



BELL SHOALS
ACADEMY

A Christ Centered Education

FAMILY HANDBOOK 2023-2024

MARK 12:29-31

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

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

WELCOME!

Welcome to Bell Shoals Academy (BSA)! We are excited about all of the opportunities that await us this year! We believe the Academy is an extension of the home, and we desire to partner with you in the education of your child. God has a plan for your child, and we are honored to be a part of His Kingdom work. We thank God in advance for the victories we will experience together this 2022-2023 school year.

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

--BSA Administrative Team

MISSION STATEMENT

The mission of Bell Shoals Academy is to provide an unrivaled, Christ centered education that inspires and equips the next generation.

VISION

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

PHILOSOPHY

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

ACCREDITATION

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

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

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

CORE VALUES

Responsibility • Order • Achievement • Respect

Expected Student Outcomes

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

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

Profile of a Bell Shoals Academy Graduate

An overview of school wide learning expectations:

1. Develops an understanding and commitment to their relationship with Christ while continuing to grow spiritually
 - Accepts Christ as his/her personal savior
 - Comprehends the Bible, salvation, and is capable of sharing their faith with others
 - Comprehends the importance and consistency of having personal devotions, prayer and Bible Study
 - Comprehends and seeks spiritual maturity
 - Comprehends the value of regular church attendance
2. Comprehends and communicates a Biblical worldview
 - Applies a Biblical worldview to their daily decisions
 - Communicates the difference between Christianity and other world views
 - Integrates Biblical principles and values into real situations, while defending their faith
3. Prepares a life of service with both missions and local community
 - Upholds and applies Biblical standards in personal and financial decisions
 - Serves as a leader within the body of Christ by sharing the gifts that God has given them
 - Utilizes their gifts to serve others through missions and community service
 - Understands their purpose in serving others using their spiritual gifts, personal strengths and talents
 - Becomes a lifelong learner – emotionally, academically, intellectually as well as spiritually
4. Demonstrates moral integrity, righteous living and stewardship
 - Values and defends the right to life
 - Upholds Biblical standards, personal and financial decisions
 - Maintains responsible reputation in their local community
5. Relates lovingly to others as God loves us
 - Can articulate that we are created in the image of God
 - Values the uniqueness in others while working in groups
 - Understanding and appreciates people of different cultures
6. Achieves a strong academic foundation in all content areas
 - Exhibits higher order thinking strategies to solve real world problems
 - Is able to access a variety of technology and information resources effectively and appropriately
 - Creatively expresses themselves through arts, literature, and writing

GENERAL INFORMATION

Office Hours: 8:15 a.m. – 3:30 p.m. (subject to change, visit our website for the most current hours)

Visitor Guidelines:

- You must have a current background check on file to be on campus. Parents/visitors who have completed a background check every year will be registered into our security system. To visit the campus, please sign in at the kiosk and receive a visitor badge. A drivers license may be required. Before leaving campus, please log off at the kiosk.

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

- Preschool Volunteer Fellowship
- Parent Teacher Fellowship
- Prayer & Service
- Volunteering

Volunteer Guidelines:

- All volunteers who will be supervising students or driving on field trips must have an approved background check online (fee required) two weeks prior. Please make arrangements for younger siblings when volunteering or attending a field trip.

CHAPEL

BSA provides a strong spiritual emphasis which is integrated throughout the entire program. As a part of that emphasis, chapel will be celebrated weekly for K-8th grade. Parents and guests are welcome and invited to worship with the students, and must check in at the security desk. No food or drink is allowed in the Chapel.

LUNCH

Students may either bring a lunch from home or purchase the school lunch. Here are our guidelines for our full service cafeteria:

- No candy or caffeinated beverages are allowed.
- PAYMENT: Lunch payments can be made online at k12paymentcenter.com. Students are assigned a personal identification number for purchases. Our website contains a link to the menu, and online prepayment system for the lunchroom. This allows you to not only make payments to your student's lunch account but also see what is purchased. If a student's lunch account exceeds a negative \$10 balance, a standard lunch will be substituted at the student's expense until the account is current.
- BEHAVIOR: Students are supervised during lunch by lunchroom monitors and/or volunteers. Good manners and appropriate behavior are expected. Students are to talk quietly, stay seated, and clean up after themselves. The Administration has the authority to discipline students.
- PARENTS: Parents may dine with their **own child** outside in the courtyard after signing in at the security desk. A current background check must be on file.
- A microwave is available for reheating/warming food in grades 4 - 8.

ACADEMICS

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

GRADING SCALE:

Kindergarten - Grade 2

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

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

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

N (needs improvement 60-69) Student needs additional time or more background experiences before understanding of concepts, ideas, objectives, or behaviors can be attained. ALERT: Student needs to be monitored carefully to determine if on grade level instruction is the appropriate instructional level- Tier 1 intervention in the classroom.

U (unsatisfactory below 60) Student has not demonstrated an understanding of concepts, ideas, objectives, or behaviors. ALERT: This student may need to be placed at a more appropriate instructional level. He or she is making unsatisfactory progress towards grade level benchmarks. Student falls into Tier II and could be required to have AEP support if the U is in a core subject area.

Grades 3 - 4

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

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

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

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

N (needs improvement 60-69) Student needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained. ALERT: This student needs to be monitored carefully to determine if on grade level instruction is the appropriate instructional level- - Tier 1 intervention in the classroom.

U (unsatisfactory below 60) Student is not demonstrating an understanding of concepts, ideas, objectives, or behaviors. ALERT: This student needs to be monitored carefully to determine if on grade level instruction is the appropriate instructional level. Student falls into Tier II and could be required to have AEP support if the U is in a core subject area.

