts are brought up to date.

No child can be registered or re-enrolled until all previous bills are paid in full.

Returned checks will not be re-deposited at our bank. There is a \$25.00 fee for returned checks.

## **GIFT GIVING**

Tuition and registration fees are the major source of income for the school. Since this income does not cover the entire cost of providing a quality Christian education, the school is dependent upon additional gifts from parents and friends to meet the total budget. The school is incorporated as a nonprofit, religious, educational institution; therefore, all gifts are tax deductible.

## **WITHDRAWALS**

Parents wishing to withdraw their child from BCCA must notify the school in writing at least four weeks before the child is withdrawn. Four weeks' tuition is expected to be paid if this notice is not given. No records will be issued until each student's account is settled in full. One set of transcripts is provided without charge. Re-enrollment fees are not normally refundable with one exception: a pre-registered family who moves from the commuting area 25 miles or more prior to the start of the school year will be refunded any payments made, including the Enrollment fee(s). A family whose child is dismissed from BCCA will be charged the current full month's tuition.

## **GENERAL INFORMATION/SCHOOL HOURS**

**7:30 – 8:00 arrival (classes open)**

**8:00 – 3:30 scheduled learning time**

**8:15 – Any student arriving after this time is considered tardy**

**3:30 – dismissal**

**Post-School Time:** Students should not be on campus after 3:30 P.M. unless they are involved in supervised, school-sponsored extra-curricular activities. Parents are encouraged to pick up their child(ren) prior to 4:00 p.m. Any parents who are habitually late picking up their child, may be assessed a fine at the discretion of the School Board.

**For Daily & Early Dismissal, Dismissal for Inclement Weather and Visitors policies, please see Attendance policy.**

**School Office:** The school office is an important part of our school. Please feel free to consult the office staff, set up an appointment with the teacher and/or board members or relay messages as required from home. Please keep calls to a minimum.

# CODE OF CONDUCT

## **PRINCIPLES OF CONDUCT:**

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” Colossians 3:12-14  
Barren Creek Christian Academy seeks to maintain a high level of personal integrity and conduct at all times. Just as all faculty and staff members are expected to model traits consistent with a growing, active walk with Christ, so too students are expected to evidence Godly character traits such as integrity, sincerity, kindness, concern for others and respect for authority. We believe each student is responsible for his/her behavior, and should learn that actions always carry consequences. In acting responsibly, we expect each student to observe the school rules and respect the principles governing those rules, while at the same time showing respect and concern for those around him/her. Because we are children of God, we believe that teachers and students alike should follow Paul’s exhortation to the church at Ephesus and “submit to one another out of reverence for Christ.” (Ephesians 5:21).

## **GUIDELINES FOR CONDUCT:**

In order to maintain a school environment that will be both edifying to students and conducive to learning, a high level of personal and group conduct is expected from each student. The following is not a complete list of expectations; rather, it is a set of guidelines meant to give students insight into the behavior expected from them while at school.

Students should be courteous of those around them, both students and teachers, at all times, responding when spoken to and cordially greeting those when eye contact is met. Courteous actions would include not interrupting conversations, either by talking or walking between the conversants; asking permission to speak in class, unless otherwise directed by the teacher; and refraining from speaking or acting in a manner or volume that disrupts those around them. Courteous behavior would show respect for God, for those in authority, for school rules and for our Country and its symbols of freedom.

Students should show proper respect for those speaking to them, either in class, Chapel, or assembly. Students should direct their attention to the person/s speaking, and refrain from any behavior that would distract those around them.

Students should respect all school property and equipment. This respect is evidenced by refraining from harming property in any way, returning it to its original location when used, and leaving an area looking exactly as it did prior to having used it.

We expect students to take pride in the school they attend. Part of this pride is evidenced by the desire to keep the building and the premises looking neat and clean. Students are expected to help in this process, even if it means picking up after someone who has failed to do so, or reminding someone of their need to pick up. We believe that this kind of accountability is an essential part of living together in a healthy school community.

We expect students to see themselves not only as individuals, but as part of the larger Christian community. This sense of community should evidence itself in students’ refraining from any words or actions that would tear down, rather than build up, other members of the community. We also encourage students to never be passive in the face of wrongdoing. In other words, if a student is witness to a wrongdoing, we expect that student to seek reconciliation by lovingly confronting the perpetrator, or if necessary, reporting the wrong-doing to a teacher or administrator. While we don’t seek to create an environment where students feel they are always being watched, we feel Christian community mandates being accountable first to God but also to those around us.

