



Belvoir Christian Academy

K - 8th & Children's Center

Student/Family

Handbook

(2023-2024)

800 Belvoir Ave.
Chattanooga, TN 37412
School Office: 423.622.3755
Child Care Mobile Phone: 423.888.6414
Fax: 423.622.0177
BCALIONS.org

***I can do all things in
Christ who strengthens
me – Philippians 4:13***

Table of Contents

<u>A PARENT'S PRAYER</u>	4	
<u>INTRODUCTION</u>	5	
The History of Belvoir Christian School/Lutheran	6	
What is Education in a Christian School?	7	
Mission Statement	7	
Philosophy of Belvoir Christian Academy	8	
Core Values	9	
School/Parent Covenant	10	
 <u>ADMINISTRATION AND SUPERVISION</u>	 12	
Accreditation	12	
Arrival and Departure Procedures	12	
After School Services	12	
Attendance and Tardy Policy		14
Bullying Policy	15	
Church Attendance	16	
Delinquent Accounts	17	
Discipline	18	
Emergencies	19	
Media Relations	20	
Nondiscrimination Policy	20	
Reenrollment	20	
Responding to Concerns and/or Complaints	20	
Sexual Misconduct Policy	21	
Transportation Policy	22	
Tuition/Fees Payments	23	
Tuition/Fees Refund Policy	24	
 <u>HEALTH AND SAFETY</u>	 25	
Accidents/Injuries	25	
Accident Insurance (Student)	25	
Child Abuse or Neglect	26	
Communicable Diseases	26	
Compliance with AHERA Management Plan Annual Notification Requirement	27	
Illness	27	
Immunizations	28	
Medication	29	
 <u>CHILDREN'S CENTER (CC)</u>	 31	
Academics/Curriculum	31	
Biting Policy	32	

Field Trips	32
Meals and Snack	32
Toilet Training	32
Vacation Request	32
Withdrawal	32
<u>KINDERGARTEN THRU 8TH GRADE</u>	33
Academics/Curriculum	33
Academic and Behavioral Probation	35
Acceptable Use and Code of Conduct for Internet Access Policy	35
Assignment Books	36
Assignment Responsibilities	36
Athletics	36
Detention	38
Dress Code	38
Electronics	38
Evaluation and Grading Scales	39
Field Trips	39
Graduation	40
Homework	40
Honor Roll/Principal's Honor Roll	40
Lunch Program	41
Physical Education	41
Promotion and Retention	41
Suspension and Expulsion	42
<u>STUDENT SERVICES AND EXTRACURRICULAR ACTIVITIES</u>	43
Parental and Community Involvement (PTL)	43
Volunteering	44
PARENT ACKNOWLEDGEMENT SIGNATURE PAGE	45

A PARENT'S PRAYER

Heavenly Father,

Help me foster a household of physical, emotional, and spiritual health.

Let my household promote an abiding sense of safety and security so my children have the courage to face the horizons and challenges of each day.

Grant my children a calm spirit to hear the voice of Christ.

Let my children have a willingness to listen carefully, a clear mind for learning, a generous spirit toward family and friends, and an unshakable self-worth and personal dignity.

Bless my children's teachers and mentors with wisdom, patience, and fortitude. Let my household always love and serve you, Lord Jesus.

Amen

INTRODUCTION

Dear Family,

Welcome to Belvoir Christian Academy and Children's Center. We look forward to working with you as we partner in caring for your child. We will make every effort to make your child's stay with us an educational, enjoyable, and meaningful experience.

What a child learns socially, physiologically, and academically is important, but the environment and atmosphere in which the child learns is also important. A respectful and open relationship that fosters dialog between parents, students, teachers, and administrators makes a significant impact on the child's mind, attitude, and lifestyle. Our mission to "value students in a nurturing community" extends through our partnership with our families.

We believe that Christian education is, first of all, the responsibility of the Christian parent and that First Lutheran Church and Good Shepherd Lutheran Church assists in this responsibility by supporting Belvoir Christian Academy.

Parents, school and church partner together in educating the whole child in his or her spiritual, academic, emotional and physical development. With the help of the Holy Spirit we support and encourage attitudes that develop Christian character traits and a life focused on Jesus' love and forgiveness.

As a Christian school and childcare center, we can offer the support you need in the effective caring and nurturing of your child grounded in the love of Christ.

May God truly bless you and your child during this coming year.

In His Service,

David Topp
Principal

Joann Seay
Children's Center Director

HISTORY OF BELVOIR CHRISTIAN ACADEMY/LUTHERAN

In 1887, the members of First Lutheran Church, Chattanooga, Tenn., founded a Lutheran school to provide for the religious and secular training of the children with the church. It has been in continuous operation since that time and completed its 135th year as of June 3, 2021. The school is jointly supported by First Lutheran Church on McCallie Avenue and Good Shepherd Lutheran Church, next to the school, on Belvoir Avenue.

The first structure was built in 1887 to serve the congregation and school in the vicinity of Terminal Station where the Chattanooga Choo-Choo now stands. Later it was relocated to the corner of 14th Street and Rossville Avenue. In 1923, the congregation moved to Highland Park where a new three-room school was built at the corner of Hickory and Bennett Avenues.

As the school continued to grow, the present site on Belvoir Avenue was purchased and the new school was completed in 1951. In 1971, a four-room addition was constructed to accommodate the expanding enrollment. Then, in the early morning of Dec.16, 1972, fire destroyed the building and damaged the new addition. The school continued to operate in a number of locations through the kindness of many people and businesses in the Chattanooga community.

After considerable prayer and discussion, the school was rebuilt to meet the growing demands for Christian school in the Chattanooga area. In 2006, the Lutheran School was renamed "Belvoir Christian Academy" to be reflective of the local Belvoir area, as well as to indicate our Christian heritage and beliefs. Today's building, completed in 1973, is now home to 200 students, for infants, starting at age six weeks, through the eighth grade.

WHAT IS EDUCATION IN A CHRISTIAN SCHOOL?

In education, we are focused on the development of knowledge, skill, ability, attitude, and character by means of teaching, training, study, and experience. Christian education has precisely the same general aims, but it is based on the Bible and has three specific goals:

- To lead the individual to faith in Christ and to keep him in that faith.
- To help the individual to develop into an even better Christian in all of life's relationships, both secular and religious.
- To keep before the individual the goal of every child of God - eternal life in heaven.

The Lutheran school is an excellent agency for such Christian education because it provides for the total growth and development of the child.

"And Jesus increased in wisdom and stature and in favor with God and man." Luke 2:52

Four types of growth are included in our educational program: mental, physical, spiritual, and social development. All four types receive daily attention at Belvoir Christian School. In this total program, the Word of God influences everything the child learns and serves as a unifying and organizing force in the school program.

Christian education nurtures children's faith for a lifetime of service to God and their fellowmen. All teaching, especially exposure to God's Word, is empowered by the Holy Spirit for accomplishing God's purposes. Students are prepared to become responsible stewards of the gifts God has bestowed upon them. In 2nd Timothy 3:16, it is said, *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness."*

MISSION STATEMENT

Belvoir Christian Academy makes disciples for Jesus, encourages lifelong learners, and values students in a nurturing community.

PHILOSOPHY OF BELVOIR CHRISTIAN ACADEMY

- There are God-given, fundamental truths revealed in Scripture. These serve as the foundation upon which to build a life of faith and service.
- God has revealed Himself in the Trinity: Father - Creator, Son - Redeemer, Holy Spirit – Sanctifier.
- Law and Gospel, Word and Sacrament are dynamic expressions of God reaching into individual lives to work His will.
- The Holy Spirit gives power. This power enables us to overcome the strength of sin and its guilt. We strive to help children, parents and each other tap into this source of power daily. We strive to live out God's will for our lives through this power of the Holy Spirit.
- God calls us to a life of excellence in what we do, what we say, and what we produce.
- Belvoir Christian Academy has a commitment to the Lutheran Confessions and our Lutheran heritage.
- Our ministry extends beyond the classroom walls and the children therein to the family and the home.
- We recognize that all children, regardless of their academic abilities or challenges, are gifts from God.
- We serve the children and the wider community by preparing students for a life of faithful stewardship of God's gifts.
- We are compelled to integrate our Christian beliefs into all aspects of life and curriculum.
- We affirm that God has called all people according to their gifts into varieties of service.

CORE VALUES OF BELVOIR CHRISTIAN ACADEMY

- God's Word: We are centered on the Gospel of Jesus Christ, our Savior. The Bible is God's truth for our lives and the foundation for everything we do.
- Spiritual and Educational Development: We provide a coordinated system of dynamic, appropriate, and exceptional Christian education.
- Relationships: We build on Christ to establish strong, healthy relationships within our school and community.
- Servant Leadership: We empower and equip students to realize, develop, and use their God-given time, talents, and treasure to become models of service to Christ and others in the world.
- Outreach: We share the Gospel of Jesus Christ with others through an intentional system of word and action.

SCHOOL/PARENT COVENANT

Belvoir Christian Academy accepts as its mission the goal of providing every student an academic, physical, and spiritual education. Our faculty promises parents a working partnership committed to the good of their children; a covenant that includes the parent's positive participation and desire to see their children enjoy a Belvoir Christian Academy experience.

