



PARENT/STUDENT
HANDBOOK

2017-18

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Email and Phone Numbers

School Website

www.bridgewayca.org

Bridgeway Christian Academy

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Alpharetta, GA 30005

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Fax: 678.942.1159

Academic and classroom related questions should start on the teacher level, followed by the team lead, then the Associate Head of School and lastly the Head of School.

Discipline issues and/or questions should start on the teacher level, followed by the team lead and then the Head of School (HOS) for Lower School and Dean of Students for Middle School.

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Bridgeway Christian Academy Statement of Faith

About God

God is the Creator and Ruler of the universe. He has eternally existed as three persons: the Father, the Son, and the Holy Spirit. These three are coequal and are one God.

About Mankind

We are all made in the spiritual image of God, to be like Him in character. We are the supreme object of God's creation. Although mankind has tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin" which separates us from God.

About Eternity

We all were created to live forever. We will either live eternally separated from God by our sin or together with God through forgiveness and salvation. The place of eternal separation from God is called Hell. Heaven is the place of eternal union and eternal life with God.

About Jesus Christ

Jesus Christ is the Son of God. He is coequal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return to earth to reign as King of kings and Lord of lords.

About Salvation

Salvation is a gift from God. We can never make up for our sin by our good works. Only by trusting in Jesus Christ as God's offer of forgiveness can we be saved from sin's penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith.

About the Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make us aware of our need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

About the Bible

The Bible is God's word. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian life and living. Because it is inspired by God, it is truth without any mixture of error.

History, Vision, Mission

Founded in 1998, Bridgeway Christian Academy (BCA) was established for the purpose of providing quality education in a Christ-centered, nurturing environment. BCA teachers and faculty partner with parents in raising children in a context that emphasizes a Christian world-view based on Biblical principles in all programs.

The BCA faculty and staff are committed Christians who seek to model the practical aspects of a Biblical faith through their everyday lives and who teach academics within a Biblical framework. Their care and concern for each child and family is evident in their relationships with students and parents.

Bridgeway Christian Academy believes that each child is unique, given special gifts by God and has a God-ordained calling in life. The role of faculty and students is to seek and develop those special gifts. Thus, BCA is committed to academic excellence in accordance with Biblical values.

The BCA objective is to help students follow the example of Christ outlined in **Luke 2:52**. BCA students will grow:

- In wisdom and knowledge (academically and in God's Word).
- In stature (in physical growth and the ability to care for one's own body and health).
- In favor with God (in relationship with God, in growing into a fully devoted follower of Christ).
- In favor with man (in Godly character, in a distinctive lifestyle, in leadership which others respect and depend upon).

BCA Vision and Mission Statement

Vision: Providing environments where students grow in wisdom and stature, in favor with God and man.

Mission: Providing excellence in Christ-centered education equipping students to know, grow and go.

Core Values

Model Christ: The teachings of Christ are clearly visible in the actions of all Bridgeway students, faculty and staff. We cannot model Christ without first extending love and grace to all who are present on the BCA campus.

Individual Growth: Students are recognized as individuals with the displayed understanding that God created each child uniquely and in His image. Individual growth is our primary goal for each BCA student.

**Partnering with:
Parents** Educators and parents work together to provide a positive school experience for each BCA family. Parents are welcome and encouraged to get involved in their students' education. Open communication keeps both parents and teachers informed about each child's ongoing needs and progress.

Respect for Others: Respect for others is a fundamental component of strong character in an individual. Bridgeway students learn the importance of showing proper respect for God's Word, for appointed authority, and for their elders. They are expected to treat their classmates and others with respect regardless of their differences in beliefs, views, or opinions, as well as any physical differences they may have.

As fellow believers, Bridgeway teachers, staff members, and parents are also expected to treat one another with respect, serving as examples for our students and everyone who visits our campus.

Team Effort

BCA believes that the education and personal development of each student is a process requiring team effort. The support and cooperative effort of the parents, the BCA staff and teachers, and willingness on the part of the students themselves will help ensure success.

Christ-Centered Program

Using Christ as our model, as exemplified in Luke 2:52, BCA is dedicated to maximizing each student's potential in four key areas of development: intellectual, physical, spiritual, and social.

Student Outcomes

Spiritual Development

Integration of the Bible in the classroom is key to making sure that truths about God are not only integrated with the academic subjects but also with the student's life. He/she will learn that God wants to, can, and will make a difference in his/her life. We can look at the presence or absence of Spiritual Development through a number of different Biblical standards (I Corinthians 13, Galatians 5, Matthew 5). However, ultimately the life and power of Jesus living in us and through us is our aim for each student as we look for opportunities to affect these goals:

- To teach Christ as the only way to eternal salvation and to lead students into a saving relationship with Him as Lord and Savior
- To foster a trust and obedience to God's inerrant, infallible Word, the Bible
- To emphasize the Lordship of Christ, instilling a desire to know and to do the will of God
- To apply Biblical truth to all aspects of life
- To teach and emulate the importance of prayer
- To emphasize the importance of spending time alone in fellowship with God
- To provide a regular chapel service as a means to expose students to worship and to the preaching of God's Word
- To equip students to share their faith with others
- To hire only teachers and staff who exemplify admirable character, high moral standards, and who are growing in Christ-likeness.

Intellectual Development

It is BCA's goal to encourage, challenge, motivate, and help the student work to the best of his/her ability. Many practical issues go into accomplishing these goals: hiring quality teachers, protecting the teacher-student ratio to assure proper attention to individuality, hand-picking the curriculum to ensure proper approach and methodology, providing first-class facilities and equipment, testing regularly for achievement levels, and assigning meaningful homework when appropriate and/or necessary. With these standards, BCA seeks to:

- Provide academic excellence through a Biblically-integrated program
- Promote good study habits and life-long learning
- Teach the student to master skills in critical thinking and creative expression
- Create an appreciation and enjoyment of the fine arts (music, art, drama and literature)

Physical Development

BCA provides opportunities for students' physical development through routine structured and unstructured physical activities. We believe it is our responsibility to aid each student in seeing himself/herself as God sees him/her, a person of incredible worth with individual abilities and skills. BCA seeks to:

- Instill honor and respect for the body as the temple of God
- Encourage physical fitness
- Teach health education and good nutritional habits
- Promote participation in athletics and other recreational activities
- Develop and practice the unique physical skills that God has given to each student
- Participate in a wide variety of cooperative and competitive activities as a means of promoting Christ-like attitudes through play

Social Development

BCA encourages the student in developing interactive sensitivities and skills. The opportunities offered to integrate truth and to introduce proper communications are virtually innumerable. Our commitment is to provide as many opportunities as we possibly can. Since God has also commissioned us to be concerned

for our world, we attempt to introduce the students to a broader range of social involvement. This may include an explanation of the needs of people in the community and around the world. Keeping these goals in mind, BCA seeks to:

- Help students develop proper attitudes toward God, family members, friends, the local church, their country, and themselves
- Teach the wise use of time and money as God’s stewards
- Teach the importance of work and service to others
- Promote an atmosphere in which each person is appreciated, valued, and respected
- Build Christ-like character in the areas of honesty, integrity, trustworthiness, loyalty, etc.

BCA Organization and Governance

Bridgeway Foundation for Education (BFE) Board of Directors

The school is governed by the Bridgeway Foundation for Education. The BFE Board of Directors consists of Bridgeway appointed members who may or may not be BCA parents. New members are nominated and appointed by the BFE. The BCA Head of School and Bridgeway Church Senior Pastor are ex-officio members of the BFE Board. All members except the Head of School are voting members. Ex-officio members hold a permanent position on the BFE Board.

The Board of Directors acts as “trustees” for the School. They are responsible for:

- Spiritual Direction
- Policy Oversight
 - Approval and VETO only
- Asset Management
 - Purchase and Sell
 - Development of Master Plan
 - Safe-Guard and Investment
- Audits
- Bonds and Loans
 - Procurement and Servicing
- Financial
 - Approves School Budget and Budget Changes
 - Reviews Actual to Budget Performance
 - Manages Endowments
 - Awards Financial Aid
- Holds Head of School Accountable for Operations of School and school budget management
 - Hires, evaluates, and terminates Head of School

Head of School & Administration

The Head of School reports to the BFE Board and carries the responsibility for the daily functioning of the school consistent with the philosophy, purpose, goals, values, and policies approved by the BFE Board. He/she oversees the Administrative Team (Principal, Director of Finance, Director of Admissions and Communications) and all school functions.

The Head of School supports the Administrative Team. The Administrative Team provides for the daily operation of the school.

Faculty

The teachers minister and teach under the authority and guidance of the Holy Spirit, and under the direction of the Principal.

Parents

In accordance with the Bible (Deut. 6), parents retain the ultimate responsibility for their child’s education. Parental involvement is a cornerstone of BCA. Our desire is for parents to be involved in their child’s education in a meaningful way. Areas of involvement include attendance at PTF meetings, helping the student study, reviewing the child’s work, open communication with the teacher, encouraging the child to work to his/her God-given potential, and participating in their child’s classroom. We encourage each family to volunteer 15 hours of service each year.

Parent-Teacher Fellowship (PTF)

The PTF membership includes all parents and teachers of BCA. It is led by the PTF Leadership Team and functions under the authority of the Head of School. The purpose of the PTF Leadership Team is to involve the parents of BCA in regularly scheduled activities, such as PTF meetings, educational opportunities, and fund-raisers. The Head of School approves the PTF Leadership Team. The school encourages parents to become involved with PTF and attend PTF meetings as often as possible.

