

Baytown Christian Academy

PK3 – 12th Grade

Student Handbook



**5555 North Main
Baytown, Texas 77521**

www.gobca.org

Baytown Christian Academy
5555 N. Main
Baytown, Texas 77521
281-421-4150

Administration

M. Wade Ortego, Headmaster
Thomi Wilson, Dean of Students
Rachel Feist, Director of Grammar
Andrea Case, Director of Logic and Rhetoric

Baytown Christian Academy Board

Mark Hall, President
Henry Bernshausen
Molly Schraub
Mike Usry
Kathy Winn

Support Services

Rheyana Solis, Financial Manager
Keisha Atha, Registrar
Lisa Harp, Attendance
Tresha Noel, Cafeteria Manager

Pledge of Allegiance

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

Monday Chapel Bell Schedule 7th – 12th

Zero Period	7:15-7:45
1 st Period	7:50-8:30
2 nd Period	8:35-9:20
3 rd Period	9:25-10:10
4 th Period	10:15-11:00
5 th Period	11:05-11:50
6 th Period	11:55-12:40
7 th Period	12:45-1:30
8 th Period	1:35-2:20
Chapel	2:25-3:05

Pledge to the Texas Flag

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

Pledge to the Christian Flag

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

Regular Bell Schedule 7th -12th

Zero Period	7:15-7:45
1 st Period	7:50-8:35
2 nd Period	8:40-9:30
3 rd Period	9:35-10:25
4 th Period	10:35-11:25
5 th Period	11:30-12:20
6 th Period	12:25-1:15
7 th Period	1:20-2:10
8 th Period	2:15-3:05

Pledge to the Bible

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

Mascot: Bulldog

School Colors: Blue and White

School Hours

PK3 – 2nd 7:50 – 2:30
3rd – 6th 7:50 – 2:45
7th – 12th 7:50 – 3:05

Mission Statement

Baytown Christian Academy is a classical Christian learning community that exists to challenge students to know Jesus Christ, to love others as themselves, and to pursue truth, beauty, and goodness in order that they may serve God and others through humility, obedience, character, and leadership.

To Students and Parents:

Welcome to the new school year. Realizing that education is a team effort, we are certain that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

Baytown Christian Academy's Student Handbook is a resource for some of the basic information that you and your child will need during the school year. Both students and parents should become familiar with this handbook's contents.

This handbook is intended to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes to policy or other rules that affect Student Code of Conduct are to be followed.

Please sign and return to the front office the back sheet of this handbook after having read it with your child. If you or your child has questions about any of the material in this handbook, please contact any one of the administrators.

Sincerely,

M. Wade Ortego

Thomi Wilson

Andrea Case

Rachel Feist

TABLE OF CONTENTS

Classical Christian Education Philosophy and Foundational Principles	5
Classical Christian Education Philosophy	5
Educational Principles	6
Biblical Principles	6
History	7
Goals	7
Administration and Staff	7
Admission Information	8
Withdrawing a Student	9
Academic Information	9
Course Prerequisites	9
Registering and Scheduling	10
Scheduling Changes	11
Summer School	11
Grading Policies	11
Semester Exemptions	12
Graduation Programs	13-14
Distinguished Achievement Program	14
Grade Point Average	15
Honors Graduation and Class Ranking	15
Advanced Placement	16
High School Credit	16-17
Graduation Participation Standards	17
Homework Policy	18
Academic Probation	18
Promotion and Retention	19
Transcripts	19
Testing	19
Attendance and Punctuality Policies	20
Drop Off / Pick Up Areas	21
Extended Day Services	22
Tardiness	22
Excused Absences	23
College Days	23
Professional and Doctors' Appointments	24
Partial Day Absences	24
Unexcused Absences	24
Make-Up Work for Excused Absences	24
Eligibility for Extracurricular Activities	25
Truancy	25
Returning to School After an Absence	25
Procedures for Classroom and Lunch Visits	25
Student Pick up	26

Student Health and Safety Services	26
Disaster Plan	26
Fire Drill	26
Hurricane Procedure	27
Tornado Drill	28
Flooding	29
Bomb Threat	29
Student Health	29-30
Immunization Requirements	30
Medication Policy	30
Physical Education Excuse	31
Standards of Christian Conduct	31
Convictions for Conduct	31
Spiritual Life and Conduct	32
General Standards	33
Classroom, Hallway, Cafeteria and Outdoor Environment	33-34
Discipline Procedures	35
Detention Guidelines Grades 7-12	35
Specific Discipline Guidelines Grades 7-12	36-38
Patriotism	38
Student Services	38
Parent-Teacher Conferences	38
Library/Media Center	38
Career Development and Guidance	38
Parent/Teacher Volunteers	39
Lost and Found	39
Closed Campus	39
Field Trips	39
Telephone Usage	39
Copy Machine Usage	40
Lunch	40
Arrival and Departure	40
Security	41
Visitors	41
Guidelines Specific to Elementary Grades	41-42
Student Activities	42
Athletics	43
Eligibility Standards and Procedures	43
Criteria to Determine Ineligibility	44
Entertainment	44

CLASSICAL CHRISTIAN EDUCATION PHILOSOPHY FOUNDATIONAL PRINCIPLES

Classical Christian Education Philosophy

1. Classical Christian education is education in the liberal arts. It is classical in that it draws on the rich heritage of Western civilization and culture. It is Christian in that it recognizes the Bible as the final authority in matters of life and thought.
2. Classical Christian education is distinctively biblical. God's Word is the foundation Word of all history. God's Word is pure wisdom and truth and the only infallible rule of faith and life. We believe that students must know their Bible thoroughly in order to foster a distinctively Christian understanding of the world and life.
3. Classical Christian education is an orthodox education. All truth finds its unity in the Triune God Himself. Thus, classical Christian education is interdisciplinary because all disciplines find their unity in God.
4. Classical Christian education is evangelical education. Salvation comes by grace through faith. Salvation is not attained through education because knowledge is not power. Instead, all power belongs to God. Biblical salvation is knowing God and Jesus Christ whom He sent.
5. Classical Christian education is reverent education. Classical Christian education is education in the fear of the Lord. God is acknowledged as Creator and Redeemer.
6. Classical Christian education is foundational in the sense that it lays a foundation for glorifying God and enjoying Him forever.
7. Classical Christian education is humbling. The goal of classical Christian education is to bring students to a clear understanding of how much there is to know while giving them a hunger and thirst for knowledge and righteousness. Students are called to master the grace of humility.

Educational Principles

1. Baytown Christian Academy promotes high academic standards while helping the students to achieve skills in creative and critical thinking, using the best-integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university, vocational training, or service in the United States military.
2. Baytown Christian Academy provides a learning environment characterized by a wholesome setting. Students are expected to be respectful and attentive, to put forth substantial effort, to conform to reasonable rules, and to behave in such a way that will enhance their own individual learning as well as the learning of others.
3. Baytown Christian Academy encourages each student to understand and appreciate the democratic values of our state and nation.
4. Baytown Christian Academy employs faculty and staff who serve as role models in their Christian walk and who are maturing in both their professional life and Christian faith.
5. Baytown Christian Academy's staff has a loving concern for every student. Caring adults are always available to work with the individual student and the student's family in resolving difficulties.
6. Baytown Christian Academy encourages the home, the church, and the school to compliment each other, challenging students to excellence for the glory of God.
7. Baytown Christian Academy does not discriminate on the basis of gender, race, color, or national and ethnic origin in providing educational services.

Biblical Principles

The basis for our Christian belief is the Bible, which is uniquely God-inspired, without error, and is the final authority on all matters of faith and practice. As the Bible teaches, there is one God, eternally existing in three persons – Father, Son, and Holy Spirit – each possessing all the attributes of deity. God created man to have fellowship with Him, but man chose to go his own way. Salvation comes through God's grace and is received personally by faith in Jesus Christ.

The Bible establishes basic principles for Christian character and behavior. These include the Lordship of Christ over all our life and thoughts; the responsibility to love God with our whole being and to love our neighbor as ourselves; the responsibility to pursue righteousness and practice justice and mercy to everyone; and the active participation in the worship and activities of the church, which forms a necessary context for Christian living.

History

Established in 1979, Baytown Christian Academy is an independent, nonprofit Texas corporation. Baytown Christian Academy is a Christian school dedicated to the development of moral character, the strengthening of spiritual lives, and the intellectual growth of each student.

Baytown Christian Academy is a member of the Association of Classical and Christian Schools.

Baytown Christian Academy also holds memberships in the Texas Christian Athletic League (TCAL) and the Baytown Chamber of Commerce.

Baytown Christian is accredited with the Texas Alliance of Accredited Private Schools.

