

Brawley Christian Academy Student Handbook



2018 - 2019

Brawley Christian Academy

School Year Calendar

2018 - 2019

Teacher Orientation Week
 First day of school
 Last day of school
 Teacher Check-Out

Monday, August 20 - Friday, August 24
 Monday, August 27
 Thursday, June 13
 Friday, June 14

Quarter Schedule & Reporting Dates

Quarter	Dates	Progress Notices	Report Cards Issued	School Days
I.	Aug 27 - Oct 26	September 26	November 2	44
II.	Oct 29 - Jan 18	December 5	January 25	43
III.	Jan 21 - Mar 22	February 20	March 29	41
IV.	Mar 25 - June 13	May 8	June 13	52

Holidays

Labor Day	September 3	1
Veteran's Day	November 12	1
Thanksgiving Holidays	Nov 19 - 23	5
Christmas Holidays	Dec 21 - Jan 4	11
Martin Luther King Day	January 21	1
Lincoln's Birthday	February 11	1
President's Day	February 18	1
Teacher's Day	March 1	1
Easter Holiday's	April 19 - 26	6
Memorial Day	May 27	1

Minimum Days

Sept. 14
Oct. 26
Nov. 9
Nov. 16
Dec. 20
Jan. 18
Feb. 1
March 21
March 22
April 18
May 10
June 13

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**Mission Statement
and
Letter from the Brawley Christian Academy Board of Directors**

Dear Parents and Students,

Welcome to Brawley Christian Academy! We are committed to ensuring that this school will provide your student the best education possible by using a professional Christian-based curriculum, establishing firm academic and disciplinary standards, and providing a godly staff of men and women who whole-heartedly serve our Lord and Savior Jesus Christ.

Please take the time to read this handbook completely so that you will be able to understand the school's academic expectations, standards of conduct, spiritual inclinations and other important policies. We at Brawley Christian Academy understand the pressures of our changing society and know that proper schooling will help students transition from being dependent children into mature and responsible young men and women. With partnerships and families throughout the community we invite you to join us!

Sincerely, in Christ's Service,
Brawley Christian Academy Board

Section I. Academy Philosophy and Commitments

Spiritual Maturity:

Our primary goal is to develop mature, Christ-oriented young people who will become the spiritual leaders of the future. Each student is encouraged to develop a personal relationship with God through faith in Jesus Christ, allowing Jesus to become both personal Savior and Lord of his or her life.

Mental Maturity:

The school strives to promote excellence in all areas of academic study. Today's students are tomorrow's adults. Leadership, patriotism, and the practical application of academics are priorities of the school's program.

Physical Maturity:

The physical education program is designed to teach students the principles and methods conducive to good health. The program includes a variety of activities for various grade levels.

In order to achieve these goals we are committed to provide:

1. A positive Christian atmosphere where each student may see Christian principles at work.
2. The best possible instruction to each class through godly Christian teachers who seek to serve the Lord through the school ministry.
3. Assistance to each family in finding true happiness and joy through accepting the authority of God's Word in their everyday life.
4. Communication with each student and their family about classroom progress, activities and other events throughout the school year.

Section II. Brawley Christian Academy Statement of Faith

1. We believe that God exists in three Persons in eternal relationship: Father, Son, and Holy Spirit. These three persons are one God having precisely the same nature, attributes and perfections. (Gen 1:1; Matt 28:19; John 10:30; Heb 9:14)
2. We believe the Scriptures to be divinely inspired in their entirety, and that both the Old and New Testaments are inerrant in the original writings and are the supreme and final authority for faith and life. (2 Tim 3:15-17)
3. Regarding Jesus Christ, we believe, His eternal existence as God the Son; His incarnation and virgin birth; His death on the cross as the substitutionary atonement for sin; His literal, bodily resurrection from the dead; His present ministry of intercession in heaven; and His personal future return to earth. (John 17:5; John 1:4; 1Tim 3:16; Matt 1:18-25; 1Cor 15:34; Heb 4:14-15; Acts 1:11; Matt 24:27-31)
4. We believe that the Holy Spirit convicts men of sin, is the agent of new birth and regeneration, baptizes us into one body, indwells, seals and sets apart believers unto a holy life; that He keeps and empowers believers day by day; that He is the Teacher of the Word of God and the Guide for daily living. (John 16:8-11; 3:3-8; Titus 3:5; 1Cor 12:13; John 14:16-17; Rom 8:11; Eph 1:13-14; 1Pet 1:2; Gal 5:22-23; 1John 2:27; John 16:13)
5. We believe that man was created innocent and pure, and that Adam fell through the sin of disobedience. Therefore all men are in bondage to sin and in need of redemption. (Gen 3; Rom 5:12; Gal 3:13; Eph 1:7)
6. We believe that salvation is by grace, a free gift of God apart from works, that salvation is through personal faith in the Lord Jesus Christ; that all who are born again by the Holy Spirit become the children of God; that true salvation is evidenced in godly repentance; and that every believer is eternally secure through Christ as evidenced by holy living. (Eph 2:8-10; John 3:5-8, 5:24; Heb 12:14; 2Pet 1:10)
7. We believe that the redeemed are immediately placed by the Holy Spirit into the Body of Christ the Church of the living God, whose Head is Christ; that every believer is responsible to fellowship with a community of believers including regular church attendance and exercise of one's spiritual gifts. (1Cor 12:13; 1Tim 3:15; Eph 4:15; Heb 10:25; 1Pet 4:10)
8. We believe the imminent rapture of the church; the personal, visible, bodily return of Jesus Christ to earth; the bodily resurrection of the just to the eternal abode in the glory of God's presence, and the resurrection of the unjust to judgment of everlasting punishment in the lake of fire. (1Thess 4:13-18; Acts 1:1; Dan 12:2; John 5:28, 29; 1Cor 15:51-53; Rev 20:4-6; Rev 20:12-15)
9. We believe that in six literal days God made all things out of nothing by the power of His Word, and that He preserves all His creatures and their actions. (Gen 1, 2; Heb 1:1-3; Acts 17:28)
10. We believe that there should be unity in the essential doctrines of faith and charity in the nonessentials. Therefore, this school shall defer to the individual fellowships in those nonessential areas not specifically expounded upon in the referenced Statement of Faith. In such areas we shall not propagate one's own particular belief, but shall encourage the student to seek help from his or her local fellowship of believers.

