

BELLEVIEW

CHRISTIAN

ACADEMY

**Student/Parent Handbook
Elementary through Middle School**

2020-2021

A ministry of First Baptist Church/Belleview
6107 SE Agnew Road—Belleview, FL 34420
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www.bcaknights.com

BELLEVUE CHRISTIAN ACADEMY

.....a ministry of

First Baptist Church of Belleview

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Administration

Mr. Mike LaCrone

Principal/Administrator

Dr. Stan Hannan

Senior Pastor/Chaplain (Major) Ret.

Rev. Richard Childs

Associate Pastor

From the Administrator.....

Welcome to Belleview Christian Academy! I am excited about working with you and your child this school year. We, the faculty and staff, are committed to doing everything possible to provide the educational foundation that will develop your child socially, emotionally, physically and spiritually.

Ecclesiastes 4:12 states: *“Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.”* It is my prayer that you, your child and Belleview Christian Academy will team up to be a strong educational and spiritual cord.

Please feel free to call me or stop by my office if you have any questions or concerns during the school year. Again, I am looking forward to working with you and your child this year!

In Christ,

Mr. Mike LaCrone

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***ALL changes to this handbook for the 2020-2021 school year are highlighted for you.**

PART I—SCHOOL OVERVIEW

Mission Statement

The mission of Belleview Christian Academy is to teach students a Biblical world view through God-centered curriculum under the guidance of skilled, devoted and consecrated teachers who demonstrate, and therefore influence, students to live by Biblical standards. We are committed to providing ministry and outreach to the students enrolled and their families.

History

Little Friends Daycare was started in 1966 and, under the direction of Mrs. Betty Walker, the school continue to grow and became Little Friends Christian School. As more grades and teachers were added in the early 2000's, it became evident that a new name was needed. In 2007, with grades from PreK through 5th, Little Friends became Belleview Christian Academy. Through the past 11 years, BCA has grown to 8th grade, adding music, art, PE, a computer lab, a library, Middle School digital curriculum, and the S.T.E.A.M. program, all the time, teaching students a Biblical world view through God-centered curriculum.

Statement of Faith

We adhere to The Baptist Faith and Message 2000 to include the fact that we believe:

- that the Bible is the inspired Word of God.
- that man was created by God in His image.
- in the Trinity: God the Father, God the Son, and God the Holy Spirit.
- that Jesus Christ was the incarnate Son of God, born of a virgin.
- that He shed His blood and died on the cross as the atonement for the sins of mankind.
- that He rose again on the third day and ascended into Heaven.
- that He sits on the right hand of the Father as our Advocate.
- that salvation is through faith by grace, not by works.
- that Jesus Christ must be the Lord of my life.
- in the Second Coming of Christ to take all believers home to Heaven.

Statement on Marriage, Gender and Sexuality

Belleview Christian Academy does not discriminate on the basis of race, color, age, gender, or national or ethnic origin. Our rules, standards and regulations are in effect to help us do things decently and in order and in accordance with our understanding of the Word of God.

While we do not discriminate or deny admission for any of these reasons, we would like to inform our parents and students that all of our curriculum is scripturally based. As such, we teach marriage based on Genesis 2:18-25 which states, God's design for marriage is to be between 1 man and 1 woman.

We also believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that in order to preserve the function and integrity of Belleview Christian Academy as a Christian school, and to provide a Biblical role model to our students, families and the community, it is imperative that all persons employed by Belleview Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality. (Mathew 5:16)

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with Scripture.

Belleview Christian Academy will not retain any student whose attitude and actions are not in compliance with school policy.

Affiliation and Accreditation

Belleview Christian Academy is a mission of the First Baptist Church of Belleview and is currently a member of the Association of Christian Schools International (ACSI). We are currently working through the accreditation process.

First Baptist Church of Belleview

Belleview Christian Academy is a mission of First Baptist Church of Belleview. If you do not have a church home, all BCA students and their families are encouraged to join us for our Sunday church services as well as Wednesday evening children and youth activities and Bible studies.

Sunday

9:30 AM Sunday School (all ages)

10:45 AM Morning Worship

10:45 AM Children's Worship

6:30 PM Evening Worship

6:30 PM High School Bible Study

Wednesday Evening

5:00—5:30 PM Pot Luck Supper
(1st Wed/month)

5:30—6:00 PM His Kids Choir
(Ages 4—Grade 5)

6:30—7:30 PM Women's Bible Study
Men's Bible Study
Team KID (3yrs—5th Gr)
The ZONE (6th—12th Gr)

Other opportunities and special events are available at First Baptist Church. For more information and or a current schedule, contact the church office at (352) 245-9106.

BELLEVIEW CHRISTIAN ACADEMY

2020-2021 SCHOOL CALENDAR*

August 3 rd	Monday	Teachers Report/Staff Orientation
August 10 th	Monday	K-8 th Grade Orientation
August 11 th	Tuesday	K-8th –1st DAY OF SCHOOL/TUITION DUE
August 12 th	Wednesday	K-8 th Grade Music, PE, Art Start
August 12 th	Wednesday	M/School Chapel Begins
August 17 th	Monday	PreK Orientation
August 18 th	Tuesday	PreK—1st DAY OF SCHOOL/TUITION DUE
August 19 th	Wednesday	PreK-5 th Chapel Begins
August 27/28 th	Thurs/Friday	Picture Day
August 30 th	Sunday	Father/Son Cake Auction
September 1 st	Tuesday	<u>TUITION DUE</u>
September 7 th	Monday	NO SCHOOL —Labor Day
September 10 th	Thursday	Open House
September 11 th	Friday	Interims Available
September 14-25th	Mon-Friday	Testing Window #1 (Fall)
September 21-Oct. 2 nd		Fundraiser
October 1 st	Thursday	<u>TUITION DUE</u>
October 12 th	Monday	End of 1 st Grading Period
October 15 th	Thursday	Report Cards go home
October 16 th	Friday	NO SCHOOL/Weather Make up Day
October 30 th	Friday	FBC/B Fall Festival
November 2 nd	Monday	<u>TUITION DUE</u>
November 16 th	Monday	Interims Available
November 23/24th	Mon-Tuesday	Possible Weather Make-Up Days
November 23-27th	Mon-Friday	THANKSGIVING BREAK
December 1 st	Tuesday	<u>TUITION DUE</u>
December 11 th	Friday	Christmas Program
December 16-18th	Wednesday-Friday	Final Exams/End of 2nd Grading Period
December 18 th	Friday	Class Christmas Parties/Early Release
December 19th-January 4th		CHRISTMAS BREAK

2020-2021 SCHOOL CALENDAR*

January 5 th	Tuesday	CLASSES RESUME/ <u>TUITION DUE</u>
January 8 th	Friday	Report Cards go Home
January 11-22nd	Mon-Friday	Testing Window #2 (Winter)
January 18 th	Monday	NO SCHOOL —MLK Jr. Day
January 19 th	Tuesday	2021-22 Reg. Packets go Home
February 1 st	Monday	<u>TUITION DUE</u>
February 5 th	Friday	Interims Available
February 11 th	Thursday	Registration Open House
February 12 th	Friday	<u>NO SCHOOL/WEATHER MAKE UP DAY</u>
February 15 th	Monday	NO SCHOOL —Presidents Day
February 25 th	Thursday	Class Pictures
March 1 st	Monday	<u>TUITION DUE</u>
March 11 th	Thursday	End of 3 rd Grading Period
March 12 th	Friday	FIELD DAY/EARLY RELEASE**
March 15-19 th	Mon-Friday	SPRING BREAK
March 22 nd	Monday	Classes Resume
March 24 th	Wednesday	Report Cards go Home
April 1 st	Thursday	<u>TUITION DUE</u>
April 2 nd	Friday	NO SCHOOL —Good Friday
April 21 st	Wednesday	Interims Available
April 23 rd	Friday	Cultural Café
May 3 rd	Monday	<u>TUITION DUE</u>
May 3-14th	Mon-Friday	Testing Window #3 (Spring)
May 3-7 th	Mon-Friday	Teacher Appreciation Week
May 16 th	Sunday	Graduate Recognition @FBC 10:45AM
May 21 st	Friday	LAST DAY OF SCHOOL—EARLY RELEASE** Awards Program/Graduation Report Cards go Home

*Subject to change

**No AfterCare available on Early Release days

School Hours

Kindergarten –3 rd Grade	8:15 – 3:00
4 th – 8 th Grade	8:15 – 3:15
Pre-School	8:30 – 11:45

School begins at 8:15 A.M. Students should be in their classroom and ready to begin class at this time. Students will be marked tardy after 8:15 A.M.

