



BRADFORD

CHRISTIAN ACADEMY

Uniting Learning with Purpose

Parent Student Handbook

2026-2027

Head of School
Victoria Kennedy

Principal
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Division Leaders
Lower: Scott Sullivan
Middle: Scott McGowan



Dear BCA Student,

Welcome to a new chapter in your journey! As you walk the halls of Bradford Christian Academy, you are stepping into a community that believes deeply in your potential. The friendships you'll form, the subjects you'll explore, and the challenges you'll tackle will shape you in lasting ways. Our greatest hope is that through your time here, you will come to know God more personally and grow into the person He created you to be.

What you experience at BCA will be shaped by the choices you make. When you show up ready to learn, invest in meaningful friendships, get involved in activities, and treat others with kindness and respect, you help build a school culture that honors God and lifts everyone up—including yourself. Your time here will be what you make of it—and we believe you have what it takes to make it great.

You're not on this journey alone. You're surrounded by classmates, teachers, and staff who care about you and are committed to growing alongside you. Together, we form a Christ-centered community built on shared values—truth, respect, compassion, integrity, and faith. This Student Handbook outlines what it means to live out those values at BCA. Please take time to read it, and if you ever have questions, don't hesitate to ask a teacher, staff member, or administrator. We're here to support you.

You are a unique and valued part of this community, and we're so grateful you're here. We can't wait to see how your gifts, ideas, and energy will help shape BCA this year.

Let's make it a year to remember.

Cheering for you always,
Victoria Kennedy
Head of School

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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.

BCA Tagline

Uniting Learning with Purpose

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 a 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.

⁵ You shall love the LORD your God with all your heart and with all your soul and with all your might.⁶ And these words that I command you today shall be on your heart.⁷ 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

¹⁹ For in him all the fullness of God was pleased to dwell,²⁰ 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.

⁷ Ask, and it will be given to you; seek, and you will find; knock, and it will be opened to you.⁸ 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 a group 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;⁵ and there are varieties of service, but the same Lord;⁶ and there are varieties of activities, but it is the same God who empowers them all in everyone.⁷ To each is given the manifestation of the Spirit for the common good. 1 Corinthians 12:4-7

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

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

⁵ May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus,⁶ that together you may with one voice glorify the God and Father of our Lord Jesus Christ. ⁷ 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

BCA is open to students whose parents agree that their child 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.

BCA'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 communication 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.

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. They are 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)*

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.

Honoring Myself

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 an unkind prank.

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

- I will not smoke, vape, or drink alcohol. 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.

General Information & Policies

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 **Lower School** refers to 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 Hasseltine Hall facility.

Appearance Code

Lower School

BCA requires that **Lower 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). 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

Dress code for boys is neat, solid-colored polo shirts with or without the BCA logo, chino/khaki/corduroy pants or shorts, socks, and shoes or sneakers. Solid fleece outerwear with the BCA logo is permissible. BCA sweatshirts/plain solid sweatshirts without words or logos/solid-colored sweaters are permissible.

- Crocs, sandals, flip-flops, clogs, and slippers are **not** permitted. Sweatshirts and fleeces may not have any writing other than the BCA logo. Pants may not be tight fitting or too long or made of athletic material.

Girls

Dress code for girls is neat, solid-colored collared shirts with or without the BCA logo, chino/khaki/corduroy pants, shorts, or skirts, and shoes or sneakers. Solid colored leggings only. Solid fleece outerwear with the BCA logo is permissible. BCA sweatshirts/plain solid sweatshirts without words or logos/solid-colored sweaters are permissible.

- Dress code tops must comfortably and completely cover midriffs and backs at all times, whether standing, sitting or bending. No camisoles with lace showing are allowed.
- Crocs, sandals, flip-flops, clogs, and slippers are **not** permitted. Sweatshirts and fleeces may not have any writing other than the BCA logo. Pants may not be tight fitting or too long or made of athletic material. Solid color leggings may be worn under skirts only.