### **Unacceptable Behavior**

Unacceptable behavior differs in its severity and should receive different disciplinary responses. The examples listed in each category are examples and are not meant to be inclusive. Offenses that are not listed will be dealt with at the discretion of the faculty/School Board representative in line with these examples:

#### **Less Serious Offenses:**

- Unexcused tardy to school.
- Three unexcused tardies to class.
- Failure to stay after school to complete an assignment.
- Failure to keep a scheduled appointment.
- Disobedience of specific rules (see general manners)

#### **Serious Offenses:**

- Causing a disturbance in class or study hall or Chapel.
- Failure to accept responsibility for academic work.
- Frequent critical or derogatory remarks.
- Disrespect, insolence shown toward authority.
- Acts of rebellion against school norms.
- Skipping class or school/leaving campus without permission.
- Cheating, lying, or stealing.
- Swearing or using obscenities.
- Defiance, willful disobedience of authority.
- Abuse or willful destruction of school property.
- Sexual immorality.
- Drinking, smoking or possession of tobacco (in any form) or alcoholic beverages.
- Possession or sale of illicit drugs.
- Fighting or having possession of a weapon of violence.
- Mistreatment of other students including sexual and racial harassment.
- Extortion.
- Committing a serious breach of conduct inside or outside the school which has an adverse effect on the testimony of the school.
- Arson, false alarms, or bomb threats.
- Habitual committing of less serious offenses.
- Taking or using another person's possessions without permission.
- Threat of injury or harm.

We do not wish our students to focus on lists of rules to be kept; rather, we hope they adopt standards of right conduct that come from their relationship with Jesus and their desire to live as positive, active members of the BCCA community. We consider as serious any offense, even the minor ones listed that are frequently repeated and that show a disrespectful heart attitude towards authority, and ultimately, to God.

Also, the above offenses apply not only to students' behavior while in class, but also while on school property, attending school functions, and traveling in school vehicles. Students also need to understand that their off-campus behavior reflects back on their school, their families, and themselves. For this reason, the school reserves the right to discipline students for off-campus behavior that is not in accordance with the spirit, purpose, and standards of BCCA.

We believe the responsibility for adhering to the school's standards rests on each individual student. However, we expect parental support in the application of these standards. For instance, parents assume, when allowing their children to visit in classmates' homes, that behavior there would reflect that of a school-sponsored event. Our parents expect to be informed if the activities would in any way differ from a school-sponsored activity.

## **APPLICATION OF STANDARDS**

Students, by virtue of their enrollment, agree to accept the responsibility of adherence to the school's standards of conduct or to withdraw if they can no longer, with integrity, conform to them.

Parents assume, when allowing their children to visit in classmates' homes, that the parties are "just like" school sponsored ones. Our parents expect to be informed if the activities would in any way differ from a school sponsored activity.

While interested, however, in the maintenance of our school standards corporately through the application of appropriate discipline as necessary, our greater goal is the inculcation of those standards into each life, to be lived out by the control of the Holy Spirit under the Lordship of Jesus Christ. The school does discipline students according to off-campus behavior when the matter is deemed a "public" matter. By public, the school seeks to appropriate discipline in those instances where an incident has created a ripple effect through the school, and/or where outside authority has been involved in a process. The school may also act to discipline in isolated and a private affair if it feels the best interest of the school community is at stake. The school takes seriously its role in the development of the child as well as the reputation of the school. Parents agree to the school's authority to discipline their child by enrolling in the school.

## **DISCIPLINE PHILOSOPHY**

At BCCA we believe that student discipline should be redemptive; that is, its goal should be to help students recognize behavior not in line with biblical standards, and to guide them towards correct behavior. It is our goal to encourage Godly behavior among students, and to help those students be accountable for maintaining those standards in both their words and actions. We believe all discipline should be clearly communicated, personal, and just, and that disciplinary encounter, if done correctly, is an opportunity to reflect both the justice and grace of our Lord and Savior. The goal of discipline is clearly defined in Hebrews 12:11: "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

### **Objectives:**

In order to maintain an optimum learning environment, establish clear behavioral expectations, and the disciplinary measures that will be taken when those expectations are not met. Train students in behavioral patterns that will aid both themselves and the school community in achieving the spiritual, intellectual, physical, and social goals of the school. Correct behavior which is disruptive or destructive to the learning environment. Assist parents (to whom God has given primary responsibility for disciplining children) in keeping students accountable and helping lead them into greater maturity and self-discipline. We take our role in discipline very seriously, and are committed to working with parents as partners, not adversaries, for the good of the child. Provide timely communication to all involved (parents, student, teacher) regarding the disciplinary issue at hand and the action taken.

Provide for accurate record keeping of disciplinary action so that the discipline may be administered throughout the school in a fair, firm, and consistent manner.