Grades 5 - 8

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

A (outstanding) 90-100

B (above average) 80-89

C (average) 70-79

D (lowest acceptable progress) 60-69

F (failure) 0-59

CONDUCT GRADES:

Elementary students will receive citizenship grades of S, N, or U. 5th through 8th grade students will receive conduct grades of A, B, C, D, or F.

HONOR ROLL:

Kindergarten:

Receive citizenship only. Must have all S's in citizenship.

Grades 1 - 2:

Honor Roll: Must have all S's and/ or O's in academics.

Citizenship: Must have an S in Citizenship.

Grades 3 - 8:

Principal's Honor Roll—Must have all A's and/or S's in academics areas.

A-B Honor Roll—Must have all A's and/or B's in academic areas.

Citizenship/ Conduct—Must have overall S's in citizenship and/or A's in conduct.

ACADEMIC PROBATION:

Elementary students who receive two or more N's or any number of U's in any academic area and middle school students who receive any number of D's or F's in academic classes will be placed on academic probation. The probation period will begin when quarter report card grades are final and uploaded by the teacher after the grading period has ended (one week after the end of the quarter). Students on quarterly probation will have grades checked every two weeks to determine participation in extracurricular activities.

On Probation: During the probation period, an immediate effort must be observed to improve grades. Students may be kept from extracurricular activities while on probation (see athletic handbook).

Progress Checks: After two weeks, if a student's academic grades remain satisfactory*, students may resume previously paused activities, including extracurricular events they were kept from and may play in athletic competition at this time (see athletic handbook).

Probationary student grades will continue to be checked every two weeks. If grades remain satisfactory* in academic classes at the time grades are checked, students may continue to participate in extracurricular activities. At any two-week check, if any academic grade is below satisfactory*, probationary students will not be able to participate in certain activities, including games/competition.

STUDENTS NOT on quarterly academic probation may be subject to grade progress checks by the directors. Any student may be put on temporary probation based on these checks.

The probation period ends at the time that the next quarter grades are due and uploaded to the report card by teachers. If grades are satisfactory*, the student is removed from quarterly probation.

*Satisfactory=no D's or F's; no N's or U's

BEHAVIORAL PROBATION:

Any student who serves a detention, In-School Suspension, or Out-of-School Suspension will be put on behavioral probation.

Students with an Unsatisfactory grade in Citizenship or Conduct may be put on behavioral probation (the offenses will be taken into consideration).

*Satisfactory=no D's or F's; no N's or U's

PROMOTION/RETENTION:

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

Grades K-4

For kindergarten and 1st grade the student's maturity will also be a consideration for advancement. Satisfactory progress and developmental readiness determine promotion of students to the next grade. It may be necessary for a student to repeat a grade in order to master the material. The total child will be evaluated when retention is being considered. If retention is necessary, it should be done as early in the child's school-life as possible. The general policy regarding retention is that a child may not be retained more than one time while enrolled in elementary school. Attendance is another determining factor for promotion. It is critical that a student be present daily to be successful in school. Summer school or a tutoring program may be required for students with poor grades.

Grades 5-8

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

Incomplete Grades K-8

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

TESTING PROGRAM:

In the spring, all students in first through eighth grade will take the Iowa achievement test. Students in the 3rd, 5th, and 7th grades will also take the CogAT test. *Attendance is critical.*

GUIDANCE:

Being a Christian school, we have the opportunity to counsel and guide our students with a Biblical worldview emphasis and Christian teachers. Guidance is provided at age-appropriate levels. Examples:

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

Middle School Only

- Mendez Drug Education
- Abstinence Education
- Grief Counseling through church sponsored programs
- Student Mentors
- Team Building

SCHOOLWIDE DISCIPLINE PROCEDURES

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

Classroom management is essential to achieve an excellent learning environment for your child. Behavior that causes a hindrance to learning or that endangers a student’s physical or emotional well-being will not be tolerated. BSA reserves the right to remove any student(s) from the school who display any such behaviors.

SCRIPTURE SUPPORTING KINDNESS, COMPASSION, EMPATHY, FRIENDSHIP AND FORGIVENESS

- Ephesians 4:32 “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”
- Mark 12:29-31 “Love the Lord your God with all your heart and with all your soul and with all you mind and with all your strength. The second is this, Love your neighbor as yourself, there is no commandment greater than these.”
- I John 4:19 “We love because he (Jesus) first loved us.”
- Romans 12:18 “If it is possible, as far as it depends on you, live at peace with everyone.”
- Proverbs 1:17 “A friend loves at all times.”

ELEMENTARY

In K-8th grade, a classroom discipline plan will be shared with you. Teachers will inform you of misconduct by email, weekly reports, phone calls, referrals, or scheduling conferences. The students will earn a conduct grade of S, N, or U on report cards. A satisfactory grade is required to receive a citizenship award or honor roll. When the regular classroom behavior management procedures fail to be effective, teachers will do the following:

First Referral

1. Teachers/specialist will fill out a "Behavior Referral Form" detailing the reason why the child is being sent to the office. This will include any investigation that may be necessary to get to the truth.
2. The Administrator will meet with the student(s) to discuss the incident/ inappropriate behavior and apply any consequences that may be necessary.
3. The Administrator or teacher will contact the parent to let them know what happened and to inform the parents about the "Behavior Referral Form" and the need for their signature on the form.
4. The student(s) will automatically receive an "N" on their report card for their inappropriate behavior.
5. An In School Suspension (ISS) may be enforced as a necessary consequence.

Second Referral – Teachers/Specialists will follow steps above and...

1. Student-Teacher-Administrator will meet to discuss repeated behavior. Parents may be asked to attend this conference to create plan of action to change behavior.
2. ISS (1-3 days) required of the student. Details will be worked out with the teachers.
3. The student(s) will receive a "U" on their report card.

Third Referral – Teachers/Specialists will follow steps above and...

