



Belvoir Christian Academy

**K - 8th &
Early Childhood Education
(Infants – Pre-K4)**

Student/Family Handbook

(2025-2026)

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BCALIONS.org

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"I have told you these things, so that in me you may have peace. In this world you will have trouble. But take heart! I have overcome the world." - John 16:33

Table of Contents

Welcome	5
The History of Belvoir Christian School/Lutheran	6
Mission Statement	6
Vision Statement	6
Philosophy of Belvoir Christian Academy	6
Core Values	7
Education at BCA	7
Accreditation	8
Parents Prayer	8

BCA FAMILY

Students	8	
Parents	8	
Faculty	9	
Relationship of Church and School	9	
Parent Teacher League (PTL)	9	
Volunteers		9
Visitors	10	
Donors	10	
Administration	10	
Board of Directors (BOD)	11	

SPIRITUAL LIFE

Worship		11
Church Attendance	11	

COMMUNICATION

School and Parent Covenant	12
ClassDoJo	13
PraxiSchool	13
Facebook	14
Website	14
Telephone Usage	14
Student Cell Phones	14
Emergencies	14
Media Relations	15
Responding to Concerns and/or Complaints	15

ACADEMICS

Curriculum	16	
Academic Probation	17	
Acceptable Use and Code of Conduct for Internet Access Policy	17	
Internet Code of Conduct	18	
Assignment Books	18	
School Work, Homework, and Assignments	19	
Evaluation and Grading Scales	19	
Honor Roll and Principal’s Honor Roll		20
8th Grade Valedictorian	20	
8th Grade Salutatorian	20	
Requirement for 8th Grade Graduation		20
Promotion and Retention	21	
Suspension and Expulsion	21	
Testing Program	21	
Transportation Policy	21	
Field Trips	22	

ATHLETICS

Eligibility	22
Competitive	23
Intramurals	23

STUDENT SERVICES

Special Services	24
Lunch Program	24
Lunch Guests	24
Carbonated Beverages	24
Policy for Extended Services	25
Extended Services	25
Late Pick-Up Policy	25

ATTENDANCE AND ABSENCE POLICIES

School Hours	26
Tardiness	28
Arrival Procedures	29
Departure Procedures	29
Signing Out During School Hours	29

HEALTH AND SAFETY

Accidents and Injuries	30
Accident Insurance (Student)	30
Child Abuse or Neglect	31
Communicable Diseases	32
Compliance with AHERA Management Plan Annual Notification Requirement	32
Illness	33
Immunizations	33
Early Childhood, Kindergarten and Seventh Grade Parents	34
Medication	35
Sexual Misconduct Policy	35

BEHAVIOR STANDARDS

Discipline	37
Behavioral Probation	37
Detention	38
Bullying Policy	38

DRESS CODE

Policy	39
Chapel Dress Code	40
Non-Dress Code Days	40

ADMISSIONS

Nondiscrimination Policy	41
Academic and Behavioral Probation	41
Reenrollment	41

FINANCIAL SUPPORT AND FEES

Tuition and Fees	41
Refund Policy	42
Delinquent Accounts	42

EARLY CHILDHOOD

Academics/Curriculum	44
Behavioral Probation	44
Discipline	44
Biting Policy	45
Field Trips	45
Meals and Snack	45
Toilet Training	45
Vacation Request	46
Withdrawal	46

PARENT ACKNOWLEDGEMENT SIGNATURE PAGE 47

Welcome to our BCA Family,

Welcome to Belvoir Christian Academy and Early Childhood Education. 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.

The history of The Lutheran School and First Lutheran Church's commitment to educate each child who enters through our doors guides us to honor and serve them to the best of our ability. 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, choices, 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, we can offer the support you need in the effective caring and nurturing of your child grounded in the love of Christ from infants through 8th grade.

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

In His Service,

David Topp
Principal

JoAnn Seay
Early Childhood Education/Extended Care Director

HISTORY OF BELVOIR CHRISTIAN ACADEMY/THE LUTHERAN SCHOOL

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 8th grade.

