



# Bell Shoals Baptist Academy

*Integrating Faith in Learning, Leading and Serving*

## FAMILY HANDBOOK

2019-2020

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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Welcome to BSBA! We are excited about all of the opportunities that await us this year! We believe the academy is an extension of the home, and we desire to partner with you in the education of your child. God has a plan for your child, and we are honored to be a part of His kingdom work.

This handbook provides you with information to help you better understand the academy's purpose and operational policies. We expect you to know, support, and follow the stated policies. Please feel free to email, call us, or come by the office if we can be of assistance to you.

We are pleased to partner with you in kingdom education. Education is primarily the parents' responsibility, and the school functions as an extension of the home to aid the parents. We thank God in advance for the victories we will experience together this 2019-2020 school year.

BSBA Administrative Team

*Mark 12:29-31*

*"The most important one, "answered Jesus"Is this: 'Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'Love your neighbor as yourself, There is no commandment greater than these."*

**ALL POLICIES LISTED IN THIS HANDBOOK ARE SUBJECT TO CHANGE. STUDENTS AND PARENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR. THIS HANDBOOK IS ALSO AVAILABLE ON RENWEB.**

## **MISSION STATEMENT**

The mission of Bell Shoals Baptist Academy is to provide a strong education that is Christ-centered. We strive to train students to excel in academics, fine arts, athletics and technology while fostering a Biblical worldview throughout all aspects of our program.

## **CORE VALUES**

### **PANTHERS ROAR!**

#### **R**esponsibility

- Listen and follow directions
- Work independently
- Stay on task

#### **O**der

- Use self-control
- Stay neat and organized
- Attend school on time

#### **A**chievement

- Complete class work
- Complete homework
- Do your best work

#### **R**espect

- Obey authority
- Use kind words and actions
- Be honest
- Care for property

## **PHILOSOPHY**

The philosophy of education at Bell Shoals Baptist Academy is based on a God-centered view of truth and Man as presented in the Bible. The entire process of education is seen as a means to bring the student into fellowship with God (I Cor.6:19-20), to assist them in developing the mind of Christ (Phil. 2:5) and to help them demonstrate Christ-like character qualities (Gal. 5:22, 23).

## **VISION**

Bell Shoals Baptist Academy's vision is to encourage all of our students to become passionate followers of Christ.

### *Expected Teacher Outcomes*

Bell Shoals Baptist Academy is an extension of Bell Shoals Baptist Church, and, accordingly, we seek to serve Academy parents in fulfilling their responsibility of educating their children. To accomplish this, we will focus on the following basic objectives:

1. To teach the Bible as the inspired and infallible Word of God, and thus develop attitudes of love and respect toward this holy text (II Tim. 3:15-17; II Peter 1:20-21).
2. To teach Biblical character qualities and provide opportunities for students to emulate these qualities (I Samuel 16:7, Gal. 5:22-23).
3. To help students develop a Christian World-View by integrating Biblical truth into the study of history and social structures (Social Studies) (II Peter 1:3).
4. To teach the student to understand and use the fundamental processes in communicating and dealing with others (Language Arts and Mathematics) (II Cor. 5:20).
5. To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's responsibility to use and preserve it properly (Science) (Psalm 8:6, Heb. 2:6-8).
6. To equip the student with physical fitness goals, good health habits and the wise use of the body as a temple of God (Physical Education) (I Cor. 6:19-20).
7. To instill in students both skill in the fine arts and also an appreciation of God as the inventor of beauty and the author of creativity (Fine Arts) (Psalm 139:13-16).

### *Profile of a Bell Shoals Baptist Academy Graduate*

A Statement of School Wide Learning Expectations

- 1. Develops an understanding and commitment to their relationship with Christ while continuing to grow spiritually**
  - Comprehends the Bible, salvation and is capable of sharing their faith with others
  - Comprehends the importance and consistency of having personal devotions, prayer and Bible Study
  - Comprehends and seeks spiritual maturity
  - Comprehends the value of regular church attendance
  - Accepts Christ as his/her personal savior
- 2. Comprehends and communicates a Biblical World-view**
  - Applies a Biblical World View to their daily decisions
  - Communicates the difference between Christianity and other world views
  - Integrates Biblical principles and values into real situations, while defending their faith
- 3. Prepares a life of service with both missions and local community**
  - Upholds and applies Biblical standards in personal and financial decisions
  - Serves as a leader within the body of Christ by sharing the gifts that God has given them
  - Utilizes their gifts to serve others through missions and community service
  - Understands their purpose in serving others using their spiritual gifts, personal strengths and talents
  - Becomes a lifelong learner – emotionally, academically, intellectually as well as spiritually

4. **Demonstrates moral integrity, righteous living and stewardship**
  - Values and defends the right to life
  - Upholds biblical standards, personal and financial decisions
  - Maintains responsible reputation in their local community
5. **Relates lovingly to others as God loves us**
  - Can articulate that we are created in the image of God
  - Values the uniqueness in others while working in groups
  - Understanding and appreciates people of different cultures
6. **Achieves a strong academic foundation in all content areas**
  - Exhibits higher order thinking strategies to solve real world problems
  - Is able to access a variety of technology and information resources effectively and appropriately
  - Creatively expresses themselves through arts, literature, and writing

## **ACCREDITATION**

Bell Shoals Baptist Academy is accredited by the Association of Christian Schools International which is recognized by the State of Florida as an accrediting body for Christian schools.

Bell Shoals Baptist Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to or made available to students at the Academy. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Bell Shoals Baptist Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices and personal qualifications. This includes a willingness to cooperate with Bell Shoals Baptist Academy's administration and policies.

## **GENERAL INFORMATION**

Office hours: 7:45 a.m.—3:30 p.m.

Visitor Guidelines:

- Parents who have completed a background check every two (2) years will be registered into our computer security system. To visit the campus, parents must sign in at the kiosk and receive a visitor badge. Before leaving campus, please log off at the kiosk.
- To ensure the safety of our students and staff, all visitors to the campus who are not registered must obtain an identification badge at the Security Desk by submitting their driver's license.

Parent Involvement: Parents are urged to partner with Bell Shoals Baptist Academy through:

- Preschool Volunteer Fellowship
- Parent/Teacher Fellowship
- Prayer & Service
- Volunteering for field trips, classroom activities, lunchroom, library, after school sports, reading and tutoring with students.

Volunteer Guidelines:

- All volunteers who will be supervising students or driving on field trips must complete a background check form and submit with fee two weeks prior.
- Please make arrangements for younger siblings when volunteering.

# CHAPEL

BSBA provides a strong spiritual emphasis which is integrated throughout the entire program. As a part of that emphasis, chapel will be celebrated weekly for kindergarten through eighth grade. Parents and friends are welcome and invited to worship with their children. No food or drink is allowed in Chapel. Chapel dress is required for all students. Boys must wear long pants, and girls must wear uniform dresses, jumpers, skirts, or skorts. Shorts are not allowed.

