

# BEREAN

CHRISTIAN ACADEMY



ACTS 17:11

**Berean Christian Academy**  
*School Handbook*  
2017 - 2018

In order to help appropriately navigate and ensure success at Berean Christian Academy for your student and your family, we are providing the School Handbook that explains our expectations as well as the manner in which we operate. If you have any questions or concerns after reading this handbook, please feel free to contact your student's teacher or the Headmaster.

Berean Christian Academy reserves the right to amend this Handbook based on the needs of the school as approved by the Board of Directors.

All parents must sign and return the Handbook Acknowledgement Form, which can be found on the last page of this handbook.

***Mission Statement***

Berean Christian Academy's mission is to educate students in a Christ-centered worldview. We believe such an education will produce students who are well prepared to live their lives for the glory of Christ and benefit of others. Berean Christian Academy will also prepare students to go into the world equipped to recognize Truth, Goodness, and Beauty in God's Creation. We accomplish this by providing a strong academic program in partnership with parents through an *extracurricular component* to our curriculum that helps our students grow intellectually, spiritually, socially, physically, and emotionally. To this end, Berean Christian Academy operates in partnership between faculty and parents for the overall well-being of our students.

***Vision***

We believe that the ultimate aim of a Christian education is to reproduce disciples – men and women who walk in wisdom, obey His word, and live out their faith. We strive to guide our students toward a meaningful relationship with our Lord Jesus Christ, to emulate His compassion toward others, and to foster servant leadership qualities while providing a comprehensive academic program presented from a biblical perspective. The founders and board members of Berean Christian Academy believe that we can best fulfill this by emulating the Bereans of Acts 17 from which the school namesake was derived.

***Portrait of a BCA Graduate***

The school's Portrait of a Graduate serves as an ideal vision of what the school seeks to accomplish in the life of each graduating senior. The portrait seeks to embody the ideals, philosophy, and mission of the school.

- *A Berean Christian Academy graduate is a disciple of Jesus Christ, exhibiting excellence, passion, and integrity as he/she leads for Christ's cause in the world.*
- *He/she is a critical, logical thinker who is able to discern absolute truth from cultural trends and philosophies.*
- *As one who loves the Lord with all his/her mind, the Berean Christian Academy graduate is a lover of learning, and has the ability to grasp new ideas throughout his lifetime in the pursuit of truth.*

These qualities, clothed in humility, create a foundation that will enable him/her to present engagingly articulate and persuasively winsome arguments. A Berean Christian Academy graduate honors God's image within himself/herself and thus, is interested in all people because of God's interest and image in them. The education

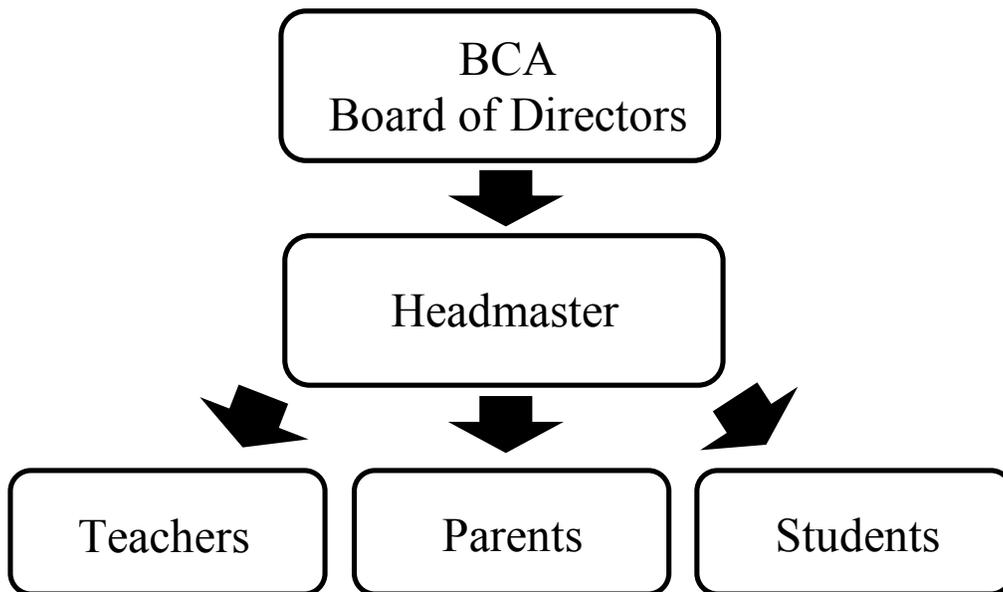
and Biblical worldview gained at Berean Christian Academy will equip the graduate to exhibit leadership in vocational and academic excellence to the glory of God.

### ***Portrait of a Berean Christian Academy Teacher***

The portrait of a Berean Christian Academy teacher serves as an ideal vision of what the school seeks to find in each of its faculty members:

- *A Berean Christian Academy teacher is a disciple of Jesus Christ, one who models a love for God through obedience to His Word.*
- *A Berean Christian Academy teacher wholeheartedly embraces the mission, vision, purpose and policies of the school while additionally embodying the values of integrity and professionalism.*
- *A Berean Christian Academy teacher has been properly trained in and has knowledge of the subject(s) being taught. He/she knows and understands the meaning and the magnitude of providing a rigorously challenging education. The teacher is a cultivator of knowledge, being a committed, lifelong learner through daily study and regular participation in courses and conferences.*
- *A Berean Christian Academy teacher upholds the highest attainable academic standards in the classroom and communicates expectations clearly and effectively, evaluating students according to the philosophy and standards of the school.*
- *A Berean Christian Academy teacher encourages students to think about ideas before accepting them, measuring all knowledge against the ultimate standard of God's revealed truth in Scripture.*
- *A Berean Christian Academy teacher prepares excellent lessons that are age-appropriate and reflect each subject's philosophy statement while organizing the curriculum, the classroom, and the materials in a way that offers the most opportunities for students to succeed.*
- *A Berean Christian Academy teacher exhibits a high level of respect for self and others through professional demeanor and dress.*
- *A Berean Christian Academy teacher communicates in a clear, positive, and God-honoring way to colleagues at all times and will accept constructive feedback to support personal and professional growth.*
- *A Berean Christian Academy teacher interacts with students with wisdom and discretion, upholding discipline standards with patience, fairness, and consistency; and encouraging their personal responsibility, both in and out of the classroom.*
- *A Berean Christian Academy teacher communicates well and supports the students and parents by being available and approachable.*

### **Governance:**



***Parents' Relationship to the School /Parental Commitments to Berean Christian Academy***

Berean Christian Academy firmly believes that a positive and constructive working relationship between the school and a student's parents is essential to successfully fulfill the school's mission. Thus, the school reserves the right not to continue to pursue enrollment or to not re-enroll a student if the school reasonably concludes that the actions of parent(s) or guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

*By enrolling their students at Berean Christian Academy, parents commit to support the school and its mission. In order to do this successfully, parents must:*

1. Support the school in its fulfillment of its purposes, commitments and principles, especially in the education of all students and in accordance with the Statement of Faith.
2. Refrain from illegal or immoral behavior that reflects poorly on or is potentially disruptive to the Berean Christian Academy community.
3. Pray for God's wisdom for the leaders of Berean Christian Academy and His blessings on the school.
4. Accept their biblical responsibility for the education of their students by:
  - ✓ Ensuring that their students have the time, place, and parental support needed to complete their homework and studies.
  - ✓ Ensuring that their students arrive and are picked up on time.
  - ✓ Ensuring that when their students arrive they are properly prepared for the day with:
    - Appropriate meal(s)
    - Proper attire
    - Necessary supplies
  - ✓ Encouraging students to comply with the spirit and the letter of all Berean Christian Academy rules and policies with respectful attitudes in accordance with biblical teaching.
  - ✓ Demonstrating acceptance of personal responsibility by fulfilling their volunteer commitment of at least an average of 1 hour a week per family and attending all mandatory events, including but not limited to parent orientation and parent-teacher conferences.
  - ✓ If necessary, securing additional tutoring, testing, or assistance for their students, especially when suggested by the Berean Christian Academy administration.

*Setting an appropriate example to their students and all other students when on campus or at Berean Christian Academy related events by:*

- ✓ Always refraining from inappropriate language.
- ✓ Observing all school rules and policies with an appropriately respectful attitude.
- ✓ Modeling appropriate conflict resolution in accordance with Matthew 18.
- ✓ Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises.
- ✓ Refraining from gossip which is unbiblical and destructive to any Christian community.
- ✓ Demonstrating courtesy and respect to all other adults.
- ✓ Refraining from all alcohol and tobacco products on-campus.
- ✓ Dressing appropriately (with modesty) when visiting offices and classrooms or attending school related events.
- ✓ Demonstrate a love of learning and a desire to apply biblical principles to all areas of their lives.

### ***In Loco Parentis***

Parents carry the God-given responsibility for educating their children. Enrolling their children in Berean Christian Academy does not release parents from this responsibility. The school serves as a means to assist parents in their lifelong duty of instruction. The role of a parent requires the time-consuming, daily, diligent, and caring interaction with their child's education that results in a lasting influence.

*In loco parentis* is Latin for "in the place of the parents." At Berean Christian Academy, authority over students is understood as delegated authority. God has given children to their parents. He has given parents the responsibility of raising and educating their children and the authority to do that task.

During the school day, the faculty and staff stand *in loco parentis*.

*Hear, O Israel: the LORD our God, the LORD is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words that I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.*

*Deuteronomy 6:4-7*

*And you, fathers, do not provoke your children to wrath, but bring them up in the nurture and admonition of the Lord.*

*Ephesians 6:4*

### ***Volunteering at Berean Christian School***

As a support and extension of the family unit, Berean Christian Academy considers the family to be of utmost importance to the student. Through His Word, God indicates that the family is the most important human institution He designed since He compares it to the relationship believers have with Christ. The school is continually seeking ways to actively involve parents, siblings, and grandparents of students in the programs and activities of the school. Volunteer opportunities are abundant and we welcome your involvement.

Volunteer Opportunities can be communicated by:

1. Needs expressed from classroom teachers through weekly teacher notes, teacher class emails, student papers, and/or newsletters sent home.
2. By encouraging parents to assist in the classroom, regular or occasional arrangements should be made with the teacher or room mom.

Volunteer Opportunities may look like:

- ✓ Making copies and laminating items to assist the teachers
- ✓ Library and lunchroom volunteer opportunities
- ✓ Attending school meetings
- ✓ Through participation on field trips in which parents are often expected to serve as drivers and/or chaperones
- ✓ By serving as a classroom story-reader
- ✓ Music or art demonstration opportunities
- ✓ Teachers may offer opportunities for parents to share their experiences, expertise, education, or careers with their class on designated days or times
- ✓ Through any annual benefit and other large events which largely rely on assistance from parent volunteers
- ✓ In-class holiday parties at which parents are invited to volunteer or attend as guests
- ✓ Any open board meetings

### ***Remaining Informed:***

The Berean Christian Academy administration and faculty seek to keep parents as informed as possible about upcoming school events, potential homework assignments or projects, and other pertinent school information. Parents are encouraged to keep themselves current on all Berean Christian Academy news and activities through regular perusal of the various mediums in which this information is communicated.