Celebration of Holidays

As a Christian school, we do not commemorate Halloween. It is our policy that no witches, ghosts, goblins, skeletons, haunted houses, black cats, etc., be made or displayed by faculty or students. First Baptist Church/Bellevue puts on a Fall Festival celebration on the evening of October 31st and all BCA students and their families are invited to attend.

- **Veteran's Day**—All teachers are encouraged to explain the meaning of Veteran's Day and to have a special prayer emphasis for our country. Every year during a special Veteran's Day service at First Baptist Church/Bellevue, we present a commemorative flag to one of our veterans. All students and their parents are encouraged to attend.
- **Thanksgiving**—This wonderful holiday of gratitude will be commemorated and celebrated in ways deemed appropriate by classroom teachers. Special chapels and programs are encouraged. Special emphasis is to be given to the place of praise and thanksgiving in a Christian's life.
- **Christmas**—Our Christmas celebration needs to be as distinctively Christian as possible. There is a wide variety of opinion about Santa Claus, Christmas trees, presents, etc., within the Christian community. While we are not legislating our policy/procedures for the homes represented in the school, understanding that each family may celebrate Christmas as they deem right and good, the following guidelines will govern the school celebration:
 - Christmas trees, bells and decorations will be allowed in the school but fire regulations must be strictly followed.
 - We will seek to avoid references to Santa Claus, reindeer, and other cultural issues that may distract from Christ.
 - Every faculty member is to place the strongest emphasis on the birth of Jesus Christ as one of the greatest events in salvation history.

BCA picks a giving project annually that will be a benefit to others in the community. This will be announced to all parents, students and teachers.

- **Valentine's Day**—Cards may be exchanged if done for the whole class. Teachers may plan class parties if so desired.
- **Martin Luther King Jr. Birthday**—All teachers are encouraged to commemorate Dr. King's birthday and to lead a special prayer emphasis for an end to discrimination in our country.
- **Presidents' Day**—All teachers are encouraged to commemorate Presidents' Day and to lead a special prayer emphasis for our country.
- **Easter**—Easter is another spiritual opportunity for us to celebrate in a distinctively Christian manner. The death, atonement, burial, and resurrection of our Lord Jesus Christ are the reasons for our enthusiasm. Easter chicks, eggs, bunnies, etc., are not to be the focus of our celebration of this great event. Great emphasis is to be placed on the reality of our risen Savior who triumphed over death for us all.

Birthdays/Invitations

We encourage students to share birthdays. Gifts may not be exchanged. Parents/guardians may bring cookies and cupcakes for lunch time. These must be brought to the office to avoid disruption of the class. Please arrange this with the classroom teacher. Invitations to parties held after school or on weekends may be distributed at school, but must be to the entire class with the exception of Girls or Boys Only parties.

School Office

The BCA office is open from 7:30 am to 3:45 pm, Monday through Friday. Lunches, homework, books or other items to be delivered to your child may be left in the school office. Telephone messages will be relayed to the students at the end of each school day. **Only emergency calls** will be given to the student immediately. Students will be allowed to use the office phones for emergencies only. It is important for us to protect instructional time by limiting disruptions.

Cell Phone Policy

Students are not allowed to have a cell phone or Smart Watch with them in the classroom. Students who bring a cell phone to school must turn off the phone and leave it in the school office when they arrive at school in the morning. Cell phones will be returned to the student at the end of the school day. Smart watches are not permitted on campus at any time.

Drop-off & Pick-up

Procedures

- All children must load and unload from under the breezeway in front of the school entrance. If you arrive before 7:45 AM, please keep the car line back away from the breezeway. Please follow the designated route. (Maps are available from the office)
- Safety Patrol students will need to be dropped off under the breezeway by 7:35 AM (not before 7:30). If the safety patrol student gets here after 7:35 AM, that safety patrol will need to be dropped off in the regular car line. Please do not drop off safety patrol students in the parking lot, the side street or the rear of the school.
- **Please follow directions on the map and only enter carline from assigned direction.**
- **Maximum speed limit on the BCA campus is 15 MPH.**
- We ask that **drivers pay full attention** while on campus. To ensure the safety of our students & staff, please keep all distractions, including cell phone conversations, to a minimum. **Always drive carefully and slowly.**
- All parents and children must remain in their vehicles while in car line.
- **Students must not exit the vehicle until door is opened by BCA staff or Safety Patrol member.**
- **All visitors** must stop in the office to sign in and get a visitor's badge before visiting any area of the school.

- If someone other than a parent is picking up your child, please contact the school office before 2:00 and notify us of that person's name and relationship to the student. To ensure the safety of your child, students will not be released to unauthorized people.
- Make sure that all custody agreements and schedules are on file in the school office.

Drop Off

- Carline begins at 7:45 AM for all K-8th grade students. Please start morning drop off at the sign and do not move forward until 7:45 AM. Allow safety patrol parents to pass and unload their students under the covered entrance.
- Safety Patrol members are required to arrive at school by 7:35 AM.
- **Carline closes at 8:10 AM for all K-8th grade students.** If you are late, you are required to park in front of the entrance and walk your student into the office and sign them in. **Do not allow students to cross the car line alone.**

Pick Up

- **Kindergarten thru 3rd grade will be dismissed @ 3:00 PM.** All students not picked up by 3:15 will be sent to AfterCare. Parents will be charged a \$75 Registration Fee and the daily fee of \$14 for the time they spend in AfterCare.
- **4th -8th grade are dismissed @ 3:15 PM.** All students not picked up by 3:45 will be sent to AfterCare. Parents will be charged a \$75 registration fee and the daily fee of \$14 for the time they spend in AfterCare.
- Please do not enter the 3:15 car line until 3:15. If you arrive early, please pull to the side of the line.

Early Release Days

All K-8th grade students are released at 12:00 PM, so we will only have one car line. AfterCare will not be available on early release days. (*see calendar*)

Lunch

Kindergarten through 8th grade students are to bring a sack lunch or lunch box each day. If your child has special health needs, allergies and/or requires a special diet, **please notify the office and the teacher at the beginning of the school year.** Our lunchroom staff will assist your child with opening food containers but are unable to heat up any food items. Due to allergy concerns, we do not allow any sharing of food.

Lost and Found Policy

Please label your child's sweaters and jackets! Any jacket or sweater that is not labeled with students' name and is not retrieved within one week will be added to our Uniform Donation bin.

Dress Code

The BCA Dress Code was developed to provide the best atmosphere for students to learn and to avoid peer pressure related to clothing. Our primary objectives are neatness and modesty. The following guidelines are meant to provide help for parents and students in selecting appropriate clothing for school. If a parent or student has a question about the Dress Code, please do not hesitate to call the school office for clarification.

Students who do not have appropriate uniforms will not be allowed to go to class. Parents will be called and appropriate attire must be brought to school or your student will be sent home.

General Requirements

The administration or school board reserves the right to determine whether or not a student's attire meets BCA standards.