# ACADEMICS

**BSBA recognizes the right of parents to be informed of their student's instructional level, academic progress, and conduct. Therefore, teachers will accurately communicate to parents regularly through RenWeb, academic warnings, conferences, and a quarterly report card. We use a system that reflects best practices and current research in the area of assessment and evaluation.**

## GRADING SCALE:

### Kindergarten

Academic Progress: Only S, N and U are used. No report card is given during first grading period.

### Grades 1 & 2

Academic Progress: O, S, N, and U will be used for both academic classes and specials.

O (outstanding 90-100 ) This student demonstrates excellence in academics and behavior.

S (satisfactory 70-89) This student is in the process of understanding concepts, ideas, objectives, and behaviors pertinent to his or her grade level.

N (needs improvement 60-69) This student needs additional time or more background experiences before understanding of concepts, ideas, objectives, or behaviors can be attained. **ALERT:** This student needs to be monitored carefully to determine if on grade level instruction is the appropriate instructional level.

U (unsatisfactory below 60) This student has not demonstrated an understanding of concepts, ideas, objectives, or behaviors.

**ALERT:** This student may need to be placed at a more appropriate instructional level. He or she is making unsatisfactory progress towards grade level benchmarks

### Grades 3-5

Academic Progress: The following letter grades will be used for all classes: A, B, C, N, and U.

A (excellent 90-100) Student consistently demonstrates application of concepts, ideas, objectives, or behaviors.

B (good 80-89) Student demonstrates a clear understanding of concepts, ideas, objectives, or behaviors.

C (satisfactory 70-79) Student is in the process of understanding concepts, ideas, objectives, or behaviors.

N (needs improvement 60-69) Student needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained. **ALERT:** This student needs to be monitored carefully to determine if on grade level instruction is the appropriate instructional level.

U (unsatisfactory below 60) Student is not demonstrating an understanding of concepts, ideas, objectives, or behaviors.

**ALERT:** This student needs to be monitored carefully to determine if on grade level instruction is the appropriate instructional level.

### Grades 6-8

Academic Progress: Letter grades will be used for progress in both academic classes and specials.

A (outstanding) 90-100

B (above average) 80-89

C (average) 70-79

D (lowest acceptable progress) 60-69

F (failure) 0-59

### CONDUCT:

Elementary students will receive citizenship grades of S, N, or U. Sixth through eighth grade students will receive conduct grades of A, B, C, D, or F.

### HONOR ROLL:

Kindergarten: (Receive citizenship only)

Must have all S's in citizenship.

1st—2nd: Must have all S's and or O's in academics and citizenship to receive Honor Roll.

3rd—8th Grades:

**Principal's Honor Roll**—Must have all A's and/or S's.

**A-B Honor Roll**—Must have all A's, B's or S's.

**Citizenship**—Must have all S's and or A's in citizenship.

Penmanship and morning tardies are not determining factors for Honor Rolls.

Perfect Attendance Awards: A student may receive a Perfect Attendance Award if he has been present every school day. However, a student accumulating six or more tardies within a nine-week grading period will not be eligible for a perfect attendance award.

### ACADEMIC/BEHAVIORAL PROBATION:

Grades K-5: Elementary students who receive two or more N's (needs improvement) or any number of U's (unsatisfactory) in any academic or citizenship area will be placed on probation. The length of probation will be until the next assessment period, typically every three weeks.

Grades 6-8: Middle school students who receive any number of D's or F's will be placed on Academic Probation. Any student who receives a low grade in the conduct area will be placed on Behavioral Probation. Students are assessed weekly and could be restored the following week.

During the period of probation:

An immediate effort must be observed to improve grades/behavior (i.e. tutoring, behavioral improvement, and counseling).

Extra and co-curricular school activities will be subject to limitations.

Educational alternatives may be suggested.

### PROMOTION/RETENTION:

A goal of our school is to help each child succeed at his/her level and minimize the need for retention. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention. This decision will be made with input from the teacher, parent(s) and administration by evaluating the child's academic performance, work habits, and achievement test scores.

Elementary (Grades K-5)

For kindergarten and first grade, the student's maturity will also be a consideration for advancement. Satisfactory progress and developmental readiness determine promotion of students to the next grade. It may be necessary for a student to repeat a grade in order to master the material. The total child will be evaluated when retention is being considered. If retention is necessary, it should be done as early in the child's school-life as possible. The general policy regarding retention is that a child may not be retained more than one time while



enrolled in elementary school. Attendance is another determining factor for promotion. It is critical that a student be present daily to be successful in school. Summer school or a tutoring program may be required for students with poor grades.

#### Middle School (Grades 6 - 8)

If a student fails two or more academic subjects two or more quarters, he/she may be retained. If either math or language arts are failed two or more quarters, a student will need to have tutoring over the summer and then demonstrate adequate competency (tests) to be promoted. In the areas of language arts and math, a 70% average or higher is desired. This is particularly important in the high school algebra courses.

#### Incomplete Grades K-8

If a student receives a grade of I (incomplete) for two nine weeks in two or more areas, he/she may be retained.

#### TESTING PROGRAM:

In the spring, all students in first through eighth grade will take the Iowa achievement test. *Attendance is critical.*

#### GUIDANCE SERVICES:

Guidance services are provided at age appropriate levels. Some examples are:

- Anti-bullying
- Peace makers/conflict resolution
- Academic Enhancement Program
- Compass
- Grief Counseling

#### Middle School Only

- Mendez Drug Ed
- Abstinence Education
- Guidance Counselors
- Grief Counseling
- Student Mentors
- Team Building

## SCHOOLWIDE DISCIPLINE PROCEDURES

An important part of the educational process in our Christian school is the development of character that is consistent with a Biblical worldview. When misconduct occurs, corrective measures will be employed in the classroom to help the student change his/her attitude and behavior. Parents are expected to support the discipline policies of our school. By enrolling at BSBA, students and parents are agreeing to support and accept our school policies. We are partners working together to: *“Train up a child in the way he should go and when he is old he will not depart from it.” Proverbs 22:6*

Classroom management is essential to achieve an excellent learning environment for your child. Behavior that causes a hindrance to learning or that endangers a student’s physical or emotional well-being will not be tolerated.

### ELEMENTARY

In kindergarten through fifth grade, a classroom discipline plan will be shared with you. Teachers will inform you of misconduct by RenWeb, weekly reports, phone calls, referrals, or scheduling conferences. The students will earn a conduct grade of S, N, or U on report cards. A satisfactory grade is required to receive a citizenship award or honor roll.

