

# Bergen County Christian Academy

## Parent/Student Handbook



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*...That in all things He might have the preeminence.*

*Colossians 1:18*

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Dear Parents and Students,

**W**elcome to Bergen County Christian Academy. We rejoice in God's leading you to our school.

There has never been a greater need than now for the kind of quality, Bible-centered, Christian education that Bergen County Christian Academy provides. BCCA was established in 1973 as Hackensack Christian School, a ministry of the First Baptist Church of Hackensack. Throughout its history, God has been using this school to help prepare young men and women to serve Him, instructing them in the Word, grounding them in the faith, and equipping them in academic excellence.

The Lord has blessed us with a spacious and beautiful campus. He also continues to bless us with excellent faculty who are skilled in teaching their academic subjects and who exemplify the Lordship of Jesus Christ in their lives.

We recognize the sacred trust given us by God to care for our students. Therefore, we pledge to invest in them all that we are and all that we have as we strive to see them become all that God intends for them to be.

The student who commits to the Honor Code and embraces the mission and vision goals of Bergen County Christian Academy and participates enthusiastically will be able to look back on enjoyable, profitable years when they graduate.

During the course of the year many activities are planned, and **WE NEED YOU** to get involved. Your involvement as a parent is vital to **OUR SCHOOL**.

On behalf of my fellow administrators, faculty and staff, I thank you again for choosing Bergen County Christian Academy.

In Christ,

Linda Horn,

*Principal, Bergen County Christian Academy*

*To God be all glory, honor and praise.*

## **BCCA'S MISSION**

To partner with parents and the local church to provide students with a quality education, grounded in Biblical principles, all for the glory of God.

## **BCCA'S VISION**

That every student graduates from Bergen County Christian Academy with a strong Christian worldview and academic knowledge to pursue their calling.

## **INTRODUCTION**

### **FORWARD**

This handbook is provided to both students and parents. Both need to become familiar with its contents to help us achieve our goal. That goal is to present a quality education, from a Biblical perspective, in a safe, orderly and nurturing environment. Doing so will allow each student to excel in his or her endeavor for the Lord Jesus Christ.

Parents and students (grades 7 through 12) are required to sign and return the *Parent/Student Handbook Acknowledgement Form* provided in Appendix 4 prior to enrollment.

### **NONDISCRIMINATORY POLICY**

Bergen County Christian Academy admits students of any race, color and national or ethnic origin. Every student in the school enjoys the same rights, privileges, programs, and activities. It does not discriminate on the basis of race or color or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships programs, athletic or any other school-administered programs.

### **DISCLAIMER**

Bergen County Christian Academy reserves the right to change any of its policies, including those policies stated in this Parent/Student Handbook, at any time, and at its sole discretion. Every effort will be made to provide sufficient notification of any changes.

## **DEFINITIONS**

The terms *we*, *our*, *us* and *the school* mean *Bergen County Christian Academy (BCCA)*. The terms *parent* or *parents* are used to denote the student's *legal guardian(s)*. It may mean father and/or mother and/or legal guardian(s). The term *administration* includes all figures of administrative authority as defined in Section 2.4. BCCA uses the following demarcations for grade level:

- Elementary, grades Kindergarten through 6
- Middle School, grades 7 through 8
- High School, grades 9 through 12

## GENERAL INFORMATION

### PURPOSE OF BERGEN COUNTY CHRISTIAN ACADEMY

God has placed upon parents the obligation of rearing their children with a Biblical worldview (Deuteronomy 6:6-25; Proverbs 22:6). The dedicated staff of Bergen County Christian Academy partner with parents to help them realize this sacred objective. Efforts at home and school must be united together for the children to become mature men and women of God – in all areas of life – spiritual, moral, mental, social, and physical. This all-encompassing model of Christian education requires that Christ, faith and the Bible are central in both areas of the student’s life.

Bible training is not something merely added to our curriculum; it is an integral part of every aspect of our school. BCCA provides for the following elements of training in Christian living:

1. A high-quality academic program including Bible study that reveals Jesus Christ as the divine Son of God.
2. A Christ-centered environment where young people may enjoy fellowship with others of high moral standards.
3. A Christian view of our American heritage where young people may develop a love of country and an appreciation for their God-given freedoms and responsibilities.
4. A spiritual program where young people are challenged to pursue opportunities of Christian service.
5. A leadership development program where young people are afforded opportunities to develop their leadership skills.
6. A high standard of discipline and dress, which will make our students a credit to their peers and to their parents.

### DOCTRINAL STATEMENTS

Bergen County Christian Academy was founded as a ministry of the First Baptist Church of Hackensack, New Jersey. Therefore, the doctrinal positions of BCCA are the same as those stated in the *Articles of Faith of First Baptist Church*. A copy of this document can be obtained from the church office. All teachers and staff members of the school sign their belief in the school’s doctrinal statement prior to their employment.

In brief, we believe in the following:

1. The Bible as the inspired and inerrant Word of God.
2. The Sovereign Trinity: Father, Son, and Holy Spirit.
3. Satan: his fall, his authorship of evil, his final judgment.
4. The Genesis account of creation in seven literal days.
5. The fall of man: his depravity and universal sinfulness.
6. The virgin birth of Christ, His incarnation, sinless life, vicarious atonement, bodily resurrection and ascension.
7. Salvation by grace alone, which provides an eternal assurance of heaven for a believer who repents of sin and places a personal faith in Christ as Savior.



8. A local New Testament Church, which is a congregation of baptized believers who are Bible-centered, missionary minded, and evangelistically zealous.
9. Two memorial ordinances: Believer's baptism by immersion and the Lord's Table.
10. The eternal destiny of the believer in heaven, and the eternal condemnation of the unsaved in hell.
11. The separation of Church and State.
12. The pre-tribulation return of Christ for His saints and the pre-millennial return of Christ with His saints.

## ADMINISTRATOR STRUCTURE

Our God is the foremost authority of Bergen County Christian Academy, and it is to Him that we answer in all matters. Under God, the administrative authority of BCCA is established as follows:

1. *CHANCELLOR* is the senior pastor of First Baptist Church. The chancellor's primary duties are to provide oversight of school policies, school staffing and the school's personal relations.
2. *PRINCIPAL* is responsible for daily management of school operations. This includes supervising, evaluating and mentoring the staff, student admissions, student safety and well-being and student discipline. The principal also manages the academic curricula and sets the academic schedule.
3. *PRESCHOOL SUPERVISOR* supervises the staff, students and activities of the preschool in a manner similar to that of the Principal.
4. *FACULTY* has as their primary duty educating students in the academic subjects and in the fear and admonition of the Lord.
5. *GUIDANCE COUNSELOR* is primarily concerned with helping students achieve their potential, student advising and course selection, college pre-admissions testing, and college placement for students. He/she also works to maintain student academic records and assists in school transfers.
6. *OFFICE MANAGER* and *SECRETARIAL STAFF* manage office records and assist BCCA staff, students and parents with the business of the school.
7. *ATHLETIC DIRECTOR* coordinates the staffing of athletic coaches, the scheduling of athletic events, the transportation of student athletes to/from athletic events, and the hiring of sanctioned officials for athletic events.
8. *BERGEN COUNTY CHRISTIAN ACADEMY EDUCATION TEAM* is established by the leadership of First Baptist Church to support the Chancellor in determining the school's operating policies and to oversee the operation of the school and its employees. The Committee also has certain roles in student discipline. The Committee is comprised of members of First Baptist Church including the *Chancellor and the Principal*.
9. *BUSINESS ADMINISTRATOR* manages student financial accounts including tuition payments, tuition discounts and tuition scholarships.

## ASSOCIATIONS

BCCA is a member of the American Association of Christian Schools (AACCS), the Garden State Association of Christian Schools (GSACS) and Northern New Jersey Christian School Association (NNJCSA). BCCA is also a member of the Metro Christian Athletic Association (MCAA).

## **ENROLLMENT INFORMATION**

### **QUALIFICATIONS**

BCCA purposes always to maintain a strong Christian philosophy. To do this, we identify the following critical elements for success:

1. Consistent, fervent prayer for the ministry of BCCA,
2. A constant pursuit of God's will for BCCA,
3. A Biblical worldview,
4. Christian faculty and staff,
5. Christian students,
6. Christian curricula, and
7. Christian objectives in all areas of the ministry with
8. A commitment to go into the entire world and preach the Gospel.

Our goal at Bergen County Christian Academy is that each student has a credible testimony of a personal relationship with Jesus Christ, and we strive to help each student live consistently for the glory of God.

Admission to Bergen County Christian Academy requires unequivocal acceptance of the philosophy, principles and mission of the school by both the student and his/her parents. Admission also requires a satisfactory prior academic record, satisfactory completion of our entrance exam and the availability of classroom openings.

According to our Nondiscriminatory Policy as stated in Section 1.2, Bergen County Christian Academy admits students of any race, color and national or ethnic origin.

Bergen County Christian Academy reserves the right to refuse admittance to anyone without having to define the reason(s) for that refusal, and of suspending or expelling anyone who proves to be uncooperative with the overall purpose and program of the school.

### **FOUNDATIONAL CHARACTER QUALITIES FOR STUDENTS**

Membership in the student body of Bergen County Christian Academy is a privilege, not a right. If at any time, in the opinion of the administration, it is determined that a student is not in sympathy with the goals and ideals of the school, he or she may be asked to leave or may not be invited to return the following year.

The following is a list of character qualities that exemplify Christ and that are expected to be pursued by BCCA students. BCCA strives to instill these character qualities into its students and to foster relationships based upon them – relationships between students, between students and staff, and between staff. While it may be impossible for students to exemplify all of these attributes at all times, frequent or habitual behavior that is contrary will not be tolerated and provides grounds for dismissal.