MISSION STATEMENT

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

VISION STATEMENT

Our vision is to be a beacon of light in our community that empowers people to embrace the life-changing power of Jesus Christ, that strengthens families, and equips them to live for Him.

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 to each family and to the greater community.
- 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.

EDUCATION AT BELVOIR CHRISTIAN ACADEMY (BCA)

At BCA, we are focused on the development of the whole child, meaning knowledge, skill, ability, attitude, and character by means of teaching, training, study, and experience. It is based on the Bible and has three specific goals:

- To lead the individual to faith in Christ and to keep him/her in that faith.
- To help the individual to develop and exercise a Christian walk in word and deed, in all aspects of life.
- To remind the individual that they are a child of God and recipients of Jesus' gifts of forgiveness, grace, and eternal life in heaven granted through His death and resurrection.

BCA-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: spiritual, mental, physical, and social development. All four types receive daily attention at BCA. In this total program, the Word of God influences everything the child learns and serves as a unifying and organizing force.

BCA's 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 2 Timothy 3:16, it is said, *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness."*

ACCREDITATION

Being an accredited school is a high honor and it assures parents, children, community, and congregations that an excellent education is being provided to the students.

Belvoir Christian Academy has been accredited by the National Lutheran School Accreditation (NLSA) since 1987. NLSA is governed by The National Accreditation Commission, composed of representatives from various participating districts of The Lutheran Church-Missouri Synod and the Lutheran Church-Canada. The process is owned and operated by The Lutheran Church-Missouri Synod as a service of LCMS School Ministry. The Tennessee Department of Education recognizes NLSA accreditation; therefore, NLS is considered a Category 2 school in TN. BCA's current NLSA accreditation runs through August 2029.

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

BCA FAMILY

STUDENTS

Belvoir Christian Academy is a Christ-centered family where students grow in faith, experience individual academic excellence, and prepare to use their God-given talents now and into the future. We are here to help children grow academically, spiritually, socially, and emotionally. Our student body is made up of a wide variety of talents, backgrounds, and experiences. It is our school's privilege to assist in the growth and development of young people.

PARENTS

The home is and always will be the chief agency for the Christian training of the child. A Christian school does not relieve the parents of their God-given obligations. The purpose of our school is to serve as an aid and extension of the home in the vital work of Christian training. "Teach a child how he should live, and he will remember it all his life." Proverbs 22:6. When the home and school are both Christ-centered, a child is indeed receiving quality education.

FACULTY

One of the most important ingredients of a school is its faculty. Our faculty are spirit-filled Christians trained in their respective areas of responsibility who are concerned about the total welfare of their students. The Tennessee Department of Education certifies our K-8 teachers; some of them hold Master's degrees. Varied experiences and backgrounds enrich them; many received training in our Lutheran colleges. They are engaged in a program of continuous spiritual and professional growth.

RELATIONSHIP OF THE CHURCH AND SCHOOL

First Lutheran Church and Good Shepherd Lutheran Church Support the school ministry. Through the school, these churches educate children in the Christian faith and all academic areas. The school is a vital mission to our community as well as to those who belong to the congregations. The churches support the school by its prayers, volunteer efforts, and financial support.

PARENT AND TEACHER LEAGUE (PTL)

Mission Statement: The Belvoir Christian Academy Parent and 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: PTL 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.

VOLUNTEERS

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 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.

VISITORS

Parents, family members, and friends are encouraged to visit BCA during school hours. Visiting during class time provides the opportunity to participate more fully in your child's education. If you wish to spend time in the classroom, please make arrangements with your child's teacher prior to visiting. Eating lunch with your child is another good way to observe and participate in your child's day. If you wish to eat with your child, contact your child's teacher that day. All visitors must come to the School Office and sign in the school visitor log prior to going to classes. Visitors will need to sign in and wear a visitor's badge while on campus.

