

Beverly Heights Christian Academy

Head. Heart. Hands.



**PARENT HANDBOOK
2026-2027**





A distinctively Christian and integrated education that forms the next generation of heads, hearts, and hands into the image and likeness of Jesus Christ—our Creator, Redeemer, and King.

This is the Beverly Way.

PARENT HANDBOOK

2026-2027

1207 Washington Road, Mt. Lebanon, PA 15228

Preschool and Academy: 412-561-7200

Church Office: 412-561-5100

<https://beverlyheights.org/academy>

Rev. Peter Chace, Interim Principal:

peter@beverlyheights.org

(412) 561-5100 ext. 208 (office); (267) 566-2457 (cell)

Sarah Chace, School Administrator:

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A CHRISTIAN EDUCATION

Beverly Heights Christian Academy (BHCA) is a Christian school housed in Beverly Heights Presbyterian Church. We believe that academic learning and spiritual formation are united in the Church and we partner with parents to raise up children up in the nurture and admonition of the Lord (Eph 6:4).

The mission of BHCA is to teach children the standards of God and transform their heads, hearts, and hands, so that they will be a blessing to their families, neighborhood, church, and world.



BHCA POLICIES

Morning Matins

Every weekday from 9:30 - 9:45 a.m., the Preschool and Academy will gather for worship in the sanctuary upstairs. Parents and family are welcome to join us. Please sit behind the children, silence your cell phones, and refrain from flash photography.

Field Trips

BHCA is committed to enhancing classroom learning with meaningful field trips. Field trips are selected for educational and/or recreational value. Field trip attendance is required; they are an integral part of the curriculum. Parents are responsible for transportation to and from the field trip site.

Report Cards

Report cards are issued at the end of each semester, two times a year. Their purpose is to inform parents or guardians of their child's academic progress throughout the year. Grading keys are included with every report to help parents understand the status of their child's academic growth and educational needs. Parents are encouraged to contact teachers at any time to discuss the ongoing academic progress of their child. We believe that positive home and Academy communication is key to student success. To facilitate this, two times a year, we will conduct parent-teacher conferences.

Entrance, Placement, and Promotion Policies

BHCA reserves the right to require Entrance, Placement, or Promotion Assessments based on BHCA teacher recommendation. Entrance and Promotion Assessments will be required for new students or students who did not have their previous grade's portfolio evaluated by a BHCA teacher. BHCA reserves the right to not advance a student due to deficiencies or gaps in knowledge per our academic standards.

Grading Policy

To be determined by teacher and class.

Portfolio Policy

Assembling the Portfolio: BHCA can only assemble the portfolio with that which we instruct and/or that which we receive. Teachers are not responsible for soliciting missing work from parents.

Evaluating the Portfolio: BHCA evaluates portfolios as a courtesy to our families. Evaluation is not guaranteed and is contingent upon sufficient attendance and successful completion of required work.

For students enrolled in Morning Classes only, parents will submit required portfolio materials to the teacher to be included in the portfolio. BHCA will assemble and evaluate.

For students in Afternoon Classes only, teachers will supply required portfolio materials to the parent. The

parent will assemble the portfolio and arrange evaluation.

At the recommendation of the teacher and discretion of the Principal and School Board, changes to this policy may be applied to the student as a result of recurrent truancy.

Dress Code

Students are not permitted to wear:

- Skirts, shorts or dresses that are shorter than fingertip length
- Hoodies (except for outside play)
- Flip flops, backless Uggs, slides
- Distracting graphics on shirts
- Form fitting clothing
- Crop tops
- Spaghetti strap tops
- Leggings, except if worn underneath dress or skirt
- Athletic shorts or pants/athleisure clothing
- Hats inside the classroom or sanctuary

Students are permitted to wear:

- Polo shirts, long or short sleeved
- Solid color, striped or simple pattern t-shirts
- Plain sweatshirt or sweater
- Dresses (leggings are permitted underneath dresses)
- Shorts, casual pants – any solid color
- Jeans or jean shorts – no holes, frays, etc.
- Solid colored skirts (leggings are permitted underneath skirts)
- Tennis shoes (best option), dress shoes, sandals with backs

Technology

Student technology (including cell phones, smart watches, tablets, and earbuds) is not permitted in the classroom during the school day and must be stored in the designated technology caddy. In upper grades, laptops may be used for academic purposes only, and at the teacher's discretion. Students using technology in the building after school hours, unsupervised, may be asked to shut it off and stow it until they can be supervised by a parent.

