



Student Handbook

2019-2020

Touching Hearts, Engaging Minds

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BACK CREEK CHRISTIAN ACADEMY

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INTRODUCTION

Vision | Mission | Core Values | Philosophy Statement | Faith Statement

BACK CREEK CHRISTIAN ACADEMY is a Christian, Classical, Learning Community. In any community, certain rules, policies, and procedures must be established so that the whole community may thrive according to a defined purpose. This Handbook is intended to communicate our community's rules, policies, and procedures that pertain to the student and family directly.

BCCA Administration reviews this Handbook yearly for necessary modification and clarification, and to ensure the rules, policies, and procedures are consistent with the school's Mission and Core Values. Administration makes all final determinations regarding the interpretation of situations, rules, and consequences.

VISION

The VISION of Back Creek Christian Academy is to equip students for a lifetime of service defined by love for humanity and respect for creation, founded on the unchanging Truth of God's revelation.

MISSION

For this reason, the MISSION of Back Creek Christian Academy is to provide purposeful, classically-based education in a structured and nurturing environment, preparing students, faculty, staff, and parents to use their unique gifts in service to God.

CORE VALUES

Back Creek Christian Academy incorporates the following CORE VALUES and STATEMENT OF PHILOSOPHY:

- We value the Word of God as an integral part of education.
- We value an education that challenges the mind of the learner.
- We value the uniqueness of children who are created in the image of God.
- We value service to God through both internal and external community concerns.
- We value creating a learning environment that optimizes spiritual, mental, and physical growth.
- We value school community that supports parents in the education of their children.

PHILOSOPHY STATEMENT

- Back Creek Christian Academy exists to spread the Gospel to children and families (Matthew 28; 18-20). We believe that children are God's creation and that we must honor them and Him by teaching children according to God's word, and that all aspects of the instructional environment must be founded on the absolute truth of the Bible.
- We believe that God's character is revealed not only in His word, but also in every facet of creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God himself.

- God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, using a classical design that is developmentally appropriate.
- We want to help parents teach their children that all they do should be done “heartily as unto the Lord” (Colossians 3:23). Therefore, we seek to encourage high-quality academic work and maintain high standards of conduct with the understanding that, as an authority, we will “give account” on behalf of our students (Hebrews 13:17).
- We believe that children should be trained to see the world from a biblical perspective. We believe that the school should partner with parents to assist students in developing personal values and intellectual scholasticism rooted in the absolute truth of God’s word and to give them the opportunities to demonstrate these values in their interactions with others (Colossians 2:6-8; I Timothy 4:12).

FAITH STATEMENT

We believe that every child is a unique and precious creation of our loving God. Each is made in His image. Every child is endowed with specific gifts and talents. It is our joyful duty to see that our children reach their full potential academically, as well as spiritually.

Back Creek Christian Academy is committed to providing an outstanding Christ-centered program which meets the spiritual, academic, physical, and emotional needs of our students. We believe that the primary focus of Christian Education is to Glorify God. Therefore, we must seek to achieve excellence in all that we do. The teachers accomplish this using a classical approach to instruction. This includes a mastery of the facts through songs, chants, and rhythm, as well as the development of critical thinking skills through debates, mock trials, Latin, and Logic. Teachers also incorporate hands-on activities, field experiences, and technology.

We believe that the Bible is the inerrant Word of God and is, therefore, the only proper basis for our educational philosophy and is an indispensable part of every class and subject. Back Creek Christian Academy seeks to equip and develop students to effectively integrate Biblical Truth and learning into their daily lives and to instill in each child a life-long enthusiasm for learning.

Notice of Nondiscriminatory Policy as to Students:

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

PORTRAIT OF A GRADUATE

Portrait of the Graduate: A Student Who...	Academic Goals Touching Hearts and Engaging Minds
Loves God with heart and mind and knows His word.	Wants to pursue God in all studies. Understands that God's Word is the great story to which all stories refer. Knows that the Bible reveals how God redeemed His people in Christ through human history. Embraces the Gospel and applies it to all creation as his/her view of the world. Acknowledges God as the source of all that is true and beautiful and good. Acknowledges the triune God as the ultimate authority. Understands that the Bible is the sufficient revelation of ourduties to God and others.
Grows as a lifelong learner engaged in the Great Conversation	Is challenged by the great ideas. Connects ideas and the experiences of the past. Connects ideas and their consequences. Knows of the great works of Western Civilization. Knows criteria for judging works of superior merit (literature and art). Learns how to ask purposeful questions. Possesses a foundational knowledge of core disciplines: language, math, history and science. Builds the basis for the mastery of the structure of language. Reasons clearly and evaluates critically with a gracious attitude. Speaks and writes eloquently and persuasively. Loves learning.
Lives as a unique creation in God's image reflecting God's glory.	Knows that he/she is made in God's image. Recognizes his/her talents as given by God and is ready to use them for His service. Appreciates that beauty is a reflection of God's character and that beauty in art is a reflection as well.
Serves joyfully	Exhibits a readiness to serve others, especially those who will never serve him/her in return. Recognizes that our service is in response to God's service to us through Christ.
Continues to develop mentally, spiritually, physically, and emotionally.	Pursues moral excellence. Knows that a virtuous life is the best kind of life to live. Lives with humility, honesty and integrity. Grows in loving Jesus Christ with all heart, mind, soul, and strength. Looks forward to pursuing learning to his/her life's end. Understands the need for and desire to be physically fit and to engage in healthful activity. Presents himself/herself appropriately, both physically and verbally.

GENERAL INFORMATION

History and Location | Accreditation

HISTORY AND LOCATION

Back Creek Christian Academy was established in 1999 and began school in 2000 as a ministry of Back Creek Presbyterian Church, located in the heart of the University City area. Originally an elementary school, BCCA added middle school grades in 2004, and began adding high school in 2014. The school's first senior class graduated May 24, 2018.

Quickly realizing the need for more space, BCCA entered a partnership with Eastside Church in 2017 with the purpose of collaboratively designing a new campus shared by both ministries. Back Creek Presbyterian Church and Robinson Presbyterian Church provided intermediate space for Back Creek students until final development of the new campus, which opened in 2019.

ACCREDITATION

Back Creek Christian Academy is accredited by the Association of Christian Schools International (ACSI) as well as AdvancEd (formerly SACS, the Southern Association of Colleges and Schools). ACSI is an international organization providing support, training, and student activities for private Christian Schools. AdvancEd is the accrediting organization for schools and colleges in the southern region of the United States.

All faculty are certified by ACSI, and many teachers also hold current North Carolina state licensure. Additionally, BCCA is a member of the North Carolina Association of Independent Schools (NCAIS).

ADMISSIONS AND RE-ENROLLMENT

NEW STUDENTS

Back Creek Christian Academy believes that proper placement of students within the academic structure is important to student success, student culture, and purposeful school operation. For this reason, all applicants are evaluated to determine readiness for admission, proper grade-level placement, and potential need for additional support through our Student Services department.

A child entering kindergarten must have had his or her fifth birthday on or before August 31 of that school year. If a child's ability, behavior, or emotional development indicates that he or she could not be best served by our school program, BCCA reserves the right to deny admission or to recommend transitional kindergarten.

New applicants must complete the online application and render the appropriate, non-refundable application fee. Additional supporting documentation is also required (report cards, teacher recommendation forms, etc.).

Upon receiving the application and payment, BCCA will contact the parent to schedule a student evaluation.