Middle and High School Guidelines

BCA's middle and high school students follow a uniform policy and not a dress code like the Lower School. The policy utilizes the uniform offerings from Lands' End Uniform Families should begin by setting up an account at www.landsend.com/school (BCA's Preferred School Number is 900120023) Any items on BCA's personalized product checklist are acceptable to wear to school.

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

Reminders:

- Tops **MUST** be from Lands' End and have the BCA logo embroidered on them.
- Bottoms **MUST** be ***Navy or Khaki colored only*** and may be purchased from a store other than Land's End.
- Pants may not be worn tightly and must have a trouser fit. Pants should be plain front, and not gathered or elastic at the hem.
- Plain front or pleated chino, or blended shorts of a length not shorter than a hand's width (maximum of 3 inches) above the top of the knee. Athletic material is not permitted.
- Skirts/skorts cannot be more than 3" above the knee and must be from the uniform store.
- If a student wishes to wear a jacket or sweater on uniform days over the mandatory polo, they must be from Lands' End with the BCA logo.
The polo must ALWAYS be worn.
- **BCA hoodies, BCA arts, sports, or team jackets, may only be worn on Fridays or on Dress Down days.**

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.**

Gym Attire

Students in the Upper School may change into gym clothes during scheduled PE classes.

Inappropriate Items for All Grade Levels at Both Schools

- Tank tops, spaghetti straps, visible camisoles, and sleepwear.
- Short skirts or skirts rolled up to look short, short shorts. All skirts and shorts should be no more than 3 inches above the knee.
- Hats, scarves, do rags at any time, inside the building, unless for religious reasons
- Outdoor coats or jackets should be removed when inside the building
- 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, ear gauges, other than the ear or a small stud for the nose is not allowed.
- 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

Attire for Semi-Formal Occasions

BCA requires semi-formal dress on special occasions, such as concerts and dances. Semi-formal dress for young men includes a dress shirt, belt, tie, dress slacks (no jeans or shorts), dress shoes, 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 top, dress or suit, and dress shoes. Dresses must be regulation length and may not expose backs, bare midriffs, or have low necklines. Students may be sent home from semi and/or 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 are encouraged to wear game jerseys with their uniform bottoms on game days.

Attire for Dress Down Days

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 Down Day privileges for the remainder of the quarter. A third offense results in a loss of the privilege for the year. Continual violation of the dress code will result in a parent conference and further disciplinary action.

Shoes that are not allowed on regular school days are NOT allowed on non uniform days.

Enforcement of the Appearance Code

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

Dress code violations:

- 1st Offense: Parents will be informed by email.
- 2nd Offense: The student will be sent to the office and parents will be contacted to bring in the appropriate items.

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.

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

Attendance Policy

Regular attendance 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 lower 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.

Lower School

Attendance

The Lower School places high accountability on student attendance as it affects not only the student, but the class community as well.

Tardiness

Tardiness is more disruptive than an absence as the latter affects the students, but the former affects the whole class. We are a community distinguished by grace. We understand that some days are outside of one's control, but patterns of consistent late behavior affect the school

community. A pattern of multiple tardies will affect the student's participation in the school's aftercare program and daily progress.

Parents of students who have a combination of five absences and tardies in a trimester will be contacted by the Elementary Division Leader in order to create a plan for success.

Absences or tardies require an email to our attendance line, attendance@bradfordchristianacademy.org, by **8:30 am** from a parent stating the reason.

Early dismissal requires a note from a parent or email to the attendance line (attendance@bradfordchristianacademy.org) indicating the purpose and time of the dismissal.

Middle School and High School

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 lower grades. **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 lower 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. In the instance of an extended family vacation a pre-approval form must be completed and submitted for approval (*see extended Absence below for more detail*).**

Absences or tardies require an email to our attendance line, attendance@bradfordchristianacademy.org, by **8:30 am** from a parent stating the reason. **Students who arrive after 11:00 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.**

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. Parents must come to the office to sign out their child for early dismissal, regardless of the child's age.

If a student will be absent, the parent must email or call the school office by 8:30 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.

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.

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.

Early Dismissal

Early dismissal requires a note from a parent or email to the attendance line (attendance@bradfordchristianacademy.org) indicating the purpose and time of the dismissal.