DONORS

In order to provide a program of excellence, Belvoir Christian Academy- The Lutheran School depends on donations from generous people and corporations. Donations are tax-deductible. Support can be in the form of in-kind gifts, annual fund donations, estate gifts, and planned giving. BCA has an established annual fund, tuition assistance fund, and endowment fund. Contact the principal for more information.

ADMINISTRATION

Belvoir Christian Academy- The Lutheran School (BCA) is owned and operated by First Lutheran Church, which is a member of the Mid-South District of The Lutheran Church-Missouri Synod. The policies and activities of BCA are controlled and supervised as outlined in the constitution and bylaws of First Lutheran Church. The principal is directly responsible for overseeing the operation of the school. The school Board of Directors provides input and suggestions and approves school policies and programs. The principal reports directly to the Board of Directors. The Chairperson of the BOD reports to the First Lutheran Church Council. The Church Council reports to the voters assembly. First Lutheran Church constitution and bylaws are currently being revised. Once this process is completed copies will be available upon request.

BOARD OF DIRECTORS (BOD)

The school Board of Directors meet approximately once per month. The meeting dates are available from either the principal or the school Board Chairperson. In order to foster open communication where possible, anyone may address the BOD by seeking permission from either the principal or Board Chairperson. A portion of the meeting will be set aside for your discussion. Anything discussed in the Board of Directors meeting is confidential. In accordance with this, these meetings are not open to the public.

SPIRITUAL LIFE

WORSHIP

In addition to the Christian training children receive both at home and in school, we consider it necessary for the children to attend Sunday School and worship services together with their parents. Psalm 122:1 states, "I was glad when they said unto me, let us go into the house of the Lord." Parents are urged to set a good example for their children in these matters. Church attendance is recorded weekly in the classroom. Chapel service at school is not counted.

CHURCH ATTENDANCE

Keeping with our mission statement to "Make Disciples" we understand the importance in knowing what you believe, why you believe it and how you can defend your faith. We expect our parents who enroll their children in Belvoir Christian Academy to lead by example in the development of Christian practices and values in their children. Regular attendance at worship services and stewardship of time, talent and treasures 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/her family will be emphasized. Each quarter BCA will recognize those students who have attended church faithfully.

Faithful church attendance awards are given to those students who have met the criteria at the completion of each quarter and at the end of the year.

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.

Please join us if you are looking for a church home.

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	9:45 am	Wed. 12:30 pm Sunday 9:45 am
Good Shepherd	https://gslcflock.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.cocluth.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		

COMMUNICATION

SCHOOL and 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 share 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, patience, 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 grade.
- Teachers will notify parents whenever a student has failed to turn in a major assignment or to meet an important deadline resulting in a significant grade reduction.
- 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.

CLASSDOJO

ClassDojo is a communication platform. BCA is considered a ClassDojo school. This means that classes from infants through 8th grade, and administration will be using this platform to effectively and effortlessly communicate with our individual families as well as our school as a whole.

ClassDojo allows us to confidently share photos, videos, and important info on a secure feed with our BCA families in an instant. ClassDojo is an app that can be downloaded or added to any device or desktop. Please check with your child's teacher to join or be added to BCA's ClassDojo school link.

PRAXISCHOOL

"Praxi" is the school-wide grade and communication program for teachers and parents. The program contains progress reports, grades, lunch account information, upcoming calendar items, and extended care accounts. Important information will be sent concerning school closings and other important school notices via email. Each morning, teachers take an accurate account of attendance, including tardies, by logging the information into Praxi. On Monday or the first day back to school following a Sunday, teachers (grades 1-8) record church attendance. In the spirit of professionalism, teachers will post missing assignments in Praxi daily and post grades on Praxi in a timely manner. Student grades are pulled for sports eligibility every Tuesday.

FACEBOOK

https://www.facebook.com/BCALIONSCHATT?ref=embed_page

WEBSITE

BCAlion.org

TELEPHONE USAGE

Teachers have telephones in his or her classroom. You can ask for the extension to leave a message.