We will maintain an educational environment where students may reach their fullest potential and are prepared for a higher education. With these ideals in mind, we offer this promise to our students and parents:

- Belvoir Christian Academy will bring the love of Jesus to our children and their family every day.
- Belvoir Christian Academy values a safe and secure environment.
- The individuality of each child of God shall be valued and respected.
- We believe that integrity, tolerance, and responsibility can be taught. Our daily effort will uphold the instruction of these values.
- Teachers will make timely notification whenever a student is in danger of receiving a less than satisfactory or failing grade for the quarter.
- Teachers will notify the parents whenever a student has failed to turn in a major assignment or to meet an important deadline resulting in a significant grade point drop.
- As circumstances warrant, students will receive extra time and attention in completing tests, homework assignments, or special projects.
- If a student is being disciplined, the consequence will be commensurate with the severity of the offense. Teachers will notify the parents when their child's conduct is a problem.
- Parents are welcome to observe classroom activities after proper notice has been given to and approved by the principal and the teacher.
- We will strive to understand each student's academic capabilities. We will welcome parental insight and input in order that each child may achieve his/her God-given potential.

Additionally, we believe it is reasonable for Belvoir Christian Academy parents to make this promise to their children's teachers:

- We will uphold the teachers and honor them in our homes; offering up prayers for them with our children.
- We will make ourselves fully informed regarding what is happening in the classroom and the school; checking the website, reading the newsletter, teacher's notes, and other official communication.
- We will make sure to monitor our children's study habits and assure timely completion of all assignments.
- We will see to it that our children attend school regularly and that they arrive on time.
- We will call or email the school office before 8:15 am if the student will be absent or tardy.
- In the event of concern or conflict, we will address ourselves first to the individual involved and

abide by the standards of professionalism, civility, and courtesy. This is in keeping with the will of God and the school's policies.

- We will make ourselves available to fill the school's volunteer opportunities and needs.
- Christian education is, **first of all**, the responsibility of the Christian parent and that First Lutheran Church and Good Shepherd Lutheran Church assists in this responsibility by supporting a Christian Day School.
- We will work with BCA and the churches to partner together in educating the whole child in his or her spiritual, academic, emotional and physical development. With the help of the Holy Spirit we support and encourage attitudes that develop Christian character traits and a life focused on Jesus' love and forgiveness.
- We realize the ability and personality of each child is different. It will be our responsibility to determine how this covenant applies to our individual children and to communicate that understanding to all the teachers involved.

ADMINISTRATION AND SUPERVISION

ACCREDITATION

Belvoir Christian Academy currently is accredited by National Lutheran Schools Accreditation Association and the State of Tennessee. The school shall continually strive to meet and exceed these minimum educational standards in order to assure continuing accreditation and educational excellence.

BCA ARRIVAL AND DEPARTURE PROCEDURES

Early Arrival

K-8th Students (7am to 8 am)

Children's Center (6:30 am to 8 am)

There is a fee for K-8th morning care. Children will be charged an hourly rate for this service, unless you have contracted for this service.

- Infants- PreK 4 will enter through the triple doors by the lower parking lot.
- Kindergarten- 8th grade will enter through the main entrance of the building.

Arrival

K-8th (8:00 to 8:15 am)

Children's Center (8:00 to 9:00 am)

- Infants- 2nd grade will enter through the triple doors by the lower parking lot.
- 3rd grade- 8th grade will enter through the main entrance of the building.

Late Arrival

K-8th (After 8:15 am)

Children's Center (9:00 am)

- Infants - PreK4 will enter through the triple doors by the lower parking lot.
- Kindergarten thru 8th grade will enter through the main entrance of the building and will need to check in at front office
- **IF LATE:** Notify Front office for K-8th student's and Childcare Director for Infants - PreK 4 children.
 - If late on Wednesday Only during chapel time (8:30 to 9:30) for PreK3 and PreK4 must be dropped off at the location of Chapel by the parents.
- Infants - PreK4 No drop off between 11:30 am and 2:30 pm.

Dismissal times are as follows for Monday, Tuesday, Thursday, and Friday:

- Kindergarten thru 8th grade: 3:20 pm
- Wednesday, students will be dismissed 30 minutes early to enable teachers to attend faculty meetings and professional development.

After School Services

After school services are available each school day beginning ten minutes after their dismissal time. All children not picked up at this time will be required to report to After-School Care. Parents will be billed monthly for this service and must pay through Electronic Funds Transfer (EFT). Contact the school business office or CC Director for rates.

Special options: Kindergarten - 8th grade ONLY

- Daycare for less than the number of hours listed can be made through a contract with the

school for those hours. The hourly rate for this option must be prepaid with a monthly Electronic Funds Transfer.

- Drop-in option is available for an hourly rate. Parents may prepay or pay when the child is picked up on the day of drop in.
- Additional Charges will be assessed for pick up after 6:00 pm

BCA Policy for Before/After School Care

We are pleased to offer Before/After school care to support our families and our students. During this service we prioritize close supervision of our students at all times. We also offer two options for payment, a contract or a drop-in rate that is billed monthly based on hours of service.

Amounts due for drop-in care are billed and paid using HeadMaster Online or drafted from your account the next drafting period. Amounts billed at the end of the month are due by the 10th of the following month and must be paid using HeadMaster Online. If not paid by such date, the amount billed will be auto drafted on the 15th of the month from the financial account on file. Any amount unpaid by the 20th of the month will be charged a 1% late charge.

BCA's After School Care ends promptly at 6:00 pm. We understand that emergencies arise and that traffic can be challenging, but we expect all students to be picked up by 6:00 pm. Please be respectful of our staff as they also have personal commitments outside of school.

We encourage you to coordinate an alternate person to call as a back-up plan when you are going to be late. Keep us informed of any problem preventing you from being on time by calling the director.

LATE PICK-UP POLICY

Effective March 1, 2022, any late pick up will be charged a \$10 minimum late pick-up fee the first minute and \$1 for each minute after the first minute up to 14 minutes, per child. If your child has not been picked up by 6:15 you will be charged an additional \$50 fee.

Late Pick-up Charges will be billed the following morning and collected via auto draft. For example, if you arrive at 6:07 pm to pick up your child, you will be charged \$16 for this late pick-up (\$10 for the first minute and \$6 for the additional 6 minutes). If you have two children, the fee would double to \$32. To avoid Late Pick-up Charges, please ensure that you arrive no later than 6pm

Late Pick-up Charge per Child		
Minute	Charge	Total Charge
1st	\$10	\$10.00
2nd - 14th	\$1.00 per minute	\$11.00 - \$23.00
15th - 30th	\$50	\$73.00

In the event a child has not been picked up by 6:30 pm and acceptable coordination has not been made with BCA, the appropriate authorities will be contacted in accordance with state and local law and guidelines.

Repeated late pick-ups or non-payment of late fees will result in your child's dismissal from BCA's After-School Care Program.

ATTENDANCE AND TARDY POLICY (Kindergarten - 8th)

Parents are expected to have their children attend school regularly and that they arrive on time.

Parents are expected to call or email the school office before 8:15 am in the morning if the student will be absent or tardy. Parents are to communicate with the school the reason for each absence.

Teachers shall report student absences to the school office by 9:00 am each day. Office personnel shall attempt to contact the parents of absent children who are listed as unexcused.

Students must have a note from the doctor/dentist in order to be counted as an excused tardy.

Students must be present for at least $\frac{1}{2}$ day to be counted as a full school day. A $\frac{1}{2}$ day = $3\frac{1}{2}$ school hours. If your student is not present in the morning, they cannot be in daycare in the afternoon.

Eighth grade students will be allowed 2 days of excused absence for visiting high schools for the following year. All other students visiting schools will **receive unexcused absences**.

Taking students out of school for family events or doctor/dentist appointments is discouraged. This causes a disruption of the child's classroom learning. If an event is planned during the school day, parents are responsible for supervising their child and coordinating with teachers to ensure completion of all studies that are missed during the student's absence. The teacher should be given two (2) days advance notice of such an event. If given two days notice, homework is due upon the first day back to school. Assignments shall be obtained from the teacher in advance. The teacher is the judge of which assignments will be appropriate for the child.

A student who has been absent for three (3) consecutive days **MUST** return to school with a note from the doctor in order to receive an excused absence. Doctor notes go to the front office, not the teacher.

All students are marked tardy if they are not in their seats in their rooms at 8:15 am. Parents should leave the classroom by 8:15 am. Parents are required to meet with the administrator after the fifth (5th) tardy each quarter. If a child is tardy two (2) more times following the meeting with the administrator he or she is subject to further disciplinary action. A student that has perfect attendance but has more than five unexcused tardies, will not receive perfect attendance at the end of the school year.

Following the tenth (10th) day of absence in a semester, the parents of the student will appear before the Administrator to explain these absences. If the absence were for medical reasons, the parents must show that there was dire cause for that absence. The Administrator will also listen to all other explanations at that time. Missing more than ten days in a semester may result in a student receiving no credit for that semester.

When a child is tardy or leaving school early the parent or supervising adult **MUST** stop in the front office and sign the child in/out.

Parents wanting homework (for a sick child) **MUST** call the front office by 9:00 am. The required homework will be available by the end of the school day.

Students who are absent are not allowed to participate in after school activities or daycare on the day of absence.

BULLYING POLICY

Definition: "Bullying" is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name calling and put-downs, including ethnically based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.

A second, more concise, definition: "Bullying" happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."

Such conduct is contrary to the behavior, values, and principles taught by our Lord and Savior, Jesus Christ, and is disruptive of the educational process. Therefore, bullying is not acceptable behavior at Belvoir Christian Academy.

Students may not engage in any act of bullying while at school, or at any school function. Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Conflict is normal. Bullying is not normal conflict.