- **Students in grades K – 8 are to be in complete uniform at all times while on school grounds. The only exceptions are our “Dress-Down Days”.**
- **Uniforms must be clean and free of holes, rips, or ragged edges. Pant legs are to be neatly hemmed. Uniforms must fit properly.**
- **Clothing is to be labeled to ensure against possible loss or exchange. Any lost clothing not labeled will be added to our uniform donations after one week.**
- **Uniforms may not have any additional writing on them except for identification.**
- **All students must wear underwear.**
- **Special “Dress-Down Days” may be allowed. Students and parents will be notified about these upcoming days.**
- **All K – 1st grade students need an extra set of clothes in a plastic bag with their name marked on the outside. Please include socks and underwear.**
- **Female students are expected to wear bras from the time they begin to develop.**
- **Clothing/Jewelry that suggest or depicts evil, Satan, the devil, skull and crossbones, symbols or religions contrary to Christianity or is otherwise contrary to Christianity is not allowed.**
- **As walking in line and going up and down stairs are a daily part of each school day, the proper shoes are very important to a student's safety.**
- **Brightly colored skate or loose fitting slip-on shoes are not allowed.**

Shirts

- **Students must wear loose fitting knit polo style shirts with a collar. Shirts must be solid navy, hunter green or white for Kindergarten thru 5th grade. A plain white or matching colored undershirt may be worn under their polo.**
- **Middle School students may also wear a red polo and Middle School girls may choose pastel colors in a short sleeve polo or long sleeve button up blouse.**
- **The school monogram is required.**
- **Shirts must be tucked in at all times.**
- **School t-shirts may be worn on Fridays or on field trips only.**

Winter Clothing

- In the cooler months, students may wear a long sleeved T-shirt or “Under Armor” type shirt in matching school colors, under their school polo. No school logo is required, but no other logos should be seen on the sleeves or collar.
- All winter clothing that is worn in the classroom must have a school monogram. This can be a zip-up sweatshirt, cardigan sweater or fleece jacket, in either solid navy, hunter green, black or grey that is worn over the school polo. It should be unzipped when students are in the building.
- In extreme cold weather, a heavier jacket may be worn to school but not in the classroom. A school monogram is not required.
- **Please label all jackets and sweaters with your child’s name (see lost and found policy).**

Pants/Skirts/Skorts/Shorts

- Uniform bottoms must be khaki, navy, black or brown in color.
- Walking shorts should be loose fitting and Bermuda length (no shorter than mid-thigh).
- Uniform pants should be the traditional uniform style with no sewn-on pockets (cargo pants). They can be plain or pleated in the front with regular pockets in the back and neatly hemmed.
- **No baggies, low hip riders, spandex or form fitting uniform pants are allowed.**
- Girls may wear uniform walking shorts, uniform skirts, skorts/culottes, capris or jumpers. Shorts must be worn under skirts and jumpers.
- **Jeans may be worn on Fridays and Field Trips only and with the following stipulations:** They are to be regular jeans—**no form fitting, no jeggings, no skinny jeans, no low hip riders, and no baggy or multi-pocketed/zippered jeans.** They must be **dark blue or black only**, neatly hemmed, with no patches, holes, or excessive decorations.

Belts

- A belt must be worn at all times if pants, skirts or skorts have belt loops.
- Belts must be solid white, navy, brown, black or khaki in color with no designs, logos or large buckles.

Shoes & Socks

- Socks must be solid colored in white, navy, black or brown.
- **Girls** may wear solid white or navy tights or knee socks in cooler months.
- Tennis shoes or closed toed shoes must be worn at all times. Shoes must be laced up at all times as well.
- **No sandals, slip-ons, dance shoes, skate shoes, heels, Cowboy boots, light up shoes, Heelys, flip-flops, Krocs or clogs will be allowed.**
- Boots may be worn in the winter months but **must have a non-slip rubber sole and only for 4th through 8th grades.**
- Brightly colored shoes are not allowed and laces should be only white, navy, brown or black.

Jewelry

- Girls may wear jewelry that is modest and tasteful, i.e., a small cross or heart. Stud earrings only are permitted.
- **Bracelets, beads, anklets, scarves, multiple earrings, large bows or anything excessive will not be allowed.**
- **BCA is not responsible for lost or stolen jewelry.**
- **Boys** are not allowed to wear any jewelry other than a watch.
- **Parents will be notified if jewelry or watches become a distraction and the student will no longer be allowed to wear them to school.**

Piercings

- **For safety concerns, no piercing jewelry will be allowed except for stud earrings (no hoops) in the lower portion of the earlobe for girls. Boys are not allowed to have pierced ears.**

Tattoos

- No permanent or temporary tattoos will be permitted.

Hair & Make-up

- Hair should be of a natural color, well-groomed and of appropriate style and length.
- **No unusual or trendy haircuts (ie. mohawks) or designs cut into hair are permitted.**
- **Middle School Girls** may wear skin tone foundation make-up only and clear nail polish. No fake fingernails are allowed and **colored nail polish will be removed in the office.**
- **Boys** should be neatly groomed and clean shaven at all times (no moustaches or beards). Hair is to be trimmed above the ears, off the shirt collar, neatly combed and cut so that it is no longer than the middle of the forehead.

Dress-Down Days

During the school year, BCA students may participate in our monthly dress-down days. These days are usually themed, but students must follow the same guidelines of a regular school day, including modesty. **If your child chooses not to participate in a dress-down day, they will need to wear their school uniform. If your child has received 3 or more uniform violation notices in a month, they will not be allowed to participate in the next dress-down day.**

Changes of Clothes

Students in Kindergarten and 1st grades should bring a change of clothing in their backpacks. Clothing items should be placed in a zip-lock bag and have your child's name on the outside. In the event of an accident, wet or stained clothes will be placed in a bag for you to take home and replace the next day.

Fundraising

Belleview Christian Academy will have several fundraisers throughout the year to fund special projects such as our Library, Playground, etc. We make every attempt to design fundraisers that have a minimal financial impact on the parents. Because they directly benefit the students and help keep tuition costs reasonable, parents are expected to support all school fund-raising activities, whether financially or by helping their child fundraise outside of their home.

Parents Volunteers/Chaperones

When parents volunteer at the school they should follow the same guidelines of modesty and appropriate dress. BCA reserves the right to ask any parent/volunteer who does not meet appropriate modesty standards to leave the campus. Parents MUST have a yearly volunteer form on file and be cleared through a Local Law Background Screening process to participate in ANY event on school campus (this includes eating lunch with your student) or to attend any class field trips. A minimal fee for the screening process is charged. This fee must accompany the completed form and be returned to the school office. Forms and additional information are available in the office. Parents must respect the school's views and exhibit Christian behavior at all times. The use of chaperones and volunteers are at the classroom teacher's discretion. Volunteer form and screening must be completed at least 2 weeks prior to participate in ANY event on school campus. Out of state or international background checks may take longer and will be at the expense of the volunteer. Out-of-state and international background checks cost considerably more than local background checks.

Lice

Belleview Christian Academy abides by a **NO LIVE NIT** policy concerning head lice. The **NO LIVE NIT** policy is enforced to keep students lice free, nit free, and in school. If a child is found to have lice, he/she will be removed from the classroom, and their parents will be contacted immediately to pick them up. If you find lice on your child at home, **please contact BCA immediately in order for us to check other classmates and minimize the spread of lice.** Students are temporarily excluded from school to prevent the spread of lice caused by surviving and hatching nits (lice eggs). Parents are responsible to remove all live nits from the student's hair before the child returns to school for a live nit inspection. Please bring any product box, box top or empty bottle as verification that treatment has occurred. Absences related to head lice are limited to two (2) excused days per occurrence. A NIT is considered alive if it is less than one inch from the scalp of the student. NITS and/or shells must be one inch or more away from the scalp for the student to return to school. **There is nothing in the classrooms that lice can survive on (floor, carpet, desks, backpacks, etc.) except the students, so they must be NIT free in order to return.**

Medications

BCA requests that parents attempt to administer all medications at home either before or after school. When this is not possible, the following policy must be adhered to:

- ALL medication will be kept in locked storage in the school office. Students will not be allowed to keep medication in their possession while at school.

- Parents must bring the medication to the school office each morning and pick it up if it is to go home at the end of the school day.
- **Parents are required to complete a form requesting school personnel to administer all medications, prescription or non-prescription, listed below. This form is available in the school office.**
- Medication will be administered by designated personnel per the administrator. Students are not permitted to self-administer any medication.

Prescription Medications: Medication must be in the prescription bottle as prepared by the pharmacist. The label must bear the doctor's name, student's name, name of the drug, date and directions for administering the drug, including the dosage amount and frequency. Only personnel designated by the administrator will dispense prescription medication. Teachers are not allowed to dispense prescription medication.