1. Parents may be called to come and pick up their child immediately.
2. Student-Parent-Administrator conference will be held to discuss behavior and consequences. Out of School Suspension (1-3 days) will be applied. Student will be placed on probation. Student may be excluded from extracurricular activities and field trips.
3. The student(s) will receive a "U" on their report card.
4. Continued misconduct of student while on probation may lead to expulsion.

Follow-Up Procedure: When necessary, teachers will fill out a "Behavior Probation" form to accompany the report card. This form will indicate what action is to be taken and reflect a date(s) to follow-up on the behavior.

1. Students placed on probation will meet with administration throughout probation period to discuss behavior and progress being made.
2. Administration will remain in contact with teachers to receive updates on a regular basis.
3. If behavior is not improving, Admin will contact parents/guardians to meet regarding probation period.

MIDDLE SCHOOL

It is our expectation that procedures and rules are followed while on campus at BSA or participating in a BSA sponsored activity (i.e. field trips and other activities). Grades 6-8 will receive a letter grade on the report card for each subject area for conduct. Grade 5 will receive a campuswide letter grade on the report card for conduct. Each student begins the grading period with 50 points. For each offense, points will be deducted. Offenses may result in a Behavior Referral. *Major Offenses will result in detention. Certain acts of misconduct may result in immediate suspension or expulsion. These include but are not limited to the Major Offenses below.*

Offenses include but are not limited to:

Minor Offenses:

- Not prepared for class
- No homework
- Chewing gum
- Excessive talking
- Unexcused tardy
- Dress code violations
- Class disturbance
- PDA (personal display of affection)
- Using cell phones/electronic devices without permission

Major Offenses:

- Profanity/Offensive language
- Dishonesty (i.e., cheating)
- Plagiarism
- Disrespect/Disobedience
- Social networking offense
- Any physical altercation
- Bullying
- Threatening remarks
- *Threatening behavior
- *Vandalism (parents are responsible to pay for any damage)
- *Use of drugs
- *Pornography
- *Carrying a weapon

**These offenses may result in expulsion.*

During an investigation into reported misconduct, teachers and administration may need to gather information from other students at their discretion. Teachers and administrators may not always contact parents prior to the process of gathering information. When regular classroom behavior management procedures fail to be effective, teachers will do the following:

First Referral:

1. Teacher/specialist will fill out a "Behavior Referral Form" detailing why the child is sent to the office.
2. Student-Administrator Conference: Administrator will meet with the student(s) to discuss the incident/inappropriate behavior. This will include any investigation necessary to get to the truth.
3. Any consequences that may be necessary will be applied. Student may be put on behavioral probation and may be excluded from extracurricular activities and field trips. *Please refer to the Student Athlete Handbook for information about probation from sports.*
4. Parent/guardian will be contacted to let them know what happened and to inform the parent/guardian about the behavior referral and to request a signature on the form being sent home. As needed, Parent-Administrator conference may be held to discuss the incident and consequences.
5. Conduct points will be deducted according to the offense and where the incident took place.

Second Referral--*Procedure will remain the same as the First Referral. In addition...*

4. Student-Teacher-Administrator will meet to discuss repeated behavior. Parents may be asked to attend this conference to create plan of action to change behavior.
5. In School Suspension (1-3 days) required of the student. Details will be worked out with the teachers.
6. Conduct points will be deducted according to the offense and where the incident took place.

Third Referral--*Procedure will remain the same as First Referral. In addition...*

1. Parents may be called to come and pick up their child immediately.
2. Student-Parent-Administrator conference will be held to discuss behavior and consequences. Out of School Suspension (1-3 days) will be applied. Student will be placed on probation. Student may be excluded from extracurricular activities and field trips.
3. Conduct points will be deducted according to the offense and where the incident took place.
4. Continued misconduct of student while on probation may lead to expulsion.

Follow-Up Procedure:

4. Students placed on probation will meet with administration throughout probation period to discuss behavior and progress being made.
5. Administration will remain in contact with teachers to receive updates on a regular basis.
6. If behavior is not improving, Admin will contact parents/guardians to meet regarding probation period.

EXPLORERS CLUB AND DISCOVERY CAMP

Students will follow the same discipline guidelines as Elementary and Middle School depending on age group.

BULLYING

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

1. Forms of bullying:
 - Physical: hitting, pushing, taking personal belongings
 - Verbal: name calling, malicious teasing, gossip, making threats
 - Psychological: spreading rumors, manipulating social relationships, social exclusion
 - Cyber-bullying: using technology (social media, direct messaging, websites) to intentionally threaten or harm others
2. Students need to:
 - Understand that no one has a right to harm another person in any way.
 - Think before speaking.
 - Immediately apologize if you say or do something that has made someone feel uncomfortable.
 - If you are bullied, tell the bully to stop. Expect others to treat you kindly, as you strive to be kind.
 - Report all incidents of bullying behavior to school personnel and parents.
3. Bullying will not be tolerated, and the following measures will be taken at the administrative level:
 - Serious talks with bullies and victims
 - Serious talks with parents of involved students
 - Discipline and consequences as determined

ATTENDANCE POLICY

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

ABSENCE:

- To report your child's absence, call the Academy Office attendance line or email info@bellshoalsacademy.com by 8:30 a.m.
- It is the responsibility of the student's parent or guardian to explain a student's absence by email or handwritten note to the teacher on the first day of the student's return to school. If a student is absent for three consecutive days or more, a doctor's excuse is requested upon return. Please communicate absences with the student's homeroom teacher.
- The teacher will make an effort to contact the parent or guardian whenever a student's absence has not been explained.
- All absentee notes will be retained by the school for future reference.
- A student who is not present at least one-half (three hours and fifteen minutes) of the school day will be counted absent (arrive before 11:30 a.m. or sign out after 11:30 a.m).