Section III. Campus Information

Accreditation:



Brawley Christian Academy is a member of ACSI (The Association of Christian Schools International). Currently, ACSI serves over 5,300 member schools in approximately 10 countries with an enrollment of over 1.2 million students. For more information on the accreditation of ACSI please visit www.asci.org.

Campus Locations:

Brawley Christian Academy has two campus locations:

Main Campus and Office:

Grades K-6 is located at 430 N. 2nd St. Brawley, CA 92227.
Tele: (760) 344-3911

Secondary Campus (Upper Campus):

Junior High – High School is located at 704 A Street, Brawley CA 92227.
*Tele: 760-550-6244

**Please direct any enrollment inquiries to the Main Campus.*

Hours of Operation:

Office hours:

Monday – Friday: 8:00 a.m. – 3:30 p.m. (Excluding holidays)

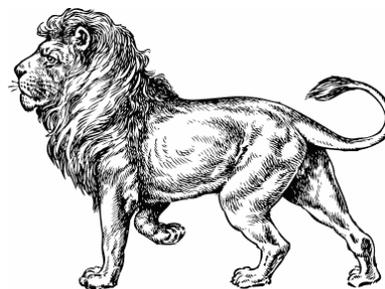
Student session hours:

Monday – Friday: 8:30 am – 3:00 pm

- Holidays and minimum days are found in the school calendar -

School Mascot:

Levi the Lion



School Motto:

“Christ leads the way!”

School Website:

www.brawleychristian.com

Non-Discrimination Statement:

Brawley Christian Academy does not discriminate on the basis of race, sex, color, national and ethnic origins, ancestry, age, veteran status, and gender in its employment procedures. Functioning as a non-profit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the Federal Civil Rights Act of 1964. Furthermore, Brawley Christian Academy reserves the right to deny enrollment or employment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, standards of conduct or other policies of this organization.

Section IV. Admissions and Enrollment

The student admission process is designed to ensure that applicants have met the minimum qualifications for enrollment in the areas of academics and behavior. All applicants must prove to have a minimum 2.0 GPA with no "F" grades on their most recent report card and a clean discipline record. The admission process varies depending on grade level but the general process is outlined below:

1. Application Packet
2. Initial Interview
3. Second Interview
4. Board Interview
5. Decision made
6. Enrollment Packet & fees paid
7. Entrance date issued

Reimbursements

Books and Registration: There is no pro-rate system for Books and Registration. Reimbursements for B&R are issued if a student has attended less than 2 weeks of school. All B&R reimbursements will be reduced by \$50 in order to cover expenses associated with books, recordkeeping, filing, transfers, and other costs.

Tuition: Tuition is reimbursed using a pro-rate system.

Reimbursements will not be issued if the student account is delinquent, there are unpaid fundraisers, school property is unaccounted for, or if there are other unpaid fees or charges.

“Let all things be done decently and in order” 1 Cor 14:40 (KJV)

Section V. Dress Code Policy

As believers, it is our Biblical responsibility to present ourselves in a manner which honors God. Therefore, we require that every student at Brawley Christian Academy maintain an appearance which conforms to the following guidelines:

Exclusive seller of BCA Uniforms: Educational Outfitters

Online: www.educationalfitters.com

Important: Educational Outfitters is scheduled to sell uniforms once a month in Brawley. Information will be posted on the website, Facebook and weekly newsletter.

Note: Please do not purchase uniforms from other than Educational Outfitters. Students will receive a uniform violation which may lead to disciplinary action.

Uniform Requirements (*Asterisks indicate additional restrictions for casual dress days)

2. All **uniform pants** and shorts must be navy blue, black, or khaki colors.
3. *Pants must be appropriately proportioned. They must not be form-fitting or excessively baggy. All pants or shorts must be worn at the waist. Undergarments must never be visible above or below outer clothing.
4. All **uniform shirts** must be navy blue, red, green, white or black in color. The yellow color is no longer permitted. *The BCA logo emblem must be present and identifiable on all school shirts.*
5. **All jackets and sweaters must have the BCA logo and must be purchased from Educational Outfitters.**
6. Long-sleeved mock or standard turtlenecks in solid colors may be worn under polo shirts if desired for warmth.
7. *No skulls or crossbones are allowed on any piece of clothing (including jewelry).

Section V. Dress Code Policy (continued)

8. Shoes must be worn at all times and must have both a closed heel and toe. Sandals or flip-flops are not safe for campus. Shoes may not have wheels or have heels exceeding 2" in height.
9. Hats are not to be worn backwards, to the side, or indoors.
10. *All clothing must be complete; seams must be sewn; rips and tears must be patched.

