

# Brunswick Christian Academy

## Parent/Student Handbook



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## **Our History...**

Brunswick Christian Academy was founded in 1974 as an educational ministry of the First Free Will Baptist Church of Brunswick, Georgia. We are a 501 © (3) corporation under the National Association of Free Will Baptist, Inc.

As the school has maintained the goal of providing a quality Christian education, the Lord has provided growth in facilities, staff, and enrollment as He has seen fit. The school consists of a daycare, preschool, elementary, middle school, and high school.

Realizing that it is the Christian home to which God has given the authority and power to train successful young people, it is the goal of BCA to assist the home in the training process. Apart from divine leadership and wisdom, it would not be possible to attain these goals.

## **Our Philosophy...**

The purpose of Brunswick Christian Academy is to provide conditions whereby students can receive the Truth. Jesus instructed His disciples in John 8:32, *"And ye shall know the Truth and the Truth shall make you free."* It is our objective to teach the Truth, but also to teach our students how to apply the Truth wisely to their own lives. In John 16:31, we are promised that *"...when He, the Spirit of Truth, is come, He will guide you into all truth."*

BCA has the responsibility to provide the best possible education. A biblical viewpoint in the vital areas of life - spiritual growth, education, personal self-discipline, and patriotism - must be strongly stressed to each student during his years of training. *"Train up a child in the way he should go..."* and *"bring them up in the nurture and admonition of the Lord."* (Proverbs 22:6, Ephesians 6:4). We desire to minister to the needs of the whole child and to promote spiritual and moral growth, academic and intellectual progress, and physical and social development.

We, as Christian educators, desire to train each student to accept individual responsibility to God for his actions and challenge him to glorify God in every facet of his life.

## **Our Mission**

Brunswick Christian Academy is a Bible-centered educational ministry of the First Free Will Baptist Church designed to educate children in truth and righteousness, to prepare them for life by pursuing excellence, and to support the Christian family and the Bible-believing church.

## **Our Goals...**

**Spiritually-** *"Let the Word of God dwell in you richly." (Col. 3:16a)*

- To lead each child to personal acceptance of Jesus Christ as Savior

- To enrich each child's devotional life

- To develop a well-balanced and Christ-like personality

- To awaken a realization that God has a purpose and plan for each life

- To develop from Scripture that ability to find help independently

- To give knowledge, love, and understanding of the Bible

- To instill a sense of responsibility for the lost that will lead to intelligent witnessing

**Mentally-** *“Let this mind be in you which was also in Christ Jesus.” (Phil. 2:5)*

- To develop a mind-directed life and not a feeling-directed life
- To develop a positivity in reactions to life
- To discover and develop individual aptitudes
- To cultivate analytical thinking and a priority-directed life
- To impart a command of common knowledge and skills

**Emotionally-** *“Be strong in the Lord and in the power of His might.” (Eph. 6:10)*

- To build a Christ-like controlled personality
- To establish an emotional balance
- To enable the child to adjust easily to situations in which he is found
- To develop aesthetic interests and abilities

**Socially-** *“None of us liveth to himself.” (Romans 14:7)*

- To instill a loyalty to Jesus Christ in all things and at all times
- To develop an understanding of the student’s place and obligations in the family
- To help the child share his Christian responsibility as a citizen for the welfare of every group to which he belongs
- To awaken and foster missionary responsibility toward all men

**Physically-** *“Present your bodies a living sacrifice...unto God.” (Romans 12:16)*

- To develop a respect for the body as the temple of the Holy Spirit
- To teach intelligent care of the body
- To encourage the yielding of the body as an instrument of God’s use

## **Our Affiliations...**

Brunswick Christian Academy holds very high standards in curricula, academics, and discipline. BCA is a member of the **Georgia Association of Christian Schools (GACS)** and the **American Association of Christian Schools (AACCS)**. Our high school is accredited by GACS through the **Georgia Private School Accreditation Council (GAPSAC)**. It is by these associations that we are able to further teacher development and remain abreast of current methods and materials. Our students also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian schools.

## **Our Non-Discriminatory Policy...**

Admission to Brunswick Christian Academy is open to any young person who meets the entrance requirements. BCA admits students of any race, color, or national origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. BCA does not discriminate on the basis of race, color, or national origin in administration of its education policies, admission policies, and athletic or other school administered programs.

## **Our Financial Operations**

Brunswick Christian Academy is a private, non-profit organization. Income from the tuition is insufficient to fully cover the cost of operating the school. Interested individuals are invited to contribute to the operation of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. School fundraising projects may be planned throughout the year as the needs arise.

## Our Statement of Faith...

Brunswick Christian Academy places primary emphasis upon living the Christian life and focusing upon developing positive Christian character. For this reason, we affirm each of the following truths:

1. The Bible is the inspired, God-breathed, infallible, and authoritative Word of God. It is also the Christian's final word on faith and practice (II Timothy 3:16).
2. The birth of Jesus Christ is evidence of His deity in that He was virgin-born and was God in the flesh (Matthew 1:20).
3. The blood of Christ shed on Calvary is the only atonement for man's sin (Hebrews 9:22, 1 Peter 1:18-19, 1 John 1:7).
4. The death, burial and bodily resurrection of the Lord Jesus Christ and His ascension into Heaven are truly a reality. (1 Corinthians 15:1-4, Acts 1:11).
5. The existence of the Godhead as a trinity (Father, Son, and Holy Spirit) has been from eternity, three distinct persons yet one in substance and nature (Matthew 28:18-19, Mark 12:29).
6. True believers in Christ are called to a life of consecration as giving evidence to the world that the Lord Jesus Christ saves and satisfies (Romans 12:1).
7. Jesus Christ will return to the earth literally, bodily, and visibly to judge the living and the dead (Acts 1:11, Revelation 20:11-15).
8. Sin has separated all of mankind from God. Until a person is convinced through the Holy Spirit of God that he is guilty of breaking God's law, repentance is impossible. Once a person acknowledges his sins against God, repents, confesses his sins to God, and exercises faith in Jesus Christ's sacrificial death, he receives salvation. Spiritual birth takes place the instant that repentance, confession, and faith is exercised in Jesus Christ. The conversion experience will bring out a definite, noticeable change in a person's lifestyle (called the work of sanctification) through the Holy Spirit (Romans 5:12 and 8:29, II Corinthians 5:17).