Accreditation

The policies, programs and curriculum of Bridgeway Christian Academy are consistently reviewed by our Board, Administration, and Faculty in order to meet or exceed the standards required by our accrediting agencies. BCA is accredited by the Association of Christian Schools International (ACSI) and AdvancEd (formerly SACS.)

Admissions Policies

Age Requirements

(This policy is subject to administrative approval for students not meeting these requirements)

- Pre 3 -- age by September 1 of year entering School
- Pre 4 -- age 4 by September 1 of year entering School
- Kindergarten -- age 5 by September 1 of year entering School

Application and Re-enrollment Priority

1. Returning students and staff children
2. Siblings of BCA students
3. All others

Delinquent Accounts

Families who owe tuition or any fees will not be allowed to start school the following year until all accounts are paid in full. In addition report cards and school records will be hold.

General Policies

- Final acceptance of students and grade-level placement will be determined by the admissions team of the School.
- All transferring and new students are placed on a six-week academic and behavior probation period.
- A student is expected to meet the academic standards of the School. He/she must conform to the rules and regulations of the School.
- The School reserves the right to dismiss **a student or family** whose presence in the School is considered detrimental to the best interests of the student himself/herself, his/her fellow students, or of the School in general.
- Admission to BCA is based on the student's and parents' desire to be a part of the educational approach outlined in this handbook. Admissions will not be based on race, color, creed, national origin, or sex.
- The School hires faculty, purchases supplies, and makes other financial commitments on an annual basis determined largely by the strength of Enrollment Contracts. If it becomes necessary for a student to withdraw for any reason after May 1, 2017, half of the student's full tuition is due. If a student withdraws after August 1, 2017, the student's full tuition is due.

Key Dates

| | |
|---------------|--|
| October, 2017 | New student enrollment period begins Primary Test Date for all early applicants |
| January, 2018 | Open re-enrollment for returning students |

February, 2018 Applications accepted for tuition assistance

March-August, 2018 Acceptance for any remaining openings

New Students

See "How To Apply" on our website at <http://www.bridgewayca.org/how-to-apply/>.

New Student Probationary Period

All new students begin the school year on a six-week academic and behavior probation period. This period is used to evaluate the student's ability to adapt to our program. At the end of six weeks, students who are not able to stay on task or able to maintain the proper academic or behavior levels will meet with the School administration to discuss a success plan or to advise the student to attend a more suitable school.

Returning Students

Returning students must pay a non-refundable re-enrollment fee each year which is a percentage of tuition. In order to re-enroll for the next school year, current students must have:

- Satisfactory completion of all re-enrollment forms
- Satisfactory academic work and conduct
- An up-to-date Georgia Department of Human Resources School Certificate of Immunization form 3231

Communications

Communication with Teacher

All elementary families will be contacted before school begins by their child's/children's teacher(s). Required parent/teacher conferences will be held during the school year. Parents should attend all conferences for complete communication and input. During the school year, please respect a teacher's planning and teaching schedule by avoiding impromptu conferences in the hallway or dropping by the classroom. A scheduled appointment provides time for preparation and the privacy desirable for a satisfactory conference. If an additional conference with the teacher and/or principal/administrator is requested, contact the teacher and/or principal ahead of time.

Information Updates

Please notify the office of any change of address, e-mail address, telephone numbers, emergency information, or other information that is pertinent (change in physician's phone number, student allergies, etc.) or update this information via the family RenWeb account. It is of utmost importance that student/family information be kept up to date.

Matthew 18 Principle of Love, Correction, and Good Communication

The Scriptures provide a definite pattern to follow in the area of solving interpersonal problems. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God. This is the Matthew 18 principle.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two witnesses. If he refuses to listen to them, take it to the church; and if he refuses to listen to the church, treat him as you would a pagan or a tax collector" (Matthew 18:15-17).

The following lines of authority are to be followed:

1. Classroom concerns should be handled directly between parent and teacher. If either party does not receive satisfaction, the next step will involve the Principal.

2. Concerns with School policy, procedure, philosophy, or staff personnel, should be addressed with the Head of School.

School Calendar

Parents have access to the School calendar through the School website located at www.bridgewayca.org. The calendar lists important information concerning School schedules, activities, etc. Please check the website regularly for important information and updates.

The Lion's Roar

The School's primary source of communication regarding the School is the *Weekly Wrap-Up*. Each week the *Lion's Roar*, will be updated via the School website. An email will be sent to families with a link to the week's news as well as archived copies of the newsletter.

RenWeb

This system, accessible through the BCA website, is a key method of communication for BCA. This system provides 24/7 access to student attendance, discipline and student progress. Homework assignments, while the responsibility of the student, are also available. This system is used for providing report cards to students and families.

Email

Email is the best and primary form of communication with teachers and administration. Teachers are requested to respond to emails within 24 hours. Emails received after 3:45 PM will be returned the following school day.

Personal Cell Phones

Please refrain from calling/texting teachers or administrators on their personal cell phones.

Weekly Communications

Teachers post a weekly updates on their webpages, and email families each Friday with a link to their pages.

Academic Policies

Academic Standards

BCA believes that a quality education consists of the following characteristics: instruction from teachers that have a Christian philosophy of education that is integrated into all areas of study and course work; curriculum that adequately prepares the student for future educational endeavors; low teacher/student ratios which enables the students to derive maximum benefit from their academic exposure; and the use of all available School and home resources.

Achievement Testing

Annual national standardized testing will be administered in grades 1-8 to track academic performance. BCA administers the ITBS test.

Biblical Integration

Each teacher has committed to integrate Biblical content/truth into the entire scope of academic endeavor. The Principal and Head of School are responsible for evaluating and ensuring the integration process is occurring in each classroom.

Curriculum

The curriculum for BCA is chosen because of its proven worth in teaching skills and concepts, and for its integration of truth and life. In addition to our core curriculum, we encourage every teacher to use resources that will enhance the class. The appropriate Principal must approve all other resources being used by teachers. The Principal will appoint Curriculum Review Committees that regularly review all classroom materials and makes recommended changes

where necessary to provide curriculum that best fits our educational goals. The Principal will oversee the recommendations and give final approval.

Final Exam Policy

BCA believes that final exams are an important part of the 8th grade learning process as well as preparation for the rigors of high school and college. Semester final exams will be given for all core classes for 8th grade. Students may exempt certain finals. The exemption determination will be shared with students prior to exams.

Grading System

Our grading system is designed to give the parent an indication of the student’s performance both academically and behaviorally (character, habits, etc.). As the following indicates, grade levels and personal and academic efforts are graded differently.

| <u>Grades</u> | <u>Academic</u> |
|-------------------|--|
| Pre 3 and 4 | Students receive evaluation forms from their teachers each 12 weeks |
| K-5th | E = Excellent (93 – 100) S+ = More than Satisfactory (87 – 92) S = Satisfactory (80 – 86) S- = Less than Satisfactory (75 – 79) N = Needs Improvement (70 – 74) U = Unsatisfactory (69 and below) |
| 6-8 th | Middle school students are given numeric grades in all courses reflecting both summative and formative assessment grades. |

Academic Honors List

Students in grades 3rd – 8th who excel in their work in core classes and consistently demonstrate high academic excellence will be recognized on the honor lists. If a student ends the quarter with an incomplete grade, he/she is not eligible for honor roll for that quarter. (Renweb rounds up with at .5 decimals.) The honor lists are published after each quarter:

High Honors

Grade average >=96 with no grade below 90

Honors

Grade average >=90 with no grade below 85

Merit

Grade average >= 85 with no grade below 80

Homework Policy

BCA recognizes the importance of family time and strives to help our families establish a healthy balance between school and home. To this end, meaningful homework assignments are only given when appropriate and necessary. When homework is assigned, parents should provide a suitable place and environment in the home for the completion of the assignment, and should help their child plan and budget the appropriate amount of study time for its completion. Parents should feel free to consult with the teacher about any questions relating to the homework assignment.

The late work policy will be communicated during curriculum night for each grade level. Middle school teachers work in concert to ensure that homework assignments are manageable. Test schedules and project assignments are coordinated across subjects allowing adequate time for completion.

Make-up Work Due to Absence

Students with absences will be allowed a grace period of one class day for every day of absence (up to five days) to complete all make-up assignments, tests, and quizzes.

Parents of elementary students who need homework assignments due to absences are asked to email the classroom teacher before 12 am in order to pick up materials at the front desk at the end of the school day.

Middle school students are responsible for obtaining work that has been missed and must take the initiative to do so. This can be done by logging into RenWeb, emailing the teacher, or contacting a classmate. Students are not permitted to miss regularly scheduled classes in order to make up work.

Promotion/Retention

- Students may not be promoted if they receive average below 70% for the year in two or more core subject areas. Core subjects are Math, Science, Language Arts, and Social and Studies. The final decision will be made by Principal and Head of School with input from the teacher(s).
- Promotion from one grade to the next for students who do not meet the promotion criteria will be based on a number of factors. The primary factor will be the recommendation of the previous year's teacher. However, if a child successfully completes a BCA or BCA approved summer School program, promotion may be reevaluated.
- The teacher and/or appropriate administrator will notify parents by the third quarter if retention is a possibility.