After the student evaluation is completed, results of the evaluation, along with the application and all required supporting documentation, will be considered by the Admissions Committee. Based on the Committee's decision, Administration will notify the parent as to whether the student will be accepted into BCCA.

All fees are due at the time of admittance, and the Registration Fee is non-refundable. Early withdrawal does not negate financial responsibility to BCCA, and no school records will be released for any student whose account is not current.

Back Creek Christian Academy admits students of any race, color, nationality, and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. BCCA does not discriminate on the basis of race, color, nationality, or ethnicity in administration of its educational policies and other school-administered programs.

RE-ENROLLMENT

All current students in acceptable academic and behavioral standing have first right to enrollment for the following school year. Siblings applying to BCCA also have priority at the opening of the application period.

Re-enrollment will be open to current students in January. Siblings of current students may also apply for enrollment during this time. Re-enrollment forms are distributed during January re-enrollment meetings. After January 31, enrollment will be made available to prospective new students.

Registration fees are charged to the student account once the completed re-enrollment form is received by the business office. All current students are re-enrolled on May 1, and registration fees charged to student accounts, unless a student's parent or guardian notifies the business office in writing of intent to withdraw. Registration fees are non-refundable. Early withdrawal penalties are assessed for students who do not withdraw prior to June 1.

All financial accounts must be current for students who re-enroll; re-enrollment will not be finalized until all current balances are paid.

Back Creek Christian Academy reserves the right to deny re-enrollment due to delinquent financial accounts, lack of parental support, excessive student behavioral concerns, or the discretion of School Administration.

Tuition and registration rates are available in the school office and on the school website.

ARRIVAL AND DISMISSAL

Morning Arrival | Afternoon Pick-Up | Student Drivers | After School and Extended Care

MORNING ARRIVAL

Students may arrive on campus at 7:30 a.m. Students are not allowed to arrive before this time. BCCA staff and volunteers are present at the appropriate drop-off points for both lower and upper school. Drivers are required to follow designated traffic patterns and allow students to exit their vehicles at the designated point only. Students are not permitted to exit vehicles at any other point.

Students arriving after the scheduled start time (7:45 a.m. for grades 7-12; 8:00 a.m. for grades TK-6) must sign in at the office and obtain a pass before entering the classroom. For students in grades TK-6, the person bringing the child to school must present in the office with the student.

AFTERNOON PICK-UP

Dismissal begins at 3:00 p.m. and ends at 3:30 p.m. Staff and volunteers are present at the appropriate pick-up points for both lower and upper school. Drivers are required to follow designated traffic patterns, and students are required to wait for their vehicles to arrive at the appropriate point.

Students are released only to parents and drivers designated by parents on the Authorized Release Form. If a person unknown to Faculty arrives for student pick-up, Faculty may request the driver to present identification. If the driver's identification does not match any driver listed on the Authorized Release Form, the student will remain with Faculty as the parent is contacted directly.

Students not picked up by 3:30 p.m. are placed in After School Care. A \$10 fee will be charged for students picked up by 4:00. Students picked up after 4:00 will be charged the full \$25 daily drop-in rate. If a student frequently remains past 3:30, Administration will suggest that the family register the student for After School Care at the monthly rate.

As a matter of security, students are not permitted to exit campus via professional ride sharing or taxi services unless the parent has made and documented satisfactory arrangements with the School Office.

Students are not permitted to be on campus outside of school hours or scheduled school activities without direct permission of BCCA Faculty or Staff.

STUDENT DRIVERS

Students with a valid Driver's License may drive to and from campus and school events. The student and parent must first complete the Student Driver Form and submit required documentation to the School Office in advance.

Students may not transport other students without written permission from parents or guardians of both the driving student and the transported student.

Student parking is designated by Administration.

Students are required to sign out when leaving campus.

Violation of any Student Driver policy may result in the loss of driving privileges as related to all school events.

AFTER SCHOOL AND EXTENDED CARE

After School Care is available until 6:00 p.m. Students who remain for After School Care regularly should be registered. Registered students will report directly to After School Care at 3:00 p.m. Students who are not registered for After School Care and are not picked up by 3:30 p.m. will be placed in After School Care and the family account billed accordingly. Students picked up by 4:00 will be charged \$10; students picked up after 4:00 will be charged the \$25 daily drop-in rate. (See Afternoon Pick-up.)

Students who are not picked up from After School Care by 6:00 p.m. will be charged an additional \$10. After 6:30, the student's account will be charged an additional \$25 each half-hour. Excessive late pick-ups will result in the student's dismissal from the program. In case of an emergency situation, please contact the office immediately by phone.

Extended Care is available for Transitional Kindergarten students between 1:00 p.m. and 3:00 p.m.

ATTENDANCE

ATTENDANCE RECORD

- Lower School students (grades TK-6) arriving after 8:00 are recorded as Tardy;
- Upper School students (grades 7-12) arriving after 7:45 are recorded as Tardy;
- Any student arriving after 11:30 is recorded as Absent;
- Any student departing prior to 11:30 is recorded as Absent;
- Any student who leaves prior to scheduled dismissal is recorded as Checked Out

Administration does not distinguish Excused or Unexcused Tardiness. If particular circumstances prevent a significant number of students from arriving on time (widespread traffic delays, for example), Administration may decide to record Present all students who otherwise would have been recorded Tardy. Such instances are at the sole discretion of Administration.

Accumulation of 5 Tardy and/or Checked Out occurrences converts to 1 Excused Absence.

For grades 7-12, teachers may keep separate attendance records for each class. Student grades and credit may be affected by class attendance records.

ABSENCE: EXCUSED AND UNEXCUSED

For the benefit of the student, understanding that the school calendar is necessarily interrupted at various times, Administration asks that planned absences be minimized and, if possible, avoided.

When planning necessary appointments, parents are encouraged to consult the school calendar to avoid absence during times of testing (Exams, Terra Nova, PSAT, etc.).

A student returning after any absence must submit to the school office a note, signed by the student's parent, stating the cause for absence.

Excused Absences include those due to:

- Physical illness;
- Medical and dental appointments;
- Educational and related opportunities;
- Religious events;
- Court proceedings;
- Family death or emergency;
- Pre-planned absences approved by school administration two weeks prior.

In the event of Excused Absence, the following policies apply:

- A note explaining the absence and signed by the student's parent must be submitted to the school office;
- For each day of absence, the student will have one school day to make up work missed for full credit, after which classroom policies for late work apply;
- Due to testing policies, students who miss standardized testing (Terra Nova, PSAT, Pre-ACT, etc.) will not have any opportunity to make up missed tests;
- After 5 consecutive school days of absence due to illness, a signed doctor's note must accompany the parent's note upon the student's return to school;
- For pre-planned absence, a Planned Absence Form must be completed and submitted to the school office at least 2 weeks prior to the first missed school day;
- If proper documentation, including a signed parent note, is not submitted, the absence will be recorded UNEXCUSED.

Unexcused Absences include any absence not listed as Excused (above), or any absence not properly documented. At the discretion of Administration, Unexcused Absence may result in the following a score of 0 for all work missed and additional disciplinary action if deemed necessary.

EXCESSIVE ABSENCE

In the event a student accumulates more than 20 absences, including absences that result from accumulated Tardy or Partial Absence records, the student's end of year grade-level promotion may be denied by Administration.

An Upper School student who accumulates more than 20 absences in one class may be denied credit for that class by Administration.