Specific requirements for GIRLS

(Asterisks indicate additional restrictions for casual-dress days)

1. Length of skirts, skorts, or dresses must be near the knee. Shorts, tights or leggings must be worn underneath dresses if the student is to play on the playground or gym. Pants are not permitted to be worn while wearing the school-sponsored skirt.
2. *Shirts, blouses, dresses are required to cover the top of the shoulders and midriff. They must not be form fitting, low-cut, backless or have any slits. Girls may wear solid colored camisoles under all blouses for modesty. Long-sleeved, solid colored mock or standard turtlenecks (free from insignias) may be worn under polo shirts/blouses, if desired for warmth.
3. *Girls may wear any color socks or stockings. Obvious symbols, phrases and decorations must be inconspicuous. No pajama set(s) may be worn under the required uniform.
4. Modest make-up and acrylic nails are permitted for Junior/High school campus girls only. Nail polish is permitted to be worn by all female students.
5. Hair should be natural color, clean and neatly combed. Avoid extreme or questionable hairstyles.
6. The wearing of jewelry should be kept to a minimum. Ears are the only acceptable locations for piercing. Multiple piercings are not permitted. Ankle bracelets and toe rings are not permitted (1 Peter 3:3-4).
7. *Extreme fashions which call undue attention to one-self are not permitted.
8. *Shorts may only be worn during casual dress days and must be near the knee in length.

Specific requirements for BOYS

1. Length of shorts must be no shorter than mid-thigh and no longer than mid-shin. Please make allowance for growth.
2. Hair should be natural color, clean and neatly combed. Hair length must be above the shirt collar, above the eyebrows and above the middle of the ear. Hair may not be extremely spiked or mohawk style. Avoid extreme or questionable hairstyles.
3. Boys are not allowed to wear any pierced jewelry or jewelry that appears pierced.
4. Other jewelry must be kept to a minimum. No large necklaces or large-styled rings are permitted.
5. Extreme fashions which call undue attention to one-self are not permitted.

General rules for all students:

Shirts: *All shirts must be kept tucked into lower garments at all times.*

P.E. Dress Code: Only Junior High and High School students are to wear a PE uniform during physical education class. This uniform consists of a BCA t-shirt and blue sweat-shorts or sweat-pants. Alternative clothing *must* be approved by the corresponding PE teacher. Elementary students will wear their regular uniform for PE class.

Section V. Dress Code Policy (continued)

Casual Dress Days: The specific dates for *casual dress days* are pre-determined by the administration or requested by teachers for special occasions. Clothing worn on *casual dress days* must be kept modest, clean and uphold the general dress code in appearance. Clothing with graffiti-style writing, secular rocks/rap bands or statements which convey inappropriate material are not acceptable for school. Violations will be corrected.

Fieldtrips: Students on field trips must be identifiable by teachers, parents and bystanders; therefore, students will be required to wear their BCA school polo shirts and/or sweatshirts. Clothing which may cover-up the schools insignia must be easily removable.

Extracurricular Events: During any school events, which may be either before or after school, students are expected to dress in a manner that is appropriate and does not violate the school's policy for *casual dress days*.

Dress Code Violations: Major violations (incorrect uniforms and/or inappropriate attire), the school will contact his/her parent(s) in order to correct the problem. Minor incidents for dress code violations will be in accordance with the Discipline Log (*see page 13*). Multiple violations will lead to further disciplinary action which may include playground suspension, detention, Citizenship Probation and school suspension.

"Your beauty should not come from outward adornment...instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." 1Peter 3:2-5 (NIV)

This dress code is not all inclusive. Any situation not specifically covered herein will be resolved by the administration and supervisory staff. The administration reserves the right to modify this list at any time.

Section VI. Code of Conduct

Standards of Conduct

Conduct and mannerism are taken very seriously at Brawley Christian Academy. Although we know that true conformity and spiritual growth cannot be shaped by superimposed rules, we also know that without boundaries and standards it would be impossible for any institution to function.

The primary responsibility for discipline resides in the home and is therefore very important that there is godly parental follow-through when parents are notified of disciplinary problems at school. School is an extension of the home. Because of the reinforcement that will be exercised by the parent, it is expected that only a minimum of disciplinary action will be needed by the school.

"Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe." – 1 Tim 4:12 (NASB)

General School Rules

Teachers are permitted to add rules to their classroom as they deem appropriate. The list below outlines standard school rules for all grades:

- Students must always demonstrate respect and cooperation with teachers and staff members.
- Communication of any kind between students, which is disrespectful to the teacher or other classmates, is unacceptable.

• Section VI. Code of Conduct (continued)

- Students must come to class on time and be prepared with books, paper and writing materials.
- Students are required to have a hallway pass if leaving the classroom for any reason.
- Food, gum and flavored beverages (other than water) are not allowed to be consumed inside classrooms.
- All desks, cabinets, bookcases, etc., are regarded as personal property; students are not allowed to meddle with anything that is on or in these places without their teacher's permission.
- Students may not be in any classroom or other school room without an adult present; this includes before and after school.
- Brawley Christian Academy is a CLOSED campus. Students may not leave campus without permission from the office. Students are NOT to go off campus for lunch unless signed out by a parent or another adult with parental permission (*listed on Student Information Form*). Emergency notifications to allow students to leave school must be made personally to the main office. *Notes from parents requesting that their child be allowed to leave campus for lunch will not be accepted.*

Standards of Personal Conduct and Expression

All students are expected to maintain a high standard of personal behavior both ON and OFF campus (including on all social media and internet-based activities).