EXCUSED ABSENCE:

Based on state attendance regulations:

- An illness of the student or a medical/ dental appointment
- An accident resulting in injury to the student
- A death in the immediate family of the student
- A subpoena by a law enforcement agency or a required court appearance
- An emergency for a reason acceptable to the principal such as: severe weather conditions, a personal or family problem, fire, flood or other damage to home, an accident on the way to school
- A preplanned absence form for personal reasons may be requested and approved by administration.
- Only student illnesses and emergencies listed here are considered excused.

UNEXCUSED/ EXCESSIVE ABSENCES:

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

PREPLANNED ABSENCE:

- Acquire preplanned absence form from the student's homeroom teacher. Complete and return to student's homeroom teacher.
- Teachers may supply the assignments.
- All work that is **given in advance** by the teacher is due the **FIRST** day of the student's return.
- Classwork **not given in advance** of the absence needs to be completed within three school days of receiving the work.
- If prior notice of tests was given, the student should be ready to schedule missed tests upon their return with their teacher. Grace will be extended based on individual circumstances.
- Parents are strongly encouraged to aid their students in studies during the absence or seek tutoring.
- Please understand that due to time restraints the classroom teacher is unable to reteach material missed for pre-approved absences.

MAKE-UP WORK

Teachers will post daily assignments/ lesson plans on FACTS. Start by checking FACTS to get your student's make-up work.

Make-up work may be picked up from the Academy office the following the first day of an absence. Otherwise, the classroom teacher will send make-up work home upon a student's return from an absence. It will be the responsibility of the parent (to ensure the student responsibility) and the student to complete the work by the arranged due date. Generally, work is due on the third school day after the student has received the work. Make-up tests are scheduled as needed.

Middle School students are expected to make arrangements with their teachers for turning in missed assignments and making up tests.

TARDY POLICY

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

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

ATTENDANCE MITIGATION PLAN FOR REMOTE LEARNING

Our mitigation plan allows students to continue learning in circumstances where the school needs to be closed due to severe weather or where the student is forced to stay home for an extended period of time due to health issues. Using Apple learning tools and IXL, we will shift to remote learning. This mitigation plan is intended only for unforeseen emergency situations and must be approved by the school administration.

DROP-OFF & PICK-UP PROCEDURES

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

- Please use sidewalks and do not walk across active car lines or allow your children to do so.
- Cell phone use during car line is dangerous.
- If you need to go to the office or leave your car for any reason, please park in designated parking areas only.
- Do not leave children unattended.
- Students should be loaded into/ unloaded out of cars from the side facing the carline/school only.
- If necessary, teachers will walk K-1st graders to the other side of the vehicle.

ARRIVAL:

- OPTION 1: Carline - All students, ELC-8th grade, should arrive no earlier than 7:50 a.m. Doors will remain locked until 7:50 a.m. Supervision is not provided prior to 7:50 a.m. so your child must remain in your care until then. Students are not permitted to be in any play area or school room prior to the beginning of the school day.
- OPTION 2: Park and Walk – ELC-1st grade may park and walk in the south doors facing the Worship Center and walk their students in between 8:00 a.m. – 8:15 a.m. If using the Park and Walk for arrival, parents and students are not admitted into the building prior to 8:00 a.m. Parents of 2nd-8th grade parents may walk their students to the exterior doors.
- A warning bell will ring at 8:10 a.m. All students must be in their seats by 8:15 a.m. ready to begin the school day, otherwise they are tardy and must obtain a tardy pass from the security desk to be admitted to class. For safety reasons, if car line is over and no patrols are present, a parent must accompany elementary students to sign in. Middle school students may obtain a tardy pass without a parent escort until 9:00 a.m.
- After 9:00 a.m. parents must sign all students in at the Academy security desk and obtain a tardy pass.
- After morning car line, the doors on the west side of the building off Brooker Road Entrance will be the only doors open. This is also the Special Events Center entrance.

DISMISSAL:

All Students are dismissed using Carline - parking and walking in is not an option. Remain in the carline and do not walk in for pickup, as you will be asked to return to your vehicle. If you need to sign your students out earlier than dismissal, you must do so before 2:00 p.m. Please schedule appointments accordingly. Please display all car tags of the students you will be picking up. Keep the car line moving at the pick-up area by pulling completely forward. Your child will be brought to your car by a patrol or a teacher – remain in your vehicle.

Regular Dismissal Schedule

<u>GRADE</u>	<u>TIME</u>	<u>LATE AFTER</u>
Jr.K, K, 1 st	2:30	2:45
2 nd - 4 th	2:45	3:00
5 th - 8 th	3:00	3:15

Early Release Dismissal Schedule

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

LATE PICK-UP:

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

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

UNIFORM DRESS CODE

Dressing in a way that supports our rigorous academics and honors God is important at BSA. Uniform code interpretation is at the discretion of the Academy staff.

SHIRTS

- Only BSA logo shirts are acceptable and must be purchased from our uniform provider.
- Shirts will be allowed in the following colors: navy, blue, and gray (through our uniform provider).
- Students may not tie back their shirts or sleeves.
- Students may wear a BSA Spirit Shirt on Fridays.

BOTTOMS

- All shorts, pants, and skirts must be uniform standard and appropriately fitted. No cargo shorts.
- No jeans, leggings, or tight fitting shorts or pants will be allowed.
- Skirts should not be shorter than 4 inches from the crease at the back of the knee.
- Shorts should not be shorter than 6 inches from the floor when kneeling.
- Uniform bottoms must be navy blue, plaid, or traditional khaki.
- Traditional belts in brown, black, khaki or navy blue will be allowed, when wearing apparel with belt loops.
- Approved dresses for girls: Jersey Knit, Plaid Jumper, and Safari French Toast Dress (must have logo by MLC).

SHOES/SOCKS

- Dress or athletic shoes may be worn.
- No ballet slippers, sandals, crocs, Heelies, lights or sound effects will be allowed.
- Only solid color socks may be worn. No decorative socks may be worn.