When the regular classroom behavior management procedures fail to be effective, teachers will do the following:

#### ***First Referral***

- 1) Teachers/specialist will fill out a “Behavior Referral Form”, detailing the reason why the child is being sent to the office. (This will include any investigation that may be necessary to get to the truth.)
- 2) The Administrator will meet with the student (s) to discuss the incident/inappropriate behavior and apply any consequences that may be necessary.
- 3) The Administrator or teacher will contact the parent to let them know what happened and to inform the parents about the “Behavior Referral Form” and the need for their signature on the form.

4) The student (s) will automatically receive an “N” on their report card for their inappropriate behavior.

***Second Referral – Teachers/Specialists will follow steps 1-3 above and...***

Administrator will inform the child and the parent that the student will receive an “In School Suspension” (with details worked out with the classroom teacher).

Parents will pay \$60.00 a day for a substitute to monitor their child during “In School Suspension” (In lieu of the ISS, parents may keep the child at home for the length of the ISS.)

The student(s) will receive a “U” on their report card.

***Third Referral – Teachers/Specialists will follow steps 1-3 above and...***

Administrator will inform the child and the parent that the student will receive an “Out of School Suspension.” (1-3 days)

Parents may be called to come and pick up their child immediately.

The student(s) will receive a “U” on their report card.

***Follow-Up Procedure:***

When necessary, teachers will fill out a “Behavior Probation” form that will accompany the report card.

This form will indicate what action is to be taken and reflect a date (s) to follow-up on the child’s behavior.

## **MIDDLE SCHOOL**

The middle school discipline plan includes letter grades on the report card for each subject area. These letter grades will be calculated from daily conduct points. Each student begins the quarter with 50 points. Points will then be deducted. Students with a major offense will be given detention and/or other disciplinary procedures.

**OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

**MINOR OFFENSES**

Not prepared for class

No homework

Chewing gum

Excessive talking

Unexcused tardy

Dress code violations

Class disturbance

PDA (personal display of affection)

**MAJOR OFFENSES**

Profanity/Offensive Language

Dishonesty (Cheating)

Any physical altercation

Social networking offense

Bullying

Disrespect/Disobedience

Using cell phones/electronic devices without permission

Vandalism (Parents are responsible to pay for any damage to the academy or church property.)

Threatening remarks/behavior

Carrying a weapon

Use of drugs

Pornography

When the classroom discipline procedures have not been effective, the student will be referred to the administration. These procedures may be used as deemed necessary, in no particular order:

- Student-administrator conference (A written discipline referral may be sent home to be signed and returned the next school day.)
- Student-teacher-administrator conference. (A written discipline referral may be completed.)
- Student-parent-administrator conference (A written discipline referral may be completed.)

- Detention or removal from the classroom or situation detention may be assigned before and/or after school at the parent's expense.
- In-school suspension
- Out-of-school suspension. (1-3 days) The student will be placed on probation. Academic penalties may also be assessed.
- Expulsion certain acts of misconduct may result in immediate suspension or expulsion. These include, but are not limited to the Major Offenses listed above.

Please note: During an investigation into reported misconduct, teachers and administration may need to gather information from other students individually or in a small group. Teachers and administrators have full discretion in questioning students and may not always contact parents prior to the process of gathering information.

## **BULLYING**

All students and staff are entitled to courteous and respectful treatment by students, parents, and staff at BSBA. Bullying and relational aggression have no place in a Christian school setting. The faculty of BSBA will take bullying seriously and work purposely to create a safe place for students.

1. Forms of bullying:
  - Physical: hitting, pushing, taking personal belongings
  - Verbal: name calling, malicious teasing, gossip, making threats
  - Psychological: spreading rumors, manipulating social relationships, social exclusion
  - Cyber-bullying: using technology (email, web sites, cell phone, social media) to intentionally threaten or harm others
2. Students need to:
  - Remember that no one has a right to harm another person in any way.
  - Think before you speak.
  - Immediately apologize if you accidentally say or do something that has made someone else feel uncomfortable.
  - If you are bullied, tell the bully to stop. Expect others to treat you kindly, as you strive to be kind.
  - Report all incidents of bullying behavior to school personnel and parents.
3. We intend to take the following measures against bullying:
 

Measures at class level:

  - Class rules against bullying
  - Class meetings with students
  - Effective supervision during break times

Measures at administrative level:

  - Serious talks with bullies and victims
  - Serious talks with parents of involved students
  - Discipline and consequences as determined

## **SCRIPTURE VERSES SUPPORTING KINDNESS, COMPASSION, EMPATHY, FRIENDSHIP AND FORGIVENESS**

Ephesians 4:32 "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."

Mark 12:29-31 "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this, Love your neighbor as yourself, There is no commandment greater than these.

I John 4:19 "We love because he (Jesus) first loved us."

Romans 12:18 "If it is possible, as far as it depends on you, live at peace with everyone."

Proverbs 1:17 "A friend loves at all times."

**\*Explorers Club and Discovery Camp will follow the same discipline guidelines as elementary and middle school.**

## **SOCIAL NETWORKING GUIDELINES**

1. Using technology to identify students or staff in defamatory, abusive, or generally negative terms will not

be tolerated. It is our desire to ensure the health, safety, and security of our students and staff. The reputation of our school as a Christ-centered ministry is paramount. (Technology includes but is not limited to cell phones, iPads, iPods, social media sites, email, etc.)

2. Any posting on the web that identifies students or staff as members of the BSBA community without permission of the school administration/individuals is not acceptable.
3. Any inappropriate posting may cause disciplinary action.

It is our desire and intention with these policies to continue to encourage our students, parents, and staff to conduct themselves in ways that support and reflect our Christian testimony in a public forum.

With this in mind, we have developed an Acceptable Use Policy for electronic devices which will be signed by students and parents through our computer classes. This policy is also available under the “Resources” section of your Renweb portal.

## **ATTENDANCE POLICY**

To fully benefit from the instructional program, students are expected to attend school regularly, to be on time for classes, and to satisfy all course requirements. Poor attendance or excessive tardiness may result in low or failing grades. Please arrange your vacations during school holidays.

### **ABSENCE:**

- It is the responsibility of the student’s parent or guardian to explain a student’s absence by email or handwritten note to the teacher on the first day of the student’s return to school. If a student is absent for three consecutive days or more, a doctor’s excuse is required upon return. Please communicate absences with the student’s homeroom teacher and not the school office.
- The teacher will make an effort to contact the parent or guardian whenever a student’s absence has not been explained.
- All absentee notes will be retained by the school for future reference.
- A student who is not present at least one-half (three hours and fifteen minutes) of the school day will be counted absent. **(Must arrive before 11:30 a.m. or sign out after 11:30 a.m.)**

### **EXCUSED ABSENCE:**

Examples of excused absences are:

- An illness of the student. A doctor’s statement will be required by school officials for three consecutive days of absence or excessive absences.
- Appointments:  
If your child is going to be absent from school because of a dental or doctor’s appointment, please notify your child’s teacher the day before. Upon arrival, you must sign your child in for the school day. Parents are encouraged to schedule appointments after school hours, on half days, or on school holidays.  
If your child needs to leave school early due to an appointment, please sign the student out at the security desk. The security personnel will arrange for the student’s teacher to have him/her come down to meet you. Please do not go to your child’s classroom or specials area.
- An accident resulting in injury to the student.
- A death in the family of the student.
- A pre-approved absence for a personal reason that is acceptable to the school administration. Permission for such absences must be requested and approved **no fewer than three days prior to the absence.** Absences for personal reasons that do not have **prior approval** will be considered **unexcused.**
- An out of school suspension will be excused. Academic penalties may be assessed.