STUDENT CELL PHONES

Students may not use cell phones while on campus or on field trips. Students who need to use the phone must obtain permission from a teacher. Students who bring a cell phone to school must keep it powered off and turn it in to their homeroom Teacher until they leave campus or are under the supervision of their parent. Students found using cell phones on campus without permission will have the cell phone confiscated.

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 message through ClassDojo and Praxi.
- **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, WTVC-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. **This information must be updated by the parent in Praxi each year.**
- **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 AM Extended 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.

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.

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:

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 8th 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. We use IXL to supplement our math curriculum.

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.

All students in P.E. classes must wear non-marking, no-skid tennis shoes during gym class.

Grade 5-8 Students must wear the required PE uniform for class.

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 meets or exceeds these standards.

ACADEMIC PROBATION

Academic Probation: Students new to Belvoir Christian Academy shall be placed on academic probation for a 6-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.

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 electronic devices.

- 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.

SCHOOL WORK, HOMEWORK AND ASSIGNMENTS

STUDENTS WILL:

- Write assignments on a daily basis and check off when completed.
- Take home each evening and discuss with parents.
- Do their best work on every assignment.

PARENTS WILL:

- Check on a daily basis
- Sign each day.
- Provide a place for their child to study and complete work at home.

TEACHERS WILL:

- See that the assignments are written on the board and copied by students.
- Monitor the use of the assignments books.
- Encourage and support your student in doing his/her best.

EVALUATION AND GRADING SCALES

Grades are earned through the following:

- Satisfactorily completing all assignments
- Satisfactorily passing tests
- Participating in class discussion

Grading Scale		Conduct	
A	95-100	E	Excellent
A-	93-94	S+	Above Satisfactory
B+	91-92	S	Satisfactory

B	87-90		N	Needs Improvement
B-	85-86			
C+	83-84			
C	78-82			
C-	76-77			
D+	74-75			
D	72-73			
D-	70-71			
F	0-69			
U	Unsatisfactory			
M	Missing Work			

HONOR ROLL and PRINCIPAL’S HONOR ROLL

Students in grades 5-8 are eligible for Honor Roll and Principal's Honor Roll. Students are recognized for earning excellent grades, exemplary conduct and less than 2 absences per quarter.

Eligibility

- Principal’s Honor Roll
 - 3.6 GPA or higher
 - No grades below a B-
 - “S” or above for all conduct
 - 2 unexcused absences or less per quarter
- Honor Roll
 - 3.2 GPA or higher
 - Only one (1) C
 - “S” or above for all conduct
 - 2 unexcused absences or less per quarter

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

8th GRADE VALEDICTORIAN

This honor is awarded to the student with the highest grade point average and an “S” or above for all conduct during the 6th through 8th grade school years.

8th GRADE SALUTATORIAN

This honor is awarded to the student with the second highest grade point average and an “S” or above for all conduct during the 6th through 8th grade school years.

These honors are calculated using the two semester grade point averages from sixth grade and seventh grade, and 8th grade point averages for each of the first three quarters in 8th grade.

The valedictorian and salutatorian will be announced at the beginning of 4th quarter.

REQUIREMENT FOR 8th GRADE GRADUATION

A student must achieve a 70% or higher in each and every subject for BOTH semesters (not averaged together) in 8th grade in order to qualify for graduation. Any student not meeting this minimum requirement will not receive a diploma from Belvoir Christian Academy. The first quarter report cards are issued at the mandatory parent teacher conference. At this time, any observations and questions from both the parent and the teacher should be addressed. It is beneficial for the student, parent and teacher to develop a plan to redirect any challenges. The above procedure will be used as needed after distribution of the second quarter midterm report. After second quarter report cards are distributed, parents of students averaging a 1st semester grade of 67.4% or lower will be notified that they have not met the minimum requirements for graduation.