HAIR/MAKE-UP

- Hair must be neatly styled for both boys and girls. No color streaks like purple, blue, pink, green, etc that are not natural hair colors.
- Boys should be clean-shaven.
- Modest make-up may be worn by 5th-8th grade girls only. Girls wearing makeup in K-4th will be given a wipe to take it off on the first time, and a dress code violation any subsequent times.

P.E.

- On P.E. days, shorts or long pants are recommended for elementary students.
- 5th – 8th grade students are required to change into school P.E. uniforms during P.E. class and change back into uniform before returning to class.
- All students must wear athletic shoes or they will be required to sit out of PE.
- Please limit jewelry on P.E. days for safety.
- Middle School Students may wear a BSA spirit shirt or PE shirt, available through our uniform provider.

OUTERWEAR

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

SPECIAL DAYS/AFTER-SCHOOL

- Students remaining after school for activities, participant or spectator, are required to dress modestly.
- From time to time, BSA will reward students with announced out of uniform days.

PARENTS

- Please label every item of clothing, lunch boxes, etc. so we can return lost items to their owner.
- Parents are encouraged to set an example by dressing modestly when on campus and at school activities.
- Parents of students in violation of dress code policies will be notified with dress code violation slips. This will affect students' conduct/ citizenship grade.

NOT PERMITTED

- Boys cannot wear earrings.
- Tattoos and body piercings are not allowed.
- Unusual hair, make-up, and jewelry will be considered inappropriate for boys and girls.
- No inappropriate advertisements or language are allowed on any items brought or worn to school.
- Any watch that takes photos or receives text (i.e. Apple Watch, smart watch)

PURCHASING UNIFORMS

In order to maintain quality and consistency, we offer one uniform supplier.

MLC Promotions <https://mlcpromo.net/bsba/> 813-262-0477

ATHLETICS

BSA offers 4th through 8th grade students an after school opportunity to participate in team sports within the TBCAL conference. Volleyball, soccer, basketball, golf, flag football, cross-country, and cheerleading are available to these students. There are varsity as well as junior varsity teams in each of the various sports.

Tryouts and practices are held prior to each sport's season. A sports fee is assessed for each sport. There are grade requirements that students must meet to participate in the sports program. Your financial account must be current in order to try out or participate in the program.

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

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

See the Athletic Handbook for further details.

MEDIA CENTER

Library Hours - Open for students during the school week from 8 a.m. until 12 p.m. and some afternoons.

Behavior - The Media Center is both a library and a classroom. Students are expected to use quiet voices as they would in any other library. No food or drinks are permitted in the library at any time.

Borrowing Books - Checkout time period is two weeks. Books may be renewed for an additional two weeks, as long as a hold has not been placed on that volume and the book is not overdue. Students may only check out one book per day, but they may have a total of two books at any one time. Students may return their books at any time through our drop off slot, to their homeroom teacher, or on their next class visit. Also, overdue books will cause report cards to be held at the end of a quarter, including the end of the school year. Videos may not be checked out by a student; however, parents may do so for a period of one week.

Lost/Damaged Items - If you lose an item, you will be charged the purchase price of that item. If an item is damaged but still usable, students will be charged 25% of the purchase price of the item to repair it. If an item is damaged beyond use, the student will be charged the full purchase price for the item.

SAFETY PATROLS

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

SEARCHES

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

VIDEO MONITORING

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

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

SPECIAL EVENTS

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

PARENT COMMUNICATION

The administration and faculty desire to communicate in a timely and efficient manner to both parents and students. The following are avenues of communication: FACTS, email, letter or note, phone call, or scheduled conference. The preferred method is email for short, informational messages. Please allow 24 to 48 hours for our teachers to respond to emails. When concerns arise, parents and teachers should meet face to face to prayerfully resolve the issue.

1. APPS – The BSA app and FACTS parent home app is available for download. They include grades, lesson plans, homework, weekly updates, calendar, special events, accounting, timely push notifications, and other resources.
2. EMAIL – Important school wide information will be sent out from the office via FACTS email. Weekly updates from classes, sports information, lunch menus, calendars, newsletters, the complete parent/student handbook, and school closings can also be viewed on FACTS and/or our website.
3. CUSTODY / COURT ORDERS - Please inform the teacher and office in writing of any legal custody and/or court order issues. To prevent misunderstandings and enforce legal procedures, we must have a copy of documentation on file.
4. PARENT-TEACHER CONFERENCES are scheduled as needed by teachers or parents. Please call ahead to schedule conferences. Unscheduled conferences prohibit teachers and administrators from their duties and adequately addressing your concerns. Every effort should be made to schedule conferences during school hours.
 - Grades K-4th: Conferences will be held for each parent during the first 9 week grading period.
 - Grades 5th-8th: Conferences will be held as needed.
5. CONFLICT RESOLUTION - Honoring God with our words is a priority at BSA. “May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock and my Redeemer.” Ephesians 19:14. From time-to-time miscommunications or misunderstandings occur between students, teachers, and parents. When this occurs, we seek to honor the Lord and resolve the issue. Please use these steps:
 - a. Parents should always contact the teacher that is the closest to the situation and schedule a phone conference or make an appointment to meet. Coming by the teacher’s room before or after school without an appointment is not appropriate. If a parent has not met with a teacher before discussing the matter with administration, he/she will be directed back to the teacher. In most situations, this scheduled conference will result in a solution.
 - b. Sometimes, parents are concerned that a conference might result in a negative impact on their student. This is contrary to the mutually respectful relationship between our academy and its families. At BSA, our Christian teachers model Christ’s unconditional love to all students. Conferences result in a stronger relationship and a better understanding of the student’s needs and/or challenges.
 - c. If an issue is not resolved during the first conference, a parent may schedule a meeting with the administrator who directly supervises the teacher. The parent may be asked to attend so that everyone can give input during the conference.
 - d. If the concern is still unresolved, the supervisor, teacher, and parent can meet with the principal.
 - e. Parents, teachers, and administrators may contact the Head of School and/or Education Steering Committee if further mediation is necessary.
 - f. It is not appropriate to use social media or send a mass email to a list of people to communicate a concern. It is appropriate to only communicate with the people most directly involved and to follow the Biblical steps outlined above. Parents will be asked to review and complete those steps.