1. Acceptance: recognizing and treating all people as having been made in God's image. (James 2:1)
2. Attentiveness: listening with my ears, eyes, and heart. (Prov. 4:20-21)
3. Carefulness: taking one step at a time to do a job right. (Eph. 5:15)
4. Contentment: satisfied with what the Lord has given me and where He has placed me. (1 Tim. 6:6)
5. Courage: meeting opposition with confidence. (Josh. 1:7a)

6. Creativity: doing something in a new way. (Gen. 1:31a)
7. Dependability: doing what I said I would do. (Ecclesiastes 9:10)
8. Diligence: working hard to accomplish a task. (Prov. 22:29)
9. Discernment: seeing things as they really are. (Heb. 5:14)
10. Faith: believing in and acting on what God says He will do. (Heb. 11:1)
11. Forgiveness: treating someone as though he/she never hurt me. (Col. 3:13)
12. Friendliness: eager to share myself with others. (Prov. 18:24)
13. Generosity: sharing what I have with a cheerful spirit. (2 Cor. 9:7)
14. Helpfulness: being ready to serve at any time. (Isaiah 41:6)
15. Honesty: having truthful words and ways. (Eph. 4:25)
16. Honor: showing deep respect for God and others. (Heb. 12:9)
17. Humility: giving credit to God and others for achievements in my life. (Prov. 16:19)
18. Initiative: making the first move without being asked. (Prov. 6:6-8)
19. Integrity: doing the right thing even when only God knows. (James 4:17)
20. Kindness: having tender and gentle words and ways. (Eph. 4:32)
21. Love: meeting another's needs sacrificially. (John 15:12)
22. Meekness: being peaceable and gentle even when I don't get my way. (Titus 3:2)
23. Moral Purity: living a holy life. (1 Thess. 4:3)
24. Obedience: doing what I am told without challenge, excuse, or delay. (Heb. 13:17)
25. Orderliness: having everything in its place. (1 Cor. 14:40)
26. Patience: waiting with a joyful spirit. (James 5:8)
27. Perseverance: doing a job when it gets tougher than expected. (1 Cor. 16:13)
28. Promptness: being on time. (Gal. 4:4)
29. Respect: esteeming and honoring those God puts over me. (1 Thess. 5:13)
30. Responsibility: doing what I know I ought to do. (1 Cor. 4:2)
31. Self-control: doing something even when I don't feel like it. (1 Cor. 9:25a)
32. Tact: doing or saying the right thing at the right time in the right way. (Ecc. 8:5)
33. Tenderheartedness: feeling the joys and hurts of others. (Eph. 4:32a)
34. Thankfulness: being grateful and saying so. (1 Thess. 5:18)
35. Thrift: wisely using the resources God has given me. (Luke 16:10)
36. Wisdom: thinking and doing things God's way. (Prov. 4:7)

#### PARENTS CODE

Our parents play a most important part in the total program of Bergen County Christian Academy. Emphasis has been placed on the importance of parents cooperating with the school for the education of their child. We believe that the following, when subscribed to by all our parents, would make Bergen County Christian Academy a school that will truly honor Christ and produce the finest education possible.

1. I will pray regularly for the teachers and administration.

2. I will cooperate fully in the educational function of BCCA, doing my best to make Christian education effective in the life of each of my children, that they may love and serve the Lord Jesus Christ for all of their lives.
3. I will pay all of my financial obligations to the school on or before their due date. If I am unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment will be made. The school reserves the right to withhold transcripts and/or report cards until all accounts are settled.
4. I will support the school by gifts in addition to my tuition as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend BCCA parent meetings and functions.
7. I understand that the administration has full authority and responsibility to place my child in the proper grade or class.
8. As a BCCA parent, I recognize that it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

#### AGE QUALIFICATIONS

In order for a child to enroll in our kindergarten, he or she must be at least five years of age by September 30<sup>th</sup> of the year in which kindergarten enrollment is being sought. For a child to enter first grade, he or she must have successfully completed kindergarten and be at least six years of age by September 30<sup>th</sup> of the year in which first grade enrollment is sought. Exceptions to this rule are rare but may be allowed at the approval of the administration.

#### IMMUNIZATIONS

For the health and safety of your child and all of the students at Bergen County Christian Academy, it is important that your child's health records be kept up to date. It is important to complete these health forms immediately and return them to your child's school.

##### **Immunization Record**

New Jersey Department of Health requires the constant monitoring of immunization records. If during a physical exam, or any time during the year, your child receives an immunization, please submit a written doctor's note stating the type of immunization and date. This must include the physician's signature, stamp, address and telephone.

**Immunization Requirements:** School Nurse will provide a list of immunizations required for enrollment.

#### PHYSICAL EXAMINATIONS

Students entering grades K, 3, 7 and 9 are required to have physical examinations. The examination must be performed by a licensed physician no more than 90 days prior to the date of entry into the school or such examination shall be completed within 30 days from the date of entry. The results shall be furnished to the school on the form provided, which is available in the school office. Specific policies for student-athletes are given in Section 13.4.

## ENROLLMENT PROCEDURE

At Bergen County Christian Academy, the steps for student enrollment include completing the school's application form, submitting prior academic and disciplinary records, submitting immunization and physical examination (where applicable) records, paying the registration fees, completing the pre-admission personal interview(s), and finally, returning signed copies of the *Parent/Student Handbook Acknowledgement Form* and the *Controlled Substance Testing Agreement Form* (where applicable). Personal interviews will be conducted with the parents and the applicant. A student is considered enrolled when all of these steps have been completed and the student has been notified of his/her acceptance into the school.

## INTERNATIONAL STUDENTS

International student (even 18 years old or older) must have a local agency to be the official guardian approved by BCCA, host family cannot be the guardian.

## DAILY SCHOOL LIFE

### TRANSPORTATION

It is the parent's responsibility to make transportation arrangements necessary to get their children to school safely and on time. Bus transportation is not provided by BCCA.

BCCA encourages parents to inquire about transportation benefits that may be available to them through the towns in which they live. Some towns participate in a program that provides school transportation (or money in lieu of transportation) to its residents. Because every town has different policies, we encourage you to contact your town's Board of Education and ask if they participate in this program. The BCCA office can provide the necessary forms to take advantage of this benefit.

Students who drive to school must register their vehicles in the school office.

Students are not permitted to ride in a vehicle driven by another student unless prior written approval is provided to the school office by the parents of the passenger(s) and by the parents of the driver.

### DAILY SCHOOL SCHEDULE

The school day runs from 8:15 AM until 3:00 PM. Teachers are required to be at school from 7:45 AM until 3:30 PM.

### MORNING ARRIVAL

All students who arrive before 8:05 AM must report to the gymnasium. The school doors by the gymnasium are opened at 7:30 AM for those students who must be dropped off early. School staff is appointed to supervise the students in the gymnasium prior to the start of school. There is no charge for this service.

Students will be dismissed from the gymnasium at 8:05 AM to proceed to their homerooms. Elementary students are escorted to their classroom by their teachers. A student will be marked tardy if they are not in their homeroom by 8:15 AM.

Students who arrive after 8:15 AM are tardy and must go to the school office to receive a pass. Please use only the Conklin Place entrance.

## DAILY DISMISSAL FROM SCHOOL

Students will only be dismissed into the care of their parents except where the parents designate an alternate caregiver, in advance and in writing to the school office.

At 3:00 the exchange of custody for grades K-8 will take place between the administration and a designated adult (per the Authorization for Pick-Up Form that has been filled out by the parent) at the designated door of the school building. The teacher will document the pick-up. Students who are not picked up by 3:15 PM will be escorted to after care.

Students in grades 9-12 will be dismissed at 3:00 PM and will wait in the gym lobby area. They may go to the parking lot when their ride arrives. Students in these grades do not need to sign out. All students must be picked up or leave campus by 3:30 PM unless staying with a coach for practice or with a supervised teacher. If a student is permitted to leave school property to walk home or take a bus, a note must be given to the school office with specific information.

## AFTER CARE

Supervised care for students is provided for students K-8 from 3:15 PM until 5:30 PM. An hourly charge will be assessed for this service and is billed in hourly increments. The hourly rate is doubled after 5:30 PM.

## LUNCHES

Students in grades K – 12 have lunch in separate locations throughout the school. Microwaves are only available to students in grades 7-12. Bergen County Christian Academy is pleased to be working with Apple Spice to provide our students healthy and nutritious lunches. Apple Spice is a catering company that specializes in lunch services to children. Meals are nutritionally balanced, delicious and kid friendly. Nothing is fried and their products are free of nut ingredients. Meals are individually packed in recyclable cardboard lunch boxes for each student.

You may also send in a bagged lunch for your child if you prefer. All forgotten lunches are to be dropped off during the day by family members only. We also discourage lunches being delivered to students by parents during the school day from outside vendors.

Due to safety precautions, there are to be no Uber orders or any food delivery from outside vendors during school hours.

Food should be consumed only in the cafeteria in the course of the regular school day, unless specific permission has been given by faculty. Students should dispose of all litter in the appropriate containers.

Freshmen, Sophomores, and Juniors may **NOT** leave campus for lunch. Any unauthorized departure will earn a minimum of a detention.

With parental permission, seniors in acceptable academic and disciplinary status are allowed to leave campus during the lunch period. All seniors must sign out upon their departure and sign back by the end of the lunch period. Failure to do so will result in a loss of this privilege.

## SCHOOL CLOSINGS

For safety reasons, school may be cancelled in the event of inclement weather. Minor weather events such as small accumulations of snow are generally insufficient for cancellation; however, major weather events will likely cause cancellations.