Non-Prescription Medications: Non-prescription medications must be in the original container. Non-prescription medications include Tylenol/ aspirin, ointments, cold tablets, lotions, cough medicine, cough drops, and Chap Stick.

Students requiring ongoing medication such as allergy medication should bring a note from a physician. An updated parent's request will be required only if the medication or the dosage changes.

Any deviations from this policy may be made only with the approval of the administrator.

Smoking/Vaping Policy

Our campus is smoke-free. Please refrain from smoking or vaping (electronic cigarette) on any part of Belleview Christian Academy or First Baptist Church of Belleview's campus. This includes our morning and afternoon car lines, the soccer field, playgrounds and on field trips.

PART II—ADMISSIONS

Belleview Christian Academy is a private Christian school providing a traditional, academically sound, Bible-based classical education. We have a reputation for providing high standards in academics, while instilling a strong spiritual foundation.

Enrollment Procedures

Belleview Christian Academy offers a program for students who desire a classical education in a Christian environment and who are striving for academic excellence and spiritual vitality. Our admission policy requires that you take the following steps before your child's admission can be finalized. In accordance with state statutes, the following information must be supplied to the office.

- Completed and signed registration forms.
- A copy of the student's birth certificate.

- A copy of the student's social security card (optional)
- A copy of the student's most recent report card and a copy of their transcripts.
- A copy of the State of Florida Doctor's Health Form and a State of Florida immunization Form, confirming good health, any physical restrictions, and medications begin taken by the student.
- Placement testing for new students.
- Parent/student interview with the principal and classroom teacher.
- Parent and student signatures on the Handbook Acknowledgement and Financial Agreement forms.

BCA students are required to maintain a minimum 2.0 grade point average and satisfactory conduct. BCA reserves the right to transfer any student demonstrating poor conduct and/or grades. Admission candidates are required to have demonstrated a satisfactory level of conduct and to have achieved a 2.0 grade point average (based on a 4.0 grade point scale) or better, throughout their last academic year. The student's most recent report must reflect this standard. Upon completion of the designated steps, parents are notified as to whether their child has been accepted or not accepted into BCA. Students can be accepted with conditions, for example: the student may need tutoring over the summer prior to the school year, tutoring during the school year or may need to repeat a grade.

Students who have been accepted in the school must have their files complete and accounts current in order to begin school. This includes having completed necessary physical examinations where required. All students must have immunization forms and birth certificate forms submitted for school files. The birthdate cut-off for entrance into Kindergarten (5 year olds) and PreK-4 (4 year olds) is September 1st. Students entering the PreK-3 class will need to be age three by September 1st as well.

Admissions Decisions

Admissions fall into three categories: standard admission, conditional admission, and denial of admission.

- **Standard admissions** will be granted when the student meets or exceeds all requirements.
- **Conditional admission** is given to student where test scores and previous school records indicate cause for concern. Applicants with deficiencies in any of the specified areas may be offered conditional admittance if the principal and teacher believe the deficiencies may be corrected. The principal and classroom teacher review conditional admissions each grading period. If necessary corrections have not occurred, the student could be denied further admittance.
- **Denial of admission** will be given by the principal if the applicant is deficient in one or more of the specified areas, and it is unlikely he/she will be successful. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.

Accepted Scholarships

Belleview Christian Academy is able to accept the Step Up For Students (SUFS)*, the Florida Empowerment Scholarship (FES) and the McKay** Scholarships. Both of these scholarship programs are independent opportunities provided by the State of Florida to qualified students. Parents interested in these scholarship opportunities should go on line or visit our office for more information.

**BCA limits the amount for SUFS scholarships we are able to accept to 50% of our total enrollment for the year.*

***Acceptance of McKay scholarship students is based on BCA's ability to provide recommended accommodations per the student's IEP or 504 Plan.*

Waiting List

Once the maximum number of students has been enrolled for a classroom (18 for Kindergarten through 8th grade), a waiting list for new students will be started. Students will be selected when an opening occurs based on the decision of the principal. In some cases, an additional classroom can be created.

Health and Immunization Requirements

All children enrolled at BCA must have a medical examination dated within 12 months prior to kindergarten entrance. A physician must complete form DH 3040, which becomes part of the child's permanent record. Immunization must be up-to-date for the child's age and indicated on the blue Florida Department of Health Certificate of Immunization card, form DH 680. All 6th grade students will need to be screened for scoliosis by a licensed physician. All 7th grade students must submit a new immunization record that includes an updated Tdap. **All of these forms must be completed and on file by the end of the first week of school.**

Withdrawal Policy

Withdrawal of students from Belleview Christian Academy must be initiated through the principal by using the form found on our website. In order for a student to be withdrawn, an exit meeting must be scheduled with the principal. At this meeting, the parent and principal will discuss the reason for the withdrawal and begin the process by signing the withdrawal form. The student will be officially withdrawn after the form has been signed by the teacher and financial information reviewed. **When a family withdraws their child or children from BCA, the family is responsible for the tuition due for that month, any lab or technology fees as well as a \$500 early withdrawal fee per student. This includes scholarship students as well. All records, report cards and transcripts remain the property of Belleview Christian Academy until the account has been paid in full.**

Request of Records

Parents or guardians may request a copy of their child's Report Card if theirs is lost. For matters of confidentiality, BCA will not release records to anyone (other than school and judicial entities) without the approval of the parent. Requests must be made in writing, proper ID must be

provided, and a one-day processing time may be required. In the event of student withdrawal or transfer, official transcripts are forwarded to the next enrolling school.

Financial Information

If you have a question regarding finances or the status of your account, please consult our Financial Guide or contact the office. Teachers do not have access to the financial records in order to maintain absolute confidentiality. The person signing the enrollment forms will be the responsible party for payment of tuition.

It is important for all parents to understand that the ordering of supplies and the hiring of faculty is budgeted each year according to our enrollment figures and tuition projections. Belleview Christian Academy plans for and commits to meeting the education needs of each student and those students who are withdrawn from BCA before the end of the school year make this hard to accomplish due to lost fees and tuition revenues. This also includes scholarship students.

Change of Information

Whenever there is a change of address, telephone number, email address, emergency contacts or medical/insurance policy information, please notify the school by phoning the office (352/245-6151), or sending an email to school@fcbelleview.org.

Registration Fees

The registration fee is non-refundable and must be paid and submitted with registration forms for all students (including SUFS & McKay) before a place can be reserved in a class.

Book Fees

Book fees for the next school year are due by the end of the school year (May 24th). After June 15th they are non-refundable, as books for the following school year are ordered the first week of June. In the event of early withdrawal, books remain the property of Belleview Christian Academy until all accounts are paid in full.

Technology Fees

The Technology fee covers software and hardware updates for our middle school digital curriculum from Bob Jones University.

Tuition Rates and Fees

Please see our Financial Guide for all tuition rates and fees.

AfterCare Program

AfterCare is provided for students enrolled at BCA from their time of dismissal from school up to 5:45PM. In order to take advantage of this service, you must pay the registration fee of \$75. **Monthly fees of \$150 are due the first of each month** when the service is used on a monthly basis. Students who are not picked up within 15 minutes of their designated dismissal time will

be sent to AfterCare and charged the daily rate of \$15. Payments must be made through the school office or the lock box in the AfterCare building. Please make checks payable to Belleview Christian Academy. A late fee (see AfterCare handbook) will be assessed when parents are late picking up students.

Please see our Financial Guide for all rates and fees and or you may pick up an AfterCare Handbook from the office.

PART III—ACADEMIC PROGRAM/GENERAL

Classification of Students

Preschool	Ages 3 & 4
Elementary	Grades K – 5 th
Middle School	Grades 6 th – 8 th

BCA Maximum Teacher/Student Ratios

PreK-3	1:10
PreK-4	1:15
K-5 th	1:18
6-8 th	1:18

My SchoolWorx

My SchoolWorx is Belleview Christian Academy's parent portal and must be set up by the school office. We require parents to use My SchoolWorx to stay up to date and receive important information concerning their student and the school. My SchoolWorx enables parents to be in contact with faculty and staff about grades and conduct, provides class assignments and homework, as well as important dates and upcoming events during the school year.

