

BORN AGAIN CHRISTIAN ACADEMY

Love God, Serve Children, and Light the Way for Tomorrow's Leader's
(Elementary School)



Parent-Student Handbook **2022-2023**

TABLE OF CONTENTS

Welcome Letter to Parents and Students	4
About BACA	5
Vision Statement	5
Mission Statement	5
Purpose	5
School Philosophy	5
Statement of Faith	7
School Hours	9
Admission Policy	9
Child Abuse/ Neglect	10
Tuition	10
School Fees	11
Attendance	12
Arrival and Dismissal	12
Tardiness	13
Early Dismissal	13
Aftercare	13
Parking	14
Snow Day Procedure	14
Dress Code Policy	14
Books and Supplies	15
Lockers	15
Campus Cleanliness	15
Lost and Found	15
Medical Information	15
Electronic Devices	16
Internet Agreement Policy	17
Publication, Photo or Release of Information.	17
Chapel Programs and Assemblies.	17
Citizenship	19
Pledges/ Morning Prayer	18
Program of Instruction	18
Report Cards	18
Student Records	19
Parent/ Teacher Conferences	19
Hold on Student Accounts	20
Behavior and Discipline Policy.	20
School Bullying Policy	23
Zero-Tolerance Behavior	24
Grievance Procedure	24
Weapons and Dangerous Instruments	25
Lunch Program	26

Emergency Preparedness Plan	26
Field Trips	27
Class Parties	27
Student Pictures.	28
Volunteers.	28
School Visitors	28
Awards Program.	28
Change of Information	28
School Calendar	29
Handbook Sign-off Sheet	31
Internet Usage Agreement Form	32
Publication, Photo or Release of Information Form	33
Behavior and Discipline Policy Agreement Form	34



Born Again Christian Academy & Preschool

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Dear Parents and Students,

It is a pleasure to welcome you to Born Again Christian Academy. We are enthusiastically preparing for the 2022/2023 school year. Our staff is dedicated to providing a safe, secure and positive instructional environment for every child. Our goal is to focus on high standards and expectations for student achievement. We strive to provide students with the knowledge and skills that will enable them to become successful, productive citizens and disciples of Christ.

We would like to encourage you to become a partner with our staff in your child's education. Your involvement is vital to your child's success. Parents can become involved by checking daily assignments or notes from your child's teacher, attending school functions, and encouraging your child to do his/her very best each day. Reading with your child each day will also help your child be successful this year and in the future.

This parent and student handbook is provided to assist you with school rules, policies, and important dates so that your child will have a successful year at Born Again Christian Academy. We encourage you to sit down with your child to discuss the rules and your expectations. A discussion will help your child understand our expectations and will result in a better year.

Thank you for your support in helping BACA and your child have a blessed school year. If you have any questions, concerns, or problems, please contact the school office between 8:00 a.m. - 4:00 p.m. at 615-228-2120 or 615-228-1430.

Born Again Christian Academy and Staff

ABOUT BORN AGAIN CHRISTIAN ACADEMY

Born Again Christian Academy and Preschool, a subsidiary of Born Again Church, established its first kindergarten class in 1998. Since that time, BACA kindergarten graduates have consistently scored in the top 90 percentile of the Stanford Early School Achievement Test. BACA is also a member of the Association of Christian Schools International. Students are instructed by caring, credentialed teachers who facilitate their growth and development in all areas: physical, social, emotional, academic and spiritual, utilizing varied learning experiences. Each class will have developmentally appropriate activities that are customized for their instructional level. The students will gain skills facilitating self-confidence, respect for others, and a positive attitude towards learning, all with a Biblical foundation.

VISION STATEMENT

Our vision statement is: Love God, Serve Children and Light the Way for Tomorrow's Leaders.

MISSION STATEMENT

We believe a proper education begins with a clear understanding of the Bible. A Christian education is not complete unless it is brought about by the combined efforts of the home, church and school. Born Again Christian Academy was established to help support the efforts of parents and their church.

PURPOSE

Born Again Christian Academy exists to glorify God by offering a Christ-centered, quality education for students that assists parents in training their children to be productive members of society and disciples of Jesus Christ. Our goal is to develop and encourage growth in every area of their lives; spiritually, intellectually, emotionally, socially and physically, according God's Word and relying on the Holy Spirit.

SCHOOL PHILOSOPHY

Born Again Christian Academy considers the school a ministry of the church. Its philosophy in regards to the overall operation is based upon the Biblical command found in Proverbs 22:6, "**Train up a child in the way he should go, and when he is old, he will not depart from it.**" With Bible instruction undergirding the curriculum, Born Again Christian Academy is dedicated to the ideal of helping each student realize the full potential God has instilled in each student. Because we value each child as a unique and special creation, we strive to provide a learning environment in which students can excel.

We strive to provide a quality academic program which is taught in the light of God's Word. A structured classroom setting is achieved by teaching students:

- To develop self-discipline, self-motivation and responsibility.
- To instill honesty and integrity within the school family.
- To develop a positive attitude toward learning.
- To grasp concepts fundamental to formal education.
- To develop skills in observing, exploring and forming conclusions.
- To learn effective communication skills.
- To develop physical growth and motor coordination.
- To develop sound health and safety habits.

- To attain competence in dealing with emotions and to become self-reliant.
- To grow in awareness and understanding of nature, as well as the cultural and social environment.
- To instill Christian morals and principles based on the Bible and the teachings of Jesus Christ.
- To accept God's love, the Bible, and the church as vital factors in a well-rounded life.
- To receive opportunities to discover and develop their spiritual gifts.
- To learn peaceful means to resolve conflicts and interpersonal problems.
- To learn the value of voluntary service.
- To exhibit courtesy, dignity and respect for others.
- To create an atmosphere where teachers, staff, students and parents share the responsibility for the support of the school's mission.

**BORN AGAIN CHRISTIAN ACADEMY
STATEMENT OF FAITH**

What we believe...

THE SCRIPTURES - The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine (2 Tim. 3:16; 1 Thess. 2:13; 2 Peter 1:21).

THE GODHEAD - Our God is One, but manifested in three persons - the Father; the Son, Jesus Christ; and the Holy Spirit; being co-equal (Phil 2:6). God the Father is greater than all; the sender of the Word and the Begetter (John 14:28; John 16:28; John 1:14). The Son is the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning (John 1:1, John 1:18; John 1:14). The Holy Spirit proceeds forth from both the Father and Son and is eternal (John 15:26).

We affirm the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His Ascension to the right hand of the Father, and His personal return to power and glory.

MAN, HIS FALL, and REDEMPTION - Man is a created being, made in the likeness and image of God, but through Adam's transgression and fall, sin came into the world. "All have sinned, and come short of the glory of God." As it is written, "There is none righteous, no not one." Jesus Christ the Son of God, was manifested to undo the work of the devil and gave His life and shed His blood to redeem and restore man back to God (Rom. 5:14; Rom. 3:10; Rom. 3:23; 1 John 3:8).

Salvation is the gift of God to man, separate from works and "the law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Eph. 2:8).

ETERNAL LIFE and the NEW BIRTH - Man's first step toward salvation is godly sorrow that worketh repentance. The New Birth is necessary to all men, and when experienced produces eternal life (2 Cor. 7:10; 1 John 5:12; John 3:3-5).