Birthdays

Your child is a gift from God and we want to celebrate him or her. We will celebrate your child's birthday at Morning Matins up in the sanctuary at 9:30 a.m. Parents are encouraged to join.

If you wish to distribute birthday invitations to children in the class, please do so outside of classroom time.

If you would like to send in a small treat to share with the class on your child's birthday, please call or email the teacher in advance. Birthday treats must also be free of nuts and not processed on shared equipment.

Holiday Information

Because we are a Christian Academy rooted in worship of our Lord Jesus Christ, we do not celebrate Halloween, and we do not encourage discussions of Santa Claus or the Easter Bunny. When children mention these subjects, we redirect the conversation.

Playground

When a Preschool or Academy class is on the playground, no other adults or children will be admitted. There is a playground for toddlers that may be used for younger children, if not occupied by a Little Seedlings class.

Illnesses and Medical Policy

For the welfare of your child and in consideration of other children and families, parents should carefully check the child's health before sending them to school.

Your child should not attend school with any of the following conditions:

- Fever, vomiting, or diarrhea has occurred within 24 hours. Do not administer Tylenol or Ibuprofen to mask a fever. Your child must be fever-free (without the aid of a fever-reducing medication) and symptom-free for 24 hours before they may return to school.
- Nasal drainage that is not clear
- Red, itching eyes with discharge
- Excessive coughing, sneezing, or runny nose
- Any symptoms of contagious illness (e.g., flu, rash, etc.)
- Head lice
 - **All cases of head lice must be reported to the Principal, Rev. Peter Chace (peter@beverlyheights.org) and School Administrator, Sarah Chace (schace@beverlyheights.org).** Any child having head lice must remain at home. The child may return to the classroom after treatment has been completed and an examination shows the student is free of

lice and nits. Staff will examine the child to confirm they may return to the classroom. The importance of reporting an incidence of head lice cannot be overstated. Parents who treat their child for lice, yet do not report it, risk the infestation of others and/or the re-infestation of their own child. All reports will be kept confidential.

If your child will be absent, call the school or your child's teacher before class begins. If it is close to the start of class, email or text the teacher.

Please understand that if your child does not meet these wellness guidelines the teacher may send your child home. Children should not attend school until they are completely well and able to fully participate.

Attendance

According to Pennsylvania's Compulsory Attendance Laws, **absence from school may be excused for the following reasons:**

- Illness or quarantine
- Court appearances
- Recognized religious holidays/service
- Health-related appointments
- Death in the immediate family
- School-sanctioned absences
- Impassible roads (as determined by the Principal)
- Exceptionally urgent reasons (at the discretion of the teacher)
- Pre-approved absences

Extended Student Medical Absence of up to three months, with home instruction provided by parents, is available pending approval by the Principal and/or the School Board.

Please note that Beverly Heights Christian Academy is unable to evaluate a student's portfolio after fifteen (15) total absences (i.e, excused or unexcused).

Tardiness

Punctuality is an essential component of a successful school experience. Being late to class is disruptive to all and should be avoided. All tardies are recorded as part of the student's record. Students are considered tardy if they are not in their classroom by 8:45 a.m. Five (5) tardies will be counted as one (1) absence. If a student is not in class by 10:30 a.m. it shall be considered an absence. The student is still welcome to attend the remainder of the day.

Snow Days

BHCA parents will be notified of school closings and delays via text and email by 7:00 a.m. Classes running on a delay will start at 10:00 a.m.

Please note that there may be occasions when the public school districts will close or move to remote instruction for various reasons (e.g. weather, power outages, water problems). **Please note that BHCA does not follow public school district schedules.**

If you have questions about the weather and school cancellation on a particular day, you may contact the

School Administrator, Sarah Chace
(schace@beverlyheights.org).