When Excessive Absence is due to protracted health related circumstances, and those circumstances are properly communicated by the parent, Administration may implement extended plans for the student to make up work missed so that the student may earn course credit.

LUNCH

Hot lunch from specific vendors is available on certain days. The menu is communicated to parents in advance, and hot lunch must be ordered through the parent's FACTS ParentsWeb account during the ordering period for each month.

We are unable to give credit for pre-ordered meals when a student is absent. Students will receive credit for pre-ordered meals if school is cancelled due to inclement weather or similar circumstances.

Students who do not pre-order hot lunch should bring a lunch from home. Healthy foods such as sandwiches, fruits, vegetables, cheese, etc. are encouraged.

If the student brings food that needs to remain refrigerated, the food should be placed in an insulated lunch container with reusable cold packs. Students do not have access to a refrigerator at school.

Students in grades TK-6 should not bring food that needs to be heated. Microwaves are available for grades 7-12 only.

In the event a student has not ordered hot lunch and does not bring lunch from home, a minimal lunch (not the hot lunch selection) will be provided, and the cost will be added to the student's account. We ask that parents not abuse this service, as a limited number of lunches are available each day.

If a parent or grandparent wishes to eat lunch with his or her student, the following conditions apply:

- The student's parent or guardian must communicate the visit to the school office in advance;
- The visitor must sign in at the school office before proceeding to the lunch area;
- The visitor must arrive and depart during the student's scheduled lunch time, unless additional arrangements are communicated to and approved by school administration in advance;
- If the visitor is bringing lunch, he or she is encouraged to considerately bring reasonable provisions that are not excessive or distracting.

Students are not allowed to order food for delivery to the school. Food deliveries will be rejected by Administration regardless of financial cost to the student or guardian.

Snacks

Each teacher will communicate his or her classroom policy regarding snacks during the day. Students are expected to comply with each teacher's policy. Snack privileges may be modified or discontinued at any time and at the discretion of Faculty and Administration.

Note that breakfast is not served at BCCA.

ELECTRONIC DEVICES

Computer and Tablets | Device Security | Cell Phones

COMPUTERS AND TABLETS

7th-12th grade students are required to have a laptop computer for daily use in the classroom. Acceptable devices include basic laptops, Chromebooks, and tablets that meet the following criteria:

- A full external keyboard;
- Wireless internet connectivity;
- Access to standard word processing and presentation applications such as Word, PowerPoint, and Excel.

Each student must also have access to a personal email account; Google Gmail is preferable. The student's email address will be synced with BCCA's Google Suite account and is necessary for accessing web-based assignments and research, as well as establishing the student's FACTS account.

DEVICE SECURITY

BCCA maintains wireless security filters for the student access network. However, BCCA cannot filter content accessed through other networks such as mobile hotspots or LTE connections. For this reason, *BCCA suggests that parents not connect student devices to mobile plans that provide wireless data access.*

CELLULAR PHONES

Students in grades TK-6 should not bring cellular phones to school. If a parent wishes his or her student to have a cell phone, the parent must communicate with the student's teacher in advance, and the student must give the phone to his or her teacher for safe keeping during the school day.

Students in grades 5 and 6 may be asked to bring a device during second semester. If so, the request will be communicated by intermediate grade faculty at the appropriate time.

For grades 7-12, student cell phones will be collected during homeroom each morning and stored in the school office until dismissal. Students should power off their phones at the time of collection.

Parents and students may arrange phone contact for purposes of necessary communication by contacting the school office.

Students may have access to their phones when off campus only if the leading faculty chaperone deems phone access as appropriate and not as distracting to the enrichment purposes of the event.

Misuse of approved devices will result in confiscation of the device until the end of the day and communication of the infraction to the student's parent or guardian. Continual abuse of relevant policies may result in loss of device privileges, potentially requiring the student to find alternate methods of completing some assignments or to complete class work at home under supervision of the parent.

Other devices not mentioned in this section, including gaming devices and smart watches, are prohibited unless specifically approved by faculty or administration. Such devices will be confiscated by faculty and returned directly to the parent.

AWARDS

END OF YEAR: LOWER SCHOOL

PERFECT ATTENDANCE: Student is present in the classroom every school day for the duration of the school year. All absences, including excused absences and absences resulting from accumulation of days tardy, prevent perfect attendance.

A Honor Roll (Grades 3-6): Student earns an A in every core subject all four quarters of the school year. Core subjects include Math, Science, Social Studies, English, and Bible. Encore classes such as Latin, Art, and Music are not included in Honor Roll determination.

A/B Honor Roll (Grades 3-6): Student earns an A or a B in every core subject all four quarters of the school year. Core subjects include Math, Science, Social Studies, English, and Bible. Encore classes such as Latin, Art, and Music are not included in Honor Roll determination.

Presidential Awards: Given to students in 6th grade in the areas of Excellence, Achievement, and Character

END OF YEAR: UPPER SCHOOL

PERFECT ATTENDANCE: Student is present in the classroom every school day for the duration of the school year. All absences, including excused absences and absences resulting from accumulation of days tardy, prevent perfect attendance.

PRINCIPAL'S AWARD: Student earns an A in every subject, all four quarters, both semesters, and on all mid-term and final exams. All electives are included in Principal's Award determination.

A HONOR ROLL: Student earns an A in every subject, including electives, for both semesters of the school year.

A/B HONOR ROLL: Student earns an A or a B in every subject, including electives, for both semesters of the school year.

MOST IMPROVED STUDENT: Student demonstrates an unusual effort to improve his or her academic performance during the school year.

GODLY CHARACTER: An 8th grade student who demonstrates the following qualities of biblical character throughout the school year: Trustworthiness, Loyalty, Joyfulness, Honesty, Kindness, Compassion, Diligence, Self-Control, Encouragement, and Service. The recipient of this award is determined by faculty and administration.

GOOD SAMARITAN: Students demonstrate biblical qualities of Compassion, Empathy, Mercy, and Service to fellow students in the spirit of Jesus's parable.

PRESIDENTIAL AWARDS: Given to students in 8th grade in the areas of Excellence and Achievement.

COMMUNICATION

Report Cards | Progress Reports | Parent-Teacher Conference | Classroom Packets | Etc.

REPORT CARDS: The school year is divided into 4 nine-week grading periods. Report Cards are issued at the end of each grading period.

For Lower School (grades TK-6), report cards will be sent home with the student, and the student is expected to return the report card with his or her parent's signature within 2 school days.

For Upper School (grades 7-12), report cards will be emailed to the parent. Parents may also request a paper copy.

For all students, the first quarter report card will be a printed copy delivered to the parent during first quarter parent-teacher meetings (see below).

PROGRESS REPORTS: Midway through each grading period, Progress Reports are issued by email. Printed copies may be obtained upon request.

PARENT-TEACHER CONFERENCE: Parent-Teacher Conferences are scheduled near the end of first and third quarters. One parent or guardian for each student is expected to attend unless an alternative arrangement is agreed upon by the student's teacher or Administration. The student's first-quarter report card will be provided at the first quarter meeting.

Report cards will not be sent, either in paper or electronic form, to any student's parent or guardian without an appropriate meeting or alternate arrangement.

Parents, teachers, students, and administrators may request additional conferences at any time during the school year.

WEEKLY PACKETS (LOWER SCHOOL): Teachers will send home a folder with each student on a weekly basis. The folder will include any tests or quizzes that need parent signatures, as well as classwork or upcoming assignments of which parents should be aware. School-wide and grade-level communications and reminders may also be included. The folder and any contents requiring parent signature should be signed and returned the next school day.