Report Cards / Progress Reports

Report Cards will be sent via RenWeb at the end of each quarter.

Elementary students will receive a mid-quarter progress report. The mid-quarter point is approximately five weeks into each nine-week quarter.

Parents and students in grades 3-8 may see grades at any time during the semester using Parents Web Login on www.renweb.com.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's strong academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice. This request is rarely granted as the nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade.

Other factors such as those that relate to maturation, social development, and student success in comparison to other students are considered. Requests must be submitted, in writing, to the Principal for consideration.

Student Records

The School shall keep records, which will provide for the registration and attendance of pupils, and shall maintain an up-to-date permanent cumulative record of individual pupils, showing personal data and progress through School, including academic achievement, health information, and test results. The types of records maintained and respective locations are listed as follows:

Cumulative Record File - To be kept in the School office

- Provisions of the Georgia Education Code have authorized parents, in consultation with School personnel, to inspect the School records of their children. Federal legislation further emphasized the parents' right to review their children's School records. The School maintains enrollment papers, grades, attendance records, immunization records, dates of graduation, progress reports, parental notes, and standardized test results. (Email communication is purged in June of each School year.)
- The administrative staff is responsible for maintaining these records. Parents or legal guardians of students who wish to review any of their student's records should make an appointment through the office. Parents wanting a copy of items in their child's records may request them in writing through the School office.
- If after review, it is felt that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, the parent will be given an opportunity to file a written request with the principal/administrator for removal or correction of the objectionable information. If necessary, a conference will be scheduled to consider the record, a statement of the parent's objections to information in the records, or to any record of disciplinary action taken by the School. If it is agreed upon, the questioned material may be removed, or the parent may place a rebuttal with the material in question.
- Other provisions of federal and state laws protect parents' rights by restricting the release of information from student records.

To secure the student's and the family's right of privacy within the School, only the administration and designated School personnel, in the fulfillment of their respective functions, may have access to the student records.

Outside of the School community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to administration in writing. Such a request must be honored within fifteen days.

With the exception of "directory" type information, name, address, and phone number (which will be published unless otherwise requested) the School will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the School's record release form.

The School may be required or authorized to release information contained in the student's records without parent permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a court order.

General Discipline Policy

It is the goal of BCA to help develop character in its students through cooperation with the home and church – to help *"train up a child in the way he should go..."* (Proverbs 22:6) The home has the primary responsibility for the development of character (Deuteronomy 6:6), and the School supports this by having a Bible-centered curriculum and born-again teachers who support and supplement the Biblical principles of behavior begun by the student's parents.

The Bible teaches that:

- *"a good name is more desirable than great riches; to be esteemed is better than silver or gold"* (Proverbs 22:1)
- We should be *"blameless and pure, children without fault in a crooked and depraved generation..."* (Philippians 2:15).
- *"...blessed is the man who does not condemn himself by what he approves"* (Romans 14:22).

Therefore, we encourage students to practice self-discipline and to admonish one another in keeping the School rules and policies. These rules and policies are designed to aid the development of character by teaching obedience, respect, and responsibility. Obedience is essential to the development of maturity and results in genuine freedom in one's life (Hebrews 5:8-9). Respect is necessary for all successful and meaningful relationships (Romans 12:3-18); and, assuming responsibility develops a sense of achievement, a necessary ingredient for a healthy self-worth (Romans 14:12; Ecclesiastics 9:10).

Because our goal is self-discipline, as taught in I Corinthians 11:31, we strive to practice Biblical methods of disciplinary control. Our disciplinary actions seek to be grounded in the spirit of Galatians 6:1 (*"...restore him gently..."*) as well as II Corinthians 3:6 (*"...the letter kills, but the spirit gives life"*). While we use detentions, parental contacts, and suspensions as disciplinary methods when necessary, our desire is to use flexibility and creativity in determining any method that might best meet the specific need of the offending student.

While this handbook covers most disciplinary methods that may be used, those responsible for disciplinary actions are not limited to the prescribed methods within.

Policy on Cheating

Cheating is a serious offense. Cheating includes but is not limited to copying homework, handing in another's work, plagiarism in research papers and compositions, intentionally allowing another student to copy homework, quizzes, or tests, and unauthorized assistance on tests or quizzes.

Cheating involves taking information from another source and presenting it as one's own information. Thus, it involves both the components of stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation. Teachers should remind students often of the consequences of cheating.

If it is determined that a student has indeed cheated, the following actions may be taken:

1. The Principal or Dean of students will be notified.
2. The student will confer with the Principal or Dean of Students.
3. The parents will be notified.
4. The student must retake or resubmit the assignment.
5. The student may not receive a grade higher than a 70.
6. If the student holds any sort of leadership position in a club, class, or athletic team, the student's position of leadership may be suspended or lost. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
7. Further incidences of cheating may result in a student being expelled.

Policy on Drug Abuse

Drug involvement is specifically defined and prohibited under State of Georgia and Federal Criminal Laws, and its avoidance is implied by the Biblical injunctive to be subject to our governmental authorities.

As a matter of policy, BCA will investigate fully any incident suggesting drug involvement on the part of students, faculty, staff, or parents. Confirmation of drug use, association, or transactions, as defined above may be reported to the appropriate legal authorities, and will subject the individual(s) to immediate disciplinary review by the appropriate Administrator and BFE Board.

Policy on Moral Conduct

The Bible defines issues of moral conduct, and the responsibility of BCA is to maintain Biblical standards and disciplines in accordance with those standards (Gal. 6). The School is not the primary entity responsible for corrective discipline; that is the responsibility of the parents. Therefore, the thrust of the School's actions must be the maintenance of conduct standards and the presentation of the Biblical role model.

Policy on Weapons

Weapons of any kind, including toy replicas, are not permitted on campus without Administrative approval, including during show & tell, projects, and reports. Also, any inferences to having a weapon on School property is not permitted, and students will receive an immediate administrative referral.

Probation

Students may be placed on probation as defined by the Principal or Dean of Students for reasons such as but not limited to academics, attitude, and discipline.

Probation Protocol

1. The probation will take place after the Principal or Dean of Students has reviewed the student's behavior, attitude, and/or academic performance.
2. A conference is held with the parents, the student, and the Principal or Dean of Students to give notification and explanation of the probation.
3. Probation time frames will be communicated with the parents and student.
4. Student activities may be limited and all positions of trust and responsibility may be relinquished during this time.
5. Parents will receive a periodic update reporting the progress being achieved by the student.

Suspension (In School/Out of School)

The Administration has, at all times, the authority to suspend a student from school. A suspension may be an in School or out of School suspension. The length of suspension will be determined by the Principal. Students may not participate in after school athletics or events. The reasons, which give cause for suspension may include but are not limited to the following:

1. Continued deliberate disobedient/disrespectful behavior
2. A rebellious spirit, which is unchanged after much effort by the School staff
3. A continued negative attitude and bad influence upon other students
4. A serious breach of conduct which has an adverse effect upon the image of the School
5. Failure of the student to comply with the disciplinary actions of the School
6. Failure of the parents to follow the Principal's directive to obtain professional help for their student

During in-school suspension, the student will be removed from the classroom and supervised by the administration. Students are responsible for completing all classwork and returning any assignments to the teachers upon returning to class. For out of school suspension, students must stay off campus for the duration of the suspension. The student assumes the responsibility for obtaining and completing assignments. For in-suspension, students may receive full credit for all work. For out of school suspension, the amount of credit will be determined by Principal.

Expulsion

If, for any reason, a child, or parent(s) of the child, does not comply with the requests of the administration, or does not cooperate with the disciplinary or spiritual standards of BCA, or acts in a manner that is detrimental to the School, the Head of School reserves the right to dismiss the student from the School. The parents have the right of appeal to the BFE Foundation Board whose decision will be final.

Student/Parent Grievance Procedure

In the event that any student or parent shall feel aggrieved on account of any policy of BCA, the School administration, or actions of its agents or employees, said student or parent will be entitled to use the following method for obtaining redress.

The student or parent, or their agents shall file a written request with the principal setting forth in detail the action or policy which is the basis of the grievance. The principal may initiate a hearing or discussion on the basis of this written request.

1. If the grievance is not settled after being filed with the principal, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the principal, file a written notice or copy of said grievance with the Head of School requesting a review of the same. The Head of School, may initiate a hearing or discussion on the basis of this written request.
2. If the grievance is not settled after being filed with the Head of School, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Head of School, file a written notice or copy of said grievance with the chairperson of the BFE Board requesting the Board review the same. The BFE Board, or a committee appointed by it, shall determine within thirty days whether a formal hearing shall be held.
3. During the proceedings of any grievance the policy or action being appealed shall be enforced except if it is modified by order of the BFE Board and Head of School.

K thru 5th Grade Discipline Procedures

Discipline Procedures

During the first marking quarter each year at BCA, children are introduced to our discipline policy. Parents gain an understanding of the classroom guidelines set by individual teachers through newsletters and orientation meetings. They will also be reviewed at the August orientation.

When offenses arise, the teacher is the first and primary line of communication. The teacher will contact the parent(s) to enlist help to correct the child's behavior. In harmony with Scripture, any discipline will be handled in love and concern for the child's welfare as a child of God. If the behavior continues, the student maybe referred to an Administrator. The Administrator has the authority to administer discipline up to and including suspension.