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

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

SAFETY

1. GENERAL STUDENT AND STAFF SAFETY:

- Background checks are required for all BSA employees.
- Background checks are required for all parents and volunteers who drive on field trips, come past our secured doors after 8:15 a.m., and come onto campus. The background check fee is the parent's responsibility and is completed annually online.
- Anti-bullying programs will continue to be taught in classrooms and assemblies.
- Safe Zones – At 8:15 each morning, all parents will need to exit the campus or check-in at the security desk. This safe zone allows our staff to secure the hallways and classrooms before school each day.
- All staff are annually trained in security procedures and crisis response.
- BSA is a participating school with Hillsborough County Public Schools as well as The Florida Division of Emergency Management. These relationships give us timely and significant information that may impact the safety and security of BSA.
- The BSA emergency checklist has been shared with BSC leadership.
- Please understand that in some emergency situations, the administration and staff are not at liberty to discuss confidential academy information. If unsafe situations occur, the administration will take every measure to keep our students and staff safe and communicate accordingly. Parents should not demand to know details nor question our teachers or staff. Releasing information may compromise safety measures.
- Through FACTS, we will alert you of emergency situations at school. It is vital that you keep your information current so that you will be notified. It is YOUR responsibility to check on FACTS to update family information. This is our school emergency notification system for closings, lockdowns, or other important safety information.
- If marital status, custody, or name changes occur, please notify the Academy Office and DO NOT make these kind of changes on your own in FACTS. Also please inform the teacher in writing of any legal custody and/or court order issues. We must have a copy of any legal procedures documentation on file.

2. PROCEDURES:

- Doors are monitored during car line. After car line all doors will be locked.
- Use only the main school entrance by the Special Events Center after 8:15 a.m. To ensure safety, students and parents should not admit anyone into the building.
- Visitors must sign in at the security desk and wear a visitor's badge. Visitors will be required to present their driver's license and have a current background check on file.
- Inform the office in writing by 2:00 p.m. when someone different is picking up your student. The person picking up your student will be required to show state issued identification.
- Update all address and phone changes, email and emergency contacts in FACTS.
- Report strange or unusual activities on campus.
- Violations of security procedures will be seriously addressed.

3. EMERGENCIES - All families will be required to fill out an emergency evacuation information sheet. In an extreme emergency, students will be taken to a secure location. All parents will be contacted when it is safe to leave the building and dismiss our students.

4. INCLEMENT WEATHER / NATURAL DISASTERS – BSA will follow Hillsborough County school procedures. This information will always be announced on T.V. and/or radio, and an email message will be sent if possible.

5. DRILLS AND INSPECTIONS (fire, tornado, etc.) are held regularly throughout the year in accordance with county and state rules and regulations. If parents are present during a drill, they should participate. Directions for exiting each room are posted. Please note: Pulling the fire alarm will result in contacting the Fire Department and could result in a false alarm fine. If a student pulls the fire alarm as a prank, the resulting fine will be the responsibility of the student's family. Parents should strongly caution students that this is a major offense and will be treated in a very serious manner.

6. REPORTING – Florida law mandates that all staff who know of, or have cause to suspect, abuse or neglect of a child, elderly or disabled person must report the incident to the Florida Abuse Registry. All employees are required to read the [Child Abuse and Neglect in Florida](#) guide. Florida Abuse Hotline 1-800-96-ABUSE.

HEALTH

1. IMMUNIZATION REQUIREMENT:

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

2. HEALTH ISSUES AND SICKNESS:

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

- fever above 100.4 in the last 24 hours
- vomiting or diarrhea in the last 24 hours
- yellow or green mucus indicating infection
- common cold—from onset of symptoms through two days
- sore throat
- persistent coughing
- any unexplained rash
- pink eye or other eye infection
- any skin infection—lice*, boils, ringworm, or scabies
 - BSA has a "No Nit" policy. If a child is identified as having head lice or nits, he or she shall be excluded from school and not be permitted to return until free from lice and nits. Parents are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. The student must be cleared by the office before returning to class.

Children should remain home for at least 24 hours after these symptoms have subsided. This will help ensure that the illness has actually passed and that your child will be well enough to resume school activities. Students with symptoms indicating the possible presence of a communicable disease will be isolated from other students, and the parent/guardian will be contacted to take the student home.

3. ACCIDENT/ ILLNESS RESPONSE

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

4. MEDICATION

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

SOCIAL NETWORKING GUIDELINES

1. Using technology to identify students or staff in defamatory, abusive, or generally negative terms will not be tolerated. It is our desire to ensure the health, safety, and security of our students and staff. The reputation of our school as a Christ-centered ministry is paramount. Technology includes but is not limited to cell phones, iPads, iPods, social media sites, email, etc.
2. Any posting on the web that identifies students or staff as members of the BSA community without permission of the school administration/individuals is highly discouraged without proper consent.
3. Any inappropriate posting may cause disciplinary action.

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

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

ADVERTISING AND SPONSORSHIP

BSA does not allow outside vendors, teams, businesses, etc. to access our distribution channels (student folders, email blasts, social media posts, publications) for personal gain. There are advertising and sponsorship opportunities available throughout the year such as our newsletters, yearbook, and Panther Run. Information will be provided as the opportunities are available.