NEWSLETTER AND UPDATE EMAILS: Weekly and bi-weekly emails from Administration include announcements and calendar events that are of interest to the school community. When necessary, Email and Text will communicate additional information, including weather-related concerns and other reminders.

TEACHER-STUDENT EMAIL: Beginning in intermediate grades, and more frequently in high school grades, teachers communicate directly with students through email concerning assignments, grades, school activities, etc. The purpose for this type of direct communication is to help students take increasing responsibility for their obligations. Parents are copied in these communications and encouraged to follow-up with students accordingly.

FACTS (FORMERLY RENWEB): Homework assignments, grades, class schedules, and other important information is available on the FACTS ParentsWeb site. FACTS is also the portal for lunch orders, family account statements, and more. A mobile app (FACTS Family) is available for Android and Apple iOS devices.

PARENT QUESTIONS, SUGGESTIONS, AND CONCERNS: Parents are encouraged to direct comments and inquiries to the appropriate teacher or administrator by email. Teachers are available to meet with parents on campus at an agreed upon time that does not conflict with the teacher's class assignments. Meetings are to be scheduled in advance, and should not occur spontaneously, especially as the teacher's attention should be directed toward students and class preparation.

If a parent feels that a teacher's response is unsatisfactory, the parent should contact an administrator by email or phone. Please note that Teachers and Administrators will not respond to emails or phone messages between 7:00 p.m. and 7:00 a.m.

BCCA is an independent organization governed by the School Board. Pastoral staff and governing committees of Eastside Church and any other partnering ministry or organization have no bearing on the administration of BCCA and should not be considered a source for parent communication concerning the school.

ACADEMICS

Course of Study | Grading | Standardized Testing | Co-Curricular | Extended Learning

CURRICULUM

As a Christian Classical school, BCCA utilizes curriculum that is integrated across content areas and presented from a biblical worldview. In every subject, BCCA's curriculum is designed and maintained to meet standards of excellence, inspire inquiry, and encourage life-long learning.

A defining feature of classical education is the progression of curriculum through three phases correlating with child development. In elementary grades, students learn basic rules and facts of mathematics and language, including phonics, grammar, and reading. In intermediate and middle school grades, students begin to understand the logic of the various disciplines. In high school grades, students further develop rhetorical skills through the practice of analysis, critique, synthesis, articulation, and defense.

Students begin learning Latin in third grade, which aids in the apprehension of English, as well as other foreign languages that are studied in Upper School. Through all grade levels, history, literature, and writing are emphasized with special attention to biblical integration in all content areas.

COURSE OF STUDY

Transitional Kindergarten

Core Classes: Integrated thematic units including Reading, Math, Science, and Social Studies

Encore Classes: Physical Education, Music, Art, Library

Grades K-6

Core Classes: Literature, Writing, Spelling, Phonics, Math, History, Science

Encore Classes: Physical Education, Music, Art, Latin (3rd Grade and up), Library

Grades 7-8

Core Classes: Writing and Literature; Middle Ages, Renaissance, Modernity; Pre-Algebra, Algebra 1; Life Science, Physical Science; Old Testament, Gospels, Epistles; Latin

Encore Classes: Physical Education, Music, Art, Select Electives

HIGH SCHOOL COURSE LIST

Math	Science	English	Social Studies	Religion	Foreign Language
Algebra I	Physical Science	American Literature	US History	Tenets of Faith	Latin
Geometry	Biology	British Literature	Civics and Economics	Church History	Spanish
Algebra II	Chemistry	World Literature	World Civilizations	Christian Apologetics	
Pre-Calculus	Earth / Environment	Comparative Literature		Systematic Theology	
Calculus	Forensics				
Statistics					

* Senior research and thesis presentation required of students who complete Social Studies requisites prior to graduation.

**Additional foreign languages available through directed online study.

ELECTIVE AND SHORT-TERM COURSES

Electives		Short-Terms	
Concert Choir	Concert Band	Blogging / Podcasting	Digital Citizenship
Praise Band	Makers Club (STEM Class)	Digital Literacy	Intro to Personal Finance
Sewing / Costume Design	Yearbook / Journalism	Human Rights: Abuses, Contributing Factors, and Biblical Responses	Scientific Innovations: Coding and Related Issues
Art	Drama	Scientific Innovations: Issues and Implications	Intro to Ethics

* Elective and Short-term course list is not exhaustive and may vary by year.

GRADING

Lower School

Grades TK-2	Grades 3-6	Behavior Evaluation
E = Excellent	A = 90-100	E = Excellent
S = Satisfactory	B = 80-89	S = Satisfactory
P = Progressing	C = 70-79	N = Needs Improvement
N = Needs Improvement	D = 60-69	U = Unsatisfactory
I = Incomplete	F = 0-59	NA = Not Applicable

Final grades for Lower School are calculated as averages of all four quarters. End-of-year grade-level promotion is determined by Administration.

Upper School

Grading Scale

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 0-59
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Semester Calculation

Semester 1: (40% of Quarter 1) + (40% of Quarter 2) + (20% Semester Exam)

Semester 2: (40% of Quarter 3) + (40% of Quarter 4) + (20% Final Exam)

Final Calculation

(50% of Semester 1) + (50% of Semester 2)

GRADE POINT AVERAGE

Standard Level Course

A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0.0
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Honors Level Course

A = 4.5	B = 3.5	C = 2.5	D = 1.5	F = 0.0
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Honors Level is available for select courses only.

STANDARDIZED TESTING

Achievement tests assist in evaluating student progress, curriculum choices, and teaching effectiveness. Testing is only one measure of evaluating these items and is taken into consideration along with a student's grades, writing samples, projects, and weekly assessments. End-of-year testing does not dictate daily curriculum choices or student grade level placement.

All students are administered the Terra Nova each spring. Results are used to help determine and assess levels of achievement in the areas of reading, language arts, mathematics, science and social studies. Parents receive their students' Terra Nova results with the final report card.

PSAT (grades 9-11) and Pre-ACT (grade 10) are administered on site each year. SAT and ACT are not administered on site, but students are assisted in locating convenient dates and locations for those tests.

North Carolina Early Mathematics Placement Testing is administered to students in Algebra 2 or higher-level math courses.

CO-CURRICULAR ACTIVITIES

BCCA offers a wide range of co-curricular activities including athletics, academic competitions, and artistic performances. Each activity is intended to support the overall educational purpose of BCCA, and participants are expected to maintain standards of effort and conduct consistent with the school's mission. Co-curricular offerings may vary by year according to student interests.

Each student participating in any athletic program is required to have a sports physical each year. Documentation must be submitted to the Athletic Department Office at the appropriate time to ensure the student's participation.

Service and leadership clubs include Junior Beta Club, Senior Beta Club, and Student Government Association.

For participation in co-curricular activities, students must maintain at least a grade of 60 in each class and may have no more than two class grades below 70 in the previous quarter.

Special exceptions may be made for a student who has been diagnosed as having learning differences as documented by a testing professional.

Additional stipulations may apply to high school athletic teams as decided by Administration.

Beta Club eligibility is based on National Beta Club standards.

EXTENDED LEARNING ACTIVITIES

Learning is best accomplished in a variety of settings, so field trips and in-class activities are scheduled to supplement curriculum study. Teachers are responsible for planning field trips. Parents will be notified by the teacher of upcoming field trips and a permission slip will be sent home highlighting the date and details. In addition, some field trips will be offered on campus as the program comes to BCCA.