Extended Absence

Grades 6-12 are required to have a ***pre-approved absence form***, obtained from the Main Office, completed by the parent and then signed off by all of the student’s teachers indicating that they understand that the student will be absent. Grades K-5 should send an email to the Division Leader and Teacher explaining the absence.

Tardiness for Both Buildings

Students are tardy if they come into school after 7:55 am. A Lower School student who arrives after 7:55 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 7:55 am. Middle and High school students who arrive in school after 7:55 am must report to the Main Office to sign in and indicate the reason for the tardiness. Classes begin at 7:55 am. Students **MUST** be in class and ready to go at 7:55 am, **sharp**.

Tardiness is subject to disciplinary action. To allow for unexpected situations, a student may be tardy three times in a 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 11:00 am may not participate in any after-school events.

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.

Student Parking

Students who drive to school must register their vehicles with the main office and display a BCA tag in an easily seen location within their vehicle.

Calendar

The BCA school calendar is located on our website under the BCA Families heading. 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.

Cell Phone Use

We understand that many students have cell phones and parents want them to have them for safety reasons. However, phones have become a great distraction for our lower and middle school students.

Grades K-8 may not have their phones at any time during the school day.

Grades K-5

Electronics and valuables of any kind are not permitted in the Lower School. This includes cell phones, handheld games, Apple-watch type devices, or items of monetary or sentimental value.

Grades 6-8

Parents who wish their middle schooler to have a phone with them for emergencies will be asked to turn the phone in at the beginning of the school day and then retrieve it at the end of the day.

Grades 9-12

Any cell phone that becomes visible or heard by an adult during the course of the school day will be confiscated. Students **MUST** give their phone to the staff member who sees it. A failure to give their phone up will result in disciplinary action and a call to a parent. Staff members should secure the phone until it can be brought to the Main Office and retrieved at dismissal. Students who need to contact their parents for urgent matters are encouraged to use the main 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; however, high school students may check their phones at this time.

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

High school students may be permitted to listen to music 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 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.
- Headphones must be used only at a low enough volume so 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.

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.

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-ins, warnings, or reminders 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, Division Leader, 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. 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, smoking or vaping, physical violence, violating our acceptable use policy, or harassment of any kind to name a few.

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.
- Complete all assigned homework. Failure to be prepared will affect the student's grades.

Food and Drink

To keep BCA clean and safe for all students, there **is no eating in the classroom** (unless pre approved by the Division Leader or Principal). Students can bring water bottles to class.

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.

High School Privilege of Open Campus

Juniors and seniors who do not have a class scheduled during the last block may leave the school grounds during this open block. Juniors and Seniors who do not have a class scheduled during the first block may come to school at **9:00am**. The following rules apply for these privileges:

- The office has an Open Campus Form completed & signed by parents/guardians on file.
- The student signs out and or signs in at the main office.
- The student maintains a grade point average of C- (70%) in each class or better without failing grades.
- The student arrived at school on time in the morning in order to leave early.

Open 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 and present quarter's grades.e.

Hours

The school offices open at 7:30 am each school day and close 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.

The Lower 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 Lower School will place students not yet picked up in the after-school program.

School begins for middle and high school at 7:55 am and ends at 2:45 pm except on Fridays when middle and high school dismiss at 2:25pm. Students need to arrive at school by 7:50 am to give them time to go to their lockers and be ready for prayer and announcements at 7:55 am. The upper school doors open at 7:15 am each morning and students should leave the school property by 3:30 pm each afternoon.

After School Programs

Students from grades K through 5 may remain after the 3:00 p.m. pick-up deadline if they are registered for BCA's **Homework Club**. Homework Club runs Monday through Thursday between 3:00 and 4:00 p.m. Students use aftercare time to complete their homework, have a snack, and socialize. Please note that parents who pick up their child late will be charged \$5.00 for every 10 minutes late.

Students in grades 6 through 8 may remain until the 4:00 p.m. Any student who is still at school after 4:00 pm at the US will be charged \$20.

To learn about pricing and 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.

Lunch

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.