Personal Conduct & Expression

In keeping with the ministry's statement of faith, immoral conduct will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral acts or identifying statements of immoral acts will not be tolerated in any form (Gen 3:24, 19:5, 26:8-9; Lev 18:1-30; Rom 1:26-29; I Cor 5:1, 6:9; I Thess 4:1-8; Heb 13:4).

The term "immoral act" is defined as any physical, verbal or visual suggestion, actively undertaken or passively permitted, between any persons with the intent, or propensity to intent, in an immoral act (whether sexual, violent, discriminatory, etc., in nature).

The term "identifying statement" is one in which a student identifies him/herself as being active in an immoral act or immoral lifestyle. A student may identify themselves through statements, dress or appearance, or through the use of internet and social media.

The Origin of Personal Conduct

The code of conduct is based on the ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a bible-based educational environment at Brawley Christian Academy.

Cell Phones and Electronics Policy

- Electronics such as MP3 players, iPods, radios and similar apparatuses ***are NOT allowed*** on campus. Confiscated devices must be withdrawn by the parents at the main office.
- Cell phones are only allowed to be used before and after school and must remain turned OFF during school hours. Cell phones may not be used as a music or entertainment device at any time.

Section VI. Code of Conduct (continued)

Misconduct Classifications

The severity of misconduct has been classified into three categories. Category 3 is the most severe. Descriptions of these categories are made below.

Category I

Definition: *(Disobedience) Violations of specific classroom rules, unwillingness to follow given instructions, or dereliction of basic student responsibilities and expectations*

Offences: Examples may include: excessive talking, not working, leaving seat without permission, tardiness, not keeping hands/feet to themselves

Consequences: Offences will be recorded in the teachers "Disciplinary Log". Multiple violations of these rules may result in parent notification, Parent-Teacher conference, Student-Administrator conference, detention, Citizenship Probation and/or suspension.

Category II

Definition: *(Disrespect / Defiance) Any activity or attitude that shows a lack of respect for authority; premeditated mischief; melodramatic behavior; acts of insubordination, unwillingness to learn or cooperate*

Offences: Blatant disrespect for an authority figure, fighting, intentional destruction of school property, name calling, truancy, apathy towards school

Consequences: Offences will be immediately reported to the administration. Student(s) involved may be required to attend a Parent-Administrator conference. Other consequences may include: Citizenship probation, suspension; detention; or expulsion on severe or repeated offences.

Category III

Definition: *Violation of federal, state, or municipal laws; activities that seriously threaten the safety of the student or classmates; activities that show gross lack of respect for authority or property; activities that violate Biblical moral codes of conduct.*

Offences: Bringing or possessing fireworks, firecrackers, matches or other flammable materials to campus; involvement in immoral activities; possessing, selling, or furnishing any firearms, knives, explosives or other harmful objects; sexual harassment in any form; use of illegal drugs, alcoholic beverages, pornography, or any form of tobacco; acts of dishonesty such as cheating, false testimony, and plagiarism; use of vulgarity or explicit language or gestures

Consequences: Offences will be immediately reported to the administration. Students who violate the above will be immediately suspended pending review. Expulsion will be recommended upon the first offense for violations involving drugs, weapons, explosives, alcohol or sexual-related incidents.

Section VI. Code of Conduct (continued)

There are three “tools” that the school will use to administer student accountability in the area of behavioral conduct and academic effort. These three tools are the Discipline Log, Citizenship Probation and Academic Probation.

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6 (KJV)

Discipline Log

The main tool that is used for disciplinary accountability is called the “Discipline Log”. Grades 1-12 are required to use the discipline log whenever an act of misconduct has taken place. The sequence of consequences for the discipline log is as follows:

1. *Teacher discretion.*
2. *Teacher discretion.*
3. *Teacher discretion.*
4. *Send to office to schedule detention. Parents notified.*
5. *Sent to office to see Principal. Parents notified; student suspended (see Suspension pg. 15)*

Every effort will be made to encourage the student to demonstrate change and comply with school standards. As much as possible, misbehavior in the classroom will be handled by the teacher. If after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, that student may be placed on *Citizenship Probation*.

Citizenship Probation

Citizenship probation is an assessment period in which the teacher and staff will closely monitor and observe a student’s conduct, attitude and their overall willingness to change. The student will be given a *maximum* of 9 weeks for the probation. However, if the student is uncommitted or unwilling to put in the effort to change, the probation period may be stopped and an early decision will be determined by the administration.

Students may be placed on Citizenship Probation for the following reasons:

- Excessive tardies (3 tardies in a week, 6 tardies in a quarter)
- Excessive absences
- Excessive Discipline Log signatures
- Excessive Category I misconduct violations
- Category II misconduct violation
- Category III misconduct violation

Parents will be notified if their child is placed into Citizenship Probation status. Once the probation period is over, the teacher will disclose the evaluation information to the administration for final examination. If the student has been found to improve or has made significant changes, he or she will be cleared from the status. However, if the student has been unwilling or has shown no evidence of change, the student may be asked to leave the school.

“Even a child is known by his actions, by whether his conduct is pure and right.” Prov 20:11 (NIV)

NOTE: All students NEW to BCA are automatically placed on both citizenship and academic probation.

Academic Probation

Academic probation is an assessment period in which the teacher will closely monitor and observe a student's academic progress, their overall school attitude, and general class effort. The student will be given a *maximum* of 9 weeks for the probation. However, if the student is uncommitted or unwilling to put in the effort to change, the probation period may be stopped and a final resolution will be determined by the administration.