WATER BAPTISM - Baptism in water is by immersion, is a direct commandment of the Lord, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ, His death, burial, and resurrection (Matt. 28:19; Rom. 6:4; Col. 2:12; Acts 8:36-39).

HOLY COMMUNION - Communion, or the partaking of the Lord's Table, is a divinely instituted ordinance (Matt. 26:26-29; Luke 22:19, 29; 1 Cor. 11:23-26). The bread and wine are symbolic of the body and blood of the Lord Jesus Christ, and the ordinance is a memorial of His death for our redemption. "For as often as ye eat this bread and drink this cup, ye do show the Lord's death till he come." Believers are commanded to participate in this ordinance after examining themselves.

THE WORK of the HOLY SPIRIT - We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life. We affirm the fullness of the Holy Spirit as the empowerment of the Christian for witness and service. We believe that the Holy Spirit provides one or more spiritual gifts to all believers, manifesting them as He wills. We believe that all the gifts of the Holy Spirit are operative today (Gal. 5:16-25; Acts 1:8; 1 Cor. 12:4-11).

BAPTISM in the HOLY GHOST - The Baptism, in the Holy Ghost and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the new Birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit

Himself gives utterance (Matt. 3:11; John 14:16-17; Acts 1 :8: Acts 2:38-39; Acts 19:1-7; Acts 2:4).

SANCTIFICATION - The Bible teaches that without holiness no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return (Heb. 12:14; 1 Thess. 5:23; 2 Peter 3:18; Phil 3:12-14; 1 Cor. 1:30).

DIVINE HEALING - We believe healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by the laying on of hands. It is provided for in the atonement of Christ, and is the privilege of every member of the Church today (Mark 16:18; James 5:14-25; 1 Peter 2:24; Matt. 8:17; Isa. 52:4-5).

RESURRECTION of the JUST and the RETURN of OUR LORD - The angels said to Jesus' disciples, "This same Jesus shall so come in like manner as ye have seen him go into heaven." His coming is imminent. When He comes, "... the dead in Christ shall rise first; then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air..." (Acts 1 :11; 1 Thess. 4:16-17). Following the Tribulation, Jesus shall return to earth as King of kings, and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years (Rev. 20:6).

HELL and ETERNAL RETRIBUTION - The one who physically dies in his sins without accepting Christ is hopelessly and eternally lost, doomed to the Lake of Fire and therefore, has no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms "eternal" and "everlasting" used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the presence of God (Heb. 9:27; Rev. 19:20).

THE CHURCH of JESUS CHRIST - We affirm the one, universal Church which is the Body of Christ. We affirm Christ as its Head. We believe all who are born again are its members (1 Cor. 12:12-27). The Church's purpose is to offer worship to God, fellowship, ministry an instruction to itself, and evangelism and service to the world. We affirm the ministries set forth in Ephesians 4:11 and 1Corinthians 12:28.

SCHOOL HOURS

All Grades 8:00 a.m. - 3:00 p.m.
Morning Care 7:00 a.m. - 7:30 a.m. and Aftercare 3:15 p.m. - 5:30 p.m.

ADMISSION POLICY

Born Again Christian Academy strives to provide a Christian education for any student whose family so desires Biblical training as the foundation for their children. Admission is for students whose parents wish to have them taught to love and serve the Lord with all their heart, soul, mind, and strength (Mark 12:30). Enrollment is open to all students whose parents desire this type of Christian training and will uphold the school in its philosophy, training, and discipline. As a private Christian school, admission is a privilege and not a right. This privilege may be forfeited and enrollments terminated should a student, new or returning violate the standards explained in the handbook or any other rule of conduct as defined by the school administration. Records from previous schools, admission testing or screening, an interview with a parent or a prospective student, and any other pertinent data may be used to determine whether the applicant appears able to successfully complete the programs of the school.

Born Again Christian Academy is a private Christian school open to any qualified student without regard to race, religion, sex, color, national, or ethnic origin. In a manner consistent with all applicable laws and regulations, it does not discriminate on the basis of race, religion, sex, color, national, or ethnic origin in the administration of its educational policies, programs, and activities, including its admission policies, scholarship and loan programs, employment practices, athletic and other school-administered programs generally accorded or made available to students at the school.

A child entering kindergarten shall be no less than five years of age on or before August 15. However, a child does not have to enroll in school at five years of age, but enrollment must occur no later than the child's seventh birthday. A child entering the first grade shall be no less than six years of age on or before August 15.

All new students must present copies of their birth certificate and social security card. New students are also required to be legally immunized and present proof of immunization and physical exam prior to school admittance. If students are entering Born Again Christian Academy from another school, parents must sign a request for transfer of records to be sent from the previous school to Born Again Christian Academy.

Students are tentatively accepted at Born Again Christian Academy after an application for admission has been submitted, and both registration and curriculum fees have been paid. Parents will be notified of acceptance by mail or e-mail. Should a student not be accepted, the registration and curriculum fees will be refunded. Otherwise, the registration fee is non-refundable and non-transferable. Applications received after the class has been filled will be put on a waiting list.

In the event a student has registered and has been accepted, but fails to pay the first month's tuition by the first day of school, the student's registration will become void and the opening in the class filled with the first available applicant on the waiting list.

One hundred percent of the tuition will be refunded if the student withdraws before the school begins. All withdrawals must be made in writing to the office and shall be effective when such notice is delivered to the school. The registration fee cannot be refunded, but 50% of the curriculum fee will be refunded if the student withdraws before school begins.

Students attending Born Again Christian Academy and Preschool will be given re-enrollment preference until April first (1st) of each school year. Each student's status will be reviewed yearly and the student will be re-enrolled on the basis of academic progress and disciplinary records.

Parents will not be allowed to enroll a child in Born Again Christian Academy if they still owe money to a previous school, Little Saints Comprehensive Learning Center, or Born Again Christian Academy for past schooling.

CHILD ABUSE/NEGLECT

Tennessee State Law mandates that school teachers and administrators having knowledge of, or reasonable cause to suspect that a child coming before his/her official or professional capacity is abused or neglected, shall report the circumstances to the social services board. We do not treat such things lightly and will report evidence to the proper authorities.

TUITION

Tuition fees are payable in advance or in monthly installments (a tuition agreement must be completed and signed with enrollment application). All tuition payments are made on the 1st of each month (depending on which payment option is chosen). A 10% discount will be given if the annual tuition is paid in full by August 1. When an account is not paid by the last day of the month in which it is due and the parents have made no acceptable arrangements, the student will be temporarily suspended until proper arrangements to bring the student's account current can be reached between the parent and school. If the account is not made current by midnight of the fifth day of the following month, the child will not be permitted to return. The obligation to pay for educational services rendered will not be alleviated by suspension or withdrawal. A contract is entered into when tuition payments are arranged. Contractual agreements cover an obligatory period of one academic year. For other fees and payments (see School Fees), make checks payable to Born Again Christian Academy or BACA. A \$30.00 service fee will be added for each returned check. After the second returned check within the school year, the account will be placed on a cash-only basis.

Tuition is calculated on the basis of the entire school year; therefore, no reductions can be made for vacations or school holidays. Further, reductions cannot be made for tuition for absence during the school year. If a student leaves the school for any reason during the school year, or enters after the school year has begun, charges are pro-rated according to the actual number of days enrolled.