## Our Parent's Code...

Our parents play a vital part in the total program of Brunswick Christian Academy. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of the child. We like to believe that the following code, when subscribed to by all of our parents, would make BCA a school which would truly honor the Lord and produce the finest education possible.

1. I will pray regularly for the teachers and administration.
2. I will cooperate fully in the educational function of BCA, doing my best to make Christian education effective in the life of each of my children, that they may love and serve the Lord and receive the finest education possible.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. If I become dissatisfied with BCA in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. *I will not criticize the school before my children.* I will follow the biblical information found in Matthew 18:15.
8. I will seek the advancement of BCA in all areas: spiritually, academically, and physically.
9. As a BCA parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

## Our School Spirit...

**Colors-** Navy and White

**Mascot-** American Bald Eagle

**Team-** Eagles

### General Information...

Brunswick Christian Academy is a ministry of the First Free Will Baptist Church of Brunswick, Georgia. We respect and appreciate those of other denominations who have placed their children in our care. BCA will endeavor in principle and practice to “keep the unity of the Spirit in the bond of peace” with those of like faith. However, the First Free Will Baptist Church, through the BCA School Oversight Committee, maintains the right of control over all aspects of Brunswick Christian Academy to include its existence and continued operations.

The BCA Oversight Committee consists of the pastor and members of the First Free Will Baptist Church appointed to serve on this committee. The principal serves as chairman. The Administrator is accountable to this committee through the principal. While not usually involved in the day-to-day operations of the school, it is the BCA School Oversight Committee that helps set the policies and procedures outlined in handbooks and policy manuals, as well as the financial management of BCA.

The BCA Oversight Committee may review recommendations for the hiring and dismissal of employees.

Parents and employees are encouraged to seek the Principal, Daycare Director, or Administrator’s guidance should any problems or questions arise. However, if satisfaction cannot be obtained at the administrative level, parents and employees may request a meeting with the BCA School Oversight Committee. This may be done through the front office.

### Accidents

In the event of an accident at school or during a school-sponsored activity the parents or guardian will be called and asked to seek professional care when appropriate. Currently, a special type of accident policy covers all students. This policy normally pays the portion of legitimate, professional, medical expenses *not already covered by the student’s personal insurance* including related deductibles up to \$5,000. According to policy rules, parents must file the claim with their personal insurance company *first*.

### Address, e-mail or Phone Number Change

It is the parent’s responsibility to report any changes in address, e-mail or phone number for work or home. Changes should be called into the office as soon as the change is known.

### Admission Procedures

We gladly accept applications regardless of race, color, or national origin. We retain the right to accept or reject any application without explanation. All decisions are considered final. Selection of students is based upon achievement, the testing program, an interview with the principal, and openings in the particular grade levels.

1. Request and complete an “Application for Enrollment.” All requested information must be provided. Altered, blank, or unsigned applications will not be considered. Return the completed application with the following:

Documents:

Preschool-K4

Birth Certificate

Form 3231 (Immunization record)

K5-12<sup>th</sup> Grade:

- Birth Certificate
- Form 3231 (Immunization record)
- Form 3300 (Eyes, Ear, & Dental Screening)
- Copy of last Report Card
- Copy of all diagnostic tests (SAT, ACT, Reading tests, etc.)
- Copy of any psychological evaluations

#### Registration Fees

Registration fees are non-refundable and non-transferable.

2. We will review the information that you have submitted and contact you to set up an interview with the principal. The student(s) and at least one parent *must* be present.
3. An academic evaluation by the student's prospective teacher may be administered at the discretion of the school's principal for grades 1<sup>st</sup>-12<sup>th</sup>.
4. Once the application is approved, the following must be done before enrollment is complete:
  - Pay book and supply fees
  - Pay first tuition payment
  - School must have all required forms in hand. If a form has been requested but you have not yet received it, we may extend a *conditional acceptance* of the student up to 30 days until the document arrives.

*It is the parent's responsibility to secure all required paperwork and to see that the school is given valid copies. Parents will not be allowed to enroll a child if there is a balance owed for any previous service. It is understood that attendance at Brunswick Christian Academy is a privilege and not a right and should not be taken lightly.*

BCA feels very strongly that attitude is of supreme importance in a person's life. Therefore, students who manifest an unchristian-like attitude toward the Bible, prayer, parents, teachers, administration, etc. *will not be allowed to remain in school.*

Be it further known that BCA reserves the right to dismiss any student from school if the administration feels that his attendance is not an asset to the school.

### **Aftercare Program**

All students (K5-12<sup>th</sup> Grade) not picked up by 3:10 p.m. will be sent to aftercare. Parents are not to ask the teacher to make exceptions in order for their student to wait in the classroom. Students are not allowed to wait unsupervised for late pick-up.

This program is designed to provide a structured after-school environment for students in grades K5 and up. An additional fee is charged for this service and may be used on a regular basis or on an emergency drop-in basis. Time is usually given to free play and homework. A snack is provided at no additional charge. Special diet students must bring their aftercare snack from home.

Parents who do not normally have their children in the program are expected to notify the school when it will be necessary for their child to stay. Aftercare is normally offered on regular school days from 3:10 p.m. until 6:00 p.m. Parents who pick up students after 6:00 p.m. will be charged an additional late pick-up fee in accordance with current year rates. The aftercare program is not available when school dismisses at noon or closes due to weather emergencies.

Students in aftercare are subject to the same rules and discipline requirements expected during the school day. Unruly students will be subject to dismissal from the aftercare program and any additional discipline that the principal may choose to impose.

## **Age Requirements**

The student's age as of September 1<sup>st</sup>, for the current school year, is used in determining kindergarten or first grade assignments. Students must be 5 by Sept. 1<sup>st</sup> to start Kindergarten, and 6 by Sept. 1<sup>st</sup> to start 1<sup>st</sup> grade. *There are no exceptions.*

## **Athletic Program**

BCA maintains an inter-scholastic sports program competing in football, volleyball, basketball, and softball/baseball with other approved schools in Georgia, Florida and South Carolina. The purpose of our athletic program is:

- To instill Christian character.
- To develop the Christian philosophy of the true Winner's Creed based on Colossians 3:23.
- To develop self-confidence,
- To build and increase proper school spirit
- To train young men and women to be responsible and respectful in all situations.