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

Upper School: Students in Grades 6-12 have their own lunch period in the campus dining room located in Academy Hall. Students may bring their own lunch or purchase something from the dining service.

News of Note

BCA publishes weekly posts on its website (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, Lower School teachers will send home regular newsletters informing parents of classroom activities and events.

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 Division Leader or 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. 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, in particular online, 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.

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.

Tuition Policies

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 low cost 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.

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 from the Business Office if circumstances warrant an adjustment to the payment schedule.

Students may not continue enrollment at BCA after January 1st 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. **Students will not take Midterms or Finals if tuition is not up to date.**

Variable Tuition

Bradford Christian Academy provides a variable tuition rate 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 variable tuition. Each year the board determines the amount of variable tuition discounting is available through the budgeting process. Variable tuition is awarded in the order in which the school receives verified proof of need from FACTS Grant & Aid Assessment.

Variable tuition rates are not automatically renewed and may change from year to year. **Families must re-apply for variable tuition each year.**

Continuous Enrollment

Enrollment at Bradford Christian Academy is continuous from year to year. Families wishing to withdraw their student must notify the principal or head of school in writing. Please refer to your continuous enrollment contract for deadline dates for this notification. For planning purposes, BCA charges a \$500 deposit toward the next year's tuition in January of each year. Deposits are due no later than March 1st. A \$50 late fee will be charged for deposits received after March 1st unless a family sends a written extension request to the business office prior to March 1st. Families must stay current with their payment plans in order to remain continuously enrolled at BCA.

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 annual 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.

Variable tuition will not be granted to returning students unless there is a payment plan in place with FACTS Tuition Management, and all payments including fees are up-to-date.

Academic Policies

Academic Awards

At the end of the academic year, BCA gives awards to recognize outstanding effort, achievements, Christian character, and community service to students at the Lower School and Upper School. 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.

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, essay writing websites, artificial intelligence sites (cChatGPT), 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. Consequences for such actions in the Lower School will be determined by the Principal and/or the Division Leader.

Consequences in the High School are as follows:

- **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.

Consequences in the Middle School are as follows:

1st offense: If a student is caught cheating their parents will be notified to explain the action. After a discussion with the parents, student, and Division Leader, the students will have an opportunity to redo the assignment.

2nd offense: Students caught cheating or plagiarizing will receive a grade of **0** for that assignment and their parents will be notified.

Academic Support Program

Purpose

Bradford Christian Academy (BCA) is committed to supporting students who experience academic challenges within the scope of its mission, educational philosophy, staffing, and available resources.

As a private school, BCA does not receive public special education funding and is not required to provide special education services or programs. Any academic accommodations or support services offered by BCA are provided at the school's discretion and within the limits of its programmatic capacity and available resources. When a student demonstrates learning needs that warrant further evaluation, BCA works in partnership with families and, when appropriate, public school systems or private evaluators to pursue additional assessment.

Enrollment at BCA is contingent upon a student's ability to access and progress within the school's academic program with or without reasonable accommodations that the school determines it is able to provide.

Identification and Internal Review

When a classroom teacher identifies academic concerns, the teacher will document the concern and refer the student to the Academic Support Coordinator.

The Academic Support Coordinator will review relevant academic data and determine whether an internal evaluation and support period is appropriate.

Evaluation and Support Period

An evaluation period of up to **six weeks** may be initiated to gather additional information and provide targeted intervention.

During this period, support may include:

- Remedial instruction to address identified learning gaps
- Evaluative measures to better understand the student's learning profile
- Targeted pull-out support, including sessions provided by third-party tutors contracted by BCA, when appropriate and available

Participation in this internal support process does not constitute a formal special education evaluation.

Outside Evaluation

Following the assessment period, BCA may recommend an outside evaluation if concerns persist or if additional information is necessary to determine appropriate next steps.