Students may be placed on Academic Probation for several reasons:

- Failure to maintain a 2.0 Grade Point Average (GPA)
- Continuous failure to turn in homework assignments on time
- Negative academic attitude and/or unwillingness to participate

Parents will be notified if their child is placed into Academic Probation status. Once the probation period is over, the teacher will disclose the evaluation information to the administrator for final examination. If the student has been found to improve or has made significant changes, he or she will be cleared from the status. However, if the student has shown unwillingness, has shown no evidence of change, or has worsened in their situation, the student may be asked to leave the school.

NOTE: All students NEW to BCA are automatically placed on both citizenship and academic probation.

Detention

Detention will be held for 1st – 6th grade at the Elementary Campus. Junior High and High School campuses will conduct detention on their campus. Detention schedules will vary from year to year.

- If detention cannot be served at the appointment time, arrangements by the parent must be made in advance to reschedule.
- Failure to serve detention at the appointed time will result in suspension.
- Inappropriate conduct during detention will not be tolerated. Students may be dismissed from detention if unwilling to cooperate. Dismissing a student from detention due to disciplinary problems will result in suspension.
- All school rules (including dress code) will be enforced during detention hours.
- Kindergarten and 1st grade will receive playground suspension instead of after-school detention.

Multiple Detention Policy:

Students who receive 3 detentions within a month will be suspended. Read Suspension Policy on page 15.

Drug Testing

Brawley Christian Academy reserves the right to drug test any student in either specific or random cases.

Search and Inspections

Brawley Christian Academy reserves the right to inspect any students clothing or all the belongings of a student for random or specific reasons.

“Acquire wisdom! Acquire understanding! Do not forget, nor turn away from the words of my mouth. Do not enter the path of the wicked, and do not proceed in the way of evil men.” Prov 4:5, 14 (NAS)

Suspension

Suspension is an administrative action that temporarily restricts a student from attending school. During suspension the student, his/her parents, and administration will discuss the incident and create a plan which will attempt to prevent similar problems in the future.

Specific incidents that lead to suspension will be recorded by the school and placed in the student's cumulative file. Students wanting to enroll or re-enroll into BCA while having suspension(s) on their record have a significantly lower chance of being granted admission.

Suspension Process:

In order for a student to return to school from a suspension the parents must schedule an appointment with the Principal so that the incident may be discussed. Participants at the meeting may include any staff and administration.

At the conclusion of the suspension meeting, the student and parent(s) will sign a consensus form agreeing upon the Terms of Action. The Terms of Action will vary and may include being placed on school probations, scheduled detention, or other restrictions and/or consequences.

Multiple Suspension Policy:

Suspension is a severe measure which is not entered into lightly. If a student reaches three (3) suspensions, an internal meeting will be held by the administration to determine if the student should be allowed to continue attending school. The outcome of the meeting will be disclosed at that student's suspension meeting. *Note: A student does not have to reach 3 suspensions for the administration to hold a meeting to discuss expulsion.*

**Every measure to avoid suspending or removing a student from school will be made.*

Absences due to suspension:

When a student is absent due to suspension, he or she may make up all work within the same time limit as excused absences; however, grades will be lowered. Tests/Quizzes may have to be made-up during non-school hours. *It is the student's responsibility to schedule times to make-up late Tests and Quizzes.*

Section VII. Academic Standards & Reporting

Academic Standards Policy

All students who attend Brawley Christian Academy will be required to maintain a minimum grade point average (GPA) of 2.0 (letter grade “C”) or higher. We understand that not all students are academically strong though they may be gifted in other aspects of life. However, we also believe that a cooperative student with the right mindset and proper motivation can attain this GPA standard.

Letter Grade Scale

A =	90 – 100%	Excellent
B =	80 – 90%	Above Average
C =	70 – 79%	Average
D =	60 – 69%	Below Average
F =	59 - 0%	Failing
WF =	Withdrawn Failing	
WP =	Withdrawn Passing	
I =	Incomplete	

Alternative Scale

O =	Outstanding
V =	Very Good
S =	Satisfactory
N =	Needs Improvement
U =	Unsatisfactory

Homework

Homework may include any or all of the following: workbook assignments, studying for tests and quizzes, weekly or long-term projects, research papers, book reports, etc. It is up to the student to budget time wisely so that all required assignments get done on time. The average student should have between one and two hours of homework/study each day. Homework on Wednesday will be kept to a minimum.

Make-up work policy:

Students who have been absent (excused) may make up his or her work with no penalty. For every day absent the student will receive two days to make up their missing class work and homework. Quizzes and tests must be made up on the day the student returns to school. If the student’s absence is long term, he/she may make arrangements with the teacher for an acceptable make-up time. Papers and projects which are assigned two weeks or more prior to their absence must be turned in on the day a student returns to school.

Teachers have the right to refuse rescheduling Tests and Quizzes due to unexcused absences. *It is the student’s responsibility to schedule make-up Tests and Quizzes.*

For Final Exams: only students with excused absences may make up a final exam. Students who wish to make-up their final exam(s) must schedule the retake within one week of the student’s return.

Tutoring

Brawley Christian Academy strives to assist students who are in need of additional help. Students wishing to attend tutoring must first speak with their teacher(s) and determine when tutoring has been scheduled. Students wishing to attend tutoring must submit written permission by their parents. Tutoring periods will be treated as a classroom environment and therefore students may not leave early without permission or parental consent.