## **DISCIPLINE PROCEDURES**

Discipline may be administered by a faculty, staff, or administrative member, and a parent who has been given authority by BCCA for a supervisory function. However, because of their intimate contact with students, it is the classroom teacher who most often is in a position to discipline a student. Barren Creek Christian Academy does not practice corporal punishment as this,

according to scripture, is the parents' responsibility; however, we do expect parents to firmly support the discipline we administer at school with further discipline needed at home.

Note: \*Parent conference - may be required before readmission to class.

The various levels of discipline are noted below:

1. Classroom Level: Discipline at this level may involve teachers speaking to students so that their behavior is conducive to BCCS standards and the proper educational environment. Students may be given time-out, loss of activities, additional writing assignments, or other discipline as needed.

2. After School Detention: A detention may be assigned by a faculty or staff member. Any student receiving an after school detention will be given a detention slip. It will include the reason and date of each detention. Detention is given when school regulations or rules have not been followed. Twenty-four hour notice will be given when such an infraction occurs. Repeated detentions in a quarter will necessitate further discipline. If a student has an after school detention, this scheduled responsibility must take precedence over other afternoon school activities. Three detentions will be an automatic In-School Suspension with a required Parent Conference for re-admission to class.

3. Dress Code Fines – students can receive up to three (3) dress code warnings per semester. Any additional dress code violation will carry an appropriate penalty and a \$10 fine. All fines will be due 30 days after violation and failure to pay the fine will result in the student being suspended until the fine is paid.

4. In-School Suspension - used occasionally just short of suspension. The student will be isolated from other students for the day and given class work to do on his own. Full credit will be received for work completed.

5. Suspension - prohibition from being on campus or participation in school activities. Absence from class is unexcused and zero will be given on work due or tests given. Parent conference required for readmission. A student whose repeated misconduct interferes with the orderly operation of the classroom, and who has not responded to penalties such as parent conference, will be subject to suspension and/or dismissal.

6. Dismissal -students guilty of most serious offenses may be immediately dismissed from BCCA. Persistence in minor or more serious offenses indicates a student's lack of desire or inability to comply with the standards of BCCA and may lead to dismissal. Careful evaluation of a student's record will precede dismissal. However, in the best interest of the school, other students, and the student himself, a student must be asked to withdraw if his conduct is contrary to the ideals and philosophy of BCCA.

In the latter two levels, parents, as well as the student, will be given an opportunity to respond prior to the suspension or expulsion being fulfilled. The school reserves the right to evaluate student performance throughout the calendar year and may, at any time as a result of behavior, refuse to allow a student to continue enrollment or to re-enroll in the school.

**Again, our desire at BCCA is not to teach students to conform to a set of rules; rather, it is to encourage students to pattern their actions after the person of Jesus Christ.** We desire to work closely with both students and parents to discipline and correct not just the act, but the attitude and motivation behind the act in a loving, just and fair manner. Consequently, a student may receive fairly severe punishment for repeated minor violation, such as wearing the uniform incorrectly, because that student is displaying a heart attitude that is refusing to comply with the authority instituted above him

## **CLASSROOM RULES**

Each teacher will clearly post and explain rules in his/her classroom.

## **ARTICLES PROHIBITED**

The following items should not be brought on campus: alcoholic beverages, cigarettes or tobacco in any form, drugs or drug paraphernalia, gas or aerosol irritants, firearms, fireworks, sling shots, knives or other objects which could endanger the safety of students and faculty. This applies to students and adults. Students are not allowed to have pagers, beepers and cell phones on campus. Any other objects may be taken up if the teacher feels they may interfere with learning or disrupt school. This includes gum, candy, radios, tape/CD players, cameras, toys, etc. unless specifically authorized for the teacher for educational purposes. **No animals should be brought to the school or the playground.**

## **ABUSE OF TECHNOLOGY**

BCCA believes that each student should be afforded every opportunity to take advantage of the educational opportunities that technology presents. Students must understand that with certain privileges certain responsibilities also apply. For this reason BCCA believes that it is necessary to protect this community's investment by stating that intentional abuse or misuse of technology may result in suspension of technology privileges and reimbursement for damages or possible disciplinary action if deemed necessary by the administration. In addition, improper use of technology including unauthorized use of the Internet will be subject to strict discipline.

## **CARE OF SCHOOL PROPERTY**

School facilities and programs are made possible through gifts of many friends of BCCA. Students should do all in their power to keep the buildings and grounds attractive. It is expected that all damage (even though accidental), will be acknowledged by the person responsible and reimbursement made to the school. A clean school shows pride and cooperation among the students.

