



**BRADFORD**

CHRISTIAN ACADEMY

Uniting Learning with Purpose

# **Parent-Student Handbook 2022-2023**

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Dear BCA Student,

You are beginning an amazing journey. Your friendships, teachers, and studies will change you forever. Our prayer and goal are that your experiences here will influence you in ways that help you to know God better and to grow into the person He created you to be.

You will choose what kind of experience you will have at BCA. You can make the most of your years here by bringing the best of yourself to school every day. You can commit to the hard and rewarding work of learning, building friendships, and getting involved in school activities that are meaningful to you. You can decide to treat others the way you like to be treated, and you can try to honor God in all you do. By doing these things you will leave BCA thankful for the awesome days you spent here and prepared for your future. BCA will be a better place because you were here.

You aren't traveling alone. You join other students, teachers, and administrators as part of a community of learners, who agree on the truths, values, and behaviors that make BCA a good place for all of its members. This Student Handbook outlines these values and behaviors. Please read it carefully and ask me or another adult in the school if you have any questions.

You are a special, one-of-a-kind person, and we are thankful that you are part of BCA. We look forward to watching you develop your God-given gifts and talents during the school year ahead.

Enjoy the journey!

Victoria Kennedy  
Head of School

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## Introduction

### BCA Mission Statement

*Inspiring lives of character and service through college preparatory academics integrated with a Christian faith perspective in a community distinguished by grace.*

### Core Values

#### Faith

BCA teaches students that their lives have meaning and purpose as children of God. Further, God's work throughout history is to restore all people and the natural world to the full flourishing He intended at creation. The atoning work of Christ's death and resurrection provides a path for restored relationship with God and others. At BCA, we strive to have these truths permeate all learning and interaction within our school community, local community, and our world, such that students leave BCA prepared to be instruments of God's grace and restoration in authentic, intentional ways throughout their lives.

<sup>5</sup> *You shall love the LORD your God with all your heart and with all your soul and with all your might.* <sup>6</sup> *And these words that I command you today shall be on your heart.* <sup>7</sup> *You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.* Deuteronomy 6:5-7

<sup>19</sup> *For in him all the fullness of God was pleased to dwell,* <sup>20</sup> *and through him to reconcile to himself all things, whether on earth or in heaven, making peace by the blood of his cross.* Colossians 1:19-20

#### Inquiry

BCA cultivates a spirit of inquiry throughout the school as a means to understand and explore the world and ourselves. Inquiry forms the basis for critical thinking, analysis, and communication, which are all skills that are necessary for success in the classroom and in the workplace. Through asking good questions, developing keen observation skills, and harnessing curiosity, BCA students become active participants in learning, not passive receivers of information.

<sup>7</sup> *Ask, and it will be given to you; seek, and you will find; knock, and it will be opened to you.* <sup>8</sup> *For everyone who asks receives, and the one who seeks finds, and to the one who knocks it will be opened.* Matthew 7:7-8

#### Excellence

We pursue excellence as an act of worship for God, who calls us to honor Him in all we do. At BCA, we encourage everyone in our school community to work toward his or her personal best and to reach for ever greater challenges in every endeavor. In addition, we look for examples in individuals and organizations, who are recognized leaders, who have attained the pinnacle in their field, to inspire and inform our own efforts.

*And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17*

*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 on such things. Philippians 4:8*

## **Service**

BCA strives to teach students to live as people, who exercise their God-given gifts to improve the world around them. Because God gifts each of us differently, we each serve differently. As a school community, we work together to understand our giftedness. We engage in service as individuals and groups to lift, cheer, improve, transform, and relieve suffering and need. We recognize that, as we serve, we are following God's call to do so, and that God uses our service to make us more like Him.

*Now there are varieties of gifts, but the same Spirit;<sup>5</sup> and there are varieties of service, but the same Lord;<sup>6</sup> and there are varieties of activities, but it is the same God who empowers them all in everyone.<sup>7</sup> To each is given the manifestation of the Spirit for the common good. 1 Corinthians 12:4-7*

*<sup>37</sup> Then the righteous will answer him, saying, "Lord, when did we see you hungry and feed you, or thirsty and give you drink?<sup>38</sup> And when did we see you a stranger and welcome you, or naked and clothe you?<sup>39</sup> And when did we see you sick or in prison and visit you?"<sup>40</sup> And the King will answer them, "Truly, I say to you, as you did it to one of the least of these my brothers,<sup>[a]</sup> you did it to me." Matthew 25:37-40*

## **Diversity**

BCA joyfully and intentionally reflects and celebrates the beauty and variety of God's Kingdom. Our denominational diversity includes families from many Protestant traditions, as well as Catholic and Orthodox families. Our ethnic diversity includes families from various cultural heritages around the world, and our socioeconomic diversity includes families with a wide range of economic means.

*<sup>4</sup> For as in one body we have many members, and the members do not all have the same function,<sup>5</sup> so we, though many, are one body in Christ, and individually members one of another. Romans 12:4-5*

*<sup>5</sup> May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus,<sup>6</sup> that together you may with one voice glorify the God and Father of our Lord Jesus Christ.<sup>7</sup> Therefore welcome one another as Christ has welcomed you, for the glory of God. Romans 15:5-7*

## **Operational Values**

BCA leadership, faculty, and staff seek to embody the following values as we carry out our work:

- **Persistent Innovation:** We continually seek ways to improve our instruction, our programs, and our school.
- **Initiation:** We each take personal responsibility for being problem-solvers and for offering and implementing our best efforts and ideas.
- **Collaboration:** We recognize that we work as a team, and that the best educational and operational outcomes occur through teamwork and shared experience.

- **Grace:** We believe that Jesus' gift of forgiveness and grace provides a model for our relationship with Him, as well as our relationships with others.

## Statement of Faith

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

- We affirm a biblical philosophy of life that places Christ at the center of all reality. We believe the Bible to be the inspired, authoritative, and inerrant Word of God (2 Tim. 3:16, 2 Peter 1:21).
- We believe in the Trinity; one God eternally existent in three Persons; Father, Son, and Holy Spirit (Gen. 1:1, Matt. 28:19, Mark 1:9-12, John 10:30).
- We believe that God created humanity by a direct act, and in His image with dignity, value, and worth. We believe that humanity, although created good, yielded to temptation through willful disobedience, becoming fallen, sinful, separated from God, and incurring physical and spiritual death (Genesis 1:1-27, 2:17, 3:6, Romans 5:12-14).
- We believe in the deity of our Lord Jesus Christ, the Son of God (John 10:33), in His virgin birth (Isa. 7:14, Matt. 1:23, Luke 1:35), in His sinless life (Heb. 4:15, Heb. 7:26), in His miracles during His earthly ministry (John 2:11), in His atoning death through His shed blood (1 Cor. 15:3, Eph. 1:7, Heb. 2:9), in His bodily resurrection (John 11:25, 1 Cor. 15:4), His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11, Rev. 19:11).
- We believe that God provides great grace in His redemptive plan. Though we are sinful, we can be forgiven in His sight, receiving salvation through repentance of sin and faith in Jesus Christ (Luke 13:3, John 3:16-19, Rom. 10:9).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, growing in holiness and maturing in faith (Rom. 8:13-14, Rom. 12:1-2, 1 Cor. 3:16, 1 Cor. 6:19-20, 2 Cor. 7:1, Eph. 4:30, Eph. 5:18).
- We believe in the resurrection of both the saved and the lost. We believe in the reality of Heaven and Hell (John 5:21, 28-29).
- We believe in the spiritual unity of all believers in Christ (John 17:21-23, Rom.8:9, 1 Cor. 12:12-13, Gal. 3:26-28).

## Philosophy of Education

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

### Christian Foundation

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



### **Educational Philosophy**

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

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

### **Academic Atmosphere**

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

### **Creativity**

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

### **Health**

Personal health as defined at BCA is a wholeness of spiritual, emotional, social, and physical components. BCA encourages personal habits and a school atmosphere that contribute to the pursuit of a relationship with Christ, collaborative relationships, healthy life-styles, safety of the learning community, quality of life, and physical fitness. BCA maintains strict rules prohibiting the use of illegal drugs, smoking cigarettes, e-cigarettes, vapor e-hookahs, and consuming alcohol by all students at all times. BCA provides opportunities for students to compete in athletics. Participation in athletics builds self-confidence and self-control, encourages cooperation, teaches discipline and teamwork, and promotes leadership and sportsmanship.

### **Service**

BCA encourages the practice of serving others and learning in a real-world context. Service and learning take place through volunteer opportunities in the community and short-term mission work. Such

opportunities allow students to sharpen skills and test ideas learned in the classroom, as well as broaden their cultural, educational, and spiritual experiences as they prepare for college studies.

### **Faculty**

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

### **Parents**

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

### **Science Education**

At Bradford Christian Academy, we hold that certain basic truths are true to God's Word.

- The Bible is the infallible, written Word of God, and His special revelation to His people to demonstrate His glory, power, and love. The Bible tells the story of the covenantal relationship between God and His people in time and space, and its primary purpose is to bear witness to Jesus Christ, the Incarnate Word of God and sole mediator of the covenant.
- The Creation is the handiwork of God, and His natural revelation to demonstrate His glory, power, and love. The Creation includes the heavens, the earth, and all creatures. God's ultimate creative work is humankind in that all humans are made in His image and likeness.
- God is the Creator and Sustainer of the universe. The Bible, including the early chapters of Genesis, clearly teach that God is the Creator and Sustainer of the heavens, the earth, all creatures and humankind; that humankind is created in the image of God; and that the whole of creation is affected by humanity's original sin and disobedience. Christians in good conscience may differ on scientific matters of age and process so long as the aforesaid affirmations are not compromised.
- Science is humanity's study of nature. Theology is humanity's study of God's Word. Any study of humanity is fallible and will fall short of God's truth revealed through nature and scripture.
- Science and the Bible are not in conflict with each other, but complement each other by telling us about God's creation. For further explanation of our views of creation and the Creator, we rely first on the Bible.
- In matters of faith and salvation, God's Word supersedes any academic study, which is inherently limited by our human nature.

## **Human Dignity and Sexuality**

We at Bradford Christian Academy believe and teach the following about human dignity and sexuality:

- All people are made in God's image and have value, worth, giftedness, and dignity.
- God created men and women to reflect His image and the marriage relationship between a man and a woman as a permanent, covenantal relationship between a husband, a wife, and God.
- God created sex for the procreation of children and for the bonding and celebration of the marriage relationship.
- Any expression of sexual behavior outside of the marriage relationship is not in keeping with God's intentions for His creation.
- God's intention for His people outside of marriage is abstinence from sexual activity.
- God's full and complete forgiveness is available to people who recognize their sin and who seek forgiveness from God and the restoration of a right relationship with Him.

*(Scripture references (partial list) supporting BCA's position: Genesis 1:27, Gen 2:18-25, Matthew 19:3-6, Malachi 2:14, 15)*

## General School Procedures and Information

The BCA Parent-Student Handbook provides guidelines for all of the members of the BCA community. We ask that all members of the BCA community read the Parent-Student Handbook in its entirety and sign the BCA Policy & Agreement Form found in the Registration Packet on the BCA Parent Page. The policies in the handbook are applicable to grades K-PG, except when specified otherwise.

### School Definitions

Grades K-5 are considered elementary grades. Grades 6-8 are referred to as middle school. Grades 9-12 are high school. The term **Elementary School** is used for events that involve grades K-5 or relating to the Oxford Ave facility. The term **Upper School** refers to events that involve grades 6-12 or relating to the Riverwalk facility.

### Business Hours

The school office opens at 7:30 am each school day and closes at 3:30 pm. Messages for students from parents may be left in the main office; however, students will not be called from class to answer phone calls. During vacations and outside of school hours, calls may be left on the school's answering service.

Students should arrange transportation so they are picked up by 3:00 pm for grades K-5 and by 3:15 pm for grades 6 through 12.