SCHOOL FEES

School fees are defined as fees for activities that occur during regular school hours, including registration, curriculum, field trips, parties and any other class activities/ projects (*Note: The curriculum fee is non-refundable once it has been used by the student*). Parents are also required to purchase school supplies and uniforms for their children. Fees may also be charged for a copy of a student's record. Please make checks payable to Born Again Christian Academy or BACA.

School fees do not include reasonable charges for lost or destroyed textbooks, library books, workbooks, or any other property of the school, or debts incurred pursuant to withholding of student grades for debts owed to the school.

2022/ 2023 Tuition/ Fees Information

Registration Fee New Students \$125.00

Returning Students: \$75.00

(The registration fee is nonrefundable and must be payable with admission application).

Elementary Tuition Fees (Kindergarten – 4th Grades)

Payments are due on the 1st of each month.

Monthly Tuition Plan: **Option 1:** Monthly Tuition Plan (\$650.00 per month for 10 months) – (first monthly payment is due 8/1/22 & the last monthly payment due 5/1/2023)

Option 2: One-time Payment Tuition Plan (10% discount, covers 10 months) – \$5,850.00 (payment is due 8/1/22)

Aftercare Service (optional): **Option 1:** Aftercare Services (\$150.00 per month for 10 months) – (first monthly payment is due 8/1/22 & the last monthly payment due 5/1/2023)
3:15 p.m. – 5:30 p.m.

Option 2: One-time Aftercare Services Payment Plan (10% discount, covers 10 months) – \$1,350.00 (payment is due 8/1/22)

Other Fees: **Graduation Fee** Kindergarten only - \$50.00 (Payable by April 2023)

No Lunch Fee (*Due to the COVID-19 pandemic, all students must bring a lunch to school each day*)

ATTENDANCE

Regular attendance is important for the maximum academic progress. Days missed from school can never be made up completely, because the demonstrations and discussions cannot be repeated. Some absences are inevitable, but unnecessary ones are to be avoided. Credit will not be given for assignments, homework, tests, etc. when the absence is unexcused. When a child is absent the record is marked "unexcused" until a note from the parent is received explaining the reason. Upon returning to school, a student has five (5) school days in which to submit a note. After that time period has elapsed, the absences will become permanently unexcused. A letter will be sent to the parents or legal guardians of a student immediately following five (5) unexcused absences. Immediately following the 10th unexcused absence, a second letter shall be sent to the parents or legal guardians and attendance personnel.

When an absence is excused, teachers are happy to send home make-up work. If a child is to be out more than one day, and is able to study, arrangements should be made to pick up assignments. The work must be completed in the time specified by the teacher in the current grading period to receive credit.

There are occasions when absences for reasons other than illness, including doctor and dental appointments, or death of a family member are necessary; such should be approved in advance by the teacher and the school office. Examples of unexcused absences may include but are not limited to truancy, suspension, missing a ride to school, alarm failure, and trips not approved in advance. Excused absences will not be granted for arranged trips for the week preceding Christmas vacation, the week preceding or following spring break, the week of achievement testing, and the last week of school. When a student returns to school, an excuse must be brought to the teacher satisfying the reason for the absence. All appointments are to be made after school hours when possible.

In order for a student to be counted present for the day, he or she must be present at least $\frac{1}{2}$ of that day (3 $\frac{1}{2}$ hours), and be present $\frac{1}{2}$ of that day for early dismissals days (2 hours). After ten (10) unexcused absences during a semester, or twenty (20) per year (unless excused by a doctor or death in immediate family), no student may be promoted to the next grade.

ARRIVAL AND DISMISSAL

The school day begins at 8:00 a.m. Promptness is expected. Each student should arrive with sufficient time to put away his or her books and be ready for the day to begin. When children are late, they often get their day off to a rushed and disorganized beginning. Children may arrive after 7:00 a.m. Please do not allow children to enter the building before 7:00 a.m., even though you may see teachers in the building. For safety reasons, a child needs the security of supervision; **parents are asked to escort their children to their assigned classrooms or arrival areas.**

Once a student arrives at school, he/she becomes the responsibility of the school and must not leave the school grounds without permission from the office. Students should know before they come to school each day where they are going after school and how. The school is responsible for seeing that a student goes home in the usual way each day unless a note from the child's parent or guardian is sent authorizing a change. Children will not be permitted to go home with other children. Parents are required to complete a *student information form* which includes a list of all people who are authorized to pick up their child. Proper ID must be presented before child is released.

TARDINESS

The teachers are solely responsible for reporting attendance and tardiness. Students are tardy to school if they arrive after the start of the school program which is **8:00am**. If a student is tardy to school, he/she **MUST** report to the office to obtain an admit slip to class.

Tardiness will only be excused for legitimate reasons such as *appointments (e.g.-doctor, dentist), emergencies, or illness.* Excuses such as sleeping in, getting dress for school, ride not showing up, etc. do NOT constitute excused tardies. Students who are late to school should either bring a note from their parent/guardian or the parent/guardian should call. Students who arrive late **5 minutes or more** without a note or prior parent phone call are subject to disciplinary actions. After the 5 minute grace period, it is considered an unexcused tardy.

Tardiness will be recorded as excused tardy (ET) or unexcused tardy (T).

Students are tardy to class if they are not in their classroom when the teacher begins instruction. Excused tardies require a note, email or documented phone call from the parent or guardian. Along with the administration office, each teacher will record tardies and students will be subject to disciplinary action.*

*Unexcused Tardy Disciplinary System:

- ✓ 1st tardy = a verbal warning
- ✓ 2nd tardy = a written warning
- ✓ 3rd tardy = meeting with parents
- ✓ 4th tardy = disciplinary action (e.g. – Student suspension)

EARLY DISMISSAL

If a student must be dismissed before the end of the regular school day, a signed note should be sent to the office before 8:00 a.m. The parent or legal guardian should explain the reason for early dismissal of the student, the time the student is to leave or to be picked up, and the name of the person authorized to pick up the student. When leaving the building, the parent should sign the student out in the office. Leaving school without permission is considered truancy, which is subject to discipline. If the student returns to school before the end of the regular school day, he/she must go to the office and sign in upon returning. For their safety, young students are to wait in their classroom until a parent arrives and are not allowed to wait at the front door.

AFTERCARE

We believe that the quality of care available to children before and after regular school hours is a major concern. Therefore, we take great strides to provide structured care for those students who are entrusted to us. Our Extended Care provides services that meet your child's need for a safe and caring environment. This service is offered on a regular or as needed basis.

Our school day runs from 8:00 a.m. - 3:00 p.m. The morning extended care runs from at 7:00 a.m. to 8:00 a.m.; this is a free service. However, there is a fee (see page 12) for the afternoon extended care. The afternoon extended care hours operate from 3:15 p.m. to 5:30 p.m. Parents who use this service must maintain a prompt schedule for picking up children; any parent who arrives after 5:35 p.m. to pick up their child will be charged \$1.00 for every five minutes.

If parents choose, they may elect to enroll their child in aftercare at the beginning of the school year and pay a flat, non-refundable fee per child. If parents know they are going to need extended care, this would be the most economical plan to follow. We encourage you to participate in this economical plan provided for our students only.

PARKING

The parking lot is located on the West Trinity Lane side of the building. Parents are requested not to block traffic in such a way as to block the flow of traffic or fire lanes with their cars while dropping off students in the morning or waiting for students in the afternoon.

