

Buckhannon Christian Academy



Family Handbook 2023-2024 EDITION

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PHILOSOPHY, FOUNDATIONS, AND ADMISSIONS

I. ACCREDITATION

Buckhannon Christian Academy is currently registered to operate with Exemption K status by the West Virginia State Department of Education. The school meets the state's code of requirements.

II. ADMISSION POLICY

A. SPIRITUAL EXPECTATIONS

1. Parents/guardians who desire to enroll their child at Buckhannon Christian Academy must sign a Parent/Student Agreement which includes acknowledging that they have read the Buckhannon Christian Academy Family Handbook.

2. Parents/guardians who desire to enroll their child at Buckhannon Christian Academy must express that they desire a Christian education for their child.

3. Parents/guardians and high school students must express their understanding of the school's Biblical Code of Conduct and agree that all students should be held to those standards.

B. ACADEMIC EXPECTATIONS

1. The placement of the child in school is the prerogative of the school and will be determined by academic records and/or the administration of a standardized test.

2. Incoming students may be administered a standardized achievement test unless achievement test scores from the previous twelve months are provided.

3. Students transferring from other schools shall provide a transcript of academic achievement as well as disciplinary records.

III. ADMISSION PROCEDURES

1. An admissions application and associated fee must be submitted to the school office.

2. The office staff or parents will request records from the previous school (if applicable). Students seeking admission to Buckhannon Christian Academy must have the current year's testing on file before being officially accepted.

3. When all records and application materials have been received, an interview with the administrator will be scheduled. The students and both parents (if possible) should attend the interview.

4. The administrator will decide to accept or deny acceptance and will communicate the decision by email or phone.

5. Occasionally students may be provisionally admitted pending requests for materials, results of academic progress, results of social adjustments, and/or other items as determined by the administrator.

6. All new students are admitted to Buckhannon Christian Academy on a nine-(9) week probation. Failure to meet expectations may constitute grounds for reassignment or dismissal.

IV. ADMISSION PROCEDURES/REQUIREMENTS BY GRADE LEVEL

Pre-Kindergarten – Prospective students shall be of appropriate age by September 1. Maturity has proven to be a very valuable tool in deciding the placement level. Pre-kindergarten students must be potty trained before acceptance. Additional requirements will be communicated to families in the application packet.

Kindergarten – Prospective students shall be five years old by September 1. Priority will be given to students whose birthdays are before July 1. The Young Children’s Achievement Test will be administered to determine the placement level. New admissions will not be considered after January 1 unless the child has been in a similar program to Buckhannon Christian Academy. *Note: Testing fees apply.*

First through Highest Grade Offered – If a student seeking admission has not had a standardized achievement test in the previous twelve months, Buckhannon Christian Academy may require and may be able to provide appropriate testing. *Note: Testing fees apply.*

V. IMMUNIZATIONS

Buckhannon Christian Academy publishes and enforces the state code of West Virginia regarding immunizations for all school children. This includes requiring proof of immunizations and other applicable tests before a student is admitted to school for the first time or before a student is allowed to continue in school when boosters or other immunizations are required by law. Any medical exemptions submitted to Buckhannon Christian Academy for review will be sent to the Upshur County Health Department physician for approval. This physician will have the last word on the approval of medical exemptions. This is in keeping with the Upshur County School board policy governing county schools.

VI. NON-DISCRIMINATION POLICY

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

VII. STUDENTS WITH SPECIAL ACADEMIC NEEDS

A. SPECIAL ACADEMIC GUIDELINES

1. Classroom accommodations will only be made for students with special academic needs when an official diagnosis has been established by a licensed physician or licensed psychologist based on the results of testing. Once a diagnosis is established, re-testing may be

required after several years or upon the student transitioning from one division to the next (i.e., elementary to middle school, etc.) This will be at the discretion of the administrator.

2. Academic records and other school records concerning counseling, discipline, emotional problems, acts of violence, suspension, and/or expulsion from past educational settings may be required for a service plan to be developed.

3. Buckhannon Christian Academy will make every effort to not allow more than 15% of a total classroom to be made up of students with special academic needs.

4. Special academic services such as tutoring, or resource room time, may be required for students with special academic needs as a condition of enrollment or continued enrollment.