All athletes and cheerleaders must demonstrate attitudes and actions that are consistent with the rules and goals of BCA and its athletic program. Students found out of harmony with standards and goals of the program will be dismissed.

Here are a few guidelines governing participation in our sports program:

- **Conduct:** Because of our Christian testimony which must be maintained at all times, we are requesting that students and adult spectators refrain from the use of abusive or negative comments to players, coaches or officials at sporting events in which BCA participates. Students are asked not to sing or chant anything that is a putdown or in any way derogatory to the opposing school. This includes booing.
- No one, including coaches, players, fans, cheerleaders or parents is to ever yell at the referees or argue with them.
- **Eligibility:** Only eligible students may participate in inter-scholastic athletics and cheerleading. A "C" average with no "F's" (all conduct grades must be B or better) must be maintained. Once a student becomes ineligible, he/she may not participate until satisfactory grades are achieved.
- Athletes must obtain written authorization by a licensed medical doctor or qualified physician's assistant.
- A student must be in school all day in order to participate in a practice or scheduled game.
- Missing or skipping a practice without a valid reason will be sufficient grounds for dismissal from the team.
- Athletic team and cheerleaders will ride to and from the games in a vehicle or vehicles designated by the school.  
The only exception to this rule is to return home from a game with that student's parents or with someone else, provided written parental permission has been given beforehand to the coaches.

- Black sole shoes, including black sole tennis shoes that leave marks are never to be worn on gym floors.
- Students should never play any sport or utilize the weight room on school property without direct adult supervision.

## Attendance Requirements

Prompt, regular attendance is mandatory. It teaches children responsibility, integrity, and priorities. It is the parents' right and legal responsibility to ensure that their children attend school regularly. Excessive unexcused absences may result in dismissal from school. Unexcused absentees will not be able to make up work and will be given a "zero" unless satisfactory arrangements were made with the administration before the absence occurred. Students with excused absences will be given one additional day for each day absent in order to turn in work assigned while they were absent. If a test or an assignment was due on the day of the absence, they will be expected to make up the test or turn in the assignment on the day they return to school. This may include unannounced quizzes.

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns from an absence. There are no excused absences except for student illness, death in the immediate family, doctor or dentist appointments. Students missing class because of sports, fine arts, or other school approved activities are responsible for the material they missed.

If a student is to be absent from school more than two-days, the parent/guardian should notify the office in advance when possible. No refunds on tuition are made because of absences.

The school office will notify the parent/guardian when a student has three (3) unexcused absences. The school office will also notify the parent/guardian when the student has five (5) unexcused absences. If a student has 5 or more unexcused absences in a single semester, this will/may result in failure for the semester. The notice shall outline the penalty and/or consequences of absences. Each absence after the notice will be considered a separate offense. When a student reaches ten (10) absences, a referral will be made to the principal/administration to consider:

1. If the student should be withdrawn from school
2. Reported to the local authorities for truancy
3. Denial of or suspension of a driver's license
4. Attendance Failure

If applicable, the student will/may be required to make up the class work in the summer school if available or make other suitable arrangements. The parent/guardian will be responsible for the cost of these services as summer school is **not** covered in regular tuition rates.

Students in grades **K5-8<sup>th</sup>** must stay 3 ½ hours during the day to be counted present. Medical, dental, vision and hearing appointments should be scheduled after school hours whenever possible. A doctor's appointment does not excuse a student from school all day unless proof is shown to merit this. Students are expected to be at school before the appointment and return after the appointment in uniform.

## **Bible/Chapel**

The King James Version of the Bible is the central book on our campus. It is more than a textbook or collection of old stories. Students are required to read, memorize, recite, write, and refer to the Bible on a daily basis. Students will attend a chapel service every week. Attendance at chapel service is part of the secondary Bible class. Please encourage your child to share the scriptures and lessons discussed each day. BCA faculty and staff members will be careful to respect doctrinal differences but are authorized and expected to share God's Word during class or in personal counsel with students.

## **Bullying**

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. We realize that while bullying may occur, it is never acceptable and will not be tolerated. "My command is this: Love each other as I have loved you." (John 15:12).

## **Cell Phone/Listening Devices Policy**

Cell phones/Listening devices must be turned into the office upon arrival or left in the student's vehicle. Cell phones or listening devices are not allowed in the classroom, book bags, or lockers and will be confiscated if discovered and given to the principal. If confiscated, items will be released at the discretion of the administration, and may result in further action as deemed necessary by the administration.

## **Child Abuse/Neglect Policy**

BCA, by law, is required to report any evidence of parental child abuse or neglect to the proper authorities.

## **Communicable Disease Policy**

Brunswick Christian Academy has the authority to quarantine, isolate, segregate or refuse admission to any person or persons with communicable diseases, contagious diseases, or conditions likely to endanger the health of others.

### **Requirements**

1. Brunswick Christian Academy shall not deny a student infected with a communicable disease an education solely because of the infection.
2. If Brunswick Christian Academy has reasonable cause to believe that a student has become infected with a communicable disease, the determination of a student's condition shall be based on reasonable medical judgement given the state of medical knowledge about:
  - a. The nature of the risk (i.e. how the disease is transmitted)
  - b. The duration of the risk (i.e. how long the carrier is infectious)
  - c. The severity of the risk (i.e. the degree of potential harm to third parties)
  - d. The probability that the disease will be transmitted and will cause varying degrees of harm.
3. After consideration of the criteria set forth, Brunswick Christian Academy shall allow an infected student to remain in the educational setting unless he or she currently presents significant risk of contagion as determined by Brunswick Christian Academy after consultation with the students' physician, public health officials knowledgeable about the disease, and or/a physician designated by Brunswick Christian Academy.