SNOW DAY PROCEDURE

Born Again Christian Academy will close school during the winter months due to inclement weather. Announcements concerning school closing will be made on WTVF-TV, WSM-TV, and WKRN-TV. School closing as a result of bad weather will be announced on a day-to-day basis. We urge you to use your judgment concerning the safety of your family. In the event it becomes necessary to dismiss school early on a school day, due to weather conditions, announcements will be made on television. Feel free to contact the school for information; announcements concerning school closing will be made on WTVF-TV, WSM-TV, and WKRN-TV. No childcare will be available on snow days.

DRESS CODE POLICY

The atmosphere for learning is enhanced by careful grooming, neat appearance, and appropriate dress. Therefore, all students will be required to follow the basic dress code policy. Students who are in violation of school dress code policies will not be permitted to return until they have proper attire. Casual dress days will be observed on the last Friday of each month and on some field trip days.

DRESS CODE FOR GIRLS

- Navy or khaki pants, skirts, skorts, or jumpers.
- Skirt, skort, or jumper length should be no more than 2" above the knee.
- Navy or khaki walking shorts.
- Walking shorts should be no more than 2" above the knee. Shorts may be worn during the months of August - September/ April- May.
- Short or long-sleeved polo knit, turtlenecks, oxford cloth with round or pointed collars are allowed in the following colors of white, navy blue, and pastel colors in pink, yellow, and blue only.

DRESS CODE FOR BOYS

- Navy or khaki pants and walking shorts.
- Walking shorts should be no more than 2" above the knee. Shorts may be worn during the months of August _ September/April- May.
- Short or long-sleeved polo knit, turtlenecks, oxford cloth with round or pointed collars are allowed in the following solid colors of white, navy blue, and pastel colors in pink, yellow, and blue only.
- Navy or white v-neck, pull-over, or cardigan.

GENERAL DRESS CODE POLICIES

- A belt must be worn at all times with pants or walking shorts.
- Shirts must be neatly tucked in pants, walking shorts, skirts, and skorts.
- Clothes should not have words or lettering unless it is a small outside label. Tennis, soft sole shoes, and sandals with straps are approved footwear.
- Tennis, soft sole shoes, and sandals with straps are approved footwear.
- Socks should be worn at all times.
- Hair should be neat, out of the eyes, and styled to avoid constant manipulation, which hinders attentive listening and academic work.
- No earrings may be worn by boys.

BOOKS AND SUPPLIES

Students are responsible for furnishing their own writing material, notebooks, and folders. A supply list will be issued by each teacher for specific classroom needs on orientation day.

The curriculum fee, which is incorporated in the monthly tuition fee, enables the school to secure textbooks and teaching supplies for each student. The cost of replacing or purchasing textbooks, workbooks, or worksheets that are lost or willfully damaged due to abnormal wear will be the responsibility of the parents or legal guardian.

LOCKERS

Each student is assigned a locker at the beginning of the year and is responsible for its appearance inside and out. The lockers are the property of the school and are subject to inspection by authorized personnel at any time.

CAMPUS CLEANLINESS

Every member of the Born Again Christian Academy's family...administrators, faculty, staff, students, and parents are expected to take pride in the appearance of our school and church grounds. Students are asked to respect the work done by the custodians by keeping the building clean and neat. Littering is prohibited, and anyone noticing trash on the floors or grounds is expected to place it in a waste can. Food, pop, and gum are not allowed in the classroom except when authorized by the teacher for classroom parties.

LOST AND FOUND

Lost articles are taken to the school office. Any items not claimed by the end of each quarter will be disposed of or given to charity. If your son or daughter has lost an item, please call the office and we will be glad to check to see if it has been turned in. Labeling personal items with your child's name makes it easier to return articles to their owner.

MEDICAL INFORMATION

Health Needs - If a student has a special health problem, please make certain that the teacher is aware of the situation. Special problems include anything that may limit students at school.

Immunization - In accordance with Tennessee State law, every student in kindergarten through grade twelve must have received all immunizations required for school attendance. A permanent Tennessee certificate of immunization (section "D" must be complete and checked) is available from your child's doctor and it must be on file with your child's permanent record in the school office. The Metro Health Department checks immunization records annually to ensure adherence to the law.

Illness at school - Should a student become ill at school, the parents will be notified. Students who have a temperature of 100 degrees or more are not permitted to remain at school. **A student should be without fever for a minimum of 24 hours without fever suppressant medication before returning to school.**

Parents of students with a contagious virus - Parents will be notified to make arrangements for the child to leave school. Examples may include but are not limited to cold fevers, sore throats, eye infections, head lice, impetigo, and upset stomachs.

Medication - BACA does not have a nurse on staff. Therefore, no medications, including aspirin or pain relievers, will be supplied to students. In order for medications to be administered by BACA personnel, the medication, in its original package along with a medical dispenser (i.e. spoon, etc.) must be furnished by the parents along with a signed prescription medication release form. No medications will be given without this form. Students are not permitted to carry medication with them or leave medication in their desk or locker. All medication should be brought in by a parent or legal guardian and left in the school office.

Communicable, Contagious, and/or Infectious Diseases - Students shall be excluded from school temporarily if they have, or have been exposed to certain communicable diseases. Periods of exclusion for the various communicable diseases shall be those prescribed by the Metropolitan Health Department. Parents or guardians of infected students shall inform the teacher or school office of the infection so that proper precautions for protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease, which may endanger the health of either that student or other individuals, will enter or remain in the school setting.

Injury at School - When a student sustains an injury at school which requires first aid, the parent will be notified. Simple first aid is administered through the school office to treat routine cuts and bruises. In the event of a head injury, the student will be closely monitored until the parent arrives at school. Parents will be informed as to the conditions in which the accident occurred. An accident report will be filed by the teacher in charge at the time of the accident. This report is to be filed with the school administration.

In the event of injury requiring medical attention - BACA personnel will not be permitted to transport the student to obtain medical treatment. Parents will be called to notify them of the child's condition and to obtain further instructions for medical treatment. In the event of serious injury requiring immediate medical attention, Emergency Medical Technicians (911) will be called. Born Again Christian Academy is not financially liable for accidents that may occur. Parents must provide insurance for their children. A form will be required for parents to complete stating the coverage of their child; this statement will be placed in their child's file.

ELECTRONIC DEVICES

Students are not to have any articles that distract from academics. Walkman's, radios, tape players, handheld electronic games, cell phones, pagers, etc... will be confiscated by the teacher. The parents will be required to take these items home. K3, K4, and K-5 students may have "show and tell" days when a special item or toy may be brought and then placed in the book bag for safe keeping.

THE INTERNET AGREEMENT POLICY

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Born Again Christian Academy.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Born Again Christian Academy has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, BACA, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of BACA.

However, the smooth operation of this network relies upon the proper conduct of the end users (students and teachers) who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities your child is about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Born Again Christian Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. An **Internet Agreement Policy** (*see page 32*) must be signed by both parent and student authorizing the use of this network. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges
- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

PUBLICATION, PHOTO OR RELEASE OF INFORMATION

Born Again Christian Academy may need to release for publication certain information concerning your child from time to time. This information released for publication may include the student's name, class, participation in officially recognized activities and sports, degrees, honors, awards, photographs and videos, etc.... A document (*see page 33*) will be provided to obtain your consent. Each child must have a consent form on file in order for information to be released.