Normal Conflict:

Equal power between friends
Occasional
Accidental
Demonstrates concern
Takes responsibility
Tries to solve problem
Occurs anywhere

Bullying:

Display of power, not in friendship
Frequent
Purposeful
Demonstrates pleasure
Blames others
No effort to resolve issue
Occurs where bully is safe

Teasing compared to taunting by a bully:

Teasing

Swaps roles with ease
Not intended to hurt
Maintains dignity
Pokes fun in lighthearted clever
Innocent in motive
Only part of friendship interaction
Discontinued when person teased becomes upset or objects

Taunting

Based on an imbalance of power
Intent to harm
Meant to humiliate, demean
Comments or acts are bigoted or cruel ways
Sinister in motive
Continuous action against others
Continues, increasing when target becomes upset or objects

Bullying Policy for Belvoir Christian Academy

Teachers and Staff will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.

Teachers will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus' example of reaching out in love and kindness and

practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control. (Galatians 5:22-23)

If the teacher feels that bullying has occurred, the following steps will be followed:

- Inform Parents and Principal – Teachers will keep parents and the Principal informed of the child's actions.
- Time-out in the classroom – Move the student's desk away from other students' desk/table.
- Removing privileges – Loss of recess and/or special activities
- Visit to the principal's office – Come to the office and confer with the principal. Principal will contact parents, and if necessary, call a meeting of teachers and parents.
- Time-out in the principal's office – The student may need to spend 30 minutes to one hour sitting in the principal's office. The student may be asked to write a report related to the topic of bullying behavior.
- Confer with parents and principal – Gather invested staff persons and discuss the situation.
Options for action:
 - a. Draw up a behavioral contract
 - b. Consult with Pastor
 - c. Refer student to counseling or therapy
- Suspension from school – the time being from one day to three days – After consultation with the parents, teacher, and input from the Board of Directors, the student may receive a one to three day suspension. The student and parents may be asked to develop a plan for positive behavior.
- Expulsion- When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and Principal, the Board of Directors may expel the student.
- Law enforcement will be notified when criminal intent is obvious.

CHURCH ATTENDANCE

Parents who enroll their children in Belvoir Christian Academy are expected to lead by example in the development of Christian practices and values in their children. Regular attendance at worship services and prudent stewardship of the Lord's gifts are among these values.

The child's teacher will encourage church attendance with families. The teacher's concern for the spiritual well-being of the child and his family will be emphasized.

If you do not have a church home, First Lutheran Church, Good Shepherd Lutheran Church, Cross of Christ Lutheran Church, and St. Philip Lutheran Church invites you to attend church services and Sunday School or Bible Class each Sunday.

Church	Website	Address	Worship Times	Child Sunday School	Adult Bible Study
First Lutheran	https://www.fIRST4u.org/	2800 McCallie Ave, Chattanooga	Sunday: 8:30 am 11:00 am	9:30 am	Wed. 12:30 pm Sunday 9:30 am

Good Shepherd	https://gslcflo.ck.org/	822 Belvoir Ave, Chattanooga	Saturday: 5:00 pm Sunday: 9:00 and 11:15 am	10:15 am	Saturday 3:45 pm Sunday 10:15 am
Cross of Christ	http://www.co.cluth.com/	3204 Hixson Pike, Chattanooga	Saturday: 6:00 pm Sunday: 9:00 am	10:15 am	10:15 am
St. Philip		51 W 25th St, Chattanooga	Sunday: 11:00 am 12:30 pm		

BCA DELINQUENT ACCOUNTS

Accounts, including tuition and day care charges, will be considered delinquent on the 20th day of the month in which the payment is due. A late fee of 1% of the total delinquent balance will be charged to the account on the 20th of the month.

Accounts will be billed for returned checks or EFT's at the rate the bank charges per incident. If an EFT payment is stopped by the parent(s) or guardian(s) without making other payment arrangements, the account will be considered delinquent.

A delinquent account will be sent a letter after the 20th of the month in which an account becomes delinquent advising that a late charge has been applied to the delinquent balance. In addition, the parent(s) or guardian(s) will be advised that the student will be excluded from athletic and social activities beginning on the 15th of the following month until the account is brought current. An account which is 60 days delinquent will be notified that the child(ren) will be excluded from school until the account is brought current.

In all circumstances, the parent(s) or guardian(s) can avoid late charges by submitting alternate **written** payment arrangements before the 20th of the month in which an account becomes delinquent. These payment arrangements must be approved by the Finance Committee of the Board of Directors before being accepted.

The parent(s) or guardian(s) understand that they will be responsible for all costs of collection including reasonable attorney's fees and court costs in the event that collection by an attorney is necessary for any portion of the tuition, day care or other charges due.

Finally, a student will not be allowed to re-enroll for the next school year unless all payments are current or alternate payment arrangements have been made. Transcript release requests will not be honored if there is a balance on your account. At the discretion of the Finance Committee of the Board of Directors, transcripts may, but are not required to, be released if a promissory note specifying acceptable terms of payment is signed. Any default on that promissory note would result in the account being immediately turned over to legal counsel for collection. Transcripts are only released to requesting schools, not given directly to the parents or students. Records to be released will include standardized test scores, official grade transcripts, attendance records, etc., and when

requested, teacher recommendation, observations and ratings.

DISCIPLINE

We strive to provide an environment that is conducive to great learning, and orderly without being rigid. We want classrooms where students are engaged and enjoying the learning process. We try to minimize distractions that interfere with a child's education. To that end, our philosophy is to help children exercise internalized self-control and self-discipline. Self-discipline means what it says: the child, themselves, is choosing to behave in socially and spiritually acceptable ways.

We understand that each of us is a sinful human and we may not always achieve this ideal. At these times it is the responsibility of the parent/teacher/principal to remind, encourage, and admonish the child about the type of behavior which is pleasing to the Lord and acceptable in the school setting.

Our goal is to help children lead God-pleasing lives. We believe that this is only possible through the work of the Holy Spirit and the cooperation of the parents. If parents, by their words and actions, prove to be uncooperative or belligerent, this is grounds for dismissal of the family from the school.

It is the responsibility of the teacher, principal or children's center director to inform parents of behavioral concerns.

Any item not on the teacher's published list of things needed in the classroom is considered a potential distraction and should not be brought to school without the teacher's permission. If brought without this pre-approval, these items will be removed and later returned directly to the parent.

Each teacher will have his or her own classroom expectations which will be clearly communicated to the students. Most behavioral issues can be resolved appropriately at the classroom level.

A Step Approach to Recurring Discipline Matters

This is an addendum to the Belvoir Christian Academy Discipline Policy. It is intended to complement the counseling approach that is at the heart of the discipline policy.

Students need to understand that there are consequences for their misbehavior, and that consequences progressively become more severe. If a verbal warning to prompt a child to correct his or her behavior does not yield sustained change may require a meeting with the principal or Children's Center Director.

Middle school (5-8)

If a teacher needs to write a note of the infraction. The student will receive a copy of such a discipline report, which is to be signed by the parent and returned to the teacher. The school will retain the original.

If a student is not able to manage his or her behavior as evidenced by repeated discipline reports, the administration will meet with parents to discuss the situation. Excessive misbehavior may lead to further action such as detention, in-school suspension, or expulsion.

EMERGENCIES

Belvoir Christian Academy has the highest concern for our students' safety. Thus we have developed a thorough emergency response plan covering most natural disasters and other

emergencies.

As parents, you play an essential role in keeping students safe during an emergency. Please consider the following guidelines that are of particular importance to parents in emergencies so that you may help our staff respond effectively to an emergency:

Please make sure the school office has updated cell phone numbers and current cell phone service provider in case we need to send a text regarding school closings, etc.

- **Be prepared for early dismissals.** In some emergencies, such as in a snow storm, we might deem it prudent to send students home early. If there is an early dismissal we will send you a text message and notify the news media.
- **School or area emergency.** If there is a school or area emergency, please do not rush to school to pick up your child. Traffic will block any needed emergency vehicles, and your presence in the school building during an evacuation, for example, may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us, and we will reunite students and parents as soon as possible.
- **Get information from local media in an emergency.** In an emergency, stay tuned to local media: (WRCB-Channel 3, WTVB-Channel 9, WDEF-Channel 12, and local radio stations for current information regarding how parents will be safely reunited with their children.
- **Update any changes to your emergency information.** Please make sure that you keep Belvoir Christian Academy informed about any changes to your emergency information including your cell phone numbers, cell phone service provider and e-mail addresses.
- **Inclement Weather** (snow, flooding, etc). Belvoir Christian Academy administration will make their own decision regarding school closings each day. **BCA does not follow Hamilton County school closing decisions.** Please stay informed of BCA closings by staying tuned to local media listed above.
- **Athletic Schedule Changes.** Once the coach has been notified of any time change or cancellations, students will be allowed to use the office phone to notify parents.

****Please note that in the event of a school delay, there will be no before care.**

BCA will conduct the following drills during operation hours:

- Fire
- Intruder (Lock down)
- Exterior threat near BCA (Lock out)
- Weather

MEDIA RELATIONS

For matters relating directly to school business, only authorized school officials may contact the news media. It is the responsibility of Belvoir Christian Academy administration to initiate and/or respond to media requests and to manage those interactions. While on school property, the media representative should, if necessary and appropriate, be accompanied by a Belvoir Christian Academy staff member.