4. After a determination of the student's medical condition has been made using the criteria set forth, Brunswick Christian Academy shall determine whether reasonable accommodation will allow the student to perform in the classroom.
5. An accommodation is reasonable unless it imposes either an undue financial hardship or administrative burden on Brunswick Christian Academy.
6. Notwithstanding, the requirements for evaluation of a student who may be infected with a communicable disease set forth a period of time, is not to exceed 10 calendar days, from the educational setting for the purpose of obtaining a reasonable medical judgement, as to whether the student constitutes a significant risk of contagion to others.

Brunswick Christian Academy shall not disclose medical information about a student with HIV infection or other communicable diseases without the consent of the student or parent/guardian, whichever is applicable, or only as required by law or court order.

## Curriculum

We insist on top quality materials that support a Christian view and philosophy. Most of our curriculum is purchased from the A BEKA book program where reading by phonics is strongly stressed.

This curriculum provides a challenging and sound basic educational experience. BCA's curriculum encourages respect and honor for God, parents, and country. BCA teaches respect for the Bible as being the word of God.

Though classroom rules may seem very strict, they are essential for the smooth operation of the school day. Teachers work under a structured lesson plan for each school day to ensure that each child is presented with the information required by the curriculum. Efforts will be made to help slower children or those who have never worked in a structured environment. However, *we will not tolerate disruptive, uncooperative, and unruly behavior*. Students who cannot adapt to a structured environment will be dismissed from BCA.

## Damaging Property

If a student damages property or renders it unusable because of misuse, abuse, or negligence, *parents will assume financial responsibility* for suitable repairs or replacement. The school reserves the right to decide reasonable compensation for anything damaged or rendered unserviceable and to add such charges to the student's account. Such charges will reflect actual cost of the total loss incurred.

## Detention

After-school detention may be given at the discretion of the administration/teacher. Detention will be served on Monday and/or Thursday. Students must report to the detention room no later than 3:15. Students will not be allowed into the classroom after this time and will be marked as failing to serve. **Failing to serve detention on the assigned date will result in further disciplinary action taken.** Students will serve a minimum of 30 minutes and a maximum of one hour. Detention is a punishment time; as such, students will not be allowed to work on any assignments or read. They will be required to sit silently contemplating their actions or other punishment as deemed appropriate by the administration. **There will be a \$10.00 fee for each detention and is due when the detention form is signed and returned to school.**

## Discipline

BCA is not a "Reform School" for the unruly or a place for the uncooperative student. Discipline at BCA is not designed to reform problem students but to provide a good environment in which a student may perform at his best. Discipline is from the same root word from which we get "Disciple." It is a form of teaching that rewards as well as punishes in a loving manner.

BCA understands the need to let "kids be kids," but the Bible clearly warns that, "...a child left to himself bringeth his mother to shame" (Proverbs 29:15). Therefore, the school will endeavor to balance age-appropriate expectations with suitable rewards and punishments. A loving concern for students demands that we encourage them to strive for excellence, even in their conduct.

Effective discipline usually occurs at three levels, the home, the institution and the heart/conscience of the individual. It is our desire to fulfill our role. However, BCA's staff cannot replace the influence of a good home or change the heart of the child. **In the event that there is a lack of cooperation from the home or an unwillingness to cooperate from the child, the student will not be allowed to continue attending BCA.**

## Dual Enrollment

BCA offers dual enrollment through Truett McConnell College. Junior and/or Senior students that have earned enough credits to graduate may enroll in this program. Once enrolled, students must remain in the program until the end of the semester.

Even though a student may be in the Dual Enrollment program, they are responsible for all Tuition Fees, Book Fees, Supply Fees and any other fees that may apply. There will be no adjustments made for early check out students.

## Exam

All student accounts must be current before a student may be able to take final exams. If a student cannot take exams because of past due accounts, it will be the parent/guardians responsibility to arrange for the student to take the exam with the teacher. The parent will be responsible for any expenses that may be incurred if it is after hours or after school is out.

Students who have excellent grades may be able to be exempt from final exams at the end of the school year. Any student who has an A each of the four nine-week grading periods in one year in a class will be exempted from that class final. Any student caught cheating during the course of the year in any class, whether or not the incident results in suspension, will be required to take all final exams for all classes. Note: For classes considered one semester classes for which one ½ credit is given, it will be required that all students take the final exam, regardless of grades during the year.

## Faculty

The entire BCA faculty consists of born-again Christians dedicated to serving the Lord through the ministry of teaching young people. We seek to have teachers of the highest spiritual and academic quality. Each member has been carefully selected and prayerfully chosen by the administration. All teachers are active members of their respective churches. Please pray for them daily.

## Failure Policy

A student who is unable or unwilling to do the required work for promotion to the next grade will fail. These are some particular points concerning our policy on academic failure.

1. K5 students normally do not “fail.” However, the school may decide not to place the student into our first grade if the kindergarten teacher believes that the student lacks the maturity to do first grade work at BCA.
2. Any students in 1<sup>st</sup>-3<sup>rd</sup> grades failing either reading or math, or receiving a “D” in both subjects may not be promoted to the next grade.
3. Any student in grades 4<sup>th</sup>-8<sup>th</sup> who receives two or more “F’s” for the year in the academic subjects of math, language arts, science, social studies, or reading may not be promoted to the next grade.
4. Any student in grades 1-8 who receives three or more “D’s” for the year in the academic subjects of math, language arts, science, social studies, or reading may, at the discretion of the school, be retained in their current grade.
5. Some academic deficiencies may be made up during a successfully completed summer school or tutoring program approved by the school in advance.

### Field Trips

Field trips are taken at various times during the school year to places of educational interest. The students are required to maintain the same level of discipline away from school as is required at school. Parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress (except wearing uniforms) and conduct as is required of the students.

### Fire/Safety Drills

Brunswick Christian Academy will conduct periodic fire and/or severe weather drills. Every effort will be made to conduct drills in an informative manner without intentionally trying to instill fear or anxiety.