### **PRE-APPROVED ABSENCE:**

- Acquire pre-approved absence form from office, complete & turn in to student’s teacher.
- Teachers may supply the projected assignments.
- All work that is **given in advance** by the teacher is due the **FIRST** day of the student’s return.
- Classwork **not given in advance** of the absence needs to be completed within three school days of receiving the work.
- If prior notice of tests was given, the student should be ready to take those missed tests upon their return.
- Parents are strongly encouraged to aid their students in studies during the absence or seek tutoring.

Please understand that due to time restraints the classroom teacher is unable to reteach material missed for pre-approved absences.

### **UNEXCUSED/EXCESSIVE ABSENCES:**

All absences other than those discussed in excused absences are considered unexcused. Any student that accumulates ten absences in one semester will not have met attendance requirements and may be retained.

### **CONSEQUENCES FOR UNEXCUSED ABSENCES:**

A student who receives an unexcused absence will receive a two percent (2 pts. on a 100 pt. scale) grade reduction. This reduction will be made at the end of a nine week grading period and will be taken from the final grade average.

### **MAKE-UP WORK**

Teachers will post daily assignments on RenWeb. Please check RenWeb to get your student's make-up work.

#### **ELEMENTARY STUDENTS:**

Make-up work may be picked up from the Academy office **at the end of the day as long as the parent has requested the work by 9:00 a.m.** Otherwise, the classroom teacher will send make-up work home upon a student's return from an excused absence. It will be the responsibility of the parent and the student to complete the work by the arranged due date. Generally, work is due on the third school day after the student has received the work. Make-up tests are scheduled as needed.

#### **MIDDLE SCHOOL STUDENTS:**

1. After checking RenWeb, parents or students may visit the middle school area after 3:15 p.m. to pick up materials or make-up work.
2. A student who has been absent will be permitted to make up the work missed provided the student makes arrangements with the teachers. Make-up work must be submitted within three days to receive full credit.

## **TARDY POLICY**

Punctuality is an important part of the school experience and is our expectation at BSBA. Tardiness is a disruption not only to the learning process but also to other members of the class. We realize that many situations arise that cause tardiness. Please do not call the office to inform us of specific reasons since we have allotted more than enough excused tardies (5) per nine weeks.

1. Students will be allowed five tardies per grading period for morning arrivals. This allowance will be considered sufficient to cover occasional medical appointments, transportation problems, or other reasons.
2. A warning letter will be sent after the fifth tardy.
3. After the sixth and subsequent tardies, a conference may be scheduled by the teacher or administration.
4. Consequences for unexcused tardies: A student may receive a notice of probation for excessive tardies. A student accumulating six or more tardies within a nine-week grading period will not be eligible for a perfect attendance award.
5. Middle School students will lose one conduct point for each unexcused tardy (morning arrivals and class tardiness).
6. For medical appointments, please notify your teacher if your student needs more than the five allotted tardies.

## **DROP-OFF & PICK-UP PROCEDURES**

We want your child's arrival and pick-up to proceed as smoothly and safely as possible. Therefore, we require that you follow the designated car line traffic pattern to avoid congestion. Detailed information regarding car line will be given at open house. The car line map is also available on RenWeb.

- Please use sidewalks and do not walk across active car lines or allow your children to do so.
- Cell phone use during car line is dangerous.
- **If you need to go to the office or leave your car for any reason, please park in designated parking areas only.** Please do not leave children unattended.

**ARRIVAL TIMES:** All students, preschool through middle school, should arrive no earlier than 7:50 a.m. Doors will remain locked until that time. Supervision is not provided prior to 7:50 a.m. so your child should remain in your care. Students are not permitted to be in any play area or school room prior to the beginning of the school day. Students may enter classrooms at 8:00 a.m.

A warning bell will ring at 8:10 a.m. All students must be in their seats by 8:15 ready to begin the school day.

Students not in their seats by 8:15 a.m. are tardy. All students who are late must obtain a tardy pass from the security desk to be admitted to class. For safety reasons, if car line is over and no patrols are present, a parent must accompany *elementary* students to the security desk. Middle school students may obtain a tardy pass without a parent escort until 9:00 a.m.

**After 9:00 a.m. parents must sign all students in at the Academy security desk and obtain a tardy pass. After morning car line, the doors on the west side of the building off Brooker Road Entrance will be the only doors open. (This is also the Special Events Center entrance.)**

DISMISSAL: Your student will be standing with his/her class in the pick-up area as designated on the map that is handed out at open house.

The regular dismissal times are:

<u>GRADE</u>	<u>TIME</u>	<u>LATE AFTER</u>
K	2:25	2:45
1st	2:35	2:50
2nd-4th	2:45	3:00
5th—8th	3:00	3:15

The dismissal times on EARLY RELEASE DAYS are:

<u>GRADE</u>	<u>TIME</u>	<u>LATE AFTER</u>
K	11:20	11:40
1st	11:30	11:45
2nd--4th	11:45	12:00
5th – 8th	12:00	12:15

\*Early Learning Center-Please see ELC handbook.

**Students may not be signed out after 2:00. Please schedule appointments accordingly.**

#### LATE PICK-UP

**All students who are not picked up on time will be taken to Explorers Club and signed in by a teacher. These students must be signed out from Explorers Club by the parent/designee. A charge of \$1.00 per minute to a maximum of \$30.00 for each student will be assessed on the family statement. Repeated late pickups will result in additional charges.**

#### PARENTS OF ALL STUDENTS:

Please display all car tags of the students you will be picking up.

Keep the car line moving at the pick-up area by pulling completely forward. Your child will be brought to your car by a patrol or a teacher. We ask that you remain in the car line and refrain from walking in to pick up your child.

EXTRA CURRICULAR ACTIVITIES: All students participating in after school activities will generally be picked up at the west car line unless otherwise instructed. All students participating in athletics will be dismissed at The Point. PLEASE NOTE: Due to safety issues, siblings cannot stay after school to wait for students who are attending extra-curricular activities.

## UNIFORM CODE

Dressing in a way that supports our rigorous academics and honors God is important at BSBA.