Grading Scale

| | |
|-----------------------------|----------------|
| E = Excellent | (93 – 100) |
| S+ = More than Satisfactory | (87 – 92) |
| S = Satisfactory | (80 – 86) |
| S- = Less than Satisfactory | (75 – 79) |
| N = Needs Improvement | (70 – 74) |
| U = Unsatisfactory | (69 and below) |

Conduct Grades for Grades 1st – 5th

Grades 1st – 5th use a clip system to teach students to recognize both positive and negative behavior choices. All students begin at the same level of readiness to learn and have the opportunity to move and up and down on the discipline chart. When an inappropriate behavior is demonstrated, the classroom teacher has the student “clip down”. Points are deducted if students clip down. The system starts over the next School day. Students begin with 100 points at the beginning of each nine-week period and at each mid-quarter. Teachers use a two-point system for each clip down. Grades will be calculated at mid-quarter and at the end of the nine-week grading period. This will give two grades to average for each nine-week grading period. Students with an E or S would be eligible for the Honor Roll.

| | |
|-----------------------------|----------------|
| E = Excellent | (93 – 100) |
| S+ = More than Satisfactory | (87 – 92) |
| S = Satisfactory | (80 – 86) |
| S- = Less than Satisfactory | (75 – 79) |
| N = Needs Improvement | (70 – 74) |
| U = Unsatisfactory | (69 and below) |

Work/Study Habits

Work/Study habits relate to classroom work, homework, and other specific instructions from the classroom teacher regarding work assignments. Teachers deduct one point in grades 1-2, and two points in grades 3-5. Work/Study habits have to be taught and developed (or practiced). In keeping with our School goals, we are teaching our students life-long study habits.

Students begin with 100 points at the beginning of each mid-quarter and nine-week period. Points are subtracted from 100 as each card is pulled. Teachers deduct points for each card pulled up to five cards. Grades will be calculated at mid-quarter and at the end of the nine-week grading period. This will give two grades to average for each nine-week grading period. Students with an at least an S will be eligible for the Honor List. If a student fell into the unsatisfactory range, he/she will be placed on probation.

Following are examples of activities and habits directly related to schoolwork, homework, and classroom preparedness:

- ❑ Completes assignments in class
- ❑ Completes homework
- ❑ Maintains planner
- ❑ Returns tests and other papers to teacher
- ❑ Turns in projects on time
- ❑ Uses time wisely
- ❑ Works to the best of his/her ability
- ❑ Follows directions
- ❑ Works cooperatively
- ❑ Seeks help when appropriate
- ❑ Participates in large group activities
- ❑ Focuses on the task at hand
- ❑ Works independently
- ❑ Is orderly and careful with materials
- ❑ Brings books and other material to class
- ❑ Keeps personal area tidy
- ❑ Accepts classroom responsibilities

6th – 8th Grade Discipline Procedures

Middle School Behavior Management Plan

Step Plan

Step 1: Official warning; email sent

Step 2: Silent Break

Step 3: Silent Lunch/Break

Step 4: Silent break and lunch; Meeting with Mr. Millis for Plan of Action

Step 5: 30-minute detention; email sent; 3:05 – 3:45 PM

Step 6: 30-minute detention; email sent; 3:05 – 3:45 PM; Student/Teacher Conference

Step 7: Student/Teacher/Parent Conference; email sent

Step 8: In-school Suspension; email sent

Step 9: Out of School Suspension; email sent

Step 10: Administration/Student/Parent Conference

6 Tardy and 6 Unprepared for Class Violations each equal Silent Break. Tardy and unprepared counts reset at the quarter. 4 Dress Code Violations will result in the student having to wear their uniform on Friday. The student will also have to wear a uniform on Friday anytime a dress code violation occurs after the 4th violation. Steps and dress code violations reset at the semester.

The Step plan applies to offense in all middle school classes including but not limited to: causing class disruptions, exhibiting hall misbehavior, and showing disrespect to a fellow student or staff member. A verbal warning will be given to redirect student behavior before a step on the management plan is assigned.

The Step plan applies to offense in all middle School classes including but not limited to:

| | |
|---|-------------------------------|
| Classroom disruption | Failure to return signature |
| Not following instructions | Disrespect for other students |
| Lunchroom misconduct | Chapel misconduct |
| Backpack violation | Inappropriate comments |
| Disorderly behavior | Gum chewing |
| Excessive Talking | Profane/Obscene language |
| Direct disobedience | Improper use of cell phone |
| Destruction of property (minor) | |
| Inappropriate public display of affection | |

A verbal warning will be given to redirect student behavior before a step on the management plan is assigned.

Administrative/Dean of Students Referral

A Dean of Students Referral applies to offences including but not limited to: fighting, cheating, stealing, and destruction of School property. The administration will meet with the student and determine consequences. Administrative referral applies to offenses in all middle School classes including but not limited to:

| | |
|--|---|
| Fighting | Cheating |
| Stealing | Threats directed towards students, faculty adults or administrators |
| Disrespect of faculty | Possession of pornography |
| Sexual harassment | Destruction of property- major |
| Possession of harmful/illegal substances | Possession of tobacco or alcohol |
| Possession of weapon | |

R3

Students will be positively recognized when they exemplify behavior that is Real, Responsible and/or shows Respect.

All School Policies

Attendance and Tardies

Good attendance in classes translates into better academic achievement and shows responsibility and respect for faculty and students. To this end, BCA will encourage and promote daily attendance. If a student misses 10 or more days of School in one semester, promotion to the next grade will be determined by the administration and teacher.

If a student is going to be absent, the parent/guardian should call or email the teacher or the attendance office at attendance@bridgewayca.org front office by 8:30 am stating why the student is absent.

Excused absences are allowed for student illness, serious illness or death of someone in the family (or other emergency), doctor, dental, and other medically necessary appointments with a note from the professional's office. All other early departures or absences may be unexcused. Only the Administration upon receipt of a written request will make exceptions to this rule within three days of the absence.

Excused Absences Illness, medical/dental appointments, or death of an immediate family member qualify for an excused absence. Students have one day to make up work for every day he/she was absent for an excused absence. When a student is absent, it is the responsibility of the parent(s) to call the school office before 9:00 a.m. confirming the absence and informing the office of the reason for the absence. Proof of a visit to a doctor's office is required for absences due to an illness lasting longer than three (3) days or for any student who has accumulated more than ten (10) absences in a semester.

It is important that every child attend School as many days as possible. It is the desire of BCA to have reasonable guidelines pertaining to attendance. Tardies and/or late arrival and early dismissal will be handled as follows:

- Students will be considered tardy after 8:00 a.m.
- All students who are tardy must sign in at the front desk and receive a late pass to be presented to the teacher.
- Parents of preschool students should escort their child into the building when they are late.
- On full days, students in grades K-8th arriving after 11:00 AM or leaving School prior to 11:30 AM (and not returning) will be considered absent for the full day.
- On half days, students in grades K-8th arriving after 10:00 AM or leaving School prior to 10:00AM (and not returning) will be considered absent for the half day.
- Excused tardies may be allowed for doctor, dental, and other medically necessary appointments with a note from the professional's office, or illness of the student with a written excuse.

If a student accumulates 5 or more tardies to school in a quarter, the Principal will contact the parent/guardian.

ACSI Competitions

Our students compete locally and regional in various competitions sponsored by our membership in ASCI. These competitions include:

- Math Olympics
- Spelling Bee
- Art Fair

Arrival and Dismissal

Morning carpool begins at 7:35 a.m. and students should be picked up promptly when School ends. The Pre 3, 4 and K students will be dropped off on the side door of the building while 1st-8th grade will use the main entrance. Carpool procedures will be reviewed at our New Family Orientation and Back to School Bash.. For students who need to be dropped off earlier than 7:35, parents may drop off at 7:20, but students must be walked into the building.

Pick up for grades K - 5th begins at 3:00. Carpool numbers will be issued prior to the beginning of school, and drivers should display numbers during carpool. Students will called out to carpool by name. Students in grades K-5th will be walked to the cars by a faculty member. Pick up for grades 6th-8th begins at 3:10 in the upper lot. Middle School students will wait. They are responsible for watching for their rides. Parents should remain in the car at all times. Under no circumstances should students cross in front of cars in the carpool line.

If students are not picked up by 3:15 pm, they will be taken to Aftercare. Aftercare is billed in 15 minute increments.

In the event your child needs to be picked up by someone other than you, or your regular carpool, please notify the School office. The school will need a photo ID for verification purposes.

Athletics

BCA offers a full athletics program, and competes regionally with other Schools in the NAML A East middle school athletic league. Athletic policies are defined in the BCA Athletic Handbook. Sports offered include:

- Girls Volleyball
- Boys/Girls Soccer
- Girls and Boys Basketball
- Boys Golf
- Girls/Boys Tennis
- Girls/Boys Swimming
- Cross Country
- Flag Football
- Track and Field
- Ultimate Frisbee
- Powder Puff
- Bowling Tournament

Chapel Program

During each Chapel session students will have the opportunity for praise and worship, prayer, and to be introduced to Biblical principles. For elementary students, a monthly core value is introduced and reinforced in the classroom. For middle school students, a yearly theme is the basis for chapel discussions and speakers. Parents are always welcome at the chapel programs.