Students are expected to attend school whenever possible, but parents must also use their own discretion in determining whether or not it is safe to travel to school as road conditions can vary considerably from region to region in and around the Hackensack area. Parents must notify the school office if their child will be absent when the school is open.

Cancellations will be announced on our social media page and school website.

Each family will also be called if school will be closed or if there is a delayed opening. For other planned school cancellations, school bulletins will be sent home with students.

#### DELAYED OPENINGS AND EARLY DISMISSALS

Also for safety reasons, school opening may be delayed or school may be dismissed early in the event of inclement weather or other unforeseen emergencies. Parents will be notified and expected to comply with the adjusted schedule.

#### FUND RAISING

Fund raising campaigns are conducted each year to help cover the operational costs of BCCA and also to enable BCCA to purchase additional equipment or to conduct special programs. This is an essential part of our operation and every student is expected to share in helping the school in this way and to share in the benefits. Success requires cooperation by each family.

#### PARENT-TEACHER FELLOWSHIP (PTF)

PTF meetings are held after school during the school year, and parents are encouraged to participate. PTF fund-raising efforts make possible many extra-curricular events. The PTF serves to encourage both parents and teachers in this important ministry of education.

#### INSURANCE

The school does not carry or maintain Student Accident Insurance, Health Insurance, Medical Insurance, or Disability Insurance coverages for the students. Each family/student is responsible for carrying their own insurance. The parent is responsible for the payment of any medical expenses incurred for an accident that took place during a school-sponsored activity.

#### EMERGENCY DRILLS

Emergency preparedness drills are conducted in compliance with New Jersey state laws. These drills are important safety precautions. When an alarm sounds, students must stop talking. Quiet must prevail throughout the drill. Teachers in each classroom will give the appropriate instructions to the students, and each student must obey all orders promptly.

As required by New Jersey state laws, drills are conducted to prepare for events including evacuation in the event of fire, non-fire evacuation, lockdown, active shooter, and bomb threat. A complete *Emergency Preparedness Plan* is available in the school office and is provided in each classroom. Faculty and staff are trained to respond properly if/when emergencies occur.

#### FIELD TRIPS

Students must be in their dress uniform for all field trips unless otherwise stated. Permission slips must be completed in full, signed by parents and returned to the trip sponsor before students will be allowed to

participate in any field trip. If a student has had excessive absences, he/she may not be allowed to participate in class outings.

Field trips will be undertaken with an adequate number of adult supervisors. Parents may assist as chaperones as needed and as room is available. They will normally be required to pay a fee for the trip. Younger siblings of elementary students are **NOT** allowed to accompany a chaperoning parent on field trips.

### CLASS TRIPS

Each spring, the eighth-grade students take a short trip, and the seniors take a longer trip to commemorate their graduation. Eighth grade students earn money for their trip during their 8<sup>th</sup> grade year, and the seniors earn their money beginning with their sophomore year of school. If a student does not help in the class fundraising efforts, they could be in jeopardy of not being able participate in the trip. Also, if a student leaves BCCA prior to going on the senior trip, he or she is not entitled to any of the money that was raised during his or her time at BCCA.

### SCHOOL MATERIALS AND SCHOOL PROPERTY

BCCA is supported by tuitions, fees and the sacrificial gifts given by the friends of Bergen County Christian Academy. It is very important that our school's property be well cared for. Fines and disciplinary actions will be taken against any student who willfully damages school property.

Textbooks are the property of Bergen County Christian Academy. Students do not own them but only borrow them. Therefore, covers are required for all non-consumable textbooks, and fines will be assessed for damaged books as the teachers notice the damages during the school year, or at the end of the school year.

The only writing permitted in non-consumable textbooks is the student's name on the designated identification page.

### HEALTH POLICIES

To ensure a happy and healthy school experience for all children, please have your child remain home until they are fully recovered from illnesses. Some guidelines for you to follow is to keep your child home if they have:

- Fever of 99.6 or higher- child must be fever free 24 hours without fever reducing medication before returning to school
- Vomiting/diarrhea in the last 24 hours or was sent home from school with these symptoms-student should not return to school until symptom free for a full 24 hours
- Flu like symptoms, fever, runny nose, cough, body aches
- Conjunctivitis- student may return to school after 24 hours on prescribed eye medication and must submit a return to school note with date from their doctor
- Rashes- a return to school note from your doctor
- It is school policy that if your child is found to have lice, it will be necessary to exclude him or her from classes until the hair is treated. The hair of all students will be checked periodically. Any child, who has had head lice, must be rechecked before returning to class. Your child must have a note from the doctor or an empty shampoo bottle with them. Exclusion from school is necessary only until the morning of the first treatment.
- A nut-free table is offered in each lunchroom for those students who have allergies to nuts.



- Any child coming to school with sutures, crutches, casts, or immobilizers will be excused from gym. A physician's note stating the diagnosis, activity limitations and when activity can be resumed is required.
- The emergency information for each child is extremely important. Any change of phone or cell number, place of employment, or people to contact must be reported to the school.

If your child will be absent for any reason, please notify the school.

### **Medications**

In cases of severe allergy or other life-threatening illnesses, such as diabetes or asthma, N.J.A.C. 18-A, students may carry their prescribed medication and self-administer as necessary. Written certification from your child's physician along with written parental permission is required. This permission is effective for one school year and must be renewed for subsequent years. Should you choose to follow this procedure, please contact the school nurse for the permission form and information.

**The medication should be in its original clearly marked prescription box with child's name, dose, and indications when medication is to be administered along with the parent's written permission.**

**No over the counter medication will be administered.**

### **School Screenings**

Your child will be screened for the following during their attendance at Bergen County Christian Academy:

Height/Weight/BP measurements-PreK-12

Vision Screening – PreK 4, K 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>

Hearing Screening- PreK 4, K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>

### **Scoliosis Screening**

N.J.A.C. 6A:16-2.2; N.J.S.A. 18A:40-4.3 to 4.5 The New Jersey Legislature mandated by law the biennial examination of all students aged 10 to 18. (Grades 5, 7, 9, 11)

Scoliosis is a lateral curvature of the spine, most commonly found during the adolescent growth period. The effect of scoliosis depends upon its severity, how early it is detected, and how promptly treatment is received. This screening will be conducted by the school nurse during the month of March. Boys and girls will be examined separately. Boys will be required to remove their shirts. Girls may wear a bathing suit top, camisole or a similar garment. A student may be exempt from this examination upon the written request by the parent/guardian.

No action of any kind in any court of competent jurisdiction shall lie against any physician, school nurse, physical education instructor, or other school personnel by virtue of the provisions of this act. 18A: 4.0-4.5 Immunity from action of any kind due to provisions of act.

### **BOOKBAGS & BACKPACKS**

Students are permitted to carry a tote bag or backpack to their classes during the school day.

When a student is not carrying his or her bag, the bag must be stored inside a locker, in a classroom with teacher approval but NOT in a doorway or hallways.

## **LOCKERS**

Lockers are the property of the school and should not be defaced or damaged in any way. Lockers should be used on a full-time basis in order for a student to keep his/her belongings together. Books, laptops, and book bags should not be left lying in the hallway or around campus. Any book found around campus will be taken to Lost and Found in the main office. Interior decorations must be removed at the end of the school year. Exterior decorations are to be limited to in-season extracurricular involvement. Since lockers are the property of the school they may be searched at any time.

## **SOCIAL FUNCTIONS**

There are social functions arranged for high school students throughout the school year. At these functions, only BCCA students are allowed to attend the social activity unless prior approval is given by the Administration.

Middle School Students are not permitted to attend the High School functions.

## **PARENT COMMUNICATION**

### **PARENT CONTACT INFORMATION**

It is essential that parents keep all of their contact information up to date with the school office. This includes home and work phone numbers, cell phone numbers, and email addresses. Routine and time-sensitive communication depends on correct information.

### **ENTRY INTO BUILDING**

Parents and other visitors may not go directly to classrooms during school hours (8:15 AM – 3:00 PM) but must go first to the school office. Please use only the Conklin Place entrance. Students' forgotten books, assignments, lunches, etc. must be delivered to the school office.

### **SPECIAL REQUESTS FOR EARLY DISMISSAL**

If it becomes necessary for a parent to pick up a child before the regular dismissal time, the parent should supply on or before that morning a note to the school office that states the time and reason for the early dismissal. At the pre-arranged dismissal time, the parent should go to the school office to meet their child. Any work missed will need to be made up upon the child's return to school.

For an unplanned early dismissal, parents should call or go to the school office to explain the situation. The office will then notify the child of the need to leave school and will meet the parent in the school office. Again, any work missed will need to be made up upon the child's return to school.

### **PARENT/TEACHER CONFERENCES**

Parents should attend parent/teacher conferences when the school schedules them, typically at the end of the first marking period. Parents are further urged to seek a conference with a teacher at any time they feel it necessary. Teachers welcome opportunities to talk with parents; however, appointments should be made to make the teacher aware of the parents' desire and so as not to conflict with the teacher's regularly scheduled duties.

Parents may speak informally with teachers during school arrival or dismissal times when the teachers are available. Parents may also initiate communication with teachers in several other ways. They may provide the office with a written note to be given to the teacher, or they may call the school office and request an

opportunity to speak with the teacher, or they may email the teacher. In any event, the teacher will be notified and will return correspondence when he or she is free, generally within twenty-four hours.

Parents are asked to remain on a last name basis with teachers and should avoid asking for personal favors.

### **CONFLICT RESOLUTION**

Parent communication regarding student problems must always begin with the teacher. Problems are to be discussed only with those who are directly involved. Please do not involve other parents, students, or teachers who are not part of either the problem or its solution.