## **ATTENDANCE & TARDINESS**

One of the keys to successful academic achievement is regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Therefore, students are expected to be at school each day before 8:15 am unless they are sick or as a result of personal or family needs. Perfect attendance is strongly encouraged. **The school discourages the taking of extra days before or after a scheduled vacation while school is in session, especially before or during examination periods.** In these cases the school is not obliged to offer extra help or make-up tests to students. Scheduling of make-up tests will be at the determination of the teacher. Serious violations could result in loss of academic credit. Doing well academically is not a permissible excuse for missing school.

### **Absences**

1. If your child will be absent from school due to illness or other unexpected circumstance, please call the school office before 9:00 a.m. on the morning of the absence.
2. A student who has a doctor or dentist appointment during the day must bring a note to the teacher whose class will be missed. **A student is responsible for any class work missed and for getting all homework assignments prior to the absence.**
3. If a student comes to school during the course of the day or leaves before the end of the day, he or she must check in/out through the school office. Before leaving school, the parent coming for the student must sign the student out on the Sign-Out Sheet in the office.

4. Make-up work for Lower and Middle School students may be requested for students who have had excuses for two or more days. Contact should be made with the school office as early in the day as possible in order to get the assignments, which are to be picked up on the following day. **Obtaining make-up work for absences is the responsibility of the Upper School student.**

#### **Excused Absences**

1. Sickness
2. Death in the immediate family
3. Doctor, dentist or other health appointment (please try to schedule outside school time)
4. Court
5. State Emergency
6. Inclement weather
7. Other absences will be approved only by permission of the School Administrator one week prior to the requested days.
  - a. Two days will be allowed for travel with parents for college visits by juniors and seniors.
  - b. Requests for advanced make-up work for a planned absence is available at the determination of the individual teacher.
  - c. A note must be sent into school within three school days of the absence or it will be considered unexcused.

#### **Unexcused Absences**

An unexcused absence is being absent from school without the knowledge and consent of the parent(s) or the guardian(s) including skipping classes. Absences without a note to the school within three days will be considered an unexcused absence. Other excuses not determined acceptable by the School Board shall be considered unexcused. Accumulated unexcused absences will carry academic consequences as well.

#### **Excessive Absences**

The maximum days that a child can miss from school in a semester is 15 days. Missing over 30 days in the school year will normally result in the child being held back a grade. Three unexcused tardies equal one full day being unexcused. If a child is going to be out more than three days, a doctor's note is required within five days of the first absence.

An Upper School student (9<sup>th</sup> – 12<sup>th</sup>) missing **10 days** or more in a subject during a semester may not receive credit for that class unless unusual circumstances warrant permission. The number allowed includes **all** absences from school. This policy will be strictly enforced. Students who accrue 10 absences in a given class will be asked to appear before an attendance committee where a ruling will be made regarding loss of credit. Parents need to be conscientious about having their child in school. This is a necessary component to the success of the academic program.

#### **Tardiness**

(See school hours, page 6) Students are expected to arrive on time for school. Any student arriving after 8:15 am is considered late and their admittance to class after this time is only with a "PASS" from the office. Parent verification is required for excused tardies.

1. Excused tardiness – Medical appointments verified by a doctor's office note, vehicle problems and other determined acceptable by the Administration.
2. Unexcused tardiness – Oversleeping and other general excuses not determined acceptable by the Administration.

### **Make-up Work**

Because of the school's intense study program, make-up work will be required whenever a student is absent. The make-up work may require working during recess, special school time, after school or at home to complete.

### **Early Dismissal from School:**

When an early dismissal is necessary, the student must bring a note to the teacher from the parent or guardian stating the reason and time for the dismissal. Any student who needs to be dismissed from school before the end of the day must have a parent or guardian sign him/her out in the school office. There will be no exceptions to this policy.

### **EARLY DISMISSAL OR CANCELLATION DUE TO WEATHER**

In the event of inclement weather, parents and students should listen for instructions on local television (WBOC) and radio stations.

### **SICKNESS AND ACCIDENTS**

All cases of sickness or injuries at school or school-sponsored activities should be promptly reported to the school office.

### **ARRIVAL & DISMISSAL PROCEDURE**

Students will arrive no earlier than 7:30 a.m. and will enter in the foyer area of the building. Dismissal will begin at 3:30 p.m. from the front foyer of the building as well. Parents are asked to park their cars in the parking lot and pick up their child at the front double doors. Under no circumstances should a child be allowed to cross through the parking lot unattended.

### **RELEASING STUDENTS**

For security and safety purposes, we can only release students to authorized individuals whose names are recorded on your Emergency Information cards. If you know in advance that you will not be picking up your children, you need to send a note to the classroom teacher. In last minute cases where you will not be able to pick up your children, you must call the school office before 2:00 p.m. with special instructions.