### ***School Dress Code***

A dress code provides a way to dress that is appropriate for learning. It gives students a sense of belonging and allows for individual expression and identity to be functions of personality and mentality. It eliminates fad clothing from the daily “what to wear” process. It’s a comfortable discipline with which everyone can live. Furthermore, it is symbolic of the student’s acceptance of authority over them: their parents, school and, ultimately, God. The current Administration has communicated with our teachers and Board Members to devise a dress code that is moderately conservative and does not call attention to any individual.

*All students will be required to wear the Berean Christian Academy uniform which consists of the following:*

#### ***Boys:***

- ✓ Khaki or navy chino pants or shorts
- ✓ Red or navy polos
- ✓ White oxford button down shirt
- ✓ Navy blazer
- ✓ LE classic navy large plaid tie
- ✓ Navy or red sweater
- ✓ Red or navy fleece
- ✓ Black or brown belt
- ✓ White socks
- ✓ Closed toed shoes
- ✓ Special Events: white collared dress shirts/polos with khaki or navy pants/shorts (or as defined by staff)

#### ***Girls:***

- ✓ Khaki or navy skirts, pants, shorts, or skorts
- ✓ Red or navy polos
- ✓ Red or navy polo dresses
- ✓ LE classic navy large plaid jumpers, skirts, or skort
- ✓ White button down collared shirts may be worn under jumpers or with skirts/skorts
- ✓ White socks
- ✓ Navy or red knee-high socks
- ✓ Navy leggings or tights (to be worn under skirts or dresses)
- ✓ Hair bows: white, red, navy, silver glitter and combination of any approved colors
- ✓ Closed toed shoes
- ✓ Special Events: Girls may wear the Lands’ End classic navy large plaid skirts with collared white blouses or the Lands’ End classic navy large plaid jumper/dress with a collared white blouse.

***General School Dress code specifics:***

- Sweaters or fleeces worn in the classroom or during the school day need to be navy blue or red.
- Skirts and skorts must be an inch below the fingertips of your young lady in length.
- There is additionally the potential for school approved sweatshirts to be sold and worn.
- Footwear: Shoes must be closed toed and sneakers should be worn or brought to school on PE days.

Acceptable Closed-toe Shoes Examples:

**Girls:** sneakers, flat slip-ons, Mary Janes, soft boots (in winter), etc.

**Boys:** sneakers, loafers (that don't easily slip off), casual closed toe shoes, etc.

Not Acceptable Closed-toe Shoes Examples:

**Girls:** crocs, slippers

**Boys:** crocs, slippers

School apparel may be purchased through the BCA school store at Lands' End or families may purchase approved uniform apparel through a vendor of their choice. Embroidery is additionally available through Brammer's Athletic Warehouse.

## *Dress Code Quick Guide*

<b>Boys</b>	<b>Girls</b>
<b>Options for dress on ALL days <i>except</i> for Chapel Day</b>	
<ul style="list-style-type: none"> <li>✓ Khaki or navy chino pants or shorts</li> <li>✓ Red or navy polos</li> <li>✓ White oxford button down shirt</li> <li>✓ Navy blazer</li> <li>✓ LE classic navy large plaid tie</li> <li>✓ Navy or red sweater</li> <li>✓ Red or navy fleece</li> <li>✓ Black or brown belt</li> <li>✓ White socks</li> <li>✓ Closed toed shoes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Khaki or navy skirts, pants, shorts, or skorts</li> <li>✓ Red or navy polos</li> <li>✓ Red or navy polo dresses</li> <li>✓ LE classic navy large plaid jumpers, skirts, or skorts</li> <li>✓ White button down collared shirts may be worn under jumpers or with skirts/skorts</li> <li>✓ White socks</li> <li>✓ Navy or red knee high socks</li> <li>✓ Navy leggings or tights (to be worn under skirts or dresses)</li> <li>✓ Hair bows: white, red, navy, silver glitter and combination of any approved colors</li> <li>✓ Closed toed shoes</li> </ul>
<b>Options for dress on Chapel Day (Wednesday)</b>	
<ul style="list-style-type: none"> <li>✓ Khaki chino pants or shorts</li> <li>✓ Red polo</li> <li>✓ White oxford button down shirt</li> <li>✓ Navy blazer</li> <li>✓ LE classic navy large plaid tie</li> <li>✓ Navy or red sweater</li> <li>✓ Red or navy fleece</li> <li>✓ Black or brown belt</li> <li>✓ White socks</li> <li>✓ Closed toed shoes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Khaki skirts, pants, shorts, or skorts</li> <li>✓ Red polo</li> <li>✓ Red polo dress</li> <li>✓ LE classic navy large plaid jumpers, skirts, or skort</li> <li>✓ White button down collared shirts may be worn under jumpers or with skirts/skorts</li> <li>✓ White socks</li> <li>✓ Navy or red knee-high socks</li> <li>✓ Navy leggings or tights (to be worn under skirts or dresses)</li> <li>✓ Hair bows: white, red, navy, silver glitter and combination of any approved colors</li> <li>✓ Closed toed shoes</li> </ul>
<b>Additional Options for Tuesday/Thursday PE dress</b>	
<ul style="list-style-type: none"> <li>✓ Any combination of approved uniform dress</li> <li>✓ White socks</li> <li>✓ Sneakers <b>REQUIRED</b></li> <li><b>OR</b></li> <li>✓ BCA approved spirit shirt</li> <li>✓ Navy athletic shorts (white piping allowed)</li> <li>✓ Run club shirt on <b>THURSDAY ONLY</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Any combination of approved uniform dress</li> <li>✓ White socks</li> <li>✓ Sneakers <b>REQUIRED</b></li> <li><b>OR</b></li> <li>✓ BCA approved spirit shirt</li> <li>✓ Navy athletic shorts (white piping allowed)</li> <li>✓ Run club shirt on <b>THURSDAY ONLY</b></li> </ul>