### Forbidden Items

Students are never to possess, carry, conceal or otherwise convey any of the following on school property or while present at any school sponsored activity. *Those who do may face **permanent expulsion**.*

Alcoholic beverages	Ammunition	Tobacco products	Matches/Lighters
Fire arms or knives	Controlled substances	Pellet guns or sling shots	Martial art devices
Drug paraphernalia	Occult items/paraphernalia	Sexually explicit items	Pornography
Dangerous chemicals			

### Fundraising

Tuition fees are designed to offset the cost of operation. However, tuition alone will not cover all normal expense. Therefore, it is necessary that we have additional fundraising activities to supplement tuition. Fundraisers may be held several times through the year. **Parent participation is expected or a \$100 per semester donation is suggested.**

### Grade Scale

A+ 100	B+ 87-89	C+ 79	D+ 74	F 0-69
A 95-99	B 83-86	C 76-78	D 71-73	I- Incomplete
A- 90-94	B- 80-82	C- 75	D- 70	

### Graduation Requirements

BCA requires the successful completion of an academic program in excess of the requirements of the State of Georgia. To graduate from Brunswick Christian Academy, a student must accumulate 23 credits during their 9<sup>th</sup>-12<sup>th</sup> grades. Credits are not earned on the yearly average, but a semester average of ½

credit per semester. To earn one credit, a student must pass both semesters of a subject area. Because this is a Christian school, every student must be enrolled in and pass a Bible class each year.

**Credits Required for Graduation:**

English.....	4
Math.....	4
Science.....	4
History.....	3
Computer/Art.....	1
Fine Arts.....	1
PE/Health.....	1
Foreign Language (2 of the same language).....	2
Bible.....	2
Electives.....	2
Total.....	23

Students take 4 years of math: Algebra I, Algebra II, Geometry and Pre-Calculus

Students take 4 years of science: Physical Science, Biology, Chemistry and Physics

Students take 3 years of history: World History, U.S. History, and Government/Economics

**Valedictorian Requirements:** Must have a minimum of a 3.5 GPA (with emphasis on core classes) and will have been a BCA student for at least the last two years prior to graduation.

**Salutatorian Requirements:** Must have a minimum of a 3.0 GPA (with emphasis on core classes) and will have been a BCA student for at least the last two years prior to graduation.

**Graduation Marching Requirements:**

A student must have the full number of credits required and taken a minimum of 6 credits every year, except for seniors. Some transfer students may take more or fewer credits depending on their previous high school course work. ALL student account fees must be paid in full before a student will be allowed to participate in the graduation ceremony or receive his diploma.

**Help Classes**

Students should seek extra help from their teachers if they do not understand an assignment, if work is difficult, or if they have been absent and have missed assignments and class discussions. They should arrange a time to meet that is convenient to both the student and teacher.

Help classes may be scheduled at the teacher’s discretion during or after school hours. Help classes will not exceed 45 minutes per day, per subject, and will usually not be offered more than twice weekly. Parents are responsible for the pick-up of their student(s) from help classes on a timely basis. If a ride is late, the student will be sent to aftercare. Though there is no additional fee for help classes, aftercare fees will apply.

**Homework**

BCA believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in advancing in his studies. We do expect parents’ full cooperation in seeing that assignments are complete, neat, on time and written clearly.

Students may receive detention for 3 missed homework assignments.

In order to encourage church attendance for both children and parents, student in grade K5-12<sup>th</sup> will not have regular homework assignments on Wednesdays.

Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

## **Homework Assignment Pad**

Every student in K5-5<sup>th</sup> grade is required to have and maintain an assignment pad. Parents should check this pad and initial it every day. From time to time, this pad is used for communication from your child's teacher. Students who bring the pad back unsigned or forget to take it home are subject to disciplinary action. Parents and students may check Gradelink for homework assignments.

## **Honor Roll**

Though academic effort is deeply appreciated, those who reach higher levels of academic excellence will be recognized on the honor roll. BCA maintains two honor roll categories for grades K5-12<sup>th</sup>.

1. Principal's List for students receiving all "A's" including conduct. In order to receive semester or yearly Principal's List the student must have achieved all "A's" in all subjects.
2. A/B Honor Roll for students receiving all "B's" or better including conduct. In order to receive semester or yearly A/B Honor Roll the student must have achieved no grade lower than a "B" in all subjects.

"Incomplete" on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for that grading period. The honor roll is for a specific grading period and/or a semester or yearly average. It is earned by the efforts of a student, resulting in "A" and "B" work in all academic areas.

## **Honor Society**

Each student will be encouraged to make maximum use of his God-given talents through service to the Lord in his school. The BCA Honor Society will recognize students, who in the opinion of their teachers have attained an above average level in character development and achievement.

### Student Membership

Students nominated for membership in the BCA Honor Society must, in the opinion of the teachers, have demonstrated above average qualities in each of the following areas:

1. Scholarship- "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (II Timothy 2:15)
2. Leadership- "Let no man despise thy youth; but be thou an example of the believers, in work, in conversation, in charity, in spirit, in faith, in purity." (1 Timothy 4:12)
3. Service- "For though I be free from all men, yet have I made myself servant unto all, that I might gain the more." (1 Corinthians 9:19)
4. Honesty- "Providing for honest things, not only in the sight of the Lord, but also in the sight of men." (II Corinthians 8:21)
5. Cooperation- "Can two walk together, except they be agreed?"(Amos 3:3)
6. Responsibility- "His Lord said unto him, Well done, good and faithful servant; thou hast been faithful over a few things, I will make thee ruler over many things: enter thou into the joy of the Lord." (Matthew 25:23)
7. Humility- "The fear of the Lord is the instruction of wisdom; and before honour is humility." (Proverbs 15:33)
8. Submissiveness- "Also I heard the voice of the LORD, saying, Whom shall I send, and who will go for us? Then said I, Here am I, send me." (Isaiah 6:8)

9. Consideration- "Be kindly affected one to another with brotherly love; in honour preferring one another." (Romans 12:10)

"Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem other better than themselves." (Philippians 2:3)

Membership in the BCA Honor Society is open to all students in grades 7<sup>th</sup>-12<sup>th</sup> who

1. Meet the above standards
2. Have been enrolled at BCA for at least one semester immediately prior to their nomination
3. Who have a "B" average or better in every subject immediately prior to their nomination

## Library

While the school does not necessarily endorse all the contents of any book in the library, the position of BCA is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

It is understood that to meet certain academic standards and to provide books of various fields of research and content, the library must, of necessity, have many books of different types. However, every book for our library is screened to provide good, clean, wholesome reading for our students. Should a parent or student find anything that does not meet this standard, they should bring it to the attention of the school administration. The school administration will have the final say as to what is considered "good, clean and wholesome."