CHAPEL PROGRAMS AND ASSEMBLIES

Students will periodically attend chapel programs and assemblies. These programs are primarily religious in nature and may include the reading of Scripture, prayer, or the singing of a hymn or gospel song. Guest speakers may include area pastors, youth ministers, Born Again Church staff, etc. Occasionally, some assembly programs will focus on different aspects of entertainment, safety, and education. Parents are invited to attend chapel programs and assemblies.

CITIZENSHIP

At Born Again Christian Academy, a sense of pride and appreciation is instilled in each student for our country and its Christian heritage. Students are expected to recite daily in pledges of allegiance to the United States, the Christian flag, and the Bible.

PLEDGES/ MORNING PRAYER

Each morning class will begin with prayer. Students will also say the following three pledges.

American Flag - I pledge allegiance to the flag of the United States of America and to the republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Christian Flag - I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe.

Bible - I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, I will hide its words in my heart, that I might not sin against God.

PROGRAM OF INSTRUCTION

Curricula - The program is designed to help each child develop a healthy, positive attitude about academic education and the classroom setting and to provide exposure to the disciplines appropriate for the developmental level. The students are introduced to number concepts, letter/sound relationships, and word recognition skills in a traditional classroom setting. The children also receive instruction in Bible, poetry, music, art, health, group play, and auditory/visual recognition skills. Our program is designed to meet each child's individual academic need.

Homework - If the need arises parents will be informed by the teacher of activities that will reinforce at home what is being covered in the classroom.

Promotion - Promotion from one grade to the next grade level is determined by the respective teacher and administration and is based on appraisal of the child's academic and emotional readiness for the more intense demands of the next academic level.

REPORT CARDS

Report cards are issued four times per academic year. The dates are listed on the school calendar. The report cards provide final averages for each subject in addition to detail as to what specific areas of strengths and weaknesses the student has exhibited for that period. The parents should sign and return report cards within two days. A \$5.00 fee will be charged for replacement of lost report cards.

Academic Grades

The grading scale is as follows:	A	100 – 93	An incomplete grade must be made up within two weeks from the end of a grading period or it will automatically be changed to an F.
	B	92 – 85	
	C	84 – 77	
	D	76 – 70	
	F	69 – 0	

Citizenship Grades

Citizenship grades are evaluations for attentiveness, cooperation, effort, and responsibility, and are based on the following scale:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
P	Poor

Honor Roll

To qualify for the *Bishop's List Honor Roll*, a student must earn an "A" or an "E" in all academic subjects for the grading period, regardless of the overall average. Receiving D's/ F's or N's/ U's in conduct will also disqualify a student from the Honor Roll, regardless of the grade average.

To qualify for the *Teacher's List Honor Roll*, a student must earn A's and B's or an E's and G's in all academic subjects for the grading period, regardless of the overall average. Receiving D's/ F's or N's/ U's in conduct will also disqualify a student from the Honor Roll, regardless of the grade average.

STUDENT RECORDS

Parents shall have the right to access all educational records accumulated by the school. Parents may request available records including grades, evaluations, and standardized tests. Request must be submitted in writing to the school office. Access must be granted within 45 days of making a written request. Records shall not be released to persons or institutions outside of Born Again Christian Academy without written request from the parents. A parent through a written statement for accuracy of information may challenge records. That statement shall be inserted in the student's record. Records

are transferred from BACA through written consent of the parent only. All requests for transfer of records must be made through the school's office by filling out the proper form.

PARENT/ TEACHER CONFERENCES

The school calendar includes time for parent/teacher conferences. These conferences are of great importance whether your child is doing well in school or are having academic or social problems. Beyond these planned conferences, it may be necessary for a teacher or parent to schedule a conference to discuss the child's progress. Teachers welcome conferences with parents. Parents are expected to cooperate and make every effort to meet with the teacher when requested. Conferences cannot be scheduled during school

instructional time. Parents may contact the teacher through the school office to set an appropriate time. Please do not come to the school expecting to talk with the teacher when you have not made an appointment to do so.

Sometimes parents may feel that a teacher has acted unfairly in regard to the child. If so, the most effective policy for better understanding between parent and teacher is for the parent to schedule a conference with the teacher involved. Teachers need dialogue with the parents of their students. Parents usually do not have the whole story until they have talked with the teacher.

HOLD ON STUDENT ACCOUNTS

Born Again Christian Academy will withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to the school, or has incurred a debt to the school until such student makes restitution in full.

No student shall be sanctioned under the provisions of this rule when the student is deemed to be without fault for debt owed.

Born Again Christian Academy will afford the student and/or the student's parent the opportunity to appear and be heard if such student and/or parent disputes the debt, the amount of the debt, or the application of sanctions.

BEHAVIOR AND DISCIPLINE POLICY

Discipline and its application at BACA is grounded in scripture (see Job 5:17; Proverbs 1:8, 12:1, 13:18 & 24, 22:6; Hebrews 12:5-11; 2 Peter 3:18; I Corinthians 13 and Revelation 3:19). Discipline is ordained of God for the building of character and training of behavior. Loss of privilege and time-out will be used as consequences for misbehavior. Every effort will be made to use positive reinforcement as a disciplinary tool, with each classroom teacher developing a reward system that encourages and reinforces positive behavior. Whenever patterns of behavior cause concern, parents will be contacted so that we can work together to support improvements.

It is our goal for Born Again Christian Academy and Preschool to designed and encourage the development of self-control in the child. A very important part of the school experience is helping the child learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior child learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. Our goal is to help the child develop self-control and responsibility for their actions.

Appropriate Behavior

Appropriate behavior is defined as a cooperative and obedient spirit on the part of the child.

Inappropriate Behavior

Inappropriate behavior is defined as defiant, disruptive or harmful behavior to oneself or others.

Our discipline procedures will consist of the following strategies:

1. Encouraging the child to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when it seems potential effective.
3. Separating a child from the group (the teacher will separate the child from the rest of the class but in full view of the teacher)
4. Counseling the child individually about their behavior(s).
5. The teacher will have ongoing communication with the parent in keeping any behavior or disciplinary concerns by documenting Anecdotal or Behavior Reports.

Disruptive Behavior distracts from the full benefit of the school program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self, which consists of the following:
 1. Biting
 2. Spitting, Kicking, Bodily Harm
 3. Inappropriate Language (Profanity)/ Vulgar Behavior
 4. Yelling
 5. Stomping
 6. Lying
 7. Throwing Furniture
- Requires constant attention from the staff
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Consequences of Behavior

Biting

Immediate attention will be provided for the child who was bitten, and parents will be called.

1st Step – Verbal Warning. Call to parent and a documentation report for the child that was bitten and a report for the child that was biting.

2nd Step – Redirect and Prayer time. The appropriate staff person will separate the child from the rest of the class but in full view of the teacher. The child will pray to ask for forgiveness while parent(s) are contacted.

3rd Step – The child will be dismissed the same day and a documented report provided for the parent(s) or legal guardian stating the child will be suspended for (3) three days.

Spitting/Kicking/Bodily Harm

1st Step – Behavioral report submitted to parent(s) or legal guardian and child separated from the class.

2nd Step – The child’s parent(s) or legal guardian will be contacted and the child will be suspended for the remainder of the day and 2 additional days.