### School Hours

The Elementary School opens the front door at 7:40 am. Students in grades K-5 need to arrive at school in time to be in their classrooms by 7:55 am and will be dismissed for the day at 2:45 pm. At 3:00 pm, the Elementary School will place students not yet picked up in the after-school program.

School begins for middle and high school at 8:00 am and ends at 3:00 pm. Students need to arrive at school in time to be in their first block class by 8:00 am. The upper school doors open by 7:45 am each morning and students should leave the school property by 3:15 pm each afternoon. Students under 16 years of age will be sent to homework club if they are not picked up by the designated time. Families will be charged the daily rate for homework club. Students aged 16 and up are expected to leave the school premises by 3:15 p.m. unless they are engaged in a school sanctioned activity. Students staying beyond 3:15 must be within the upper school facilities or at their activity and may not wait in the first floor lobby and/or parking area.

## Absence from School

Absence due to illness or other emergency requires a phone **call prior to 9:00 am** from a parent stating the reason for the absence. **Students who arrive after 11:30 am are considered absent for ½ day and are ineligible for participation in athletic practices or games, theater practice or performances, or social events that afternoon or evening, such as dances or the prom.** Students who arrive more than one-half hour late for a class are considered absent from that class. Excessive absences can prevent a student from receiving credit for a course (refer to Attendance Policy in the Academic Policies section).

## Tardiness

Elementary School students are tardy if they come into school after 7:55 am. Elementary School students who arrive in school between 7:56 and 8:03 am should report to their classrooms. An Elementary School student who arrives after 8:03 am must report to the main office with the parent who drove to school to sign in and indicate the reason for the tardiness.

Middle and High School students are tardy if they come to school after 8:00 am. Middle and High school students who arrive in school after 8:00 am must report to the main office to sign in and indicate the reason for the tardiness.

Tardiness is subject to disciplinary action. To allow for unexpected situations, a student may be tardy three times each nine-week marking period before disciplinary action is taken. After three tardies, a detention will be assigned for each subsequent tardy. After six tardies, a student will be given a tardy contract. The contract states that subsequent tardies result in removal from the status of *Student in Good Standing* and will not be able to participate in extracurricular activities. Students who arrive after 11:30 am may not participate in any after-school events.

## Requests for Early Dismissal / Absence

Early dismissal and/or absences for family convenience require a prior written request from a parent indicating the purpose and time of the absence. Students who leave school before 11:30 am are considered absent for ½ day and are ineligible for participation in games/events that afternoon. Students who are dismissed early and miss more than one-half hour of class time are considered absent from that class.

Requests to stay home to study or complete long-term assignments cannot be granted; such would be unfair to those who have planned and worked within the established time limits.

No student may leave the premises during school hours without written permission from parents. Once a student has left the campus at the end of the day, except as part of a school activity, the school ceases to be responsible for the student. Any student with an approved dismissal must sign out in the school office and sign in if returning.

## **Lunch**

Students may bring cold lunches and may bring items to be microwaved. Typically, pizza is offered for purchase on Fridays. Parents order ahead using forms provided by the office.

Students are asked to practice good table manners, including proper table conversation at appropriate sound levels, cleaning all tables and surrounding floor areas before being excused by supervisors, and confining eating to the lunch room. Phones are not allowed at lunch.

## **School to Home Communication: *News of Note***

BCA publishes weekly posts on its website ([www.bradfordchristianacademy.org](http://www.bradfordchristianacademy.org)) under the Parents tab covering issues of interest and current news. Parents receive a weekly email, called *News of Note*, highlighting new posts and providing any additional information not suited to a web posting. School events are also posted on the school-wide calendar on the school's website. Parents and students should read the weekly emails and web posts to stay informed about the latest happenings around the school. In addition, elementary teachers will send home regular newsletters informing parents of classroom activities and events.

## **School Calendar**

The BCA school calendar is located on the Parent Page of the website. Student assignments and academic events can be found on the Veracross calendar via the parent and student portals. The weekly *News of Note* email will also explain upcoming events and changes to the calendar as they occur and point families to more information on the website at [www.bradfordchristianacademy.org](http://www.bradfordchristianacademy.org).

## **Fostering Positive Community for All**

BCA students, faculty, and parents value the community-spirit present at BCA and work hard to nurture and preserve a positive, unified spirit within the school community. Such effort serves as a positive role model for our students, nurtures the human spirit, and is consistent with our core beliefs and values. We rely on parents to be role models for their children in this area and to help the school set a positive tone in conducting relationships and addressing problems.

## **Parent Concerns**

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

We ask that as concerns arise you address them with classroom teachers first and then the Principal. We ask for your understanding that our primary responsibility during the day is the care and education of

our students. We will do our best to respond to concerns in a timely manner. We also ask for your patience as we follow our school processes for addressing concerns and conflicts as they arise.

## **Parent Involvement**

Various opportunities for parent participation and volunteer support occur throughout the year. Due to our small class sizes, we utilize parent volunteers for field trips, library trips, and community outings. To help ensure safety for our students, parent volunteers must be CORI checked and provide driver's record information (if transporting students).

Parents are invited to join BCA's Parent-Teacher Organization called the Parent Connection and the Parent Prayer Team. Other opportunities will be announced regularly through *News of Note* and posted on our website.

In order to preserve a positive, unified spirit, we rely on parents to be role models for their children in this area and to help the school set a positive tone in conducting relationships and addressing problems. Parents are encouraged to bring concerns to the appropriate party (teacher or administrator) and to work within these relationships to address problems and concerns. Parents are asked to refrain from airing problems or concerns in the larger community, as such conversations are generally unproductive and often undermine our school community. Parents or students who habitually and significantly act in ways that undermine the school's positive community spirit will not be invited back the following school year.

## **Student Policies and Expectations**

As we live together in Christian community, we strive with God's help to cultivate habits and behaviors that honor God, show respect for one another, and support a positive learning environment. BCA's standards flow from eternal principles given to people in God's Word. Consequently, we believe these standards are valid for BCA students at all times and in all places, not just during school hours. Students, faculty, and administration are asked to commit annually to these standards.

### **Student Honor Code**

#### **Honoring God**

I will honor God by striving to serve Him, pursuing deeper knowledge about His nature and kingdom, and participating in the spiritual life of the school. I will use God's name carefully. I will not swear or use crude or offensive language.

#### **Honoring Teachers**

I will show respect for my teachers by giving them my attention, constructively participating in class, and following their directions. I will pursue excellence in all I do, faithfully meeting my obligations and completing my assignments to the best of my ability. I will tell the truth. In my academic work, I will not

cheat or turn in another person's work calling it my own. I will not copy and plagiarize information from the internet or any other source.

### **Honoring Other Students**

I will treat fellow students with respect and kindness looking out for their welfare as much as my own.

#### **I will:**

Compliment and affirm.  
Respect others' personal space.  
Respect others' possessions.  
Take my concerns or problems to the source.  
Include others in what I am doing.  
Take responsibility for my own actions.  
Stop rumors with truth.  
Be honest in my words and actions.  
Do what is just.  
Show mercy and kindness.  
Forgive others.  
Love one another.

#### **I will not:**

Tease, provoke, threaten, bully, or name call.  
Engage in any inappropriate or unsolicited physical contact.  
Throw anything inside the school at any time.  
Bring weapons of any kind to school.  
Send or receive inappropriate emails, posts, texts, snapchats, or sexting photos.  
Gossip or spread rumors.  
Exclude my peers.  
Blame someone for something I did.  
Cheat.  
Make nasty gestures or suggestions.  
Verbally abuse.  
Be rude, arrogant, or defiant or pull unkind pranks.

### **Honoring Myself**

I will show respect for my body by taking care of it in the following ways:

- I will not smoke, vape, or drink alcohol while I am under age. I will not use drugs.
- I will uphold biblical standards of morality concerning sexual activity. I will work to understand how to apply biblical teaching about sexual behavior to my own life and then prayerfully obey this teaching. I will not participate in public displays of affection at any school events. I will abstain from sex outside of marriage.

### **Appearance Code**

BCA's mission as a school and a faith community leads us to dress in a manner that honors God, respects others, and supports a productive learning climate. To achieve these objectives, BCA has established a standardized dress policy for students in grades K-5 and a uniform dress code for students in grades 6-12.



BCA expects parental support and student adherence to the appearance code. Parental support of these guidelines and a conservative interpretation of the appearance code save a good deal of time on the part of parents, teachers, and faculty. Cooperation on these issues is essential to a cohesive learning environment.

Note: Clothing that is acceptable in fit and size at the beginning of the school year may not be acceptable at the end of the school year due to student growth. Students are expected to wear clothing that is not skin tight and form fitting.

## **Elementary School Guidelines**

BCA requires that its Elementary School students wear clothing that is modest, clean, neat, properly sized, and without holes, rips, patches, or frayed edges. During the academic day, students may choose from items on the lists below. The items and descriptions have been taken from the Lands' End student uniform web page ([www.landsendcom/school](http://www.landsendcom/school)). The administration and staff are the sole arbiters in deciding if an article of clothing is acceptable within the parameters of our appearance code.

### **Boys**

#### Boy's shirts:

- ✓ Boys must always wear a shirt with a collar. Polo (long or short sleeve) of solid colors. Polo shirts do not need to be tucked in and a belt is unnecessary. However, the lowest edge of the shirt may hang no more than the student's wrist when his arms are relaxed at his sides.
- ✓ Long sleeved shirts may be worn under short sleeve collared shirts; however, nylon sports shirts or thermal long underwear are not allowed. The top shirt must have a collar.
- ✓ Oxford shirts, long or short sleeved, of solid colors are allowed. Oxford shirts must be tucked into pants and a belt worn.
- ✓ Sweaters in solid colors (V-neck or crew neck) are acceptable. Collared shirts are necessary underneath sweaters.
- ✓ Solid colored fleece outerwear with the BCA logo may be worn.
- ✓ Sweaters and sweatshirts must be worn over a dress code shirt even if the outerwear partially or completely covers the shirt. Sweatshirts must be solid, plain, and without words. BCA Sweatshirts are allowed. Sweatshirts and fleeces may not have any writing other than the BCA logo or a small logo less than 1-inch x 1 inch.

#### Boy's pants:

- ✓ Plain front or pleated chino, blended chino, or cord pants in any solid colors. Pant legs may not touch the floor.
- ✓ Plain front or pleated chino, or blended shorts in any solid color of a length not shorter than a hand's width above the top of the knee. Shorts must be worn with a belt if the shirt is tucked in.
- ✓ Cargo pants and shorts are allowed (if they are not excessively baggy or work pants).

Boy's footwear:

- ✓ Must wear socks and shoes, boots, or sneakers. Crocs, sandals, flip-flops, clogs, and slippers are **not** permitted.

## Girls

Girl's shirts:

- ✓ Girls must always wear a shirt with a collar. Polo (long or short sleeve) or turtleneck shirts of solid colors. Polo and turtleneck shirts do not need to be tucked in and no belt is necessary. However, the lowest edge of the shirt may hang no more than the student's wrist when her arms are relaxed at her sides.
- ✓ Oxford shirts, long or short sleeved shirts and blouses of solid color are acceptable. Oxford shirts and blouses must be tucked into pants or skirt and a belt worn if the pants or skirt has belt loops.
- ✓ Dress code tops must comfortably and completely cover midriffs and backs at all times, whether standing, sitting or bending. Necklines of these shirts must be open no more than the student's hand's width from the base of her neck (about 3 inches maximum). No camisoles with lace showing are allowed.
- ✓ Students may wear long sleeved solid-colored shirts, such as turtlenecks, under short sleeved collared shirts; however, no nylon sports shirts or thermal long underwear are allowed.
- ✓ V-Neck and crew neck sweaters of a type and in solid colors are acceptable.
- ✓ Crew neck sweatshirts in solid colors or solid colored fleece outerwear. Sweatshirts and fleeces may not have any writing other than the BCA logo or a small logo less than 1-inch x 1 inch. Sweaters and sweatshirts must be worn over a dress code shirt even if the outerwear partially or completely covers the shirt. BCA sweatshirts are allowed.