It is always our desire to resolve problems and to work toward solutions. Therefore, BCCA provides the following hierarchal model for conflict resolution (see also Section 2.4, Administrative Structure):

1. Parent communication with the teacher.
2. If the problem remains unresolved, the parent and/or teacher should meet with the principal.
3. In the rare event that the problem still remains unsolved, a request may be made for consideration of the matter by the BCCA Education Team. The request may be made by any of the parties involved.

Only as we work together, following this chain of command, will any problems be able to be fully resolved. It is always tempting to bypass parts of this chain in an effort to go directly to someone in charge. Please do not yield to that. Instead, follow the guidelines.

## **SCHOOL DRESS CODE**

### **OBJECTIVES AND PHILOSOPHY**

BCCA seeks to encourage its students to think and act like Christians in all matters, including dress and grooming. We want to impress upon our students the desire to honor our Lord Jesus Christ with their appearances as well as their behavior. The dress code also serves to give our students a distinctive appearance and encourages school pride.

Some of the Biblical principles that we seek to promote are as follows:

- We do all to the glory of God (1 Cor. 10:31).
- We are not to offend others by being stumbling blocks (Rom. 14:13, 1 Cor. 10:32, 33).
- We are to do everything in love (1 Cor. 16:14).
- We are to be modest, reflecting decency and humility (1 Tim. 2:9, 10).
- We are to be examples in speech, life, love, faith, and purity (1 Tim. 4:12).
- We are to draw attention to God, not to ourselves (John 3:30).

### **ENFORCEMENT**

Enforcing the dress code can be challenging and difficult, so BCCA requires that parents participate in the process. Parents must work with BCCA to confront the special sensitivities associated with establishing modesty in dress, maintaining appropriate hairstyles and forming good grooming habits.

BCCA realizes that Christians may differ in their application of Biblical principles to the area of dress and grooming. However, parents are urged to understand that if BCCA does not allow a particular article or style of clothing, we are not saying that the item is necessarily wrong to wear – it is just not to be worn to

school. The dress code is not intended to measure individual spirituality, but rather to serve as a vehicle to promote an appropriate learning and spiritual atmosphere within our school community.

Teachers will monitor student adherence to the dress code. For violations in grades K-6, a parent will be contacted to resolve the problem. In grades 7-12, violations will be discussed with the student, and the student will receive a Student Notification. Continued offences will result in anywhere from detention to loss of privileges. Repeated dress code violations will also result in parent notification.

In more blatant cases of dress code violation, parents may be summoned to the school immediately to rectify the violation. For example, a parent may be required to deliver a change of clothing for their child.

BCCA reserves the right to make individual determinations on acceptability of certain clothing and grooming styles.

### SPECIFIC REQUIREMENTS

BCCA requires students to purchase and to wear certain uniform clothing from only Lands' End. Clothing may be ordered directly from Lands' End using the internet or by going directly to a local store that sells Lands' End.

### BOYS

#### ***SHIRTS***

1. **POLO SHIRTS** – Polo shirts may be black, cobalt blue, or white. Polo shirts may be long or short sleeve. Only Lands' End polo shirts with BCCA logo are acceptable.
  - Polo shirts may be un-tucked but may not be excessively long.
  - K-12 may wear polo shirts all year.
2. **OXFORD PINPOINT SHIRT** – Oxford cloth shirts may be solid blue. The oxford cloth shirts may be long or short sleeve. Only Lands' End oxford pinpoint shirts with BCCA logo are acceptable.
  - Oxford cloth shirts must be buttoned, excluding the top button. Oxford shirts are not considered outerwear and should not be worn unbuttoned.
  - Only one plain white or navy turtleneck may be worn under one uniform shirt.
3. **No modifications of uniform are permitted.**

#### ***PANTS/SHORTS***

1. **UNIFORM PANTS** – Uniform pants must be khaki or black. They do not need to be purchased through Lands' End.
  - They need to be “uniform-style” loose fitting—must be able to grab material on the side of the leg.
  - NO joggers, leggings, jeggings, or cargo-style pants with extra pockets.
2. **UNIFORM SHORTS** (only to be worn Sept/Oct and May/June)— Uniform shorts must be khaki. Only Lands' End khaki cotton plain front chino shorts are acceptable.
  - Pants that are excessively tight, baggy, dirty or sloppy are not allowed.
  - Boys may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No over-sized belt buckles or belts with logos are allowed.
  - Belts must be worn with the oxford pinpoint shirt and with the polo shirt.
  - **No undergarments are to be visible at any time. Sagging is not allowed.**

### GIRLS

#### ***SHIRTS***

1. **POLO SHIRTS** – Polo shirts may be black, cobalt blue, or white. Polo shirts may be long or short sleeve. Only Lands' End fem fit interlock polo shirts with BCCA logo are acceptable.
  - K-12 may wear polo shirts all year.

2. OXFORD PINPOINT SHIRT – Oxford pinpoint shirts may be solid blue. The oxford pinpoint shirts may be long or short sleeve. Only Lands’ End oxford pinpoint shirts with BCCA logo are acceptable.

- Oxford pinpoint shirts and blouses must be buttoned at all times, excluding top button. Oxford pinpoint shirts and blouses are not considered outerwear and should not be worn unbuttoned.
- No undergarments are to be visible at any time. Sagging is not allowed.
- Only one plain white or navy undershirt, turtleneck or camisole may be worn under one uniform shirt. Visible lace is not acceptable.
- Girls’ shirts are to be purchased in the appropriate size to ensure no midriff or lower back is visible.
- No modifications of uniform shirts are permitted. This includes pinning, rolling, knotting, or any other modifications.

### ***PANTS/SHORTS***

1. UNIFORM PANTS – Uniform pants must be khaki or black. They do not need to be purchased through Lands’ End.

- They need to be “uniform-style” loose fitting—must be able to grab material on the side of the leg.
- NO joggers, leggings, jeggings, or cargo-style pants with extra pockets.

2. UNIFORM SHORTS (only to be worn Sept/Oct and May/June) -Uniform shorts must be khaki. Only Lands’ End khaki shorts are acceptable.

- Pants that are excessively tight, baggy, dirty or sloppy are not allowed.
- Shorts must be no higher than two (2) inches above the knee when kneeling and no longer than one (1) inch below the knee.
- Shorts should not be rolled or altered in any way.
- Girls may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No over-sized belt buckles or belts with logos are allowed.

### ***SKIRTS***

Skirts must be khaki or black. Only approved Lands’ End skirts are acceptable.

- Skirt length (when kneeling) is to be no more than two (2) inches above the floor.
- No undergarments should be visible at any time.
- No leggings or sweatpants are to be worn underneath skirts.
- It is understood that the waistbands of skirts are capable of being rolled and unrolled during the school day. If, in a staff member’s opinion, the skirt is shorter than the 2-inch rule at any time, the student will be issued a dress code violation. It will not be considered necessary to measure a girl’s skirt in order to make this assessment.

### **OUTERWEAR**

1. Uniformed collared shirts must be worn under all outerwear except for special days (i.e. free dress)
2. SWEATERS-Only approved Lands’ End sweaters with BCCA logo are acceptable.
3. CARDIGANS- Only approved Lands’ End cardigans with BCCA logo
4. Blankets are not approved outerwear nor are outside jackets.
5. BCCA sweatshirts may be worn December 1-February 29.

## SHOES

1. Sneakers may be worn throughout the school year.
  - Sneakers must be all black, white, or tan.
  - No patterned shoes allowed.
2. Boys must wear securely fitting closed shoes.
3. Girls may wear open toe shoes during the months of Sept./Oct and May/June, as long as they have a secured backing.
4. Flip-flops and slippers are not acceptable footwear for school.
5. Shoes should be chosen with discretion and not be a distraction for others.
6. Boots are allowed. However, boots with heels or high heeled shoes are not allowed.
7. Moccasins will be allowed as long as fur is not protruding out of the sides.

## HAIR

### **BOYS Guidelines:**

1. Hair should be neat, clean, moderate and a natural hair color. Hair length should conform to the following guidelines: above the eyes, above the earlobes, and above the middle of the collar of a dress shirt.
2. Boys should be clean-shaven. Sideburns must be neatly trimmed and are not to extend below the bottom of the earlobe.
3. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
4. No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

### **GIRLS Guidelines:**

1. Hair should be neat, clean, moderate and a natural hair color.
2. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
3. No extreme hair accessories will be allowed.
4. No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

## ACCESSORIES

1. No accessorizing is permitted. This is to achieve a uniform look, minimize distractions and support an educational atmosphere. (This includes pins, brooches, scarves, flowers, etc.)
2. The only belts permitted are plain brown or black leather with a maximum width of 2" and must be worn within belt loops. No studded belts of any style are allowed. No oversized belt buckles or belts with logos are allowed.
3. Socks are preferred to be solid white or navy with no patterns. Socks with inappropriate wording, logos/pictures, or tall basketball socks (worn with shorts or skirts) are not permitted.
4. Girls may wear natural colored, white or navy full-length tights or leggings.
5. "Fishnet" or patterned style socks, stockings or tights are not permitted.
6. Hats and beanies are not allowed.
7. Any glasses that are not prescription may not be worn.

## OUT-OF-UNIFORM ATTIRE

1. Clothes must be clean and without holes or fraying of any kind.
2. All graphics on clothing must be appropriate in nature.
3. No sweatpants or athletic shorts may be worn.