B. SPECIAL ACADEMIC SERVICES, PROGRAM OVERVIEW

Buckhannon Christian Academy offers special services to families in order to provide a God-honoring learning environment for children with special academic needs. While the school recognizes that it may never be able to reach the needs of every individual child, these special services are offered as a means of reaching many who learn differently. The services below may be provided by Buckhannon Christian Academy when personnel are available. Enrollment at Buckhannon Christian Academy is required for these services unless otherwise indicated. The cost for all services is determined annually by the school administration.

VIII. STUDENTS WITH COURT RECORDS

Admission or continued enrollment of a student with a prior court record, at any grade level, must be approved by the full board of directors upon recommendation of the administrator. In most cases, an individual with a court record would fall under the “unacceptable” category in the prioritization of admissions. However, there may be exceptions in cases such as traffic violations or other “minor misdemeanors.” In each instance, the full support and cooperation of the parents must be evidenced.

Students with Infectious Diseases: Policy on current or prospective students diagnosed with infectious diseases can be obtained by request.

IX. CORE VALUES

Buckhannon Christian Academy affirms the following core values:

1. Scripture is recognized as the revealed Word of God and is taught as truth.
2. A rigorous process of the integration of faith and learning in all academic disciplines is maintained.
3. A Christian administration and faculty model Christ in teaching and leading.
4. High academic standards are maintained, and internal and external evaluation is welcome.
5. The curriculum and other programs are characteristically innovative.
6. The school community exhibits love, justice, humility, and service among board members, administration, faculty, students, parents, and the larger community.

7. Organizational practices are thoroughly Christian, business, development, marketing, personnel, and government relations.

X. EXPECTED STUDENT OUTCOMES

Students who graduate from Buckhannon Christian Academy:

A. SPIRITUAL FORMATION

1. Possess apologetic skills to defend their faith.
2. Understand and commit to a personal relationship with Jesus Christ.
3. Know, understand, and apply God's Word in daily life.
4. Personally respond to and carry out the Great Commission locally and around the world in a culturally sensitive manner.
5. Are actively involved in a church community, serving God and others.
6. Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
7. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
(Phil. 4:8, Phil. 2:5-8; I Pet. 2:13-15; Prov. 20:11)

B. ACADEMIC FORMATION

1. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science.
3. Have knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas)
5. Have the skills to question, solve problems, and make wise decisions.
6. Are committed to lifelong learning.
7. Know how to utilize resources—including technology—to find, analyze, and evaluate information.
8. Understand, value, and engage in appropriate social (community) and civic (political) activities.
9. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
10. Appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
(Ps. 139:13-16; Neh. 8:8; I Thess. 5:21; Rom. 13:1, 2, 4; Ps. 24:1)

C. SOCIAL AND PERSONAL FORMATION

1. Understand the worth of every human being as created in the image of God.

2. Respect, and relate appropriately with integrity to, the people with whom they work, play, and live.
3. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien, or stranger.
4. Embrace and practice justice, mercy, and peacemaking in family and society.
5. Are good stewards of their finances, time (including discretionary time), and all other resources.
6. Understand that work has dignity as an expression of the nature of God.
7. Are prepared to practice the principles of healthy, moral, family living.
8. Treat their bodies as a temple of the Holy Spirit.
9. Understand the value of physical exercise.
10. Develop a love for lifelong sports and activities.

(II Tim. 2:20-21; Rom. 12:10; I Cor. 12:20-26; II Tim. 2:15; Is. 40:31; I Tim. 6:6-10)

XI. HISTORY

Buckhannon Christian Academy is an independent, non-denominational Christian school. For the 2020-2021 school year, 4 first-grade students met for 4 mornings a week at South Buckhannon Mission Church as a hybrid model during the COVID outbreak. For the 2021-2022 school year, Buckhannon Christian Academy had 27 students enrolled and met at South Buckhannon Mission Church. For the 2022-2023 school year, Buckhannon Christian Academy moved to Wayside Southern Baptist Church and ended the school year with 50 students enrolled.

XII. MISSION AND VISION STATEMENTS

The mission of Buckhannon Christian Academy is to provide a high-quality Christ-Centered education while challenging students to develop their gifts and abilities to glorify God in every area of life.

The vision of Buckhannon Christian Academy is to prepare students that will go into the world redeeming both heart and culture for Christ.