The School obtains authorization from those whose photographs are taken with the intent to publicize the School. Their consent allows the School to incorporate these photographs in situations appropriate to the image of an academic institution including release to the news media, on its website, in videos, on CDs, or in other recruitment or promotional materials including paid advertising.

NONDISCRIMINATION POLICY

Belvoir Christian Academy admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school administered programs.

REENROLLMENT

Every student is automatically re-enrolled every year.

RESPONDING TO CONCERNS AND/OR COMPLAINTS

In consideration of the Biblical teachings regarding Christian fellowship, brotherly love, and Church discipline, all communications regarding faculty, staff, or administration shall be directed through proper channels. It shall be the responsibility of the person initiating the communication to make this personal contact either orally or in writing.

It is expected that problems involving a particular teacher or classroom shall be directed first to the teacher by the concerned party. Such communication is expected in a timely manner and in the spirit of love and brotherhood. Finally, the objective must be to seek a resolution of the problem and reconciliation between individuals. It is not appropriate to widen the circle by sharing concerns with people not directly involved.

Should the problem not be resolved the principal and/or Superintendent/Board President may meet to resolve the concern or complaint.

SEXUAL MISCONDUCT POLICY

It is the policy of Belvoir Christian Academy (BCA) to strictly prohibit sexual misconduct both on and off BCA campus when in the context of any school program or activity. BCA will take action to prevent and address any allegations of such incidents. It is also the policy of BCA to require the reporting of such incidents to BCA leadership. BCA supports timely investigations of such misconduct and shall cooperate with civil authorities in their investigations of child sexual abuse or other criminal misconduct. BCA's own investigation shall be handled by the principal. If the principal is suspected of sexual misconduct, a committee consisting of the Chairman of the Board, another Board member, the Pastor of First Lutheran Church, and/or the Pastor of Good Shepherd Church will handle the investigation. BCA employees and volunteers shall not interfere with any criminal investigation by civil authorities. In some situations, BCA's operation may have to be suspended until an investigation is completed.

Definitions: Sexual Misconduct

Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. It includes sexual harassment, sexual assault, sexual exploitation, sexual intimidation and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person whom such conduct is directed.

Sexual Harassment¹

Sexual harassment is often difficult to define. The following is for guidance and is not intended as the sole definition of the term. Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Scope:

This policy applies to all employees, Board members, management, volunteers, students, guests and visitors. It applies to activities both on and off BCA campus when in the context of any school program or activity.

Purpose

This policy exists for the protection and well-being of all members of BCA's community. It is also to protect BCA from negative consequences of well-meaning people who might try to protect BCA's reputation by covering up allegations rather than pursuing them. Additionally, it is necessary to protect people from prohibited forms of discrimination.

Pastoral Care

In the interest of providing pastoral care to all people impacted by the serious nature of any sexual misconduct allegations, pastoral care/counseling will be made available to both the victim and his/her family and to the accused and his/her family. For practical reasons, these people on opposite sides of the allegation should have different care providers offered to them or arranged by BCA. BCA may need to contact another LCMS congregation in the area to assist in providing the care required.

Prevention Measures

All potential employees and volunteers working with children are required to fill out appropriate background screening forms for background checks prior to employment or service. Further, additional periodic background checks may be required after employment or service as a volunteer. All BCA staff/employees and those in volunteer leadership positions shall be provided with a copy of this policy.

Investigation and avoidance of potential defamatory statements

¹ This definition of sexual harassment is taken from the LCMS Employment Resource Manual, page 12, dated August 2012, which may be found online at lcms.org/resources/churchadministration. It is recommended that churches include this definition in their employee handbook or manual.

In the event of a sexual misconduct allegation, it is recommended that the BCA Board of Directors contact an attorney for representation and guidance on the investigation. All employees and leadership should avoid making any statements during the course of the investigation. School employees and volunteer leaders are asked not to make comments to the press until this guidance is obtained.

Policy regarding sexual abuse of a minor

It is the policy of BCA that allegations of sexual misconduct involving minors will ALWAYS be reported to civil authorities, as required by applicable law, for their review and investigation.

Confidentiality is key to avoiding additional harm of the alleged victim of such actions. BCA should limit access to reports containing the name of the alleged victim and of the alleged perpetrator to those with a legitimate need to know.

Reporting in cases involving alleged misconduct by a rostered worker

In addition to making proper notifications within BCA, if allegations of sexual misconduct are made against the rostered worker, BCA's representative must immediately notify the congregation president of called worker, president of the Mid-South East District of the LCMS of the allegations for purposes of ecclesiastical supervision.

If the principal is suspected of sexual misconduct, the person making the allegations, must immediately notify the Chairman of the Board, the Pastor of First Lutheran Church, and/or the Pastor of Good Shepherd Church, and the president of the Mid-South East District of the LCMS.

Sanctions for failure to comply with this policy

Violations of this policy may result in disciplinary action up to and including termination for employees. Violations of law will be handled by law enforcement authorities and may result in criminal penalties.

Person or persons involved in the misconduct will be placed on immediate administrative leave with pay until the situation is resolved.

TRANSPORTATION POLICY Seat Belt Law (TCA 55-9-603)

Tennessee is a primary Safety Belt state. Drivers are required to wear safety belts at all times when operating a motor vehicle in Tennessee. Drivers are also responsible for ensuring that all passengers are belted in.

The transporting of children to and from school is the sole responsibility of the parent.

The school may assist parents in securing reasonable round trip transportation of their children by providing the names of families interested in arranging car pools. The principal, the school, the Board of Directors, and the congregations assume no responsibility for the operation of these car pools.

The transporting of students to and from athletic events is the sole responsibility of the parent.

Background checks are required for parents driving students other than their own. If you plan on driving for a field trip, please get this paperwork done at the start of the year to avoid any delay in processing.

All persons transporting students to and from school sponsored activities, field trips, or events **must** carry automobile liability insurance which is not less than \$50,000 for property damage, \$100,000 for bodily injury, and a total limit of not less than \$300,000.

- **Please provide a copy of your insurance declaration page that shows the liability limits for which you are covered. No one is authorized to drive on a field trip if the office does not have this form.**

TUITION/FEES PAYMENTS

Kindergarten - 8th

Belvoir Christian Academy parents/guardians are required to read and sign the tuition payment preference form which includes the tuition refund policy. The child's application for the school year is not complete without this form.

The parent(s) or guardian(s) understand that the total balance is due prior to *July 1*. Any unpaid balance may be financed through the school for the ten-month period, July through April. It is understood that the school may check the credit references of an applicant in order to determine their credit worthiness.

Annual payment----***due prior to July 1***. This payment, made directly to the school, will entitle you to a 3 percent discount. Anyone missing the July 1 deadline will automatically enroll in the EFT monthly payment plan.

Semi-Annual payment----initial payment for a minimum of one-half tuition *paid prior to July 1*. The remaining balance will be due and payable on or before December 15. If both payment date requirements are met, you will receive a 3 percent discount on initial payments made prior to July 1. *The discount will be credited when full tuition is paid by December 15.*

- **Semi-annual payments must be paid through an EFT.**

Quarterly payment--a minimum of one-quarter tuition *paid prior to July 1*.

The remaining balance will be due and payable in equal payments on or before October 1, January 1, and April 1.

- **Quarterly payments must be paid through an EFT.**

Monthly payment--monthly payments through Electronic Funds Transfer (EFT) over 10 months (beginning July through April).

EFT payments will generally be withdrawn on either the first (1st) or the fifteenth (15th) or the month.

Monthly payments must be paid through an EFT.

- **Report cards will be withheld if there is an outstanding balance. This outstanding balance may include tuition, lunch charges, missing library books, day care charges, lost or damaged textbooks, and pictures or picture money.**

Children's Center

Payments can be made yearly, monthly or weekly through EFT and are managed through our business office.

- **All Children's Center fees are non refundable.**
- **All Summer Camp fees are non refundable.**

TUITION/FEEES REFUND POLICY

Kindergarten - 8th

I understand that my obligation to pay tuition is unconditional and no portion of such tuition will be refunded or canceled whether or not my child is withdrawn or dismissed from the school.

It is further agreed that Belvoir Christian Academy will be notified in writing of withdrawal. An early withdrawal fee of \$200 (K-8) will be assessed to cover the costs of transfer of records, transcripts and any and all costs associated with the termination and/or transfer of enrollment. Monies owed will be prorated based on the cost of tuition divided by 180 days, the number of days in the school year. In addition, withdrawals prior to August 1 will be assessed one month's tuition. Withdrawals on or after Aug. 1 will be assessed two month's tuition. Withdrawal fee and tuition are to be paid in full upon withdrawal.

Finally, it is agreed, in the event the family moves out of town (more than 50 miles) or it is recommended that the child be withdrawn from Belvoir Christian Academy for academic reasons by the administration, that the parent will be required to make only those payments which will bring the parent's tuition balance to a current status based on the school's fiscal year, i.e., tuition is prorated based on 180 days in the school year from the start of school until that date.

- **The application fee and enrollment tuition deposit are non refundable.**

HEALTH and SAFETY

ACCIDENTS/INJURIES

Situations occur during the school day that might require a parent to be notified about the status of their child. Every effort is extended to ensure the safety of each child. BCA staff will apply first aid to a child when necessary, but will not treat a serious injury. The following procedures are followed.

- First aid is given as soon as possible.
- If the accident/injury is serious, the parent/guardian is contacted immediately, as well as emergency services as needed.
- If the parent/guardian cannot be reached, the physician or dentist of record will be contacted by BCA.