Goals of Baytown Christian Academy

1. To provide grades Pre-Kindergarten through Twelfth Grade with a Classical Christian education of scholastic excellence, integrated in the Word of God so as to foster Christian living
2. To provide instruction in the Word of God, depending upon the re-generating work of Jesus Christ to produce in each child, through the Holy Spirit, a redeemed personality capable of developing into spiritual maturity
3. To maintain a classical Christian curriculum that is up-to-date, meeting a high standard of academic excellence
4. To secure consecrated Christian teachers who would be in a position not only to give instruction in the fundamental knowledge and skills, but to give Christian guidance to the development of the child's personality and the molding of his character
5. To offer its students a rich humanities curriculum which integrates the study of literature and the arts with the study of history and geography
6. To teach its students to think critically and biblically by evaluating the writings of outstanding thinkers of the past and present
7. To offer mathematics and science programs that enable its students to participate knowledgeably in the scientific discussion of the modern world

Administration and Staff

The Administration has the responsibility of formulating and administering the curriculum, supervising and evaluating teachers, planning financial accountability, and authorizing and monitoring student activities. The school is staffed by teachers who believe in the principles of Classical Christian education and are committed to excellence in their respective content areas. They actively participate in professional growth and development. The School Board provides direction and oversight to the administration at Baytown Christian Academy.

ADMISSION INFORMATION

Baytown Christian Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence.

The process of enrollment at Baytown Christian Academy prior to final acceptance shall include the following:

- (1) Submission of properly completed applications, health forms, up-to-date immunization records, official transcripts, and payment of the registration fee. (Refer to the Immunization Requirements in the Student Health section of this handbook.)
- (2) An interview with parent(s) and the student who is interested in enrolling. Members of the Administrative Team must interview the parent(s) and student before admission to the school is granted. The parent(s) should bring a copy of the student's grades and achievement test scores to the interview. The information will be used to assess the student's previous academic and scholastic achievement and levels. Prospective students will be evaluated on the basis of references, records, personal interview, and their desire to attend Baytown Christian Academy.
- (3) Academic evaluation is a necessary component of the admissions process. Testing services shall be made available if previous records cause concern or are not available.
- (4) Transferring students who are classified as seniors cannot be enrolled unless they have passed all aspects of the Texas Assessment of Knowledge and Skills (TAKS) test if that test is required by their previous school. Second semester seniors will not be admitted unless administrative review indicates special circumstances.
- (5) The Administrative Team will assess the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline and attendance policies.
- (6) During the interview, the Administrative Team will provide a description of the school's activities and will answer any questions that arise. Following the interview, a member of the staff will conduct a tour of the school facilities. Classroom visits are permissible upon request and by prior arrangement.
- (7) When the information for the student is complete, the parent(s) will be informed of the admission decision in writing (by email or a letter) within five to seven working days.
- (8) Baytown Christian Academy retains the right to accept or deny admission to the school based on test scores, academic grades, references, interviews, and/or behavior that may disrupt the harmony and well-being of the school.
- (9) Admission decisions fall into three categories: Acceptance, Probationary Admission (accepted with conditions such as tutoring, summer school, mentoring, repeating a grade), and Denial of Admission. Denial of Admission does not prohibit a student from applying at a later time if deficient areas are corrected. Every student admitted to Baytown Christian Academy is on probation at least for the first grading period.
- (10) Parent(s) of students who have been granted admission to the school are required to complete the necessary forms such as the Consent of Parents to Release Student Records. Immunization Records must be current, copied, and kept in the student's school health folder.

- (11) All admitted seventh through twelfth grade students must sign and adhere to the Baytown Christian Academy Student Covenant.
- (12) Arrangements must be made for the necessary fees and tuition payment plan.

Withdrawing a Student

All withdrawals must be made in writing and shall be directed to the financial officer of the school. See the contractual agreement on the Baytown Christian Academy Application for Admission.

ACADEMIC INFORMATION

Pre-School and Lower Grammar School Curriculum Focus

PK3: Language, Arithmetic, History/Geography, Bible

PK4: Language, Arithmetic, History/Geography, Bible

K5: Language, Arithmetic, History/Geography, Bible

1st Grade: Language, Arithmetic, History/Geography, Bible

2nd Grade: Language, Arithmetic, History/Geography, Bible

3rd Grade: Language, Arithmetic, History/Geography, Latin, Bible

Upper Grammar School and Middle School Curriculum Focus

4th Grade: Language, Arithmetic, History/Geography, Science, Latin, Bible

5th Grade: Language, Arithmetic, History/Geography, Science, Latin, Bible

6th Grade: Language, Arithmetic, History/Geography, Science, Latin, Bible

7th Grade: Language, Arithmetic, History/Geography, Science, Latin, Logic, Bible

8th Grade: Language, Arithmetic, History/Geography, Science, Latin, Logic, Bible

High School Course Prerequisites

The following is a list of course prerequisites and advancement at Baytown Christian Academy. Students are encouraged to follow the recommended course advancement levels.

Mathematics

Algebra I

Geometry

Mathematical Models with Applications

Algebra II

Pre-Calculus

Calculus AB

Calculus BC

Science	Biology I IPC Chemistry Principles of Technology Physics Biology II 4 th Electives from time to time Physics or Biology II: Anatomy and Physiology Environmental Science	
Social Studies	World Geography World History US History US Government/Economics	9-10 9-10 11-12 11-12
English	English I/Classical Literature English II/World Literature English III/American Literature English IV/British Literature Dual Credit English IV/British Literature	9-10 9-10 11-12 11-12 11-12

Registering and Scheduling Pertaining to High School

All students must be enrolled in a full schedule that includes four academic classes per semester. Students will be counseled on course selection and advised on schedule arrangements. Parents should regularly review with their students their progress towards the completion of graduation requirements.

Priority on registration and scheduling will be given to seniors first, juniors second, etc., assuming deadlines are met. All Baytown Christian Academy students must complete four years (eight semesters) of high school to be considered for graduation. Baytown Christian Academy does not offer early dismissal or early graduation.

Schedule Changes Pertaining to High School

Great care should be taken when selecting courses for the coming year. Requests for scheduling changes after the close of spring registration are typically not considered unless new and unanticipated factors develop. If a change is determined appropriate, students are required to have documentation of parent, teacher, and guidance/administration approval. Students must obtain an Add/Drop Form from the Director of Academics in order to make a schedule change.

In extremely rare situations, schedule changes which are deemed necessary may be made through the second week of the semester without penalty. Any course dropped after this time will carry the grade of WF (Withdraw Failing), WP (Withdraw Passing), or AUDIT (whichever applies) for the semester. WF will be counted as a part of a student's cumulative grade point average.

Summer School

Students should plan to take all core courses at Baytown Christian Academy. Any summer school credits must be approved by the administrative team. The administrative team will review all requests for courses not offered at Baytown Christian Academy.

Grading Policies

Progress Reports and Report Cards

Pre-School and Kindergarten: Pre-School and Kindergarten students will be issued progress reports once each nine week period. Each student's parent(s) must conference with the teacher for the first nine week progress report. Each subsequent nine week progress report will be sent home thereafter.

First through Sixth Grades: First through sixth grade students will be electronically issued (via RenWeb) report cards once every nine weeks. Each student's parent(s) must conference with the teacher for the first nine week report card. Each subsequent nine week report card will be electronically sent (via RenWeb) home thereafter. Each student will electronically receive (via RenWeb) at least one progress report at the midpoint between nine week report cards.

Seventh through Twelfth Grades: Seventh through twelfth grade students will be electronically issued (via RenWeb) report cards once every six weeks. Each student will electronically receive (via RenWeb) at least one progress report at the midpoint between six week report cards.

Progress Report and Report Card Grading Standards

Letter Grades: Letter grades will be assigned for Conduct, Physical Fitness, Bible (PK-8th), Music (PK-8th), Band (5th-6th), Drama (PK-8th), Art (PK-8th), and Handwriting.

Numerical Grades: Numerical grades will be assigned for any academic subject in grades 1 – 6 for all junior high and high school subjects.

Conduct Grades: Only conduct grades lower than E will be recorded on the report cards.

Grading Scale

Letter Scale: E=Excellent G=Good S=Satisfactory N=Needs Improvement
U=Unsatisfactory

Numerical Scale: A – 90-100 B – 80-89 C – 70-79 F – 69 or below

If tuition payments or any fees are in arrears, a student's report card will be held.

Semester Exemptions

As an incentive to improve attendance and encourage students to maintain high marks and good behavior, Baytown Christian Academy allows for an exemption policy. Since this is an incentive policy, no appeals to this policy will be considered. Exemptions will be declared no earlier than the week prior to the start of exams. The teacher's attendance record will be the **official** record in declaring exemptions.

Freshmen and Sophomores may be exempt from no more than (2) subjects' course exams each semester.

Juniors may be exempt from three (3) subjects' course exams each semester.

Seniors may be exempt from four (4) subjects' course exams each semester.

Students may choose from all periods each semester provided they meet the criteria for exemption.

The student must meet the following criteria to be exempt:

1. The student must have an 90 or higher in the course.
2. The student must have no unexcused absences. Failure to bring a written note from the student's parent will cause the absence to be marked unexcused until the attendance clerk receives a note. A student will be allowed four (4) school days to clear his unexcused absences. If a student fails to clear his absence, it will be recorded as unexcused.
3. The student must have no more than five (5) absences in the course (3 tardies will equal one absence). School events and pre-approved college days will not count toward absences.
4. The student has neither been assigned to ISS nor suspended during the semester.