## ***Monthly Tuition Plan***

Berean Christian Academy offers a monthly payment plan for the convenience of parents. The plan runs from July 1st through April 1st of each year. The following procedures will be followed for the monthly payment plan:

1. Annual tuition is divided by 10 months and due one-tenth each month, July 1 through April 1.
2. Parents of students attending Berean Christian Academy for the first time, who are admitted to the school after July but before the start of school, must pay the catch-up months prior to the beginning of the academic year if they choose to participate in the monthly payment plan option.
3. Payment is due on the first business day of each month. Payment is considered late if not received by the fifth day of the month with the first installment being due July 1.
4. Late payments will be assessed a \$25 late payment penalty after the fifth of each month.
5. Insufficient Funds Procedure:
  - a. If an insufficient funds receipt is received by the school in lieu of payment, an insufficient funds fee of \$30 will be charged to the responsible party.
  - b. If payment of late tuition or other fees is not made or written arrangements agreed upon with the Headmaster within 30 days of the date due, the Headmaster or delegate will personally contact the student's parents or responsible party.
  - c. Should payment of tuition or other fees still not be received within 45 days of the original due date, a pending expulsion notice will be sent by certified mail to the student's parents or responsible party.
  - d. If after all above steps have been exhausted and a period of 60 days has elapsed from the original due date without payment or written arrangements, the school administration will inform the family that the student is expelled for non-payment of tuition or other fees. Upon receipt of due payment, the student's school records will be released to the family.
6. Parents may also prepay the annual tuition in one lump sum prior to the first monthly tuition date in July. If a family has indicated their intent to pay using the prepayment method and then fails to pay the amount by the July monthly payment date, monthly tuition payments will be expected.
7. Failure to make monthly payments beginning in July or upon enrollment will result in the student's declined attendance until the full amount is paid or a satisfactory written arrangement is made.
8. All checks must be made payable to "Berean Christian Academy".

***Tuition details and Fee Schedule are available in Attachment 1 hereto.***

## ***Enrollment Commitment***

Once a family has signed a commitment to enroll a student (therefore reserving a spot for their student), the school expects every family to honor its promise to pay tuition in full by the end of the year, regardless of circumstances and regardless of when the student withdraws. There are limited circumstances, however, in which the school will consider a request for a tuition refund, and the following policies are to govern all requests for tuition refund:

- ✓ The Testing, Application, and Book fees are non-refundable.
- ✓ All requests for a tuition refund must be made in writing to the Headmaster. The Headmaster will respond to the requesting family while abiding with the associated policies.
- ✓ A family is "eligible" for refund if tuition has been paid in full and the withdrawal is due to one of the following circumstances:
  - Death in the student's immediate family.
  - The student permanently moves a reasonable distance from Berean Christian Academy.
  - Medical necessity which renders the student unable to attend Berean Christian Academy or any other school.

- An unexpected and substantial loss of income to the primary wage-earner in the student's immediate family.
- The school determines that a student may not re-enroll prior to the beginning of the school year. *Note: once the school year begins, this circumstance does not apply. In other words, if the student is expelled from Berean Christian Academy, the family is not entitled to a tuition refund.*

### ***Finances***

Any financial concerns or questions can be directed to our Headmaster. Berean Christian Academy fully expects all parents to maintain financial integrity by remaining current with their tuition and fee responsibilities, and to honor financial commitments made with the school.

### ***The Admissions Process***

The Headmaster, along with an admissions committee, is charged by the Board of Directors with the task of admitting students and families who share and demonstrate similar beliefs, goals and abilities with the school community. The Headmaster makes their determination through a prospective student's admission application, a teacher recommendation, student admission testing, a student visit, and the parent interview.

#### *The Headmaster looks for:*

1. Families who share beliefs and goals similar to those identified in the school's Statement of Faith and philosophy of education.
2. Families and students who have abilities, talents, and a strong desire to join with the school to fulfill its mission.
3. Students who are academically compatible with the population of Berean Christian Academy and the students they will join.

#### *The Admissions Committee will take the following into consideration:*

1. **Admissions Application:** An application needs to be submitted and the Application Fee paid.
2. **Teacher Recommendation Form:** A teacher's recommendation needs to be submitted for prospective students applying to first grade or above for the most recent academic year.
3. **Report Card:** A prospective student's most recent report card or equivalent needs to be submitted for review.
4. **Admissions Testing:** A prospective student will participate and be evaluated in an admissions assessment administered by a BCA staff member. A Testing Fee applies.
5. **Parent Interview:** The parent(s) of the prospective students participate in an interview conducted by a BCA staff member. In a two-parent household, both parents need to be present.

Prospective student's applications will be reviewed by BCA's Admissions Committee and a decision will be communicated to the family as quickly as possible. In the unforeseen event that the Admissions Committee cannot make a decision, then the BCA's Board will review the application and make a decision about the child's ability to enroll at Berean Christian Academy.

It is Berean Christian Academy's desire to serve as many students in Katy and the surrounding communities as possible; however, Berean Christian Academy may not be suitable for everyone. Acceptance into Berean Christian Academy is not guaranteed and the school reserves the right to deny admission to a student or family. The school makes its decision after careful consideration and prayer. Generally, the school declines admission when it would not benefit the student or the school due to incompatibilities in academic or behavioral areas. Due

to the sensitive and, at times, difficult nature of the school's work, decisions not to accept are shared by letter and without further comment.