Girl's pants may not be worn tightly and must have a trouser fit.

- ✓ Plain front, curved hem, or pleated chino, blended chino, or corduroy pants of any solid colors. Pant legs may not touch the floor.
- ✓ Plain front or pleated chino, or blended shorts in any solid colors of a length not shorter than a hand's width (maximum of 3 inches) above the top of the knee. Cargo pants or shorts are **not** allowed on girls.
- ✓ Curved hem, cropped, capri pants in any solid colors. Athletic material is not permitted for capri pants.
- ✓ Chino and cord, solid pleats, and A-line skirts or skorts in any solid color of a length not shorter than the student's hand's width (maximum of 3 inches) above the top of her knee when standing.

Girl's footwear:

- ✓ Must wear socks and shoes, boots, or sneakers. Crocs, sandals, flip-flops, clogs, and slippers are **not** permitted. Shoe height should not exceed 1 inch.
- ✓ Leggings may be worn under skirts.

## Middle and High School Guidelines

BCA's middle and high school dress code policy utilizes the uniform offerings from Lands' End. All students need to choose clothing from the Lands' End Uniform or Tommy Hilfiger Uniform clothing line. Families should begin by setting up an account at [www.landsend.com/school](http://www.landsend.com/school) (BCA's Preferred School Number is 900120023) or the Tommy Hilfiger BCA school page. Any items on BCA's personalized product checklist are acceptable to wear to school.

Once purchased, all uniform items need to be embroidered with the BCA logo via the Lands' End website. This provides immediate clarity for parents, students, teachers, and administration about whether items are in line with dress code policy.

BCA offers Sentinels Gear in a variety of options for school wear and gym wear. BCA Sentinels gear will be made available online at specific times during the school year.

### Reminders:

- ✓ Both tops and bottoms must be from Lands' End and have the BCA logo embroidered on them.
- ✓ Skirts/skorts cannot be more than 3" above the knee.
- ✓ If a student wishes to wear a jacket or sweater on uniform days, they must be sweaters/fleeces from the Lands' End uniform offerings with the BCA logo.
- ✓ **BCA hoodies, BCA arts, sports, or team jackets, or jackets/sweatshirts/hoodies of any kind may only be worn on Fridays.**
- ✓ Long sleeve t-shirts may NOT be worn under uniform polos.

### Footwear:

- ✓ Middle and High school students must wear socks with their shoes, boots, or sneakers. Flip flops, slides, sandals, slippers, and crocs are NOT allowed, even on non uniform days.

## Attire for Semi-Formal Occasions

BCA requires semi-formal dress on special occasions, such as the Christmas Concert, Spring Concert or the high school dances. Semi-formal dress for young men includes a dress shirt, belt, tie, dress slacks (no jeans or shorts), dress shoes (no sneakers) and socks. Young men can also wear suits, suit jackets, and vests. For young women, semi-formal dress includes a skirt (or dress pants) and blouse, dress or suit, and dress shoes. Dresses must be regulation length and may not expose elementary backs, bare midriffs, or have low necklines. Students may be sent home from semi-formal events to change into appropriate clothing or asked to wear a sweater or tights to cover up should they not follow guidelines.

### **Attire for Athletes on Game Days**

Athletes should be in dress code on game days. No warm up suits are allowed to be worn during the school day.

### **Attire for Dress Down Days**

Occasionally, dress down days, special activities, or other events may require a “relaxed” dress code. Any variations in the uniform code are made clear by the Principal. Sleeveless tops, half shirts, low cut shirts, short shorts or inappropriate attire are NOT to be worn at any time. At no time should midriffs or underwear be exposed. Students are expected to dress appropriately on these special days. T-shirts with inappropriate slogans or pictures, short-shorts, tank tops, sleeveless shirts, midriff blouses, yoga pants, and hats are never allowed.

If a student comes to school with a violation to any of the above, he or she will not be allowed to participate in the next Dress Down Day. A second violation will result in loss of Dress Day privileges for the remainder of the quarter. A third offense results in a loss of the privilege for the year. All dress code violations will be recorded in Veracross, and a detention will be issued. Continual violation of the dress code will result in a parent conference and further disciplinary action.

### **Gym Uniforms**

**Students in Grades 5-PG are required to wear gym uniforms.** Gym uniforms are allowed only during scheduled PE classes.

### **Inappropriate Items for All Grade Levels at Both Schools**

- Tank tops, spaghetti straps, visible camisoles, athletic wear, thermal clothing and sleepwear
- Short skirts or skirts rolled up to look short. No short shorts. All skirts and shorts should be no more than 3 inches above the knee.
- Hats, at any time, inside the building
- Outdoor coats or jackets should be removed when inside the building
- Fatigues or “uniform” shirts, pants, shorts, (military or service station style) or overalls
- Heavy wallet, key chains, or neck chains
- Full head of hair which is dyed to an unnatural color
- Any visible tattoos
- Visible undergarments including lace camisoles or garments that allow bare midriffs or backs, any combination of pants and top that allows for visible undergarments midriffs or backs
- Sheer, lace, low V-neck, scoop neck, scoop back, cut-out backs, tank tops, and strap tops
- Rips, tears, or stains
- Low pants revealing skin or underwear
- Body piercing, other than three items per ear for girls or one piercing (studs only) for boys
- Nose piercing, ear gauges, face piercing of any kind
- Slippers
- Jeggings, skinny jeans, or skinny pants are not allowed if they are skin tight or form fitting
- Leggings or yoga pants, except if worn under a regulation length skirt

### **Enforcement of the Appearance Code**

The appearance code is applicable for students and their guests whenever they are on school property or at any school function. The Principal may grant exceptions to the appearance code because of medical or religious reasons. If students are unsure about the neatness, cleanliness, or modesty of any garment or fashion, they should ask a staff member or the Principal before wearing the garment or displaying the fashion.

Students in **the Elementary School** who are out of compliance with the appearance code will face the following consequences:

- **1st offense:** Student will receive a verbal warning unless the offense involves immodest dress. If this is the case, the student must wear an appropriate garment provided by the school. Students will be required to wear the clothing item provided by the school for the duration of the school day. The warning will be logged into Veracross and sent to the parents.
- **2nd offense:** Student will be sent to the office where their parents will be notified and asked to bring in dress code appropriate clothing. Students will be sent back to class once they are wearing appropriate clothing. If a student does not receive their clothing, they will not receive credit for the day and are ineligible to participate in any extracurricular athletic or arts activities.

Students in **grades 6-12** who are not in uniform will be sent to the office where their parents will be notified and asked to bring in their uniform. Students will be sent back to class once they are wearing their uniform. If a student does not receive their uniform, they will not receive credit for the day and are ineligible to participate in any extracurricular athletic or arts activities.

Chronic dress code offenses evidence a lack of respect for school policies and will be handled at the discretion of the Principal.

### **Expectations for All Students**

To promote learning and ensure the common good, BCA has set forth standards and expectations for all students. Students are required to do the following:

- Arrive to class on time,
- Be prepared with textbooks and required materials, and
- Have homework completed. Failure to be prepared will elementary your grade.

If a student is consistently unprepared, parents will be notified and a conference will be set up.

### **Attendance in Class**

Students are expected to be on time to class. Tardies to class will result in a detention. Students will not be excused from class except for emergencies. Cutting a class will result in disciplinary action. A first offense will result in a double detention, zeros for all grades in that class or classes skipped, and a call home to the parents. A second offense will result in a suspension, zeros for all grades in the class or

classes skipped, a parent conference, and disciplinary probation. If a teacher is late by more than 5 minutes, then a class member must go to the office and report that the class has no teacher.

### **Food and Drink**

To keep BCA clean and safe for all students, there **is no eating or drinking in the classroom**. Students can bring water bottles to class. High school students may bring coffee or tea to class. Students may eat a snack at their lockers during breaks between classes. Chewing gum is prohibited on school property at all times. Coaches may make exceptions for players during athletic events.

### **Cell Phone Use**

Any cell phone that becomes visible or heard by an adult during the course of the school day will be confiscated. Staff members should secure the phone until it can be brought to the Main Office. Students who need to contact their parents for urgent matters are encouraged to use the office phone.

BCA has created lunch time to rest, relax, eat a healthy lunch, enjoy the friendship of other students, and build community as a school; therefore, phones may not be used.

Students who break these rules will receive detentions. Multiple offenses will result in disciplinary action.

### **Portable Sound Devices (Cell Phones/iPods/Electronic Devices Used for Music Only)**

When used before and after school **outside** the building, these devices must be used with earphones. BCA is not responsible for the safety of personal property. Please label personal items and don't bring valuables to school.

At the middle and high school only, students may be permitted to listen to their portable sound devices in their study halls or independent studies with the permission of the individual study hall teacher. This is a privilege, not a right, and can be taken away if it is abused. Students are expected to be responsible for their own learning styles and for the decision of studying more effectively with or without sound devices.

### **Conditions of Use:**

- The use of portable sound devices is at the discretion of the teacher; this means it is the study hall teacher's choice as to whether these devices will be allowed or not.
- Students are to use music as a study enhancer to help focus as a white noise generator while working on homework.
- No texting, posting, snap chatting, or videos allowed.
- Portable sound devices will be used with headphones only and at a low enough volume as to not disturb other students or the study hall teacher. These devices must not distract any other students from their work.
- Earbuds may not be used when passing between classes.
- Students are not allowed to split headphones between anyone.
- No videos will be permitted during study halls.
- BCA is not responsible for the content, music, or lyric choices of the students.

### **School Equipment and Property**

School equipment and property (vehicles, sports equipment, desks, lockers, etc.) are to be treated with care and used properly. Any damaged or broken equipment should be reported to the staff member in charge. Students are responsible for damage or breakage that they cause, and their parents will be billed. Student lockers, backpacks, cars in the parking lot, and persons may be searched by the administration at any time for any reason.

### **High School Privilege of Open Campus**

Juniors or seniors who do not have a class scheduled during last block may leave the school grounds during this open block under the following conditions:

- The office has written permission from parents/guardians on file.
- The student signs out at the main office.
- The student maintains a grade point average of C- (70%) in each class or better without failing grades.
- Students arrive at school on time in the morning with no more than 3 tardies.

Off campus privileges will be revoked if any of the above conditions are not met or if the student abuses the privilege. This privilege is based on the previous quarter's grades and may not be used until a list is posted by the main office.

### **Discipline**

The goal of all discipline is to teach students God-honoring, positive behavior and to teach them to refrain from unwholesome, harmful behavior. Discipline is also meant to help students to develop self-discipline so that they are able to associate bad choices with negative consequences and good choices with positive results. Finally, discipline strives to correct the student behavior and build the relationship between the teacher, administrator, and the student, and restore the student to the BCA community. Discipline at BCA, while enacted by the entire staff, is overseen by a team of school administrators and counselors including the Principals, and school counselors.

To help students understand the need for change in behavior, we meet with students about their behavior and assign appropriate consequences. Students may be required by staff members to remain after school for conferences or to serve a detention for infractions of standards or rules. In serious situations, BCA's administration may suspend students and/or put them on probation to signal clearly that unless change takes place, they will be suspended, expelled, or not invited to return the following year. The administration will expel a student for serious offenses or for repeated failure to respond to other disciplinary actions.

### **Disciplinary Actions**

At BCA, we utilize a multi-leveled system of discipline:

#### **1. Teacher or Staff Intervention**

Teachers will regularly conduct in-class verbal check-in, warning, or reminder about expectations for all students. When a student does not meet classroom or school behavioral expectations after a reminder, a teacher will initiate a conversation with the student outside of class time (after class, at lunch or after school) to discuss the behavior issue. These behaviors could include talking in class, minor disrespect, being chronically late to class, not coming to class prepared with homework or materials, etc. Teachers should use this time to productively problem solve with the student so that the behavior does not happen again. This intervention is considered an official warning.