### **VISITORS**

We welcome our parents and prospective students and parents to visit our classrooms. However, any visitor will potentially distract the students from their learning experience. For this reason we ask everyone to make arrangements in advance of the visit. Some days and some lessons do not lend themselves well to visitors. If your requested visit would disrupt the lesson for that time period, the teacher will offer an alternative. We also ask that you go through the office to direct forgotten items or messages to the student during the school day. This will enable the teacher to keep the children on task. Teachers are to notify the office of any misconduct by visitors. Friends who wish to visit the school and attend classes may do so if they are out-of-town guests staying in the home of the student, or if they are prospective students. In order to visit, visitors must (1) receive permission in advance, (2) bring a note from their parents, and (3) obtain a visitor's pass in the office when arriving on campus. All visitors and parents must sign in at the office and sign out when they leave.

## **ACADEMICS COURSE OF STUDY**

### **ACADEMIC PROGRAM**

The academic program at BCCA is designed to honor God while responding to individual needs. In pursuing and meeting this goal, our faculty strives to integrate the Christian faith with the learning process in each classroom and in each activity, to challenge each student's capacity through advanced, independent, and modified work.

In the early grades, the program is skill-oriented with increasing opportunities for individual exploration and creativity. In the middle and high school grades, the program is designed for academic excellence in preparation for higher education. Toward these ends, a program of studies that spans the traditional liberal arts disciplines is used, including Bible (including Chapel), history, language arts, science, mathematics as well as art, music and physical education. This array of academic pursuits is complemented by numerous field trips and service projects. Finally, the faculty of BCCA will work diligently to help students develop a seasoned Christian faith—one that together with developed skills, knowledge, judgment, and leadership abilities will help any student who has passed through our doors become an effective, responsible, caring adult, honoring our Lord in all s/he does. Ideally, each student will have learned how to learn, and will have developed a love for learning so that the years beyond BCCA will continue the pattern of growing and developing into maturity in Jesus Christ.

### **SCHOOL TO HOME REPORTS**

***Academic Progress Reports:*** As noted on the school calendar, mid-quarter progress reports and parent conferences will be scheduled. These reports are issued to denote deficiencies, to give updates and to suggest ways parents can help. Parents are encouraged to attend these conferences as scheduled. Parent-teacher conference can also be called at any additional time by either the parents or the teachers to discuss the progress of a student. These should be coordinated through the teacher.

***Academic Report Cards:*** Barren Creek Christian School uses four nine-week grading periods during the school year. Report cards are issued at the end of each of these grading periods as noted on the school calendar with information regarding the student's academic progress.

***Friday Folders:*** Due to the desire on the part of the school and the parents to maintain a high level of communication, we will use a weekly Friday folder system. All students are given a folder to take home every Friday to be signed by the parents and returned the next school day. This folder will include any information that the parents need from the previous week, including major tests or quizzes, homework assignments, school-wide information, or reminders that are specific to students at that grade level. Please be sure to look for the Friday folder as it will be an important tool for school/home communication.

### **ACADEMIC GRADING SCALE for INDIVIDUAL PROGRESS**

#### ***Grades K-2nd***

These grades use a reporting system that varies by grades as is appropriate for young children whose developmental needs change rapidly. Details of each grade's system are given to parents by the teachers during the first parent-teacher conference.

#### ***Grades 3rd-6th:***

Students will receive four report cards during the school year, on at the end of each quarter. Students are graded in all five-subject areas and also receive conduct grades relative to behavior and performance while in school. All students receive progress marks for conduct areas as well as for special area classes.

### **Grades 7th-9th:**

Students will receive four report cards during the school year, at the end of each quarter. Students are graded in all subject areas and also receive conduct grades.

K-9<sup>th</sup> grade students will earn a place on the Honor Roll by receiving A's and B's in all subject areas for the entire year. Students will be recognized for good citizenship if they receive a mark of "Satisfactory (S)" or better in all conduct areas.

#### **Report Card Grading Standard**

A+ 100 (4.0)	B+ 91 (3.3)	C+ 82 (2.3)	D+ 73 (1.3)	F 64 & below (0.0)
A 93-99 (4.0)	B 84-90 (3.0)	C 75-81 (2.0)	D 66-72 (1.0)	
A- 92 (3.7)	B- 83 (2.7)	C- 74 (1.7)	D- 65 (0.7)	

The grade point average (GPA) reported is an overall average including all classes. Class rank is based upon a core GPA. Final grades are recorded on the student's permanent record card with a G.P.A. It is from these records that transcripts are sent to other schools, employers, colleges, and the military.

### **HONOR ROLL**

The purpose of the honor roll is to recognize individual academic process and achievement. There are three honor rolls recognized.