Often parents are asked to volunteer to drive on field trips. In order to drive, parents need a copy of their driver's license and insurance card on file in the school office. Parents attending a field trip need to sign in at the office and wear a BCCA Badge so that the office will know who is on a field trip. BCCA follows North Carolina specifications concerning car seats. Background checks will be conducted on anyone who accompanies students on an overnight school trip.

The Student Activity Fee, collected at the beginning of the year, covers the cost of most field trips and activities planned for that year. These fees are assessed yearly and required for student participation in the associated activities. Student Activity Fees are not optional and are not subject to pro-rating for mid-year entry, selective participation, or absence.

Co-curricular activities are not covered by the Student Activity Fee and may incur additional costs to the student's account.

HOMEWORK

LOWER SCHOOL

Homework is a reinforcement of daily work and is vitally important to the overall academic development of each student. Homework will be limited, but parents are encouraged to practice reading and participate in other study areas with their children as suggested by the teacher.

Homework is minimized on Wednesdays for the convenience of families who participate in mid-week church activities.

If a child is out for a lengthy illness, it is the parent's responsibility to communicate with the teacher to discuss classroom assignments and tests.

UPPER SCHOOL

Each teacher assigns homework to reinforce and enrich the lessons of his or her content area and, at times, to help students integrate learning across disciplines. Homework also serves to stimulate voluntary effort, independence, and responsibility, and is intended to add quality to the student's educational experience.

Ideally, homework should take no more than 1.5 hours per night. However, some assignments or projects are long-term by design, and students should be disciplined in planning to avoid spending excessive amounts of time completing assignments at the last minute.

Homework is minimized on Wednesdays for the convenience of families who participate in mid-week church activities. However, some long-term assignments and tests may be due on Thursdays.

Late Homework/ No Zero Policy: Students are expected to complete all assignments to receive course credit. Students are not allowed to skip homework assignments or projects.

A student who misses an assignment is required to complete the assignment during the next Subject Support period. Upon completion of the assignment, the student will receive 50% of the graded score.

Parents are encouraged to review homework assignments in the student planner and on the FACTS classroom site.

STUDENT CONDUCT

General Expectations | Behavior Violations | Intolerable Behavior | Prohibited Objects

BCCA is responsible for providing a proper learning environment for students, and each student is responsible for adhering to the rules and regulations that allow BCCA to function each day in a God-honoring manner. While certain rules apply school-wide, each teacher is responsible for establishing her or his own classroom procedures as well.

GENERAL EXPECTATIONS

As stated in the Student Honor Code, BCCA students are expected to maintain the following characteristics:

- Academic honesty and integrity
- Respect for and cooperation with authority
- Respect for fellow students
- Consistent moral behavior
- Pursuit of excellence in all endeavors
- Adherence to school policies

BEHAVIOR VIOLATIONS

Behavior violations include, but are not limited to, the behaviors in the following list. Disciplinary action will be administered according to the severity of the infraction.

- Running, shoving, and boisterous activity in the hall or classroom;
- Cutting or pushing in line;
- Not wearing uniform properly;

- Disregarding classroom guidelines, including eating or drinking in class, passing notes, and other disruptions;
- Disregarding policy concerning cellular phones and other electronic devices;
- Possession of objects that distract from school purposes;
- Skipping class or leaving class or school without permission;
- Profane, obscene, or otherwise inappropriate communication and behavior;
- Insubordinate and disrespectful behavior and language toward school personnel;
- Inappropriate displays of affection, including hugging and sitting in laps, regardless of gender;
- Plagiarism, cheating, and other forms of assignment dishonesty;
- Theft of or malicious damage to school property and personal property of others;
- Roughhousing, fighting, and other aggressive behavior;
- Bullying and other threatening behavior and language;
- Inappropriate use of social media, including use of social media in the commission of any behavior violations.

In addition to the above expectations, students in grades 7-12 are asked to read with their parents and sign the Student Honor Code and Plagiarism Policy. Behavior inconsistent with the spirit of the Student Honor Code or in violation of the Plagiarism Policy is unacceptable and will be addressed accordingly. Students are expected to abide by behavior guidelines in all circumstances, both in and out of school.

INTOLERABLE BEHAVIOR

No form of violence or threat of violence toward any student, faculty, or staff will be tolerated. Such actions or threats of action will result in consequences up to and including expulsion, as well as direct reporting to appropriate authorities. This includes threats that are credible (defined as reasonable belief or suspicion), specific (directed toward particular students or staff), and non-credible (includes all cases where the student was “just joking”).

PROHIBITED OBJECTS

Prohibited objects are not allowed at any school function or event and include, but are not limited to, the following items:

- Dangerous items including fireworks, firearms, air guns, knives, bludgeoning instruments, stun guns, slingshots, and weapons of any kind;
- Magazines, books, music, and materials that are offensive or considered to be in poor taste;
- Tobacco, alcohol, and illegal or unreported drugs and medications.

Intolerable behavior and possession of prohibited objects may result in immediate dismissal from BCCA.

DISCIPLINE

CORE BELIEFS

Each student is a unique individual with unique personal, social, and educational needs. As a result, disciplinary situations are often unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

When disciplinary situations arise, BCCA faculty and administration adhere to the following guidelines:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve problems they have created without creating additional problems for others.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

DISCIPLINARY PROCESS

Infractions of disobedience, disrespect, and dishonesty will incur disciplinary measures. Under no conditions will corporal punishment be administered. Behavioral issues will be addressed by the following “Six Steps” for progressive discipline:

- Warning
- Student-teacher conference
- Removal from the situation with parent notification
- Parent-teacher conference
- Conference with the Administrator, teacher and parent
- Suspension / Expulsion

Administration may intervene at any point when necessary to protect the classroom environment. Administration reserves the right to dismiss any student if, after a Teacher-Parent-Administrator conference, Administration determines that BCCA can no longer meet the needs of the student.

DRESS CODE

General Principles | PE Uniforms | Field Trips | Shoes

Philosophy

Research and experience demonstrate that a more formal dress standard has a positive impact on a student's frame of mind. Acknowledging this benefit to the educational environment, and with respect to values of modesty and moderation, students are to adhere to the following guidelines.

GENERAL PRINCIPLES

- Shorts, skirts, skorts, and jumpers should be no more than three inches above the knee;
- Bottoms, including pants (and jeans on casual days), should be free of holes, tears, and frays;
- Boys' shirts are to be tucked in at all times;
- Undershirts are to be solid white without printing or pictures;
- Belts should be solid brown, black, or navy;
- Excessive or extreme jewelry and accessories are not permitted, including wristbands, multiple necklaces and bracelets, rope or heavy linked jewelry. Boys may not wear pierced or pierced-looking jewelry. Girls may wear earrings, but other pierced or pierced-looking jewelry is not allowed.
- Distracting hairstyles are not permitted. Hair should be clean, neatly combed, and of normal, natural hair color. Boy's hair should remain off the collar, ear, and eyes. Facial hair should be neatly trimmed and maintained;
- Caps, hats, and head coverings are not permitted inside school buildings;
- Outerwear that does not meet dress code standards may not be worn in school buildings during school hours;
- When BCCA Campus Wear is worn, whether on or off campus, students and parents should be aware of the responsibility to represent BCCA positively. Clothing should be well maintained and appropriately fitted.