4. Clothes should be neither too tight nor excessively large on the individual.
5. All shorts and skirts must be no shorter than 2 inches above the middle of the back of the knee otherwise leggings must be worn with the shorts or skirts.
6. Hats are not allowed.
7. Tank tops of any description are not allowed. Shirts should not show the midriff and should have a sleeve.
8. Shoes must have a heel with an attached heel counter (material that covers the heel). No flip flops or slippers are allowed.
9. **Failure to follow these rules may result in discipline and being asked to change into the school uniform.**

## JEWELRY, TATTOOS AND BODY PIERCING

### **Jewelry Guidelines:**

1. Earrings are appropriate for girls only and may have a maximum of 2 earrings in each ear.
2. Boys are not allowed to pierce their ears. If they have chosen to pierce their ears, they must not wear the earrings during school or at school sponsored events.
3. Girls may wear necklaces, but jewelry should be chosen with discretion and not be distracting to others.
4. Chains protruding from pants pockets are not permitted.
5. Any other “body jewelry” is never appropriate and is not permitted. This includes but is not limited to nose rings.
6. Boys’ chains/necklaces may not be exposed.

### **Nose Rings:**

Students who choose to pierce their noses during the year are only allowed to wear spacers/retainers while at school or at school sponsored events. However, parents need to be proactive in preventing a potential problem by not allowing inappropriate, new, or piercings not in accordance with school guidelines. Students will not be allowed to wear the nose rings during school or at school sponsored events.

### **Tattoo and Body Piercing Guidelines:**

1. Body piercing is unacceptable for BCCA students and may not be visible at school or any school-related activities.
2. Tattoos are unacceptable for BCCA students and may not be visible at school or any school-related activities.

## PHYSICAL EDUCATION UNIFORM

Elementary Grades 5 & 6 & All Middle & High School students must wear the following:

- Lands’ End solid navy mesh shorts
- Lands’ End Short Sleeve Essential T-shirt (Gray Heather)
- Proper athletic sneakers

Following physical education classes, students in grades 5-12 must change back into normal school attire before leaving the building.

## SPECIAL NOTES

1. Students' names should be written on every article of clothing (including shoes) before the first day of school.
2. Hats should never be worn inside a building on campus even when a student is out of uniform. (Baseball caps are not allowed with the school uniform.)
3. The final judgment on acceptable attire and grooming rests with the Administration. Violations of any aspect of the BCCA dress code could result in a detention

## ACADEMIC POLICIES

### CURRICULUM

The curriculum at Bergen County Christian Academy is Christ-centered and designed to meet the needs of the students. Merely adding Bible classes to a school does not cause that school to be a Christian school. For a school to be truly Christian each subject must be taught from the standpoint of its relationship to the Bible. Christian principles need to be stressed in that subject so that each student can gain a total, well-rounded, useful education.

God's Word tells us, "...The Spirit of Truth...will guide you unto all truth...." Therefore, it is the goal of BCCA to present our students with the opportunity to know the complete truth in all subjects, through every means that the Lord makes available to us. Prayerful care has been taken in planning courses and selecting text materials.

The basic curriculum in Grades K – 12 includes the following subjects:

- Bible (primarily English Standard Version)
- History
- English
- Science
- Mathematics
- Physical Education; Health
- Music
- Art

In addition, for Elementary only

- Penmanship
- Phonics
- Reading

### CHRISTIAN SERVICE PROJECTS

Bergen County Christian Academy expects that its students not only live lives that are above reproach but that they also exemplify Biblical unselfishness in service to Christ and to others. Therefore, Christian service is an integral part of the curriculum at BCCA.

Elementary classes will participate in at least one Christian service project each year. These projects will be organized by the teachers.



## GRADUATION REQUIREMENTS

A minimum of 135 credit hours is required for graduation. However, international students and students with ISP's may graduate with a minimum of 130 credit hours due to accommodations to their schedules. Student placement in a particular tract of study will depend upon course availability, past student performance and ability assessment testing (where applicable).

BCCA reserves the right of final approval for all students' course selections. BCCA also reserves the right to omit courses from the curriculum when there is a lack of student interest or a lack of qualified instructors.

Subject by subject general requirements are given in the following table for a student who begins their freshman year at BCCA. However, students coming to BCCA after their freshman year may need to follow a different format depending on their previous course schedules.

<b>Course</b>	<b>Years of Study</b>
Bible	4
English	4
History	4
Science	4
Mathematics	4
Physical Education	4
Health	3
Foreign Language	3
Speech	1
Electives*	Varies
*Based on availability	

## SALUTATORIAN/VALEDICTORIAN REQUIRMENTS

To graduate as the Valedictorian of the senior class, a student must have the highest grade point average in the class, with a minimum of a 3.75. The 12<sup>th</sup> grade student must also have attended Bergen County Christian Academy for their entire Junior and Senior years.

To graduate as the Salutatorian of the senior class, a student must have the second highest grade point average in the class, with a minimum of a 3.5. The student must also have attended Bergen County Christian Academy for their entire Junior and Senior years.

To graduate as the Valedictorian of the 8th grade class, a student must have the highest grade point average in the class, with a minimum of 3.75. The student must also have attended Bergen County Christian Academy for their entire 7th and 8th grade year.

Valedictorian and Salutatorian are determined by the final grade point average at the final interim. The Valedictorian and Salutatorian must have attended Bergen County Christian Academy at least two of the four years (9-12).

## HOMEWORK

BCCA believes that meaningful home study is a necessary part of each student's education. Homework is a purposeful extension of the school day. Doing homework provides opportunities to rehearse and reinforce instruction given during the day.

Assignment of homework is encouraged when it contributes to the education process, and performance on homework assignments is often a key element in student grades. Doing homework helps to develop good study habits, accountability, initiative, orderliness and thoroughness.

A proper balance will be sought between homework requirements and personal time. The suggested average length of time for high school students to complete their homework is approximately two to two-and-a-half hours per night. For Junior High, the expectation is a maximum of two hours. On the elementary level, homework is less involved. The total of home assignments should require no more than one hour per night. Students who regularly have difficulty completing homework within these suggested times should talk with their teacher(s) to receive help.

Homework is due by the beginning of class. The penalties for late homework are as follows:

On time and completed: 100% or grade given by teacher based on achievement

One day late: grade automatically drops to a 65%

Two days late: grade automatically drops to a 0%

After the second day, the homework cannot be made up. The 0% stands in the grading for the marking period.

In the case of extenuating circumstances, a note must be submitted on the day the homework is due, stating the reason/s the homework is late and signed by the parent. Teachers will take into consideration each request, being mindful of the situation and the occurrences of late homework.

## GRADING SCALE

Grades are assigned on the basis of the scales defined in the following table. Each teacher will distribute his or her specific grading policies at the beginning of the year in conjunction with his or her course requirements

Letter Grade	Numerical Percentage	Grade Points	Description
A+	98 – 100	4.00	Outstanding
A	93 – 97	3.75	
A-	90 – 92	3.50	
B+	88 – 89	3.25	Above average
B	83 – 87	3.00	
B-	80 – 82	2.75	
C+	78 – 79	2.50	Average
C	73 – 77	2.00	
C-	70 – 72	1.75	
D+	68 – 69	1.50	Below average
D	66 – 67	1.00	
D-	65	0.75	
F	≤ 64	0.00	Failing
I		0.00	Incomplete

Excellence should be the goal of every endeavor at BCCA, so the Christian student should strive to excel in all subjects. After all, we are admonished by God in His Word as follows, “Whatsoever thy hand finds to do, do it with thy might....”

#### INCOMPLETE GRADES

Work for the marking period that is not finished must be completed before the grade can be computed. This work must be completed within two weeks of the date the grade report is issued unless special arrangements have been made. After that time, an F will be averaged in for each assignment that has not been completed.

#### GRADE POINT AVERAGE (GPA)

The school office keeps a running record of the grade point average (GPA) for every student. A high school student’s final GPA determines their rank in class. Students should understand the importance of GPA’s for post-high school planning and take this matter seriously throughout their high school years.

## TEACHER EASE

BCCA has adopted the use of a web-based service for grade reporting. Students and parents can monitor their progress by logging in at TeacherEase.com. Usernames and passwords will be issued at the start of the school year. Student accounts that are in arrears cannot be accessed through Teacher Ease.

## REPORT CARDS

Paper report cards are issued four times per year with interim reports grades being locked on Teacher Ease for one day in the middle of each marking period. Report cards will not be released if the student's account is in arrears.

## ACADEMIC HONORS

For each nine-week grading period, BCCA students have the potential to earn honors and privileges:

1. Principal's list – students with a minimum 3.75 grade point average.
2. Dean's list – students with a minimum 3.50 grade point average.
3. Honor roll – students with a minimum 3.25 grade point average.

All courses in which letter grades are earned are averaged to determine the grade point averages. A grade of *D* or *F* in any subject will automatically disqualify a student from these lists.

## STANDARDIZED TESTING

Iowa Achievement Tests are administered yearly in the spring to all students in K – 11th grades.

All high school juniors are required to take the P.S.A.T. test and are obliged to pay an additional charge for it. Sophomores may also choose to take this test at the same additional charge.

## ELIGIBILITY FOR ATHLETICS AND EXTRA CURRICULAR

Participation in extra-curricular activities such as athletics or drama programs is a privilege. Accordingly, any student earning D's in two or more subjects or an F in any subject will be ineligible. Any student with an incomplete mark in any subject is ineligible.

For those students determined to be ineligible, the possibility for reinstatement will be determined by weekly grade evaluations.

## RETENTION

Retention is based on academic performance and consultation with teachers and the principal. Failures may necessitate repeating the grade. In the high school, it may be possible to repeat the required course and/or summer tutoring. More than 20 days of unexcused absence may also result in a student being required to repeat a grade.

## REMEDIATION

- Summer tutoring is recommended if a student achieves a grade of D in any major subject.
- For any F's, summer school is required for each major subject in which the student received those grades.

Bergen County Christian Academy offers summer school courses: courses for make-up credit and failed subjects.