Students who take an unauthorized day (i.e., Senior Skip Day) are subject to losing all exemption privileges.

Graduation

Requirements for a Diploma

To receive a high school diploma from Baytown Christian Academy, a student must successfully:

- Complete the required number of credits
- Complete a Bible class each year of attendance at BCA.

Graduation Credits

A. All credits counted toward graduation must be earned from the following:

1. Baytown Christian Academy
2. Other accredited schools by official transcript
3. An accredited summer school (Students who fail required courses must attend summer school.)
4. An accredited correspondence course or credit by examination approved by the headmaster or director
5. Concurrent college enrollment

B. Junior and senior students whose schedules will permit may request co-enrollment with Lee College for courses for high school or college credit. These courses may be taken after the regular school day, at night, or during the summer. Parent and School Counselor must grant permission for these individual cases. Additionally, students must pass Lee College's entrance test or standards before co-enrolling.

Graduation Programs

Baytown Christian Academy offers the graduation programs listed below. In order to graduate from Baytown Christian Academy, a student must pass a Bible class each year he is enrolled at BCA. The high school Bible classes may count as the required general electives if needed.

	<u>Number of Credits</u>
Recommended High School Program	26
Distinguished Achievement Program	26

All students must meet the following credit and course requirements for graduation under the programs listed:

School Year 2011-2012

Course	Recommended	Distinguished
English	4 credits	4 credits
Mathematics	4 credits (at least through Algebra II)	4 credits (through Calculus AB)
Science	4 credits (at least through Principles of Technology)	4 credits (through Physics)
Social Studies	3½ credits (must include World Geography, World History, US History, and US Government)	3½ credits (must include World Geography, World History, US History, and US Government)
Economics	½ credit	½ credit
Speech	½ credit	½ credit
PE	1 credit	1 credit
SAT Prep	½ credit	½ credit
Technology (BCIS)	0 required (11 th /12 th graders) 1 credit (9 th /10 th graders)	0 required (11 th /12 th graders) 1 credit (9 th /10 th graders)
Fine Arts	1 credit	1 credit
Foreign Language (same)	2 credits	3 credits
General Electives	5 (11 th /12 th graders) 4 (9 th /10 th graders)	4 (11 th /12 th graders) 3 (9 th /10 th graders)
Advanced Measures	0	0 (11 th /12 th graders) 4 (9 th /10 th graders)
TOTAL TEA REQUIRED CREDITS	26	26

Distinguished Achievement Program for Class of 2012 or 2013

Students who wish to complete the **Distinguished Achievement Program** must meet the requirements of the Recommended Plan plus a third year of same foreign language and have taken the 8 honors courses: PreCalculus, Calculus AB, Physics, Biology II, US History, US Government/Economics, English III, and English IV.

Ways to Obtain 4 Required Advanced Measures for DAP for Classes of 2014 and Below

- Recognition by the National Merit Scholarship Corporation as a Commended Scholar (1 measure maximum)
- An AP exam grade of 3 or higher (up to 4 measures)
- A 3.0 or higher in a dual credit or college class (up to 4 measures)

High School Grade Point Average (GPA)

The school will compute the student's grade point average on his transcript using academic subject grades. All courses except those acquired through Pass/Fail credit are considered academic for GPA credit purposes. (Algebra I taken in eighth grade will be accepted as high school credit for students maintaining a yearly average of 80% or higher. The credit will be listed on the transcript as Pass.)

The following point scale will be used for Grade Point Average (GPA) calculations:

Numerical Average (Semester)	Grade Points Awarded
98-100	4.00
93-97	3.90
90-92	3.70
88-89	3.50
83-87	3.30
80-82	3.00
78-79	2.50
73-77	2.30
70-72	2.00
69 and below	0.00

Honors Graduation and Class Ranking

For class ranking purposes, semester grades are awarded point values. Baytown Christian Academy ranks include only 1 and 2. Class ranks of Valedictorian and Salutatorian are determined by an unweighted GPA and Honors Coursework. Only students who take all eight honors courses as determined by the administration will qualify for Valedictorian or Salutatorian status. The eight honors courses include:

Precalculus	Physics	United States History	English 11
Calculus (AB)	Biology II	Government/Economics	English 12

A selection process to identify the student to receive the "Honor Graduate Certificate" includes the possibility of two certificates to be awarded. In rare cases in which more than one student meets the school's criteria, two certificates may be issued. The certificate authorizes the President of any state supported college or university to provide a scholarship for tuition. Some non-state supported colleges recognize and provide the tuition scholarship.

Only students with a cumulative unweighted four-year GPA of 3.80 or higher will be considered for Valedictorian or Salutatorian.

Students who take all eight honors courses and maintain a 3.7 GPA or higher will be ranked in the top ten percent of the graduating class for college admissions purposes only. For transfer students, only grades earned at accredited schools may be counted for class rank. No rank is assigned to students who transfer into BCA after the first semester of their junior year.

Graduation with honors requirements include:

- (1) GPA of 3.5 or higher
- (2) at least six of the eight honors courses (as listed above)

Academic Honors Graduation:

Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.75 – 3.89
Cum Laude	3.50 – 3.74

Students who maintain a 3.5 GPA or better will be considered for induction into the National Honor Society. Students may be inducted their Junior or Senior year at BCA. Transfer students with the necessary academic requirements may be considered for induction.

Advanced Placement

In order to earn college credit, a student must attain a specific score on a nationally standardized examination, and attend one of the many colleges and universities that recognize students' participation in the College Board's Advanced Placement Program. Parents and students are responsible for any necessary testing fees.

High School Credit

Credit is given on a semester basis. Each course will be worth .5 credit per semester. A student who fails a course must repeat the semester to earn credit for that semester. Students may replace passing grades should a student choose to retake a course. Students who fail one semester and pass one semester of a given course in a year may choose to retake the entire course and replace the failing grade if the student passes each semester with a 70% or higher.

Students who fail a semester course with a 65% or higher may average first and second semester grades for a yearly average. Yearly averages of 70% or higher will receive one credit for the course.

Failing grades will count as 0 grade points and will be averaged as a part of a student's cumulative GPA.

Credit will only be given when a student attends 85% of each course per semester. Special arrangements will be considered in the case of catastrophic illness. A written medical diagnosis is required for such arrangements.

Students who do not meet the attendance requirements will be required to make up days on specified dates arranged by the administration. Students who fail to make up days will not receive credit toward graduation.

A student who fails the first semester of a foreign language or mathematics may be requested to drop that course for the year. Continuation may be granted only in consultation with the teacher and the administration.

All grades will be transferred to the BCA grading scale by the most equitable method. Transfer students will have their prior course work evaluated for BCA credit at the time of enrollment. Only grades from an accredited high school will be considered for credit evaluation. Scholastic work accomplished through homeschooling will be evaluated on a case-by-case basis upon receipt of an official transcript.

Graduation Participation Standards

Students are required to complete eight semesters (four years) of high school in order to be considered for graduation from Baytown Christian Academy. Early graduation will not be considered. Students must attend eight semesters of high school, complete all applicable graduation requirements, and remain in good standing in order to be eligible to receive a diploma. Participation in graduation activities is a privilege earned by meeting Baytown Christian Academy standards.

Only full-time students who have completed all Baytown Christian Academy requirements and are considered in good behavioral standing will be allowed to participate in graduation and graduation related activities. Baytown Christian Academy follows the Texas Education Agency standards for graduation. Any requested deviation from this standard must be made in writing to the administration.

Seniors eligible to graduate are required to attend all commencement activities. Failure to attend rehearsals could result in restriction from participation. Transfer students' remaining graduation requirements will be determined at the time of admissions.

Homework Policy

Baytown Christian Academy recognizes the educational value and importance of homework for students. Meaningful home study is a necessary part of each child's educational program. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the learning objectives. Homework should contribute to the student's education through individual work, responsibility, completion of projects, and the establishment of good study habits. Character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Students will be required to complete all homework assignments.

Teachers and/or Administration will contact the parents of any students who consistently do not complete homework assignments. In addition, seventh through twelfth grade students who consistently do not complete homework assignments may be assigned to detention.

Homework Guidelines

Homework by definition may include but is not limited to:

1. At-home reading requirements
2. Studying spelling words, math facts, Latin/vocabulary words
3. Studying assigned Bible memory work
4. Studying for quizzes or tests
5. Completing assigned projects
6. Completing specific assignments

Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort of both school and home may be made to correct the academic deficiency. Academic probation may be invoked under the following circumstances:

1. A student new to the school may be accepted on academic probation at the discretion of the Administrative Team when grades from the prior year indicate that the student may have academic difficulty at Baytown Christian Academy.
2. A student receives two grades lower than a 70 at the conclusion of a semester.

If a student on probation is unable to attain the appropriate grade average in the following semester or fails two subjects for the year, academic records will be evaluated and appropriate recommendations made.

Promotion/Retention

Possible Reasons for Grade Retention

1. poor attendance
2. academic average of 69% or lower
3. the combined judgment of the teachers and/or the administration that retention would serve the student's best interest(s)

Transcripts

Requests for transcripts must be made in writing and include the mailing address of the recipient. Upon satisfactory arrangements with the business office concerning financial obligations, report cards and transcripts will be released within three business days. Official transcripts must be signed, stamped and sealed.