## **2. Detention**

Detentions are the next level of discipline. Types of behaviors that call for detention could include disrespect to other students, teachers, and/or staff, being sent out of class, violation of cell phone or acceptable use policies, or chronic tardiness to school. Detentions will be served for one half hour with an assigned teacher or administrator.

- Detentions are of higher priority than any other extracurricular activity. They must be served on the scheduled afternoon with the exception of extreme transportation conflicts which must be communicated to the school by a parent or guardian.
- An unexcused absence from a detention will result in two more detentions being served. Multiple unexcused absences from detentions will result in suspension.

## **3. Referral to Administration**

The third level of discipline will result in a referral to the administrator for severe incidents or behaviors for which the first two levels did not generate positive change. The Principal, parents or guardians, and the student are involved in this method of corrective, progressive discipline. This discipline team will create the contract for the student and parents/guardians to sign and follow up with consistent intervention to help the student succeed in changing his or her behavior. Students who do not follow the behaviors outlined in their contracts may be suspended, expelled, or not invited to re-enroll for the following year.

Suspensions could be either in school or out of school depending upon the offense or the behavioral contract. BCA reserves the right to require students to serve the school in a positive way during suspension or detention hours. Students serving a suspension are not allowed to attend or participate in any school sponsored activities, including but not limited to athletic events, performing arts events, or any club activities.

**BCA reserves the right to enact suspension immediately--without going through the leveled discipline system--for serious behaviors, such as plagiarism, cheating on tests or exams, bringing weapons to school, lighting matches or fires, involvement with alcohol or drugs, physical violence, or harassment of any kind to name a few.**



## Academic Policies

### Attendance Policy

Regular attendance in classes at BCA is important for several reasons. First, lectures, explanations, questions, and answers, audio-visual presentations, and other activities that take place in class cannot be duplicated later or elsewhere. Students who are often absent or tardy inevitably miss instruction, learn less with more difficulty, and achieve elementary scores. Second, we earnestly teach responsibility, accountability, punctuality, and other habits and attitudes that are expected by employers and are essential for success in the workplace. Third, conscious that as an independent school we must charge tuition, we want to give students quality educational services for their parents' dollars.

Consequently, attendance is required, monitored, and recorded at BCA. Students who are not in class – even for legitimate reasons – should expect the natural consequence of learning less and earning elementary grades. Missing more than 20 minutes of a 90-minute class counts as an absence. **Students who have 4 or more unexcused absences in any course during one quarter are subject to a grade reduction, including up to receiving a maximum grade of 70%.** A elementary grade may be assigned, according to the student's performance. Exceptions can be granted by the school administration when sufficient evidence is submitted indicating that there has been an extended medical event/illness, family situation or otherwise extenuating circumstance beyond the student's control. **Family trips and other discretionary absences are included in the unexcused absence count. Family vacations must receive pre-approval from an administrator in writing to be considered excused absences and will be granted sparingly.**

If a student will be absent the parent must call the school office by 9 am. If a student has more than 3 consecutive absences due to illness a doctor's note will be required for the student to return to school and to excuse the absences. If a student misses more than 4 days in a quarter due to illness, a doctor's note will also be required to excuse the absences.

**Student absences are unexcused if they are absent due to fatigue or unpreparedness for a test, paper, or project.** Unexcused absences result in a *zero* on any missed assignments.

Students must report to their assigned classes, prepared, and on-time. Students, who are absent from their designated areas at the designated times, will receive a detention. The student is considered to be "skipping" class if the student is not in class where he or she belongs or with a faculty member. Skipping classes or leaving school grounds without permission will result in disciplinary action. A first offense will result in a double detention, zeros for all grades in that class or classes skipped, and a call home to the parents. A second offense will result in a suspension, zeros for all grades in the class or classes skipped, a parent conference, and disciplinary probation.

## Academic Honesty

BCA asks students to do their very best original work in studying as they prepare for their future. Students are expected to complete their own work without copying, cheating, or plagiarizing the work of other students, books, magazines, or internet sources.

**Plagiarism** can include any of the following:

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

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

- **1st offense:** Students caught cheating or plagiarizing will receive a grade of **0** for that assignment and their parents will be notified. Students will receive a one-day suspension for plagiarism or cheating on a test, paper, or exam.
- **2nd offense:** Students caught a second time plagiarizing or cheating on a quiz, test, or paper, will receive a two-day suspension, their parents will be notified, and they will be placed on disciplinary probation. Further offenses will result in expulsion. Students, having any difficulty with the subject matter, should not hesitate to seek extra help from their teachers.

## Promotion and Graduation Requirements

**Grades K-5:** Regular assessments ensure that each student meets or exceeds benchmarks for grade level skill areas. If it is determined that a student is below grade level benchmarks, a plan will be put in place to remediate and support needed skills. At times teachers or administrators will suggest a tutoring plan at the cost of the parent to support the student. Retention is not used to address deficits or learning needs. Current research does not support the efficacy of retention for remediation. In specific situations, the Principal will recommend that a student transfer to the public schools to receive needed Special Education services.

**Grades 6-8:** Generally, students must pass all of their subjects in order to be promoted. If students pass, but display weakness in basic skills, they may be required to do remedial summer work or tutoring. If students fail the more advanced level mathematics, they may be required to repeat the course, or if they desire to continue at the advanced level, they must do summer work. Maturity and social development will be considered by the faculty, along with the student's basic knowledge and skills, in making a

decision regarding promotion. In specific situations, the Principal may not recommend matriculation into the high school program when a student who has not demonstrated success in the middle school program.

**Grades 9-12:** Minimum cumulative credit requirements for promotion with full standing are:

**Graduation Requirements:**

CREDITS NEEDED

4 English

4 Bible (or 1 per year while at BCA)

4 Math

3 Science

3 Social Sciences (Includes 1 credit in US History)

2 World Language (3 are suggested)

2 Physical Education/Health

2.5 Fine Arts & Technology (Art, Music, Dance, Culinary Arts & Theater Arts, Computer or Technology)

3.5 Electives

**Total=28 Credits**

Bradford offers a GPA bump of 1.0 for classes taken at the honors level. Classes taken at the AP level receive a 1.5 GPA bump. These are reflected in the student's cumulative weighted GPA.

Participation in high school sports will earn Physical Education credits. However, failure to return a uniform after a high school sport season will result in an incomplete, and, therefore, the student will not get Physical Education credit for the sport.

Bradford accepts high school transfer credits from private schools, public schools, homeschool, community colleges, colleges, and accredited pre-approved on-line courses. A student's transcripts will reflect the school where these courses and credits were earned; BCA will assign the transfer credits to closely match our own credit system based on the hours and difficulty of the class. AP or IB credits can only be assigned to the student when the student has transferred from an accredited school. (See page 32 for more information on Class Rank and Transcripts.)

BCA offers a dual credit program with Southern New Hampshire University and Northern Essex Community College. Junior and Senior students may enroll in these colleges and earn both college and high school credits for any courses completed with a 70% or better.

## **Homework/Independent Work**

BCA views homework as part of the academic challenge given to students to supplement classroom teaching. Students should complete independent work in study halls or in the evening. Students may work together on school work during study halls only if a group assignment has been given and a teacher

gives written permission for group work to take place during the study hall. BCA teachers expect independent work to be done well and completed on time.

## **Class Requirements**

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

If an assignment is not turned in on time, the teachers will log the assignment as NTI (Not Turned In) and assess varying penalties at the teacher's discretion. Teachers are not required to accept late assignments and will not accept assignments after one week past the due date unless special permission has been previously arranged from the teacher. Late papers will be assessed with 10 points off per day for one week. Any homework reviewed in class cannot be turned in late. Student in-class presentations are due on the assigned day. Students need to be reminded that they will not pass their classes if they do not complete assignments. Academic detentions may be assigned at any time to prompt students to complete required assignments.

Students have one day per excused absence to make up any missed work or to arrange with the teacher for a mutually agreed on time to make up that work. **Students should take immediate initiative to follow up on missing work after an absence.** Homework due prior to an absence is due the first day back after the student is absent.

## **Veracross (Grades 6-12)**

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

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

Teachers are asked to log homework assignments for a given day and assignments NTI (not turned in) for that day at the end of school. However, a natural lag time in uploading assignments and grades does occur periodically. Teachers are asked to log the grades for collected assignments within one week for regular assignments received and two weeks for major tests, projects, papers, or presentations.

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

## Grades and Report Cards (Grades 5-12)

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

Grades are interpreted as follows:

97	A+	87	B+	77	C+	67	D+
93	A	83	B	73	C	63	D
90	A-	80	B-	70	C-	60	D-
						59-0	F

## Failures and Summer School

A failure in English or Bible must be made up before promotion into the next grade. Failures in required subjects for graduation must be made up prior to entering the senior year. A failure in an elective course need not be made up if the student has sufficient credits without it.

- Students with a failure in any course may receive credit for that course if it is re-taken in an accredited summer school.
- Altogether, a maximum of four credits (including Bible credits) toward graduation may be obtained through summer work.
- Students receiving a D or F in any subject for any quarter will be on academic probation and may be required to attend the afterschool homework club or meet with a BCA approved tutor for that quarter.
- Students are required to maintain a minimum GPA of 2.0 from year to year to remain in the school. Students falling below the 2.0 GPA will be placed on academic probation and be required to attend the afterschool homework club or meet with a BCA approved tutor. Students failing to improve their grades will be dismissed from the school for academic reasons.

## Change of Schedule

Normally, changes in courses are not made after the first 2 weeks of school or at the high school during the semester break. A change of schedule form should be obtained from the office or the Principal. Changes during the first two weeks are not noted on a permanent record. Students taking more than the required number of credits/courses may withdraw from extra courses prior to the beginning of the second half of the first semester. This will be noted on the official record as "withdrawn passing" or "withdrawn failing." No credit will be given in either case.

## Class Rank and Transcripts (Grades 9-12)

Class rank is determined mathematically by grade point average (GPA) and grade points earned (GPE) by an academic committee. Students must take a minimum of four academic classes per year at BCA to be

eligible for class rank. Additionally, students must be a candidate for the AP Capstone Diploma in order to be considered for the Valedictorian and Salutatorian distinctions. If a particular graduating class does not have an AP Capstone candidate, the committee will make the distinction based on GPA and GPE. The AP Capstone Diploma requires AP Seminar, AP Research, and four additional AP classes of the student's choice with the student receiving a minimum score of 3 on all AP exams. AP classes must be taken at BCA if BCA offers the course.

## **Transcripts**

Families wishing to request that transcripts or records be sent to a third party, including another school, must do so in writing. Official transcripts for an academic year close out on July 1<sup>st</sup> for each year. Requests should be sent to the main office at the high school. The written request must include the parent or guardian's permission to release information and the name and address of the institution requesting the information. Official transcripts will be sent directly to the school requesting the information. Due to the volume of transcripts BCA sends to colleges and universities, families should allow three weeks for a request to be processed.

## **Awards and Scholarships**

To honor and encourage excellence among the student body, Bradford Christian Academy offers four scholarships that are awarded based on student merit. The amount of the scholarship awards varies based on available funds. The board reserves the right not to award a scholarship in any given year that applicants fail to meet scholarship requirements. Scholarships are not transferable, nor are they reassigned to another student if the recipient leaves the school for any reason. All scholarship awards are reviewed annually to ensure the recipients are meeting the scholarship requirements.

### **Hasseltine Leadership Scholarship**

The Hasseltine Leadership Scholarship is named after Bradford native Ann Hasseltine (1789-1826), who along with her husband, Adoniram Judson, pioneered missionary efforts overseas. Candidates for the scholarship must be juniors or seniors and are considered through nomination by high school faculty, administration, and co-curricular coaches and directors. Students are assessed according to their performance during freshman and sophomore years as outstanding students who embody leadership skills, consistent dedication to academics, and observable commitment to their Christian faith. Exemplary student leaders draw people to them in positive ways, move the community forward in defined areas, and collaborate across the student body and with BCA faculty and staff to build unity and consensus. Students wishing to be considered for the Hasseltine Scholarship must seek and receive nomination from a high school teacher, administrator, co-curricular coach or director, and complete an application. Applications are available through a high school administrator. The application deadline is April 1st of each academic year. Award decisions are announced in early June.