## SCHOOL RECORDS

Requests for grade transcripts and student records release must be made in writing and signed by the student's parent. A form is available in the school office for such requests.

- Student records include health records, standardized test scores, and a copy of the students' permanent record card.
- Transcripts are prepared for BCCA seniors and graduates only. This report summarizes grades, credits, class rank, GPA, school activities, and standardized test scores used for college entry (i.e. ACT/SAT).

Official school records will not be released if the student's account is in arrears.

## WITHDRAWALS

If a parent is considering withdrawal of their child from BCCA, the parent is strongly urged to speak with the principal before a decision is reached. If, after meeting with the principal, the decision is made to withdraw, the parent must notify the school office and the business office. All tuition charges will continue to accrue until the withdrawal requirements are completed.

The student should report to the office on the morning of his or her last day of school. The student's locker and desk should be completely cleaned out and all books taken to the school office. Books are not considered returned if left in the locker or desk, and fines may be levied for any unreturned books.

Neither student records nor grade reports will be released until all accounts are paid in full, including fines on books damaged or not returned. Registration fees are not refundable upon withdrawal from school.

## ATTENDANCE POLICIES

Regular attendance at all classes is in the best interest of both the students and the teachers. Lost class time cannot be compensated for by merely making up tests and homework. Long-term achievement is adversely affected by chronic absenteeism and tardiness. The following sections give specific definitions regarding attendance policies.

### TARDINESS POLICY

A student will be marked tardy if he/she is not in his/her classroom when the bell rings at 8:15 AM. Tardiness shall only be excused for *special circumstances* such as a doctor's appointment or other extreme or unusual circumstances as approved by the school administration. Students who arrive after 11:20 AM and attend a minimum of four class periods will be marked as having attended a half day of school.

The number of times that a student is tardy is tallied throughout each marking period. Consequences for tardiness are detailed as follows:

- 1-4 tardies in a marking period have no consequences.
- 5-9 tardies in a marking period will incur a lunch detention (7<sup>th</sup>-12<sup>th</sup>) or a recess detention (K-6<sup>th</sup>) at each tardy.
- 10-14 tardies in a marking period will incur a “0” for participation in the first period class at each tardy.
- At the 15<sup>th</sup> tardy in a marking period, there will be a parent meeting with the principal before the student will be allowed to class.

Once the tardies hit 30 cumulatively, every 4 tardies thereafter will count as an absence. Please be mindful that at 20 absences, the student will be required to attend summer school to make up the time missed.

In addition to these consequences, students in grades 7-12 who are tardy also have the following responsibilities:

- The student must see the teacher of the missed class(es) the same day to hand in any homework that was due.
- The student must see the teacher to make up tests or quizzes given during the missed class(es).

## ABSENCES

Absences are sometimes unavoidable. Excused absences will be granted if a parent provides a suitable explanation. When it becomes necessary for a student to be absent from school, the parents must notify the school office before 9:30 AM. Otherwise, the absence will be marked as *unexcused*. Unexcused absences may result in zeros for class work.

If the absence was due to a serious illness or contagious disease, a note from the child’s physician must be obtained stating that the child is cleared to return to school. A physician’s note is also required if a student is absent for three or more consecutive days due to illness.

The child must bring this note to the school office before he or she will be allowed back into the classroom.

More than 20 days of absence (excused and unexcused) may result in the student being retained.

## MAKEUP WORK

When a student is absent for an excused reason, the student will be given the same number of schooldays missed to make up missed work. All make-up work must be completed by the new due date assigned by the teacher.

If a student's absence includes a test day for a *previously announced test*, the student may be required to make up the test on the day he or she returns to school. Alternate scheduling of make-up tests is at the teacher’s discretion. Reasonable courtesy will be used to accommodate the student.

## PLANNED ABSENCES

Planned absences must be pre-approved to be regarded as *excused* absences. Prior to the absence, a *Planned Absence Form* must be completed and returned to the school office by the student's parent. This form includes a list of dates for the absence and an explanation why it is necessary.

Prior to the absence, the student must also contact each teacher to receive the work that will be missed. Missed work must be completed and turned in to the respective teacher(s) according to the due dates provided in the table below.

Any tests and/or quizzes missed during a planned absence must be completed by the makeup date scheduled by the teacher.

School Days Missed During Planned Absence	Due Date for Missed Work
1 or 2	Day of return to school
3-5	One school-day after return to school
6 or more days	Special arrangement with Principal

## COLLEGE VISITS

Students will be allowed a total of four (4) days for college visitations to be used at their discretion over the course of their junior and senior year. While students are encouraged to use fall break, winter break, spring break and other long weekends for college visits, there may be occasions when a student must miss a regular school day, especially when travel time to the college is a major factor. The students must schedule an admissions interview or other appointment with the college admissions office. Students must complete a planned absence form and return it to the main office. Students who do not plan college visits in advance and do not complete and return the planned absence form before their departure will be issued unexcused absences for any days missed.

Under special circumstances a student may use one day during the spring semester of their sophomore year. This request must be approved in advance by the Administration. Using this day does not prevent a student from using their allotment of four days during their junior and senior years.

## STUDENT CONDUCT AND DISCIPLINE FOR ALL GRADES

### INTRODUCTION

BCCA strives to partner with parents and the local church to, as described in Proverbs 22:6, "Train up a child in the way he should go: and when he is old, he will not depart from it." In this endeavor, BCCA has established rules that are believed beneficial to establishing an atmosphere conducive to Christian growth and order. Students are expected to join us in this community by respecting and supporting the stated standards of conduct.

The Bible tells us that even a child is known by his deeds (Prov. 20:11). The purpose of discipline is to train children and young people to live and behave in a manner that pleases God. The discipline procedures

established by Bergen County Christian Academy, as briefly discussed below, have Biblical training in mind so that good habits are established and maintained throughout life.

“Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it.” Hebrews 12:11

Scripture clearly tells us that children are to be trained by discipline so that they will live righteously and so that they will know that they are loved. Discipline is to be given swiftly in order to be effective – delay sanctions unrighteousness.

“Because sentence against an evil work is not executed speedily, therefore the heart of the sons of men is fully set in them to do evil.” Ecc. 8:11

“For whom the Lord loveth he chastens...” Hebrews 12:6a

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either one will harm the child. When a student fails to understand what a teacher is attempting, he or she should take it to the teacher involved to resolve the problem. Often a conference or even a note can clear up the difficulty. If a student takes a problem home to you, please encourage him or her to go to the teacher involved and resolve the problem. If the problem then is not completely resolved, please contact the teacher for a conference.

Parents are always encouraged to stay in contact with their child’s teacher(s) concerning both behavior and academics. They are also always encouraged to work with their child to help him or her to consistently be what God wants.

It is our belief that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 12:1,2)

Sensing this need for spiritual growth, the following standards for students are established:

1. Maintain high standards of courtesy, kindness, morality and honesty.
2. Be dressed appropriately and modestly, avoiding extreme styles.
3. Respect those in authority.
4. Respect the rules and regulations established for the operation of Bergen County Christian Academy.
5. Set aside a time for personal devotions each day.
6. Be involved in Christian service projects.

#### GENERAL DISCIPLINE CODE

Following is a list of key points of school discipline:

- Students should live consecrated Christian lives both at school and away, avoiding worldliness that would bring reproach to the cause of Christ.
- Students are to be punctual in attendance at classes, chapel, special programs, and appointments.
- Students are to respect and obey the leadership of the teacher in the classroom. Disruptive attitudes will not be allowed.



- Students are the school's responsibility from the time they arrive at school until they leave the school premises on scheduled school days or activities; parents are responsible for transportation to and from school.
  - Students are not allowed to leave the school without prior written permission from their parents/guardians.
  - Students are not allowed to leave the school with other students without prior written permission from their parents/guardians.
- Destructive, critical, and cynical attitudes grieve the Holy Spirit and will not be tolerated.
- Rowdiness, rough-housing, destruction or defacing of property will not be tolerated.
- Dancing, profanity and gambling are prohibited.
- Students are expected to have positive attitudes toward the dress and discipline codes of the school.

### THEFT

God's Word commands against stealing. This includes borrowing an item without gaining permission from the owner. If a student is caught stealing, parents will be contacted, police may be notified, and the student may be suspended and possibly expelled from school.

### CHEATING

Anyone caught cheating will receive a zero on their work and will be given a detention. Parents will be contacted. Chronic cheating is cause for expulsion.

### ILLEGAL OR UNAUTHORIZED MATERIALS

It is our hope that no student would ever bring to school or school related events any materials that would be detrimental in any way. These strictly forbidden materials include but are not limited to items such as tobacco of any kind, alcoholic beverages, illegal drugs or prescription drugs being used improperly, and weapons of any type. BCCA has a zero-tolerance policy on drug use and requires complete compliance with its Controlled Substance Testing Policy for grades 7-12. If a student is suspected of having such materials, a search of the student's personal belongings (locker, backpack, purse, pockets, etc.) may be conducted. Such a search may be conducted without obtaining the permission of either the student or the parents/guardians of that student. Bergen County Christian Academy also reserves the right to detain the student and to contact the police.

Confirmed possession of illegal or unauthorized materials is grounds for expulsion.

### DISRESPECT

Bergen County Christian Academy has a zero-tolerance policy for disrespect shown to staff or others in authority. Punishments may include demerits, detention, suspension and/or expulsion.

### BULLYING

Bergen County Christian Academy has a zero-tolerance policy for bullying or general disrespect shown to fellow students. Punishments may include demerits, detention, suspension and/or expulsion.

A complete Harassment, Intimidation and Bullying (HIB) for Bergen County Christian Academy is available upon request. This policy is based on the State of New Jersey Board of Education requirements.