Berean Christian Academy admits students of any national or ethnic origin, race, color, physical ability, to all programs and activities offered by the school. It does not discriminate on the basis of national or ethnic origin, race, color, or physical ability in the administration of educational policies, admissions policies, or other administered programs.

### ***Re-Enrollment***

Berean Christian Academy invites students in good standing to re-enroll. Those on academic or behavioral probation (see "Academic Probation" and "Behavioral Probation" below) face the possibility of not being invited back or having the decision delayed until the end of the school year. The school administration determines who may be invited to re-enroll early in the second semester based on input from the faculty. Depending on the number of qualified applications in admissions, those on probation may have their spot taken by a new applicant. In this case and assuming the probation is lifted, the student previously on probation will be placed in the wait pool for the next year.

During re-enrollment, Re-Enrollment Forms will be issued. A signed Re-Enrollment Form must be received by the deadline to ensure a place for the student for the following year. Shortly after the re-enrollment deadline, the school begins accepting new students for the following school year. Those who are invited to re-enroll and do so, but subsequently earn academic or behavioral probation during any point in the Spring semester face the possibility of losing their reserved spot for the next year through nullification of the enrollment contract.

**To ensure a place for a student for the next year, a Re-Enrollment Form must be signed at registration time by the party financially responsible for the education of the student. Contracts must be entered into carefully as a signed and returned contract obliges the signer to pay the full tuition without exception unless one of the circumstances described in the section "Enrollment Commitment" occurs.**

### ***School Rules***

*Berean Christian Academy has four general school rules:*

1. Love the Lord your God with all your heart, soul, mind, and strength and love your neighbor as yourself. (Matt. 22:37)
2. Honor those in authority, bless your leaders and submit to them fully. (Heb. 13:17)
3. Obey all the way, right away, cheerfully, every day. (Eph. 6:1, Col. 3:23)
4. Speak only what is helpful and useful. (Eph. 4:29)

### ***Philippians 4:8***

*Finally, brethren, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.*

### ***2 Timothy 3:16-17***

*All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work.*

We believe God's Word is the final authority for life and godliness.  
Faculty and staff will be intentional about training and righteousness.

A few specific examples of how the above stated four rules are expressed and encouraged at Berean Christian Academy:

*Students should:*

- ✓ Think of others as more important than themselves.
- ✓ Address elders and peers with courtesy.
- ✓ Stand when adults enter the room and respond when greeted.
- ✓ Demonstrate a respectful attitude towards adults and classmates.
- ✓ Exhibit appropriate eye contact with adults.
- ✓ Use respectful and sacrificial etiquette at all times (i.e. boys holding doors and offering their chairs to girls and women).
- ✓ Conduct themselves on field trips with the same high level of behavior as expected and demonstrated in the classroom.
- ✓ Compete with honor and treat their opponent with dignity.
- ✓ Measure their words wisely.

*Other School wide rules worth noting:*

- ✓ No chewing gum, electronic devices or games, guns, or knives are allowed on school grounds.
- ✓ Cell phones are not permitted without prior approval of administrator or teacher. All cell phones should be kept out of sight and silent during school hours. If students need to communicate with parents, they may use the teacher's phone or call from the office.
- ✓ Students are expected to treat all of the school's materials or facilities with respect and care. Students will be charged for lost or damaged textbooks, equipment, or classroom items.
- ✓ Public displays of affection (i.e. holding hands, kissing, etc.) in the context of boy/girl relationships is not permitted at school.

Students who do not adhere to and comply with the school's dress code are eligible for a disciplinary office visit.

### **General Expectations of Student Behavior on our campus:**

#### **Lunchroom Expectations:**

- ✓ No running
- ✓ Use inside voices
- ✓ Stay seated at the table
- ✓ Do not share food
- ✓ Keep hands and feet to yourself
- ✓ Knees under the table while seated
- ✓ Pick up anything you drop

#### **Chapel and Assembly Expectations:**

- ✓ Walk on the right side of the hallway, in single file, so others may pass to and from the assembly or chapel
- ✓ Follow the teacher's instructions for seating
- ✓ Show respect for the speaker and each other by being quiet and attentive
- ✓ Visiting parents may sit in the parent section

#### **Classroom Expectations:**

- ✓ Be ready to work when class begins
- ✓ Be safety conscious
- ✓ Obey classroom procedures as directed by the teacher
- ✓ Respect and be polite to all people
- ✓ Treat the property of other people and of the school respectfully

**Hallway Expectations:**

- ✓ Walk on the right side of the hallway, in single file, so others may pass
- ✓ Walk calmly and quietly
- ✓ Keep hands, feet, and objects to yourself
- ✓ Hold the door open until the next person takes it

**Playground Expectations:**

- ✓ Balls are to be kept on the blacktop or grassy areas
- ✓ No hanging on the basketball nets or rims
- ✓ Keep off the fences
- ✓ Playground flooring (mulch) needs to stay where it is (no throwing, tossing, etc.)
- ✓ Equipment is to be used as intended
- ✓ Always obey the directions given by the adult in charge

**Safety Drill Expectations:**

- ✓ Absolutely no talking
- ✓ Listen and promptly follow the teacher's exact instructions
- ✓ If leaving the building, do so in an orderly manner by means of the route posted in the room or as directed by the teacher
- ✓ Remain in the designated area until further instructions are given

***Student Discipline Policies:******Hebrews 12:11***

*No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*

***Proverbs 1:7***

*The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.*

An important evaluative notice to parents and students is found in the character assessments given by teachers. The following scale of character assessment is utilized on daily behavior charts, progress reports, and report cards:

**E Excellent** → Performs at a high or above average level in their behavior

**S Satisfactory** → Satisfies expectations at an average level

**N Needs Improvement** → Demonstrates a need to improve in some areas

**U Unacceptable** → Displays unacceptable behavior

\*\*Berean Christian Academy does not administer corporal punishment. All biblical passages calling for corporal discipline of children are directed to parents alone. These passages are based on the uniqueness of the parent-child relationship. Because of this, the school does not operate in the place of the parent in corporal discipline.