Progress Report Notices

There are three main reasons for issuing Progress Report notices: (1) To inform parents about their child's current academic standing; (2) Report possible disciplinary issues or negative classroom behavior; (3) Acknowledge a student's strengths, their areas of growth and their needed improvement(s).

When Progress Reports are issued:

Progress reports are issued approximately five (5) weeks after the beginning of each quarter. Each quarter generally lasts 9 weeks and therefore the notice is aimed to be distributed during mid-quarter.

Parent/Teacher Responsibilities:

In order to be as efficient as possible, the teacher will briefly report on the areas mentioned above. If there is need of elaboration, or if the student is under 2.0 GPA, the teacher will schedule a conference with that student's parents. It's vital that both parents and teacher work together to assist the student in the areas of encouragement, accountability and improvement. Parents and teachers are encouraged to keep in contact and may schedule meetings at anytime of the school year.

To ensure that parents are informed of their child's progress, Progress Notices must be signed and returned to the teacher no later than 4 school days. A copy of the Progress Report will be given to parents to keep.

High School Equivalency:

High School students are not given quarter grades as part of their record as the Junior High and Elementary grade levels are given; instead their grades are recorded every semester (2 quarters). However, High School students will receive Progress Report Notices at the same time (every mid-quarter) as do the other BCA students. The same academic expectations will be required in High School 'quarter' grades as stated under the BCA Academic Standards Policy. Semester grades are used to compute credit toward graduation and grade point averages.

Entrance Exam and Placement

Incoming students may be tested for the purposes of placement in classes. General testing will measure Reading, English and Math comprehension. The student's placement grade level is under the discretion of Brawley Christian Academy. Transferring students are graduated based on the number of units required by BCA.

Standardized Testing

Brawley Christian Academy will administer standardized testing in the late spring. This test is comparable to the test taken in public schools. Each parent/guardian will receive the results for their student.

Section VIII. Student Expectations and Responsibilities

Attendance

The attendance policies encourage punctuality and regular attendance by all students. Good attendance habits which are cultivated in school will help students be prepared for the self-driven responsibilities expected by higher education institutions and employers. BCA maintains a computerized record of all student attendance. If a student is (or is going to be) absent, parents need to call the school between 7:30-9:00 a.m. If a student is absent more than 3 days in a row, a doctor's note will be required (or a note from the parents if the reason is not medically related).

Excused Absence: Students may receive an excused absence for the following reasons:

- | | |
|------------------------------|----------------------------------|
| 1) Illness | 4) Religious obligation(s) |
| 2) Doctor's appointment | 5) Family casualty |
| 3) School-sponsored activity | 6) Other family-related reasons* |

**It's the parent's responsibility to ensure that a note is filed with the office for excused absences.*

Unexcused Absences: An unexcused absence is when a student is absent from school with a reason other than those designated for excused absences.

Maximum Absence Policy: In order to receive full credit for courses taken, students may not exceed a certain amount of absences. Please note: both excused and unexcused absences are still considered to be an absence from school. The maximum number of absences allowed will vary on grade level:

Kindergarten – 8th Grade: 6 absences per quarter.

High School: 10 absences per semester.

Students who exceed the maximum amount of absences for the semester will be subject to the loss of all credit for that semester (will show as "incomplete" on report card).

Petition to waiver credit loss due to excessive absences:

Parents wishing to waive the loss of credit will need to write a letter to the Principal and specify the reasons for the absences. Valid documentation (such as doctor's appointment slips) for absences should be copied and attached to the letter if possible. All factors relating to the students absences will be taken into account (including tardies, possible truancies, unexcused absences and current GPA). Parents will be informed within 10 business days with the results of the waiver; the Board's decision will be final.

Truancies: Absence without the knowledge or consent of the parents or school officials is considered to be an act of truancy. Truancy is considered an unexcused absence with no opportunity to make up work, quizzes, tests or other class work that would be assigned. Truant students will be required to schedule an appointment with the administration for disciplinary action.

Tardies: **New school policy requires parents to sign in their child if they arrive tardy. Students who arrive after the yard gate has been closed (8:30 AM) must be signed in by their responsible adult at the main office. Tardy students will not be allowed to go to class until logged in by their responsible adult. Parents of upper campus students may log their students tardy in their classroom.**

Students who arrive after 8:30 AM to school will be tardy. Three tardies at BCA equals one unexcused absence. Multiple tardies will affect a student's report card grade under "comes prepared to class" and possibly other categories. Students may be disciplined for excessive tardy violations.

School Property & Personal Property

Brawley Christian Academy believes that education must be conducted in an organized manner. The curriculum has been established to direct the educational process and is an outgrowth of the stated purpose and goals of the school. Changes in the curriculum are made through proper administrative processes in light of student needs, current research and technological advances. Currently, grades K-8 use the Abeka curriculum and grades 9-12th will be enrolled in the Alpha Omega Academy from Alpha Omega Publications.

The school offers courses in various subject areas at district grade levels, the scope and sequence of which are approved by the Board of Directors. (*I Cor. 14:40*)

Textbooks: Brawley Christian Academy provides each student textbooks as required by the curriculum (read *Curriculum* above). All textbooks must be kept usable, complete, and free from markings, drawings and graffiti. At the end of the school year, or if a student withdraws enrollment, books marked for retention must be returned to the office. Students who have lost, or have torn or damaged books will be required to compensate the school in order to purchase new ones.

Extra Books: Supplemental literature that is given to students will be treated as school property. The loss, damage or misuse of any supplemental literature must be reimbursed by the students' parents.