PROMOTION and RETENTION

For students to be promoted to the next grade, a 70% or higher must be earned in each and every subject when averaging semesters 1 and 2 together. Any student not meeting this minimum requirement will be required to do a summer program or be retained. After first quarter report cards are issued, a conference will be scheduled for all students. If a student has a 75% or lower in any subject for the quarter, the student, parent(s), and teacher(s) will make plans for improvement and possible consequences. The conference will end with all parties in attendance signing a statement acknowledging what was discussed and what must be done to improve the student's performance in that class/those classes. The above procedure will be used as needed after distribution of the second quarter midterm report. After second quarter report cards are distributed, parents of students averaging a 1st semester grade of 69% or lower will be notified that their child is not performing at grade level and is at serious risk of retention. At this point, an action plan will need to be formulated, agreed upon, and signed by student, parent(s), and teacher(s). The above process will continue as needed based on 3rd and 4th quarter midterm reports and 3rd quarter report card.

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.

TESTING PROGRAM

In addition to regular subject matter testing, standardized tests are given to the children in our school each fall and spring. Students will participate in the STAR assessments STAR scores will feed into IXL, our adaptive curriculum, and will provide a student individualized growth plan based on this data.

All students that receive ESA funds will be required to take the TCAP.

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.**

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.

The following is observed for all field trips:

- A letter to parents precedes the trip. A copy of this letter is also filed in the school office.
- A signed and completed permission slip must be returned by each student before the trip (along with any necessary money).
- The teacher and at least one other adult per 10 students accompany each group.
- If transportation is needed, cars and vans are acceptable, provided those transporting students are following Tennessee state regulations regarding current license, current insurance, seat belts, car seats, airbags, and the like.
- All drivers must have a proof of current car insurance in their possession while driving for a field trip.

ATHLETICS

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.

COMPETITIVE

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. The athletic program is conducted after school hours.

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.

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

Intramural offerings for grades K-2 may include:

- 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.

STUDENT SERVICES

SPECIAL SERVICES

According to state regulations, Belvoir Christian Academy- The Lutheran School works with the Hamilton County Schools in identifying and providing services to our students with special needs. This may include, but is not limited to: vision, hearing, speech, learning disabilities, and emotional issues. The identification, screening, and some services are free to our students, depending on student qualification. Contact the principal for more information.

LUNCH PROGRAM

BCA offers a hot lunch program (Monday - Friday) that follows the USDA regulations. Menus are published monthly on PRAXI. Lunch and milk orders should be purchased through PRAXI. Families should place orders as soon as possible for their student, or a child is unable to get a hot lunch. Students will not be able to charge a hot lunch. They may purchase hot lunches the morning of that day.

Students who purchase a hot lunch are encouraged to eat a small amount of each food item that is served. Students are expected to keep the lunchroom tables and floors clean. All students are to comply with the school lunchroom rules.

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. *Please do not bring in fast food for lunch.*

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.

The cost of lunch and milk is established by the Lunch Program Director and Administrator with the approval of the Board of Directors and current cost is published on PraxiSchool.

LUNCH GUESTS

From time to time, teachers will change student schedules to accommodate events, lessons, or to reward student behavior. Because of that, and because of limited space, BCA requires parents to let their teacher know when they would like to eat with their student(s).

CARBONATED BEVERAGES

Carbonated and/or caffeinated beverages (including energy drinks) are not allowed for during Extended Care or during the school day, including lunchtime. (Parents, please bear this in mind, if you bring a lunch to share with your child during the school day.) Exceptions to this policy may be made for special teacher-approved class celebrations.

POLICY FOR EXTENDED AM and PM SERVICES

We are pleased to offer Extended Services 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 PraxiSchool 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 PraxiSchool. 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 1.5% late charge.

BCA's Extended PM Services end 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.

Each family is encouraged to complete the Extended Services form at the beginning of the year so if services are needed during the year the paperwork is already on file so service can take place seamlessly if needed.

EXTENDED AM and PM SERVICES

AM Extended Services

K-8th Students (7:00 to 7:45 am)

Early Childhood (6:30 to 8:00 am)

There is a fee for K-8th early arrivals before 7:45 am. Children will be charged for this service.