#### SHIRTS

- Only BSBA logo shirts are acceptable and must be purchased from MLC Promo or Educational Outfitters. Shirts will be allowed in the following colors: green, red and navy.
- Students may not tie back their shirts or sleeves.

### **BOTTOMS**

- All shorts, pants, and skirts must be uniform standard and appropriately fitted. No jeans, leggings, or tight fitting shorts or pants will be allowed. Parents may use this length policy: skirts should not be shorter than 4 inches from the crease at the back of the knee. Shorts should not be shorter than 6 inches from the floor when kneeling. Uniform bottoms must be navy blue, plaid, or traditional khaki.
- Traditional-type belts in the colors of brown, black, khaki or navy blue will be allowed, when wearing apparel with belt loops.

### **SHOES/SOCKS**

- Dress or athletic shoes may be worn. No ballet slippers, sandals, crocs, Heelies, lights or sound effects will be allowed. Solid color red, blue, black, green and white socks may be worn. No decorative socks will be worn.

### **HAIR/MAKE-UP**

- Hair must be neatly styled for both boys and girls. Boys' hair must be above the eyebrows and collar. Boys should be clean-shaven.
- Modest make-up may be worn by Middle School girls only.

### **P.E.**

- On P.E. days, shorts or long pants are recommended for elementary students. Fifth through eighth grade students are required to wear the school P.E. uniform. All students must wear athletic shoes. Please limit jewelry on P.E. days for safety.

### **OUTERWEAR**

- During cooler weather, students may wear any coat or sweater to and from school. While in the building, students must wear BSBA outerwear, sweaters or hoodies in the colors of grey, navy, green, or red.
- Long-sleeved shirts in uniform colors may also be worn under BSBA logo shirts during cooler weather. Girls may also wear leggings or tights in uniform colors under shorts, skirts, or jumpers.

### **SPECIAL DAYS/AFTER-SCHOOL**

- Students may wear a Christian t-shirt or BSBA sponsored t-shirt with uniform bottoms on Fridays as a reward for excellent conduct.
- Students remaining after school for various activities, whether participant or spectator, are required to dress modestly.
- From time to time, the Academy will reward students with announced out of uniform days.

### **PARENTS**

- **PLEASE** label every item of clothing, lunch boxes, etc. so we can return lost items to their owner.
- Parents are also encouraged to set an example by following modest dress guidelines when on the school campus and at school activities.
- Parents of students in violation of dress code policies will be notified.

### **NOT PERMITTED**

- Boys cannot wear earrings.
- Tattoos and body piercings are not allowed.
- Unusual hair, make-up, and jewelry will be considered inappropriate for boys and girls.
- No inappropriate advertisements or language are allowed on any items brought or worn to school.

*Uniform code interpretation is at the discretion of the Academy staff.*

## **PURCHASING UNIFORMS**

In order to be more consistent in uniforms school wide, we offer two uniform suppliers: Educational Outfitters and MLC Promotions.

**Educational Outfitters** is located in the Horizon Park Shopping Center near the southwest corner of Hillsborough Avenue and Dale Mabry Highway at 3904 W. Hillsborough Avenue. Their phone number is 813-350-0222. They are also available online at [www.educationaloutfitters.com](http://www.educationaloutfitters.com). (Use the site code FL0984 for BSBA.)

**MLC Promotions** may be reached at [www.companycasuals.com/mlcpromo\\_bsba](http://www.companycasuals.com/mlcpromo_bsba). Their phone number is 813-262-0477. Typical sizes will be readily available and no advance ordering will be necessary except for some special sizes such as half sizes or junior sizes which will need to be special ordered.

## EXPLORERS CLUB

- Explorers Club is our before/after school program designed to help parents who need care for their children on a regular basis beyond the hours of the school day. We offer supervision by an experienced staff and a variety of enrichment activities for children from preschool through eighth grade. Daily activities include homework time, snack time, supervised free play, crafts, and organized games.
- Acceptable behavior is expected. The same BSBA classroom discipline rules apply. (see p.6)
- Explorers Club operates every day that school is in regular session and is available on early release days. To enroll in the program, go to our website and RenWeb for more information. For safety and staffing requirements, all enrollments must be pre-scheduled.
- For your convenience we offer “*COURTESY CARE*” for those **EMERGENCIES** when families need just one day of Explorers Club instead of an entire month. Courtesy Care is available to preschool aged students through 8th grade and not intended to be a regularly occurring event. Day of care needed must be paid at least 24 hours in advance. Please note that children who have not pre-scheduled Courtesy Care will be taken to the Explorers Club after car line where late pick up fees will apply.  
\*\*See drop off and pickup procedures for more information.\*\*

## DISCOVERY CAMP

Discovery Camp is a 9-10 week, theme-based summer camp offered to academy parents. Information is available on our website.

## LUNCH

Students may either bring a lunch from home or purchase the school lunch. No candy or caffeinated beverages are allowed.

Here are our guidelines for our full service cafeteria:

- We will not allow the vending machines to be used by students during school hours. If “outside” lunches are not brought by the beginning of the scheduled lunch period, the student will need to choose from our academy menu.
- **PAYMENT:** Lunches may be purchased on a daily, weekly, or monthly basis. The menu is available on the website ([www.bsbacademy.com](http://www.bsbacademy.com)) and RenWeb. Students are assigned a personal identification number to use when purchasing lunches. Our website contains a link to the online prepayment system for the lunchroom. This allows you to not only make payments to your student’s lunch account but also see what is purchased. When writing a check for lunches, it needs to be made out to **BELL SHOALS BAPTIST CHURCH. If a student’s lunch account exceeds a negative \$10 balance, a standard hot lunch will be substituted at the student’s expense until the account is current.**
- **BEHAVIOR:** Students are supervised during lunch by a lunchroom monitor and volunteers. Good manners and appropriate behavior are expected. Students are to talk quietly, stay seated, and clean up after themselves for a pleasant eating atmosphere. The lunchroom monitor has the authority to discipline students.
- **PARENTS:** We welcome parents to dine with their own child in the lobby of The Point or the courtyard. As with all visits, parents must sign in at the security desk and obtain a visitor’s badge.
- A microwave is available for reheating/warming food in grades 4 -8.



## MEDIA CENTER

1. Library Hours—The library is open for students during the school week from 9:00 a.m. until 3:15 p.m., Monday through Friday.
2. Behavior—The Media Center is both a library and a classroom. Students are expected to use quiet voices as they would in any other library. No food or drinks are permitted in the library at any time.
3. Borrowing Books—Our checkout time period is for two weeks. Books may be renewed for an additional two weeks, as long as a hold has not been placed on that volume and the book is not overdue. Students may only check out one book per day, but they may have a total of two books at any one time. Students may return their books at any time through our drop off slot, to their homeroom teacher, or may return them on their next class visit. Also, overdue books will cause report cards to be held at the end of a quarter including the end of the school year. Videos may not be checked out by a student; however, parents are welcome to check out videos on behalf of their children for a period of one week.
4. Lost/Damaged Items—If you lose an item, you will be charged the purchase price of that item. You can receive a refund if the item is found and returned in usable condition. If an item is damaged, but still usable, students will be charged 25% of the purchase price of the item to repair it. If an item is damaged beyond use, the student will be charged the full purchase price for the item.