Inappropriate Language/Yelling/Stomping/Lying/Throwing Furniture

1st Step – Behavioral report documented and submitted to parent(s) or legal guardian.

2nd Step – Parent(s) or legal guardian will be contacted and the child will be suspended for the remainder of the day. Parents will also be recommended to seek professional assistance/ intervention to help their child who is experiencing behavior problems.

3rd Step – Child will be dismissed from the school with no refund. The student may return to school with proof upon completion of professional behavioral program.

Inappropriate Touching

If a child touches another child inappropriate it will be reported immediately by teacher staff either to the Elementary School Director or Executive Administrator. Elementary school personnel must attempt to prevent any inappropriate behavior as much as possible by keeping all children under close supervision at all times.

1st Step – A behavioral report will be submitted to parent(s) or legal guardian. Parents or legal guardian must set up a conference with the Elementary School Director or Executive Administrator. The child will be suspended for the remainder of the day.

2nd Step - If the child repeats the inappropriate touching, the child will be dismissed from the school with no refund.

Discipline Procedures for Disruptive Behavior

- Disruptive Behavior will be addressed in an incident and accident report. It will document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. The report will be shared with the parent and will explain the behavior and how the behavior affected others. It will also explain how the situation was resolved. The incident report will be signed by the parent and will be placed in the child’s folder and a copy given to the parent.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child’s teacher, either/or Elementary School Director or Executive Administrator.

We realize that the arm of the school does not extend into the private homes of those that are enrolled here nor supersede the authority of the respective parents. However, it is the responsibility of each parent to enforce discipline, which is in harmony with the principles of the Word of God. Therefore, we expect parents to maintain proper code of conduct at home and support the behavior regulations of school. Students

are expected to show respect to the faculty and other students at all time and obey all rules the first time. Discipline will be administered with the following objectives in mind:

1. To maintain the optimum environment for learning.
2. To correct behavior which is disruptive or destructive to the learning environment.
3. To train students in behavior patterns that will help them individually achieve the goals of spiritual, intellectual, physical, and social development.
4. To remove students, as a last resort, who refuse to function with the rules and regulations of BACA.

SCHOOL BULLYING POLICY

Born Again Christian Academy believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Born Again Christian Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting, shoving or inappropriate touching; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Born Again Christian Academy expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, Born Again Christian Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. Born Again Christian Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

ZERO-TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons any student who engages in the following behaviors will be subject to expulsion for a period of not less: than one (1) calendar year. The principal shall have the authority to modify this expulsion on a case-by case basis. Zero-tolerance acts are as follows:

1. Any student who while on a school vehicle, on school property, or while attending any school event or activity:
 - a. Unlawfully possesses any narcotic or stimulant drug, prescription drug or any other controlled substance (*including marijuana*), or dangerous weapon; or
 - b. Commits battery upon any teacher, principal, administrator, or any other employee of, local education agency, bus driver, or other contracted personnel, or any authorize volunteer; or
 - c. Uses or transfers dangerous weapons; or
 - d. Unlawfully uses or is under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (*including marijuana*);
 - e. Sells, distributes, or transfers any narcotic or stimulant drug, prescription drug, or any other controlled substance (*including marijuana*).

Through the use of state guidelines, the principal shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities.
3. Implementing the relevant portions of the Drug-Free Youth Act by:
 - Including the teaching of the components of the law in the in-service training for teachers and principals; and
 - Developing administrative rules and regulations for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

(See "Behavior and Discipline Policy Agreement Form" p. 34)

GRIEVANCE PROCEDURE

The faculty and staff at the BACA are committed to maintaining a safe and productive atmosphere for children to grow and learn. Parents are encouraged to speak with classroom teachers regarding minor issues and routine concerns. In the event the parent(s) feels the issue is not being adequately addressed or has

become a source of conflict, the following grievance procedure should be consulted in order to achieve an appropriate resolution.

Step 1: When the problem arises, parents should speak directly with their child's teacher. If you wish to have a private conversation, please ask to schedule a parent-teacher conference. Our teachers will make every effort to respond to the complaint and resolve the conflict promptly.

Step 2: If a parent feels the matter is not resolved, he or she may bring the concerns to the School Director. Parents should be prepared to provide a full account of the situation and communication with their child's teacher. The School Director will take reasonable steps to review the parent's and instructor's accounts of the issue and resolve the conflict. When necessary, the School Director may call a conference where the parent(s) and teacher can meet with the Director to discuss a resolution.

Step 3: If a parent still feels that the matter is not resolved, he or she must submit a written account of all events to Administrative Head. The Administrative Head will make a reasonable effort to respond to the parent and resolve the matter.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in the school building or on school grounds at any time, or in school vehicles, or off the grounds at a school-sponsored activity, function, or event.

"Dangerous weapon" or "weapon" means any dangerous instrument or substance, which is capable of inflicting any injury on a person. Using or threatening to use any such weapon, or instruments, or other contrived weapons in order to inflict bodily harm or with the intent to get armed is a violation of this policy.

Students who are found to have violated this policy shall be expelled for a period of not less than one (1) calendar school year. The principal shall have the authority to modify this expulsion on a case-by case basis. For purposes of the policy, "expelled" means removed from the student's regular school program where the violation occurred or removed from school attendance altogether.

GUN FREE SCHOOLS ACT OF 1994 (20USC & 8921; 18USC & 921(a) (4-5)

A student determined to have brought to school or to be in unauthorized possession on school property of a firearm shall be expelled for a period of not less than one (1) year, except that the principal may modify this expulsion on a case-by-case basis. For purposes of this subsection, "expelled" means removed from the pupil's regular school program where the violation occurred or removed from school attendance altogether, as determined by the principal.

For the purposes of the gun Free Schools Act, the term "weapon" means a firearm as such term as defined in section 921 of Title 18, United States Code. The term "firearm" means (a) any weapon (*including a starter gun*) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer, or (d) any destructive device as defined in Section 921 of Title 18, United States Code. Such term does not include an antique firearm.

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

Students with disabilities are not exempted from the provision of the Gun-Free Schools Act, however, the provisions and procedural safeguards of the IDEA and Section 504 must be met. In addition, the IDEA

requires that educational services must continue, although they may be provided in another setting, for students with disabilities who are properly expelled.

Born Again Christian Academy shall provide to the State Department of Education a description of the circumstances surrounding any expulsions imposed under the Gun Free Schools Act, including:

- a. the name of the school
- b. the number of students expelled from such school, and
- c. the types of weapons concerned.

LUNCH PROGRAM

Each class has a thirty-minute lunch period each day. *Though the school provides lunch for our students, fees are not incorporated in the tuition. However, if your child brings a lunch, please do not send glass containers, carbonated beverages, or any food that needs additional preparation such as cutting, heating, or any item that your child can not handle independently. Students are expected to eat in a mannerly way. Poor table manners and loud talking during lunch are not permitted. Students participating in extended care will be given an afternoon snack. ** Due to COVID-19, all students must bring a lunch to school (See BACA's COVID-19 Plan).*

EMERGENCY PREPAREDNESS PLAN

Periodic fire, tornado, and earthquake drills will be conducted. They will occur without prior warning. Teachers and students are instructed as to proper evacuation and safety procedures, as well as alternative routes. Drills are documented and are available for review upon request.