Standardized Testing

The focus of our guidance programs is to help each student maximize his total experience at Baytown Christian Academy while giving direction and preparation for the next step in his educational or career path. Students and parents are assisted with course selection and placement and four-year high school planning.

1. Each student, grades 1-10, is given the Educational Testing Bureau, Comprehensive Testing Program 4, a nationally normed test, in the spring of the year to determine his/her progress and scholastic strengths and weaknesses. The results of these tests will be made available to parents.
2. Advanced Placement examinations are available for juniors and seniors through The College Board.
3. The PSAT is administered to ninth through eleventh grade students. The purpose for administering the PSAT to these students is to give them practice as they will be taking the SAT test at a future date. Juniors who take this test are also eligible for participation in the National Merit Scholarship Program.
4. The ACT Plan is administered upon request to tenth and eleventh grade students.
5. High school students register and take the SAT and ACT tests at designated times and sites arranged by the College Board and ACT.

**Baytown Christian Academy SAT/ACT School Code:
440-486**

ATTENDANCE AND PUNCTUALITY POLICIES

One of the keys to successful academic achievement is regular attendance at school. Even an absence of one or two days can have a surprisingly disruptive impact on progress. **Therefore, perfect attendance is strongly encouraged.** Perfect Attendance is a reflection of a student's being at school all day, every day throughout the school year. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances.

Parents hold a unique responsibility to help their student interpret life's expectations concerning timeliness and promptness. We strongly encourage parents to resist the temptation to protect their student natural consequences of tardiness and absenteeism. Instead, use the policies as a necessary learning ground for effective adult life. Consequences are a valuable part of a student's growth and maturity.

Whenever leaving or arriving at either BCA campus other than normal times, students are **always** required to sign in and out or to be signed in or out by a parent with the attendance person. There is no exception to this requirement.

The attendance policies which follow are intended as guidelines only. The administration reserves the right to treat tardiness and attendance matters on an individual basis. Excessive tardiness and absenteeism will be addressed by school administration. The administration does not distinguish between unexcused and excused tardies. Students with excused absences will be allowed to complete make up work.

The school will maintain records of attendance and tardiness. This will be reflected on all students' report cards.

Early Check-Out Request: If your student must check out in the afternoon, please have the student checked out thirty minutes before dismissal.

PK3 – 2nd Hours: 7:50 – 2:30

3rd – 6th Hours: 7:50 – 2:45

7th – 12th Hours: 7:50 – 3:05

Drop Off / Pick Up Areas

K3 – 6th grade students will be dropped off at the N. Main entrance.

7th – 12th grade students will be dropped off at the gymnasium entrance.

PK3 – 2nd Grade Students: In order to avoid Extended Day fees, Drop Off is no earlier than 7:30 a.m. and Pick Up is no later than 2:55 p.m. Please call the office in case of an emergency, which will cause you to be late picking up your child. Vehicles must enter the front parking lot from the north entrance and exit on the south side. To best facilitate drop off/pick up times, pull vehicles as far down the sidewalk as possible before dropping off or picking up students. **Walk-up dismissals from 2:00 p.m. – 2:30 p.m. are not permissible.**

The parents/guardians of students in PK3 – 2nd grade will be issued a rearview mirror tag to better facilitate student pick-up. Each student's name will be printed on a card, which is to be displayed in full view of the loading staff on the rearview mirror of the vehicle to pick-up the student. Daily use for the entire year of this tag is mandatory. Please visit the school office if you misplace your tag or need more tags for other people who pick up your child.

3rd – 6th Grade Students: In order to avoid Extended Day fees, Drop Off is no earlier than 7:30 a.m. and Pick Up is no later than 3:05 p.m. (If you realize you will be late to pick up your child due to an emergency, please call the office.) Vehicles must enter the far parking lot through the last entrance on North Main and exit through the opening that naturally follows the flow of outgoing traffic leaving the gym doors. Pull up to the side curb in front of the gymnasium doors to pick up students. Please do not park and leave your car during the drop off and pick up times (7:15 am – 8:00 am and 2:45 pm – 3:15)

7th – 12th Grade Students: Drop Off is no earlier than 7:15 a.m. Pick Up time is no later than 4:00 p.m. (If you realize you will be late to pick up your child due to an emergency, please call the office.) Vehicles must enter the far parking lot through the last entrance on North Main and exit through the opening that naturally follows the flow of outgoing traffic leaving the gym doors. Pull up to the side curb in front of the gymnasium doors to drop off and/or pick up students. Please do not park and leave your car during the drop off and pick up times (7:15 am – 8:00 am and 2:30 pm – 3:15)

North Main Campus Independent Drivers: We have an obligation to our neighbors and ourselves to drive carefully, courteously, and safely at all times. In addition to the Texas Vehicle Code, the following regulations apply to driving:

1. Drive very slowly at all times in the parking lot – no faster than 10 miles per hour.
2. Students may park in designated student parking areas only.
3. Cars are to be locked at all times. No loitering will be allowed in the parking lot. Cars are off limits before school, during class, and during lunch hours. **(If you need to go to your car for some reason, you must get written permission from the office.)** Students with permission to go to their cars during the school day must sign out and sign

in at front office. When going to and from cars at irregular times during the school day, students must exit and enter the building through the front doors

4. Written permission, from both the driver's and the rider's parent/guardian, must be filled out in the office before a student can ride with another student.
5. Students must register their vehicle with the office. Failure to follow these guidelines may result in a student's loss of driving and parking privileges on BCA's campus.

Extended Day Services (EDS)

Baytown Christian Academy is dedicated to educating the total child through education experiences and play. We offer extended day services for BCA students in K3 – 6th grade, that provide stimulating reinforcements of the educational experiences while supervising the students beyond the normal academic hours. EDS is available in three options:

1. **Mornings from 6:30a.m. until 7:30 a.m.:** At 7:30 a.m. students will report to teachers in their classroom for individualized instruction and learning.
2. **Afternoons from dismissal until 6:00 p.m.:** Students will report to EDS upon dismissal from class.
3. **Full EDS including both the morning and afternoon options:** The guidelines above will be followed.

EDS forms and price schedules are available in the office.

High School Tardiness

A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. Students who arrive tardy to class must go immediately to the front office to get a tardy slip. Each student is allowed two (2) tardies per class per semester with no penalty. After the third tardy to a class the student will be issued a detention and an unexcused absence will be recorded for that period. These consequences will repeat on the sixth tardy, ninth tardy, twelfth tardy, etc. Tardies will start over at the beginning of each semester. A student who is tardy to class after 25 minutes will be considered absent.

It should be understood that any student purposely missing class time for invalid reasons will be disciplined appropriately to avoid any reoccurrence. Students who fail to attend class (skipping) will be suspended for one school day. Any student who skips class and leaves the campus building will be suspended for two school days.

Excused Absences

Valid Reasons for Student Absences

- Personal illness of student
- Professional services (medical, dental, etc.)
- Family hardships or emergencies
- Extracurricular School Activities

Family hardships or emergencies refer to cases of family illness, hardships, and unexpected circumstances. In case of illness, especially lengthy illness (more than two days), it is the responsibility of the parents to notify the school. Parents and students are encouraged to access assignments and class information from RenWeb in the case of absence.

For all absences, the attendant at the front office should receive a parental note or doctor's note of explanation. **If the student is absent for more than two days due to illness, a doctor's notice will be required.** The absence will be considered unexcused if a parental note or doctor's excuse is not received within four (4) days of the student's return to school.

Family Related Matters

If a student is preparing to be absent due to family matters (e.g. family trip, business, or vacations), parents are to submit a written request to the Headmaster or Dean of Students. This request should be completed at least two weeks prior to the absence.

Since the school calendar allows time for vacations, it is suggested that, whenever possible, parents arrange their vacations to coincide with school vacation times. Parents are strongly discouraged from stretching school vacation dates. Stretching vacation days will be considered unexcused absences unless a written request is submitted two weeks prior to the absence and administration grants the request.

College Days

Students are strongly encouraged to visit a variety of colleges and universities with their parents. Four excused college visitation days are given to students so they can visit colleges or universities of their choice.

- In order for an absence to be excused due to a College Day, a written request must be received by the Dean of Students from the parent one week prior to the absence. These absences will not count against a student's 85% attendance requirement to receive class credit.
- Students are required to bring to the Dean of Students written verification from the college or university visited in order for the absence to be excused.
- Students must obtain class assignments before a college visit absence. Students remain responsible for missed work. All testing, due dates, etc. should be met before the absence.

Professional and Doctor Appointments

As often as possible, doctor's appointments should be made after school hours. If an appointment is needed during school hours, a parent call or note should be submitted prior to that appointment. Students will not be permitted to leave campus without parental contact with the office.

Partial Day Absences

If a student arrives late, he/she should report to the school office and have a note explaining the reason for the late arrival. An explanatory note is a prerequisite for the partial day absence being counted as excused.