## SAFETY PATROLS

Our upper elementary and middle school students provide supervision and direction during arrival and dismissal times. Parents and students alike must show respect to the authority given to these patrols.

## ATHLETICS

BSBA offers 4th through 8th grade students an after school opportunity to participate in team sports within the TBCAL conference. Volleyball, soccer, basketball, golf, flag football, cross-country, and cheerleading are available to these students. There are varsity as well as junior varsity teams in each of the various sports. Tryouts and practices are held prior to each sport's season. A sport's fee is assessed for each sport. There are grade requirements that students must meet to participate in the sports program. Your financial account must be current in order to try out or participate in the program.

There is a sports banquet at the end of the school year where athletes, teams, and coaches receive various awards and trophies for numerous accomplishments achieved during the different seasons.

Although winning is a valid goal, Christian coaches ensure that playing by the rules, good sportsmanship, academic eligibility, and having fun are primary concerns for all team sports.

See Athletic Handbook for further details (available on RenWeb).

## HEALTH & SAFETY

### Safety is a top priority at BSBA!

1. To ensure student and staff safety:
  - Background checks are required for all BSBA employees.
  - Background checks are required for all parents and volunteers who drive on field trips. The fee for background check will be the parent's responsibility.
  - Anti-bullying programs will continue to be taught in classrooms and assemblies.
  - Safe Zones—At 8:15 each morning, all parents will need to exit campus or check-in at the security desk. This safe zone allows our staff to secure the hallways and classrooms before school each day.
  - All staff are annually trained in security procedures and crisis response.
  - BSBA is a participating school with Hillsborough County Public Schools as well as The Florida Division of Emergency Management. These relationships give us timely and significant information that may impact the safety and security of the Academy.
  - The BSBA emergency checklist has been shared with BSBC leadership.
  - Please understand that in some emergency situations, the administration and staff are not at liberty to

discuss confidential academy information. If unsafe situations occur, the administration will take every measure to keep our students and staff safe and communicate accordingly. Parents should not demand to know details nor question our teachers or staff. Releasing information to others may compromise our safety measures.

- Through RenWeb, we will alert you of emergency situations at school. It is vital that you keep your information current so that you will be notified. It is YOUR responsibility to check on RenWeb to update family information. This is our school emergency notification system for closings, lockdowns, or other important safety information.
- PLEASE NOTE: If marital status, custody, or name changes occur, please notify the Academy Office and DO NOT make these kind of changes on your own in RenWeb. Also please inform the teacher in writing of any legal custody and/or court order issues. We must have a copy of any legal procedures documentation on file.

2. Safety procedures:

- Doors are monitored during car line. After car line all doors will be locked.
  - Use only the main school entrance by the Special Events Center after 8:15 a.m. To ensure safety, students and parents should not admit anyone into the building.
  - Visitors must sign in at the security desk and wear a visitor's badge. Visitors will be required to present their driver's license.
  - Inform the office in writing by 2:00 p.m. when someone different is picking up your student. The person picking up your student will be required to show state issued identification.
  - Update all address and phone changes, email and emergency contacts in RenWeb.
  - Report strange or unusual activities on campus.
  - Violations of security procedures will be seriously addressed.
3. All families will be required to fill out an emergency evacuation information sheet. In an extreme emergency, students will be taken to a secure location. All parents will be contacted when it is safe to leave the building and dismiss our students.
4. In the event of inclement weather or other natural disasters, BSBA will follow Hillsborough County school procedures. This information will always be announced on the T.V. and/or radio, and an email message will be sent if possible.
5. Drills and inspections (fire, tornado, etc.) are held regularly throughout the year in accordance with county and state rules and regulations. If parents are present during a drill, they should also participate. Directions for exiting each room are posted. Please note: Pulling the fire alarm will result in contacting the Fire Department and could result in a false alarm fine. If a student pulls the fire alarm as a prank, the resulting fine will be the responsibility of the student's family. Parents should strongly caution students that this is a major offense and will be treated in a very serious manner.
6. Medication, Health Issues, and Sickness:

Upon the recommendation of the American Academy of Pediatrics, a child should not attend school when any of the following exists:

- fever above 99.0 in the last 24 hours
- vomiting or diarrhea
- yellow or green mucus indicating infection
- common cold—from onset of symptoms through two days
- sore throat
- persistent coughing
- any unexplained rash
- any skin infection—lice, boils, ringworm, or scabies
- pink eye or other eye infection.

Children should remain home for at least 24 hours after these symptoms have subsided. This will help ensure that the illness has actually passed and that your child will be well enough to resume school activities.

BSBA has a "No Nit" policy. If a child is identified as having head lice or nits, he or she shall be excluded from school and shall not be permitted to return to school until he or she is free from lice and nits. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. The infected student must be cleared by office personnel before returning to class.

Parents of students needing over the counter medicine must complete an authorization form specifically labeled

with the doctor's name, child's name, and dosage procedures. Parents must also sign a medicine authorization form regarding administration and dosage procedures. Forms are distributed by the Academy secretary and kept on file in the office.

- A medicine authorization form must be completed for all medicine needed while at school. Medicine will be kept in school office in locked cabinet.
- All medication must be delivered to school in the container in which it was purchased (dispensed).
- A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis.
- The label must indicate the student's name, name of medication, physician's name, dosage (amount), and time (frequency).
- If the medication requires equipment for administration (cup, spoon, dropper), the parent is responsible for supplying the articles, and they must be labeled with the student's name.
- New parental authorization forms will be requested periodically.
- When medication is discontinued or changed, it is expected that parents will notify the teacher and office. At the end of the school year, medication not taken home by the parent will be destroyed.

If a student requires medication while at school, please see the following:

- Students with symptoms indicating the possible presence of a communicable disease will be isolated from other students. The parent/guardian will be contacted and asked to take the student home. A child who has had a fever or has been vomiting within the past 24 hours will not be allowed to attend school.
- A student may be granted **limited** exemption from a regular physical education class by a written request from the parent. Extended exemptions require a doctor's note.