Arrival Procedures

School starts at 8:30 a.m. Exterior doors will open at 8:25 a.m. Please park in the lower lot and your children can enter through the South door of the building. Please ensure your child is punctual and arrives on time. If you will be arriving after 8:40 a.m. please ring the doorbell and escort your child to his or her class. Please do not send him or her into the building unattended or unsupervised.

Dismissal Procedures

Students in grades 5-8 will be dismissed independently at 3:00 p.m. Students in grades 1–4 will be dismissed directly to a parent or guardian unless the parent signs a Dismissal Agreement. Signing the agreement allows the child to be released independently at 3:00 p.m. If an adult is late for pickup and a dismissal agreement has not been completed, it is the responsibility of the dismissing teacher to stay until the adult arrives. In extenuating circumstances, if the adult is more than 15 minutes late, the School Administrator and Principal should be notified and the parent should be called.

Please inform the Sarah Chace (schace@beverlyheights.org), School Administrator, of any changes to your emergency contacts.

Pre-Arranged Absences

If an absence has been pre-arranged, the student will make up the work missed either before departure or upon

return from the trip. Major assignments that are due during the absence must be turned in before the student leaves for the trip.

Parking

For pickup and drop off, please use the lower parking lot. For extended stays, please park in the upper lot. If one must park in the lower lot, please park in the outside lanes so that teachers can maintain a high visibility open area for student safety and play.

Security

The Academy has a security system which locks the double doors on each end of the B-level hall. The security system will be activated each day when classes begin. Late comers may need to go to the A-level and use the intercom to be escorted to the classroom.

If a family has a Custody Agreement or other pertinent legal paperwork (e.g. a Restraining Order), documentation must be provided to the School Administrator and Principal.

Communication

Communication between teachers and parents is an important component of our philosophy. Teachers strive to be available to parents throughout the year. Parents may email the teacher or call the school and leave a message. Please give a time and phone number to use in reaching you.

Our Principal, Rev. Peter Chace
(peter@beverlyheights.org) and School Administrator,

Sarah Chace (schace@beverlyheights.org) are on site and are always happy to talk with you about your child. Please allow 24 hours during the school week for a teacher or staff member to respond to your email.

Staff are not required to respond to parent emails during the weekend, as this time is set aside for them to be with their family and rest.

If a teacher or staff member has provided you with their cell phone number, please show them respect by not contacting them after 8:00 p.m. or before 7:00 a.m. Newsletters and Jackrabbit reminders or announcements will also be sent via email. Please keep your email information up to date in Jackrabbit.

Student Discipline Policy

The primary responsibility of raising children resides with parents (Deut 6:4-9; Prov 22:6; Eph 6:4). However, when a child is under the care of BHCA, it is our responsibility to guide, encourage, and correct children as part of the partnership we have with families.

Discipline occurs in both informal and formal modes. The intention of all disciplinary measures is to act within the biblical standards of conduct and speech as is appropriate for a teacher/student or principal/student relationship. The ordinary course of discipline is informal and positive, while students learn to adhere to the standards that God has set in His world. Our desire is that students learn to both love *and* obey God's standard.

When deemed necessary, BHCA will work with parents and students through formal discipline and may establish individual behavior plans.

As a general guideline for classroom management, BHCA has established the following principles for handling classroom disruption/student misbehavior:

- All classrooms at BHCA have a proactive approach to classroom management. This begins with establishing clear expectations, routines, and procedures.
- Classroom teachers praise in public and correct in private. Our desire is for students to grow academically, spiritually, and emotionally. By setting clear expectations and addressing times of correction with grace and clarity, we seek to support the work our parents have already done in the home.
- If private correction does not encourage a change in behavior, BHCA teachers will inform the Principal and meet with parents to develop an individual behavior plan for continued disruptive or challenging classroom behavior.
- **Student behavior requiring immediate disciplinary action could include but is not limited to the following:**
 - Inappropriate speech
 - Inappropriate conduct (distracting, harmful, negligent, sinful, etc) whether to oneself, with another student, or with property belonging to another
 - Refusal to meet an academic or behavioral standard
 - Accumulated absences
 - Plagiarism