Website address is: *portal.myschoolworx.com*

Interims

Interims can be viewed on My SchoolWorx mid-term. Any questions should be addressed with the teacher promptly, not the day report cards come home.

Report Cards and Grading Procedure

Kindergarten through 8th grade students receive report cards at the end of each nine weeks. Interim grades will be available on SchoolWorx. Please consult the school calendar for dates. Parent/Teacher conferences for all students are done during the months of October and March each school year. All educational classes (Math, Science, Language Arts, Bible, History, etc.), as well as PE, Music, & Art will be counted towards your student's GPA.

Grading Scale	Kindergarten—Eight Grade	Conduct	
90%--100%	A	Satisfactory	S
80%--89%	B	Needs Improvement	N
70%--79%	C	Unsatisfactory	U
60%--69%	D		
0—59%	F		

Academic Honors/Elementary

A Honor Roll consists of students in 3rd – 5th grades who have received **all A's** in all subjects including conduct, for their semester average grade at the midterm and year end. The **A/B Honor Roll** also consists of students in 3rd – 5th grades who have received **A's and B's** academically and in conduct, for their semester average grade at the midterm and year end. The Honor Rolls will be posted in BCA's January newsletter and awards will be given at the Year End Awards program. Kindergarten – 2nd grades receive **Biblical Character Awards** at the Year End Awards Program.

Academic Honors/Middle School

Honor Roll consists of middle school students who have achieved a **GPA of 3.0 to 3.49** for their semester midterm and year end grades. **High Honor Roll** is for those who have achieved a **GPA of 3.5 to 3.99** for their semester midterm and year end grades. The **Principal's List** is reserved for those middle school students who have achieved a **4.0 GPA** for their final yearly average.

Awards/Student of the Month

Each month starting in September, teachers will award a Student of the Month from their classrooms. Students' photos will be taken and displayed outside the school office and they will receive a certificate as recognition for their achievement.

Graduate Recognition

On a designated Sunday in May, BCA will recognize our PreK-4 and 8th grade students during a special service at First Baptist Church/Belleview. This is not a graduation ceremony, but a recognition of their completion of these grade levels. **8th grade students are required to have a 2.0 GPA to be recognized during the graduate recognition.** There will be a charge for their cap & gowns.

Promotion Policies

Students must demonstrate proficiency in core subjects in order to be promoted. A below-grade-level performance in Reading, Math or Language Arts indicate the student is not yet ready for the more advanced concepts in the following years. Therefore, students receiving "D's" and "F's" in Reading, Math or Language Arts may be considered for repeating the grade level. This decision will be made with input from the teacher, parents/guardian and the principal by evaluating the child's academic performance, work habits, and achievement test scores (a placement test may

also be given.) A parent conference with the teacher and principal will be conducted to make this decision.

Academic Probation

Students scoring below a 2.0 GPA in any 9-week grading period will be placed on Academic Probation. This probation will remain in force until grades improve or until the end of the year when the matter is reviewed. A letter of notice will be sent to the parent from the administrator informing them of the need of the student's grades to improve within the next grading period.

Conduct Probation

In the event of below standard conduct, the student will be placed on Conduct Probation during which time the student will be expected to meet minimum standards. A transfer to another school may result if improvement is not made by the end of the next grading period (grace may be applied due to specific, unforeseen conditions affecting a student's performance). It is the position of BCA to strive in every way to promote the student's success and extend grace as long as it is not to the detriment of the entire class.

Academic Records

The school maintains complete records for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

- No report card or student records will be released to parent/guardian or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.
- Parental requests to inspect and review official records relating to a child shall be made in writing to the principal. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the principal so proper explanation can be given.

Regular Tests and Quizzes

All tests and quizzes are to be taken the day they are scheduled. If a regular test or quiz is missed due to an illness or family emergency, it will be rescheduled within two days upon return. A note concerning illness is required.

Prolonged test delays adversely affect the student's performance and hinder their ability to keep up with the class. A regular test or quiz that is missed due to vacations and/or non-emergency situations will be administered the day the student returns to class. Missed tests or quizzes due to unexcused absences will be given a zero.

Students having missed a review session prior to a test must still take the test when it is scheduled. All class or homework should be turned in the day the student returns from vacations, non-emergency or illness.

Homework

Homework is vital to the student's development academically while allowing the student to learn independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with the material a child is learning and affords them an opportunity to help their child. The following are reasons that BCA assigns homework:

- **Reinforcement:** We believe most students require solid drilling to master material essential to their educational progress.
- **Practice:** Following classroom explanation, illustration, and the practice of new work, homework is given so the material will be mastered.
- **Remedial Activity:** As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework, following instruction, is given to overcome such difficulties.
- **Special Projects:** Book reports, compositions, special research assignments, and projects help develop a student's ability to meet deadlines, and grow in personal responsibility.

Delinquent and incomplete homework will affect the student's grade. Homework assignments must be completed and handed in on the day designated by the teacher. Students are required to write their assignments in an agenda designated for this purpose. Parents should verify all homework is completed and all books returned to the classroom. The burden of ensuring assignments are completed falls to the parent.

Library

Books may be checked out for two weeks by students only. If a book is lost or damaged, the student will be billed for the cost to replace the book. Report cards will be held at the end of the year for any outstanding library book fees not paid.

P.E. Program

Grades given in physical education classes will be based largely upon participation. If a student is unable to participate for any reason, they may be required to do a written assignment for that day covering a topic concerning health or physical fitness.

Students are required to participate in P.E. A student will only be excused from P.E. if a note from the parent or a doctor is received on P.E. day. Girls should wear shorts under their skirts, and students must wear tennis shoes on their designated P.E. day. Students will not be allowed to bring tennis shoes to change into.

Testing/Assessments

Belleview Christian Academy uses the **NWEA MAP (Measures of Academic Progress) Growth** testing for grades 3rd through 8th. MAP Growth is an adaptive interim assessment that identifies a child's instructional level as early as possible and tracks growth over time. MAP Growth tests begin with a question appropriate for the student's grade level, then dynamically adapts throughout the test in response to student performance, challenging top performers without overwhelming students whose skills are below grade level. Testing 3x a year will allow us to better track your child's growth during the year and should greatly reduce the stress that comes from testing all week.

Backpacks

BCA students may purchase their own backpacks. No backpacks on wheels will be permitted unless for a medical reason. Please notify the school office if your student is required to use a wheeled backpack by their doctor. A note from the doctor will be required for their file.

- **Solid colors only**, no movie or TV characters or cartoons. If you are unsure, please contact the school office.
- No graphics, logos or large print.
- **Students are not permitted to write on or attach anything to their backpacks unless it was given to them by BCA.**
- Kindergarten thru 3rd grade students do not need a large backpack as they do not take home a lot of books or homework.
- Student backpacks may be searched at any time by the teacher or Administrative staff.

PART IV—CURRICULUM

Belleview Christian Academy's curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a Biblical perspective. The integration of Biblical faith and learning is the responsibility and primary function of the teachers of BCA.

- BCA uses the ABeka curriculum for grades PreK-3 through 5th and the Bob Jones University curriculum for our middle school grades, 6th through 8th.

Both curriculums are God-centered and have a Biblical Worldview, with scripture and Biblical application incorporated in each subject area. Additionally, 7th & 8th grades incorporates Apologetics into the Bible learning so that students will be able to defend their faith.

Textbooks

Students are responsible for the care and protection of their textbooks. Students will be charged to replace any textbooks that are lost. Report cards and school records will be withheld until the textbook charge is paid.

Bible Version for Classroom Use

The use of Scripture in the classroom is fundamental, integral and principle part of the educational process. Although there are several Bible translations which are widely accepted by conservative, evangelical scholars as quality works of study, Belleview Christian Academy students are required to use the ESV (English Standard Version) Bible. A copy of the ESV Bible is available for purchase for 3rd through 8th grade students during orientation at the beginning of the school year. The 1st and 2nd grade classrooms will use a children's version of the ESV Bible and will have a classroom set for them to use.