GRADES TK-8

BOYS

Tops:

- Oxford, polo, turtleneck, or mock neck shirt;
- Solid white, navy, light blue, or true red (black is acceptable for grades 6-8).

Bottoms:

- Pants or shorts (no denim);
- Solid navy or khaki;
- Belts required (grades 5-8) if bottoms have beltloops

Sweaters, Sweatshirts, and Outerwear:

- Solid white, navy, light blue, or true red (black is acceptable for grades 6-8);
- Logos and wording only on one side of the chest area and no larger than hand-sized;
- Official BCCA logo crewneck and hooded sweatshirts are permitted.

BOYS CHAPEL DRESS

- Polo shirt with BCCA logo; white or light blue only;
- Pants or Shorts, navy only, belts required if pants or shorts have beltloops (grades 5-8).

GIRLS

Tops:

- Blouse or oxford, polo, turtleneck, or mock neck shirt;
- Solid white, navy, light blue, or true red (black is acceptable for grades 6-8).

Bottoms:

- Pants, capris, walking shorts, skirts, skorts, jumpers (no denim or spandex);
- Solid navy or khaki; uniform plaid acceptable for skirts and jumpers.

Sweaters, Sweatshirts, and Outerwear:

- Solid white, navy, light blue, or true red (black is acceptable for grades 6-8);
- Logos and wording only on one side of the chest area and no larger than hand-sized;
- Official BCCA logo crewneck and hooded sweatshirts are permitted.

GIRLS CHAPEL DRESS

- Blouse or polo shirt with BCCA logo; white or light blue only;
- Skirt, jumper, or pants; navy or clear blue uniform plaid (logo top not required if wearing a jumper). Girls' uniform plaid skirts and jumpers are available at Lands' End (contact school office for details).

Fridays are casual days. Students are permitted to wear jeans (without holes, tears, and frays) and a BCCA t-shirt.

PE UNIFORMS

T-shirts and shorts (both with BCCA logo) are required for 5th-8th grade students and high school students who take PE. Two sets are suggested. Solid navy sweats or sweats with BCCA logo may be worn over gym uniforms on cold days. PE Uniforms are available only from the school's online spirit wear store. Contact the school office for ordering information.

FIELD TRIPS

Lower School: students are required to wear the red BCCA field trip t-shirt unless dress uniform is required. The field trip t-shirt is available through the online spirit store.

SHOES

Athletic shoes, casual shoes, dress shoes, and sandals with straps are allowed.

Flip-flops, beach or water shoes, slides, and high heels are not allowed.

Not Permissible

- Excessively baggy or tight clothing;
- Athletic clothing, nylon, spandex, or similar clothing; (girls may wear leggings or tights only under bottoms that are otherwise conforming to dress-code standards);
- Spaghetti strap shirts, backless shirts, tops that reveal cleavage, or shirts that fall above the waistline;
- Tanks or sleeveless shirts (boys);
- Flip-flops, beach or water shoes, high heels.

A student whose attire does not conform to the dress code may be asked to wait in the school office until the student's parent or guardian provides appropriate attire.

HIGH SCHOOL

High school students are not required to dress in school uniform but are expected to exercise individual judgment in dressing modestly and appropriately. Each student should ensure he or she dresses consistently with the following guide.

Boys

Bottoms	Tops	Hair, Jewelry, etc.
Modest and loose fitting; Worn at the natural waistline; Free from holes, tears, and excessive frays; Covering undergarments at all times; 6-inch inseam or longer (shorts); No athletic or spandex-type material; Not excessively baggy or oversized.	No sleeveless shirts or tanks; No inappropriate logos or graphics; Extending below the waistline.	Hair should be neatly trimmed above the collar and eyes; No extreme hairstyles or colors; No hats or head coverings in school buildings; No earrings or visible body piercings; No visible tattoos; No excessive necklaces, bracelets, rings, etc.

Girls

Bottoms	Tops	Hair, Jewelry, etc.
Modest and loose fitting; Free from holes, tears, and excessive frays; Covering undergarments at all times; 6-inch inseam or longer (shorts) or within three inches of the knee; No athletic or spandex-type material.	Modest and loose fitting; No spaghetti straps; Covering undergarments at all times; No inappropriate logos or graphics; Extend to the pocket (at the hipbone); No spaghetti strap or strapless dresses.	No extreme hairstyles or colors; No hats or head coverings in school buildings; No visible body piercings (other than ears); No visible tattoos; No excessive necklaces, bracelets, rings, etc.

Students should not wear flip-flops, water or beach shoes, or house shoes.

STUDENT HEALTH

Guidelines | Immunizations | Medications

A student who develops a fever or other illness during the school day is required to be picked up from school. Students must be free from fever, diarrhea, and vomiting at least 24 hours before returning to school.

HEALTH GUIDELINE CHART

AILMENT	INCUBATION PERIOD	TRANSMISSION	SCHOOL RESTRICTION	RETURN TO SCHOOL	PREVENTION
Common Cold	12 hours – 5 days	Respiratory tract, hands, surfaces	None	N/A	Hand washing, covering nose and mouth when sneezing
Conjunctivitis (pink eye)	24 – 48 hours	Contact with discharge	Yes	24 hours after start of antibiotic	Treatment of affected eye, avoid contact, wash hands
Influenza	24 – 72 hours	Respiratory tract	Yes	When fever free and/or vomit free for 24 hours	Good hand washing, immunization if advised by MD
Lice	Eggs hatch 7 – 10 days	Direct contact w/ person or objects	Yes	When no nits can be seen in hair	No sharing of personal articles, hand washing
Ringworm	4 – 10 days	Direct/indirect contact, contaminated surfaces	Yes, if lesion cannot be covered by clothing	After medication is started	Personal hygiene, not sharing articles, hand washing
Strep throat	1 – 3 days	Sharing food/drink, direct contact	Yes	24 hours after antibiotics start, fever free for 24 hours	Not sharing food/drink, hand washing
Diarrhea	24 – 72 hours	Respiratory tract, hands, surfaces	Yes	Symptom free 24 hours	Hand washing
Fifth's Disease	6 – 14 days	Viral infection caused by parvovirus B19	Yes	After lacy rash appears, child in no longer contagious	
Impetigo	Up to 5 days	Direct contact	Yes	After sores dry out	Hand washing

IMMUNIZATIONS

As required by North Carolina law, all BCCA students must have a record of immunizations, signed by a physician or bearing a physician's stamp, on file in administrative offices.

According to state law, immunization exemptions are possible only for *bona fide* medical or religious reasons. Medical or religious exemptions must be documented and submitted to School Administration before the student's first day of school attendance.

New students must submit a copy of their Birth Certificate and a current medical examination form by the first day of the new school year.

STUDENT MEDICATION

Students are not allowed to possess medication of any kind during the school day. All medications required during the school day must be given to the student's teacher with a consent form signed by the parent.

Medication will be retained in a locked space and administration will be documented by the teacher.

EPI pens must be provided to the school office by the parent.

No over-the-counter drugs are kept in the office for student use.

STUDENT GUIDANCE

Student Services | Academic Success Plan | College Counseling | Crisis Counseling

BCCA seeks to maximize student success and spiritual growth by offering Biblically based leadership, advocacy, and collaboration. Administration, faculty, and staff provide student guidance to address academic, personal, and social development for all students. Examples of student guidance services include the following:

STUDENT SERVICES DEPARTMENT

BCCA Student Services Department offers academic assistance and support to students with learning differences and academic disadvantages.