***Character Training***

We seek to train our students to be disciples of Christ. We will be intentional about redeeming every opportunity to pursue our students' hearts and train them to walk in the light. Our teachers evaluate our student's growth in **rev. 1.1 (Aug 2017)**

godliness on each report card. This is intended to provide feedback for the student so that they may see their own hearts through the eyes of others.

### *Our Disciplinary Action Process*

#### **Level One: Classroom Discipline**

The vast majority of everyday discipline problems are dealt with on the classroom level. At the discretion of the teacher or Headmaster, time may be subtracted from recess or community service assigned for each infraction. Teachers use a visual reminder such as a clip chart to keep students aware of their behavioral standing for that day. Discipline program details are given by teachers to students and parents at the start of each school year.

#### **Level Two: Office Visits**

A student's continued inability to adhere to the Berean Christian Academy standards warrants a visit to the Headmaster's office. Five basic behaviors automatically necessitate discipline from the Headmaster instead of the student's teacher.

These behaviors are:

1. Purposeful, verbal injury to others (i.e., name-calling).
2. Fighting, or any physical force used with the intention to harm or intimidate another student or staff member.
3. Outright disobedience or disrespect shown to any staff member. The staff member uses their personal discretion as to whether or not blatant disrespect or direct disobedience has been shown.
4. Dishonesty in any situation while at school, including lying, cheating, and/or stealing.
5. Obscene language, including taking the name of the Lord in vain or being flippant with the Lord's name (i.e. "Oh my God", "My Lord"), as well as repeated use of crude language (i.e. "What the . . ." or words such as "freaking").

All referrals to the Headmaster result in the student calling his or her parent, preferably the father, to discuss the reason for the visit and a non-corporal disciplinary action (such as community service, in school suspension, or writing lines). The Headmaster may choose to send the student home or relegate to in-school suspension for the remainder of the day. An instance of cheating results in a zero for the assignment.

#### **Level Three: Formal Parent Conference**

If the actions outlined above do not resolve the problem, upon the second office visit, the student is placed on in school suspension. At this time, the student's parent(s) are asked to come to the school to meet with the school administration and the teacher to discuss the student's behavior and to create a behavior plan to solve the problem. The school supports the parents' efforts to intentionally deal with the problem and to understand their student's behavior in the classroom. The Headmaster will send the student home for a period not to exceed three days to give the student and parent(s) time to address and correct the matter.

#### **Level Four: Suspension and Expulsion**

In the unusual event that efforts to give instruction and direction to a student fail and parents are unable to correct disobedient or disruptive behavior, expulsion will be considered.

#### *Expulsion*

If a student commits an act with such serious consequences that the Headmaster deems it necessary, the office-visit process may be by-passed and immediate suspension or expulsion can be imposed. Examples of such major offenses include acts or threats endangering the lives of other students or staff members, gross violence, vandalism of school property, violation of civil law, or any act in clear contradiction to scriptural commands. Please note

that it is impractical and impossible to list every type of offense. The school leadership reserves the right to address and discipline any behavior or attitude that is inconsistent with the mission, philosophy, and conduct standard of the school.

Expulsion refers to the removal of a student from the school for an extended period of time or permanently due to the student's repeated violations of the school's rules or for a single violation of such severity that separation from the school is necessary. Expulsion is the final form of school discipline and will be used only with the most severe cases in order to ensure the safety of our school.

A student under consideration for expulsion will be placed on suspended leave for a maximum of three school days while the matter is reviewed by the Headmaster. All decisions to expel for major offenses are made by the Headmaster in consultation with the Board of Directors.

Expulsion requires a minimum of one full semester away from campus before re-admission may be considered. An expelled student who wishes to re-enroll in the school must go through the normal admissions process (i.e., application, testing, interview, etc.). Students who have been expelled and desire re-admittance to the school will be expected to give an account in the student interview (applicable to second grade and above) of changes to their behavior that warrant consideration for re-admittance. Attending Berean Christian School is a privilege that is extended on the condition that students and parents accept and support school policies. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations

Multiple failing grades in a reporting term are often an indication of a serious academic problem, one that the school may not be properly equipped to assist with. Generally, a student in grade four or higher is not allowed to continue the current academic year if severe academic struggles are evident.

*The steps toward expulsion are as follows:*

1. A further incident of disobedience or disruptive behavior (either outlined in the behavior plan or violating another school guideline) carries a one-week suspension.
2. Any further incident after a one-week suspension suggests that Berean Christian School is unable to meet the student's needs. At this point, the Headmaster schedules a meeting with the student's parents in order to expel the student for the remainder of the school year.

#### *Behavioral Probation*

Behavioral probation is a means of warning students of their seriously inappropriate actions. It is intended to convey to students that unless significant improvement occurs, they will be unable to continue at Berean Christian Academy. Students at all grade levels are placed on behavioral probation upon their second office visit in a school year. Behavioral probation lasts a minimum of four weeks and for a longer period of time depending on the severity or repetitive frequency of the behavior. The length of probation is determined by the administration in consultation with the faculty.