Biblical Training/Chapel Services

Bible is a required subject at Belleview Christian Academy. It enhances the study of other subjects such as English, History, and especially Science. A Christian school is privileged to use this most important subject for laying a sure foundation for moral and spiritual growth. (I Cor. 3:11) In addition, age appropriate Chapel services are held on Wednesday mornings for all BCA students.

- PreK-3 through 2nd grade students
- 3rd through 5th grade students
- 6th through 8th grade student

Field Trips

Field trips are scheduled for your child by their teacher. We request that all chaperones model the high standards of dress and conduct expected from our students as stated in this manual. Only 1 parent per child may attend field trips. Chaperone to student ratio shall ideally be no greater than 1 chaperone to 4 students. **Volunteer forms and screening must be completed at least two weeks prior to the trip.** Please remember, even if you are on the field trip with your child, first and foremost they are our responsibility. **Your child's teacher is in complete charge during the field trip. You and your child must follow the teacher's rules and not wander off on your own unless authorized by the teacher.** If you cannot adhere to the teacher's rules, please do not volunteer. **Siblings under 21 years of age may not attend field trips. The principal has the right to cancel any field trips.**

PART V—ATTENDANCE

State Guidelines Regarding Mandatory Attendance

Florida Statutes states that the parent or legal guardian of a child is responsible for the child's regular school attendance (§1003.24, Fla.Stat.). Failure to attend school on a regular and timely basis causes the child's education to suffer and could result in failing grades. Each student enrolled at Belleview Christian Academy is expected to attend school every day and to arrive on time. Parents must provide a note for each absence, tardy, and early sign-out.

Excused Absences

Regular attendance is necessary for a student to get a quality education. Learning takes place in the classroom each day and cannot be recaptured by simply making up missed work. Absences put undue stress on your student to make up the work and to catch back up to their classmates. It also is a tremendous amount of extra work for the teachers to prepare their work ahead of time and to get students back up to speed, not to mention putting the entire class behind as well.

Parents are strongly encouraged NOT to take their students out of school unless it is necessary.

This includes removing a student if their sibling has an appointment. BCA strongly believes that family activities are vital to a student's well-being. For this reason, we have adjusted our calendar to make it easier to plan your vacation, so please plan your family vacations for the summer time or during Thanksgiving, Christmas or Spring Breaks (please consult our school calendar). If it becomes necessary to be absent from school, a **Pre-Planned Absence must be requested at least two weeks in advance, in writing and signed by a parent, to the Administrator.** If approved, all work must be submitted to their teacher the day they return to class.

When children are absent due to illness, **they must be free of fever w/o medications and/or vomiting at least twenty-four hours before returning to school.** This is for their health and safety as well as that of other students and staff.

Excused absences will be granted for the following reasons when accompanied by a signed, written note from parents:

- Illness or injury of student.
- Medical or Dental appointment. A note signed by the physician is required.
- Death in immediate family.
- Educational opportunities (with proper advance notice).
- Pre-arranged absence approved by the Administrator. (i.e. family trip, mission trip)
- 4-H sponsored competitions that are educational in nature. A letter must be provided by the Event Coordinator on event letterhead prior to absence.
- Other excused absences are at the sole discretion of the principal. Exceptions are evaluated on a case-by-case basis.

Please note: Oversleeping, failing to set an alarm clock, late driver, errands, and sleeping in after sporting events or other activities, etc. are not excused absences or tardies.

Students are required to bring a note signed by a parent, legal guardian or physician stating the reason for the absence immediately upon returning to school. Students absent more than 5 days must be under the supervision of a physician in order to receive an excused absence. **Absences not included in the list above are considered unexcused. Unexcused absences will result in a zero for each class missed.**

Please take note of the following information from Florida Statute (Chapter 1003.01/1.3):

Regular school attendance is required of children between the ages of 6 and 18. This statute makes parents and legal guardians legally responsible for seeing that his/her child attends school. Penalties may be imposed on those who allow his/her child to be absent from school without a legal reason.

Unexcused Absences

An unexcused absence occurs when a student is absent for any other reason that the ones named in the **Excused Absences** section of this handbook. Unexcused absences could result in a grade of zero and work not being allowed to be made up. **Students who are absent more than 25 days in a school year place their promotion in jeopardy.** Parents may view their child's attendance records on SchoolWorx.

Tardies/Early Sign-outs

Parents are urged to have their children to school on time as school starts promptly at 8:15 am. Students must be in their classrooms, seated and prepared to work by 8:15 am or they are considered tardy. **In grades K through 8th, six tardies will be considered one day's absence, affecting perfect attendance records.** Habitual tardiness and /or unexcused absences will incur a written warning from the principal and possible referral to the BCA School Board for further action.

Per §1003.02(1)(b), Fla. Statute, for every three (3) unexcused tardies and/or early check-outs in a semester, one (1) unexcused absence will be added to the student's total days of unexcused absences.

Early dismissals are also disruptive, but we understand that they are sometimes unavoidable. Like pre-arranged absences, early dismissals must be pre-approved by the Administrator. A note notifying the teacher of the time and reason for pickup should be sent to school with the student. Students must be signed out by the parent or approved pick up person. **No early sign-outs will be allowed after 2:00 unless for physician's appointments (which need to be pre-approved).**

Be aware that early release without a legitimate excuse will affect your student's perfect attendance.

We appreciate the parents' and students' cooperation with making school attendance a priority.

Becoming Ill at School

If your child becomes ill at school, you will be notified immediately to pick him/her up from the school office. Florida Administrative Code, Section #10M-1.005 states: "Any child suspected of having a communicable disease or who develops a fever or other signs and symptoms which include, but are not limited to, any of the following: diarrhea, rash, pink eye, or skin infection shall be reported to the parent, and the child shall be removed from the facility as soon as possible. Such children shall not return to the school until the signs and symptoms are no longer present." **If your child is sent home due to a temperature (100⁰), diarrhea, vomiting, or any other suspicion of a contagious illness, he/she will not be allowed to return to school until 24 hours after all symptoms are normal again without medication. This will require your child to stay home the following day if sent home due to illness. This policy will be strictly enforced to protect the health of other children.** If we notice a reoccurrence of symptoms, you may be asked to keep your child home for 48 hours or return with doctor's permission. **It is imperative that you DO NOT send your child to school with a fever or if you have given medication to reduce a fever.**

Perfect Attendance Award

Perfect attendance awards will be issued at the end of year awards program. Students with more than 3 tardies for the entire school year are ineligible for this award. *(see tardy policy)*

Excellent Attendance Award

Excellent attendance awards will be issued at the end of the year awards program to those students who have 3 or less excused absences during the entire school year.

Parent/Teacher Communication

Good communication is essential between parents and teachers. The teacher's primary focus during school hours is on students in the classroom setting. If you need to communicate with or have a message for your child's teacher during school hours, please call the school office to leave a message or request. This information will be given to the teacher so that he/she can return your call when he/she has a break and is not in the classroom with students. You may also wish to send a note in the morning with your child requesting a conference or other information. Teachers will be contacting parents in October and March of the school year to set up conferences.

Parents/guardians must advise the school office when:

- A child will be absent.
- A child will be picked up early or late.
- A child will be picked up by a person other than the parent/guardian. A written note is required to release the child to someone unknown to the faculty/staff.
- There is a change of address or phone number.
- There is a change of medical or insurance provider.
- There is a change of legal custody; certified legal papers are required.
- Any other situation that may affect the school's ability to properly maintain the child's safety and well-being.

PART VI—DISCIPLINE

"...God disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it."

Hebrews 12:10-11

The goal of Belleview Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the students as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which he/she feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that

hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control; against such things there is no law."