Students in grades 1-6 may check out one book and 7-12 may check out two books at a time for up to three weeks. Books not returned by the due date are charged a fine of 25¢ per day. Students will not be permitted to check out other books if money is owed in late fees. Students must pay for all lost or damaged library books.

## Literature

No literature of any kind is to be passed out in the school or on school property without permission from the administration.

## Lockers

Lockers will be assigned to students in 6<sup>th</sup>-12<sup>th</sup> grades. It will be the responsibility of the student to keep his/her locker clean, neat and orderly at all times. No writing, stickers or pictures will be permitted inside or outside the lockers. Lockers are subject to unannounced inspections. No student is to open another student's locker.

## Lost and Found

Articles are taken to the lost and found closet or the office. BCA is not responsible for lost or stolen items. Please put your child's name on all books, lunch boxes and jackets

## Lunches

Hot tray lunches and snack items are available each day. **Students are not allowed to "charge" lunches or snacks.** If the student brings their lunch, please send items that do not require refrigeration or heating. Do not send glass containers, bowls, or drinking glasses.

**Elementary** students may purchase lunch and snack tickets in the office. These tickets are kept in the classroom and will be returned to the parent/guardian in the student's homework pad/folder as they need to be replaced.

**Middle and High School** students may purchase snack tickets in the office or at snack time. Parents/guardians must put money on the student's lunch account BEFORE they order lunch. You may call the finance office to see when/if your student needs money on his lunch account.

In the event of an emergency or when a lunch is left at home, the school will insure that the student is provided a lunch rather than calling home. The student is expected to pay for the lunch and/or snack the next school day.

**Behavior will always be orderly in the lunchroom.**

## **Medicine**

BCA does not have a nurse on staff. This may limit our ability to accept any student whose medical condition outweighs our ability to serve the student. *Students are not to carry, keep, or dispense medication.* An "Authorization for Medication" form must be filled out by the parent for any medication to be dispensed. Forms are available in the school's office.

All medications brought to school must be sent in the original container. The child will be sent to the office when it is time for his medicine.

The school, or its personnel assume no liability for the administration or adverse reactions of any medication when given as directed on the package or prescription label. Parents may authorize school personnel to administer non-aspirin pain/fever reducers without having to be contacted, by checking "yes" on the student's application for enrollment, teacher information sheet, or sending a signed note to the office.

## **Orientation**

It is very important for you and your student to attend orientation. You will have the opportunity to meet the faculty, visit the classrooms and receive important classroom information. Please see the school calendar for the date and time of each special meeting.

## **Parent/Guardian Communication**

Parents/Guardians are asked to check with their students frequently for school notes, correspondence, etc. We generally send information home with your student, by text or by e-mail. Notes or sensitive information will be sent in a sealed envelope.

## **Parent/Guardian Conferences**

Please feel free to consult the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parents/guardians and students. Each teacher, staff member or the principal welcomes a visit from any parent/guardian.

Conferences are to be scheduled with the student's teacher at a mutually agreeable time. Informal questions about a student's day or progress may be asked without a conference.

We ask that you please refrain from the following:

- *Group conferences* that attempt to intimidate a teacher or any staff member.
- *Cornering* a teacher on or off campus.
- *Gripping* about school personnel and/or policy with or in the presence of other parents/guardians or students will be considered a serious lack of cooperation.
- *Contacting or visiting* teachers at home or after school hours.

## Participation in Physical Activities

All students are expected, within any medically recognized limitations, to participate in recess or physical education activities. Only those with valid written medical excuses or those who have lost privileges will be excluded from recess or physical activities during school.

## Pledges

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student at BCA. Students recite words of the pledges as a continual reminder of the honor and privilege we have both as American citizens and as Christians.

### Pledge to the Bible

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

### Pledge to the 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 everlasting to all who believe.

### Pledge to 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.

## Reenrollment

During the spring, currently enrolled students in good standing may enroll for the fall term. All students must reenroll for each school year. No student is automatically enrolled or guaranteed reenrollment. All applications are considered on an individual, first come, first serve basis.

## Report Cards

The school year is divided into four, nine week grading periods. Grades may be reviewed online at any time. Report cards are sent home at the end of the semester.

***Report cards and online grades will not be released if the student has an outstanding account balance.***

## Restricted Items

Students are not allowed to bring the following items to school. Students found with any of these will have them taken away until the end of the day and face possible disciplinary action. Specific exceptions for school activity will be spelled out in advance.

Smart Watch/TV's/CD's/CD players

DVD's/DVD players

Videos/Video games

Noise making devices

Magazines/Catalogs/Comic books

Chewing Gum

Non-sport trading cards

Water guns

Practical joke devices

## **School Closings**

If it becomes necessary for BCA to close permanently, parents/guardians may see a member of the First Free Will Baptist church for a copy of the students' permanent records.

If weather problems close all Glynn County schools, we will be closed as well. Should BCA alone be closed, close early or start late for anything other than scheduled holidays, it will be broadcast on local radio, or parents/guardians may be notified by phone, text or e-mail if possible or necessary.

## **School Hours**

K5-12<sup>th</sup> grade: 8:00 a.m.-3:00 p.m.

School Office: 7:30 a.m.-3:45 p.m. Monday

7:45 a.m.-3:45 p.m. Tuesday-Friday

Students are not to enter classrooms until 7:50 a.m. If students arrive between 7:30 a.m. and 7:50 a.m. they should be dropped off with the early morning teacher in the lunchroom. Do not leave your child in an unattended room or any other area of the campus. Students not picked up by 3:10 p.m. will be required to report to the aftercare room. There are additional fees for these services.

BCA's normal school year for grades 1<sup>st</sup> – 12<sup>th</sup> is 180 days or the number of days as required by the State of Georgia.