Outside evaluations may be conducted:

- Through the public school system in the town of residence, or
- Through a private evaluator selected by the family

Evaluations may result in one or more of the following:

- An Individualized Education Program (IEP), which includes specialized services and mandated public funding
- A Section 504 Plan, which provides accommodations but does not include mandated federal funding
- A neuropsychological evaluation that the school uses to draft a support plan
- A determination that no formal plan is warranted

BCA retains discretion in determining whether and how recommendations from outside evaluations can be reasonably implemented within its program.

Implementation of Plans

If an IEP or 504 Plan is developed, BCA will review the plan in consultation with the family. BCA will implement accommodations it determines are reasonable and consistent with the school's program, staffing, and capacity.

Implementation of accommodations at BCA does not convert BCA into a public educational agency and does not obligate the school to provide services beyond its resources or program structure.

Tutoring

When public funding is not available or when additional support is recommended, families may elect to pursue tutoring.

BCA regularly contracts with third-party tutors who, when available, may provide support during the school day. Such tutoring is provided at the family's expense unless funded through a public school arrangement according to an IEP established by the public school.

Program Capacity and Enrollment

BCA is a private institution with defined program parameters and staffing limitations. While the school seeks to support students to the best of its ability, there may be

circumstances in which a student's academic, behavioral, social, or support needs exceed what BCA can reasonably provide.

If BCA determines that a student's needs substantially interfere with the student's ability to access the program or exceed the school's capacity, the school will meet with parents to discuss appropriate educational options.

Additionally, if parents decline recommended evaluations or support services and the student's needs continue to exceed BCA's capacity, the school reserves the right to determine that continued enrollment is not appropriate.

All enrollment determinations are made at the sole discretion of the school and in alignment with the terms outlined in the BCA Enrollment Agreement.

Communication

BCA is committed to maintaining open communication with families throughout the academic support process and values partnership in supporting student growth.

Change of Schedule - Add/Drop

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 request should be submitted in writing to 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.

Chapel

Chapel provides opportunities for 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-5, 6-8, and 9-12 in separate services.

Class Rank and Transcripts (Grades 9-12)

Class rank is determined mathematically by grade point average (GPA). BCA does not rank its students except to determine the top students for Commencement. Students must take a minimum of six academic classes per year at BCA (except for seniors in 3 or more AP classes) to be eligible for class rank and must have been at BCA for at least three academic years. Any courses taken outside of BCA must be pre approved by the Principal to be accepted for credit.

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. High school students are required to have their own computer. 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. 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.

College Advising and Guidance

Since BCA is a college preparatory school, 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.
- 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 9th and 10th grade is an important step in preparing students to take the College Board Scholastic Aptitude Test (SAT). These test results also help students apply to appropriate colleges and universities.

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.

Community Service Requirement

Students are required to complete community service each year at BCA.

Grades K-5 work under the direction of the Division Leader to support an organization through

money raised from Dress Down days.

Grades 6-12 will complete their community service as a group.

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 or see a BCA approved tutor on a regular basis. The Student Support Services Coordinator will assist in the coordination of this help.

Failures and Summer School for Grades 6-12

Failures in required subjects for graduation must be made up prior to entering the next school 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.
- A maximum of three 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 after school help 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 after school help or meet with a BCA approved tutor. Students failing to improve their grades will be dismissed from the school for academic reasons.

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 may need to transfer to the public schools to receive needed Special Education services.

Please note, teachers remain in contact with parents throughout the trimester regarding student progress and challenges.

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 complete summer remediation 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 Studies (includes 1 credit in US History)
- 3 World Language
- 2 Physical Education/Health/Fine Arts
- 3 Electives

Total=26 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.

Homework/Independent Work/Agendas

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.

Students in Grades 5-8 are given agenda books in order to help them stay organized and on top of assignments.

High school students are encouraged to use an agenda book as well.

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 "High Honors."

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 Principal, 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.

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.

Probation (Academic)

Students falling below 69% or lower in any class are put on academic probation. 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 are placed on a contract.

Report Cards & Grades (Grades 6-12)

Report cards are issued to students in all grades at the close of each eight-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+ 93 A 90 A -
87 B+ 83 B 80 B-
77 C+ 73 B 70 C -
65 D
64 F - Failure

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 are not in Good Standing are not permitted to participate in extracurricular activities, field trips, and after school events. (See Academic Probation for specifics.)