Unexcused Absences

Unexcused absences are absences for reasons other than previously stated and absences that the school determines, in its sole discretion, could have been taken care of in some other manner **even if parents approve them.** Routine class work and daily assignments due on the day or days of unexcused absences will receive no credit for each day of class missed

Make-Up Work Because of an Excused Absence

- For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject and the needs of the individual student in mastering the skills.
- A student will be responsible for obtaining and completing the makeup work within the allowed time frame. The number of days to turn in makeup work equals the number of days the student was absent.
- If a student does not make up assigned work within the time allotted points will be take off each day based on the Late Work Penalty chart below.
- Assignments made prior to an absence are due upon returning to class.
- The teacher may assign a late penalty to any long-term project in accordance with time lines approved by the director and previously communicated to students.

Late Work Penalty

1. Late by one day: 15 point deduction
2. Late by two days: 30 point deduction
3. Late by three days: 50 point deduction
4. Work will not be accepted after three late days.
5. Each weekend day counts as a day. (i.e. Assignment due on Friday; student fails to turn it in. Saturday = 1st late day; Sunday = 2nd late day; Monday = 3rd late day.)

Make-up work for unexcused absences will not be accepted.

Eligibility for Extracurricular Activities

A student must be in attendance each day no later than 11 a.m. in order to participate in practice or game. Individuals with extenuating circumstances may be excused by the Headmaster or Athletic Director. It is the **responsibility of the student** to notify his/her coach if and when a situation arises.

Truancy

Students who leave campus without permission from the school office will be considered unexcused for academic and extracurricular purposes, and the school will not be responsible for students while off campus. Skipping class or leaving campus without permission will result in school discipline.

1. Students who skip class during the school day will be suspended from school and extracurricular activities for one day.
2. Students who leave school without permission will be suspended from school for two school days and lose eligibility for extracurricular activities for three weeks. Any student who leaves school at irregular times and does not sign out will be included in this category.
3. Make-up work will not be accepted for class time missed as a result of truancy.

Returning to School After an Absence

Upon returning to school, a parent or guardian must write an excuse that includes the following information:

Student's Name
Date
Days (or class periods) Absent
Reason for Absence
Parent/Guardian signature

All notes are due to the office within four (4) days of the students return to school. Any absence not documented with a note from the parent or guardian will be considered unexcused. Students in grades 7 through 12 will receive a Return to School Form at the office. This form must be signed by the teacher of the class that was missed and returned to the office by the student.

Procedures for Classroom and Lunch Visits

1. All visitors must sign in at the office.
2. To arrange a classroom visit, an appointment must be scheduled through the school office.
3. Parents, Guardians, Grandparents, Pastors and Youth Pastors may visit students during lunch. Siblings may visit only if accompanied by a parent.
4. No fast-food deliveries by businesses or parents are allowed unless the parents stay and eat with their students.

5. If parents/friends need to deliver a lunch, supplies, medicine, or messages, etc., they must come to the school office where the secretary will assist the parent.
6. Alumni may visit for lunch on Fridays if approved by administration. Alumni may not bring outside food for current students.

Student Safety

Students' safety is of prime importance at Baytown Christian Academy. In keeping with our security policy, all exterior doors remain locked after 7:50 a.m. through school dismissal with the exception of the front office doors. **All persons visiting and/or conducting businesses at the school campus must sign in and obtain a Visitor's Pass.**

Student Pick Up

1. Anyone picking up student during the school day will need to **provide a picture ID** to office personnel and/or staff member if asked to do so.
2. If the person picking up the student is anyone besides the custodial parent, his/her name must be listed on the child's Pick Up Form. If that person's name does not appear on the Pick Up Form, the office personnel or staff member will call the student's parent to confirm permission. If the parent cannot be contacted for any reason, the student will not be released.
3. If the student needs to be picked up by a person who is not listed on the Pick Up Form, the parent needs to call the office ahead of time to avoid confusion.

STUDENT HEALTH AND SAFETY SERVICES

Disaster Plan

We have many procedures in place for dealing with emergencies. Drills will be conducted a number of times each year to insure proper implementation in the case of a real emergency. Please help us by following our rules for procedures as they were created with the students' safety in mind.

Fire Drill

Fire drills will be conducted throughout the year. Three (3) long rings signal the drill. Evacuation routes are posted in each room. Students will be familiarized with exits. Fire extinguishers are placed in various locations:

During the fire drill, students are to exit quickly without talking. The school secretary or bookkeeper will check the library and computer lab for students. The principal will exit with a log of the students to be used in case of an actual fire. The teachers will group their classes away from the building, counting their students using attendance books. If the students are away from the classroom during the drill, they should leave the building through the nearest exit and report to another adult outside. That adult will walk the student(s) to their respective teacher(s).

In Case of an Actual Fire

1. Emergency 911 will be called immediately.
2. The alarm system will be activated. Other devices (such as whistles, bells, human voice calling “fire drill,” etc.) may be used.
3. If safety permits, an adult will use the nearest fire extinguisher.
4. After teachers have accounted for all of their students, they will walk to the far south end of the parking lot.
5. Before children are picked up by parents or transported to another location, they must be “checked off” by the teacher, and administration must be informed immediately.

Hurricane Procedure

The official hurricane season is from June 1 to November 30. Threatening hurricanes are classified in three stages: hurricane watch, hurricane warning, and storm stage.

Hurricane Watch: A watch is the first alert that a hurricane poses a possible, but as yet uncertain, threat to a certain coastal area.

Hurricane Warning: Within 24 hours or less, a specified coastal area may be subject to sustained winds of 74 miles per hour or higher and dangerously high water and exceptionally high waves.

Storm Stage: A hurricane has moved inland.

During inclement weather, administration will be kept informed of current weather conditions through the National Weather Service. Announcements regarding early dismissals or school closings will be publicized through KTRH Radio 740 AM and local Houston Television News 11, 12, and 13. Additionally, BCA’s closings will be posted and updated daily at 5:00 a.m. and 5:00 p.m. on the school’s website, GoBCA.org.

Baytown Christian Academy’s early dismissals and school closings often do but **may not always** coincide with the decisions made by the Goose Creek Consolidated Independent School District’s administration.

In Case of a Hurricane

1. Teachers will be made aware of current weather conditions in an appropriate manner.
2. Televisions and radios must be cut off in the classrooms in time of a crisis.
3. No personal or outside phone calls will be made unless authorized by the administration. Incoming calls will be screened and possibly ignored in the interest of supervising the students.

Administrative Duties

1. Have at hand telephone numbers of all parents and designated persons to reach in case of evacuation. **The automated telephone system will be used if at all possible.**
2. Designate staff members to call parents to pick up students in case of early dismissal. Students must be picked up by parents or persons listed on the registration form.
3. Maintain a log of persons leaving the building.
4. Check that first aid supplies are on hand.
5. Instruct staff to reassure students.
6. Select appropriate personnel to assist students into cars and to direct traffic in the parking lot so as to move students out as quickly as possible.

Teacher requests to leave the building to check on their own families can be honored only after the safety of the students has been assured.

If trapped in the school building during the storm stage, the procedure for protection of the students would be the same as if a tornado had been sighted. Please refer to “tornado drill.”

Tornado Drill

Tornado Watch: Whenever conditions are such that tornadoes could form in a given locality, the United States Weather Bureau issues a tornado alert or watch.

Administrative Duties

1. Tune radio to KTRH 740 AM to receive information and instructions specifically for the Baytown area.
2. Alert teachers in an appropriate manner. Caution them to be ready to move to a shelter area if necessary.
3. Assign several staff members to view the outside to look for funnel clouds (swirling clouds dangling from clouds above, not touching the ground) or a tornado (swirling cloud touching the ground).

Tornado Warning: If a funnel cloud or tornado is reported by anyone, the National Weather Service will issue a tornado warning. If the location can be verified, Baytown Civil Defense will give continuous information and instructions over KTRH 740 AM.

Administrative Duties

1. Report to Baytown police (281-422-8371) if a funnel cloud or tornado is sighted. Be prepared to give exact location.
2. Simultaneously activate bell system. It will be signaled by short, continual rings of the bell for a minute or longer.
3. Oversee the movement of staff and students to the shelter areas under any of the following conditions:
 - If, in the judgment of the Headmaster or designated key person, conditions are sufficiently threatening

- If a tornado is sighted by an individual
 - If instructions are given by the Baytown Civil Defense (police and fire dept)
4. Open windows and doors on the side away from the wind, usually north and east.
 5. Stop any car or bus movement and move the occupants to the shelter areas of the school building if necessary.

North Main Campus Designated Shelters

1. **Front Hallway** near the offices and the conference room: 7th – 8th Grades
2. **Boys' Restroom** near the north hallway: K3 – 2nd Grades
3. **Girls' Restroom** near the north hallway: 3rd – 6th Grades
4. **Boys' Restroom** near the south hallway: Boys in Grades 9-12
5. **Girls' Restroom** near the south hallway: Girls in Grades 9-12

Flooding

In case of flooding, the procedure for handling this crisis would be similar to the procedures listed under hurricane watch and warning.