Personal Equipment: Students having binders, backpacks, purses, notebooks and other school related equipment must ensure that the items themselves and the materials contained therein (including stickers, writings, pictures, etc.) are not offensive, inappropriate or violate the schools moral and biblical worldview. Any suspicious material may be subject to searching by the appropriate authorities.

Computers & Internet: Intentional or unintentional damage to computers and their peripherals by students will require their parents to reimburse the school for the cost of that equipment. Acts of sabotage, network tampering or damage to the schools internet-based systems will result in immediate disciplinary action which may include dismissal from school.

Student Drivers

Brawley Christian Academy has a responsibility to ensure that all students who drive vehicles have proper licensing. Therefore student drivers will be required to submit: 1) Copy of driver's license; 2) Copy of vehicle registration; 3) Copy of vehicle insurance. Failure to submit any of these documents may result on students being suspended from parking on school campus.

Students who receive any driving violations may have their driving privileges on campus suspended. Vehicle decorum such as bumper stickers, car paintings, and any visible auto accessories must be respectable to the school's moral and biblical beliefs. Music volume, regardless of content must be kept to a minimum while on school grounds.

Section IX. General Information

Dropping Off and Picking Up / Visitation

7:00 - 8:00 AM & 3:15 – 5:30 PM (Morning & Afterschool Care)

Students dropped off during this time must enter the side gate and ring the bell next to the cafeteria glass door. The care supervisor will receive that student and record their arrival/dismissal on the sign in/out roster.

8:00 - 8:25 AM (Zero Period).

Students dropped off during this time must enter the side gate that leads to the playground. The outdoor supervisor will receive them.

After 8:30 AM - Tardy Bell

New school policy requires parents provide reason for a tardy student. Students dropped off after 8:30 AM must be signed-in by their parent/adult at the main office. Upper campus students may be signed-in in their classroom. Please read "Tardies" on page 18 for more information.

3:00 - 3:15 PM

Students are released to go to their parents between 3:00-3:15 PM (normal school hours) in front of the school's drop-off/pick-up area. Students will not be released if parents are illegally stationed. Unfamiliar persons will be required to show identification before the student is dismissed.

Parent Visitation

Brawley Christian Academy welcomes parents wishing to spend time with their child at school. For visitation other than class time parents should contact the office at least 1 hour before time. For visitations during class time, parents must contact the school at least a day prior, and must be approved by the administration. Please expect visitations to be rescheduled if the time period is unsuitable for teachers to accommodate parent visitors.

Guest Visitation

Any person who is not school personnel or the parents of students are considered to be guests. Guests are required to be under supervision at all times and may be granted limited access to the school.

Evacuations and Safety Zone

Staff and students will evacuate school grounds if under threat of 1) a fire; 2) an earthquake; or 3) internal danger. The designated "Safety Zone" for the K-6 is the Lion's Field just west of the Lion's Center building. The safety zone for the upper campus is the corner just south of the campus at 701 B Street.

If an evacuation is the result or is suspected to be a result of a crime, students may be required to remain with the school until dismissed by police or administrative personnel.

Counseling

College / Career / Higher Education:

Our staff is ready to help any student with questions regarding career and/or higher education. Information about college pre-testing and university requirements may be acquired by the high school teacher or administration office.

Private counseling services:

Normally students confide in their teachers for advice relating to family, friends and personal questions. Students needing counseling with matters personal issues should first speak with their parents and/or pastor. We believe the Bible provides help in understanding every issue of our lives. The administration has an open door policy and is willing to direct students and/or parents to the appropriate person or agency for counseling help.

Chapel

Chapel is normally held on the first day of the week for the Elementary Campus and on the last day of the week for the Junior High / High School campus. Chapel is designed to nourish and encourage students in their spiritual walk. Outstanding speakers, musical groups, Christian films and other special events will be present during Chapel time. Many of our students have received Christ as their Lord and Savior during chapel and many others have recommitted their lives to God.

Since Chapel is a school-sponsored event, it is mandatory that all students participate. In addition, Chapel conduct and behavior will be taken very seriously and monitored closely. Students are expected to show reverence and respect during the events. Courtesy and Christian hospitality towards chapel guests and speakers are expected from all students. Homework and studying are not to be done during Chapel time. Students who cause distractions, disturbances, speak out of turn or conduct themselves inappropriately may be subject to disciplinary action.

Church Attendance

Brawley Christian Academy is designed to help Christian families and/or students who are Christians to continue and grow in their walk with Christ. To assist in the development of Christian character and lifestyle, we ask each student to attend the church of his or her choice on a regular basis.

Lunch

Students must bring their own lunch to school. The school has for sale supplemental meals for lunch and snack time; however it is the parent/guardian's responsibility to provide meals on a daily basis.

Lunch Tab

Parents may deposit money in a lunch tab which will allow them to purchase lunches, snacks and drinks that are available at the cafeteria. This tab may be paid for by depositing cash or charging a credit card (\$20 minimum) at the main office. The tab is accounted for and maintained at the main office.

Overspending & Refunds

Students with a negative balance in any form will not be allowed to utilize the school lunch tab. This includes any kind of past balance owed to the school (including the lunch tab, fundraising, book fees, etc.). Unused tabs will be paid out at the end of the school year.

Accidents and Insurance

Student accident insurance covers students while at school or participating during school activities. It is designed to supplement the parent's own health plan. It is an "excess" plan, which means that the parent's insurance pays first and then the school plan covers additional costs in accordance with the planned coverage.