## SCHOOL PHONES

School phones are for school business only. Permission must be given by a staff member for students to use a school phone.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Smartwatches and cell phones will be placed in a classroom basket prior to the beginning of each class. They may be retrieved at the end of the class period. Students are allowed to check phones in between periods and at lunch only. If a student has a phone at an inappropriate time and violates this policy, he/she will have the phone confiscated and will need to pay a \$10 fine in order to retrieve it from the office. Video cameras and videotaping are prohibited on campus unless specific permission is given from a teacher or administrator. The rules that govern your integrity, honesty, and character on your computer are the same as those that govern you in a classroom or anywhere else.

## ELEVATOR

Students are not to ride the elevator at any time. Exceptions are made for students on crutches or in wheelchairs. These students may have one person help them with their books and belongings. A signed doctor's note should be brought into the main office to be kept on file.

## COMPUTERS

Computers should be used for academic purposes only. Playing of any type of game is forbidden unless assigned by a teacher for academic purposes.

## GUM

Chewing gum is not permitted on campus at any time.

## STUDENT DRIVERS

Drivers are required to obey all traffic signs and instructions of traffic control personnel. Driving on campus is a privilege that can be suspended.

- **In order to be eligible to drive on campus, students must have a valid license and automobile insurance. Students must have copies of both license and insurance on file in the main office.**
- There must be no speeding or reckless driving on campus. Passing is prohibited in the parking lots. The speed limit is 5 mph on the campus.
- Students must obtain an automobile tag from the main office and have it displayed from the rearview mirror. Parking in elementary recess area is not permitted.
- Infractions will cause the loss of driving privileges. Driving on campus at any time during a loss of driving privilege will result in suspension from school.
- No students are permitted to ride on hoods, in truck beds or other parts of vehicles not intended for passengers. It is the responsibility of the student to inform the school if the student's driver's license has been revoked.
- No other students outside the family are permitted to drive with the student driver unless written permission is submitted to the school office by the other parent.
- New Jersey law states that only one other person (other than the driver's family) is allowed to drive in a car with a first-year licensed driver.

## **GENERAL DISCIPLINE GUIDELINES FOR GRADES K-6**

In the BCCA elementary classes, each teacher maintains a discipline plan for his or her classroom. This plan includes rules established by the teacher. Positive recognition is given when those rules are followed. Consequences will occur when the rules are not followed.

Parents are notified as necessary when these rules are not followed.

Each teacher keeps behavior records for their students. This record is kept to document recurring discipline problems and can serve as a communication tool when parent involvement is needed to help to solve the problem(s).

## **GENERAL DISCIPLINE GUIDELINES FOR GRADES 7-12**

### **DETENTIONS**

High school detentions are held at lunch or after school throughout the week. Students may be given a writing assignment or may be required to sit in silence. They will not be allowed to do schoolwork, homework, or be on their phones. Parents will be notified when detentions are being served. Detentions are not part of any student's permanent record.

#### **Examples of behaviors leading to detentions:**

1. Tardiness
2. Classroom disturbance
3. Chewing gum repeatedly
4. Repeated dress code violations
5. Disrespect to another person
6. Technology violation
7. Profanity
8. Fighting

#### **Repeated Detentions**

If a student accumulates six (6) detentions (excluding tardy detentions), a parent conference with the Administration is required. Behavioral plans will be discussed with the student to prevent further detentions. A further detention will lead to suspension. Any subsequent detentions will then be evaluated by the Principal and Assistant Principal and may lead to expulsion.

Elementary Detentions: Detentions are used for poor conduct. They are arranged at the discretion of the classroom teacher and Administration. These will be held during lunch or recess.

### **SUSPENSIONS**

Suspensions are used sparingly and judiciously to dissuade repeat behavioral problems and for serious violations of school rules. Suspensions are at the discretion of the principal and may be given in-school or out-of-school.

A student on in-school suspension will not be allowed to attend classes and will receive zeros for any class-participation grades for that day. However, the student will be allowed to take quizzes and exams scheduled on the day of the suspension. They are also responsible to meet with their teachers to get missed assignments and must abide by all due dates to receive full credit for their work.

A student on out-of-school suspension will not be allowed to make up any missed coursework, and will receive no credit for missed homework, and will not be allowed to take quizzes or exams that were scheduled on the day of the suspension.

Offenses that might merit a suspension include but are not limited to the following:

- Excessively rude or inappropriate behavior
- Blatant disrespect shown to a student, a BCCA staff member or other parent or adult on the BCCA premises
- Violation of the school's policies regarding illegal or unauthorized materials or controlled dangerous substances
- Fighting
- Cheating
- Dishonesty
- Theft
- Intentional damage to or defacing of BCCA property

## EXPULSIONS

As stated in Section 3.2 of this Parent/Student Handbook,

*Membership in the student body of Bergen County Christian Academy is a privilege, not a right. If at any time, in the opinion of the administration, it is determined that a student is not in sympathy with the goals and ideals of the school, he or she may be asked to leave or may not be invited to return the following year.*

Expulsion of a student from BCCA is usually a last resort and generally follows previous efforts to correct bad behavior. However, a student may be expelled for any single behavioral incident even without prior disciplinary actions against the student. Behavioral issues that could merit expulsion include but are not limited to those offenses listed above for suspension.

Expulsion proceedings are initiated by an administrative staff member who then submits a recommendation for expulsion to the Bergen County Christian Academy Education Team. The BCCA Education Team then reviews the situation to determine if an expulsion is warranted.

Once a recommendation for student expulsion has been made to the BCCA Education Team, the student and his/her parent(s) may submit a written appeal to the BCCA Education Team. Their submission must clearly state the basis for the appeal. After reviewing the appeal, the BCCA Education Team may or may not agree to meet with the student and/or his/her parent(s) to gain further understanding of their appeal.

Decisions of the Bergen County Christian Academy Education Team regarding student expulsion are final and binding. Readmission of an expelled student to BCCA is rare and shall only be considered on approval by the entirety of BCCA's administration.

## **CONTROLLED SUBSTANCE TESTING POLICY**

BCCA follows a zero-tolerance policy on drugs and other illegal substances, which are also known as Controlled Dangerous Substances (CDS). BCCA takes the accusation of the use of CDS very seriously, and all suspicion of the use of CDS will be investigated by the administration. BCCA will attempt to notify the parents of the suspicion and to inform them of the course of action that is necessary.

Prior to the start of the school year, all students entering grades 7-12 and their parents must sign the BCCA CONTROLLED SUBSTANCE TESTING AGREEMENT, which allows BCCA to have this testing performed if the need should arise. Signing the agreement is required for admission to BCCA. The BCCA Controlled Substance Testing Agreement Form is given in Appendix 3.

If BCCA suspects that a student is under the influence of a controlled substance, the student will immediately be taken to an appointed facility for testing for use of the controlled substance. While at the facility, the student or parent must sign a release form to allow BCCA to receive a copy of the controlled substance testing results. Refusal to sign the release form will result in the student being suspended. This suspension will remain in effect until the controlled-substance testing results have been received by BCCA. Continued refusal to cooperate with this policy will result in student expulsion.

BCCA will review the controlled-substance testing results to determine if disciplinary action is necessary. BCCA will initially pay the expenses for controlled-substance testing. If the test results are positive, BCCA will take the necessary disciplinary actions, and the student's parents will be liable to reimburse BCCA the total cost for the drug testing.

## **APPENDIX 1: BCCA ATHLETIC HANDBOOK**

### **OBJECTIVES**

In all aspects of practice and competition, students will show glory and honor to God. Each student will have the opportunity to participate on one of the school's athletic teams: soccer, basketball, baseball/softball, volleyball, and others as God directs and provides. Those participating will be involved in a safe, encouraging, disciplined and competitive atmosphere. Concepts of teamwork, support, and friendship will be internalized and exemplified both on and off the field.

### **PHILOSOPHY**

Our desire at Bergen County Christian Academy is that students learn the many various aspects of life, and athletics is one of those aspects. Through involvement in athletics, students can have the opportunity to learn discipline, physical skill, control of emotions under pressure, teamwork, and the development of friendships. We endeavor to provide proper instruction with the proper equipment and facilities, and we try to provide each student with the involvement on each team in proportion to his or her skill. It is not just the "star" of any team who gets all the awards, attention, or playing time. We view each athlete's actions and attitudes separately to determine reward and discipline. Sports are to be used as a vehicle to help develop our overall Christian values and Christian life.

Junior Varsity level sports (grades 6-8) are primarily used for developing athletic skills and learning game fundamentals. Varsity level sports have as their objectives to field the best team possible. All teams are

encouraged to play their best and to win the game. However, the main reason that we are playing is to bring honor and glory to the name of Jesus Christ.

### CONFERENCE PARTICIPATION

BCCA is a member of the Metro Christian Athletic Association.

### PHYSICAL EXAMINATIONS

All students who participate in sports, grades 6-12, must have a physical within the current year and use the New Jersey Department of Education Annual Athletic Pre-Participation Physical Examination Form Part A and Part B. Part A must be completed and signed by parent and doctor within 6 months prior to playing a sport. Please keep the school nurse abreast of changes in your child's immunizations and health status, etc.

### ELIGIBILITY

To be eligible to participate in school athletics, students should

1. Apply themselves sufficiently to course requirements,
2. Have all work and assignments complete and up to date,
3. Exemplify good conduct, attitude, and compliance with school rules, and
4. Any student who participates in a sport must remain in good academic standing. If a student has 2-D's or 1-F, they will be placed on probation and suspended from all practices and games. Students on probation will have their grades checked weekly. Once the student is in good academic standing, he/she will be allowed to return to the team.