In the case of a fire drill or fire, all those present in the building should observe the following safety procedures following a fire alarm signal:

There should be no children talking, as it is important for them to be able to hear directions from their teacher.

1. Turn out lights.
2. Close windows and doors.
3. Teachers, staff and children should exit the building immediately to the parking lot to the left of the building.
4. Follow the evacuation route from your room.
5. Walk rapidly in single file; do not run.
6. Leave books, etc. in the classroom.
7. Students should stay with the teacher and the class group.
8. Do not block walkways and roadways.
9. Once outside, the teacher should take a roll of the students under their supervision. Notify the office staff and/or firefighting units of any missing students or personnel.
10. Watch for emergency equipment.
11. Do not re-enter the building until all-clear signal is given.

In the case of a tornado drill, all those present in the building should observe the following safety

procedures:

1. Proceed to the nearest hallway or basement as designated by the evacuation plan following an intercom and/or special tone alarm.
2. Assume a kneeling position facing the wall with arms covering the head.
3. Remain quiet during the drill.
4. Assume the position until the all-clear signal is given.
5. In the event of damage to the building requiring evacuation, all teachers, students, and personnel should assemble in the parking lot to the left of the building. Individual teachers should take roll to determine any missing students notifying the office if there are any missing students or personnel.

In the case of an earthquake drill, all those present in the building should observe the following safety procedures:

1. **DUCK;** Duck or drop down to the floor.
2. **COVER:** Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid dangerous spots near windows, hanging objects, mirrors, or tall furniture.
3. **HOLD:** If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

FIELD TRIPS

Individual classes participate in several class field trips, which serve to complement the total educational program. Parents will be informed of such field trips in advance, and are encouraged to attend with their child. Parents and friends of the school may serve as chaperones. A written permission slip must be signed and returned to the teacher before a student may go on the trip. Permission over the telephone is not acceptable. Therefore, it is the child and parent's responsibility to make sure the form is returned by the deadline set by the classroom teacher. Without this form, the child will have to remain at school. Also, a precaution, if the child rides the bus to the field trip, the child must ride the bus back to the school.

Some extra fees may be charged to cover the cost of your child's participation on a particular trip. Transportation for off-campus excursions will be provided by school bus or van. Students are expected to conduct themselves in a Christian manner and in a way, that enhances the reputation in the community. Disobedient students may be subject to appropriate punishment by the attending teacher, parent, or chaperone. Punishment may include, but is not limited to, a student remaining at school on future field trips.

CLASS PARTIES

Class parties may be held at designated times during the year. Class parties are usually held to celebrate Christmas, Valentine's Day, and Easter. Other special occasions may be planned to reinforce curriculum units. You will receive information from your child's teacher as these are planned.

One birthday party on the last Friday of the current month will be held for all children who have birthdays during that month. Parents are welcomed to celebrate at school. Refreshment and decorations should be kept simple. Your child's teacher will determine the most convenient time to schedule the celebration. It is fine to allow children to pass out invitations to private birthday parties. However, to prevent

hurt feelings, invitations to activities that do not include everyone should not be brought to school. For those children having birthdays during the summer, a party will be scheduled at the beginning of the school year.

STUDENT PICTURES

Individual school pictures are taken in the fall and the spring of each school year. These pictures are made available for purchase to the parents approximately three weeks after the scheduled portrait day. BACA is not responsible or liable for any lost photos.

VOLUNTEERS

If you have some time you can give to children and are interested in volunteering or becoming a room parent, please respond by completing the volunteer form to be sent home or contact the school office. At the end of the year awards are given according to the number of hours that are volunteered.

SCHOOL VISITORS

Parents and supporters are encouraged to visit the school and are warmly welcomed. All classroom visits should be by appointment only. Visitors should go directly to the office. Drop-in visits are discouraged because they take time from the planned schedule of the teacher and students. Appointments with teachers should be scheduled before school, after school, or during the teacher's planning period. Visitors to the school are expected to dress in neat and modest apparel. Students are not to have unauthorized visitors during school hours.

AWARDS PROGRAM

Toward the end of the academic year, students may earn awards for consistent and/or extraordinary academic performance throughout the year, outstanding work on special projects, good conduct, perfect attendance, athletic accomplishments, spiritual leadership, academic improvement, and recognition for extracurricular accomplishments.

CHANGE OF INFORMATION

It is the parent's responsibility to inform the school office of any changes in home address, telephone number, or place of employment of both the mother and the father and the name and address of the person to be contacted in case of an emergency.

Any and all policies as outlined in this guidebook are subject to change without prior notification. Any additions or corrections of this guidebook will be documented and distributed to all currently enrolled families at the time of the change.



BORN AGAIN CHRISTIAN ACADEMY

Love God, Serve Children, and Light the Way for Tomorrow's Leaders

Academic Calendar 2022-2023

(Elementary: Kindergarten – 4th Grades)

JULY 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SPECIAL NOTE: Because of the ongoing COVID 19 public health crisis, this year's academic calendar is likely to change (*most of the planned activities are tentative*). As we learn more and are advised by the TN Department of Health, we will notify all employees and families of any calendar changes.

FALL SEMESTER 2022

JULY

- 4 4th of July Holiday (Preschool/ Summer Program closed)
- 5 School-wide Maintenance & Repair (July 5-8, Preschool/ Summer Program closed)
- 29 School-wide In-Service Day (All teachers must report)

AUGUST

- 1 Teachers report to school (Teacher Planning Days Aug. 1 – Aug. 5)
1st Tuition Due
- 4 Parent-Teacher Orientation/Back-to-School Meeting at 6:00 p.m. (BAC LFH)
- 8 First day of school; dismissal at 12 noon (half day: morning care and aftercare will not be provided)
- 9 First full day of school; dismissal at 3:00 p.m. (morning/ aftercare care begins)
- 26 Casual Dress Day (no uniforms)

SEPTEMBER

- 5 Labor Day Holiday (school closed)
- 7 1st Student Progress Report issued
- 30 Casual Dress Day (no uniforms)

OCTOBER

- 6 End of 1st Grading Period
- 7 Teacher Planning/ Recording Day (school closed; teachers report)
- 10 1st Parent-Teacher Conference (school closed; no aftercare)
- 11 Fall Break begins (school closed October 11 – 15)
- 19 1st Report Card issued
- 26 Christmas Portraits (Elementary School)
- 28 Individual Classroom Fall Harvest Party
Casual Dress Day (no uniforms)

NOVEMBER

- 6 Daylight Saving Time, 2 A.M. (turned clocks 1 hour backwards – “fall back”)
- 16 2nd Student Progress Report issued
- 18 Casual Dress Day (no uniforms)
- 23 Thanksgiving Holiday begins (school closed November 23 – 25)

DECEMBER

- 8 BACA & Preschool Christmas Program (To be recorded)
- 16 Individual Classroom Christmas Party
Casual Dress Day (no uniforms)
School dismisses at 3:00 p.m. (aftercare will not be provided)
End of 2nd grading period
- 19 Christmas Break begins (school closed Dec. 19, 2022 – Jan. 4, 2023)
- 25 Christmas Day

Students report to school

School closed (holidays/ breaks: students and teachers do not report)

Half Day (dismissal at 12 noon)

Teacher In-Service Day / Teacher Planning Day (students do not report)

Parent-Teacher Conference (students do not report)

Special Programs/ Events Days

Lunch: Monday through Friday at 11:00 a.m. – 1:00 p.m. in the LFH;

Aftercare: Monday through Friday at 3:15 p.m. – 5:30 p.m. in the LFH

BAC: Born Again Church; LFH: Large Fellowship Hall; TBA: To Be Announced

Inclement Weather Make-up Schedule

8 days are built into this calendar for inclement weather:

- 1-8 days: No make-up days required
- 9th day: Make-up day will be 3/20/23
- 10+ days: TBA



JANUARY 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SPECIAL NOTE: Because of the ongoing COVID 19 public health crisis, this year's academic calendar is likely to change (*most of the planned activities are tentative*). As we learn more and are advised by the TN Department of Health, we will notify all employees and families of any calendar changes.