Classroom Visits by Parents

Parents who wish to visit their child's classroom should contact the teacher in advance to arrange a day and time for a visit. So that Administration will be aware of all adult visitors on campus each day, parents need to sign in at the front desk before going to the classroom. All visitors are required to wear a visitor's badge while on campus.

Clubs and Activities

Bridgeway offers many opportunities for students to be involved as well as expand their interest in various activities. The following opportunities are available:

- Jumping for Jesus
- Running Club
- Chess Club
- Puppet Club
- Bridgeway Honor Society
- Fellowship of Christian Athletes
- Student Ministries
- Middle School Praise Band

Closed Campus

In order to provide the highest level of safety and security for our students, BCA operates a closed campus. This means that once a student arrives at BCA, he/she cannot leave campus without permission from the administrative office until the end of the School day. All visitors must sign in with the school and wear a visitors badge while on campus.

Crisis Management Practices

BCA has established policies and procedures regarding crisis situations including instructional and non-instructional lockdown drills. These policies and procedures are practiced throughout the course of the school year.

Emergency Situations (Fire, Tornado, etc.)

In accordance with the 2006 International Fire Code, Section 408.3.1

In summary, two (2) fire drills must be conducted and recorded within the first 30 days of school opening, with the first fire drill due within the first ten (10) days of the start of school. After the first two, the fire drills are conducted and recorded monthly.

However, during the months of November and February, the Georgia State Fire Marshal's Office requires a severe weather is conducted and reported online, instead of a fire drill. If your school must conduct a fire drill during the months of November and February, the severe weather drill is the only drill to be placed online.

- The staff utilizes weather apps for monitoring weather alerts in the area.
- The teachers and staff have reviewed and practiced the appropriate procedures for the various types of emergency conditions and will instruct/lead students in these procedures.

Destruction of School Property

All BCA property and equipment is dedicated to the Lord for the ministry of education. This property must be appreciated and used with respect and care. Any student caught deliberately defacing or destroying, in any way, school property is liable to suspension or expulsion. The student or his/her family will reimburse the School for all damages. Personal property of all employees of BCA will be treated with the same respect as school property. Defaced books, materials, lost books, including library books, will require the payment of a replacement fee.

Family Leave

A Family Leave Request form must be completed and approved **two week** in advance for one day or more, not to exceed five School days at a time.

In the event that a student must miss school due to a family trip, the teacher will use his or her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns, otherwise, no credit will be given for assigned work. Furthermore, if it is decided that no homework will be given prior, then the student will be allowed a one class day grace period for every day of vacation, with a maximum grace period of one week, before being required to make up all assignments, tests, and quizzes.

Students may be given up to seven excused absences for family vacation time in any one school year. All other days may be considered unexcused. **Whether excused or unexcused, family leave days will count as absences in the attendance policy.**

Family leave requests will not be approved for students in grades 6-8 during fall and spring exam week, school events or achievement test week.

Field Trips

Throughout the year, some classes may take trips outside the classroom in order to enrich the students' school experience. BCA is committed to making field trips part of the educational process.

- Costs of trips including transportation are covered by the student activity fee. Parents will be notified if there are any additional costs prior to the trip.
- It is BCA policy that parent chaperones may not bring additional children on a field trip.
- If a parent chooses not to allow their child to attend a school sponsored field trip, it may be recorded as an unexcused absence after review by administration, and the parent is responsible for their child while the class is off campus.
- All drivers must provide a copy of a valid driver's license, proof of insurance, and submit to a background and DDS check two weeks prior.
- If drivers wish to show videos while transporting students, these must be approved by the teacher.
- Middle school students may only bring their cellphones on trips at the teachers discretion as needed for educational purposes.

Friday Finale

Friday Finale is a unique after school enrichment program that provides BCA elementary school student (K-5th) with a variety of learning opportunities designed to enhance their school experience. BCA students look forward to these interactive classes taught by their favorite teachers and coaches as well as reputable sources.

Friday Finale takes place immediately following dismissal on Fridays and ends at the 3:00 pm. The class offerings rotate each quarter and provide an opportunity for students to explore new areas of interest or increase their skills in a wide variety of areas. Space is limited, and enrollment is provided on a first-come basis. A minimum number of students will be needed to open a class. If the minimum requirement is not met and a class cannot be opened, you will be contacted to make an alternative selection.

Forgotten Items

If your child forgets an item at home, you may bring it to the School office, and your student will be notified.

Immunization and Health Certificates Form 3231 and 3300

Georgia Law requires children attending school (Kindergarten – 12th grade) to be age appropriately immunized with all the required vaccines at the time of first entry in school. A new entrant is a child entering a school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year. All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked "Complete for School" unless any of the following situations exist:

1. Medical exemption: in this case the 3231 has an expiration date no more than 12 months from date of issue. There must be an annual review of the medical exemption and the certificate must be reissued with or without indication of the medical exemption.

2. Religious exemption: For a child to be exempt from immunization on religious grounds, the parent or guardian must furnish the school with a notarized statement and it must meet the following criteria: (A) State that their religious beliefs conflict with immunization requirements; (B) the statement must be signed and dated by the parent/guardian; (C) The statement must be notarized, dated, and signed by a Notary Public; (D) The statement should be submitted to the school in lieu of an immunization certificate (form 3231); (E) The statement does not expire.
3. Waiver of 30 calendar days granted to new entrants by the superintendent or designee.
4. Waiver of 90 calendar days may be granted by the superintendent or designee to students entering Georgia public schools from out of state, if documentation is on file from the county health department or a medical doctor stating that an immunization sequence has been started and can be completed within the 90 day waiver period.
5. Immunizations are required for diphtheria, pertussis, tetanus, hepatitis B, polio, measles, mumps, rubella, and varicella (chicken pox). Protection against each of these diseases must be addressed on the form 3231. The form can be computer generated and if the child attends more than one school, an original or a photocopy of the form must be submitted to the second school.

Form 3300 (Certificate of Eye, Ear, Dental Exam)

A student, regardless of grade level, who has never been in a Georgia public school must provide certification of eye, ear and dental examinations on the Georgia Department of Human Resources Form 3300. Any child admitted to school without a certificate must present one within 120 calendar days. Forms may be obtained and completed at the local public health departments or physician offices.

Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to School, or be subject to School office approval for re-admittance:

- (1) Chicken pox
- (2) Measles
- (3) Mumps
- (4) Pneumonia
- (5) Whooping cough
- (6) Pinworms
- (7) Scabies
- (8) Ringworm
- (9) Impetigo
- (10) Pink eye

If a student is identified as having head lice, the student will be sent home for appropriate treatment and may return to School after missing one full day. All classmates will be notified. Families are asked to follow the Georgia Department of health guidelines on lice treatment or contact their physicians. BCA will treat the classrooms and School areas as directed by the Georgia Department of Health. For more information please visit <http://www.health.state.ga.us/>.

Inclement Weather Closing

BCA School closures or delayed starts will be posted on the school website and sent via email, text and/or phone call. *BCA does not always follow the decision of the local county school.* There may also be days where BCA does not close completely and instead moves to a delayed start. If a parent keeps their child home due to weather related travel safety issues, that absence or tardy will be excused.

Items Brought From Home

- From time to time the teacher and/or the nature of an assignment may require and or allow the student to bring items from home to School; however, we request that this be kept to a minimum.
- The teacher has the right to restrict what can be brought into the classroom.
- Administration has the right to restrict what can be brought on campus.
- No dogs or other animals are permitted on campus.

Lost and Found

- Please be sure that any removable clothing, books, book bags, or other items are labeled with the child's name.
- Any lost item will be kept in the Lost and Found container for one month.
- Unclaimed belongings will be given to charity or the BCA used uniform store, following email notification from the Administration.

Lunch/Snack Break

- During the morning, students take a short snack break as appropriate to their grade. Snacks may include fruit, crackers, granola bars, or other healthy items (please no sugar, candy bars, or sweets).
- Water is the only approved classroom beverage.

Lunchroom Policies

- Students may not leave the campus during the lunch period.
- Students bringing lunches must eat them in designated eating areas.
- Students must stay in the lunchroom during the entire time of the lunch period unless excused by a teacher.
- Students may bring or buy a lunch. Lunches are provided at an additional charge through an outside vendor Wholesome Tummies. To order lunches, visit the website at [Campus Cuisines](#).
- Students are responsible to clean up the eating area. All garbage must be disposed of before leaving the lunchroom.
- Disruptive behavior in the lunchroom will be dealt with in the same way as misconduct in the classroom.
- Teachers on duty will dismiss students when it is time to go back to class. Students will remain seated until their table is dismissed.
- Grades K-2nd may not use the microwaves. If an elementary student a lunch heated, a lunch assistant is available to assist.
- Fourth thru 8th grade students may use the microwave during lunch period. However, they are expected to follow the posted directions and clean up any and all spills.
- Any student with nut products are required to sit at a table designated for nut consumption. These students are required to wash and sanitize their hands before returning to the classroom lunch table.

Media Center

Materials Selection

The media center materials are seen as an important support of the curriculum. The media center staff works with each grade level to provide books that meet their needs. Each student will be provided opportunities for both formal training in the use of library skills and informal access to the library's resources.

The criteria for book selection include, but is not limited to, the following:

- Curriculum support
- Historical or technical information accuracy
- Appropriateness in regard to age and maturity of the student
- Encouragement of critical thought and discussion

Parents should contact the media specialist with any questions or concerns regarding a particular reading selection. A form must be obtained from the media specialist, and filled out completely. After review, the media specialist will make a decision and/or take action and the complaint will be filed. If necessary, members of the Administration will review the filed complaint.