**Students on Behavioral Probation are not allowed to participate in off campus activities such as field trips.**

At the end of the probationary period, the student is released from probation if he or she has not earned additional office visits, has clearly demonstrated a desire to change, and receives a good report from each of her or his teachers. If the above conditions are not met, the probation is extended for four more weeks and remains in effect until the conditions are met. Students on probation face suspension or expulsion for additional office visits.

A student is not allowed to re-enroll for the following year while he or she is on behavioral probation. Decisions about future enrollment may be made only upon the student successfully working him or herself off behavioral probation. Possible future re-enrollment of a student who ends the year on Behavioral Probation is made after the conclusion of the school year and takes into account the student's and parents' ability and motivation to correct the problematic behavior.

### ***Promotion Policy***

Students enrolled in Berean Christian Academy must meet all of the following basic criteria for promotion to the next successive grade:

1. Pass the last two school calendar semesters of each subject: Grammar, Math, and Literature.
2. Obtain at least a 75 or higher per quarter for the entire year in these core subjects: math, grammar, and literature
3. Students may be promoted upon re-testing and passing an entrance exam administered in August before the new year commences and upon approval by the Headmaster and the Admissions committee.

### ***Grading Scale:***

<b>A</b>	90 - 100
<b>B</b>	80 - 89
<b>C</b>	75 - 79
<b>D</b>	70 - 74
<b>F</b>	Below passing

### ***Progress Reports***

In order to keep parents informed about a student's academic and behavioral progress in school, progress reports will be available in the middle of each semester. Teachers and parents are expected to follow through on any request for a conference or any assistance that is indicated as being needed on the progress reports.

### ***Parent/Teacher Conferences***

Parent/Teacher Conferences are scheduled once during the fall semester of each school year for all grade levels. Conferences may also be scheduled at other times during the year, at the request of the teacher or the parent/guardian. Parents are required to attend the conference in the fall semester.

### ***Attendance Policies:***

#### **Tardiness:**

Most students are dependent on parents for arriving at school on time. Parents are asked to be punctual. Doing so sets a good example for students by honoring the expectations of the school and demonstrates the importance of education. Arriving late has a negative impact on the day. Three (3) tardies during one quarter will result in a parent conference with the Headmaster. Parents are expected to remedy the situation. Any subsequent absences may result in suspension or expulsion from the school.

In severe cases where tardiness is habitual, Berean Christian Academy reserves the right to suspend, expel, or refuse re-admittance.

### Absence Policy:

A student is considered absent if the student does not attend school, or if he or she leaves campus for the day before 10:00 a.m. On early dismissal days (Fridays), students who attend less than two hours are counted as absent for the day. Additionally, failure to attend a field trip will result in an absence for the day.

*The following guidelines are observed:*

- Obtaining the missed assignments is the student and parents' responsibility. If the teacher(s) schedule(s) allow, daily work assignments and books are prepared at the request of the parents and picked up by the same. Students are responsible for returning missed work in the time set by the teacher. If there is a medical reason preventing the student from completing the assignment in the time allocated by the teacher, it is the parents' responsibility to notify the teacher in writing prior to the due date of the work.
- An accurate record of attendance for each student is kept by their teacher. The total number of days absent and days present is recorded on the student's quarterly report card.
- Five (5) absences during one semester will result in a parent conference with the Headmaster. Any subsequent absences may result in suspension or expulsion

*Parents are asked to keep in mind these facts as they consider family trips that lead to absences:*

- 1) Students can rarely be absent without a negative effect on their progress.
- 2) Asking the teacher to help a student catch up on missed work creates an additional burden on the teacher.
- 3) If a family trip is planned, please notify the school and the teacher in writing. The teacher will gather as many assignments as possible (as their time and workload allow) for the student to take prior to the trip. Parents are responsible for ensuring that all class work and homework is completed and given to the teacher upon their return. It will be up to the individual teacher to decide when a test must be taken should one occur during a planned absence or absence period.

### Make-up Work:

It is the parents'/student's responsibility to check with the teacher for all school work missed due to an absence depending upon the grade level of the student. A student is discouraged from depending on classmates alone for this information. Each student should talk with each teacher on the first day that the student is back in class following an absence in order to avoid receiving a "0" on work left incomplete. A student typically has the exact number of days to make up work missed as the exact number of days that the student was absent from class. In special circumstances the teacher is authorized to give extensions for completion of makeup work, especially in cases where a student may have received an "I".

If there is an extended illness, a teacher may give homework assignments to a parent or guardian upon request. It is the policy of Berean Christian Academy that students make up any tests (for which test material was not covered in class while the student was absent) on the first day the student returns to school. In the case of an extended absence, exceptions to this policy may be approved by school administration. Exceptions will be approved subject to the student taking the test within a limited time frame.

### ***Late Work***

It is the student's responsibility to turn in all work in a timely manner. Failure to submit assignments on the due date will result in a 10 point grade reduction per day. After five (5) days, the grade will automatically be entered as a "0". Exceptions may be granted upon approval by the Headmaster, wherein the Headmaster has been provided with adequate information as to the conditions surrounding the late work and can therefore make an accurate judgment call.

### *Students with Special Needs*

Private schools, unlike public institutions, are not legally required to follow the same guidelines and implementation of educational services as do their public counterparts. Since the Americans with Disabilities Act (ADA) does not apply to private or independent schools, such schools are not required to implement accommodations recommended in formal evaluations. In fact, with regard to private and/or independent schools, the ADA's position is that private schools are under an obligation to **consider** recommendations, but **not to grant** them. As a private school, Berean Christian Academy is not under any obligation to implement 504 or Independent Education Plans (IEPs). The explanations of classified diagnoses and the subsequent accommodations and interventions stated in these reports are written for public schools only and for public access to educational institutions, not for private schools. Private schools have a choice in determining which accommodations, if any, they are able to and/or are comfortable providing. Parents must understand this when they choose to enroll their children at a private school.