#### 7. Accident/Illness

- A. Should your child become ill or suffer an accident while at school, we will make every effort to contact you.
- B. Please come promptly when notified of a student's illness or injury. We cannot "allow them to rest for the day" or provide continuous care.
- C. If we cannot locate you, we will then try to contact the local person you have designated to be notified in case of an emergency. *Please keep this vital information up to date.*
- D. In the event an accident occurs at school, a report will be sent home with your child by the teacher in charge within 24 hours.
- E. Medical costs for accidents occurring at school are the parents' responsibility. However, a student accident insurance program is included in the tuition and covers each student. This secondary plan is designed to pay medical costs NOT COVERED by any other insurance plan.
- F. If a medical emergency occurs, we will call 911.

8. Immunization Requirements: Prior to enrollment into a Florida school, every child shall present a certificate of immunizations (form 680) and a school entry health examination (form 3040). A student shall be exempted from this requirement only upon receipt of a completed 681 state form. Parents are required to stay current on all state required immunizations for each grade level. A student's attendance is denied if immunizations are not current.

9. Florida law mandates that all staff who know of, or have cause to suspect, abuse or neglect of a child, elderly person or disabled adult must report the incident to the Florida Abuse Registry. Every employee will be required to read the **Child Abuse and Neglect in Florida** guide. **FLORIDA ABUSE HOTLINE 800-96-ABUSE. (1-800-962-2873)**

## SEARCHES

For school safety, the administration (or designee) has the right to search lockers and ALL items brought/worn on campus. This includes but is not limited to: clothing, cell phones or other electronic devices, purses, backpacks, lunch bags or boxes, etc. Refusal to submit to a search is a major offense and may result in expulsion.

## VIDEO MONITORING

Video equipment is used for safety purposes as a deterrent and to monitor our campus. The administration and staff may review the recordings of video cameras to secure evidence/proof of student misbehavior.

Note: No audio or video recording is permitted in bathrooms or locker rooms under any circumstances by anyone. Students who violate this rule may face expulsion.

## SPECIAL EVENTS

1. MISSIONS/SERVICE TO OTHERS—We participate in several opportunities including:
  - missionary visits to classrooms and chapel
  - food pantry collections
  - students visiting missions and nursing homes
  - service projects for the church and community
2. FIELD TRIPS are an extension of the classroom. Parents will be provided with all information concerning the trip and adequate chaperones will be acquired. In order to participate in a field trip, a student must have a signed permission form on file from his/her parents. For the majority of our field trips BSBA relies on parents to provide transportation for students. Parents must conform to all state and federal transportation guidelines. On occasion, a professional chartered bus service is utilized. **PLEASE NOTE:** No activity fees will be refunded when students do not attend a field trip or use passes.  
Field Trip Chaperones:  
To ensure safety on Academy sponsored field trips, the following rules must be observed:
  - A. All chaperones must have completed a background check form (submitted with fee) two weeks prior. In addition, they must be at least 21 years of age, and all drivers must be 25 years old.
  - B. Always stay with the students assigned to you. If you must leave them at any time, notify the teacher or another parent to supervise your group.
  - C. Smoking is not allowed.
  - D. Dress modestly as a good example to our students who have a dress code.
  - E. Communicate discipline problems to the teacher.
  - F. Know the emergency plan. The teacher will have medical release forms. Get a cellular phone number from the teacher if possible.
  - G. Make sure the students have their seat belts on at all times. Please use your best judgment when placing middle school students in the front seat. Elementary students are not allowed in the front seats. (This is to prevent accidents caused if air bags deploy.)
  - H. Go directly to and from the field trip following the route selected by the teacher. Do not make extra stops to purchase food or other items that the entire class will not enjoy.
  - I. Make arrangements for siblings as they are not allowed on class trips.
  - J. When returning to the campus, please remain with students until the teacher arrives.
3. PARTIES—Parties are to be celebrated simply. Parties are meant to be fellowship times for the class. To make our parties more enjoyable for the whole class, please observe the following guidelines:
  - A. Teachers may plan the following celebrations: Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-Year.
    - Parents may help with parties under the direction of the teacher.
    - Please realize that the number of parents participating in parties may be limited and that siblings should not attend.
  - B. Homeroom parents plan for the teacher's birthday or un-birthday.
  - C. Birthdays will be recognized monthly in chapel. Birthdays will not be celebrated in the lunchroom
  - D. If you desire to celebrate your child's birthday at school please contact your child's teacher. Any invitations given out at school for private birthday parties must include all students in the class. Please, in fairness to all our students, do not make balloon or flower bouquet deliveries to the classroom. We also request no limousine pick-ups or other exclusive events.
4. SCHOOL PICTURES AND YEARBOOKS—During the course of the school year, a school photographer will visit us to take individual and class group pictures. Parents will be notified early in the school year as to when the pictures will be taken. Students are required to wear their uniforms for fall individual pictures. BSBA annually publishes a yearbook for currently enrolled students. The cost of the yearbook is included in the tuition. Yearbooks will not be distributed to students whose accounts are in arrears. If a family withdraws during the school year, they must communicate a desire to receive a yearbook to the yearbook advisor.

## PARENT COMMUNICATION

1. The administration and faculty desire to communicate in a timely and efficient manner to both parents and students. The following are avenues of communication: RenWeb, email, letter or note, phone call, or scheduled conference. The preferred method is email for short, informational messages. Please allow 24 to 36 hours for our teachers to respond to emails. When concerns arise, parents and teachers should meet face to face to prayerfully resolve the issue.
2. Renweb parent home app is available for download. This includes grades, lesson plans, homework, calendar, special events, accounting, and other resources.
3. Please call ahead to schedule conferences. Unscheduled conferences prohibit teachers and administrators from their duties and adequately addressing your concerns.
4. PARENT-TEACHER CONFERENCES are scheduled as needed by teachers or parents. Every effort should be made to schedule conferences during school hours.
  - Grades K-5th: Conferences will be held for each parent during the first 9 week grading period.
  - Grades 6th-8th: Conferences will be held as needed.
5. Please inform the teacher in writing of any legal custody and/or court order issues. To prevent misunderstandings and enforce legal procedures, we must have a copy of documentation on file.
6. From time to time, an email may be sent out from the office on RenWeb. Weekly updates from classes, sports information, lunch menus, calendars, newsletters, the complete parent/student handbook, and school closings can also be viewed on RenWeb. Computers are available in our Media Center for you to view our website and obtain the above information if you do not have a computer or internet access at home.