Circulation

Students in grade level classes participating in the Reading Counts program may check out two books simultaneously. Other students may have one book checked out at a time.

Library books are normally kept for one week. If a student needs to keep a book for a longer period of time, they may renew it for up to three weeks. (Exceptions are made for books that are needed for school assignments.)

Students are responsible for all books checked out in their name. The following fees for lost books cover replacing the book, time for reordering, and processing costs:

\$10 minimum for paperback books

\$20 minimum for hardback books

Reading Counts

Scholastic's Reading Counts is a reading motivation program. In this program, students choose and read books included in the program and then take a computerized multiple choice test. This test is used to determine if they understood and retained information about the book. If the student passes the test, then s/he earns the number of points that are associated with the book.

The Reading Counts program keeps track of each student's quiz results and has reporting capability. The data is kept on the School's server, so that the students are able to take quizzes from any computer in the School that is connected to the network. Additional quizzes can be added to the computers at any time. The list of quizzes available can be seen on the School website at BridgewayChristianAcademy.com under the Media Center tab.

Each book in the BCA library that is on the program is labeled with the book's Lexile level, and number of points the student will earn by reading and passing the quiz for the book. The labels are color coded so that the students can easily identify the books on the program.

***One thing to note about the program is that once a student passes a test, or fails it twice; they cannot take it again. The software keeps track of this information.*

Students who earn any Reading Counts points may spend them during the last week of each month at the Reading Counts Store in the Media Center. Points may be accumulated from month to month for bigger prizes.

Medical Illness/Emergency Procedure

During enrollment/re-enrollment, all parents/guardians are asked to fill in to provide contact and medical information. Parents must keep this information current. In case of serious illness or injury, this information may be used before consultation with the family if deemed necessary.

Sending a child to School with a fever, excessive sneezing, coughing, or upset stomach etc. runs the risk of spreading illnesses to others. The Administration reserves the prerogative to send your child home if their health is a risk to others.

Students must be fever free for 24 hours before returning to school. If a student vomits at school, they may not return for a 24 hour period.

In case of minor illness, BCA is equipped with a clinic where students may be sent and treated. In case of a more serious illness, the family will be contacted by phone, and the parents may be requested to come to the School to pick up their child. In case of extreme emergency and the School is unable to contact the parents, an alternate person, family physician, a doctor or hospital of the School's choosing will be contacted and asked to administer emergency aid to the child. All treatment will be recorded in the student's medical records in Renweb.

Medical Allergies

Students are expected to participate in all activities. Medical documentation must be on file at school for students to be excused students from activities including but not limited to PE, recess, etc. Parents with students who have seasonal allergies and have medical documentation on file must notify the school if their student is to be excused from daily activities.

Medication Policy for Prescription and Non-Prescription Drugs

The policy for administration of all medication is as follows:

- a. A Prescription Authorization Form must be filled out submitted to the clinic.
- b. Parents/guardians authorize all OTC and Non-Prescription that may be given to the student during the enrollment/re-enrollment process.
- c. All medications must be in the original container with prescription label attached detailing administration instruction and dosage. Designated School personnel will monitor, assist, or administer the medication as prescribed.
- d. All medications must remain in the clinic during School hours for the safety of students and proper management of the medication. Inhalers may be available to students in the classroom if quick access is needed but under the direction and knowledge of clinic staff and parents.
- e. Any student in possession of medications or sharing medications outside of these guidelines will be subject to disciplinary action.
- f. Students using inhalers may keep these with them with parental consent on the Prescription Authorization Form.

Parties (Holidays, Birthdays, etc.)

Parties may be held for the special occasions listed below. Parents will be asked to aid in preparations for these parties. Since we are teaching a Christian perspective on all areas of life, our celebrations will be as follows:

- Thanksgiving – the spirit of gratefulness and thankfulness
- Christmas – the Birth of Jesus
- Valentines – God's love and His commandment to love one another
- Easter – The resurrection of Jesus Christ
- Monthly birthday parties, K-3 through 5th grade, are the only approved birthday parties.

Any other class party must be approved by the Principal. Celebrations should start no earlier than one hour before the close of day. BCA does not sanction pool parties of any kind. Any such activities must be private parties, not during school hours, nor promoted through school communications.

Pledges

The students will recite pledges to the Flag of the United States, the Christian Flag, and the Bible each day.

Prayer

- Every teacher will begin each day with prayer in the classroom.
- The chapel program will include prayer as a standard component.
- Regular opportunities will be given in each class for students to share prayer requests.
- The teacher will look for opportunities for spontaneous times of prayer.

Recess

Pre3-5th Grade will have recess each day. Recess will be held indoors unless the temperature is below 32 degrees or the wind chill factor is below 32 degrees. Please make sure your student has the appropriate outer wear during the cold weather. In addition, if the temperature is above 89 degrees recess will be indoors. If your student is affected by outside allergens and should not participate in outside recess, please send a note or email the teacher. These students will remain in the office during recess.

Room Parents

Room parents will be selected at the beginning of the school year. The room parent is responsible for helping the teacher, providing the class with a class roster, prayer chain, and facilitating sign up for parties and field trip drivers. Teachers must approve all communications to classroom parents, including emails.

School/Office Hours

School Hours:

| | |
|-----------|-------------------------------|
| Pre3 | 8:00-12 (Tuesday-Thursday) |
| Pre4 | 8:00-12:00 (Monday - Friday) |
| K – 8th | 8:00-3:00 (Monday - Thursday) |
| K – 5th | 8:00-12:15 (Friday) |
| 6th – 8th | 8:00-3:00 (Friday) |

Office Hours:

7:35 am – 3:45 pm (Monday - Thursday)
7:35 am - 3:15 pm (Friday)

School Pictures

- School pictures will be scheduled during the fall and spring of each year. Class pictures will be taken in the fall.
- Individual student pictures are provided as part of the student activity fee. The purchase of additional school pictures, class pictures, or spring portraits is optional.

School Spirit

- School Colors: Red and blue
- School Mascot: Luke the Lion
- School Tag Line: Know, Grow and Go
- School Verse: Luke 2:52

School Supplies

Students are expected to provide certain supplies each school year. Grade level supply lists are posted on the BCA website in June.

Personal Electronic Devices (Cell Phones, Game Systems, iPods)

No electronic device should be seen or heard during the school day except those approved by the administration/teacher for academic use. BCA understands the need for students and parents to communicate with one other. During the hours of the school day, including morning and afternoon carpool, all communication should come through the phones located within the School. Any violation of this policy will result in the electronic device being confiscated. Parents may pick up these devices from the School office. BCA will not be held responsible for loss, theft, or destruction of any of these items at School.

Volunteer Guidelines

Volunteers are required to:

- Sign in at the Welcome Desk and wear a volunteer badge while on campus.
- Dress with modesty, neatness, and discretion when on campus or at a School function or field trip.
- Remain focused on the volunteer activity and refrain from visiting with teachers without an appointment.
- Allow staff to handle any crisis situations that arise.
- Remember that discipline of the students is the responsibility of a staff member.

Financial Policies

Tuition is one of the primary sources of funding and is the responsibility of parents/guardians. Additionally, each year BCA will conduct an Annual Fund Campaign with a goal of 100% participation from all parents, faculty, administration, and staff for the purposes of advancing the cause of Christ through BCA. This Annual Fund drive will occur in the fall of each year. Parents, members of the faculty and staff, and the Christian community are encouraged to also assist through alternative means of funding, such as scholarships, PTF events, the Georgia GOAL scholarship program, Foundation Fund, and specific/target gift donations.

Budget Development

The fiscal year for BCA runs from August 1 through July 31. The Head of School is responsible for developing the BCA budget annually under the oversight of the Bridgeway Foundation for Education (BFE). The BFE is the final decision-making body for the annual budget.

Financial Assistance

BCA utilizes the services of Financial Aid for School Tuition (FAST) to determine eligibility for all forms of financial assistance. There is a link to the FAST system on the BCA website under financial aid. There is a non-refundable, parent paid fee associated with the application. This is a secure process and no BCA staff members have access to your personal information. A financial aid committee reviews all recommendations and then notifications of any awards are sent. There is no guarantee given or implied that any or all applications will receive financial assistance.

Dress Code for Grades K5 through 8

A positive appearance along with appropriate dress and grooming help provide a focused academic environment more conducive to learning. Therefore, Bridgeway Christian Academy adheres to a School Uniform Policy for students in kindergarten through eighth grade. The two main principles which define our philosophical position with regard to uniforms are **MODESTY** and **NEATNESS**. In addition to promoting these two principles, school uniforms:

- Readily identify the student and the school in the community
- Encourage discipline and responsibility in the life of the student
- Give the student a sense of belonging and identification
- Are practical and economical

Please refer to the **Uniform Requirements Lists** for detailed uniform information and descriptions. This list can be found on the school website at www.bridgewayca.org under Resources/*Parent's Place*.

Teachers will enforce the discipline systems as it pertains to dress code. Parents are expected to monitor their own child's appearance. Obvious or blatant violations of the dress code may necessitate a student remaining in the office until the parents bring a change of clothing or take the student home until the dress code is met. Areas of subjectivity are left to the discretion of the teachers and administrators.