## **Searches**

In order to ensure the health, safety, and well-being of students and school personnel, the school reserves the right to conduct unannounced searches. BCA personnel are authorized to search students, their book bags, purses, athletic bags, lockers, desks, books, notebooks, and any other container, box, bag, or vehicle brought onto school property or to any school-sponsored activity. Any unauthorized, improper or dangerous substances, compound, publication, drawing, object, or device found will be confiscated and given to the office. The school administration will determine the final disposition of the student and anything confiscated.

## **Sickness**

We realize that it is difficult for parents/guardians to keep a sick child at home. However, do not send a student to school if they have or display any of the following:

1. Fever of 100.0 or greater
2. Vomiting or diarrhea
3. Pink Eye (conjunctivitis)
4. Green or yellow discharge from the mouth or nose, and a fever
5. Chicken pox, shingles, measles, or any other unexplained, undiagnosed, or contagious rash
6. Continuous cough, wheezing, or other difficulty in breathing
7. Any unexplained, undiagnosed, or contagious discharge from the body
8. Ear-ache or tooth-ache
9. Strep throat
10. Any disease diagnosed as contagious, communicable, or a threat to the lives and safety of other students or staff
11. Head lice

## **Social Media**

While BCA may use social media to keep parents/guardians and students updated, misuse, disrespect or bullying will not be tolerated by any parent/guardian or student enrolled at BCA.

## Student Drivers

Students must obtain an attendance report before applying for a driver's license. The parent/guardian may request this form from the office at least 5 days before the form is needed.

Driving to school is a privilege for students with a valid driver's license. Students may lose driving privileges if they come under disciplinary action or violate any of the following guidelines.

1. No loitering in the parking areas at any time.
2. Sitting in cars at school is not permitted.
3. Students must park in designated areas only.
4. Improper driving conduct, such as speeding or reckless driving.
5. Leaving school during school hours without permission from principal.
6. Students (not in the same family) are not to ride with other students unless a note from BOTH sets of parents/guardians is given to the office.

A copy of the student's driver's license and proof of insurance must be on file in the office. BCA reserves the right to suspend driving privileges as a disciplinary measure.

BCA assumes no liability for damage to or losses from any vehicle parked on campus at any time. Vehicles driven by students are subject to searches at any time.

## Suspension/Expulsion

The severity and type of offense will determine if the student is to be suspended or expelled. The school's administration will decide which of these are appropriate. Students suspended or expelled will not be allowed to participate in **any** school or academic activities. *Students serving "at home" suspension or who have been expelled are not allowed onto school property without prior authorization from the principal.*

Suspension may either be "at home" or "in school." If a student is serving any type of suspension, the school reserves the right of either requiring or not permitting a student to make up missed academic work. Suspension will be from one to five days, set at the discretion of the administration. There will be no refunds or adjustments to the tuition rate due to suspension.

Expelling a student will be reserved for very serious issues including but not limited to the following:

- Bringing, concealing, possessing, using or providing a forbidden item.
- Displaying behaviors or attitudes out of harmony with the standards of BCA even if there has not been a specific breach of conduct. The student will usually be warned before being expelled for this reason.
- The student's parents/guardians are not cooperating with the school, and/or displaying open contempt for school personnel, policies or procedures.
- Showing a serious lack of effort, even after attempts to motivate have been unsuccessful.
- Not making satisfactory arrangements with the school and allowing tuition to become thirty days delinquent.

*A student may be expelled without prior discipline problems.* An expelled student will not be allowed to attend BCA the following year. Prepaid annual tuition for an expelled student may be refunded on a pro-rated basis. Monthly tuition will not be refunded if the student attended class any day of the month in which the student was expelled.

## Tardiness

**Tardiness is strongly discouraged.** BCA maintains a structured environment, and all of the school day is important. Tardiness disrupts class time and often causes the student undue stress at the start of their class. **Students who are not in their rooms and at their desks, ready for class at 8:00 a.m. will be considered “Tardy.” Students who are late in grades K5-12 must come to the office for a tardy slip before entering the classroom.** The office staff will determine if the tardy is to be considered “Excused” or “Unexcused”. (The same standards for determining an excused/unexcused absence will be used to determine the status of a tardy.)

Habitual tardiness is strongly discouraged because of the disruptive nature of the problem. Habitual tardiness will be considered a lack of cooperation with the educational process and will subject the student to disciplinary action as follows:

1. For every five tardies during the course of the year, parents of the student will be assessed a fee of \$30.00. The fee is not limited to five tardies per grading period.
2. Every three unexcused tardies per quarter will be marked as an absence.

## Telephone

Students are not allowed to use the telephone unless it is an emergency. Needing to call home for a lunch, school supplies or athletic equipment is not considered to be an emergency.

## Testing

We use the Iowa Test for grades K5-12<sup>th</sup> to measure achievement in areas of English, math, science, and social studies. Testing is normally conducted in the spring of the year. This is not an “I.Q.” test and is primarily designed to indicate the proficiency level at which the student performed at the time the test was administered.

Usually, parents will be mailed results with the final report card. Test results are for informational purposes only. Grade or class placement will not be based upon achievement test scores. *We cannot release test scores if the student has an unpaid balance.*

## Transfer Students

All students transferring from another school may be asked to take an entrance examination. (Please see fee schedule for this charge.) The results of this test and age appropriateness of the students will help determine the grade level on which the incoming student will be placed.

## Tuition Information

*It is important that tuition be paid in a timely manner.*

BCA’s tuition may be paid on a lump-sum basis. Those who pre-pay for the next school year before June 30<sup>th</sup> will receive a discount equal to one payment (based on 11 month plan) on the total tuition. Those who pre-pay for the year between July 1<sup>st</sup> and August 1<sup>st</sup> will receive a discount equal to one-half of a payment (based on 11 month plan) on the total tuition. For those on the monthly plan, the first payment is due on July 1<sup>st</sup> and the first of each month thereafter through May of the following year. We do not send out monthly statements. ***The first two payments of each student’s tuition and all mandatory fees must be paid before the student will be allowed to start class.***

Parents may check their account balance any school day during normal office hours. Monthly accounts will be considered late after the tenth day of the month. A \$30.00 late fee will be charged for late

payment. If a situation arises in which tuition may be late, it is the parent's responsibility to notify the school. The school may waive late fees depending upon circumstances.