Listed below are instances for which a parent will be immediately notified to inform of the status and ask for direction on how to deal with what has happened.

- Loss of consciousness
- Student has vomited
- Head injury of any kind
- Injuries that result in apparent broken bones or dislocated joints.

Other injuries that appear minor will be evaluated on a case by case basis and may result in application of ice or a Band-aid and a parent may be called. You can request that you be called for any injuries at any time.

Accident Report

A student accident report will be filled out and placed in the student's cumulative file by the staff member in attendance. If requested, a copy is given to the parent/guardian.

Accident Insurance (Student)

All students enrolled at BCA are covered by the student accident insurance policy held by First Lutheran Church. This policy covers only those accidents which occur at BCA during the hours of attendance or BCA sponsored activities. This policy is secondary coverage which means that it will only apply after parents/guardians other insurance coverage has been applied. There is a deductible of \$100 before any claim is paid by the insurance company.

It is the responsibility of the student and/or parent/guardian to promptly report any and all accidents to the Student's teacher and administrator. Failure to do so may affect the settlement of a claim. It is recommended that families have some form of financial coverage besides the school insurance.

When BCA has attempted to provide some degree of supplemental insurance coverage, this description is not intended to provide precise advice as to the extent and limitations of coverage and should not be relied upon in determining the insurance needs of your child.

CHILD ABUSE OR NEGLECT

Child abuse is defined as any physical injury inflicted on a child by other than accidental means, or

sexual intercourse or sexual contact. "Physical injury" includes but is not limited to severe bruising, lacerations, fractured bones, burns, internal injuries or any injury constituting great bodily harm.

A "neglected child" means a child whose parent, guardian, legal custodian, or other person exercising temporary or permanent control over the child neglects, refuses or is unable to provide necessary care, food, clothing, medical, or dental care, or shelter so as to seriously endanger the physical health of the child.

All employees of Belvoir Christian Academy are required to report cases of suspected child abuse or neglect.

Children's Advocacy Center: 423-266-6918
Child Protective Services: 423-266-0162
Child Protective Services in Catoosa Co., Ga: 706-935-2368
Walker Co: 706-375-0726
Family Crisis Center: 706-375-7630
Suicide Support Group: 423-266-3575

COMMUNICABLE DISEASES

The principal is required to report any disease of a public health concern to the Department of Public Health in accordance with the Law. All communicable diseases should be reported to the health department. Students may be excluded from attendance until they are certified fit to return to school by a physician. A fever is an indication of an infection. Children who are running a fever shall be excluded from school until the fever is gone and the child has been fever free for a 48 hour period. A raised temperature is considered to be a fever when it reaches 100.4 degrees Fahrenheit or higher when taken by ear or temporal artery.

- Pinworm Policy- If your child has been diagnosed with pinworms, children cannot attend school until treatment is verified by a physician, returning to school with a note from the doctor listing their return date.
- Ringworm Policy- Students that have ringworm may attend school if all ringworm areas are covered and you must show proof that the condition is being treated.
- Head Lice Policy – A child identified as having head lice will be picked up and may not return until the following day only if treatment has occurred and has been verified. Verification may include a product box top or empty bottle. Treatment is defined as the removal of all lice, eggs, and nits. Other families in that class will be notified.
- Pinkeye Policy - Students with infectious pinkeye should not go to school or daycare until symptoms improve. If the pinkeye is caused by a virus, the person can usually return to school when symptoms begin to improve, typically in 3 to 5 days. Medicines are not usually used to treat viral pinkeye, so it is important to prevent the spread of the infection. Pinkeye caused by a herpes virus, which is rare, can be treated with an antiviral medicine. Home treatment of viral pinkeye symptoms can help you feel more comfortable while the infection goes away. If the pinkeye is caused by bacteria, the student can usually return to school 24 hours after an antibiotic has been started if symptoms have improved. Prescription antibiotic treatment usually kills the bacteria that cause pinkeye.

COMPLIANCE WITH AHERA MANAGEMENT PLAN ANNUAL NOTIFICATION REQUIREMENT

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response

Act (AHERA), which required the Environmental Protection Agency (EPA) to promulgate the final rules for asbestos management by October 17, 1987. The final rules required that all public and private schools develop a new Asbestos Management Plan and submit it to Governor McWherter, or his designee, by October 12, 1988. Belvoir Christian Academy, as announced in 1989, has complied with all aspects of this regulation. The Management Plan, which includes previous asbestos abatement projects, six months surveillance reports, the location and condition of any remaining asbestos containing materials in our buildings, as well as the response action chosen for each, is available for your review in the main office. This written annual notification is required by the new AHERA regulation.

ILLNESS

Members of the school staff will not treat an illness. Students should not administer their own first aid. Except for minor injuries, a parent should be notified immediately when a student is injured or suddenly becomes ill.

When immediate treatment is urgent, the ambulance should be called by a member of the school staff. Family emergency data is maintained on each enrollment application in the school office and includes names and phone numbers for contacting parents and other designated individuals in an emergency. Emergency data are updated annually. These contacts will be notified immediately after an ambulance has been called.

Children experiencing fever, vomiting and/or episodes of diarrhea will need to be symptom/fever-free for 48 hours (without fever-reducing medication) before being allowed to return to school.

- **For example, if your child becomes ill on Tuesday, he or she may return on Friday if they have been symptom-free without medication on that Thursday prior.**

If symptoms of illness are observed, the parent/guardian will be notified by the teacher. The following is a list of symptoms that are cause for sending your child home. Please remember that this is not an exhaustive list of illnesses. There may be additional symptoms that could result in your child being sent home due to suspected illness. The administrator or childcare center director will determine if a physician's note is needed before a child may return to school in the event of a suspected illness.

- Earache
- Red eyes
- Chills
- Headache
- Skin Eruptions (rashes around mouth and nose or on hands and/or feet)
 - Rashes - Children experiencing a sudden rash, unexplained rash or rashes lasting longer than 72 hours may be an indication of a condition of more concern. If a rash falls into the above category, the child may require a physician's note concerning the rash before the child can return.
- Continuous/Congested Coughing
- Vomiting
- Diarrhea
 - Infants, Pre-K1 and PreK2 children experiencing three episodes of diarrhea in one day will be sent home
 - Pre-K3 through 8th grade students experiencing one (1) episode of diarrhea will be sent home.

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within thirty days of admission and have this information in the students permanent file/record. Belvoir Christian Academy encourages all enrolled students to be immunized according to the Tennessee guidelines. We accept immunization exemption due to religious or medical reasons.

Medical – Physician (MD, DO) or department Public Health Nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) on the new form. Other vaccines remain required. The medical reason for the exemption does not need to be provided.

Religious – This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

Retrieved on 6/28/2023 from: <https://www.tn.gov/health/cedep/immunization-program/ip/immunization-requirements.html>

The state requires Belvoir Christian Academy to have an updated immunization certificate for ALL students (Infants through 8th grade).

PRE-SCHOOL, KINDERGARTEN, AND 7th GRADE PARENTS

The Tennessee Department of Health (TDOH) has issued new immunization rules and is issuing a new Official Certificate that is required for entry into school effective July 1, 2010. All newly required vaccines are routinely recommended for all children: most children should have already received them. Detailed information is listed below (**new requirements are underlined**). To summarize:

- There will now be only one official TDOH certificate of immunization that must be filled out by medical providers for parents to deliver to schools prior to entry of their child into Pre-school, Kindergarten, 7th grade, or as a new student. The form is only available from a private healthcare provider or local health department.
- **NOTE:** Georgia immunization forms will no longer be accepted in Tennessee, they must be transferred to the Tennessee forms by your doctor.
- For children entering **Preschool:**
 - Diphtheria-Tetanus-Pertussis (DTaP or DT if appropriate)
 - Hepatitis B (HBV)
 - Poliomyelitis (IPV or OPV)
 - Haemophilus influenzae type B (Hib): age younger than 5 years only
 - Pneumococcal conjugate vaccine (PCV): age younger than 5 years only
 - Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
 - Varicella (1 dose or history of disease)
 - Hepatitis A (1 dose by 18 months of age)
- For children entering **Kindergarten:** Diphtheria-Tetanus-Pertussis (DTaP or DT if appropriate)
 - Hepatitis B (HBV)
 - Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday is required
 - Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
 - Varicella (2 doses or history of disease)
 - Hepatitis A (2 doses)

- Children entering the **7th grade**: Tetanus-Diphtheria-Pertussis ("Tdap")
 - Verification of immunity to varicella (2 doses or history of disease)
- Children who are **new enrollees in a Tennessee School** in grades other than K or 7th
 - Diphtheria-Tetanus-Pertussis (DTaP or DT if appropriate)
 - Hepatitis B (HBV): Previously only for Kindergarten, 7th grade entry
 - Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday
 - Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
 - Varicella (2 doses or history of disease): previously only one dose was required

There are no Community Health Services provided to Belvoir Christian Academy.

MEDICATION

Students may not have medication in their possession at any time, this includes in bottles/containers they bring to school or "sippy cups". Parents/Guardians must bring medicine to the office.

If your child requires medication (prescription or non-prescription) during their day, a Medication Authorization Form must be completed by the parent/guardian. If the Medication Authorization Form is not completed, our care staff is not allowed to administer the medication to the child (Hand-written authorizations signed by a parent or guardian are also acceptable).

Children/Students requiring long-term medication, including aspirin or Tylenol, at school shall be identified by the parents to the principal. He shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable student from being given responsibility for himself with the approval of the parents and physician.