Students are encouraged to label all uniform items with their name (small and neat).

General Dress Code Requirements

All uniforms must be purchased through one of BCA's approved uniform supplier(s) and comply with the approved list of styles.

Approved uniform suppliers: Parker Uniform, Uniform Source and Lands' End

Shirt/Skort Length

- Skorts (elementary school) may not be more than 3 inches above the knee.
- Skirts (middle school) may not be more than 2 inches above the knee. ***For modesty purposes, please wear bike or Softe style shorts beneath skirts.***
- Skirts/skorts may not be rolled at the waist.

Dress Shoes

All shoes are to be closed toe with a fully closed heel. **Dress shoes are required for Dress Uniform.**

- Boys: Leather dress shoes such as bucks, loafers, or Sperrys in brown, black, or navy
- Girls: Flats, Mary Janes, or low heel pump in brown, black, or navy with heels being no higher than 1.5 inches. **Sperrys are not considered a dress shoe for girls.**

Athletic Shoes in any color. Please see "Shoe Don'ts" for other requirements.

Shoe Don'ts

- No high top athletic shoes
- No wheels, no lights, no glitter or sequins, no characters
- No TOMs in any color
- No UGGS
- No boots
- No clogs
- No sandals/backless shoes

Socks

- Must be worn everyday – ankle length, footies, crew and knee socks are acceptable
- Must be solid white, navy, grey, black or khaki. Socks can have a stripe or logo in school colors (ie: white, black, red or navy)
- Girls may wear solid white, navy or gray tights or leggings with uniform skorts/skirts. **No Lace or Trim.**
- **White knee socks must be worn as part of dress uniform for girls in all grades.**

Jeans

When students are allowed to wear jeans to school, i.e. Fridays, special field trips, etc., the jeans must be plain, blue jeans. Blue jeans may be full length or mid-calf and should be standard, conservative, modest, and denim. No tears, sequins, designs, or embellishments of any kind.

Sweatshirts/Hoodies/Fleece

Only BCA uniform and spirit wear sweatshirts and or hoodies may be worn during the school day. These items are available for purchase through some of our approved uniform providers or our online spirit wear site, and the BCA Used Uniform Store.

Outerwear – Jackets, Sweaters, Coats

During cold weather months, the only outerwear permitted in the classroom is the red BCA sweater, uniform approved jacket, or approved BCA team wear. When wearing these items, a uniform shirt must be worn underneath. Non-BCA winter coats may not be worn in the classroom.

Dress for \$2 Days

The first Wednesday of every month is a themed dress up day (ie – PJ day). Students can pay \$2 to dress out of uniform in the assigned theme attire. Middle School students can either wear the theme dress or have a free dress day. At minimum shorts must cover half the quad area. Leggings are not permitted as stand-alone bottoms unless worn with a tunic or dress. Any tunic or dresses worn with leggings must meet the shorts (see above) dress code length requirements. Shoulders must be covered at all times.

Dress Uniform

A dress uniform is required for events such as Math Olympics, Spelling Bee, Veterans Day Chapel, Easter Chapel, and other special events as announced by the administration or the teacher. This uniform may also be worn as part of the standard dress code.

Fridays

Students have the privilege to wear “Spirit Wear” or Christian t-shirts and jeans on most Fridays. Students still have the option to wear uniform tops and jeans or full uniform on Friday if they choose. Blue jeans may be full length or mid-calf and should be standard, conservative, modest, and denim. The only shorts that are acceptable are the uniform shorts. Stated shirt and jeans regulations still apply on these days. Students and parents will be notified when dress uniform or school uniform is required on Friday for special events. During winter months, students may wear **Christian/BCA** sweatshirts over their t-shirts. **No Aeropostle, American Eagle, or any other clothing items bearing non BCA logos or emblems are allowed on Fridays.**

- **On Fridays, only middle school students have a “choose a shoe option.”**

Dress Uniform

A dress uniform is required for events such as Math Olympics, Spelling Bee, Veterans Day Chapel, Easter Chapel, and other special events as announced by the administration or the teacher. This uniform may also be worn as part of the standard dress code.

Field Trip Attire

On field trips, we require students wear their red uniform polo along with jeans or an approved uniform bottom unless otherwise instructed by their teacher.

General Appearance

- Personal appearance must be maintained in modesty and good taste.
- Visible body markings (temporary or permanent) will not be permitted.
- **All shirts are to be buttoned and tucked in for 1st – 8th grade.**
- Belts are part of the required uniform for both boys and girls.

Hairstyles - Girls

- Girls' hairstyles should not be distracting. Hair should not cover the eyes or be partially or totally shaved to the skin.
- Hair color should look natural.
- **Hair bows, ribbons, and headbands should be school plaid or matching colors of white, red, or navy and may be patterned (stripes, polka dots, etc.) in these colors. No yellow, green, pink, etc. head bands, please.**

Hairstyles – Boys

- Boys' hair length may not be worn below the eyebrow or over the collar in the back, and half the ear must be visible.
- Hair may not be shaved to the skin.
- Boys' hair cannot be braided, gathered, or adorned with any items.
- Middle school boys should be clean shaven.

Miscellaneous

- Athletic headbands, sweatbands, bandannas, hats, caps, and visors are not to be worn during school hours.
- Conservative and minimal amounts of make-up and/or jewelry may be worn by girls.
- Boys are not to wear earrings at anytime including extracurricular activities on or off campus.
- Girls may not wear earrings that extend more than ½ inch below the lobe and all ear piercing must be confined to the lobe.
- Long sleeve t-shirts in grey, white or navy are permitted during the colder months under the short sleeve polos.

Out of Uniform Guidelines

Knowing that each child is an image-bearer of the Lord, BCA stresses modesty in appearance and dress. Our students are expected to avoid extremes in clothing (anything that would distract from the learning process of students) and hairstyles when they are out of uniform on School campus. Parents are instrumental in helping children look their best and in being considerate of how their appearance affects others. We ask that parents also follow these same guidelines of dressing with modesty, neatness, and discretion when on campus or at a School function or field trip. School administration will make the final decision about what is acceptable or unacceptable if a disagreement should occur.

UNIFORM REQUIREMENTS - GIRLS - (Grades K5-5th)

| | |
|---------------------------|--|
| JUMPER & DRESS | Plaid Jumper - Style #172 or #194/Color #60 Mesh Polo (ss or ls), Ruffle Hem or Knit Dress – available in red and navy (K5 through 2nd grade only) with Embroidered BCA School Monogram |
| SKORTS | Plaid Wrap Skort - Style #907/Color #60 – REQUIRED DRESS UNIFORM ITEM Wrap Skort (Uniform Source) or Chino Skort (Lands End)– available in Khaki and Navy (Skorts may be no shorter than 3” above the knee) |
| BLOUSES | Peter Pan Blouse (for jumpers) – available in white Short and Long Sleeve Oxford Cloth Blouse – available in white and blue with Embroidered BCA School Monogram on pocket – WHITE OXFORD IS REQUIRED FOR DRESS UNIFORM |
| SWEATERS | Red Sweater Vest with Embroidered Crest Monogram – REQUIRED DRESS UNIFORM Red Crewneck Cardigan with Embroidered Crest Monogram – Optional |
| SHIRTS | Short and Long Sleeve Knit and Fashion Fit Polo – available in Red, Navy, and White with Embroidered BCA School Monogram; Red Knit Shirt with Embroidered BCA Monogram -Required item for Field Trips |
| SLACKS | Pleated, Flat Front and Fashion Fit – available in Khaki and Navy *can be any brand as long as it is the style |
| CAPRIS | Available in Khaki and Navy |
| SHORTS | Pleated, Flat Front and Fashion Fit – available Khaki or Navy *can be any brand as long as it is the style |
| JACKETS (Optional) | Evolux Fleece Jacket and Fleece Lined Nylon Windbreaker - with Embroidered Crest Monogram |
| BELTS | Stretch Belt – Khaki or Navy Any Black, Brown, or Navy Braided or Leather Belt |
| SOCKS | White Flat Knit Knee Socks – REQUIRED DRESS UNIFORM Knee, Crew and Ankle Socks or Footies – can be navy, khaki or white (Socks can have a stripe or logo in school colors; ie: white, black, red or navy) |
| TIGHTS/ LEGGINGS | Solid color tights or leggings only can be worn in navy, white or grey (No lace or trim) |
| SHOES | Conservative, Closed-toe, School-Type Shoes (Flats, Mary Janes, etc.) can be worn in black, brown, or navy. Tennis shoes can be in any color. No Toms, boots, high tops, lights, glitter, wheels, Uggs, clogs. Dress shoe required for Dress Uniform. (TENNIS SHOES MAY NOT BE WORN FOR DRESS UNIFORM) Sperrys are not acceptable as a girls’ dress shoe. |

| | |
|-------------------------|--|
| HAIR ACCESSORIES | #60 Plaid, Solid Red, White, Black, or Navy Headband, Scrunchie, or Bow on Barrette (Optional) Must be matching school colors. Patterns are permitted in these colors only. |
| TOTE BAG | Navy Tote Bag with Silkscreen Paw (Required for K4 and K5 – Provided by BCA) |