XIII. POTENTIAL FOR REVISION

The policies and procedures found in this Family Handbook represent the most recent expression of the board of directors and administrator of Buckhannon Christian Academy in order to provide for equitable and consistent treatment of students and families. To assure that Buckhannon Christian Academy achieves and maintains the purpose of these policies and procedures and to assure the organization's continued ability to meet its needs and those of its families under changing conditions, Buckhannon Christian Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

XIV. STATEMENT OF FAITH

WE BELIEVE...

Bible

The Bible is inspired by God and an infallible tool for the instruction of righteousness. (2 Timothy 3:16, 2 Peter 1:21)

Trinity

There is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

Jesus

In the divinity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26) His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Hebrews 2:9), His resurrection (John 11:25, 2 Corinthians 13:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory. (Acts 1:11, Revelation 19:11)

Salvation

In the absolute necessity for all mankind to experience regeneration by the Holy Spirit for salvation. The exceeding sinfulness of human nature requires that men are justified by faith in the shed blood of Christ Jesus and that only by God's grace and through faith we are saved. (John 3:16-21, 5:24, Romans 3:23, 5:8-9, Ephesians 2:3-10, Titus 3:5)

Judgment

In the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation. (John 5:28-29)

Unity

In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

XV. STATEMENT OF PURPOSE AND PHILOSOPHY OF EDUCATION

We recognize that God has ordained the family as primarily responsible for training children. We believe that a strong relationship between the home, the church, and the Christian school is essential to successful Christian education. Teachers in a Christian school are responsible for being skilled in their profession, integrating Biblical truth into their curriculum, and having a relationship with Christ that exemplifies Christ-like character. (Deut. 6:7; Prov. 4:1; Prov. 22:6)

We believe that education should begin with a concern for the student's salvation and relationship with God. The goal of Christian education is to lead students in the development of a Biblical worldview. All aspects of the school's curricular and co-curricular programs must be consistent with the mission of the school and be based on Biblical truth. (Hebrews 1:1-3; 2 Timothy 3:16, 17; Titus 2:11-15)

We believe that academic excellence is an expression of worship to God. The highest quality academic training must be provided for students at all grade levels. Excellence and innovation in all academic programs will be our priority. Our desire is to train Christ-like disciples who will serve God and impact their community and the world by thinking and acting Biblically in all areas of life. (1 Corinthians 12; Philippians 1:9-11; Romans 12:2).

ACADEMIC INFORMATION

I. ACADEMIC FAIRS AND COMPETITIONS

Students may be given an opportunity to participate in academic fairs and competitions. This may include participating in local county and/or regional fairs and competitions. Students may also be given grades as they meet expected goals on their projects.

II. CHEATING/ACADEMIC INTEGRITY

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Students must understand the seriousness of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom for testing in order to protect students from unnecessary temptation. Students should always be reminded of the consequences of cheating. Please read the “Academic Integrity Guidelines” (*See Appendix A*). This document will be discussed with students each year and students are required to sign Appendix A, acknowledging understanding.

III. CURRICULUM GUIDES

Guides for each elementary and secondary subject are available upon request.

IV. GRADING SYSTEM

1. Grades: A=100-90, B=89-80, C=79-70, D=69-60, F=59-0.
2. Elementary and secondary report cards are issued every nine (9) weeks. Mid-term progress reports and grade averages are posted after four (4) and ½ weeks. The purpose of the midterm reports is to alert parents to situations or trends that may need to be addressed before the end of the grading period.
3. Guide to the letters used on the report cards.
 - F Failing (unacceptable) work.
 - I Incomplete work. This grade becomes an “F” if not made up by the next marking period.
 - O Outstanding - consistently meets and exceeds expected goals.

- S Satisfactory - meets expected goals.
- N Needs improvement - Improvement is needed to meet expected goals.

V. HOMEWORK POLICY

A general guideline to the amount of homework is: Grades 1-2 (15-20 min), Grades 3-4 (20-40 min.), Grades 5-6 (40-60 min.). Elementary teachers will avoid excessive homework on Wednesday evenings so that some may attend mid-week church services. Secondary teachers will also be sensitive to students who are actively involved in a mid-week service.

VI. HONOR ROLLS

1. High Honor Roll - Students who have all grades of “A” on their report cards.
2. Honor Roll - Students who have all grades of “A” or “B” on their report cards.