Written statements shall be required of:

- Parents who request and authorize the designated school personnel to give medication.
- Physicians must indicate the name, dosage, purpose, amount, frequency, and times of administration of the medication.

If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the student, permission shall be granted by the parents for the school to contact the physician directly.

The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for school authorities.

School personnel should under no circumstances provide aspirin or any other medicine to students without meeting the above criteria.

CC parents:

If the Medication Authorization Form is not completed, our care staff is not allowed to administer the medication to the child.

CHRISTIAN CHILDREN'S CENTER

ACADEMICS/CURRICULUM

Subject Level	Age	P1	P2	P3	P4
Art		X	X	X	X
Language Arts		X	X	X	X
Health/Health Concepts (Keeping Kids Safe)		X	X	X	X
Mathematics		X	X	X	X
Music		X	X	X	X
Physical Education		X	X	X	X
Religion/Jesus Time		X	X	X	X
Science		X	X	X	X
Social Studies		X	X	X	X
Spanish				X	X

Infants thru PreK 4

Academic growth is encouraged at each age level. A thematic approach is used to introduce concepts in the key curriculum areas of math, social studies, religion, language arts, science, music, art, and physical education. Children experience a hands-on approach to learning that includes a balance of child-initiated and teacher-directed activities. These experiences not only teach academic concepts but they are designed to also teach important skills that are necessary for future school success, such as following directions, organization, and responsibility.

Social growth comes by helping the children to make the transition from home to school and to feel secure in a group. They learn to treat others with respect, courtesy, and love. Pupils learn to share, compromise, and solve problems in a welcoming, Christian environment.

Teachers/Leads provide the most up-to-date and age-appropriate curriculum for each stage of learning and development. Currently, we utilize the ***One in Christ*** curriculum from Concordia Publishing for biblical teachings for all ages. ***One in Christ*** focuses on the moral teachings of Christ, and the gift of Salvation for every person. Christ is at the center of everything taught at BCA, with Jesus' teachings demonstrated through stories, music, art, and creative play.

The curriculum used for our infants, Pre-K1 and Pre-K2 is a combination of ***Frog Street and Mother Goose Time***. This curriculum allows teachers to create an individualized and responsive learning environment. This curriculum also uses 38 objectives that are predictive of a child's success in school, including developing motor skills, color recognition, developing a word base and appropriate social behavior.

BITING POLICY

Every attempt to pre-empt a biting occurrence will be taken in the classrooms. However, some children at this age may be prone to occasional biting incidents. Teachers will first attempt to find the source of the child's frustration, and then redirect his or her attention elsewhere. If biting occurs twice, the child will have an appropriate consequence, such as a brief time-out after it has been explained that this behavior is unacceptable. Three biting incidents or a severe bite that breaks the skin in one day will result in the notification of parents and the child being sent home.

FIELD TRIPS (PreK3 and PreK4)

Field trips are an important component of the curriculum. They provide instructional activities that assist the teacher in accomplishing the objectives of the curriculum.

The teacher is responsible for making all arrangements and for supervising the students in a way that assures their safety. Parent's are required to transport their child to and from the event location.

Field trips are a privilege, not a right. A teacher may exclude a child.

MEALS AND SNACK

Hot lunches and snacks are provided daily. Calendars for the lunch schedule are posted outside the classroom, posted on our website (BCALIONS.org) and available upon request. Healthy snacks are provided twice during the day, mid-morning and after nap time. Milk is provided at lunch. juice or water is provided at snack time, and water is offered throughout the day. Please inform the Director, Assistant Director and your child's lead teacher of any food allergies or specific food needs in writing.

TOILET TRAINING

In Pre-K2, the teachers will work with students and parents to have children become fully toilet trained. This means the student is no longer in diapers or pull-ups and is able to use the restroom unassisted, having the dexterity to properly clean/wipe themselves and re-dress themselves. Additionally, children must be able to quickly acknowledge and effectively communicate their need to use the restroom to their teacher so that he or she may go as needed.

Children who have turned three on or before Aug. 15 and are completely potty-trained may progress to Pre-K3. Those who are not potty trained are not guaranteed a spot in our PreK3 program.

VACATION REQUEST

Families, after 12 consecutive months of enrollment in the Children's Center, are eligible for a two-week vacation at half the tuition price per week while the child is not attending children's center. This does not apply to academic year only (Aug. – May) students. A vacation week is Monday through Friday and a vacation request form must be completed and given to the Director or Assistant Director at least one week prior to the date of the start of the vacation. This will not apply to employee's of BCA.

WITHDRAWAL

Families who withdraw their child(ren) from infants through Pre-K4 must give a two week written notice (email is acceptable) to the BCA business office (finance@bcacademy.net;) to officially withdraw their child from BCA. Monies owed will be the cost of tuition based on the termination date, including the two-week notice. Please submit your withdrawal to our business office as well as the Children's Center Director (ccc@bcacademy.net).

KINDERGARTEN THROUGH EIGHTH GRADE

ACADEMICS/CURRICULUM

The curriculum of Belvoir Christian Academy is based on the Word of God. Subjects taught are carefully selected to meet the individual needs of children and to develop each child's fullest potential. Religion is taught as a separate subject and is also integrated into all subjects of the curriculum. Its influence permeates and gives substance to all curriculum areas.

In keeping with a Christian philosophy of education and the requirements of the Tennessee Education Agency, BCA's students are given the opportunity for instruction in the following areas:

Subject	Grade	K	1	2	3	4	5	6	7	8
Art		X	X	X	X	X	X	X	X	X
Computer/Computer Literacy		X	X	X	X	X	X	X	X	X
ELAR		X	X	X	X	X	X	X	X	X
Mathematics		X	X	X	X	X	X	X	X	X
Music		X	X	X	X	X	X	X	X	X
Physical Education/Health Concepts		X	X	X	X	X	X	X	X	X
Religion/Memory		X	X	X	X	X	X	X	X	X
Science		X	X	X	X	X	X	X	X	X
Social Studies		X	X	X	X	X	X	X	X	X
Spanish		X	X	X	X	X	X	X	X	X

Art

Art is offered to all students in PreK 2 through 8th grade. Students learn by studying art history and by working with a variety of media and techniques. They progress from simple line drawings to depth and perception drawings. Students are exposed to elements of art, realism, impression, surrealism, and other types of artwork. In their class projects, students are taught to use their imagination and to learn from emulating the master artists.

English Language Arts and Reading (ELAR)

BCA's reading, writing, spelling, and literature programs include Accelerated Reading, a reading incentive system that includes swift feedback and a student reward system. Teachers in kindergarten through second grade utilize Orton-Gillingham based teaching to assist students in their foundations of language concepts. Students also learn how to expand, improve, and edit their writing, and express their own ideas through formal and creative writing.

Students in kindergarten through eighth grade integrate reading, writing, listening, speaking, and spelling skills in English Language Arts and Reading (ELAR) to enable them to better develop their communication, reading, and writing skills. Students read widely in age-appropriate selections, novels, and informational texts, and respond through journals, directed activities, and/or literary analyses. Students use the writing process and available technology to produce a variety of written assignments, projects, and presentations.

Mathematics

Students learn the fundamental operations, general mathematics concepts, and problem solving. Students in 7th and 8th grade are encouraged to advance in the field of mathematics according to their own abilities. Grade level math and pre-algebra are options for 7th graders, and 8th graders take either pre-algebra or algebra.

Music

Music is taught in all grades. Students enjoy singing joyful tunes. As they progress in the grades, they learn pitch, rhythmic patterns, to read music, to create their own songs, and to listen to musical compositions. The appreciation of music is also taught through body movement, performance and creating compositions. Students put into practice their musical talents by participating in a special Christmas program and other events.

Physical Education/Health Concepts

Christian education seeks to prepare youth for commitment to God. Since this preparation cannot be complete without all the aspects of life, physical education becomes a vital part of each child's education. BCA's physical education program is based on the principles of building good health habits, increasing abilities in movement coordination, comprehending the knowledge and use of recreational rules and techniques, and improving physical fitness.

Grading for this course is based on participation, preparation, attitude, appearance, proper uniform, personal hygiene, improvement, and achievement. All students must have a pair of tennis shoes for gym use. Students in 5th through 8th grades are required to purchase a separate PE uniform.

Religion and Memory

Students are taught biblical principles in Religion, and all students attend a weekly chapel service. As teachers model an attitude of Christian kindness and respect, students will see that those principles are the basis for all self-discipline. In fifth through eighth grades, religion classes emphasize the Old and New Testaments and how students can apply Christian principles to their lives. Memorization of scripture stimulates the mental process and serves students well for the rest of their lives.

Science

K-6th grade students study General Science. Life Science is studied in 7th grade, and 8th graders focus on Earth Science. All grades incorporate lab experiences into their curriculum. BCA has excellent equipment for laboratory work. Experiments being performed can be easily accommodated with the arrangement of tables and scientific equipment.

Social Studies and History

Students in 1st-4th grades learn about communities, maps and globes, and explore the basic geographic features of the earth. They also develop an awareness and appreciation of other cultures. 5th grade students study American History, 6th grade students are introduced to World History, 7th grade students discover Tennessee History, and the 8th grade students' course of study covers U.S. History up to the Civil War and Reconstruction.

Spanish

Spanish is taught in K-8th grade. Students are taught conversational Spanish as well as to read and write the language. Students in K-6th grade are taught basic vocabulary and structure. 7th-8th graders are required to take a formal Spanish class.