Bomb Threat

Any bomb threat, whether by the phone or other methods, will be taken seriously. The procedure will be as follows:

1. The Police will be notified immediately either through the use of 911 or the non-emergency number: 281-422-8371.
2. The fire drill procedure will be used in the case of a bomb threat. Three long rings will signal a bomb threat.
3. Students will be allowed to re-enter the building only after the authorities have deemed it safe.

Student Health

Baytown Christian Academy desires that all students are healthy and happy. To minimize exposure to harmful situations, the administration asks that parents keep home students who show signs of illness. Students who show signs of illness while at school will be sent to the office and parents will be called.

Common School Illnesses

Fever: Children with a fever of 100 degrees or higher will not be allowed to attend school. Students are to be fever-free (without aid of medication like Tylenol) for 24 hours before returning to school.

Vomiting/Diarrhea: Students who are vomiting or having symptoms of diarrhea will automatically be sent home with his/her parents. Any student with vomiting and/or diarrhea may not return to school until he/she has been symptom-free for 24 hours.

Chicken Pox: Early signs of this illness include fever and a rash consisting of blisters that may first appear on the head and then spread to the body. A student with this infection may return to school seven days from the onset of the rash and a letter stating that he/she has had the Chicken Pox disease.

Pink Eye: All students with itchy, watery, red eyes will be evaluated. If the teacher suspects conjunctivitis, you must have your child evaluated by a physician to determine if he/she is contagious. A doctor's letter is required stating when your child may return to the classroom.

Strep Infection: If a student is suspected of having a strep infection upon a physical examination of the throat, his/her parents will be called to pick up the student. A doctor's release is necessary to re-enter the classroom. If the child has a positive throat culture, he/she must be on antibiotic for a full 24 hours before returning to the classroom.

Head Lice: A student shall be removed from the classroom if nits or lice are found on his/her scalp or in his/her hair. Parents of the student must pick up the student as soon as possible. The student cannot return to school until appropriate treatment has taken place: head lice shampoo/cream rinse; removal of all nix; appropriate treatment of all clothing and school items.

Immunization Requirements

A student's immunizations should be current before enrollment at Baytown Christian Academy. Vaccine Exemption Affidavits are available from the Texas Department of State Health Service. A copy of the immunization record from the doctor's office or clinic with the doctor's signature or rubber-stamped validation should be given to the school office personnel.

Medication Policy

1. Whenever possible, the administration of medication to students should take place at home before or after school hours.
2. Students are not permitted to have any medication on their person for self-dispensing at school. Approved school personnel must dispense ALL medications for ALL students.
3. The school does not provide medications of any kind for the students.
4. Medicines must be provided by the parent, be in the original container, and be labeled with the student's name.

5. Personnel are authorized to administer medications only if the parent has completed a medication permission form available at the school. Prescription medication **must** also be in the original container, be labeled with the student's name, and have written, pertinent information from the physician.

Physical Fitness Excuse

A student must have a note from a parent/guardian in order to be excused from physical fitness activities. If the excuse is for more than three consecutive days, a statement from a medical doctor is required. A release must state duration of time to be excused.

STANDARDS OF CHRISTIAN CONDUCT

Convictions for Conduct

All discipline performed at Baytown Christian Academy is based on five basic convictions which the school attempts to instill in students. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions.

Respect for God: We are a Christian school. We believe in the Triune God, represented by three in one, who holds us accountable for our actions, our words, and the thoughts in our hearts. At Baytown Christian Academy, we desire to develop a deepening relationship with God through Jesus Christ. Any behavior by a student which demonstrates a lack of respect for God is of great concern to the school. Parents and staff will jointly counsel a student who demonstrates a lack of respect for God. This session may result in terminating the student's enrollment.

Respect for Authority: Respect for God leads to respect for authority.

Respect for Others: Students need to become sensitive to those around them in a manner that encourages and assists others. Honesty and trustworthiness are two virtues that demonstrate respect for others.

Respect for Property: Students who steal, cheat, plagiarize, vandalize, or put graffiti on walls, tables, desks, etc. are expressing a disregard for the property of Baytown Christian Academy and the property of others in the community. Students who deface or steal property will be responsible for the cost to replace the damaged property and disciplined accordingly.

Respect for School Rules: In any institution, there must be certain rules unique to that institution which exists for the purpose of accomplishing its goals and purposes. At Baytown Christian Academy, there will be some rules designated to promote our goals and purposes that do not apply to other areas of life. Such rules include our appearance code, classroom procedures, absence

notes, tardies, etc. A student who consistently refuses to respect the school rules may be suspended or asked to withdraw from Baytown Christian Academy.

Spiritual Life and Conduct

All seventh through twelfth grade students will be required to sign a Student Honor Commitment Form. Failure to do so, may result in the Student being asked to withdraw.

One of the unique purposes of Baytown Christian Academy is to prepare Christian young people for effective Christian service in whatever career they choose. Since only those who are Christian can perform effective Christian service, Baytown Christian Academy desires for each student to have a vital, personal relationship with God through faith in Jesus Christ. Furthermore, BCA asks all students to measure their lives by biblical standards of conduct.

Each student should understand that attending Baytown Christian Academy is a privilege granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to Baytown Christian Academy, students indicate a desire to become sincere, cooperative members of the student body.

Students are expected to live by a biblical standard of behavior, which is consistent with the principles of conduct encouraged by the Christian community. At all times, Baytown Christian Academy students must refrain from:

1. The use of illegal drugs, alcoholic beverages, or any form of tobacco
2. Involvement in immoral activities
3. Swearing, telling jokes or stories with inappropriate content, or using language unbecoming of a Christian
4. Racial discrimination or joking
5. Acts of dishonesty, such as cheating, lying, and/or stealing
6. Use of internet/cell phones to expose oneself and others to pornography

Sending pictures of oneself and/or others via cell phones must reflect Baytown Christian Academy's dress code and standards of modesty.

Students should make every effort to avoid compromising situations, which may give the appearance of being involved in the above activities. Students who violate these standards may be asked to withdraw.

Chapel

Chapel is an important part of campus life at Baytown Christian Academy. All students are required to attend chapel. All students should be in chapel dress for chapel days as indicated in the dress code. Chapels may include singing, prayer, praise, special music, speakers, and student participation. Parents are invited to attend Chapel on Mondays at the designated Chapel times.

Church Attendance

It is the desire of Baytown Christian Academy that each student be an active, productive member of a local church.

General Standards

In the interest of creating an orderly campus and wholesome atmosphere, the following behaviors are NOT permitted:

1. Inappropriate language
 2. Note writing, note passing, reading of notes while at school
 3. Personal display of affection (PDA)
 4. Chewing gum at any time while on campus
 5. Bringing food or drinks into the classroom without teacher and/or administration approval
 6. Bringing radios, ipods, electronic games, digital music players, CDs, etc.
 7. Sending text messages during school hours
 8. Leaving personal belongings around campus
 9. Sleeping during class
 10. Failure to follow specific classroom guidelines and procedures set forth by the teachers
 11. Tampering with or taking items from another person's locker or personal property
 12. Defacing or abusing any school property
 13. Refusing administration right to inspect any school property (includes desks and lockers) at any time
 14. Demonstrating verbal or physical abuse or harassment
 15. Failure to adhere to the Baytown Christian Academy dress code
 16. Being tardy to any class more than two times in a semester
- *Failure to comply with the intent of the General Standards may result in detention.

NOTE: Lockers and desks are school property. Students do not have the right to deface or abuse these items in any manner. Students may not decorate or attach any stickers, paper, or other personal items inside or outside of school desks or lockers unless special permission is given by school administration. Students who break these rules will lose locker privileges. Unscheduled locker and backpack inspections may be conducted.

Classroom Environment

In order to maintain a classroom environment that allows for maximum learning, teachers will establish those standards they deem necessary. However, the following standards are for all classes:

1. Students must always demonstrate respect for and cooperation with teachers.
2. Students must be on time to each class.

3. Any kind of student communication that is disruptive to the teacher or classmates is unacceptable.
4. Personal grooming during class sessions is not permitted.
5. Students will be excused from class with the teacher's permission only. **Students who leave class without the teacher's permission will be considered "skipping" class.**
6. Students must bring all necessary materials to class and be prepared to begin class when the bell rings.
7. Food and beverages will not be brought into the classrooms except on special teacher-approved and administration-approved occasions.
8. Gum chewing will not be allowed at any time in any location while on BCA premises.
9. The teacher's desk, briefcase, grade book, and other belongings are personal property and will be treated as such by students.
10. Students may not use the teachers' computers under any circumstances or at any time.

Hallway Environment

1. Students should walk quietly in the halls, staying to the right side of the hallway to allow room for others to pass.
2. No running is permitted.
3. Game balls must not be bounced in the hallways or tossed against the walls.

Cafeteria Environment

1. Students must sit in an orderly fashion at their tables.
2. Conversation may be at a normal restaurant level, not overly loud.
3. For PK3-6th grades, a ten minutes time of silence may be observed at the beginning of lunch time to allow the students to eat a large portion of their lunches.
4. All trash must be disposed of and all tables wiped clean before students leave the cafeteria.

Outdoor Environment

1. Students may go to recess as a class at scheduled times.
2. Students must behave in such a way as to ensure the safety of themselves and others.
3. Rocks and sticks may not be thrown.
4. Students may not use inappropriate words at recess or PE.
5. Students may not intentionally or unintentionally hurt others.