1. Honor Roll – 3.0 GPA
2. Merit Honor Roll – 3.5 GPA (No mark lower than a B-)
3. Distinguished Honor Roll – 4.0 GPA (No mark lower than A-)

### **ACADEMIC PROBATION**

A student who fails two or more core subjects during any quarter will be placed on Academic Probation for the following quarter. Two consecutive quarters on Academic Probation may result in retention in that grade level or expulsion from school.

Students in Grades 6-9 are required to maintain a minimum GPA of a 2.0 in their core courses in order to remain at the school. Students who fall below a 2.0 at the end of a given semester will be placed on academic probation by the administration. If a student fails to achieve a 2.0 in his core course subjects after being placed on probation the following semester, that student will automatically be separated from the school pending mitigating circumstances.

All students may petition the School Board for review and reconsideration. If a student is denied re-admittance, they will need to withdraw from the school, but may reapply to the school during that year for re-acceptance the year after that.

**Semester Examinations:** Examinations are given to all students taking academic courses for grades 6-9.

### **PROMOTION POLICY**

Except in the case of excused absences, each student is expected to attend the designated number of school days to be eligible for promotion. A student who has a low grade average or is failing to indicate mastery of skills covered in his grade level will be kept in that grade level until he has shown sufficient progress to allow him to function successfully in the next grade. If there is a possibility that a student will be retained, parents will be notified well in advance of the end of the school year, and his teacher and the administration will work with the family to assist in arranging supplementary instruction. Factors which influence this decision are age, maturity, class work, grades, and the results of standardized achievement tests.

In grades six and above, the student must evidence satisfactory progress in the major subject areas to be promoted to the next grade. An unsatisfactory average in eighth grade math disqualifies students from Algebra in ninth grade. A student who fails a major subject in grades 6-8 may be required to complete summer school course work or private tutoring. Students in a Foreign Language or Math sequence course must end the year with a C or better in order to move on to the next level. Students with a D+ or less would have to retake the course. With good parent-teacher communication, there should be no instance of a parent being unaware of the student's lack of progress.

### **STANDARIZED TESTING**

Comprehensive testing will take place each year and/or any other test determined by the Board and faculty to provide relevant evaluation of academic performance.

### **HOMEWORK**

Homework is a part of the curriculum at Barren Creek Christian Academy for several reasons:

1. Parents are made more aware of the work being done by the child
2. Parents can witness difficulties experienced by the child as they work on their assignments and thus understand the grades received on the report card
3. Time is needed for practice of the skills learned at school and preparation for class discussion
4. Young people need to learn to discipline themselves to do independent study

The school policy calls for homework or review work regularly. However, on Wednesday night, limited homework will be assigned. When a specific written or reading assignment is not given, the student should use the study time for review.

#### **PLAN:**

Assign a definite time each day for study at home; utilize study periods at school. Keep a list of assignments, and take home all necessary books, papers, and other materials.

#### **PLACE:**

Have a definite place at home to study away from distractions, with all necessary books, paper and materials available. Do not study while conversing or watching TV.

**PROCEDURE:** Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic concept present. Reread the assignment slowly and comprehensively for contents, relationship and detail.

### **OBTAINING ASSIGNMENTS WHEN ABSENT**

1. If you are out for one day, call a friend or check with the teacher for assignments and finish any remaining work when you return.
2. If you are out for several days, call before 9:00 A.M. and plan to pick up assignments after 2:30 P.M. in the office.
3. If you are going out of town, get prior permission from the teacher and board, give the teacher one week's notice, and turn in assignments upon return to school.

Note: Students who leave school early for any reason are responsible for making all arrangements for make-up tests or quizzes or handing in assignments. Such departures include athletic contests, field trips, medical appointments, etc.

Individual teachers may assign academic detentions when the student fails to turn in homework or penalize the student's class grade.

## **PARENT-TEACHER COMMUNICATION**

BCCA is committed to appropriate, meaningful, and timely communication with parents regarding policies, student progress, and if needed, disciplinary measures. We expect parents also to be active participants in the education of their child/children, and encourage them to communicate with their teachers. As Christians, we expect all parties, parents and teachers alike, to handle communication in a way that is both loving and constructive. There will be times, of course, when those in a school community choose to express a concern. Scripture acknowledges this need and offers principles to guide the sequence of such communication and the temperament needed by those engaged in resolving the concern.