Our curriculum takes into account the standards of the Tennessee Course of Study and the Curriculum Guide for Belvoir Christian Academy.

ACADEMIC AND BEHAVIORAL PROBATION

Academic Probation: Students new to Belvoir Christian Academy shall be placed on academic probation for a 9-week period. If the student's work is not academically acceptable during this period the parents will be asked to withdraw their child from Belvoir Christian Academy. Students may be placed on academic probation at any time during the school year.

Behavioral Probation: Students exhibiting severe behavioral problems during the school year will be placed on behavioral probation. If the behavior does not improve, the child will be suspended following the procedures outlined in the DISCIPLINE POLICY.

ACCEPTABLE USE AND CODE OF CONDUCT FOR INTERNET ACCESS POLICY

Persons who use Belvoir Christian Academy's (BCA) equipment to access the Internet are expected to conform to the Internet Code of Conduct. Users are expected to read, understand, and obey these rules. Users are expected to maintain high ethical standards.

BCA is pleased to provide Internet services to our students and teachers. Offering this resource promotes educational excellence by facilitating collaboration, innovation, and communication. Use of Internet resources aligns with the educational goals of BCA and our state standards. BCA believes that students can benefit from an understanding of the appropriate and godly use of the Internet.

At the same time, we are aware of the possibilities of misuse and misinformation that Internet use may involve. Access to computers and people around the world may allow students availability to materials that are considered to have noneducational value in the school setting. However, while precautions are being taken, it is impossible to control all materials that the student encounters while on the Internet. To address this issue, all students and their parents or guardians are required to sign the following Internet Code of Conduct which will be kept in the Principal's office for the current school year.

Internet Code of Conduct

As an independent user of the Internet at Belvoir Christian Academy, I agree to follow this code of conduct/ethics in all my work with computers.

- I will honor Jesus Christ in word and deed while using technology and the Internet.
- I will be polite and only use appropriate language.
- I will keep personal information, such as my address and phone number or that of other students and teachers confidential. I will not complete pop-up questionnaires or subscription forms for myself or others.
- I will use only the username that is authorized for me.
- I will seek and access only material that is considered appropriate to a school setting and educational use.
- I will be aware that others can see my actions on the Internet.
- I will respect fellow students and teachers in what and how I communicate online.
- I will respect copyrights and trademarks. I will not use the words or pictures on an Internet site without giving credit to the person who owns the words, pictures, or site.
- I will not have food or drink around school electronic devices.
- I will not send, access, or display offensive messages, languages, or pictures.
- I will not download files without the permission of my teacher.
- I will not engage in messaging or other social media.

In the best interest of students, Belvoir Christian Academy reserves the right to restrict or limit the use of all technology, whether school or personal property. Students who are found using the Internet inappropriately will have all rights of access suspended for a period of time consistent with the offense, including, but not limited to indefinite loss of internet privileges. The administrator will be the final authority in determining disciplinary or legal action for violations.

Individual users of the school electronic devices are responsible for their behavior and communications. Users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting,

monitoring, or controlling the communications of individuals utilizing electronic devices. However, the school has the right and the capacity to monitor and record all Internet usage. No person should have the expectation of privacy as to his or her Internet activity. School personnel will review Internet activity. Any usage which is in violation of the terms of this Code of Conduct may subject the individual user to disciplinary action.

ASSIGNMENT BOOKS

Are used at the teachers discretion in grades 2-8

ASSIGNMENT RESPONSIBILITIES

STUDENTS WILL:

- Write assignments on a daily basis and check off when completed.
- Take home each evening and discuss with parents.

PARENTS WILL:

- Check on a daily basis
- Sign each day.

TEACHERS WILL:

- See that the assignments are written on the board to be copied by students.
- Monitor the use of the assignments books.

ATHLETICS

Belvoir Christian Academy is a member of the Chattanooga Independent Schools League. As a member, Belvoir Christian Academy voluntarily agrees to abide by the constitution and by-laws of the Association.

The athletic program is under the direction of the Athletic Director, who reports to the head administrator. It is the responsibility of the Athletic Director to secure coaches for all teams, provide for the proper supervision of student athletes and their safety, schedule practices and competitions, maintain positive relations with the Association, and to keep the principal informed with regard to times and dates of all practices, competitions, and program needs.

Due to the large number of students who may try out for extracurricular activities, it is understood that some decisions must be made concerning the number of students that can participate in each activity. It is the responsibility of the sponsor, coach, or director to determine how many and which students qualify for participation. Each sponsor, coach and director shall devise a standardized procedure to determine which students qualify for each activity.

The athletic program is conducted after school hours.

Depending on numbers and interest of the students, boys and girls in grades 3-8 may participate in the following interscholastic sports:

- Boys and Girls Soccer
- Boys and Girls Basketball
- Cheerleading
- Girls Volleyball
- Cross Country

- Track

Intramural offerings for grades K-2:

- Cross country
- Soccer
- Basketball
- Volleyball
- Flag football

In addition, boys and girls basketball teams may accept invitations to participate in three tournaments per year. Various sports camps may be available throughout the year.

Eligibility

All fees will be paid before the student athlete will be allowed to participate in practices or games.

A student athlete must

- Glorify Jesus Christ in all that is said and done on and off the court.
- Provide an annual physical examination form indicating that the athlete is fit to participate in strenuous physical activity signed by a physician.
- Be at school before 11 am to participate in any after school activities.
- Inform the coach if they will miss a practice or game.
- Attend practices and games unless excused by the coach.
- Maintain a C grade in every subject.

With permission from the athletic director, in consultation with coach/advisor, student's teachers, and parents, a student may remain a part of the team with a grade point average below a C.

Once the coach has been notified of any time change or cancellations, students will be allowed to use the office phone to notify parents.

If a student is not in good standing, he or she will be told, along with the Athletic Director or other Activity Sponsors that he/she is on probation. The probation lasts for a one week period.

The notification will be given on a Friday. The student has until the following Monday to turn in late homework. Probation begins Monday and ends Sunday evening. The Athletic Director or Activity Sponsor will call parents/guardians before Monday to inform them of this probation.

Special Note: Students must be present at school by 11:00 am to participate in athletic or cultural activities after school on the particular day. Any exceptions to this policy must be made by the administrator.

DETENTION

Students who are detained after school must be properly supervised. The parent is responsible for arranging the child's transportation. Parents must be informed by the teacher in such instances and arrange to pick up their children immediately upon dismissal.

DRESS CODE POLICY

Students at Belvoir Christian Academy are expected to dress modestly, not calling undue attention to

self. Students are to be neat and well groomed at all times during school hours.

All students are expected to come to school appropriately dressed. Faculty and staff will enforce the dress code beginning with the first day of school. Students will be given one warning per quarter. After the warning, parents will be contacted and will bring appropriate clothing, or they will be sent home.

Chapel Dress Code

- Students may not use non-dress code passes on chapel days.
- Only BCA sweatshirts are allowed on chapel days. Hooded sweatshirts, basketball shirts or uniforms, or warm up jackets, etc., may not be worn on Chapel Day.
- **Middle School Girls** will wear skirts or jumpers and polo shirts or blouses. Tights or leggings under skirts or jumpers may be worn.
- **Middle School Boys** will wear solid colored dress shirts with ties, which will be kept tied throughout the day; and khaki or navy pants. Shirts and blouses are to be tucked in.

Fridays: Belvoir Christian Academy t-shirts or BCA related t-shirts with dress code pants or shorts.

The following is the expected dress code for all students in Kindergarten through 8th grade (the dress code does not apply to preschool students):

- No hats, caps or visors are to be worn in the school building.
- Hair must be neat and well groomed. No Mohawks or extreme haircuts or colors. **For boys, the length of hair SHOULD NOT exceed the top of the shirt collar.** Eyes and ears **MUST** be seen.
- Polo shirt (any solid color) - logos or emblems that promote other schools are not permitted.
- Solid color sweaters could be worn along with typical dress code. In colder weather, solid-colored long-sleeved shirts or turtlenecks could be worn under dress-code polo shirts.
- If wearing a sweatshirt, **ONLY** BCA sweatshirts are acceptable.
- Jackets are not to be worn to class. Full zipper or full button up are considered jackets.
- Shorts, slacks, skirts or jumpers in khaki or navy. Plaid skirts and jumpers are also acceptable, but this style can only be purchased at Educational Outfitters (navy/red/white). The solid-colored tops and bottoms can be purchased at any store such as Walmart, Target, JCPenney, etc.
- Pants should be uniform-style.
- Skirts, jumpers, and shorts should not be shorter than 3" above the kneecap.
- Shoes are to have closed heels and toes. No cleats inside the school building. No heeleys or shoes with any type of metal on the sole.
- Girls may wear leggings or tights under skirts or jumpers. No sweatpants, lounging or pajama-like bottoms are allowed.
- All clothing must be in good repair, without holes or tears.

Non-Dress Code Days

- Students may wear non-uniform pants or shorts with **NO** holes or tears.
- Students may wear clothing with the Belvoir Christian Academy logo.
- T-shirts, athletic jerseys, sweatshirts, and sweat pants are to be free of inappropriate words or slogans and will not have names or logos from other Chattanooga area schools.
- **NO** tank tops or tops with spaghetti straps.
- **NO** sandals, flip flops, crocs, mules or similar shoes.

EVALUATION AND GRADING SCALES

Grading is a professional judgment of multiple factors based on:

- Evaluation is based on satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussion as required.