EXPLORERS CLUB & DISCOVERY CAMP

Explorers Club is our before/after school program designed to help parents who need care for their children on a regular basis beyond the hours of the school day. We offer supervision by an experienced staff and a variety of enrichment activities for children from preschool through eighth grade. Daily activities include homework time, snack time, supervised free play, crafts, and organized games.

- Acceptable behavior is expected. The same BSA classroom discipline rules apply.
- Explorers Club operates every day that school is in regular session and is available on early release days. To enroll in the program, go to our website. For safety and staffing, enrollments must be prescheduled.
- For your convenience we offer "COURTESY CARE" for EMERGENCIES when families need just one day of care instead of an entire month. Courtesy Care is available to ELC - 8th grade and not intended to be a regularly occurring event. Day of care needed must be paid at least 24 hours in advance. Children who have not prescheduled Courtesy Care will be taken to Explorers Club after car line where late pick up fees will apply. See drop off and pickup procedures for more information.
- Discovery Camp is a 9-10 week, theme-based series of summer camps offered to academy parents. Information is available on our website.

FINANCIAL INFORMATION

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

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

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

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

1. Billing statements and related account information will be available on FACTS.
2. Tuition installments are auto-drafted from your checking or savings account on your selected date of either the 5th or the 20th of the month. You are responsible to input your banking information and give permission for BSA to receive this money. Payments received more than 5 days past due will result in a late charge of 5% of the unpaid balance. If more than 2 payments are delinquent, attendance will not be permitted until arrangements have been made to bring the account to a current status. The monthly payment is due regardless of the number of days attended or the number of school days in the month.
3. A check received for any type of payment (i.e. tuition, Explorers Club, Discovery Camp, athletics, etc.) returned due to "non-sufficient funds" will be subject to the service charge penalty fee. The same applies to any auto-draft that is rejected due to "non-sufficient funds."
4. WITHDRAWALS: A 30-day notice is required in the case of withdrawal. You are responsible for the tuition costs of those days. All withdrawals must be officially completed through the academy office and must be made in writing. Parents obtain and fill out a withdrawal form, and the form will be circulated to each of the student's teachers. The student must also be cleared of all charges to the lunchroom and any fines or books that are due to the library. All charges (tuition, lunchroom, library, etc.) must be paid before records and/or report cards can be released. The enrollment fee is not refundable unless you move away before the school year begins. FACTS Enrollment Fee and/or Insurance Fee are not refundable upon withdrawal. Also, 15% of the tuition balance is due after school begins. All tuition installments paid up to and including date of withdrawal are forfeited. When a family's account is overdue, you may be contacted to attend a meeting of the Education Steering Committee and/or the Head of School. This committee will determine a course of action. Your contract states that if your account is two payments in arrears, your student may not be allowed to attend classes until your account is current. These guidelines will apply to Athletics, Explorers Club, Discovery Camp, Dance Quest, Speech Therapy, Tutoring, and any other service or special events provided at the Academy.
5. IMPORTANT POLICY: Student athletes will not be able to try out or participate if financial accounts are not current. An Athletic Eligibility Form will be required for tryouts and must reflect a current financial status.
6. IMPORTANT POLICY: At the end of each quarter, families who are not financially current will not be able to view FACTS until ALL accounts are settled. This includes tuition, athletic fees, Explorers Club, AEP fees, lunchroom, and Media Center.
7. At the time of re-enrollment, your account must be current.
8. Tuition assistance is available for those who meet the criteria established by an independent financial needs assessment agency. Applications are due annually by April 15th and are available online only after completing reenrollment.
9. With rising costs, we find that tuition and registration do not fully cover the cost of a child's education. We appreciate the efforts of the Parent-Teacher Organizations, grandparents, and alumni in providing financial support. Contributions above tuition are greatly appreciated and may be tax deductible. Many businesses offer tax deductible matching funds or grants as an opportunity to support Christian education.
10. Tuition discounts: Families with a VPK enrolled child are not eligible for additional discounts.
Option 1: Multiple child discount - Families with 2 or more enrolled students will receive a 9% tuition discount for the second and subsequent children. Discounts will apply to the child(ren) in the lowest grades.
Option 2: Payment in full discount - \$100.00 off the annual tuition per student if paid in full before June 1.

ENROLLMENT AGREEMENT

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

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



2023-2024 Calendar

August 10	Back to School Bash – Jr.K - 8 th
August 14	First Day of School for Jr.K - 8 th Meet the Teacher – ELC (VPK Only TBD)
August 21	First Day of School for ELC (VPK First Day TBD)
August 22	Parent Night Jr.K - 5 th
August 24	Parent Night 6 th - 8 th
September 4	School Closed – Labor Day
September 28	ELC Grandparents Day
September 29	Jr.K-8 th Grandparents Day Early Release for Jr.K - 8 th and Full Day ELC (VPK Only classes and Half Day ELC schedule TBD)
October 12	End of 1 st Quarter Grading Period
October 13+16	School Closed – Fall Break
November 10	School Closed – Veterans Day
November 20-24	School Closed – Thanksgiving Break
December 19-20	Middle School Exams, Middle School Half Days
December 21	End of 2 nd Quarter Grading Period Half Day ELC-8 th Grade
December 22-January 8	School Closed – Christmas and New Year Break
January 8	Non Student Day – Teacher Professional Development
January 9	Students Return to School
January 15	School Closed – Martin Luther King Jr.
February 19	School Closed – President’s Day
March 8	Panther Pledge Run
March 8	End of 3 rd Quarter Grading Period
TBD	Last Day of School for VPK Only Classes
March 11-15	School Closed – Spring Break
March 29 + April 1	School Closed – Easter Break
April 2-5	Cog-At Testing for 3 rd , 5 th , 7 th Grades
April 8-22	Iowa Testing for 1 st - 8 th Grade
May 16-17, 20+21	Middle Early Release, Middle School Exams
May 21	Middle School Early Release / Last Day of School for Middle School Middle School Awards and 8 th Grade Graduation
May 22	Last Day of School / Early Release for all ELC classes - 5 th Grade End of 4 th Quarter Grading Period
May 23+24	Teacher Work Days

Bell Shoals Academy

Family Handbook Acknowledgement Form

2023-2024

Please complete and return to the homeroom teacher.