When a student's account is more than thirty days late, the child may not be allowed to return to class until the parent/guardian has made mutually suitable arrangements with the school. Students with any account balance after May 10<sup>th</sup> may be suspended from class until the account is paid. The school will not release records, grades, test scores or diplomas if the student's account carries a balance.

Tuition is not discounted or adjusted if the student is serving a suspension, out sick, on vacation, or if days are missed due to weather-related closings.

## **Uniform Standard**

Our appearance and dress code regulations are intended to promote Biblical modesty. Uniforms must meet the specifications below. Students in violation of code may be suspended from class until acceptable corrections are made. The school's administration must approve any change or modification. Students may wear non-uniform clothing to BCA sponsored events; however, the same standards for modesty apply. Student, parent/guardians and all others may be asked to leave any BCA sponsored event if the administration deems their clothing to be inappropriate.

**BCA requests that all students purchase their school uniforms from FRENCH TOAST or have the French Toast name brand. If it is impossible for you to do so, uniforms must be approved by the administration. Uniforms not meeting standards outlined in the student handbook or approved by the administration will not be allowed.**

**Shirts & Polo's:** All students in K4-8<sup>th</sup> grade must wear a navy blue polo with the approved white embroidered BCA logo. 9<sup>th</sup>-12<sup>th</sup> grade may wear any color polo with the approved white embroidered BCA logo on the front left chest. Polo shirts must have a collar and no more than 4 buttons. On chapel days, all students are required to wear a solid white button-up blouse/dress shirt with a collar. Sleeveless, see-through or revealing clothing will not be allowed. Girls should wear appropriate undergarments and ensure that prints, patterns, or designs do not show through. Boys may wear a solid white T-shirt under their uniform, but it may not extend beyond the length of the uniform shirt sleeves. Boys must wear a solid navy blue or solid black tie on chapel days.

- All girls in K5 – 5<sup>th</sup> Grade and all boys K5 – 12<sup>th</sup> grades are to wear their shirts tucked in at all times. **Girls** in grades 6<sup>th</sup> – 12<sup>th</sup> are to wear their shirts untucked at all times. P.E. uniform shirts are to be worn untucked.

**Pants:** Pants must be long, loose fitting, Khaki, straight-legged (no slim fit or tapered), pleated (boys may be plain) at the waist, with side pockets and should be made of cotton blend. No denim jean material will be allowed. Elastic waist in the back is acceptable. Students in K4 may wear knee length Khaki walking shorts.

**Belts:** A solid black or brown belt should be worn at all times.

**Perfume/Cologne** may be worn in moderation.

**Jewelry** without objectionable signs, symbols or artwork may be worn as long as it does not interfere with the student's daily activities.

- Watch/I.D. Bracelets – One of either allowed on each arm
- Medic Alert Bracelets/Necklace – May be worn as required

- Necklaces - Boys: One may be worn under the shirt  
Girls: One or two necklaces may be worn
- Rings – Boys: One may be worn on each hand  
Girls: Two rings may be worn on each hand
- Earrings – Boys: Not allowed  
Girls: No more than two sets in each ear. No visible body piercings are allowed.

#### ***Haircuts –***

**Boys:** will be conservatively short – off the ears, off the collar, and out of eyes. No extreme cuts, designs, words, letters or logos, bleaching or coloring will be allowed. Sideburns may not be longer than the bottom of the earlobe. Students must be clean-shaven.

**Girls:** must be feminine in style. No boy-style haircuts or extremes will be allowed. Unnatural or extreme coloring of the hair is forbidden. Hair bows, clips, etc. must not be gaudy or excessively ornate.

**Socks:** Students in K4-5<sup>th</sup> grade are required to wear socks; however, students in 6<sup>th</sup>-12<sup>th</sup> grade are not. All socks must be solid navy blue, khaki, black or white.

**Shoes** are to be solid navy blue, black or brown. They may be leather, simulated leather, canvas or any combination of these. The style may be dress, casual dress (loafers, oxfords, docksides, Sperry’s, etc.) or casual solid black tennis shoes. All shoes must be solid, including soles, laces, ties, and straps without contrasting stripes, swirls or designs; however a small brand name may be worn as long as the logo or brand name is not an objectionable sign, symbol, word or phrase. Cleats, cowboy boots, steel-toed shoes or boots, sandals or any open-toes shoes are not allowed.

**Jackets/ Coats/Sweaters** must be solid navy, black, grey, white or tan without writing or pictures. No jean jackets allowed. Sweaters may be buttoned vest, cardigan or pullover style. Sweatshirts, including “hoodies” are not to be worn, unless authorized by the administration.

**PE Uniforms:** students in grades 6<sup>th</sup> – 11<sup>th</sup> that are required to participate in PE class are to wear a gray t-shirt with the BCA logo and navy blue mesh short with the BCA logo on them. Both shirt and shorts are to be ordered through the school office. Socks are also to be solid navy blue, khaki, black or white. Gym shoes may be any color.

**Lunch Bags/Boxes, Book Bags & Backpacks** should not have logos or characters. BCA mascot or school name is acceptable.

#### **Dress Code for Anyone Attending Any BCA Sponsored Activity**

Students, parent/guardians and all others may be asked to leave any BCA sponsored event if the administration deems their clothing to be inappropriate.

#### **Visitors**

All on-campus visitors are required to check in at the office for a visitor’s pass. Please call the office if anyone other than those listed on your Teacher Information Card will visit your child.

### **When Others Must Pick Up Your Child**

Parent must send a written note authorizing anyone not listed on the Application or Teacher Information Card to pick up a student. BCA reserves the right to confirm the note by phone before releasing the student. Once the student is picked up, the parent assumes all responsibility for the safety and care of that student, even if the student is still on school property.

### **Withdrawal**

All withdrawals from school must go through the school office. Students having attended one day or more of any period will owe the full period's tuition. Records will not be forwarded until the student's account has been cleared.