### **Newell Honors Scholarship Program**

The Newell Honors Scholarship Program endeavors to raise the academic visibility of Bradford Christian Academy with an academically rigorous program and merit scholarship designed for the highest caliber of students. Newell Honors Scholars are accepted into the program as freshmen only and are required to take a minimum of five Honors or AP classes each year and must complete three AP courses during their four years of high school. Newell Scholars are required to maintain a weighted Grade Point Average (GPA) of 3.5 throughout high school, and maintain academic integrity as outlined by school policy. Newell Honors Scholars, who complete all elements of the program over the four years of high school, will receive a one-time \$2,000 scholarship paid directly to the college to support the student's college enrollment and academic future and to honor the academic commitment, determination, and achievement demonstrated at Bradford Christian Academy.

### **Selection Process**

The Newell Honors Scholarship Program is a competitive program with limited slots each year representing roughly 20% of each freshman class. Each potential Newell Scholar will be evaluated on his or her GPA, standardized test scores, and report cards for the two previous years, a faculty letter of recommendation, an essay, and a personal interview. The Newell Faculty Review Board will evaluate each candidate holistically as an individual. However, the ideal candidate will have a GPA of 3.5 or better, standardized test scores of 80% or better in language arts and mathematics, and will reflect academic focus, a strong work ethic, and the ability to maintain academic rigor throughout four years of high school and across the entire academic curriculum.

### **Application Process**

Students interested in applying for the Newell Honors Scholarship Program should:

- \_\_\_ Complete the application form and essay,
- \_\_\_ Send official report cards for 7<sup>th</sup> and 8<sup>th</sup> grades,
- \_\_\_ Submit standardized test scores such as Terranova, High School Placement test and the SSAT.
- \_\_\_ Request a faculty member to write a letter of recommendation,
- \_\_\_ Sign a release of information form for school records, and finally,

Application deadline is May 1 of each academic year. Eligible students will be interviewed.

Recipients of the Newell Honor Scholarship will be notified in early June by the Faculty Review Board.

### **Head of School Scholarship**

BCA offers a special merit scholarship for a student who has demonstrated outstanding academic performance or extra-curricular skills. It is given at the discretion of the Head of School, and it is only awarded in cases of exceptional potential when a student does not qualify for other scholarships.

### **Athletic Scholarships**

BCA offers special athletic scholarships for students who demonstrate outstanding athletic performance or skills. Recipients of an athletic scholarship must meet all of BCA's admissions requirements. For more information, please contact the Athletic Director.

### **Academic Awards**

BCA gives awards to recognize outstanding effort, achievements, Christian character, and community service. We designed these awards to encourage not only the recipients, but also everyone in the school community, to strive towards excellence, being good stewards in all our God-given talents and abilities.

### **Honors**

BCA awards the distinction of “Honors” to students earning grades of B (80%) or higher in each class each quarter. Students earning grades of A (90%) or higher in each class in all subjects are awarded the distinction of “Highest Honors.” Awards for Honors and High Honors are given each quarter to qualifying students during our Awards Chapels. Parents are invited to attend these chapels as well. During quarterly Awards Chapels, students are also honored for Christian character or for service to the school and the community.

### **End-of-Year Departmental Awards**

During our End-of-Year Awards Chapel at the Elementary and Middle Schools, teachers and administrators present awards to students who have achieved and contributed in an outstanding manner in selected academic areas and Christian character and service. Awards may be given for high academic achievement, excellence in oral, written, or artistic presentations, exceptional determination or improvement, creative merit, or outstanding classroom participation and discussion. Student nominated awards for Christian character throughout the year are also awarded. At the high school a limited number of highly prized awards are also presented by the faculty at our End-of-Year Awards Chapel to freshmen, sophomores, and juniors who have performed at a consistently high level throughout the year.

### **Baccalaureate Chapel**

During our Baccalaureate Chapel, Bradford presents its highest overall awards in excellence to graduating seniors and select juniors. These departmental awards represent the culmination of four years of academic excellence in each academic area. Awards may be bestowed in Mathematics, Science, Biblical and Theological Studies, Language Arts, World Languages, Ancient Languages, Social Studies, Communication Arts, Music, and Visual Arts. Awards are given for academic determination, service and leadership at the highest level. These awards are given to worthy seniors and on occasion select juniors.

### **Perfect Attendance Award**

High school students who have perfect attendance for the entire school year.

### **Athletic Awards**

Every athlete on every team will receive a certificate of achievement. There are 3 individual awards given to every BCA team: Most Valuable, Most Improved, and Coaches Award. Additional individual recognition, awards, or announcement of captains for the next season can be included or not included at each coach's discretion.



## **Yearly Community Service Requirement (Grades 6-12)**

Students are required to do a minimum of 15 hours of community service for each year at BCA. Hours spent working for most non-profit organizations meet this requirement. Some school-sponsored activities also meet the requirement. Students should submit the logged hours on the Community Service Sheet to the school office and the Elementary School Principal as they accrue. (See the Community Service Log). Students are encouraged to go above and beyond this amount. Hours accrued and verified during the summer may be submitted. Students with the hours on file receive a PS (pass) on their report card at the end of the year. Students who do not submit the hours receive an FL (fail). Any student in need of community service opportunities should contact the elementary Principal.

## **Academic Extra Help**

Teachers are available after school every day until 3:30 pm to assist those students who are experiencing academic difficulties. Students who have received unsatisfactory grades will be contacted regularly by their teachers as to their progress and will be required to attend extra-help sessions, the afterschool homework club, or see a BCA approved tutor on a regular basis.

## **Incomplete**

Students receive an “incomplete” when, due to circumstances beyond their control, they do not earn an exam or term grade in any one subject. Incomplete grades are to be made up within two weeks and recorded by teachers in the office. Only teachers, through the main office, can change an incomplete to an official grade. Incomplete grades not made up will be recorded as an “F” unless special arrangements are made for the completion of the work.

## **Academic Probation**

Students falling below a 2.0 GPA or receiving a 69% or lower in any class are put on academic probation, and they must improve their grades or they are dismissed from the school. The Principal will meet with the parent and student to determine specific steps for improvement. Students must show progress within the next marking period. Students on Academic Probation may be placed in Homework Club or on a contract mandatorily. Failure to attend Homework Club is treated the same as failure to attend a scheduled class.

## **Student in Good Standing Status**

A student is considered in Good Standing if he or she has not been suspended, put on behavioral contract, or put on academic probation for the current school year. Students who fail to follow school policies and guidelines may be removed from Good Standing. Students who do not have Good Standing are not permitted to participate in extracurricular activities, field trips and after school events.

## **Academic Support Program**

Bradford Christian Academy is committed to the individual academic progress of all students. The Academic Support Program has been designed to provide assistance to students who benefit from extra instruction and/or accommodations based on a documented learning disability or learning difference. Teachers, parents, tutors and professionals make-up the team which determines the appropriate level of support and intervention.

When a parent is concerned about his or her child's overall academic progress, the parent is encouraged to request an initial meeting with the Student Support Services Coordinator. This process may also be initiated by a teacher or qualified professional at the school. The process begins with a team meeting with the parent to discuss the student's needs.

Often, a formal evaluation or reevaluation is the recommended next step. The evaluation is completed by a licensed professional, preferably a clinical psychologist. Evaluations may be done privately or in conjunction with the public-school system. The Student Support Services Coordinator is available to coordinate BCA's participation in the initial evaluations and reevaluations.

In order for a student to be eligible for an academic support plan, the following are required:

- Formal diagnosis of a learning difference, impairment or disability made by a qualified, licensed professional, preferably a clinical psychologist
- Evidence that the impairment or disability limits effective progress in the regular curriculum and therefore indicates that additional support is needed.

If a student is determined eligible based on both of the above criteria, the Student Support Services Coordinator will write a support plan outlining accommodation and supports specific to the needs of the student. This is called a BCA Academic Support Plan. Academic Support Plans are similar in nature to an IEP or 504 Plan that would be issued in a public-school setting; however, they are not equal and legally binding.

A BCA Academic Support Plan describes the student, the student's disability, strengths and needs, and the supports and accommodations provided by the school. The plan may include educational goals and a means to measure progress. Students with plans require formal re-evaluation every three years.

### **Levels of Academic Support**

#### **Level 1: Consultation and Monitoring**

Faculty and staff identify student needs, consult with classroom teachers and parents or guardians, monitor student progress, and suggest strategies for student improvement.

#### **Level 2: Initial Intervention/Resource**

Students who require additional support are recommended by the classroom teacher, Principal or Student Support Services Coordinator to participate in a class called Resource. This class which takes place within the school day is designed to provide review and reinforcement of skills. The focus is on

organization, homework completion and learning to utilize all available classroom, school and technological resources.

### **Level 3: Tutoring**

The student is recommended for tutoring at school or through a private tutor. Tutoring is designed to remediate needed skill areas so that the student obtains grade level skills. Parents may also elect to pursue private tutoring outside of school.

### **Level 4: On-going Academic Support**

Students receive on-going 1:1 or small group instruction as a support to the regular education curriculum. This with a teacher or tutor within the classroom, known as inclusion, or separately in a small group setting.

### **Level 5: Alternative Placement Recommendation**

Bradford Christian Academy is committed to supporting students and families in finding the most appropriate educational opportunities and educational setting for the student's needs. There are times when the Principal and Student Services Coordinator will direct families to alternative placements in schools where the student's needs will be met.

### **Academic Year Timeline:**

1. At the start of the school year, teachers receive a list of Student Accommodations for the students in their classes.
2. Teachers are invited to make referrals for intervention on behalf of students who are not on the list as they are identified within the first few weeks of school. Teachers also make referrals for intervention at any time during the school year. These referrals are made in writing to the Student Support Services Coordinator. ***Parents are also invited to request an initial team meeting for their child if there are on-going concerns.***
3. Initial Team meetings are held to determine if an Academic Support Plan is needed. If needed, the team will write a plan.
4. Team meetings are held annually for students with current plans with the goal of addressing any needed adjustments and discussing student progress. Parents and teachers are invited to attend the annual meeting for each of the students with an Academic Support Plan. These occur throughout the school year.

**Note:** An official BCA Academic Support Plan is based on the recommendations provided by an initial evaluation or reevaluation completed by qualified, licensed professionals. In the case where an evaluation has not yet been completed, a student may receive an Interim Academic Support Plan until the evaluation can be completed.

## **College Advising and Guidance**

Since BCA is college preparatory in nature, students and their parents are encouraged to begin formulating their goals and objectives for the future, realizing that college admissions are important and highly competitive. Consequently, students and their parents should:

- Plan an appropriate high school program to fulfill the specific requirements of the college of choice;

- Students should earn the best grades possible;
- Students should participate in extracurricular activities;
- Students should prepare diligently for standardized tests, such as the SAT, SAT II, or ACT;
- Students should research the college admissions process, visit a variety of campuses, and assess their aptitudes, interests and abilities, to match these with an appropriate college or university.

Planning an academic program each year is vital. BCA provides information on the academic requirements and program for each grade level. Students are urged to begin college planning in their ninth-grade year. Taking the Preliminary Scholastic Aptitude Test (PSAT) in tenth grade is an important step in preparing students to take the College Board Scholastic Aptitude Test (SAT) and the specific course-related achievement tests (SATII) in grades 11 and 12. These test results also help students apply to appropriate colleges and universities. BCA requires a formal preparation class for the SAT test and provides this in our curriculum.

The college advisor will meet regularly with juniors and seniors to help prepare them for the college application process, including high school course selection and leveling, the college selection process, applications, essays, interviews, financial aid, and available scholarships. Parents are encouraged to call the college advisor with any questions or concerns.