- Infants- PreK4 will enter through the triple doors by the lower parking lot.
- Kindergarten- 8th grade will enter through the main entrance of the building.
- When K-8 students arrive they will go directly to the cafeteria.
- At 7:45 **students are required to have a current grade level book or study material**, to read till the 8:00 bell rings to dismiss to class. (This is a **Non-talking** time to prepare for the day.)

PM Extended Services

Extended services are available each school day before and after school. Before school we offer drop off beginning at 7:00 am and after school beginning ten minutes after their dismissal time. There is a fee for these services.

All children who have not been picked up ten minutes after dismissal 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).

Special options: Kindergarten - 8th grade ONLY

- Extended services 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

LATE PICK-UP POLICY

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. This policy is in effect for Infants through 8th grade.

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 ABSENCE POLICIES

SCHOOL HOURS (Kindergarten - 8th Grade)

School hours are from 8:15 a.m. to 3:20 p.m. Students admitted into the building before 7:45 a.m. are in AM Extended Care. Upon their dismissal at the end of the school day, all students (K-8) will go to the pick-up line with their teacher. Children who have not been picked up by 3:30 will be checked into PM Extended Care. Students are to be out of the building by 3:30 p.m., unless they are involved in an extracurricular supervised activity or in Extended Care. The school cannot be responsible for accidents or injuries that occur when children are at school during unauthorized times.

Regular attendance is important if we are to guide a child in his/her optimum level of learning. In

accordance with state laws:

- Tennessee State Law requires that all children between the ages of six (6) and seventeen (17), both inclusive, must attend school regularly.
- Belvoir Christian Academy has determined that each child will be allowed three (3) absences per school year that may be excused by a parent/guardian. These should only be used in cases when a child is sick, but the parent/guardian determines that a doctor visit is not necessary.
- **After** (3) parent/guardian excused personal illness days, any further absences must be excused by professional documentation. These include doctors, mental health professionals, dentists, court, or other professional services. Other legal reasons for excused absences are death in the immediate family, religious holidays regularly observed by that faith (prior approval required), and approved school sponsored activities.
- Excuses must be turned in to the appropriate school official within five (5) days of the student returning to school.
- After (5) unexcused days, the school will notify the parent/guardian that their child must attend school on a regular basis by mailing the Attendance Notification Letter.
- Upon the receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims.
- If a student acquires (10) or more unexcused days (no legal reason for absence as defined above), the school will make a formal referral to the principal.
- If the child continues to accrue unexcused absences after the referral, a legal notice will be mailed to the parent/guardian indicating that their child has become truant. This notice shall serve as intent to file a petition with Hamilton County Juvenile Court unless proper documentation is provided to the school within (5) days of receipt of the notice.

BCA Attendance Procedures

By law students are allowed five (5) unexcused absences per school year. BCA will allow parent excuses to serve as documentation for three (3) additional personal illness days. After the five (5) unexcused days and the three (3) additional personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent or guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.

If the following conditions apply, a referral will be made to the principal:

After ten (10) or more unexcused absences: Parent/guardians will be notified via legal notice indicating that their child has become truant and a petition may be filed with Hamilton County Juvenile Court. If unexcused absences continue after the Informal Truancy Hearing at Juvenile Court, parent/guardians will be petitioned to attend a Formal Hearing before a Juvenile Court Judge at which time fines and community service may be assessed.

When a student reaches 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. Any student absent 30 days or more is subject to repeating the grade. Awards are given at the end of the year for Perfect School Attendance and Faithful School Attendance (missing no more than 5 days). When determining awards, 5 unexcused tardies equals one absence.