The Administration reserves the right to suspend, discipline, or dismiss a student from participation in a sport due to poor academic performance or for poor conduct.

### ATHLETE'S CODE OF CONDUCT

Athletes will conduct themselves in a Christ-like manner at all practices, games, and school related activities. As representatives of Bergen County Christian Academy, athletes are expected to behave accordingly:

- To respect and follow the directions of the coaches.
- To accept all the calls and decisions of the game officials as final.
- To play as part of a team and not for self-glorification.
- To encourage and be respectful to your own teammates.
- To show respect for opposing players, coaches, and spectators.
- To be respectful of the facilities (home or away) and all equipment.
- To be present and on time for all practices and games.
- To notify coaches of all absences and tardiness as soon as possible.
- To be humble in winning and gracious in losing.

### DISCIPLINARY ACTIONS:

The Athletic Director shall enforce all rules and regulations as described in the Code of Conduct for athletes. The Athletic Director may bring in an administrator at their own discretion. In implementing their own disciplinary actions, parents should give strong consideration to the student's team responsibilities. If a parent suspends his/her child from athletics, it can hurt the whole team.

## VIOLATIONS INCLUDE (BUT NOT LIMITED TO):

- Disrespect toward coach/officials
- Fighting
- Hostile behavior (punching, throwing, hitting object, etc.)
- Act of Bullying (including, but not limited to, an electronic act, directed towards a/or student(s) or school personnel)
- Obscene gestures
- Profanity

Should any of the above take place, the following disciplinary actions will take place:

- **1<sup>st</sup> Offense:** Sits 50% of next athletic competition. (Not allowed to start game)
- **2<sup>nd</sup> Offense:** Suspended for the next athletic competition
- **3<sup>rd</sup> Offense:** In school suspension with no after school activities

**Depending on the severity of the offense, the coach/administration has the authority to bypass the minimum offense consequences. Discontinuation of participation in the sport may also result if the problem is not solved.**

## PRACTICES & GAMES

Teams will be given practice and game schedules at the start of each season. Please be aware of these times and have your rides be at school on time. Please also be aware that these schedules are subject to change. If changes are necessary, you will be notified as early as possible.

1. After practices, athletes may wear their practice clothes home. They do not have to change back to school clothes.
2. All players will return to BCCA on the team bus. Any exceptions to this rule must be cleared with the coach.
3. Practice is NOT an option for anyone. Each athlete is expected to be at ALL practices and games unless an adequate reason is given. These reasons must be given to the coach as soon as possible prior to the absence from the practice or game. If a student is absent from school due to illness, he or she MAY NOT participate in any game or practice on that day.
4. Excused absences from practice may result in the player not starting in the next game or not playing in one quarter of the next game.
5. Unexcused absences from a practice may result in that player not playing in the next game.
6. The coach who stays for duty after games or practices should not have to stay longer than 15 minutes to wait for players to be picked up.

## UNIFORMS

Each athlete is to care for his uniform and practice jersey. Care in following washing and drying instructions is of utmost importance.

The jersey/uniform is the property of Bergen County Christian Academy and is to be returned to the coach or Athletic Director when requested. If for some reason an athlete's uniform is ruined due to carelessness, or if the uniform has been lost, the athlete is responsible to pay for its replacement.

## PARENT'S CODE OF CONDUCT

Parents will conduct themselves in a Christ-like manner at all games. Parents are also representatives of Bergen County Christian Academy, and are expected to behave accordingly.

- Applaud during the introduction of all players, coaches, and officials.
- Accept all the calls and decisions of the game officials as final—understand they are doing their best.
- No display of anger or heckling of players, officials, or coaches.
- No display of derogatory yells or gestures.
- Display enthusiasm by cheering positively for your team.
- Show respect for opposing players, coaches, and spectators—treat them like guests in your own home.
- Be respectful of the facilities and all equipment, cleaning up any trash or litter that is left in your area of the bleachers.
- Show concern for an injured player regardless of which team the player is on.

## APPENDIX 2: TUITION AND FEES

### OVERVIEW OF COSTS

Any parent seeking to register a child at BCCA must pay a registration fee, and a testing fee (for incoming kindergarten students only. Other fees and incidentals may be encountered that are not discussed in this section, including those for lunches, field trips, students' personal supplies (pens, pencils, paper, etc.), electives such as clubs and other special events or activities.

### TUITION RATES

Student tuition rates are available in the school office.

### FEES

An application fee of \$150 (or \$300 after July 1<sup>st</sup>) is assessed for all new students. The application fee is refundable only if a student is not accepted. Testing fees for incoming kindergarten students is not refundable.

For returning students, there will be a re-enrollment fee of \$75 per student if re-enrollment is completed by March 31. On April 1 and through June 30, the fee increases to \$150, and on July 1, it further increases to \$300. The re-enrollment fee is non-refundable. There is a limit of two re-enrollment fees per family.

There will be an athletics fee of \$50 per student per sport up to a maximum of \$100 per student. The maximum athletics fee per family is \$200.

There are also fees to cover the costs of graduation exercises, as follows: Kindergarten \$25; 8<sup>th</sup> grade \$40, and 12<sup>th</sup> grade \$60.

### TUITION DISCOUNTS

*Discount for Full Payment of Tuition by First Installment Date*

5% discount

*Student Referral Discount*



When the family of a BCCA student refers a new student to BCCA and that student subsequently enrolls at BCCA for at least six months of the academic year (September through June), BCCA will credit the account of the referring student with a discount off of their tuition bill.

The referral discount will be \$1,000 per referred student if the referred student attends BCCA for the entire academic year. The referral discount will be prorated if the referred student attends BCCA for less than the full academic year, as follows:

<b>Term of Enrollment</b>	<b>Discount</b>	<b>Enrollment Continued Through*</b>
Less than 6 months	\$0	Ends before the first day of school in February
6 Months	\$600	The first day of school in February
7 Months	\$700	The first day of school in March
8 Months	\$800	The first day of school in April
9 Months	\$900	The first day of school in May
10 Months	\$1,000	The first day of school in June
*Assumes enrollment begins in September		

The following rules also apply:

- The discount will be applied only in the academic year in which the new student enrolls.
- The discount will be credited to the account of the referring student on the dates that the last two tuition payments are due (April 1 and May 1), dividing the anticipated discount equally; no cash payments will be issued.
- The referring student's account must be current (or be made current with the discount payment) at the time the payment is credited; no discount will be paid if the referring student's account is not current (or made current).
- The discount will be pro-rated when the referring student is in preschool and attends less than full time.

## TUITION PAYMENTS

Tuition payments may be made in full by the first installment date for a 5% discount, or may be divided into ten approximately equal installment payments. Installment payments are due on the 1<sup>st</sup> day of each month, August through May. A late-payment fee of \$10 will be assessed to all payments made 10 days beyond the due date. Parents must inform the business office in the event that they are unable to make scheduled payments.

A returned check fee of \$20 is charged for each occurrence.

If a student's tuition-payment account becomes two months overdue (that is, if two consecutive tuition payments remain unpaid), after the ten-day grace period has elapsed, the student will not be permitted to return to school. If the debt remains unpaid at the time the third tuition payment comes due, and the ten-day grace

period has elapsed, the student's account will go into default and the student's status will be changed to *withdrawn*. Unless BCCA is properly notified of alternative education arrangements for the student, the student will be reported as truant to the authorities.

Official student records **will not** be released unless all debts are paid. Likewise, students will not be permitted to re-register for school or to return for classes in a subsequent academic year until prior tuition debts are paid. Finally, diplomas will not be conferred upon students who have unpaid tuition or fees.

**APPENDIX 3: CDS TESTING AGREEMENT FORM**

**Controlled Substance Testing Agreement Form *for Students*  
*Entering Grades 7-12***

We give Bergen County Christian Academy our permission to have the student named below tested for the use of a Controlled Dangerous Substance (CDS). This permission is given only in the event that there is a suspicion that the student may be under the influence of a CDS, and not for routine testing. Any testing may be administered without further consent or notification to the student and/or parent. In the event that a student is sent for testing for CDS, the hospital bill will be paid by Bergen County Christian Academy. If the test results are positive, the student’s parents will be liable to reimburse Bergen County Christian Academy for the total amount of the bill.

Student name: *Please print*

Entering grade:

\_\_\_\_\_

\_\_\_\_\_

Student signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Parent / guardian name(s): *Please print*

Relationship to student:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent / guardian signature(s):

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BCCA Parent/Student Handbook, Fall 2019 Version. Updates will be posted on BCCA’ web site at [www.BCCAinfo.org](http://www.BCCAinfo.org).

**APPENDIX 4: HANDBOOK ACKNOWLEDGEMENT FORM**

**Parent/Student Handbook Acknowledgement Form**

The Parent/Student Handbook is a guide to Bergen County Christian Academy. It states our school's philosophy and purpose, and it gives rules for all of us to follow. As a requirement for student-admission, parents must read this handbook and sign and return this form to the school office. Likewise, students entering grades 7-12 must also read The Parent/Student Handbook and sign the form.

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I/We, the parent(s)/guardian(s) of the below-indicated child(ren), have read the Parent/Student Handbook and are aware that Bergen County Christian Academy reserves the right to reject or dismiss my/our child if he/she does not comply with the school's spiritual standards, does not cooperate with the school's academic process, or fails to abide by the discipline procedures of the school.

Student name(s): *Please print*

Entering grade:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent / guardian name(s): *Please print*

Relationship to student:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent / guardian signature(s):

Date:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student signature(s): *Required for grades 7-12, only*

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
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BCCA Parent/Student Handbook, Fall 2019 Version. Updates will be posted on BCCA' web site at [www.bergenchristian.org](http://www.bergenchristian.org).