Grading Scale Passing grades fall between 76 and 100 percent, and a letter grade of C, B, or A as follows:

95-100 = A	93-94 = A-	91-92 = B+	87-90 = B
85-86 = B-	83-84 = C+	78-82 = C	76-77 = C-
74-75 = D+	72-73 = D	70-71 = D-	below 70 = F

Parents will receive report cards and progress reports via GradeLink. Hard copies will be given to parents/guardians who request one.

FIELD TRIPS

Field trips are an important component of the curriculum. They provide instructional activities that assist the teacher in accomplishing the objectives of the curriculum.

The teacher is responsible for making all arrangements and for supervising the students in a way that assures their safety.

Field trips are a privilege, not a right. A teacher may exclude a child.

All field trips shall be approved by the principal. In addition, parental **written** permission is required for all trips. **Fax or verbal permission is not acceptable.**

Children up to age 9 are required to ride in safety seats or belt positioning booster seats. All students not meeting this requirement must have a safety seat/booster seat for all field trips.

GRADUATION

The principal is responsible for approving the graduation of eighth grade students. The Board of Directors should officially authorize the granting of diplomas to the graduates.

HOMEWORK

It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. There is a great degree of variance through the grades and in the amount children in the same grade have. Generally speaking, we would say that when children in grades 1-4 are spending considerably more than thirty minutes on school work night after night, there may be reason for concern. A parent-teacher discussion may be in order. By the same token, when children in grades 5-8 are consistently spending considerably more than one concentrated hour per night on homework, it may be time for an examination of study habits, use of study time in school, etc. Conversely, when children never have homework to do, it may also be time to ask some questions.

In general, the school follows the National PTA guidelines of 10 minutes of homework per grade. The purpose of homework is to reinforce and extend concepts and skills taught in the classroom.

It is expected that students will complete assignments on time and in a satisfactory manner, showing evidence of a concern for excellence.

Middle School Homework (for grades 5, 6, 7, and 8) is as follows:

Daily homework should be completed and handed in on time. Late homework will be penalized. In the case of extenuating circumstances, a parent may write a note explaining why the assignment has not been completed and the assignment must be turned in the following day. Assignments that are not turned in will be recorded as a zero. If a student is absent, it is the student's responsibility to meet with each teacher to determine the date and time the missing assignments will be due.

If parents call the school to request their child's assignments, please contact our front office by 9 am. Homework will be available to be picked up at the end of the school day. For planned absences, prior arrangements are to be made with the principal and teachers involved at least three days in advance.

We encourage parents to assist their children by providing encouragement and a quiet place for study. If your child is unable to complete an assignment, kindly send an explanatory note to his teacher. If assignments seem consistently burdensome, the teacher should be contacted.

HONOR ROLL/PRINCIPAL'S HONOR ROLL

Students in grades 5-8 are eligible for Honor Roll and Principal's Honor Roll. The names of these students are published at the end of each grading period. Grades are weighted based on the number of times the class meets per week. For example, a core subject that meets five days a week is weighted 1.0. A class that meets three times a week will be weighted 0.6.

Presented

- **End of each Quarter**
- **End of the year**
 - **Honor roll or Principal's Honor roll all four (4) quarters**
 - **Principal's Honor Roll (only) for all four (4) quarters**

Eligibility

- **Honor Roll**
 - **Maintains a B or higher average in all subjects**
 - **Only one (1) C is allowed in each quarter and no U was earned**
- **Principal's Honor Roll**
 - **A- or higher grade in all subjects each quarter**
 - **No C or U was earned**

LUNCH PROGRAM

The school offers hot lunches every day following the USDA regulations. The cost of lunch is established by the Lunch Program Administrator with the approval of the Board of Directors. Students will not be able to charge a hot lunch.

- ***PLEASE DO NOT BRING IN FAST FOOD FOR LUNCH.***

Students may bring a cold lunch to school. If they bring a cold lunch, utensils need to be packed also. This includes paper plates, spoons, etc. Milk may be purchased separately either for additional milk with their hot lunch or a beverage with cold lunch. The cost for individual milk is established by the Lunch Program Administrator with the approval of the Board of Directors.

There is space on the registration forms for parents to indicate the child's allergies. It shall be the responsibility of the parent to ensure that this information is communicated to the teacher and the cafeteria manager.

Ice cream is available to purchase at the discretion of your student's teacher.

PHYSICAL EDUCATION CLASSES

- All students in P.E. classes must wear non-marking, no-skid tennis shoes during gym class.
- 5-8 Students must wear required PE uniform for class

PROMOTION and RETENTION

Promotion and retention decisions fall under the teacher's professional responsibilities. Each decision shall be based on the student's progress during the school year and his/her potential to successfully participate in the next grade level. In the event that the teacher is considering the retention of a student, the teacher should hold a conference with the parents as early in the school year as possible, certainly by the end of the first semester. Retention should not be viewed as a negative experience, rather it is an opportunity to help the student to be successful at his/her grade level over a two-year period.

SUSPENSION and EXPULSION

The principal alone shall have the authority to suspend a student. Only the Board of Directors has the authority to expel. If the principal is recommending expulsion, the parents and the Board of Directors must be notified in writing. The student may be suspended indefinitely pending action of the Board of Directors.

STUDENT SERVICES AND EXTRACURRICULAR ACTIVITIES

PARENT-TEACHER LEAGUE (PTL)

Mission Statement: The Belvoir Christian Academy Parent-Teacher League (PTL) works for your child by maintaining close working relationships between parents, teachers, staff, and all BCA students, to enhance the Christian educational experience by providing equipment, services, and fellowship events to build school spirit and relationships within the BCA family.

Purpose: The purpose of the PTL is to encourage and cultivate high standards of Christian education; to promote open communication and goodwill among parents, teachers, administration, school board, Good Shepherd Lutheran Church, and First Lutheran Church; and to encourage parental participation in school events.

Meetings: Parent-Teacher League meetings are held monthly after school (or some evenings). ALL PARENTS are encouraged to attend meetings designated for the event for which they have volunteered.

VOLUNTEERING

BCA families are strongly encouraged to volunteer for a minimum of 8 service hours throughout the school year. To simplify the volunteer sign-up process, our PTL is using Sign-Up Genius to allow families to choose a specific event, how they want to help, and the amount of time they are available to help- all in one place! This information is maintained by the PTL.

The following is a brief description of events the PTL organizes and may support each year:

Breakfast Buddies: We hold this event up to twice a year - one in the fall semester and one in the spring semester - on a Friday morning from 8:15 to 9 am. Parents, or other special family members or friends, are invited to join their child(ren) in the BCA gym to enjoy fellowship and light breakfast refreshments.

Candy Cane Shop: Undoubtedly a favorite among students, this is a week for the children to go "Christmas shopping" for their family and friends without having to be dropped off at the mall. From funds raised through PTL events, we are able to purchase a variety of items from which they may choose. The children buy these items, have them wrapped by our shop staff and take them home to put under their Christmas tree! This is held during the first full week of December each year.

Christmas Float Preparation: Each November, The City of East Ridge sponsors a Christmas parade held the Saturday before Thanksgiving. BCA parents and students work together to build a float and gather participants for the parade.

Christmas Program: This is a school-wide musical event (MANDATORY for K-8 students) held the week we are dismissed for Christmas holidays. The music department coordinates this program with K-8 teachers. PTL volunteers provide refreshments following the program.

Field Day: This end-of-the-year outdoor event is held for all students and families. Events include a cook-out, sponsored by the PTL, as well as games and other fun outdoor activities for everyone to enjoy.

Fundraisers: Each year, the PTL will hold at least one school-wide fundraiser. Examples of some of our fundraisers include offering families the opportunity to purchase items such as cookie dough, Christmas items, Yankee Candles, candy/snacks, magazines, etc. Proceeds from these annual fundraisers are used to purchase classroom supplies, update technology, improve your child's

facilities, and fund school-wide events.

Grandparents' Day: We open our school to BCA grandparents and families on a Friday morning - typically, at the end of Lutheran Schools Week - for coffee and fellowship, a musical program (MANDATORY for K-8 students), and special presentations in the classrooms, followed by an early dismissal. Our PTL volunteers help set up for the event the day before, as well as greet and direct guests on Friday morning. We also decorate the school, prepare food trays for the classrooms, set up the gym for the program, and any other miscellaneous tasks needed to host this special day.

National Lutheran Schools' Week: Each year, we celebrate our Lutheran School heritage during National Lutheran Schools Week. This event is coordinated through the faculty and staff, but PTL volunteers are needed to help with events throughout the week. As this time approaches, you will be more informed of the week's events, but in brief, each day has a fun and educational theme for all students to enjoy.

National Teacher/Staff Appreciation Week: This is a time to honor teachers and staff, with each day offering a different way to shower them with gifts or services that show thanks for their hard work all year long. This is celebrated the first week in May.

Revised June 2023



I acknowledge that I have received a copy of the 2023/24 Belvoir Christian Academy's Family and Student Handbook.

I verify that I/we have read this Family and Student Handbook and will adhere to all policies in it. I also verify that, as a parent or legal guardian I have read and understood the contents of this handbook and will act in accordance with these policies and procedures.

I have read and understood the School/Parent Covenant, and I agree to act in accordance with the School/Parent Covenant.

I understand that if I have questions or concerns at any time about the handbook or the School/Parent Covenant, I will consult my child's teacher, Children's Center Director or the Administrator.

Date

Parent/Legal Guardian Signature

Parent/Legal Guardian (Print)

Parent/Legal Guardian Signature

Parent/Legal Guardian (Print)