VII. LATE WORK POLICY

Homework that is not turned in on time is late and will result in a grade reduction. Major projects and/or assignments will be assigned a grade of “zero” after five (5) school days. Work-related to a major project or assignment must be completed even if no credit is given, or an incomplete may result.

VIII. MAKE-UP WORK

For every day a student has an absence, he/she has that number of days to make up work or prepare for tests that may have been missed. For one- or two-day absences, teachers may have the discretion to require quizzes that are a weekly event, i.e., spelling and vocabulary to be made up upon the student’s return. Any unexcused absence may result in a zero (0) for homework or daily classwork missed. Tests will be made up at the discretion of the teacher.

IX. PROMOTION AND RETENTION OF STUDENTS

Students who are performing at or above grade level will be promoted to the next grade level. This promotion is recommended by the student’s teacher and approved by the administrator. From time to time, students who are not performing at grade level may have to be retained in the same grade level for another school year. The following criteria will be used to determine when a student will be retained:

Students in pre-kindergarten and kindergarten may be retained at the discretion of the teacher and administrator if it is determined that the student is not ready academically or developmentally for the next grade level. Students in all other grades may be retained on a case-by-case basis after consulting with the teacher, administrator, and parent/guardian.

X. PROGRESS REPORTING SYSTEM

The purpose of our reporting system is to give parents and children an indication of the progress that is being made. Each child's ability, attitudes, application, and achievement are taken into account in the grading; however, the students are marked primarily on actual achievement rather than on effort put forth.

A report card will be posted every nine (9) weeks. If, in the middle of a grading period, the teacher feels there is a problem in character development, or the student is earning a "D" or "F" academically, the student will receive a mid-term progress report. The purpose of the mid-term progress report is to alert parents to situations or trends that the teacher believes need attention. When a mid-term progress report is issued, it must be signed and returned by the parent. If your child is in danger of failing, a meeting will be arranged between parents, teachers, and the administrator. Progress reports may be sent at any time for any reason that the teacher deems necessary.

In order for parents to know their child's progress firsthand, there will be at least one day set aside for parent/teacher conferences each semester. Parents are urged to ask for conferences at any time if they feel it is necessary. The teachers and administration welcome such opportunities. Please call the school office for a conference time.

At the end of the year, the school will announce when report cards can be picked up. All accounts (tuition, lost book cost, fund-raising bills, assignments, etc.) must be paid in full/submitted before report cards, transcripts, diplomas, etc. will be issued.

XI. TUTORIAL HELP

Students will sometimes need additional help in a subject. The first place to turn for help is the teacher of the class. Another resource may be tutoring provided by the school during school hours, or by a tutor hired by the parent after school hours. Several faculty members may be available for this service. Tutoring provided by the school may be billed at an annually determined rate.

ATTENDANCE

Attendance at school is vitally important for a child's academic preparation. Buckhannon Christian Academy recognizes that it is primarily the parent's responsibility to ensure that their child is at school regularly and is on time for the school day. As such, parents should strive to have their children at school whenever possible. Unexcused absences will result in a grade of zero for all daily work missed. Tests and quizzes will be allowed to be made up without additional time for preparation.

XII. DEFINITIONS AND POLICIES

A. ABSENCE

Not being physically present in the school facility for any reason.

B. HALF-DAY ABSENCE

1. If the student arrives after 10:00 a.m. and before 12:30 p.m.
2. If the student leaves after 11:00 a.m. and before 1:30 p.m.

C. WHOLE-DAY ABSENCE

1. If the student is not in school at all.
2. If the student arrives after 12:30 p.m.
3. If the student leaves school before 11:00 a.m.

D. EXCUSE STUDENT ABSENCES

When a student is absent from school, a note from the student's parent/guardian, or physician must be presented within two (2) school days after the absence(s) in order for the absence(s) to be excused. The following are excused absences:

1. Illness or injury of the student requiring a physician's written verification.
2. Medical and or dental appointments that cannot be scheduled outside the school day when the physician or dentist verifies the absence in writing.
3. Illness of student verified in writing by parent/guardian not to exceed ten (10) total days per year.
4. Documented Chronic Medical Condition - Any physical or mental condition that may require multiple or regular absences. This condition must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance.
5. Calamity, such as a fire in the home, flood, or family emergency upon approval by the school administrator or designee.
6. Death in the family is limited to three (3) days for each occurrence except in extraordinary circumstances and additional days are approved by the administrator.
7. Absences of parental choice and/or educational value adhering to these situations:
 - a. Prior approval of the school administrator.
 - b. Shall not exceed seven (7) days per year.
 - c. Missions' trips, family vacations, and college visits are examples of absences that will be excused under this category.
8. School-approved curricular or extracurricular activities.