If a student at BCA has a special need and the parent would like educational accommodations or modifications to be **considered**, documentation from a diagnostician will be **required** before accommodations/modifications will be considered and/or granted. Please note, BCA is under no obligation to approve educational accommodations or modifications.

### *Outside Literature*

Students are not allowed to bring literature to school to pass out to other students. In addition, Berean Christian Academy does not distribute materials from third party organizations unless that material has a clear connection to the school curriculum.

### *School Closings*

If Katy Independent School District (KISD) schools close due to inclement weather, Berean Christian Academy will also close. In the event of any closing or delayed start at Berean Christian Academy, the school will endeavor to notify parents via phone call, text, or email.

### *In-Class Parties*

Parties may be used to celebrate an accomplishment of the class, birthdays, and/or holidays. The room moms should seek clearance from the teacher on activities to take place at celebratory parties, unless it is otherwise noted that this is not needed.

### *Field Trips*

Not all learning takes place in the classroom. Field trips are an important part of Berean Christian Academy's educational program. They not only enrich the curriculum but also involve parents in the teaching and learning process beyond the campus.

Each class participates in a number of field trips each year. These excursions are supervised by faculty members and parent volunteers. Transportation is provided by volunteer parents in private cars unless special group transportation has been arranged by the school.

Parents are required to sign a Parental Authorization Release Form at the beginning of the year granting permission for their student(s) to attend field trips. Appropriate attire is required on all field trips.

Parental involvement is needed to make these experiences possible and successful. The teachers need parents to assist as chaperones, drivers, facilitators, etc. to ensure these experiences are safe and affordable.

Students may not bring small electronics on field trips. The only exceptions to this rule are cameras, for which the student is solely responsible.

### ***Backpacks and Lunchboxes***

Backpacks and lunchboxes/bags may be of any color, pattern and size but must not include cartoon or celebrity images. College logos are acceptable.

### ***Students' Safety at School***

#### **Immunizations:**

The school recognizes that immunizations are not without risk. The requirements indicated here are determined by the State of Texas and are applicable to students in public as well as private schools. Parents are encouraged to discuss immunizations with their child's physician to determine the need for each of the indicated immunizations. Exemptions from these requirements are permitted when received in writing 1) from a physician stating the vaccine is medically contraindicated for the student, or 2) from parents indicating their decision not to immunize for conscience or religious reasons. The parent's form must be notarized.

Each student must have a copy of his or her immunization record on file with the school showing that he or she is up-to-date with all required immunizations. Immunization records are required at the time of original enrollment and as updated. Students without complete immunizations records or a current notarized exemption form on file are not permitted to attend class.

*The immunization requirements as indicated by the State of Texas for all public and private schools are as follows:*

Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Tdap/Td)	Five doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the fourth birthday; however, four doses meet the requirement if the fourth dose was given on or after the fourth birthday
Polio	Four doses of polio vaccine one of which must have been received on or after the fourth birthday; however, three doses meet the requirement if the third dose was given on or after the fourth birthday
Measles, Mumps, and Rubella (MMR)	Two doses of MMR vaccine with the first dose on or after the first birthday.
Hepatitis B	Three doses; however, two doses are acceptable for individuals 11-15 years of age.
Varicella	Two doses received on or after 1st birthday
Hepatitis A	Two doses with the first dose received on or after the 1st birthday

Illness or accident during the school day:

For a serious illness or accident requiring a trip to the hospital, parents or guardians are notified immediately. A school staff member accompanies the student to the hospital.

**If a student has had fever, vomiting or diarrhea within the 24-hour period prior to the school day, he or she should not attend school.**

Should a student contract chicken pox or other contagious illnesses, the parents must notify the school as soon as possible so that the school representatives may contact other students who may have been exposed.

Students who contact head lice are sent home for treatment and welcomed back after treatment has been given and proven effective. Subsequent evidence of head lice will result in the student being sent home for three days and welcomed back after being cleared by the Headmaster.

Medication:

All medication must be delivered to the Headmaster in the original container with the student's name clearly labeled. All medication, including over-the-counter medicine in the original container, is kept in the Headmaster's office. A Medication Dispensation Log is kept to document medicines distributed to students. Only medication provided by the parent is dispensed to his or her student.

Emergency Drills:

In accordance with state regulations and safety precautions, the school conducts fire drills, tornado drills, disaster drills, and lock down drills on a regular basis during the school year. Persons present in the school building when the emergency alarm sounds, including visitors and parents, must participate in the drill.

***In Conclusion***

We pray that God and future generations will preserve our school as an institution dedicated both to Him and to outstanding Christian education. It is our desire that Berean Christian Academy will open doors to excellence and brilliance, in such a way that it will sharpen our students' minds and push them to their greatest potential. Ultimately, it is our prayer and sincere desire that we produce dedicated and diligent men and women that are captured by the Holy Spirit and used by God for extraordinary purposes.

*\*\*Some of the material in this document has been reproduced or modified from web-published documents of other Christian organizations.*

**Berean Christian Academy**  
*Handbook Acknowledgement Form*

I hereby acknowledge that I have read and agree to the terms within this handbook. We are looking forward to a wonderful year at Berean Christian Academy.

Student(s) name(s):

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Parent Signature

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Parent Signature

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Date

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Date