Transcripts

Families wishing to request that transcripts or records be sent to a third party, including another school, must do so in writing by email. Official transcripts for an academic year close out on July 1st 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.

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 agendas and is meant to be supplementary to it. 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. Faculty will notify parents and students of substantial changes in academic performance between formal reporting times as needed.

Policies Specific to Elementary Grades K-5

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.

Grades 8, 9, and 10 standardized tests are the PSAT. These results are used to measure against students grades and achievements. Grade 11 take the SAT.

Discipline

The goal of all disciplines 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 Division Leader or the 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 by email. Parents are notified when behavior is disruptive, disrespectful, or harmful to others.

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.

Minimum Age of Enrollment

Bradford Christian Academy follows the guidelines used by MA and NH Department of Education and accepts applicants for Kindergarten, five years of age or older by September 30 provided that readiness assessments prove they are ready.

Progress Reports K-5

Students in the Lower School will 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.

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.

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 6-12 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 have completed all class work for the previous quarter. Students may not play or participate with an "incomplete" class.

If academic problems arise during a quarter, the principal, teachers, and parents will work with the student to help him or her maintain acceptable grades through a contract. If the grades do not improve the student may be removed from the activity.

- The Principal 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.

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.

Athletic Awards

Every athlete on every team will receive a certificate of achievement. There are also individual awards such as Most Valuable, Most Improved, and Coaches Award and additional individual recognition awards may be included.

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. For formal recognition, a club must follow these procedures:

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

Formal recognition means that a club may sponsor school approved activities and may be included in the school yearbook when published.

Honor Societies

The **National Honor Society** of Bradford Christian Academy, BCA Chapter, is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a faculty council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring. Students in the 11th or 12th grades are eligible for membership. For the scholarship criterion, a student must have a weighted average of 3.65 or better. Those students who meet this criterion are invited to complete a Student Information Packet that provides the Faculty Council with information regarding the candidate's leadership and service. Candidates must be able to clearly demonstrate on-going examples of leadership and service.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership; second, candidates are asked to send in a recommendation. These forms and the Student Information Packets are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service project(s) as well as an individual project. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisors.

The **National Junior Honor Society** at Bradford Christian Academy, Oxford Chapter, elevates the school's commitment to the values of scholarship, service, leadership, character, and citizenship and helps middle-level students develop the knowledge and skills to become well-rounded student leaders in their school, community, and beyond.

1. Candidates eligible for selection to this chapter must complete a full year of Grades 6 and 7 at BCA.
2. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 88% at the end of Grade 6 and the end of Grade 7 with no final term grade below an 85%.
3. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

The Spanish Honor Society / The Sociedad Honoraria Hispánica (SHH)

The SHH is an honor society for high school students enrolled in Spanish. The mission of the Sociedad Honoraria Hispánica is to recognize high school achievement in Spanish and to promote interest in Hispanic studies.

For the scholarship criterion, a student must have a weighted average of 3.65 or better in the study of Spanish with a minimum of two and a half years is eligible to be a member of the SHH. It should be remembered that the SHH is an honor society for those students of high academic achievement. Students who demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship are eligible.

The Tri-M Music Honor Society

The purpose of the Tri-M Music Honor Society is to recognize and honor high school students for their musical and academic achievements, and to encourage leadership and community service through music. The society, which stands for Modern Music Masters, aims to motivate students, reward their hard work, and inspire others to excel in music and leadership.

Tri-M membership consideration at BCA should not be limited to any one segment of a music program (such as band, chorus, musicals etc.) for at least two years at BCA. The following criteria may be included at the discretion of the Chapter Advisor:

Candidates must have been enrolled in a school-sponsored music program such as band, chorus, or musicals. Candidates must have an overall B+ average in other subjects. Students should be actively involved in leadership roles in both school and community. Students should participate in service activities on behalf of others without any direct financial or material compensation to the individual performing the service. Students who demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship are eligible.

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. Bradford Christian Academy sponsors an international missions' trip for the high school.

Student Leadership

As Student Council members, 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.