E. TARDY

A student is tardy from school when he/she arrives late for school but before 10:00 a.m.

F. EARLY SIGN-OUT

A student leaves school after 1:30 p.m. but before the designated dismissal time.

G. PERFECT/FAITHFUL ATTENDANCE

In determining perfect and faithful attendance recognitions, all absences (excused and unexcused) shall be considered.

1. A half-day absence is not perfect attendance.
2. Faithful attendance will be defined as no more than three (3) total absences during a school year.
3. School curricular and co-curricular trips will not count against the student when calculating perfect and faithful attendance.
4. No more than three (3) tardies or sign-outs per semester for perfect attendance.
5. For the purpose of giving out the rewards before the end of the school year, a cut-off date will be established in May for determining perfect attendance.
6. All transfer students within the school year need to have verifiable records of perfect attendance to qualify for the award.

H. UNEXCUSED ABSENCES

1. Any absence not defined as excused.
2. Any out-of-school suspension.

I. EDUCATIONAL LEAVE

An Educational Absence Leave Request has been made available on the school's website. When all portions of this form are complete, it is to be routed to the main office for administrative approval. Upon approval or denial, a copy of the form will be returned to the student. The original form will be retained in the student's official record. You must submit requests for Educational Leave absences two weeks before the first day your child will be absent.

II. PREVENTATIVE AND CORRECTIVE MEASURES

1. When a student reaches five (5) unexcused absences during the school year the parents will be required to meet with the administrator or principal to discuss the absences.
2. When a student reaches ten (10) unexcused absences during the school year the Upshur County Magistrate may be notified, and the student's promotion may be in jeopardy.
3. Each five (5) unexcused tardies and/or early sign-outs during the year will result in one day of unexcused absence.

DISCIPLINE INFORMATION

The primary responsibility for discipline is reserved for the home. In matters of discipline at Buckhannon Christian Academy, the school acts as an extension of the home. Discipline in the classroom is, first and foremost, the responsibility of the classroom teacher. In order to provide the best possible environment for learning, it is essential to maintain order in the classroom at all times. Therefore, disruptive students will not be tolerated in the classroom.

Teachers have the responsibility and authority to enforce rules of discipline. Teachers will first seek to resolve matters of conduct and discipline within the classroom. Should private counseling be required by the teacher outside of the classroom, teachers have the responsibility and authority to address the matter. A student that is consistently uncooperative and disruptive either within or outside of the classroom will then be referred to the administration. When a student is referred to the administration for discipline, it becomes a very serious matter.

When a student is involved in behaviors off campus that reflect poorly on the name of Jesus Christ and the testimony of Buckhannon Christian Academy, he or she may be held accountable for those actions by Buckhannon Christian Academy, including the possibility of expulsion. Such behaviors may include but are not limited to: bullying and harassment either personally or by any means of social media, use or sale of illegal drugs, sexual immorality, and the commission of a crime for which the student has been arrested.

AT SCHOOL FUNCTIONS

1. Students are expected to be respectful of authority and be obedient to school staff.
2. Student behavior will be such that it glorifies the Lord and does not bring reproach to Buckhannon Christian Academy.
3. Students will remain in the building or on the premises where the activity is occurring under the supervision of school staff.
4. Students are expected to dress modestly at all school functions.

ELECTRONIC DEVICES/CELL PHONE DURING SCHOOL DAY

Students are prohibited from using personal electronic devices or cell phones during school hours unless they have specific permission from a teacher or school administration. Each time a student is found to be using their device without permission, the following consequences will be applied each semester:

1. First offense - 1 demerit and device taken until the end of the day
2. Second offense - 5 demerits and device taken until the end of the day. Parents/Guardians will be notified.
3. Third offense - In-School Suspension from school, the device is taken, and the student will not be allowed to carry the device for the remainder of the semester. Parents/Guardians will be notified.
4. Fourth offense - the administrator will determine the consequence.