The Alternative Learning Program provides separate individualized instruction for students in one or more subjects. Students work separately with a Student Services instructor two or four days per week.

After School Tutoring offers opportunities for students to work with tutors on site after school dismissal.

A Modifications and Accommodations Plan is available for students with properly documented learning challenges.

Referrals for occupational therapy, speech therapy, and psychological-educational evaluations are available if necessary.

Contact the Student Services Department for details concerning documentation requirements and costs.

ACADEMIC SUCCESS PLAN

Students facing academic challenges not attributed to learning differences may be assigned an Academic Success Plan. Academic Success Plans are developed in coordination with Administration, Faculty, the student, and student's parent or guardian. Plans are intended to help students identify his or her strengths and weaknesses and leverage that insight toward achieving success in areas of concern.

Students may be placed on an Academic Success Plan for reasons including the following:

- Earning more than one grade of F or more than three grades of D on a Report Card;
- Consistent delinquency in assignment completion;
- Excessive school absence;
- Consistent behavioral or emotional concerns.

COLLEGE AND POST-GRADUATION COUNSELING

Faculty are dedicated to helping students identify and pursue the best post-graduations plans. Beginning in grade 9, students meet weekly with BCCA's College Counselor for support in the following:

- Researching and identifying college and other post-graduation options;
- Visiting local college campuses;
- Preparing for SAT and ACT examinations.

The PSAT and Pre-ACT are administered on site each year.

CRISIS COUNSELING

In the event of a crisis, Administration, Faculty, and Staff are available to offer spiritual support. Additionally, BCCA is closely connected with local pastoral staff who are available. Referrals may also be made for psychologists and professional counselors.

In the interest of the student, a student with needs that cannot be met by the school will be considered for removal or continuation with professional support services.

SAFETY

Campus Security | Inclement Weather | Emergency Drills

CAMPUS SECURITY

In addition to policies applying to campus visitors and volunteers, BCCA routinely reviews policies, procedures, and training to help ensure the safety of all students and personnel. Faculty and students participate in regular fire drills, tornado drills, and lockdown drills. Faculty have participated in training conducted by law enforcement and continually assess procedures for compliance with best practice standards. Certain faculty maintain CPR certification.

INCLEMENT WEATHER

School closings, delays, and early dismissals due to inclement weather are decided by Administration. Administration takes into consideration, but is not bound by, Charlotte-Mecklenburg School System or the decisions of nearby private schools. Every effort is made to maintain the safety of families and personnel.

Inclement weather decisions are communicated primarily via text alert and email. All parents should ensure contact information is correct. Additionally, schedule updates are announced via local television network news.

After School Care is not available in the case of early dismissal due to inclement weather.

BCCA school calendar is designed to absorb up to two inclement weather closings. Additional closings are made up on previously designated days off.

EMERGENCY DRILLS

Fire, Tornado, and Lockdown drills are practiced and documented periodically, as required by the state of North Carolina, to ensure proper and safe action in case of an emergency.

ADDITIONAL POLICIES

[Student Records](#) | [Custody](#) | [Visitors](#) | [Volunteers](#) | [Personal Property](#) | [Books](#) | [Parties](#)

STUDENT RECORDS

All student records, including records from previous schools, report cards, standardized test scores, and other pertinent documentation, are stored in the student's cumulative folder, which is secured in Administrative offices, and are the property of BCCA.

A student's parents or legal guardians may request copies of the student's records. At least three business days should be allowed for record preparation. Records will not be released if any unpaid balances remain on the student's account. BCCA complies with FERPA laws and all other relevant guidelines. Cumulative records are kept on file three years after the student graduates or withdraws from BCCA.

CUSTODY OF CHILDREN

Concerning divorced parents, the parent with custody of the child is responsible keeping Administration informed of any concerns. As a matter of law, all parental rights are available to non-custodial parents – including school visitation, parent communication, and access to student records – unless Administration is provided with court-filed documentation ordering otherwise.

VISITORS

As a matter of security, only parents, guardians, and family members of current school students and faculty are allowed to visit during school hours. This extends to early morning and late afternoon activities associated with the typical school day, including, but not limited to, morning and afternoon carline, lunch, after school care, and sports practices. Exceptions may be made for visits from pastors, counselors, and other adults in supportive roles.

All visitors, including parents, are required to sign in at the main office and receive a visitor's badge before going to a child's classroom or any other part of the campus. Classroom and building doors remain locked during school hours for students' safety.

Visits during lunch are allowed only with prior coordination through the school office and the student's teacher.

VOLUNTEERS

BCCA welcomes volunteers from the school and surrounding community. Depending on the type of service, volunteers are required to sign up in advance with the Parent Teacher Fellowship or appropriate Staff or Administration. All volunteers are under the leadership of school Faculty, Staff, or Administration and are subject to the approval by Head of School.

Any volunteer who supervises students while a teacher is not present, including but not limited to over-night activities and student transportation, must have an adequate background check on file in administrative offices. Volunteers transporting students must also consent to a driving record check and submit copies of driver's license, insurance, and other relevant information.

Those interested in volunteering should contact the school office at any time for information concerning available opportunities.

LOCKERS

Each student in the middle school will be assigned one locker. Locks are permitted on the lockers; however the student must present the homeroom teacher with the combination prior to affixing the lock to the locker. Lockers are the property of the school and are provided for the convenience of the students. Each student will be held responsible for damage to the inside of his/her locker. The administration reserves the right to conduct inspections and/or searches of lockers at any time, with or without the knowledge and/or permission of the students or their parents. The BCCA faculty and administration also reserves the right to ask students to remove items and/or pictures from lockers that are considered inappropriate.

LOST AND FOUND

The school is not responsible for lost or damaged clothing. We suggest that all students' clothing be clearly labeled with your child's name. Lost items are placed in the "lost and found" cabinet in either

the Lower School Office or the Middle School Building. At the end of each quarter, unclaimed campus wear items are bagged and sent to the PTF for sale; others will be given to charity.

STUDENT PROPERTY

Each student is responsible for his or her own personal possessions. Valuables should not be brought to school. Neither the school, nor any school personnel, are responsible for securing personal items belonging to students. Each student is responsible for textbooks, materials, library books, lockers, and all other items assigned to him or her and is financially liable for damage or loss.

TELEPHONE USE

All students must have teacher or staff permission to use office telephones. Students should use the office telephone only in cases of emergency or if a schedule has changed through no fault of the student. No personal or social phone calls are permitted. Policy concerning cellular phones is stated above under Electronic Devices.

TEXTBOOKS

Textbooks assigned to individual students are the property of the school and must be treated as such. Students are required to cover all textbooks used throughout the year. Damage to textbooks will be evaluated by the school and, if determined to be severe, the parent will be asked to pay the cost for replacement.

If books are lost, the parent will be charged an amount equivalent to the replacement cost of the book. Unpaid fines will delay the release of the report cards.

LIBRARY

Students in kindergarten through fifth grade may check out one book weekly to enjoy at home. A second book may not be checked out until the previous book is returned. Please help your child establish careful habits with library books. Books that are lost or damaged will be billed to the financially responsible party for the last name on the book library card. All library fines must be paid before final report cards are released.

PARTIES

Lower school classrooms may have parties at various time of the year, including holidays. Teachers may provide sign-up sheets for parents to volunteer to bring refreshments or organize a party. Parents will often be asked to send in assigned items for parties, but money will not be collected.