Matthew 18 is a clear guideline for proper communication. The following outlines how these principles can be applied to a parental concern:

1. The parent is to go directly to the teacher with the concern. **PRINCIPLE: KEEP THE COMMUNICATION PRIVATE, SIMPLE AND DIRECT, INVOLVING ONLY THE PERSON(S) RESPONSIBLE.**
2. If the initial communication does not accomplish the desired purpose (solution), the parent is to communicate with the office so they may contact the appropriate Board Member to accompany them on a second visit with the teacher. This will not happen until step one has taken place. **PRINCIPLE: CONFIRM THE DETAILS AND IMPORTANCE OF THE CONCERN TO THOSE ASSEMBLED.**
3. If the above two communications do not bring forth the desired purpose (solution), the concern is to proceed in a step process to the Evangelists of the Gateway Church of Christ. **PRINCIPLE: IN ADDRESSING CONCERNS BIBLICALLY, THERE IS A SEQUENTIAL INCREASE OF THE AUTHORITY/RESPONSIBILITY RESPONSE MECHANISM UNTIL THE CONCERN IS RESOLVED.**
4. There may be times, albeit infrequent, when concerns are not positively resolved. When this happens, the person(s) who is (are) the focus of the concern is (are) removed. **PRINCIPLE: GOD DESIRES UNITY OF HIS PEOPLE AND WILL REMOVE THOSE WHO ARE THE CAUSES OF STRIFE.**
5. The ultimate purpose of the exercise of the "Matthew 18 Principle" is reconciliation. Reconciliation may involve parents and/or faculty members saying "I'm sorry; please forgive me." Such action is to be regarded as rooted in Scripture and thus helping to imitate the highest level of integrity and respect for one another. **PRINCIPLE: GOD DESIRES UNITY OF HIS PEOPLE. WHEN THIS UNITY IS A REALITY, HE WILL BLESS AND BE WITH HIS PEOPLE.**

The sequence of communication outlined above may be accomplished rapidly and in an orderly manner. Phone calls, notes, and meetings coordinated by the school official holding the most responsible position in the communication cycle will implement the "Matthew 18 Principle" successfully.

Please note. "The Matthew 18 Principle" will also apply when faculty communicates with the home.

## **TEXTBOOKS**

Parents are required to purchase all required textbooks. Book lists and prices will be published during the summer and fees must be paid in full to BCCA by July 15<sup>th</sup> so that textbooks will be in by the start of school. In addition, each student must have a Bible. The King James Version (KJV) has been chosen as the translation used in all Bible classes for study, quotations and memorization and can be purchased either through the school or be brought from home.

## **CHAPEL**

Chapel services will be held regularly for all students on Wednesdays at 8:30 a.m. and are conducted by the staff, the church evangelist and with visiting speakers. Each service gives opportunity for worship through Scripture, singing, prayer, and praise, and may include plays, puppets, etc. Student dress uniforms are to be worn in Chapel with ties, belts and dress shoes. Parents are welcome and are encouraged to attend.

## **HEALTH**

Each student must have an Emergency form on file so a parent or designee can be contacted if needed for an injury or illness. Parents are asked to provide the school with all home and work numbers so parents can be contacted immediately in case of an emergency. Please notify the school of any changes in telephone numbers, address, name of doctor, names and phone numbers of designees to call if parents can not be reached. Since BCCA is not equipped to provide on-going health care for students who are ill, please have a back-up plan in case of illness so that a sick child can be picked up immediately. The school does not have adequate facilities for holding sick children. Parents are required to complete a Student Profile Sheet that includes Health Issues and concerns that can be kept on file with the school office.

## **ILLNESS/INJURY**

Please wait 24 hours from the break of a fever before returning your child to school. A child with a fever is considered contagious. Keep them home if they are vomiting, have diarrhea and/or abdominal cramps. The staff will be calling you to pick up your child from school if they have a temperature above 99 degrees with symptoms, have a temperature above 100 degrees with or without symptoms, have vomited and/or are experiencing diarrhea.

## **MEDICATION**

Every effort should be made to minimize the administration of medicine in school. If at all possible, parents are urged to administer medication before school and/or after the child returns home.

The school is not permitted to administer any medication, including Tylenol or cough drops during the day unless the required written permission from parent and physician is on file in the school office. Medication refers to drugs prescribed by the physician. Medication also refers to all over the counter, non-prescription drugs, i.e.: cold/cough preparation, analgesics (Tylenol), lotions, ointments, cough drops, etc.

If a physician deems it necessary for a child to receive any medication during the school day, parents must provide the school with a completed "Parents Request To Administer Medication At School and Physician Order Form" including both physician and parent signatures. All medication sent to school must be in its original container provided by the pharmacist/pharmacy, otherwise it will not be administered. It also must be delivered by a parent, or responsible adult, to the office with the appropriate form. The school staff must administer all medications. Parents need to notify their child's classroom teacher of the time their child will need to be sent to the office for medication administration.

Note: The first day's dosage of any medication (prescription or non-prescription) must be given at home by a parent/guardian to observe and rule out any possible allergic reaction.

## **LOST AND FOUND**

Unclaimed articles will be placed in the lost and found boxes located in the school office, and will be periodically given to a local charity.