Discipline Procedures for BCA Students

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. If a student breaks a rule, he/she has chosen the following consequences based on inappropriate behavior:

1. Verbal warning
2. Lowered conduct grade
3. Issuing of detention (grades 7-12)
4. Change of classroom seat and/or removal from class
5. Teacher contact with parents concerning student's misbehavior
6. Conference with student, parents, teacher(s), and/or administration
7. Removal from the classroom with teacher-provided assignments (parents notified)
8. Suspension or expulsion (immediate if severe disruption – parents notified – parent conference)

In the case of a student's continued misbehavior or severe misbehavior, a parent or guardian must meet with the administration and/or teacher. Until the parent or guardian is able to conference with the school personnel, the student will not be allowed to return to the class. Any student who consistently misbehaves may be required to withdraw from Baytown Christian Academy or be expelled from Baytown Christian Academy

Detention Guidelines for grades 7-12

1. Each detention notice will require one hour to be served Thursday after school at 3:15 p.m. (Students with two detentions in a given week will stay for two hours.) Or Tuesday morning at 6:30 a.m.
2. Students must sit silently.
3. All detentions will be documented and parents will be notified through RenWeb.
4. Students who receive more than 2 detentions in a week will serve a one-day in-school suspension (Unless assigned otherwise by the Dean of Students).
5. Students who fail to serve an assigned detention will serve the following week, as well as serving a Saturday detention.
6. Students who receive a detention that conflicts with a co-curricular practice or event MUST serve the detention as assigned. There will not be any supplemental accommodations made for these conflicts. In the case of a student missing a bus leaving for co-curricular activity, the student will need to make plans to meet up with the team upon being released from detention. In the case of a student missing a performance or game, coaches will be notified immediately as the student must serve the detention in full.

* School week for detention begins Thursday morning and ends the following Wednesday afternoon.

Other student infractions against BCA will be handled by administration on a case-by-case basis. The consequences for other infractions may include but are not limited to the following:

- Saturday Morning Detention
- Typed Essays
- School Suspension
- In-School Suspension
- School Withdrawal
- Expulsion

SPECIFIC DISCIPLINE GUIDELINES

CELL PHONE USEAGE

It is the administration's desire that cell phones not detract from the learning environment. The goal of this policy is that no cell phone becomes a distraction to the point that they are confiscated. However, any visible cell phone, ipod or digital music player will be taken and kept in the Dean of Student's office until the last day of the current grading period unless a fee of \$25 is paid. These devices will be confiscated from the moment a student enters the school building in the morning until the final bell rings at the end of the school day.

Only parents or guardians will be allowed to pick up the phone/ipod/digital music player. A \$25 fine will be assessed and must be paid by the parents or guardians when they pick up the cell phone/ipod/digital music player. Any student seen with cell phone/ipod/digital music player from the time they enter the building until after their last class period will have the device taken away.

Students who loan cell phones to other students will be subject to the same consequences but a \$50 fine will be assessed rather than a \$25 fine. Baytown Christian Academy will not be responsible for lost or stolen cell phones/ipods/digital music players. **These devices may be used only after school dismissal.**

The administration highly discourages students from bringing cell phones/ipods/digital music players to school. School phones are available for student use with permission from a teacher. Parents are encouraged to contact students through the office.

CHEATING

Cheating (dishonesty, deception, forgery, misrepresentation, fraud) is considered a serious offense. Altering documents such as progress reports and report cards or sharing homework with another student is also considered cheating.

If it is determined that a student has cheated, all of the following actions will be taken:

1. The teacher(s) will meet with the student(s).
2. The school director will be notified.
3. Parents will be called.
4. The student(s) will receive a zero on the assignment in question.
5. Tests/Quizzes/Major Assignments: Disciplinary action will be taken.
6. Homework: The student(s) will receive a zero on the assignment in question.

First Offense: In addition to steps 1-6 listed above, documentation will be placed in the student's classroom file.

Second Offense: In addition to steps 1-6 listed above, a conference with the school director, parent(s), teacher(s), and student(s) will be held to discuss a course of action. **Cheating may result in the loss of leadership positions in class(es), club(s), and/or athletic team(s).**

Third Offense: In addition to steps 1-6 listed above, a conference involving the teacher(s), Headmaster and Dean of Students will be held to discuss the student's future and continued enrollment at Baytown Christian Academy.

NOTE: There is no necessary progression of the above procedure if the first or second offense is serious enough to merit more severe consequences.

FIGHTING

Any student who intentionally causes physical harm to another student, faculty member, or staff member will be subject to severe disciplinary measures including, but not limited to, suspension and expulsion.

VANDALISM

Any student involved in defacing or vandalizing school property, personal property of faculty, personal property of staff, or personal property of other students will be subject to severe disciplinary measures including, but not limited to, school suspension or expulsion, payment for monetary damages and community service as determined by school administration

POSSESSION OR USE OF ALCOHOLIC BEVERAGES

Any student under the influence of alcohol or using, possessing, and/or selling alcohol on the school grounds or at a school activity, is subject to disciplinary action or expulsion.

POSSESSION, ILLEGAL USE, OR SALE OF DRUGS

Any student under the influence of illegal drugs or an unauthorized, controlled substance is subject to immediate expulsion from school. Any student guilty of using, possessing, and/or selling illegal drugs, any controlled substance, or drug paraphernalia is subject to immediate expulsion from school.

POSSESSION OR USE OF TOBACCO PRODUCTS

For reasons of health and safety, students are forbidden to use or possess any sort of tobacco while they are on BCA premises. Smokeless tobacco products are likewise banned from the campus. Students found violating this policy will be subject to disciplinary action or expulsion.

POSSESSION OF A WEAPON OR A WEAPON LIKE OBJECT

A student having in his/her possession and/or displaying, using, or threatening to use any weapon or instrument that could be classified as a weapon will be subject to disciplinary action or expulsion. Besides firearms, obvious weapon like objects might include hunting knives and bows and arrows. BCA Administration reserves the right to determine if a student is using any object in a weapon like manner. Any other toy or equipment that shoots or explodes, such as cap guns, air soft guns, BB guns, darts, or fireworks are also prohibited at BCA and on field trips.

PATRIOTISM

At Baytown Christian Academy the pledges to the Bible, the Christian flag, and the American flag are often said. During these times, students will be respectful.

STUDENT SERVICES

Parent-Teacher Conferences

Baytown Christian Academy believes it is important for school and home to work together. Teachers will use letters, e-mail, phone calls, regular progress reports, and reports cards to communicate with parents. It is important that each parent schedule a conference with a teacher whenever a need or concern is evident. Parents can request a conference with their child's teachers at any time. Parents interested in arranging a conference with a teacher should call the school office and leave a request for the teacher or director to return the call.

Library/Media Center

The Baytown Christian Academy library/media center is comprised of children's literature and general collections in its holdings of over 16,600 volumes. An ample reference collection is available. Teachers have access to audio-visual materials for classroom use.

Career Development and Guidance

Baytown Christian Academy has implemented a guidance program designed to give systematic aid to pupils in achieving development in spiritual, educational, vocational, personal, and social, health, and civic concerns. The guidance service consists of testing and individual counseling as well as teacher in-service training. The faculty and administration of Baytown Christian Academy offer friendly assistance whenever it may be needed. The teachers and administrators will be glad to

discuss any problems or decisions with students and family members. High school students have an opportunity through career and college development to explore various career fields and college choices.

Parent/Teacher Volunteers

The parent/teacher volunteers are parents and teachers involved in support of the academic and extracurricular activities of Baytown Christian Academy. These efforts include fundraising, teacher appreciation dinners, community awareness and involvement, and volunteering in various aspects of the school.

Lost and Found

The care and security of students' belongings are the responsibility of each student. All articles should be labeled with the students' names. Money and other valuables should not be left unattended. Unclaimed property will be disposed of if not claimed within a reasonable length of time.

Closed Campus

Baytown Christian Academy operates under a closed campus policy. Upon arriving at school, students must remain on the grounds until properly dismissed from the school.

Field Trips

Field trips are designed to allow Baytown Christian Academy students to have educational experiences that cannot be achieved in the traditional classroom setting. In addition to the benefit of the educational enrichment, they are designed for fellowship, fun, and spiritual growth. **Should a student not attend a planned field trip, he/she will be required to attend school on the day of the planned venue and to complete an enrichment assignment in lieu of the field trip.**

Telephone Usage

The telephones in the school office are not for unlimited student use. A phone is available for student use with permission from school personnel. Office staff will call for students in emergency situations.

Personal matters between parents and students should be handled in person before leaving for school. It is strongly suggested that parents and students finalize after-school plans before leaving for school.

In case of changes in school activity scheduling, students will be allowed phone usage to make necessary arrangements.

Copy Machine Usage

The school copy machine and printers are not available for student use.