Weekly Newsletter

Every Monday we publish a weekly bulletin that broadcasts school activities, fundraisers, special announcements and other kinds of important news. **It is every parent's responsibility to understand the contents of each weekly bulletin. All information in the bulletin is considered by the school to have been received by the parents.** All bulletins are sent home with students, posted on the "Lion's Den" at the main campus, can be read on the schools website (*brawleychristian.com*), on our Facebook page, and can be requested by calling the main office.

(PTO) Parent Involvement & Opportunities

This school was founded by Christian families who desired to provide a safe and nurturing environment for their children. We invite all parents to bring forth ideas that they feel may benefit the school.

Parent Teacher Organization (PTO)

Every student's parents/guardians are invited to be involved in the Parent Teacher Organization at BCA. The PTO is a wonderful group of parents and volunteers that help coordinate and plan fundraisers, fieldtrips, and other vital events at Brawley Christian Academy. The PTO always welcomes people that simply have a heart to help make BCA more of a blessing to our community.

PTO Committee

The PTO Committee are a core group of parents and staff that have been voted in to by the PTO assembly. The committee has delegated roles and responsibilities and it is their job to fulfill their tasks on behalf of the PTO.

PTO President: Carley Ashurst
Secretary: Stephanie Limon

Vice President: Delia Limon
Treasurer: Sara Reeves

Second Vice: Krista Cato

Committee Member Requirements

Because committee members will be leading on tasks relating to Christian ministry and service, all committee members must be Christians and active in their local church fellowship. Validation of church membership is required.

Accountability & Cooperation

The PTO is an extremely important element of the school. Due to the fact that many plans made by the PTO will have an impact on school scheduling, monetary spending/funding, facility usage, outreach, ministry, etc., it's required that all ideas and plans be approved by the school administration before implementation. Board approval may be required for major events and projects.

Management and Usage of Funds

The PTO has been given a bank account to save and designate usage of funds as decided by the PTO committee. Parents and staff desiring to utilize PTO funds must bring forth their request to the committee. If approved, the committee will motion a vote during the monthly PTO meeting. If an urgent/special request to use funds immediately is needed, then the PTO President and all committee members must approve the motion.

Sports and After School Programs

Registration and Fees

A one-time uniform fee and sports fee must be paid in order to enroll in sports. Other afterschool programs may require a fee to enroll. All fees are non-refundable. Note: The one-time uniform fee covers all sports and therefore only needs to be paid once.

Sports and afterschool programs will be led and supervised by a teacher/adult volunteer. Students are expected to behave in a manner consistent to BCA standards of conduct.

Fundraising

Tuition alone does not cover the operating expenses of Brawley Christian Academy. Though we are ultimately dependent upon the Lord for the school's financial needs, we do welcome contributions and incorporate fundraisers to supplement our operating budget. Funds received from tuition and fundraisers constitute each student's financial responsibility to BCA.

All students (who are contracted to do fundraisers) will be required to participate in fundraisers. Minimum levels of participation will be listed and explained with each fundraiser. If a student does not meet the minimum requirement for a fundraiser the difference must be paid for by that fundraiser's due date.

Fundraisers for 2018 - 2019 School Year:

Fundraiser	Req. Sale (Buyout)	Start Date	End Date	Time Given
I. Brawley Brownies	\$350 (\$175)	Sept 5	Sept 26	~23 days
II. World Finest Ch.	\$300 (\$150)	Nov 1	Nov 30	~28 days
III. 5K Walk/Run	\$250 (\$250)	Jan 10	Feb 1	~31 days
IV. BBQ Carne Asada	\$300 (\$175)	Apr 8	Apr 29	~31 days
Total Raised: Gross \$1200; Net \$750				

Information may be subject to change. Changes will be reported on the website, newsletters, special notices and/or PTO meetings.

Tuition Policies

Electronic Funds Transfer (also called Automatic Withdrawals)

Electronic Funds Transfer (EFT) refers to the computer-based systems used to withdraw funds directly from a bank account. All parents who enroll their child at BCA will be required to pay tuition through the EFT system. Parents will have the option to select either the 5th or the 20th of the month for EFT withdrawal.

Tuition Plan Options

12 Month Plan (June – May)			
Required Fundraising		*No Fundraising	
K-8	High School	K-8	High School
\$196	\$237	\$258	\$300

10 Month Plan (August - May)			
Required Fundraising		*No Fundraising	
K-8	High School	K-8	High School
\$235	\$285	\$310	\$360

**Brawley Christian Academy maintains the right to hold additional fundraisers or change the current requirements as needed to meet its financial responsibilities. Under certain conditions all students (regardless of tuition plan) will be required to participate.*

Families opting for the 12 month payment plan must register at the main office by June 1st. Payment for this plan begins in June and ends in May. Applicants who register during the month of July and August and desire the 12 month payment plan must pay the difference or select the 10 month payment plan. Applications received on or after September 1st must select the 10 Month Plan.

Child Care Plan:

Parents expecting to have their children in morning/after school care may select the Child Care Plan. During child care, students may be helped with homework, tutored in various subjects or be allowed to play and have fun.

Under this plan, Child Care will only cost \$1.00 an hour (\$3 per day). The cost of this plan will be added to the month's tuition. Students in child care which are not under this plan will be charged the standard rates.

- 12 Month Plan: \$45 a month

- 10 Month Plan: \$54 a month

We currently do not offer morning/after school care for Junior High and High School students.

Enrollment Restriction:

Students will not be allowed to register if they have any unpaid fees.