## **Chapel Program**

The chapel program provides opportunities for corporate worship, building community, and learning more about God. Pastors, youth leaders, missionaries, musicians, and student groups conduct a variety of programs. Students are expected to attend chapel and behave in a respectful manner before, during, and after the chapel program. Chapel occurs for Grades K-4, 5-6, 7-8, and 9-12 in separate services.

## **International Students**

International students are housed with host families or extended biological families while enrolled at BCA. It is the responsibility of the international student placement agency to secure proper, safe, and appropriate housing for their students. International students are encouraged to bring any concerns about their living arrangements to the school if they feel unsafe or uncomfortable. The school will work as a liaison to resolve issues with the agencies and host families. Should the student require a new host family, it is the responsibility of the international student placement agency to secure the new host family. BCA will continue to advocate for the student and assist to resolve the housing issue.

BCA employs an International Student Liaison who works to support all international students at the school. The liaison protects the rights of the students and helps with their transition in any way possible.

## **Policies Specific to Elementary Grades K-5**

### **Minimum Age of Enrollment**

Bradford Christian Academy follows the guidelines used by MA Department of Education and accepts applicants for grade 1, six years of age or older by August 31.

### **Progress Reports**

Students in the elementary grades receive progress reports three times each year in November, March, and June. Progress Reports will be sent home with students. These progress reports will report individual student progress in the areas of Work Habits, Personal /Social Development, Literacy Skills, Math Skills, Unit Studies, and Enrichment Areas. Students in Grades K-4 do not have letter grades and do not receive report cards.

### **Periodic Elementary Assessments**

In order to individualize our curriculum, internal assessments will be conducted throughout the year in small groups. In addition, our elementary students have three formal assessment periods each year in September, January, and May to determine baseline skills and measure skill development. Separate assessments measure reading skills, math skills and writing skills. These assessments are used to report student progress in the progress reports each trimester.

### **Discipline**

The goal of all discipline is to teach students God-honoring, positive behavior and to teach them to refrain from unwholesome, harmful behavior. Discipline is also meant to help students to develop self-discipline so that they are able to associate poor choices with negative consequences and good choices with positive results.

To help students understand the need for change in behavior, we counsel students about their behavior, as well as assign appropriate consequences. Students are taught to take responsibility for personal behavior, apologize, when necessary, and make amends for choices that negatively affect others.

Classroom teachers have behavior systems within their classrooms to help students learn and maintain appropriate classroom behavior. Behavior systems have clear expectations and consequences. In addition, teachers utilize positive incentives throughout their classrooms to positively motivate students. Teachers refer students to the Elementary School Principal when students need additional support and redirection for negative behaviors.

If a student is having difficulty maintaining appropriate behavior and classroom behavior systems have not been successful in redirecting the behavior, the teacher will issue a written behavioral warning and

notify the parent in Veracross. Parents are notified when behavior is disruptive, disrespectful, or harmful to others. After three behavior warnings in Veracross, a parent conference is called.

If student behavior does not improve after warnings and a parent conference, the student is placed on a behavior plan. In extreme cases when parent conferences and behavior plans have not been effective in reducing disruptive, disrespectful, or harmful behavior, a student will be asked to leave the school mid-year or not invited back for the following year.

## **Homework Club**

Bradford Christian Academy offers an after-school program called Homework Club for students in grades K through 9. The program operates Monday through Thursday between the hours of 3:00 and 4:30 pm. During this time, students receive extra help on school work from teachers who are in the building until 3:30 pm. The Homework Club supervisor encourages all students to work on completing their homework before going home. Students who complete their homework before parents arrive for pick-up may read, use the school's computers (parental controls are in place to safeguard website access), or socialize with other students. The cost of this program is \$18 per student per any portion of a day or \$1,800 for the year. Parents choosing to sign up their student for the year have the option to pay in one payment or two payments of \$900 in September and January. Parents choosing to pay per day will be invoiced monthly.

Parents must pick their student(s) up by 4:30 pm. An additional \$18 per student will be charged for students picked up after 4:30 pm. To sign up for this program, please complete the registration form and accept the terms and conditions by signing your name. The form should be submitted to the main office of your student's building. Once we receive a completed form, your student may begin attending Homework Club. Your student must sign in and out of the homework club each time he or she uses the program.

## **Student Activities and Organizations**

Extracurricular activities are important in the lives of many students as they create an opportunity for students to excel outside the academic arena. These fun activities also provide valuable life skills and encourage teamwork, self-discipline, cooperation, leadership, and fellowship.

As a college preparatory school, Bradford Christian Academy must require that academic performance and successful progress toward graduation take precedence over extracurricular participation. Successful progress includes the carrying of a full load (see section on Academic Policies) and the maintaining of acceptable grades in all courses. In addition, cumulative credits must equal or exceed the requirements for a student's grade level. To ensure that each student is working successfully toward the goal of graduation, BCA has implemented the following eligibility requirements for students participating in extracurricular activities.

## **Student Leadership**

As Student Council Officers, student leaders organize social gatherings, design academic experiences to broaden the perspective of the student body, organize community service activities and charity fundraisers, and bring concerns or requests pertaining to school life to the faculty and administration. Students will give a short speech outlining why they want to run for student council and what activities or student leader roles they intend to accomplish if elected to office. The speech is presented to the entire student body during a chapel scheduled each spring or fall. Students interested in running for student council positions should show exemplary Christian character, fine school citizenship, a good academic record, and have time to devote to this important function.

## **The Arts**

BCA believes that human creativity is ultimately an expression of God's image in mankind. Through the arts, students worship God, encourage others, practice self-discipline, and cultivate God-given talents. BCA offers fine art, music, and theater within the curriculum and after school art, ensembles, and theater clubs. Student talent is presented at BCA's Christmas and Spring Concerts and at the 8th grade promotion and senior high graduation.

## **Clubs**

BCA sponsors many clubs based on student interest. Clubs change from year to year depending on the student leaders and focus of the student body. BCA has hosted clubs for skiing, badminton, chess, track, horseback riding, outdoor adventure, Spanish, Art League, origami, and Bible Studies. For formal recognition, a club must follow these procedures:

1. Secure an advisor (faculty or a person approved by the administration).
2. Provide a written constitution or statement of purpose and membership requirements.
3. Provide a membership list with a minimum for 4 club members.

Use the approved activity forms for planning all events. Formal recognition means that a club may sponsor school approved activities, may request appropriate funds from Student Council, and may be included in the school yearbook when published. Requests for Student Council funds must be made in writing and signed by the club advisor and president.

## **Athletics**

Students may participate in the BCA Athletics program based on eligibility. BCA offers Soccer, Basketball, Cross Country, and Track and Field. For more information, log on to the BCA website or contact the Athletic Director. Necessary forms and schedules are located on the website.

## **Missions and Community Service**

Bradford Christian Academy promotes a community that inspires students to value diversity and to be active and responsible citizens. BCA provides a variety of opportunities for students to participate in community service.

Every other year Bradford Christian Academy sponsors an international missions' trip for the high school. Students and chaperones traveled to the Dominican Republic in 2008, 2010, 2012, 2014, and 2016, 2018, and 2019 to assist in the construction of a student center for children sponsored by Compassion International.

### **Community Groups**

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

### **Eligibility for Extracurricular Participation**

Activities included under these guidelines are all boys' and girls' interscholastic sports (practices and games), performing arts (participation in school theater productions, musical performances, and fine arts shows), and student leadership positions (participation in Student Council). All students are eligible for any other activities not defined above.

- Students in grades 5-PG must maintain an average of C- (70%) in each class and may not have an F in any class for the previous quarter to be eligible to participate in extracurricular activities.
- Students in grades 9–12 must be currently enrolled and have completed all class work for the previous quarter. Students may not play with an “incomplete” class.
- A student who misses the 70% by a narrow margin the previous quarter may request a waiver by scheduling a conference with the Principal. A waiver may be granted if the student agrees to meet specific terms set in the form of a contract. If the terms are not met, the student will lose eligibility immediately.
- A student new to the BCA high school, who is ineligible upon admission to BCA (because of certain sport league regulations), may become eligible at the end of his or her first quarter provided that he or she has met the eligibility requirements. The student may participate in practices but not games, provided he or she meets with an administrator to ensure that this is in the student's best interest.
- Eligibility for the entire athletic season shall be based on the student's previous quarter grades.
- Eligibility for the fall athletic season is based on grades achieved in the previous spring. Grades achieved during the fall semester will determine eligibility for the winter. If academic problems arise during a quarter, teachers, coaches, advisors, and parents will work with the student to help him or her maintain acceptable grades. If the grades do not improve the student may be removed from the activity.
- An Incomplete is considered elementary than a C- until the final grade is determined.
- The office will inform the student, parents, and faculty of ineligibility.
- The Principal and faculty advisor for a new extracurricular activity shall determine if that activity is governed by these requirements.



## School Safety Procedures/Information

### School Cancellation Announcements

Please watch for the no school announcements or delayed opening announcements due to inclement weather on Channel 7, Channel 4, the school's website, the school's Facebook page, or call the BCA main number for the recorded message. BCA has an emergency phone notification system that will also alert families once the family has registered their information.

### Arrival and Dismissal Procedures

#### Elementary School Procedure

Elementary School drop-off begins at 7:40 am. Elementary School students must be ready and in their classrooms by 7:55 am. A staff member will be present to open the door and greet students.

Elementary School dismissal begins at 2:45 pm. If you need to pick up your child early, please do so by **2:25 pm**. If a student is going home with another student, please send in a signed note at the beginning of the day or call the main office by noon.

Elementary School students remain in the building at dismissal time and are released to parents as the parent vehicle pulls into the half-circle driveway in front of the school. **Please pull all the way through the circle, so we can load six cars at once.** Students are issued a number on the first day of school. Please place this number in your car window so that we can call your student from the building. If you are picking up multiple students, please display multiple numbers.

A staff member will be located at the far end of the circle and will call the student number displayed in the car. Elementary students will exit the building through Door A. Middle school students will exit the building through Door B. When all six cars are full, we will move the line. You may turn right or left onto Oxford Avenue when exiting the driveway.

We appreciate your efforts to make arrival/dismissal time safe and orderly for our students and for the children living in the surrounding neighborhood. In addition, please observe the following procedures:

- No U turns are allowed on Oxford Avenue, and please do not use neighbor driveways to turn around.
- **Please observe the posted 20 mile per hour school zone in front of BCA. Please watch your speed as fines for speeding in a school zone are very high.**
- Please do not use arrival/dismissal time to talk with school personnel about your student. School officials are engaged in assisting students to enter or exit the building in a safe, timely way. Parents are welcome to call the school or email the school during business hours to conduct business or to set up an appointment.
- **We ask that the parking lot entrance is left clear. We must keep it free for two-way traffic at all times.**

Students, who will be traveling collectively to away games, off-site athletic practices, etc., will be called as a group and dismissed as a group. Theater students will be dismissed according to regular dismissal policy, as they need to arrange for their own transportation to First Church of Christ.

The academic day ends at 2:41 pm and is signaled by the bell. At this time, all students have 4 minutes to go to their lockers, gather their books, pack their bags, and line up in designated rooms to wait for their number to be called.

At 2:45 pm, the bell will ring once again, and all students need to be in their assigned dismissal areas. If they are not, they will be marked tardy. From 2:45-3:00 pm, the entire building will be engaged in a silent dismissal. At 2:45 pm, household numbers will be called via walkie-talkie. All doors between classrooms will remain open during dismissal period. Students who are not silent or are disruptive during the dismissal period will receive a detention.

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

### **Middle and High School Procedure**

Middle and high school drop-off begins at 7:45 am. Students are expected to be in their first block class for attendance and morning announcements by 8:00 am.

Middle and high school dismisses at 3:00 pm. At the end of the day, teachers monitor their classrooms and the hallways as students exit the building. Middle and high school students should be picked up by 3:15 pm or should proceed to athletic practices or theater practice.