Student Name

Grade

The mission of Bell Shoals Academy is to honor the Lord Jesus Christ by providing students an education based upon academic excellence and Biblical values. We strive to follow Biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in BSA, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. BSA reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by BSA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of BSA. As a ministry of Bell Shoals Church, Bell Shoals Academy is governed by the Bylaws of the church. In support of the Articles of Faith, Bell Shoals Academy reserves the right to not admit or retain students and families based on lifestyle choices and sexual immorality. A complete copy of the church by-laws is available in the academy office.

- *Our signatures indicate that we have received, read, and support the 2023-2024 Student Handbook.*
- *We also agree to cooperate with BSA in the enforcement of the rules and regulations of the institution and to meet the terms of the agreement about expenses, business details, and so forth, as outlined by BSA.*
- *I understand that in order to follow my child's growth and development that a variety of observation and assessment tools will be used through the year with my child.*
- *We consent for BSA personnel to have access to our child's records.*
- *We agree with the academy's effort to train our child in the Bible and will encourage our child in this and in all other phases of instruction.*

Parent/Guardian Signature

Date:

Parent/Guardian Signature

Date:

Allergy and Asthma Addendum

Bell Shoals Academy Severe Allergy and Asthma Policy

Student Responsibility

To remain active and healthy, the student with severe allergies or asthma must assume some of the responsibility for following the medical management plan designed by their healthcare provider. Medication and supplies must be handled safely to prevent loss, damage, or accidental injection of other students. The student should:

- Cooperate with school personnel in the emergency plan of care.
- Follow the local policies and safety procedures.
- Seek adult help immediately if exposed to an allergen or symptoms of an allergic reaction occur.
- Conform to an allergy reduction and avoidance diet according to the medical plan of care and take responsibility for avoiding allergens.
- Complete the initial and ongoing allergen avoidance education provided by the primary healthcare provider.
- Students that have been given permission by the parent and school to carry their own auto-injector and/or asthma inhaler need to demonstrate competence in the use of the auto-injector and or inhaler.
- Notify the teacher or responsible adult to call 911 if the student has used the auto-injector.
- Notify the teacher or responsible adult after using the asthma inhaler to determine if further medical treatment is needed.

Parents and Guardian Responsibility

The school health policies should delineate roles that promote partnerships between parents or guardians, the healthcare provider, and the school. For students to receive safe, consistent services while in school, it is important for parents and guardians to:

- Inform the school as soon as possible when a student is newly diagnosed as having an allergy or when a previously diagnosed student enrolls in a new school. Ideally, parents should work with the school staff prior to their child's admission to ease the student's transition into the school environment.
- Participate in safety and healthcare plan **conference** as soon as possible after diagnosis and prior to the start of each school year.
- Provide a medication authorization form to the school with medication and supplies for emergency care of the student's allergy.
- Monitor and replace emergency medication immediately after use or upon expiration.
- Provide the school with accurate emergency contact information and the healthcare provider's written medical orders for the student's emergency care.
- Provide the school's UAP with the written medical prescription/documentation when there are changes in the medical management that affect the student's care in school.
- Accept financial responsibility for 911 calls and emergency transportation.
- Sign appropriate written permission for authorization of prescribed medication, treatment and sharing of necessary health-related information.
- Work with healthcare providers, their staff, and the student to promote student self-sufficiency in knowing and avoiding allergens and how to self-manage.
- Submit signed Allergy Seating Information form to have student seated at a designated allergy table, which helps limit the possible exposure to allergens.

Unlicensed Assistive Personnel (UAP)

In schools like BSA where a full-time UAP is assigned, that individual assists parents or guardian and school staff in assuring that medication and supplies for the student are up to date at all times. Arrangements and agreements should be made with parents or guardians for providing student health information (forms on file) for EMS to take to the emergency room. The used epinephrine auto-injector should be returned to the original container or tube and given to EMS for transport to the emergency room with the student.

Faculty and Staff Responsibility

Teachers and coaches should provide a supportive learning environment and treat the student with severe allergies and asthma the same as any other student, while at the same time making the required accommodations. All staff who will have direct contact with the student or may be present when exposure to an allergen occurs should be prepared to administer epinephrine when needed and to activate the EMS system. Teachers, coaches, assistants, and before and after school staff should:

- Be trained to recognize symptoms of an allergic reaction, how to administer epinephrine, and how to activate the emergency response protocol when a student is exposed to a life-threatening allergen.
- Provide a physical environment where students with allergies can be safe by:
 - Being familiar with the student's health and safety plan.
 - Ensuring that all temporary staff know about the student at risk and what emergency procedures to follow.
 - Enforcing the academy's no sharing food and utensils policy.
 - Reviewing lesson plans to eliminate allergens in areas such as science experiments, food preparation and arts classes.
 - Teaching and allowing adequate time for proper hand washing.

Food Service Staff Responsibility

Food service staff members may play a critical role in providing an allergen-free environment for students. They should attend basic awareness education for recognizing allergic reactions to facilitate their understanding of the direct link between their food service activities and the overall health and safety of students with food allergies. The food service staff will work with administration and UAP to develop a plan so that the student with food allergies is not served any food containing an allergen. They should also:

- Provide and maintain an allergen-free table in the lunchroom and a policy for cleaning all tables.
- Work to reduce or eliminate use of as many allergens as possible.
- Monitors lunchroom to prevent cross-contamination of food and utensils by enforcing the academy's no sharing of food and utensils policy.