UNIFORM REQUIREMENTS - BOYS (Grades K5-5th)

| | |
|---------------------------|---|
| SLACKS | Pleated or Flat Front Slacks – available in Khaki and Navy <i>*can be any brand as long as they match the required style</i> Navy Pants Required for Dress Uniform |
| SHORTS | Pleated or Flat Front or Long Shorts – available in Khaki and Navy <i>*can be any brand as long as they match the required style</i> (No shorter than 3” above the knee) |
| SHIRTS | Short or Long Sleeve Oxford Cloth Shirt - available in white and blue Embroidered BCA School Monogram White Required for Dress Uniform Short or Long Sleeve Knit Shirt - available in white, red, and navy - Embroidered BCA School Monogram *Red Knit Shirt Embroidered BCA Monogram Required for Field Trips |
| SWEATERS | Red Sweater Vest with Embroidered Crest Monogram – Required for Dress Uniform |
| JACKETS (optional) | Fleece Lined Nylon Windbreak; Evolux Fleece Jacket – with Embroidered School Spirit wear items can also be purchased from our online site - http://bcaspiritwear.digitathletics.com/ |
| BELTS | Stretch Belt – Khaki or Navy Any Black, Brown, or Navy Braided or Leather Belt (All boys 1st – 5th are required to tuck in shirts & wear belts) |
| SOCKS | White Flat Knit Knee Socks – REQUIRED DRESS UNIFORM Knee, Crew and Ankle Socks or Footies – can be navy, khaki or white (Socks can have a stripe or logo in school colors; ie: white, black, red or navy) |
| SHOES | Conservative, Closed-toe, School-Type Shoes (Bucks, Loafers, Sperrys, Etc) can be worn in black, brown, or navy. Tennis shoes can be in any color. No Toms, boots, high tops, lights, glitter, wheels, Uggs, clogs. Dress shoe required for Dress Uniform. (TENNIS SHOES MAY NOT BE WORN FOR DRESS UNIFORM) |
| TOTE BAG | Navy Tote Bag with Silkscreen Paw (required for K4 and K5 provided by BCA) |

UNIFORM REQUIREMENTS – GIRLS (GRADES 6TH – 8TH)

| | |
|------------------------------|---|
| SKIRTS | Plaid Skirt (Style #143) (Color #60)-Required for Dress Uniform Khaki or Navy Skirt (Style #143) – <i>Please wear bike or Softe shorts beneath skirts</i> (Skirts No Shorter Than 2” Above The Knee) |
| BLOUSES | White or **Blue Short Sleeve or Long Sleeve Oxford Cloth Blouse with Embroidered BCA School Monogram on pocket -Required for Dress Uniform |
| SWEATERS | Navy Sweater Vest with Embroidered Crest Monogram –Required for Dress Uniform Navy Crewneck Cardigan with Embroidered Crest Monogram - optional |
| SHIRTS | Navy, White, Light Blue, or Red Short Sleeve or Long Sleeve Knit Shirt or Fashion Fit Polo with Embroidered BCA School Monogram - **Heather gray knit shirt available through Lands’ End Only *Red Knit Shirt with Embroidered BCA Monogram -Required for Field Trips |
| SLACKS | Khaki or Navy Fashion Fit Slacks |
| CAPRIS | Khaki or Navy Capris |
| JACKETS (optional) | Navy Nylon Jacket (Ripstop) with Embroidered Crest Monogram New – Evolux Fleece – Navy/Black with Embroidered School Logo |
| BELTS | Navy or Khaki Stretch Belt - Any Black, Brown, or Navy Braided or Leather Belt |
| SOCKS | White, Flat Knit Knee Socks Required for Dress Uniform Navy or White Knee, Crew, or Ankle Socks; White footies (Solid Color Only) |
| TIGHTS & LEGGINGS | Tights: Navy or White Only (Solid Color Only) Leggings: Navy or Black Leggings (Solid Color- Calf Length Only – No Lace or Trim) |
| SHOES | Any Conservative School-Type, Closed-toe Shoes – Required Dress Uniform White, off-white (tan/light gray), or black Tennis Shoe with minimal accents in the following colors: red, navy, black, tan, or gray. Black tennis shoes permitted with white or light gray accents only – no colors. Tennis shoes with bright colored soles or accents, non white/off-white/black tennis shoes, TOMS, UGGS, and other boots permitted ONLY on Jeans Fridays. (TENNIS SHOES MAY NOT BE WORN FOR DRESS UNIFORM) |
| P.E. UNIFORM | Navy mesh shorts and gray t-shirt with BCA Physical Education logos – boys and girls |
| HAIR ACCESSORIES | #60 Plaid, Solid Red, White, Black, or Navy Headband, Scrunchie, or Bow on Barrette (Optional) Must be matching School colors |

UNIFORM REQUIREMENTS - BOYS (GRADES 6TH – 8TH)

| | |
|---------------------|--|
| SLACKS | Khaki or Navy Pleated or Flat Front Slacks - Khaki Required for Dress Uniform |
| SHORTS | Khaki or Navy Pleated, Flat Front or Long Shorts- (No shorter than 3” above the knee) |
| SHIRTS | White or **Blue Short Sleeve or Long Sleeve Oxford Cloth Shirt with Embroidered BCA School Monogram on pocket – White required for Dress Uniform Navy, White, Light Blue, or Red Short Sleeve or Long Sleeve Knit Shirt with Embroidered BCA School Monogram *Red Knit Shirt with Embroidered BCA Monogram Required for Field Trips Heather gray knit shirt available through Lands’ End Only - exclusive to Middle School |
| SWEATERS | Navy Sweater Vest with Embroidered School Monogram (crest) –Required for Dress Uniform |
| JACKETS | Navy Nylon Jacket (Ripstop) with Embroidered School Monogram New – Evolux Fleece – Navy/Black with Embroidered School Logo (Jacket Optional – Monogram Required) |
| P.E. UNIFORM | Navy mesh shorts and gray t-shirt with BCA Physical Education logos – boys and girls |
| BELTS | Any Black, Brown, or Navy Braided or Leather Belt |
| SOCKS | Navy, Khaki, or White Crew Socks or Ankle Socks – (Solid colors - Socks must be visible) |
| SHOES | Conservative School-Type, Closed-toe Shoes – Required for Dress Uniform White, off-white (tan/light gray), or black Tennis Shoe with minimal accents in the following colors: red, navy, black, tan, or gray. Black tennis shoes permitted with white or light gray accents only – no colors. Tennis shoes with bright colored soles or accents, non white/off-white/black tennis shoes, and other shoes or boots permitted ONLY on Jeans Fridays. (TENNIS SHOES MAY NOT BE WORN FOR DRESS UNIFORM) |

Local Area Network and Internet Usage

Acceptable Use

The purpose of all our electronic resources and the Internet is to support the School's education mission. Consequently, student use of these resources must be for matters directly related to one's academic studies at Bridgeway Christian Academy. While it is impossible to prevent the truly determined from accessing questionable material, short of not providing these resources at all, we have established policies in an attempt to provide clear guidelines for use and reasonable consequences of misuse. BCA utilizes a content filter that greatly restricts access to inappropriate websites.

Network and Internet Policies

Conduct on the computers is to:

- Reflect and be consistent with Christian ethical and moral principles and precepts
- Be consistent with the high standards for character and conduct expected of all students and faculty
- Be in compliance with all School policies
- The use of School computers is a privilege that may be taken away if the student uses computers, the network or the Internet improperly or causes damage to computer hardware or software.
- The computers are to be used only for Schoolwork as directed by the Computer Lab teacher, classroom teacher, or supervising staff.
- The student should not copy material from the Internet and incorporate it into his/her own work without properly identifying the source (do not plagiarize).
- The student will only use the Internet under the supervision of a teacher or staff member.

The following are considered **UNACCEPTABLE** for School Internet use:

- Accessing the Internet without the permission and DIRECT SUPERVISION of a staff member
- Chat Groups – unless set up by a teacher in a course linked with other Schools.
- Searching for inappropriate material/images/sites – those not in keeping with moral Christian standards
- Using home e-mail accounts
- Playing Internet games not authorized by the teacher

Should any of the above policies be violated, disciplinary measures as above will be taken by Administration.

Students are:

- Encouraged to use the computers whenever possible
- Encouraged to ask for help in using the computers
- Encouraged to ask for help in conducting on-line research
- To treat the equipment with care
- Strongly encouraged to have updated virus protection at home to protect against bringing viruses to School
- To use their own name (never an alias or other person's) if prompted for in a program
- To understand that anyone found making illegal software copies may be subject to civil or criminal penalties from \$25,000 up to \$250,000 per work copied and/or expulsion from the School
- To report any suspected misuse of the hardware/software to the School's Technology Department, classroom teacher and/or Administration

Students are not permitted to:

- Use any School computer without the knowledge and supervision of a staff member
- Use any classroom computer without the permission of that classroom teacher
- Give their personal passwords to another student
- Have food or drink at any computer at anytime
- Download or install any computer programs including games
- Delete programs
- Access anyone else's files without permission
- Change the computer/laptop color scheme, desktop arrangement, wallpaper or screen saver without permission from the teacher
- Exit to the DOS prompt to list or manipulate file directories or to run programs
- Change any system configurations
- Rename any computer files that they do not own
- Move program or document files
- Make unauthorized copies of software under any circumstances
- Change, move or otherwise tamper with computer hardware, software, or network connections
- Use the LCD projector or SmartBoard without proper authorization

Any damage to computers or vandalism will result in the loss of computer privileges. In addition, the student will be charged for any materials and labor costs to make repairs.