Visual and Performing 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.

Safety Procedures and Information

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.

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 stored 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.

Arrival and Dismissal Procedures

Lower School, K-5, Procedure

Lower School drop-off begins at 7:40 am. Lower 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. A student should never be left unattended.

Lower 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.

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 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. 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.

Lower 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. Cars should begin lining up on the school side of Oxford Ave, taking care to not ever block side streets, driveways, or mailboxes. Cars should not enter the Lower School turnaround for afternoon pick up until 2:30 PM.

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

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:

- Cell phone use is not permitted once in the turnaround. Please help us prioritize the safety of all students.
- The Lower School dismissal theme is “either cars are moving or kids are moving, but never both at the same time.” Once all six cars are loaded, all six cars will be allowed to exit at the same time.
- Bypassing the pick-up line by pulling into the parking lot is not allowed and distracts teachers from their assigned dismissal duties. We have grace for unexpected emergencies.
- No U turns are allowed on Oxford Avenue, and please do not use neighbor driveways to turn around.
- Observe the posted 20 mile per hour school zone in front of BCA.
- 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.
- Leave the parking lot entrance clear. We must keep it free for two-way traffic at all times.

At 3:00 pm all remaining students will be directed to Homework Club. Parents will be billed for the use of Homework Club. 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.

Upper School, Grades 6-12, Procedure

Middle and high school drop-off begins at 7:15 am. Students are expected to be in their first block class for attendance and morning announcements by 7:55 am. The first bell will ring at 7:50 am.

BCA's middle and high school facility is located at Hasseltine Hall, 320 South Main Street, Bradford, MA 01835. A teacher or administrator assigned to door duty will be present to greet students as they arrive and see them off at dismissal.

Student Parking

High school students with driver's licenses may drive to school and park in the Northpoint parking lot on South Park Street. Cars must be registered with the school office. A parking tag will be given to all registered cars and must ALWAYS be visible.

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, §37O, 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, §37O for the legal definition of cyberbullying.

Hostile environment, as defined in M. G. L. c. 71, §37O, 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.

Cancellation Announcements

Please watch for the no school announcements or delayed opening announcements due to inclement weather on Channels 4, 5, 7, and 25, and the school's social media pages. BCA has an emergency phone notification system that will also alert families, via call and email to text link.

Cold Weather Policy

Lower & Middle school 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.

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 a quiet and orderly manner.

Field Trips, School Dances, Activities

Students need to have a permission slip signed by a parent or guardian to attend school

sponsored field trips.

At school sponsored functions, students will not be allowed to leave and be readmitted. Students will be asked to leave a school function for inappropriate behavior or dress and a parent will be called. 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.

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.

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.

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 whether in person or online, BCA reserves the right to intervene. Such interventions may include but are not limited to student meetings, parent notification, and disciplinary actions.

Medical & Health

Students needing medical attention should report to the office. If students are injured during the school day, parents will be notified immediately. In the event of a severe injury, an ambulance may need to be called.

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 form, yearly, prior to participation in practice.

Mental Health Care

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, an ambulance will be called for a crisis evaluation. 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.

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.

Reporting Child Abuse and Neglect

Under Massachusetts General Laws Chapter 119, Section 51A 51G, any public or private school teacher, educational administrator, school 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.

School Counselor

BCA employs a school counselor who is available to meet with students who are struggling with various social emotional 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 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, academic, and spiritual needs so students can thrive academically at BCA.

Student Confidentiality After the Age of 18

Parents have 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.

Technology & Acceptable Use Policy

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 9 through 12 are expected to bring their own computer to school 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.
- Using school email or school Google accounts to communicate or have inappropriate conversations with one another.
- Plagiarism and copyright infringement (refer to the section on plagiarism in the Parent/Student Handbook).
- Using information from ChatGPT or similar sites as one's own work.
- 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, Drug, & Alcohol 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 school 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. Use or possession of such products may result in suspension or expulsion.

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. 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.

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.

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

Approval for students to visit BCA must be secured through the Admissions Office. All visitors to the school are to register at the office.

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.

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.