## **LUNCH**

There is no cafeteria available, so all students are asked to bring their own bag lunches. Students are not permitted to leave campus at lunch. Every Wednesday BCCA will be an “Order Out” Lunch Day. Menus and prices will be made available at the start of each school year.

Snacks: Students have a mid-morning snack. Children having snacks are requested to bring healthy snacks such as fruit, cheese, raisins, nuts, etc., rather than sweets.

Birthdays: A treat, such as cupcakes, may be sent to school as a celebration of your child's birthday. Please check with the teacher in advance to arrange this.

## **SCHOOL PICTURES**

Students have their individual and class pictures taken in the fall of each school year. Details and procedures are sent home prior to the scheduled sitting.

## **VOLUNTEERS**

A significant strength of our school is that many services are performed on a volunteer basis. We rely on the assistance of parents to help teachers do a better job for the school. Volunteers are needed as room parents, and class sponsors, and to work in the library, office, lunch room, and the like. We are thankful for and welcome parents willing to help out.

## **FIRE DRILLS**

These periodic drills are serious exercises requiring student cooperation.

## **TELEPHONE USE**

Office telephones are available for student use in the event of an emergency. No cell phones are allowed for use by students during the school day.

## **TRANSPORTATION**

Limited transportation is available for out-of-town students at a fee. Information can be obtained from the school office if you desire this service.

# **BARREN CREEK CHRISTIAN ACADEMY DRESS CODE**

The dress code is intended to instill in students the seriousness with which we approach the academic day. We do not believe that clothes make the man but at the same time we believe that there is a distinction between attending school and recreational activities. “Dressing up” bespeaks of a more serious occasion and is a signal that what we are about is of greater consequence in thought and action. In addition, it aids in teaching students about decorum and modesty. The spirit of the dress code is that students should look neat, well kept and presentable according to general expectations as communicated in the following pages.

The tone of the dress code is moderately conservative. This includes after school hours when you are welcome to change into more preferable clothes. We expect you to wear dress that is tasteful and moderate in cut and length. The uniform should be worn to and from school and on all field trips unless otherwise specified.

Students who are out of dress will be sent to the administrative office and asked to call their parent(s) to come to school to bring proper attire. Students will not be allowed back to class until

they are in proper dress. Students who are consistently out of dress could call into question their standing at BCCA and could therefore forfeit their position at the School.

**UNIFORMS:**

Uniforms should be purchased through the FRENCH TOAST UNIFORM COMPANY.  
[www.FrenchToast.com](http://www.FrenchToast.com) . Phone: 1-800-636-3104. Please utilize the school code to order.

**Daily Wear:**

Parents and students may choose any style uniform from the catalog or website **except**  
**Plaids, Capri -pants, mid-thigh skorts/skirts.**

**COLORS FOR K-6**

White shirt  
Yellow shirt  
Light blue shirt

Navy (only) pants, skirts, skorts

**COLORS FOR 7-12**

White shirt  
Gold shirt  
Light blue shirt  
Navy blue shirt  
Navy & Khaki pants, skirts, skorts

Pants are allowed to be part of the daily uniform for the girls if the pants touch the tops of their shoes and are loose fitting. **(NO TIGHT/FORM FITTING PANTS WILL BE ALLOWED)**  
Knee length shorts will be allowed in 80 degree or above weather.

Belts & Shoes: Navy Blue, Black, Brown

Tennis shoes

No sandals or open toed shoes

**DRESS UNIFORM:**

**GIRLS:**

Oxford or Peter Pan collar white dress shirt  
Navy pleated skirt  
Navy or black shoes  
Navy or white socks  
Solid Navy Blue Cross Ties for girls.

**BOYS:**

Oxford White dress shirt  
Navy pants  
Navy or Black shoes  
Navy or white socks  
Navy, black, or brown belt  
Solid Navy blue tie

**JEWELRY:** Jewelry should be kept to a minimum.

**HAIRCUTS:** Haircuts must be neat and not extreme. Boy's hair must not touch collar or ears and must be kept out of eyes.

**NO BODY PIERCING IS PERMITTED.**

**GYM UNIFORM:**

Plain navy sweatpants or knee-length shorts  
Plain White Polo Shirt  
Tennis Shoes

## **COMMUNITY SERVICE HOURS**

All high school students must accumulate at least 100 hours of community service hours. To qualify, students must enhance the quality of life in a community without receiving compensation. Planning and implementation records must be kept as well as signatures of confirmation of services received from the recipient. Also, students must participate in school sponsored service activities, which do not count towards their community service obligation. These opportunities are usually class sponsored and will be communicated by the school.

## **PLEDGES**

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.

Christian Flag:

I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who obey.

Bible Pledge:

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

Revised 3/2009