- Any action which breaks state or federal law
- Any conviction by a state or federal court

Formal Discipline

- **Warnings:**
 - The first warning will be verbal, and given by the teacher to the student.
 - The second warning will be written and the Principal will be notified. A form indicating the violation will be sent home and must be signed by a parent and returned to the teacher.
- **Principal's Office:**
 - After two warnings, any further offenses will warrant a student meeting with the Principal in his office. *The Principal reserves the right to intervene at any time during the disciplinary process.*
- **Suspension:**
 - If violations and offenses continue, parents and the student will meet with the Principal to discuss the possibility of suspension.
 - BHCA always desires to manage student behavior in accordance with what the teacher understands to be the parents' desires. However, BHCA also reserves the right to suspend or expel a student from class for any length of time deemed necessary by BHCA's leadership due to behavior that does not meet the standards agreed to upon enrollment.

Safety Policy

Safety is one of our highest priorities at BHCA. We regularly review our procedures and preparation for emergency situations. For security purposes, we do not disclose the entirety of these procedures and policies. Some proactive measures we have taken include:

- The building is locked during school hours every day.
- Exterior and interior cameras with 24/7 recording, actively monitored during school hours
- Classrooms have intercom access to the rest of the building in the case of an emergency.
- Classrooms have a fire and emergency packet. This includes a class roster, any special medical information, and parent contact information. This packet is to be carried by the teacher for fire drills or other emergency evacuations.
- Planned meeting locations for evacuations
- BHCA has worked to build a relationship with local police and local emergency responders are familiar with our space and building layout.
- Classrooms have first aid kits
- Teachers are first aid and CPR certified
- All teachers and substitutes have child safety clearances. No adult will be left unattended with students who has not been hired by BHCA.

PARENT RESPONSIBILITIES AND EXPECTATIONS

The primary responsibility of raising children resides with parents (Deut 6:4-9; Prov 22:6; Eph 6:4). We, as teachers in specific academic subjects, partner with like-minded parents to faithfully mature students in the Lord and in the great academic disciplines set before them. BHCA expects and anticipates a close partnership with parents.

BHCA is a Christian institution, and at least one parent must profess faith in the Lord Jesus Christ and should consistently attend a local Christian church.

In addition to this, parents should have a clear understanding of the biblical philosophy and purpose of BHCA. This understanding includes a willingness to have their child exposed to the clear Protestant teaching as summarized in the Westminster Standards in various and frequent ways within the school's program. Parents must be willing to cooperate with all policies of BHCA.

We hope to see parents providing emotional, spiritual, and physical leadership at home; we also hope to see parents mature their own academic understanding, reading books alongside their student and discussing the contents of their student's education at home, in the car, and in other non-academic settings.

Parental Conduct

We expect parents, guardians, caregivers and visitors to:

- Respect the school and leadership.
- Understand that both BHCA and parents need to partner for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful resolution to any conflict.
- Correct and discipline their own children biblically
- Approach a teacher or the Principal of BCHA to help resolve an issue

In order to support a biblical and godly school environment the school cannot tolerate parents, guardians, caregivers and visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper outside of Christian character.
- Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent or pupil regardless of whether or not the behavior constitutes a criminal offense.
- Damaging or destroying school property.

- Any form of threatening communication.
- Gossiping
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school on social media.
- Approaching someone else's child in order to discuss or chastise them without parental consent.
- Smoking, vaping, or consumption of alcohol or illicit substances while on school property.

Should any of the above behaviors occur, the school may deem it necessary to remove the offending family from BHCA and contact the appropriate authorities. The School Board will determine appropriate actions.

PA Homeschool Requirements

Beverly Heights Christian Academy will guide families through the process, but official filing of paperwork will be the sole responsibility of parents. **A summary of the year and what the state of Pennsylvania requires from homeschooling families (and how BHCA will partner with families) is as follows:**

- Parent completes a notarized affidavit with educational objectives and submits to their local school district by August 1. Parent will be named the supervisor of student's education in this document. The Academy will provide copies of both of these documents.
- Any state required health and dental forms are turned into the school district with the affidavit. BHCA does not provide or collect these forms.