SPRING SEMESTER 2023

JANUARY

- 1 New Year's Day
- 2 Christmas Break continues (school closed Dec. 19, 2022 – Jan. 2, 2023)
- 3 Teacher Planning/ Recording Day (school closed; teachers report)
- 4 Students report back to school
2nd Report Card issued
- 16 Dr. Martin Luther King, Jr. Holiday (school closed)
- 27 100 Days of School Celebration
Casual Dress Day (no uniforms)

FEBRUARY

- 1 Elementary School Enrollment begins
- 8 3rd Student Progress Report issued
- 14 Valentine's Day Party at 2:30 p.m. (students may dress casually)
- 20 School-wide In-Service Day at 7:30 a.m. – 4:30 p.m. (school closed; teachers report)
- 24 African American/ Multicultural Observance (individual class activity; students may dress casually or in African attire)

MARCH

- 8 Spring Portraits (Elementary School, 1st – 4th Grades)
- 9 Kindergarten Graduation Pictures ("caps & gowns")
End of 3rd grading period
- 10 Teacher Planning/ Recording Day (school closed; teachers report)
- 12 Daylight Saving Time, 2 A.M. (turned clocks 1 hour forward – "spring forward")
- 13 Spring Break begins (school closed March 13- 17)
- 20 2nd Parent-Teacher Conference (school closed; no extended care)
- 22 3rd Report Card issued
- 31 Casual Dress Day (no uniforms)

APRIL

- 6 BACA Science Fair at 9:00 a.m. (LFH at the church)
- 7 Good Friday Holiday (school closed; aftercare will not be provided)
- 9 Resurrection Sunday (Easter)
- 10 Stanford Achievement Test Week begins for K-4 (April 10 – 14)
- 19 4th Student Progress Report
- 24 Kindergarten Graduation Activity Week begins (April 24 – 28)
- 28 Casual Dress Day (no uniforms)

MAY

- 1 Teacher Appreciation Week (May 1-5)
- 20 BACA Preschool & Kindergarten Graduation Ceremony (10 a.m. at BAC)
- 25 Last day of school; school dismisses at 12:00 noon (aftercare will not be provided)
End of 4th grading period
- 26 Teacher Planning/ Recording Day (teachers report; also last day for teachers)

JUNE

- 5 BACA Summer Programs begins (June 5th – July 21st)
- 19 Juneteenth: Freedom Day (school closed)

Students report to school

School closed (holidays/ breaks: students and teachers do not report)

Half Day (dismissal at 12 noon)

Teacher In-Service Day / Teacher Planning Day (students do not report)

Parent-Teacher Conference (students do not report)

Special Programs/ Events Days

Lunch: Monday through Friday at 11:00 a.m. – 1:00 p.m. in the LFH;
Aftercare: Monday through Friday at 3:15 p.m. – 5:30 p.m. in the LFH

BAC: Born Again Church; LFH: Large Fellowship Hall; TBA: To Be Announced

Inclement Weather Make-up Schedule

8 days are built into this calendar for inclement weather:

- 1-8 days: No make-up days required
- 9th day: Make-up day will be 3/20/23
- 10+ days: TBA

Parent-Student Handbook Sign-off Sheet

Please read over carefully all the sections in the handbook with your child(ren). After reading the handbook, parents/guardians and all students are to sign the form below and return it to your child's teacher within the first full week of school.

My child and I have read and discussed the 2022-2023 Born Again Christian Academy Student-Parent Handbook. I, _____, have read and understand that the handbook contains information that my child and I may need during the school year. My child and I also understand the expectations and guidelines for student behavior at school.

Therefore, my signature and my child(ren)'s signature below indicates that I agree with the policies and procedures within the Born Again Christian Academy Parent-Student Handbook.

Child's Name

Parent's Name (Print)

Parent's Signature

Date

Internet Usage Agreement Form

Prior to receiving authorization to use the internet, students and their parents/ guardians must sign the following permission and contract document of Born Again Christian Academy

Parental Contract

I give my permission for _____ to participate in the use of the Internet, a worldwide telecommunications network, via Born Again Christian Academy computer systems. I realize that my child will be able to access major networks throughout the world using the Internet. I understand that this access is designed and intended for educational purposes only. I also understand that my child will receive instruction in the appropriate use of this resource.

I realize the Internet contains material that is inappropriate for school purposes. I support the school's position that students are responsible for not accessing such material. Such unacceptable use of the network will result in the suspension of all privileges. I will not hold Born Again Christian Academy accountable for unsuitable materials acquired by my child through Internet usage at school. I further understand that any violation of the regulations in this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate school discipline and/or legal action may be taken.

I acknowledge that _____ and I have read the "Born Again Christian Academy Internet Use Policy and Procedures" and this authorization form.

Parent or Guardian's Name: _____

Parent or Guardian's Signature: _____

Date: _____

Student Contract

I understand that use of the Born Again Christian Academy's computer systems is a privilege and I will abide by the "Internet Use Policy and Procedures". I understand that the Internet contains material inappropriate for school use and, therefore, will take personal responsibility not to access this material. I recognize that it is impossible for Born Again Christian Academy to prevent access to all controversial materials, and I will not hold them responsible for materials found or acquired on the network.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Publication, Photo, or Release of Information Form

Born Again Christian Academy may need to release for publication certain information concerning your child from time to time. This information released for publication may include the student's name, class, participation in officially recognized activities and sports, degrees, honors, awards, photographs and videos, etc.... In order to do so, we need the consent of the student and the parent or legal guardian to publish photos or other publications. Please read and sign only **ONE** of the choices below:

I, being the parent or legal guardian of _____ (student name) do hereby consent to and give Born Again Christian Academy the right to use photographs for press releases and other publications of my child.

Parent or Legal Guardian Signature _____ Date _____

Or

I, being the parent or legal guardian of _____ (student name) **DO NOT** want photographs for press releases and/or other publications of my child to be used by Born Again Christian Academy.

Parent or Legal Guardian Signature _____ Date _____



Born Again Christian Academy and Preschool
(Elementary)

Behavior and Discipline Policy Agreement *(See pages 20-22 of the handbook)*

No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats by staff, volunteers, parents or legal guardian while in preschool.

We ask that parents or legal guardians do not use corporal punishment on your child, grandchild, etc., while on the preschool premises. We believe that this is a private matter and should be handled at home.

I have read the Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of Born Again Christian Academy and Preschool.

Parent/Legal Guardian Signature

Parent/Legal Guardian Name Printed

Child's Name

Date

Please circle one:

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

Placing your child into Born Again Christian Academy and Preschool signifies your acceptance of this behavioral policy.