Lunch

Baytown Christian Academy has a lunch program for your convenience. Information regarding cost and menus is available in the office. Students should bring their lunches on days they do not wish to purchase a lunch. **No fast food deliveries will be allowed unless a parent brings in the food and stays to eat with the student.**

If you realize your child did not take his/her lunch or money after he/she has gone to school and it is possible for you to bring it to school without unreasonable inconvenience, please do so. When you bring a forgotten lunch, please leave it in the school office. Your student will need to check the office to see if you brought it in for them. In the event a student forgets to bring a lunch and you will not be able to bring one, the school will sell/charge a basic lunch. You will be sent a Missing Lunch Form requesting payment for your child's basic lunch.

Prepaid Lunch Account: Fourth through twelfth grade students may get daily lunches using the Prepaid Lunch Account option. If this option is used, parents are required to put at least \$50 in the account. Students are then allowed to get lunch as needed. When the deposit money is depleted, the parents will be notified so more money can be deposited into the account. **Students will not be allowed to use the Prepaid Lunch Account option if there is not an established Prepaid Lunch Account and/or money in the account.**

Arrival and Departure

Students staying 15 minutes or more after the school dismissal bell may be required to register in the Extended Day Program. Students in 7th – 12th grade who arrive at school before 7:15 a.m. will be required to sit in the cafeteria room until 7:15 a.m. Students will not be allowed on campus after 4:00 p.m. unless the student is involved in a school sponsored extracurricular activity or reg in extendd care.

Regular School Hours:

PK3 – 2 nd Grade	7:50 a.m. – 2:30 p.m.
2 nd Grade – 6 th Grade	7:50 a.m. – 2:45 p.m.
7 th Grade – 12 th Grade	7:50 a.m. – 3:05 p.m.

Extended Day Program

This is an option available for PK3 through 6th grade students. A schedule of times and charges is available upon requests.

Security

Each student must take responsibility for the security of his or her personal belongings. Lockers should be used and locked. Please do not bring cash (beyond lunch money) or valuables to school. Baytown Christian Academy will not be responsible for students' personal belongings.

Visitors

Parents are welcome to visit classes. Arrangements for the day and time should be made through the school office or in response to an invitation from a teacher. Students from other schools who are serious prospective students may request approval to visit. Requests must be made by their parents prior to the day of attendance. Students may not bring visitors to school without prior approval. No other visitors (besides parents or approved prospective student visitors) should be in the school building or on the school's private property at any time. All approved visitors must check in at the office and wear a visitor's pass.

Guidelines Specific to Elementary Grades But May Be Applicable to All Students

Birthdays: Parents wishing to celebrate students' birthdays at school may do so by sending a healthy snack such as popcorn, fruit slices, pizza, or trail mix to school in premeasured portions (Ziploc bags) so the teacher may distribute the snack in the lunch room at the regular lunch time. Since birthdays are special times to honor students, parents and other significant people are encouraged attend the lunchroom celebration.

Snacks: PK3 through third grade students are allowed to bring healthy snacks for eating at scheduled snack times in the classrooms. Appropriate snack food items are nuts, yogurt, fruits, vegetables, cheese, crackers, peanut butter and crackers, raisins, popcorn, pretzels. No cake, cookies, pie, doughnuts, fruit roll-ups, candies. Each day send a small bottle of water. Do not send carbonated drinks or drinks with food coloring or dyes.

Lunch: Baytown Christian Academy food service program prepares hot lunches. Parents may view and print the lunch menu found online at www.gobca.org. Parents may place lunch orders on a weekly basis or a monthly basis. In order for the food staff to adequately prepare the required number of lunches, completed order forms and appropriate monies are due no later than Wednesday before the week of a student's school lunch.

Forgotten Lunches: If a student forgets his lunch at home on any given day, the school will sell/charge a basic lunch. You will be sent a "Missing Lunch" form requesting payment for your child's lunch. We do not offer a charge plan for PK3-3rd grade students; this is only for emergency situations.

Lost and Found: All belongings should be clearly marked for easy identification. Check the Lost and Found box inside the office for lost items. At the end of each grading period, all lost articles left "unclaimed" will be donated.

Field Trips: During the school year, students will have the opportunity to participate in educational field trips. Field trips are designed to allow BCA students to have educational experiences that cannot be achieved in the traditional classroom setting. Parents are encouraged to

participate in field trips. Siblings and/or other children who are not in the classroom are not permitted to go on field trips. Students must wear BCA polo shirts with the appropriate khaki bottoms.

Phone Calls: Students will not be permitted to make phone calls home to request forgotten schoolwork, personal items, etc. BCA teachers and administrators can be reached by their school email addresses available at gobca.org or by calling the school office to leave a message.

General Communication: All information concerning lesson plans, assignments, upcoming events, and important classroom activities will be posted on RenWeb.

Monday Folders: (appropriate grades) Each Monday (or first school day after a holiday), students will take home a Monday Folder. This folder will have graded work from the previous week as well other communications. Please look through the graded work, sign the sheet signifying parental understanding of the marks and messages, and return the folder with the papers by Wednesday of each week.

Parent – Teacher Conferences: A Parent – Teacher Conferences can be scheduled. Baytown Christian Academy believes it is important for school and home to work together. Teachers will use Monday Folders, letters, e-mails, phone calls, regular progress reports, and report cards to communicate with parents. It is important that parents schedule a conference with a teacher when a need or concern is evident. Parents can requests conferences with teachers at any time. Parents interesting in arranging a conference with a teacher should call the school office.

STUDENT CO-CURRICULAR ACTIVITIES

In addition to the regular academic schedule maintained at Baytown Christian Academy, students have the opportunity to participate in additional student activities. Some of these include:

1. Competitions for private schools in music, spelling, speech, math, and science
2. Football, Soccer, Volleyball, Basketball, Tennis, Track, Cross Country, Golf, Baseball, and Softball (Texas Christian Athletic League [TCAL])
3. Student organizations such as Student Council, National Honor Society, National Junior Honor Society, Key Club, Yearbook, Band and Baytown Christian Academy Players
4. Academic, Choir, Art, Visual and Performing Arts, Band, and Athletic Competitions on district, regional, and state levels through the TCAL conference

** Any co-curricular activity that involves participation on a Wednesday afternoon must end PROMPTLY at 4:30 in order for students to participate in Wednesday night youth groups. There will be no scheduling of co-curricular games or performances on Wednesdays.

Athletics

The athletic program offers each student an opportunity to participate in a sport of his or her choice. Basketball, football, baseball, softball, track, tennis, soccer, volleyball, and golf are some of the sports enjoyed.

Our philosophy at BCA demands that our school be for the “whole child.” Athletics play an important role in developing healthy bodies, growth in wholesome interpersonal relations, personal maturity in handling pressures, and experiencing and learning to cope with success and failure.

A student’s eligibility for an athletic team will be determined by BCA standards and the rules of the Texas Christian Athletic League (TCAL) of which BCA is a member. Parents of students with diagnosed learning disabilities that directly impact academic learning and who have demonstrated a consistent pattern of academic effort may discuss modifications with the administration.

Eligibility Standards and Procedures Pertains to Any Co-Curricular Activity

Our purpose is to create a system of cooperation among teachers, coaches, sponsors, students, and parents to insure a satisfactory classroom performance and an all around effort by students to live according to standards and conduct outlined in the handbook. We also intend to assure the BCA family, prospective parents, students, and colleges that the school maintains distinctive standards in keeping with its tradition of academic excellence and mature Christian behavior.

Eligibility will be checked after the first two weeks of each term, and once per week for the remainder of that term. Grades will be checked on Wednesdays. If a student is ineligible, they will not be allowed to compete in athletic contests for the next week. If the student is passing at the following Wednesday’s grade check, they will be allowed to resume participation in sports contests.

Participation in extracurricular activities is a student’s privilege earned by representing Jesus Christ, BCA, the student’s family, and himself/herself in the best possible way. Failure to appropriately represent our standards will result in a loss of privilege. Eligibility to represent BCA will be based not only on weekly academic standards but also upon whether or not a student is abiding by the guidelines for Christian living. Issues of dishonesty, disrespect, disobedience, reoccurring tardiness, or classroom disruption will result in loss of eligibility. In addition, attitudes displayed within all activities should exhibit mature Christian behavior.

Entertainment

School sponsored entertainment will seek to nurture healthy Christian activities. All activities/events must be pre-approved by the Administrative Team. A variety of activities (formal and informal) are encouraged.

BCA will not be responsible for non-school sponsored/non-school chaperoned social gatherings, even if the commonality is BCA students.

Student Name: _____ Grade: _____

Notes

We at Baytown Christian Academy believe that educating the total child is best achieved when the home, school, and church work in a dynamic partnership. We are pleased to have your family in the BCA community. We appreciate your prayers, your presence, your gifts, and your support. Together we can make a difference.

Throughout this school year, you are invited to call the office at 281-421-4150 to contact any member of the Administration with suggestions and/or questions. Following are e-mail contacts for each Administrative Member:

Wade Ortego
Thomi Wilson
Andrea Case
Rachel Feist

Headmaster
Dean of Students
Director of Logic and Rhetoric
Director of Grammar

wortego@gobca.org
twilson@gobca.org
acase@gobca.org
rfeist@gobca.org

Soli Deo Gloria = Glory to God alone