Honoring God with our words is a priority at BSBA. “May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock and my Redeemer” Ephesians 19:14. From time to time miscommunications or misunderstandings occur between students, teachers, and parents. When this occurs, we seek to honor the Lord and resolve the issue. Please use these steps:

- A. Parents should always contact the teacher that is the closest to the situation and schedule a phone conference or make an appointment to meet. Coming by the teacher’s room before or after school without an appointment is not appropriate. If a parent has not met with a teacher before discussing the matter with administration, he will be directed back to the teacher. In most situations, this scheduled conference will result in a solution.
- B. Sometimes, parents are concerned that a conference might result in a negative impact on their student. This is contrary to the mutually respectful relationship between our academy and its families. At BSBA, our Christian teachers model Christ’s unconditional love to all students. Conferences result in a stronger relationship and a better understanding of the student’s needs and/or challenges.
- C. If an issue is not resolved during the first conference, a parent may schedule a meeting with the administrator who directly supervises the teacher. The parent may be asked to attend so that everyone can give input during the conference.
- D. If the concern is still unresolved, the supervisor, teacher, and parent can meet with the principal.
- E. Parents, teachers, and administrators may contact the Headmaster and/or Education Steering Committee if further mediation is necessary.
- F. It is not appropriate to use social media or send a mass email to a list of people to communicate a concern. It is appropriate to only communicate with the people most directly involved and to follow the Biblical steps outlined above. Parents will be asked to review and complete those steps.

It is our experience that many concerns can be easily resolved when those who are most involved pray and meet together face to face. We strongly discourage our staff from participating in sensitive or lengthy conversations in the hallways, at carline, on the phone, by email, or RenWeb. Our teachers are happy to meet with you at a planned and calm time. A teacher may ask another teacher or administrator to attend the conference.

Please respect our teachers and staff by refraining from impromptu conferences about school business at venues such as church, athletic events, etc.

# FINANCIAL INFORMATION

As a ministry of Bell Shoals Baptist Church, Bell Shoals Baptist Academy conducts itself in a manner that honors the Lord. The financial conduct of the school and its parents must reflect responsibility, timeliness and good communication.

When you enroll your student(s), we enter into a contract that reserves a space for your child. We purchase textbooks and resources and make plans for your student. This contract is your pledge to BSBA to pay the tuition and fees so that we can meet the budget of the school. We employ our teachers and staff based on enrollment and must pay those contracts. When families do not uphold their financial obligations, it is a tremendous hardship to the school.

Numbers 30:1b-2 “This is what the LORD commands: When a man makes a vow to the Lord or takes an oath to obligate himself by a pledge, he must not break his word but must do everything he said.”

To meet that goal, please read the following guidelines carefully:

1. Billing statements and related account information will be available on RenWeb.
2. Tuition installments are auto-drafted from your checking or savings account on your selected date of either the 5th or the 20th of the month. You are responsible to input your banking information and give permission for BSBA to receive this money.
3. A check received for any type of payment (i.e. tuition, Explorers Club, Discovery Camp, athletics, etc.) returned due to “non-sufficient funds” will be subject to the service charge penalty fee. The same applies to any auto-draft that is rejected due to “non-sufficient funds”.
4. **WITHDRAWALS:** A 30-day notice is required in the case of withdrawal. You are responsible for the tuition costs of those days. All withdrawals must be officially completed through the academy office and must be made in writing. Parents obtain and fill out a withdrawal form, and the form will be circulated to each of the student’s teachers. The student must also be cleared of all charges to the lunchroom and any fines or books that are due to the library. All charges (tuition, lunchroom, library, etc.) must be paid before records and/or report cards can be released. The **enrollment fee is not refundable** unless you move away before the school year begins. **FACTS Enrollment Fee and/or Insurance Fee are not refundable** upon withdrawal. Also, 15% of the tuition balance is due after school begins. All tuition installments paid up to and including date of withdrawal are forfeited. When a family’s account is overdue, you may be contacted to attend a meeting of the Education Steering Committee and/or the Headmaster. This committee will determine a course of action. Your contract states that if your account is two payments in arrears, your student may not be allowed to attend classes until your account is current. These guidelines will apply to Athletics, Explorers Club, Discovery Camp, Dance Quest, Speech Therapy, Tutoring, and any other service or special events provided at the Academy
5. **IMPORTANT POLICY:** Student athletes will not be able to try out or participate if financial accounts are not current. An Athletic Eligibility Form will be required for tryouts and must reflect a current financial status.
6. **IMPORTANT POLICY:** At the end of each 9 weeks, families who are not financially current will not be able to view RenWeb until ALL accounts are settled. This includes tuition, athletic fees, Explorers’ Club, AEP fees, lunchroom, and Media Center.
7. At the time of re-enrollment, your account must be current.
8. Tuition assistance is available for those who meet the criteria established by an independent financial needs assessment agency. Applications are due annually by April 15th **and are available online only after completing reenrollment.**
9. With rising costs, we find that tuition and registration do not fully cover the cost of a child’s education. We appreciate the efforts of the Parent-Teacher Organizations, grandparents, and alumni in providing financial support. Contributions above tuition are greatly appreciated and may be tax deductible. Many businesses offer tax deductible matching funds or grants as an opportunity to support Christian education.

## ENROLLMENT AGREEMENT

In your enrollment packet, a signed copy indicating your understanding and agreement of our policies was included. These policies are:

1. We recognize that our participation is needed in prayer and service in order to properly partner with BSBA in the education of our child(ren).
2. We will follow the Matthew 18 principle for dealing with questions and conflicts which says to bring all questions and concerns to the person most directly involved. In most instances, this would be the classroom teacher or coach. If a satisfactory conclusion is not reached, the appropriate administrator should be contacted.
3. We understand that we are expected to prayerfully support the school, staff, faculty, and administration. We will not spread gossip, criticize, or display hostility toward any BSBA employee. Such undisciplined behavior may result in our student being removed from the school.
4. School authorities are hereby given permission to discipline my child(ren) when necessary in accordance with school policies and generally accepted Christian school practices. It is understood that parents will support the authority of the faculty concerning discipline.
5. We understand that all students are accepted on a trial basis. Continued enrollment requires acceptable attendance, grades, and citizenship by the student as defined on the report card, as well as positive support by family members. No family is guaranteed reenrollment each year.
6. We will permit our child(ren) to go on scheduled field trips and other school activities.
7. It is the responsibility of the parent to provide the school with any changes or updated legal documents, addresses and phone numbers.
8. BSBA is not responsible for the loss or damage of personal property.
9. BSBA reserves the right of dismissal of any student who continually and willfully neglects academics, displays poor citizenship, fails to cooperate with faculty, or fails to reflect the Christian principles of the school.
10. Students should not deface or destroy school property. The full cost of repairs will be assessed, and the student will be subject to disciplinary action. (For other reasons for disciplinary action, see Discipline Policies page.)
11. If I, as a parent, or any agent acting in my behalf or on behalf of my child, bring any legal action against the school or its agents, I understand that I will be responsible to pay all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration. The child of the litigating family shall be withdrawn.
12. BSBA has limited resources to provide opportunities to students who have specific educational needs that cannot be fully met through the classroom.
  - Once a student with exceptional needs has been identified, a team will develop recommendations, and those recommendations of the academic services plan team must be followed.
  - BSBA is not equipped to service students with severe exceptionalities such as emotional handicaps, behavior disorders, Autism, mental retardation, and other severe exceptionalities.