Galatians 5:22-23

Belleview Christian Academy students are expected to:

- Respect every person on our campus
- Respect laws, rules, and school authority
- Be considerate of others at all times
- Encourage others in all activities
- Take pride in personal appearance
- Adhere to school dress code
- Respect and take care of school property
- Be honest at all times, including during tests and on homework assignments
- Take responsibility for your actions
- Give your best in everything you do
- Come to school regularly and on time, ready to learn
- Use time wisely
- Complete assignments on time
- Complete homework assignments
- Complete all assignments missed due to absence
- Arrive at school prepared and be in class promptly
- Assist in maintaining clean and orderly classrooms
- Take all notices home to parents the day they are received
- Report any bullying or harassment

Belleview Christian Academy will not tolerate the following behaviors:

- Disrespect of faculty
- Classroom disruption
- Verbal abuse or foul language
- Bullying or harassment
- Sexual harassment
- Fighting/hitting
- Intimidation/threats/aggression towards a student or staff
- Racial, ethnic, or gender slur or harassment
- Use of tobacco, alcohol or drugs
- Disregard of school or classroom policy
- Tampering with emergency equipment
- Theft
- Inappropriate Internet use

- Cheating/Plagiarism/Forgery
- Destruction of any property—school or another student’s
- Assault/possession of a weapon (real or toy) on campus
- Bringing electronic devices, toys, trading cards, cell phones, etc. to class

Rules

A variety of consequences are used, depending on the infraction for those who break the rules. These are BCA’s basic classroom and hallway rules that must be kept:

- Eyes on the Teacher
- Voices Off
- Ears Listening
- Keep hands, feet, and objects to yourself
- Feet on the Floor
- Raise your hand to speak

Consequences

When a student fails to follow classroom and hallway rules, potential consequences may include the following:

- Counsel and correction given to the child by the teacher.
- Written Assignment.
- Parent Contact or Conference.
- Loss of Privilege (recess, art, music, PE, etc.)
- Removal from classroom (to Principal’s office)

Sometimes it may be necessary to send a student to the Principal immediately if deemed necessary by the teacher. When a student is sent to the Principal’s office, one of the following actions may be taken:

- **Counsel with Student.**
- **Written Assignments.** These assignments may involve the student studying God’s Word about his or her discipline problem and writing what he or she has learned. These assignments may also be things that pertain to the class subject matter.
- **Parent Contact or Conference.** A disruptive student will not be allowed to impede the education of others.
- **Loss of Privilege.** Students displaying repeated problems in conduct or poor academic performance related to attitudes and behavior will lose free time during class behavior celebrations, or possibly a loss of PE, music or art privileges.
- **In-school suspension.**
- **Out-of-school suspension**

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude, such as student-teacher conference, student-administrator conference and parent-student-teacher conference. Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, gang-related items or symbols, or other misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. Belleview Christian Academy has adopted a "zero tolerance" policy towards violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students' book bags and desks are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The principal will make decisions on an individual basis regarding suspension and expulsions.

In-School Suspension

A student may be suspended from classes from one day to ten days for inappropriate actions or attitudes or repeated infractions. A student assigned to in-school suspension is required to serve the suspension separated from their class body. The student is required to complete their entire day of class work and will receive credit for work that is graded. Test and quizzes that the student would miss for not being in the classroom will be counted as zeros at the discretion of the teacher and or principal.

Out-of-School Suspension

A student may be suspended from classes from one day to ten days for inappropriate actions or attitudes or repeated infractions of school rules. All work must still be completed within three days of the student's return to ensure that the student is up to date with their academic progress. Tests, quizzes and projects that are due during a student's suspension may be counted as zeros at the discretion of the teacher and or principal.

Disciplinary Probation

If a student receives more than two In-School and/or Out-of-School suspension days, he or she will be placed on disciplinary probation for the present and following grading periods. If inappropriate behavior continues during the probation period, the student may be expelled at the discretion of the principal and school board.

Dismissal/Expulsion

At the discretion of the principal and the school board, a student may be expelled or required to withdraw from school at any time the student or parents are found to be out of agreement with the rules and policies of Belleview Christian Academy. Expulsion may result when there is a serious departure from school policies or expectations for students, including but not limited to the following:

- Repeated misconduct.

- Failure to respond positively to repeated efforts at correction by the school's personnel.
- A serious breach of the school's code for student conduct, including stealing; the use or possession of drugs, alcohol, or tobacco, whether on or off campus; sexual misconduct and weapons; hiding the same at any place on the school or church grounds.
- Threatening or bringing harm to any member of this school community.
- An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community, including immorality or an attitude not in harmony with the goals and spirit of the school.
- Any action by a parent or guardian which seriously interferes with the school's ability to accomplish its educational purposes.

When a student is expelled, both the student and the student's parent(s) shall be notified in person or in writing as to the reasons for the expulsion. Parents are responsible to pay all fees and tuition due at time of expulsion before any records will be released.

Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and the faculty to be of service to both parent and student. Each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

Parents as Partners

Bellevue Christian Academy believes that education is primarily the responsibility of the parents; therefore, the school seeks to work in partnership with parents (Ephesians 6:4). This partnership, however, will be ineffective if support and agreement do not exist between the home and the school. God commands each child to obey his/her parents and those in authority (Ephesians 6:1-2; Romans 13:1-2; Hebrews 13:17). By enrolling their child in school, parents delegate aspects of their God-given authority over the child to the faculty and administration. The school asks that parents become familiar with the guidelines in this handbook and encourage their student to follow them with respect so as to support and encourage unity on campus.

Discipline situations that arise at school can be very emotional for all involved parties; however, these situations can also be opportunities for personal growth. When an incident occurs, the faculty and staff at BCA will make every effort to lovingly and prayerfully discipline the student in a fair and consistent way that is in alignment with handbook policy. This discipline will work best when parents partner with the school. The school asks that parents do the following:

- If there are questions regarding an incident, the parent should first prayerfully and calmly discuss the situation with the involved teacher and student following the Biblical principles for conflict resolution (Mathew 18:15-20), remaining objective and avoiding premature judgement. If a problem should persist, the parent should make an appointment to discuss the matter with the principal and the involved teacher.
- The incident should remain private between the parent, student, teacher and administration. The parent should please refrain from relaying the incident to other parents through gossip and chatter and social media.

- The parent should remember that students will relate incidents from their own perspective, which will almost certainly be favorable to them. The parent should remain open to the other side of the story. The parent should ask the student to consider the incident from the other party's perspective and to contemplate what God is trying to do in the situation.
- The parent should recognize that the behavior he/she models sends a very powerful message to the student. The attitudes and actions of the parent should convey support for the teacher. A powerful message will be sent to the student when the teacher and the parent are on the same page and respect is always shown to the teacher.

Parents can also partner with the school in discipline situations that do not involve their child by treating situations with discretion and confidentiality. Parents can promote unity and a healthy community by refusing to gossip about discipline situations. When questions arise regarding any discipline situation, parents should direct these questions to the appropriate faculty member.

Bellevue Christian Academy is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at BCA for worldly practices or divisions so common among other institutions. Bellevue Christian Academy has the reputation of having a student body with an excellent spirit, with every student treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division or a divisive spirit that is out of harmony with the standards and Christian philosophy of Bellevue Christian Academy may be withdrawn or refused re-enrollment at the discretion of the administration.

Respect/Courtesy

Respect is one of the most important ingredients in any relationship. Relationships have been designed by God in part to bring us to Christian maturity. Proverbs 27:17 states, "As iron sharpens iron, so one man sharpens another." Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among themselves, as each one is made in the image of God. Disrespect serves to tear down the work of God in the life of the individual as well as the life and nature of the school.

Disrespect should not and will not be tolerated whether in the form of talking back or "sassing" a teacher, willful disobedience, willful damage to another's self-esteem, including unkind or derogatory remarks, or in the form of willful damage to property. Students will make other errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be considered intolerable. Courtesy is the rule in all relationships. The Apostle Paul stated that "love is not rude," it is mannerly. This should be true at school in the halls, in the classrooms, on the PE field or on a field trip. All students should remember that the buildings are being shared with other grades. Talking in the inner halls and when you are going from class to class or to lunch is prohibited. Talking in the outer halls (restrooms) should be in a quiet conversational tone. Loud talking, yelling, as well as horseplay are not permitted.

Hazing/Bullying

Hazing and/or bullying of any student(s) at Belleview Christian Academy will not be tolerated. BCA will follow Marion County District policy concerning bullying and harassment as defined below:

Expected Behavior

BCA expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of facilities and equipment.