- Compile a portfolio of student work which demonstrates learning and progress throughout the school year. BHCA will collect all academic work samples for the portfolio.
- Keep a daily log which tracks a minimum of 180 days of instruction (900 hours for Kindergarten through 6th grade and 990 hours for 7th-8th grade.) BHCA will track every day on campus and provide a log for parents to use.
- BHCA administers standardized tests in grades 3, 5 & 8.
- Use an approved evaluator to interview student, evaluate portfolio, and write formal evaluation to be submitted to superintendent by June 30. BHCA will provide a qualified evaluator to have the evaluation completed at BHCA. Parents may also use an independent evaluator of their choice.
- **Please note that Beverly Heights Christian Academy is unable to evaluate a student's portfolio after fifteen (15) total absences (i.e, excused or unexcused).**

Should you choose to no longer send your child to BHCA, everything you need to submit to the public school district or a new academy/school will be in the portfolio, provided the departure occurs at the end of the academic year.

Students with Learning Disabilities

Beverly Heights Christian Academy is not staffed to handle students with severe learning disabilities or those who have severe behavioral problems. For the child's best interest, BHCA will seek to work as closely as possible with a parent of a struggling child to exhaust the

resources available to them. BHCA reserves the right to forego the teaching and overseeing of a child's education when they conclude the child cannot meet either the social or academic standards set forth by BHCA. BHCA also reserves the right to decline admittance based on an IEP or modify an IEP based on resources available and faculty input.

TUITION

Our online payment system is called Jackrabbit. Each family will be asked to create an account and choose a payment method. Options are ACH or credit card.

Tuition is collected for 10 months. The first non-refundable payment is due June 1 and secures your child's space in their class for the following academic year. Subsequent tuition payments are charged on the first business day of the month (excluding Mondays), September through May. After the 10th of the month, a \$15.00 late fee is applied.

If you cannot pay the tuition when it is due, please contact the BHCA Treasurer, Amy Lucas (amy@beverlyheights.org), before the due date. Unless provisions have been made by the Principal or School Administrator, a child may not attend school when tuition is not paid. We ask that you keep us informed of any financial difficulty that could lead to non-payment. We wish to help families in need, but we must be informed of the need before, rather than after, the inability to pay.

Parents may pay tuition ahead at any time. Tax deductible contributions are always welcome, and will benefit students in need of a scholarship. The Beverly Heights Church EIN number for tax purposes is 25-0965248.

PRESCHOOL & ACADEMY CLASSES

Little Seedlings:

Monday through Friday, 9:00 a.m. – 12:00 p.m.

children ages 18 months to 3 years old

MWF 3s:

Monday/Wednesday/Friday, 9:00 – 11:30 a.m.

children who must be 3 years old by September 1 and potty trained

T/TH 3s:

Tuesday/Thursday, 9:00 – 11:30 a.m.

children who must be 3 years old by September 1 and potty trained

4s (AM)

Monday/Tuesday/Wednesday/Thursday, 9:00 – 11:30 a.m.

children who must be 4 years old by September 1

Kindergarten

Monday through Friday, 8:30 a.m. – 12:00 p.m.

Kindergarten Enrichment

Tuesday/Thursday, 12:30 – 3:00 p.m.

1st & 2nd Grade

Monday through Friday, 8:30 a.m. – 3:00 p.m.

3rd & 4th Grade

Monday through Friday, 8:30 a.m. – 3:00 p.m.

5th through 8th Grade

Monday through Friday, 8:30 a.m. – 3:00 p.m.

ACADEMY FACULTY

Kindergarten	Holly Devlin
KE	Holly Devlin Christi Ivy
1st & 2nd Grade	Mande Brodzinski
3rd & 4th Grade	Hannah Devlin
5th thru 8th Grade	Megan Ferguson Natalie Shiff
Music	Elissa Winkler Holly Devlin
Gym	Steve Brodzinski
Art	Melissa Loizes
Bible	Rev. Peter Chace
Symposium	Rev. Dr. Nate Devlin
Specials	Jen Tan Tom O'Boyle Kara-Mia Appleton

School Administrator Sarah Chace

Interim Principal Rev. Peter Chace