Attendance Process and Communication

1. Families are notified of Attendance Law and Procedures via each school's Student Handbook. Schools must include the Attendance Notification Contract in their registration packets. When the signed form is returned, the school is required to keep a copy in a designated notebook or file. A copy of this signed form will be required in the event a truancy petition is filed.
2. When a student reaches five (5) unexcused absences, the school is responsible for sending the BCA approved Attendance Notification Letter. The school is required to keep a copy of this letter in a designated notebook or file. A copy of this letter will be required in the event a truancy petition is filed.
3. Upon receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims.
4. When the student reaches ten (10) or more unexcused absences, the student will be referred to the school principal. The school attendance clerk will fully complete the referral and attach a copy of the Student Registration Form, a copy of the signed Attendance Contract, and a copy of the Attendance Notification Letter. The referral must have the signature of the school attendance clerk. The principal will then sign and date when the referral was received.
5. If absences continue after the signed referral, the principal may initiate interventions and/or court procedures. If court procedures are necessary, a legal notice is mailed by the principal. This notice shall serve as intent to file a truancy or dependent and neglect petition with Hamilton County Juvenile Court, unless proper documentation is provided to the school within five (5) days of receipt of this notice.

8th 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**.

A student who has been absent for three (3) consecutive days MUST return to school with a note from the doctor in order to have the absence excused. The note is given to the front office.

TARDINESS

Tardiness is a bad habit. Tardiness causes disruption and results in loss of academic time. Statistics show that students that are absent or tardy more than 5 days have a 10% lower score on standardized tests.

Students are expected to be in the classroom and prepared to work prior to the 8:15 a.m. tardy bell, or they will be considered tardy. 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.

ALL TARDIES will be considered unexcused; however, exceptions may be granted if:

1. The parent accompanies the child to the office to provide a Dr. note for the tardiness, OR
2. In the case of abnormal traffic conditions due to an accident, severe weather, or widespread power outage.

Determination of excused or unexcused will be made by the Office Staff with the Principal having the final determination.

Excused

Excused tardies include illness with a Dr. note or an early doctor's appointment with a Dr. note. In the case of abnormal traffic conditions due to an accident, severe weather, or power outages the administration may excuse tardies.

Unexcused

Unexcused tardies are all late arrivals to school not accompanied by Dr. note. Forgetting to set the alarm clock, oversleeping, uncooperative children, and normal daily traffic are among the reasons considered unexcused. Action may be taken by the principal if a student has an excessive tardy record. Please have your student at school on time.

When a child is tardy the parent MUST stop in the front office and sign the child in.

BCA ARRIVAL PROCEDURES

Arrival

K-8th (7:45 to 8:15 am)- **First bell @ 8**

Early Childhood (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) - **Tardy Bell @ 8:15**

Early Childhood (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 be checked in by a parent at the front office.
 - If late on **Wednesday Only during chapel time (8:30 to 9:30)** PreK3 thru 8th grade 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.

BCA DEPARTURE PROCEDURES

Dismissals are as follows for Monday, Tuesday, Thursday, and Friday:

- Kindergarten thru 8th grade: 3:20 pm
- Wednesday, students will be dismissed 30 minutes early (2:50pm) to enable teachers to attend faculty meetings and professional development.

SIGNING OUT DURING SCHOOL HOURS

THERE ARE NO SIGNING OUT OF STUDENTS AFTER 2:45PM DUE TO SAFETY AND TRAFFIC

When dentist or doctor appointments cannot be made outside of regular school hours, the student may be signed out during the school day. Do not sign out students for parent convenience or for outside lessons or activities such as piano, cheer, or tennis.

Please observe the following procedures for signing out students:

- Send a note to the teacher the morning of the desired dismissal indicating the reason for signing out your child and the approximate time you will arrive.
- When you arrive at school to pick up your child, you must go to the front office to sign them out for the day.
- The child will be called to the office. Parents are not permitted to go to the classroom to pick up their child.

- Unauthorized persons will not be permitted to dismiss a child from school.
- Any person signing out a child from school **will be** required to show identification.

HEALTH AND SAFETY

ACCIDENTS and 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.

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 and/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.

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 24 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 24 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 early childhood 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 Pre-K2 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 6/28/2024 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).

EARLY CHILDHOOD, KINDERGARTEN, AND SEVENTH 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.