BCA's middle and high school facility is located inside of Riverwalk (360 Merrimack St, Suite 380, Entrance K, 3rd Floor Lawrence, MA 01843). When students enter and exit Riverwalk, they will use the stairs (not the elevator unless they have permission from the main office) to access BCA's facility on the third floor. A teacher or administrator assigned to door duty will be present to greet students as they arrive and see them off at dismissal.

### **High School Student Parking**

High school students with driver's licenses may drive to school and park in the Riverwalk parking lot in front of Entrance K.

### **Cold Weather Policy**

Elementary students go outdoors for scheduled outdoor activities unless the temperatures are below 20 degrees. At temperatures colder than 20 degrees absolute, or 20 degrees wind chill factor, all students will be kept indoors. We urge parents to be sure that their students dress warmly, including appropriate footwear and headwear.

## **Safety**

Safety is important. Since students, parents, and visitors use our main entrances, students will keep the areas clear and unobstructed. Loitering is not allowed in the parking areas or around the buildings. Skateboards are not permitted at school. Students are not permitted to exit or enter through the windows: students climbing in or out of the windows may be subject to suspension and possible expulsion.

## **Evacuation Drills**

At the alarm, students walk quietly, in an orderly manner, with the classroom teacher to the designated exit and proceed to the assigned evacuation location. Students remain quiet in the evacuation location until a school authority authorizes a return to the building or conducts student release procedures. Once a return to the building is authorized, students will proceed back into the building in an orderly manner.

## **Health and Medical**

Students needing medical attention should report to the office. If students are injured during the school day, the office will file a report, and parents will be notified immediately. If parents cannot be reached and the injury is serious, the family doctor will be consulted. In the event of a severe injury, we will send students to Holy Family Hospital at Merrimack Valley or Lawrence General Hospital. State mandated medical examination reports containing up-to-date immunization records are required to be on file for all students prior to the first day of school. All students participating in interscholastic sports must return completed medical forms prior to participation in practice.

## **Student Allergies**

Students are required to get physicals each year and to submit the Physical Form at the start of each school year. If a student has a medical need or a severe allergy, physicians will be asked to complete an Emergency Action Plan and Medication Order that will be kept on file. These will be explained to the faculty and staff who work with the student. Epi-pens will be locked in the main office. If you discover your student has an allergy that has not been previously documented in our system, please notify the main office immediately. Student medical needs and severe student allergies will be monitored and kept on file by the Principal in either building. Please include information regarding medical concerns and allergies on the field trip permission forms as well as these forms and medications travel with the field trip personnel.

## **Care of Students Exhibiting Mental Health Issues**

It is the policy of Bradford Christian Academy to maintain a safe and secure environment for all students and staff in the school setting and to encourage students to attend to their emotional health in productive, sustainable ways.

Any student exhibiting emotional distress and unable to remain in class will be referred to the school counselor if she is available on campus. If students are unable to control their emotions, appropriately engage in the classroom instruction and remain in their class, a phone call will be made to parents/guardians asking to pick up their child immediately. Students will remain in the office until a parent/guardian arrives to dismiss them. The school counselor will follow-up with parents and the student to offer support.

In the event of a crisis, the school counselor or a school administrator will initially evaluate the student to determine the appropriate level of severity and safety issues. Precautions will be taken to protect student privacy, prevent students from fleeing the building, and minimize the impact of the crisis on the rest of the school. Staff will consult with one another when making these determinations. School personnel will remain with the student until a parent/guardian is present to assume responsibility. Any student exhibiting one or more of the following behaviors will be referred to an outside provider of crisis evaluation and intervention services.

- Unsafe thoughts towards self or others
- Self-injurious behavior or impulses
- Injurious behavior/actions toward others
- Harmful threats toward others
- Violent or threatening behavior
- Out-of-control behavior
- Severely distorted beliefs, perceptions or thought process
- Significant and/or prolonged depression or anxiety

When such referral is necessary, parents/guardians of the student in crisis will be notified by the school counselor or a school administrator. Parents/guardians are requested to meet with school administration within one hour, providing the student is in no imminent danger to himself or others, to discuss the issues. After the meeting, the student must have an immediate crisis evaluation by a licensed mental health professional qualified to provide crisis assessment.

If after meeting with the school counselor and administration, parents/guardians are unwilling to have a crisis evaluation for their student, BCA will contact the Department of Children & Families (DCF) to file a 51A according to Massachusetts law. Administration will follow up with a written memo to parents/guardians reiterating the concerns, the presenting issues that led to the determination, and a request for crisis intervention. Copies of this memo will be forwarded to DCF and placed in the student's permanent file.

BCA staff is required by law to report a 51A for neglect when parents/guardians are not appropriately addressing a student's obvious severe mental health issues. Once the 51A has been filed, DCF is required to evaluate the allegations, determine the safety of the child and will make a decision to either dismiss the 51A or continue with an investigation.

In the event that the parents/guardians cannot be reached during a crisis, the student will be taken via ambulance to Holy Family Hospital at Merrimack Valley Emergency Department for a crisis evaluation. If,

in the judgment of school administration, there is a significant, immediate threat to the student or others, administration will call 911 or have the student transported to the Holy Family Hospital at Merrimack Valley Emergency Department via ambulance accompanied by school personnel. Parents/guardians will be notified to meet the student at the hospital for a crisis evaluation.

If the crisis involves others at the school, once the immediate crisis situation is resolved, the others involved may be addressed to reassure them and to give them the opportunity to express feelings or ask questions. Administration will determine in advance the appropriate level of information-sharing to protect student confidentiality. When necessary, the school counselor will follow-up individually with students directly involved in an incident.

BCA will ask parents/guardians to sign an "Authorization for Release of Student Records" form so that a copy of the crisis evaluation report may be sent to the school prior to the student's return to school. This will assist the school in developing and implementing a plan for the student's successful transition back to the school setting. Upon return to school, parents/guardians must provide the school with a note from the crisis evaluator stating that the "student is safe to return to school." The student must also demonstrate that he or she is able to remain in class, participate in daily school activities, and complete required homework and assignments; students unable to participate safely in the daily routines of school are not ready to return and will be sent home.

Before the student returns to classes, the student and his or her parents/guardians will meet with the school counselor and administration to discuss support for the student needs for a successful return to school and for ongoing attention to mental health. The student will, at the direction of administration, meet on a regular basis with the school counselor until the counselor determines it is appropriate to release the student from her services. The parents/guardians and students may be asked to sign a "Contract for Safety" (developed by administration and the school counselor) to this effect. Parents/guardians should make the school aware of arrangements made for the student to receive counseling outside of school and sign all Release of Information forms to ensure ongoing collaboration among all members of the student's support team.

## **Mental Health Counselor**

BCA employs a part-time mental health counselor who is available to meet with students who are struggling with various emotional and mental health issues. Common issues students face are self-esteem, stress management, peer conflicts, family issues, impulsivity/hyperactivity, depression, and anxiety. The School Counselor also facilitates Peer Mediation and can provide students and their families with psychoeducation and various community resources.

Students may be referred to meet with the School Counselor by staff, parents, or themselves. Students may process their issues with the School Counselor, who will help empower students to make healthy and safe choices and develop coping skills in a confidential setting. Limitations of confidentiality are explained to students, which include breaking confidentiality if students express any unsafe thoughts or

behaviors towards themselves or others, report abuse or neglect, or if students are engaging in high risk behaviors. In such cases, parents and school administration will be immediately informed.

The School Counselor will assess whether additional therapeutic support would be beneficial and will contact parents to discuss concerns with them. The School Counselor will work with the parents/guardians to help facilitate any referrals for outpatient therapy or medication evaluations and will request all Releases of Information be signed in order for the School Counselor to connect with various providers to ensure continuity of care. The School Counselor's goal is to provide mental health support to address students' social, emotional, and spiritual needs so students can thrive academically at BCA.

### **Reporting Child Abuse and Neglect**

Under Massachusetts General Laws Chapter 119, Section 51A 51G, any public or private school teacher, educational administrator, guidance or family counselor, nurse, or social worker, as well as certain other professionals, who in his/her professional capacity shall have reasonable cause to believe that a child under eighteen years is suffering serious physical or emotional injury resulting from abuse by a caretaker, including sexual abuse, or neglect, including malnutrition, shall immediately report such conditions to the Department of Children & Families (DCF). BCA staff is mandated by law to file a 51A even if it is suspected that the student's allegations of abuse or neglect do not hold merit. Once the 51A has been filed, DCF is required to evaluate the allegations, determine the safety of the child and will make a decision to either dismiss the 51A or continue with an investigation.

### **Valuables**

Students are urged not to bring valuable items to school. Responsibility for the care of personal items of value (money, clothing, jewelry, cell phones, electronic devices, books, etc.) rests entirely with the student. Students should keep these items in their locker when not actually using them. Money belonging to organizations and, in emergency situations, large sums of personal money, must be left in the office for safekeeping, since lockers may not be sufficiently secure for them.

### **Visitors**

For Elementary School families, approval for visiting BCA must be secured from the Elementary School office. All visitors to the school are to register at the office. Students generally are not allowed to visit unless they are in the admissions process. High school visitors must sign in at the high school main office.

### **School Dances, Activities, and Field Trips**

Students and their guests need to have permission slips signed by a parent to attend school sponsored functions and field trips. Students will not be allowed to leave school sponsored functions and be readmitted. Students will be asked to leave a school function for inappropriate behavior or dress or be asked to wear leggings or a cover up for immodest dress. Students bringing a guest from outside the BCA school community must fill out the guest permission slip and have the slip signed by an administrator of

the guest's school, stating that the guest is a student in good standing within the sending school community.

## **Acceptable Use Policy for Technology**

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

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

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

BCA reserves the right to gain access to all information in the network which includes but is not limited to student documents, sites, and calendars. It may do so for any purpose. This may occur with or without prior notice to anyone. Consequences for failure to meet the terms stated in this policy include disciplinary action, suspension, or expulsion. Members of the BCA community demonstrate that they understand this policy and agree with its terms by signing the consent and agreement form at the beginning of each school year.

Students in grades K through 7 may bring in personal computers, iPads, or Chromebooks only with specific teacher permission. Students in grades 8 through 12 are expected to bring their personal computers, iPad, or Chromebook and maintain all school expectations regarding technology during the school day, at school events and on school property.

### **Acceptable uses of the resources of BCA include:**

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

### **Unacceptable uses include, but are not limited to:**

- Use of computers during class time except for a specifically assigned task.

- Plagiarism and copyright infringement (refer to the section on plagiarism in the Parent/Student Handbook).
- Playing games, blogging, email, and other Internet search activities which are not related to class work or assignments.
- Using a teacher's computer or that of another staff member unless the teacher is present, given the student permission, and it is used for an assignment.
- Tampering with, manipulating, hacking, or altering hardware, system settings, software programs, or data files. This includes vandalizing the system through the introduction of malicious content, including but not limited to viruses, Trojan horses, or worms.
- Engaging in spamming or participating in email chain letters.
- Accessing pornographic material. Any site that either displays pornographic images or obscene language falls into this category.
- Using the school's computer resources for any commercial purposes, including the use of printers, printer paper, disk space or Internet bandwidth.
- Downloading unauthorized files from the Internet. This includes, but is not limited to, any freeware, shareware and/or demo programs and music files. In addition, no video streaming such as YouTube may be viewed unless as part of a class assignment or research project.
- Viewing of or posting to social networking sites such as (but not limited to) Facebook and Instagram.
- Posting contact information about yourself or other people in the school community.
- Engaging in any activity using the school's computing resources that violate United States or local laws.

## **Tobacco Use**

BCA requires students to agree to refrain from tobacco use at any time throughout their enrollment at BCA. Students and parents affirm this agreement through the signing of the Parent/Student Handbook. Tobacco products may never be brought to campus or to off-campus activities. Students are also forbidden to use E-cigarettes, E-Hookahs, Hookah pens, or any other devices of this nature including the purely vapor variety.