BCA believes that standards for student behavior must be set cooperatively through interaction among students, parents/guardians, staff, and the community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying.

Definitions

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- | | |
|----------------------|---|
| 1. Unwanted teasing | 7. Theft |
| 2. Social exclusion | 8. Sexual, religious, or racial harassment |
| 3. Threat | 9. Public or private humiliation |
| 4. Intimidation | 10. Destruction of school or victim's personal property |
| 5. Stalking | 11. Rumor or spreading of falsehoods |
| 6. Physical violence | 12. Cyberbullying |

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear or harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's or employee's performance, opportunities, or benefits.
3. Has the effect of substantially disrupting the orderly operation of the school.

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct list in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a) Incitement of coercion.
 - b) Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network.
 - c) Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Cyberbullying means bullying through the use of technology or any electronic communication, which includes but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Cyberstalking as defined in §784.048(10(d), Fla. Stat., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

BCA upholds that bullying or harassment of any student or school employee is prohibited:

1. During any education program or activity conducted.
2. During any school-related or school-sponsored program or activity.
3. On our school bus or van.
4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network with the scope of BCA or FBC/Belleview, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by BCA or substantially disrupts the education process or orderly operation of the school
6. The above section (5) does not require BCA to staff or monitor any non-school-related activity, function, or program.

Conduct on School-sponsored Trips

The same standard of conduct required of students at school is also required of students on school-sponsored activities or field trips.

Addressing Concerns (Mathew 18:15-17)

15 "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother. 16 But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. 17 If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."

In the event that disagreements or issues arise, the following Bible based grievance procedure has been established.

- Parents should meet with the teacher to discuss any concerns and attempt to resolve at this level.
- If concerns remain unresolved, the parents should schedule a meeting with the school administrator.
- If concerns still remain unresolved, the issues will be referred to the BCA School Board Chairman for final resolution as far as the school is concerned.

Gum and Food

Students are not to have gum in their possession on campus at any time, although teachers may hand out gum during testing. Food is to be eaten in designated areas only. No opened drinks are to be taken into the classroom except for class parties. **Only water is allowed in the classroom and must be in a clear, plastic bottle with a screw on lid. No tumblers or travel mugs. No soda, coffee (Iced or hot) or energy drinks are allowed.**

PART VII—SECURITY AND SAFETY

Belleview Christian Academy is very concerned with your child's safety and the safety of our staff. The individual classroom doors and the double doors at the end of each hallway are kept locked during the school day. Unfortunately, the type of threats to students and staff throughout our country changes constantly, so we must adapt and make changes to our safety procedures as well. The Administration and the staff take every advantage for training afforded to us. Per the Marion County Sheriff, our staff is able to be armed on our campus. Rest assured that any staff member who is armed will be highly trained through reputable sources and will be required to take a refresher training course each year.

Visitors on Campus

Parents and visitors must sign in at the school office and get a visitor badge before visiting any area of the campus. Anyone not wearing a visitor's badge will be directed back to the office. Only one (1) parent or grandparent at a time is allowed to volunteer or attend activities in the classroom due to space issues. This includes field trips due to safety issues. Siblings are not allowed on campus when a parent is volunteering for an activity in the classroom or on a field trip. Parents or grandparents are allowed to have lunch with their student but only two (2)

parents or grandparents at a time. **Siblings are allowed to attend lunch if accompanied by a parent, but they must adhere to the same behavioral rules that our students do while in the lunchroom. Parents are responsible for the behavior of the siblings during lunch. If they cannot behave, you will be asked not to bring them back.**

Search and Seizure

To maintain order and discipline in our school and to protect the safety and welfare of our students and school personnel, the administration of BCA reserves the right to search a student, their desk, backpack, personal belongings, or electronic devices under the appropriate circumstances determined by the administration and may seize any illegal, unauthorized, or contraband materials discovered in a search. Students are advised that their desks, persons and personal belongings are subject to search for forbidden, dangerous or illegal substances.

Prohibited Items

The following are some of the items which students are prohibited from bringing to school property or activities:

Alcohol (in any form or amount), BB or Pellet Guns, Box Cutters, Bullets, CDs, Chemicals, Electronic devices, Firearms, Fireworks, Flammables, Ice Picks, Knives (any type or size), Narcotics, non-Prescription/Prescription medications, Pagers, Pepper Spray, Drug Paraphernalia, Sling Shots, Tobacco Products, Toy Guns, Weapons (other), Smart Watches, Walkie-Talkies, or any item that may cause disruption to the classroom or school.

Accidents or Emergencies

Students who receive an injury at school will immediately be referred to the principal. If the injury is such that it is deemed advisable for the student to go home, the parents will be contacted, so that the necessary arrangements may be made. If a student needs immediate medical attention, 911 will be called. The teacher or principal will review the details of the accident and relay the incident to the parent(s) in a written accident report. An emergency consent form will be kept in student files in the office. (This is on the back of the registration forms)

Contact numbers should be kept current at all times. Please call the office and leave contact numbers if they differ from the ones listed on your child's application.

Child Abuse

Child abuse is required by state law to be reported. Teachers and staff are considered "mandatory reporters" and face prosecution if they suspect abuse and do not report it. Our staff will document and report any evidence of abuse to the principal, and the proper authorities will be notified.

Standards of Ethical Conduct

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida).

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct yearly.

Reporting Misconduct by Instructional Personnel and Administrators All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Mr. Mike LaCrone, Administrator, by phone at 352/245-6151 or by email at school@fbcbellevue.org. Reports of misconduct committed by administrators should be made to Pastor Stan Hannan Senior Pastor at First Baptist Church/Belleview by phone at 352/245-9106 or by email at stanhannan@aol.com.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the school office workroom and on our Website at www.bcaknights.com.

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse: The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse: The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect: The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095).

Emergency Procedures

The BCA Emergency plan is posted by the door in each room of the building, at a level where it can be easily read. **No talking is allowed by students during any type of drill so that they are prepared to listen for any instructions given by teachers or staff.** Times and dates of evacuation drills are documented and posted in the office. Emergency drills are not announced prior to the drill.

Fire and Evacuation Drills

Fire drills will be conducted on a regular basis. The fire alarm is a series of short, loud “blasts”. When the fire alarm is sounded, classes will proceed to their assigned areas quickly and in an orderly fashion.

Campus Lock-Down Drills

Campus lock-down (Code Red) drills are practiced several times throughout the school year.

Severe Weather

Bellevue Christian Academy conducts several weather related drills during the school year to prepare students for the possibility of severe weather. When a weather alert is given, the office will monitor our weather radio for updates on the storm. In the event of severe weather, all students are brought downstairs and seated in the classroom hallway. Middle school students enter their respective restrooms (male or female) on the lower floor, accompanied by their teacher. For their safety, we will not allow any student to be picked up during the height of a storm.

Emergency Closings

In the event of weather related event, BCA will following the lead of the Marion County Public School system, which will post their closings on their website. We will do our best to contact parent(s) and/or guardians in the event of a closure and re-openings via an email through My SchoolWorx and a reverse mass text as well. **Our calendar is subject to change to accommodate “make-up” days due to severe weather related closures.**

Cameras

BCA interior and exterior hallways are equipped with security cameras that are monitored by the office staff.

BELLEVUE CHRISTIAN ACADEMY

This Student Handbook contains information regarding policies and procedures that have been compiled to assist in the successful operation of our school. This handbook cannot cover every situation; and there will be issues that come up during the year which are not covered, and they will be addressed individually. It is vital that all parents and students support the policies established by the school principal. The principal of BCA requires all parents and students to read the Student Handbook so that all policies are fully understood.

By signing below, I acknowledge that I have received and understand that it is my responsibility to read the Belleview Christian Academy Student Handbook for the August 2020-May 2021 school year and discuss it with my child and that I agree to adhere to the policies and guidelines as stated in the handbook.

Student Name (Please Print)

Student Signature

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

*****Please note that no handbook serves to contractually bind Belleview Christian Academy in any way and that our handbook is subject to change without notice by the school's administration.***