Early Childhood

Our Early Childhood program 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).

Kindergarten through 8th Grade

Students requiring long-term medication, including aspirin or Tylenol, at school must fill out the Individual Health Plan (IHP) form before we can administer any medication. BCA office staff 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.

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 inexplicitly 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.

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.

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

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 the called worker, president of the Mid-South 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 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.

BEHAVIOR STANDARDS

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 partner with parents to help their child lead God-pleasing lives. We believe that this is only possible through the work of the Holy Spirit and the cooperation of parents, teacher(s) and administration. If parents, by their words and actions, prove to be unresponsive and/or unwilling to follow through with expectations, this is grounds for dismissal of the family from the school.

It is the responsibility of the teacher, principal or early childhood 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, the situation may require a meeting with the Principal or Early Childhood 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.

BEHAVIORAL PROBATION

Students new to Belvoir Christian Academy shall be placed on behavior probation for a 6-week period. If a student's behavior negatively impacts the climate of BCA the student will be asked to leave BCA.

Any student 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.

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.

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 manner
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.

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.

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

- Students may not use non-dress code passes on chapel days.
- 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.
- 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.

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

Non-Dress Code Days

- Dress will support BCA’s vision and mission. This will be determined by the teacher in consultation with the principal.
- 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.
- **NO** ,headbands or tails.

Middle School Chapel Dress Code

- Only BCA sweatshirts are allowed on chapel days.
- **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.

ADMISSIONS

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.

ACADEMIC AND BEHAVIORAL PROBATION

Academic Probation: Students new to Belvoir Christian Academy shall be placed on academic probation for a 6-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 new to Belvoir Christian Academy shall be placed on behavior probation for a 6-week period. 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.

RE-ENROLLMENT

Every student is automatically re-enrolled every year.

FINANCIAL SUPPORT AND FEES

TUITION and FEES

Kindergarten - 8th Grade

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/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.

Early Childhood

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

- **All Early Childhood Education fees are non refundable.**
- **All Summer Camp fees are non refundable.**

REFUND POLICY

Kindergarten - 8th Grade

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.**

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 1.5% 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.

EARLY CHILDHOOD EDUCATION

ACADEMICS/CURRICULUM

Subject	Age Level	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

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 Enduring Faith and One in Christ curriculum from Concordia Publishing for Biblical teachings for all ages. Enduring Faith and 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.

BEHAVIORAL PROBATION

Behavioral Probation: Children new to Belvoir Christian Academy shall be placed on behavior probation for a 2-week period. Children exhibiting behavioral problems will be placed on a behavioral plan for 2 additional weeks. If the behavior does not improve, the child will be asked to leave our program after 4 weeks.

DISCIPLINE

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 partner with parents to help their child lead God-pleasing lives. We believe that this is only

possible through the work of the Holy Spirit and the cooperation of parents, teacher(s) and administration. If parents, by their words and actions, prove to be unresponsive and/or unwilling to follow through with expectations, this is grounds for dismissal of the family from the school.

It is the responsibility of the teacher, principal or early childhood director to inform parents of behavioral concerns.

Any child who makes contact with an adult with any part of his or her body will be sent home with the first infraction. The child can return the next day. The 3rd infraction will result in the child being removed from BCA's Early Education program.

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.

Note: Any child who makes contact with an adult with any part of his or her body will be sent home with the first infraction. The child can return the next day. The 3rd infraction will result in the child being removed from BCA's Early Education program.

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. Parents 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 Early Childhood Education Program, are eligible for a two-week vacation at half the tuition price per week. 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 employees 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 Early Childhood Director (ccc@bcacademy.net).

Revised Aug. 5, 2025



I acknowledge that I have reviewed a copy of the 2025/26 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, Early Childhood Director or the Administrator.

Date

Signature Parent/Legal Guardian

(Print) Parent/Legal Guardian

Signature Parent/Legal Guardian

(Print) Parent/Legal Guardian

Revised Aug. 5, 2025