If a student wishes to celebrate his or her birthday during the school day, the family may provide a cookie for each child in the classroom only during lunch. No cakes, cupcakes, balloons, or party favors are allowed. Due to allergies and class schedules, no other items will be distributed to students or displayed in the classroom, but will be kept in the office until the end of the day.

If invitations to off-campus parties are distributed in the classroom, all students of the invited gender must receive one. Otherwise, please invitations should be distributed privately by phone, email, etc.

PARENT INVOLVEMENT

[Parent Conduct](#) | [Parent-Teacher Conference](#) | [Activities](#) | [PTF](#)

BCCA believes that education begins at home and that parents and teachers are partners in the education of the child. Parents are expected to support the mission of BCCA as active participants in the school community.

PARENT CONDUCT

Each parent or legal guardian is required to sign the Statement of Parental Commitment, located on the final page of the Student Handbook and available online. By signing, the parent commits to awareness of and compliance with all BCCA policies and procedures, including those not directly explicated in the Student Handbook. The signed Statement of Parental Commitment must be submitted to Administration prior to the student's first day of attendance.

In addition to supporting BCCA policies, parents are expected to represent BCCA respectfully at all times. This includes, but is not limited to, the use of social media and other forms of communication. Attempts to demean the reputation of BCCA, Administration, Faculty, or Staff are neither appropriate nor tolerable. Disagreements or grievances should be addressed directly to Administration in a timely and respectful manner.

PARENT-TEACHER CONFERENCE

Parents are expected to attend scheduled conferences to discuss student progress in all areas. In addition to regularly scheduled conferences, Faculty or Administration may request parent meeting to discuss ongoing concerns. Parents may also request meetings by contacting the appropriate faculty or Administration directly.

ACTIVITIES

Parents are encouraged to participate in school and classroom activities. Opportunities for participation may include field trips, curricular activities, school-wide activities, and other special classroom events. The teacher will always remain in charge of activities and make all final decision. Parents wishing to visit must coordinate with the teacher in advance and follow proper visitor procedures as stated.

PARENT TEACHER FELLOWSHIP

Strong relationships among parents, teachers, and administration are important to a healthy school. The Parent Teacher Fellowship (PTF) makes opportunities available for families and staff to hold meetings and social times together, and provides prayer, support, and appreciation for teachers. Meeting times and activities are announced in advance.

FINANCIAL INFORMATION

[Tuition and Fees](#) | [Lunches](#) | [Tuition Assistance](#) | [Past Due Accounts](#) | [Withdrawals](#)

APPLICATION FEE

- One time, non-refundable for each new applicant (not charged to continuing students)
- Grades TK-6: \$90.00
- Grades 7-12: \$125

REGISTRATION FEE

- Yearly, non-refundable for each student enrolling
- All current students automatically re-enrolled May 1 unless prior, written notice of withdrawal is communicated to the business office.

TUITION RATES

Tuition rates are reassessed and determined each year by the School Board. Tuition payments may be made one of three ways:

- One full payment by check or FACTS draft
- Semi-annual payments submitted in June and December by check or FACTS draft
- Monthly payments by FACTS draft only.

Necessary changes to FACTS draft information require a minimum 72-hour advance notification.

STUDENT ACTIVITY FEES

Student Activity Fees are billed yearly in August and due in September. These cover the cost of most field trips and activities planned for that year, though some events may require additional costs.

Student Activity Fees are not optional and are not subject to pro-rating for mid-year entry, selective participation, or absence. Fees must be paid for students to participate in the covered events.

Costs for activities and programs not covered by the student activity fee must be paid prior to the event. All payments should be made by check with the event and student's name clearly recorded on the memo line.

When cash payment is necessary, please make the payment directly to the school office in person. Receipts will be issued at the time of payment. (Refunds for missed events will be issued only upon presentation of the signed receipt.)

LUNCHES

Lunch payments must be made through the family's FACTS account at the time of ordering. Lunches are to be purchased in advance and are not available for purchase by the day.

GRADUATION FEE

Graduating students incur a graduation fee due January 31 of the student's senior year.

TUITION ASSISTANCE

BCCA is approved for scholarships through the Children's Scholarship Fund, a private group offering scholarships to approved schools in the Charlotte area. More information is available in the school office.

The Governing School Board of Back Creek Christian Academy offers partial tuition assistance to families with financial need. This fund is available to any student family regardless of race, nationality, or gender and is made possible through tax deductible contributions of individual donors.

All families seeking tuition assistance are required to fully complete the FACTS application online. Applications are made available to current families during re-enrollment and must be completed by the specified deadline to guarantee consideration. Available funds are limited. Please contact the Business Office for information.

MISCELLANEOUS COSTS

Some costs, such as school pictures and orders from BCCA's spirit store, are paid directly to the vendor per the vendor's instructions.

PAST DUE ACCOUNTS

Accounts in arrears for any reason are addressed according to Delinquent Tuition Policy. If necessary, contact the business office for details.

WITHDRAWAL

Upon withdrawal, the family is responsible for certain tuition and related fees. Tuition and fees are assessed according to the following schedule. No school records will be released until the account is current.

WITHDRAWAL DATE	TUITION PERCENTAGE		
June 1 – First School Day	20%	December 1 – December 31	70%
Second School Day – August 31	30%	January 1 – January 31	80%
September 1 – September 30	40%	February 1 – February 28	90%
October 1 – October 31	50%	After February 28	100%
November 1 – November 30	60%		

Back Creek Christian Academy relies on funds provided by tuition and fees. Therefore, reductions are not provided for absences, holidays, or unanticipated school closings. No refunds are provided for withdrawal.

STATEMENT OF PARENTAL COMMITMENT

1. I/We have read and understand BCCA's Mission Statement and Statement of Faith.
2. I/We have thoroughly investigated BCCA's program, curriculum, discipline, dress code, and policies, and agree to support these policies for the benefit of my/our child and the other students.
3. I/We believe that education begins at home and obligate ourselves to be actively involved in the education of my/our child. I/We agree to uphold and support the academic standards of BCCA by providing a place at home for my/our child to study and by encouraging my/our child in the completion of homework assignments.
4. I/We will support the BCCA by participating in and attending Parent-Teacher Fellowships, Open Houses, Parent-Teacher Conferences, workdays, and other school-sponsored meetings and activities.
5. I/We believe that discipline is necessary for the benefit of each student as well as for the entire Academy. I/We give permission to the teachers and administration to make and enforce BCCA rules and regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. I/We further agree to cooperate and discipline my/our child in the home as needed.
6. I/We are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be addressed according to BCCA's procedure.
7. I/We pledge that if for any reason, my/our child does not respond favorably to BCCA, I/we will do everything in my/our power to cooperate with Administration to help my/our child make necessary adjustments. If these adjustments cannot be made, I/ we agree to withdraw my/our child without objection.
8. I/We understand that assessments will be made to cover damages to BCCA, including but not limited to breakage of windows, damage of books, and abuse of personal property. All hardback and reading books are the property of BCCA and must be returned at the end of the school year.
9. I/We will fulfill our financial commitment to pay for the educational services BCCA is providing for our child as outlined in the Parent-Student Handbook.
10. I/We do sincerely pledge agreement to the above items. I/We understand that failure of the parents or child to comply with established regulations, discipline, and parental commitment, or failure to meet financial obligations, is to forfeit the student's privilege of attending Back Creek Christian Academy.

Parent Signature

Parent Signature

Parent Name

Parent Name

Date

Date