## **Drug and Alcohol Use**

BCA seeks to affirm and support students' physical, emotional, and spiritual health. The use of drugs, apart from medical necessity under the supervision of healthcare providers and parents, and alcohol present a significant risk to individual and community wellbeing. Therefore, BCA stands firmly against the use of alcohol and illegal/recreational drugs at all times by all students. BCA requires students to agree to refrain from alcohol and illegal/recreational drug use at any time throughout their enrollment at BCA. Students and parents affirm this agreement through the signing of the Parent/Student Handbook Agreement Form. In addition, BCA provides students with education about the risks of alcohol and illegal/recreational drug use through required health classes. In order to support and maintain an alcohol and drug-free school culture, BCA will provide strong discipline for students who bring, distribute, and/or



use alcohol or drugs at school or at school sponsored events. Such discipline will include suspension and possible expulsion.

## **Scope of Intervention**

BCA expects that students will live by the values and behaviors they agree to when enrolling at the school at all times in all places. In this way, students affirm the values and behaviors that characterize participation in the BCA community. It is not possible or desirable to monitor student behavior outside of school sponsored events. However, if students engage in illegal, dangerous, or bullying behaviors outside of school that have a significant negative impact for individuals or groups within the school community, BCA reserves the right to intervene. Such interventions may include but are not limited to student meetings, parent notification, and disciplinary actions.

## **Drug Testing**

BCA reserves the right to drug test students for suspected drug use at any time. A student found using or possessing drugs or alcohol on or off campus will face severe disciplinary action including suspension or immediate expulsion. Student purses, backpacks, lockers, and vehicles parked on campus are also subject to search. BCA reserves the right to bring in drug dogs to search for illegal substances on campus and in the parking lot in students' cars.

## **Bullying Policy**

Bradford Christian Academy is committed to maintaining a school environment where each student is challenged to reach his/her full potential. As a Christian community, we must be about the promotion, not diminution, of human dignity. In addition, BCA seeks to prepare young people for living according to Christian principles, and we commit to being a community that lives together in harmony with the teachings of Jesus Christ. Specifically, we share the values of:

**Glorifying God:** We seek to glorify God in all activities and relationships;

**Respect:** Each person is created in God's image and, therefore, will be treated with respect;

**Honesty:** Our relationships and academic performance will be based on honesty and fairness.

We also affirm God's righteousness as the foundation of our belief and practice. The Scriptures remind us of God's creation of all human beings in His image, His acknowledgment of human diversity, His unconditional love for His people in Christ, and His command that we love likewise and act justly.

To foster respect and understanding of one another, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subject to harassment, bullying, cyberbullying, text-bullying, and the effects thereof. Harassment and bullying take away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm.

## Definitions

**Bullying** as defined in M.G.L. c. 71, §370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyberbullying.

**Cyberbullying** is bullying through the use of technology or electronic devices, such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M. G. L. c. 71, §370 for the legal definition of cyberbullying.

**Hostile environment**, as defined in M. G. L. c. 71, §370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

**Perpetrator** is a student or a member of a school staff including, but not limited to, an educator, administrator, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

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

## Reporting

**Reporting by Staff:** BCA faculty and staff shall immediately report any instance of bullying or retaliation that he or she has witnessed or become aware of to the Principal or Head of School.

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

**Reporting to Local Law Enforcement:** At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the Principal or Head of School has a reasonable basis to believe that

the incident may involve criminal conduct, local law enforcement will be notified. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Head of School will contact the local law enforcement agency if he or she has reasonable basis to believe that criminal charges may be pursued.

### **Investigation**

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

### **Determination**

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

The Principal or Head of School will notify the parents or guardians of the target or aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the Principal or Head of School cannot report specific information to the target's parent/guardian about the disciplinary action directed at the aggressor.

### **Weapons**

Guns, knives, firecrackers, matches or cigarette lighters, water pistols, or weapons of any kind may never be brought to school or to off-campus activities. Students bringing any of these items to BCA or any school sponsored activities will be subject to suspension and possible expulsion.

### **Physical Violence**

Physical violence of any kind is not permitted at Bradford Christian Academy. Students are asked to keep their hands to themselves and to respect the physical space of others. Physically aggressive acts of all kinds, including kicking, purposeful pushing, hitting, slapping and restraining another student against his or her will are handled very seriously and may result in suspension or expulsion.

## Harassment and Sexual Harassment Policy

BCA will not condone nor tolerate harassment of one member of the community by another, including physical or sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, demean, intimidate, or embarrass a community member. Harassment, in this document, shall cover single instances as well as repeated incidences of such behavior. It is important for individuals who think they have been harassed to promptly report the incident. Any such complaint shall be pursued according to the procedures described below. All allegations of harassment will be immediately investigated. BCA will not tolerate mishandling of complaints by authorized personnel, negative behavior responses to an individual after making a complaint, or false accusations. Violation of this policy will result in disciplinary action up to and including suspension, dismissal, or expulsion.

Sexual Harassment includes, but is not limited to:

- unwelcome sexual advances
- requests for sexual favors
- sexual slurs, jokes, or innuendoes
- displays of sexually suggestive objects or pictures
- discussions of one's sexual activities
- sexually suggestive language or gestures
- physical abuse or sexual assault
- inappropriate petting, touching, or pinching
- other verbal or physical contact of a sexual nature where: submission to such conduct is either an expressed or implied term or condition of employment or favorable evaluation; submission to or rejection of such conduct is used as the basis for an employment or evaluation decision affecting the harassed person; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or class performance or creating an intimidating, hostile, or offensive environment.

Notification procedures are available to any member of the BCA community who thinks s/he has been harassed within the BCA community. These procedures are intended to facilitate the treatment of each person on our campus with respect, dignity, and Christian charity. We hope that we can confront and reprove harassment within the community through informal procedures. However, if informal procedures do not result in satisfactory reform, the formal procedure is available.

**Informal:** The informal procedure consists of an unwritten request for advice or counsel to evaluate perceptions or clarify issues. Students may seek out their advisor, favorite teacher, Principal, or Head of School. Employees may seek out the Principal, Head of School or a Board member. If resolution is not achieved by the informal procedure and the person wishes to pursue the matter, she or he should document the informal steps taken and then follow the formal procedures as outlined below.

**Formal:** A formal complaint should be filed with the Head of School, or if the complaint is against the Head of School, the Chairman of the Board should be notified, who will notify the full Board. In all cases the complainant shall present in writing a description of the problem. Written complaints shall be filed as near in time to the actual incident(s) as possible. The appropriate official will initiate an investigation, including discussion with all parties. An ad hoc committee may be appointed to investigate the case and make a recommendation for action. A decision shall be made within 10 working days of the date the complaint was submitted. If the administrative official finds that harassment has occurred, disciplinary action will be taken by the Head of School or Board as is appropriate.

**Sanctions:** Possible sanctions against sexual harassment offenses may include, but are not limited to, oral reprimand, written reprimand, counseling, probation, suspension, discharge, and expulsion. They may affect promotion and salary decisions.

**Appeals:** After receiving the findings, both parties will have seven working days in which to appeal to the President of the Board of Directors. If an individual feels he or she has been subjected to harassment, sexual or otherwise, or the situation has not been resolved by the above procedures, he or she may file a formal complaint with either or both of the following government agencies: The United States Equal The Massachusetts Commission, Opportunity Commission Against Discrimination, One Congress Street Boston Office, 10th Floor, Room 1001 One Ashburton Place, Room 601, Boston, MA 02114 Boston, MA 02108, (617) 565-3200 (617) 727-3990.

## Hazing Legislation

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

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

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

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

**Section 18.** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably

practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19.** Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

## **Student Confidentiality After the Age of 18**

All parents have Veracross access and access to student records. Additionally, parents are required to sign permission slips, athletic waivers, and open campus permissions regardless of the age of the student. However, if a student is 18 years of age or older, the student may submit a written request asking to withhold this information citing the student's right to privacy. The student will then become the sole recipient of confidential student information according to his or her legal right to privacy as an adult.

## **Business Office Policies**

### **Tuition Policy**

Bradford Christian Academy's board of directors sets tuition and fee rates annually balancing affordability for families with ensuring the resources necessary to provide a quality academic and extra-curricular program. The terms and conditions of a student's enrollment and tuition are governed by the enrollment agreement which must be signed by the party responsible for payment prior to the student starting school.

### **Payments**

BCA uses FACTS Tuition Management, a third-party organization, to facilitate the collection of tuition payments for families. This free service eliminates the need for BCA's business office to invoice parents, provide follow-up correspondence for late payment, non-payment, etc., and relieves BCA of the financial burden of employing additional bookkeeping staff to manage student accounts. For these reasons, all families must use FACTS Tuition Management unless BCA's business office approves an alternative plan in writing. Such approvals will only be approved when verified extenuating circumstances warrant an exception.

Recognizing that the majority of BCA's expenses and obligations are incurred on an annual basis and that such expenses and obligations are entered into based upon total student enrollment, Parents/Guardians agree to be responsible for the full year's tuition and fees after July 1<sup>st</sup>. Parents/Guardians further agree that Bradford Christian Academy will not be required to refund payments and that the full year's tuition and fees are due regardless of the student's withdrawal, dismissal or absence from school any time after July 1<sup>st</sup>.

Curriculum and technology fees are due in full by July 1<sup>st</sup>. Fees not paid by July 1<sup>st</sup> will be automatically rolled into the total tuition balance due through FACTS Tuition Management.

Accounts not paid within the terms of the enrollment agreement are subject to a 1% monthly finance charge.

It is the responsibility of the parent to request an alternate plan of the Business Office if personal circumstances warrant an adjustment to the payment schedule.

Students may not continue enrollment at BCA after January 1<sup>st</sup> of the school year unless their account is either up-to-date, or there is an alternate payment plan approved in writing by the Business Office upon which parents are making payments according to the terms of the approved alternate plan.

### **Financial Aid**

Bradford Christian Academy provides financial aid to students who demonstrate financial need through application to FACTS Grant & Aid Assessment, a third-party business that BCA contracts with to provide independent assessment of a family's need for financial aid. Each year the board determines the amount

of financial aid available through the budgeting process. Financial aid is awarded in the order in which the school receives verified proof of need from FACTS Grant & Aid Assessment.

Bradford Christian Academy **requires** that both natural parents contribute to the cost of education for their child to the extent of their ability. If the student's parents are divorced, separated, or were never married, both will be asked to complete their own application with FACTS Grant and Aid Assessment form. In addition, divorced parents who have remarried must include all financial information for the new spouse.

Financial aid is not automatically renewed and may change from year to year. Families must re-apply for financial aid each year.

### **Re-Enrollment**

Bradford Christian Academy re-enrolls students for a new school year in January. Completion of re-enrollment, including payment of the required deposit, secures a space for the next school year. Information about re-enrollment is emailed to families in January. Re-enrollment occurs through the completion of an online form which is available on the school's website. Students may not re-enroll for a new school year unless payments for the current year are up to date, or there is an alternate payment arrangement approved in writing by the business office upon which agreed upon payments are being made.

Unless there is an alternative payment plan in place, all monies received by BCA will be applied to oldest balances.

Upon request, families in need may roll the re-enrollment deposit into their monthly FACTS payments. This request will be granted provided the family has a current payment plan in place upon which agreed upon payments are being made.

Financial Aid will not be granted to returning students unless they have completed the re-enrollment process, there is a payment plan in place with FACTS Tuition Management, and all payments including fees are up-to-date.

### **Filing a Complaint or Grievance**

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

Parents may appeal a teacher or administrator's decision to the next level up from the position making the decision being grieved. If there is a grievance against the Head of School the grievance needs to be



made to the BCA Board Chair. Appeals may continue up the chain of command until the board makes a decision and then after that to binding arbitration.

### **NOTICE OF NONDISCRIMINATORY POLICY**

#### **AS TO STUDENTS**

Bradford Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of education policies, admissions policies, scholarship, and loan programs, and in the hiring of school personnel.

#### **RIGHT TO AMEND**

***The Head of School and Principal reserve the right to amend this handbook at any time. Disciplinary action is subject to their discretion.***