The reminder discipline system is designed to encourage order in the classroom, with instruction as a primary goal. If a student shows a lack of self-discipline, he/she will be counseled and appropriately disciplined. Correction is administered to promote growth and reconciliation. In the event that a student is uncooperative and disruptive either within or outside of the classroom, redress may be sought at the administrative level of the school. When a student is referred to the administrator for discipline, it becomes a very serious matter.

DISCIPLINE SYSTEM

A. FIRST LEVEL OFFENSES

General classroom/school misbehavior. One (1) demerit each:

The consequences for these violations are handled by the classroom teacher and/or administration. First Level infractions include, but are not limited to the following:

- Disruptive behavior in class
- Tardy to class
- Unnecessary loudness/horseplay in the halls.
- Dress code violations (at the discretion of the administration, students may be required to wait in the office until they can acquire appropriate clothing)
- Failure to follow reasonable requests
- Unpreparedness
- Put downs
- Throwing objects
- Unacceptable social behavior
- Inappropriate attitude
- Other items at the discretion of the faculty or staff

B. SECOND LEVEL OFFENSES

Disrespectful or uncooperative attitude. Five (5) demerits each:

The consequences for these violations are handled by the classroom teacher and/or administration. This may include a courtesy reminder of acceptable attitude and behavior, a conference with the student, and/or a parent/teacher conference. Parents will be contacted by the teacher for second-level offenses. Second Level infractions include, but are not limited to the following:

- Disrespectful Attitude
- Physical altercation involving pushing or shoving
- Initial incidents of a harassing or bullying nature
- Threats of violence
- Throwing food
- Sharing images with others obtained without permission from the school or a school-sponsored event
- Minor Vandalism
- Inappropriate language
- Inappropriate or vulgar music
- Inappropriate display of physical affection
- Refusing to comply with specific directions

- Lack of respect or an uncooperative attitude
- Horseplay that leads to property destruction
- Repeated unkind remarks
- Misbehavior for substitute
- Malicious intent to harm another student by pushing, throwing things, etc.
- Initial incidents of a harassing or bullying nature
- Other items at the discretion of the administration.

C. THIRD LEVEL OFFENSES

Continued disruptive behavior or misbehavior of a more serious nature. Out-of-school suspension for a period of time to be determined by the administration:

The consequences for these violations may include a courtesy reminder of acceptable attitude and behavior, a conference with the student, parent/teacher/admin conference, lunch detention, recess detention, behavior contracts, restitution, suspension (in-school or out of school), or Saturday School (fees applied to account). The parent will be notified when a child is referred to the office for a third-level offense. Level three infractions include, but are not limited to:

- Stealing
- Cheating/Plagiarism
- Fighting with punches being thrown
- Major vandalism
- Skipping class
- Leaving school grounds without permission
- Lying/forgery
- Profanity/vulgarity
- Flagrant disrespect
- Direct disobedience
- Use or possession of tobacco or alcohol on or off school grounds
- Pornography in any form on or off school grounds
- Open defiance or absolute refusal to obey a rule or direct command
- Threats of violence and/or death threats
- Repeated incidents of harassment or bullying
- Other items at the discretion of the administration

D. OFFENSES OF MORE SERIOUS NATURE

Will be dealt with separately from the demerit system with expulsion. These offenses will include, but are not limited to:

- Use or possession of illegal drugs
- Use or possession of weapons of any kind on school grounds
- Sexual immorality
- Other matters considered by the administrator to be of a serious nature

Administration reserves the right to apply multiple demerits and/or “greater” consequences, including suspensions and expulsion, for students who are involved in repeated offenses at any level.

1. Demerits will accumulate over the course of each nine (9) weeks in the following manner:
 - 5 demerits = Lunch detention and warning notice will be given to parents.
 - 10 demerits= ½ day In-School Suspension
 - 15 demerits-Meeting with parents and ½ day In-School Suspension
 - 25 demerits = In-School Suspension.
 - 35 demerits = Saturday School (\$75.00 fee applied to account)/conference required.
2. Demerits of five (5) or more in one day will result in in-school detention.
3. Demerits of ten (10) or more in one week will result in in-school detention.
4. Demerits for students will be wiped clean based on the following limits:
 - 2 demerits or less in any given week will be eliminated.
 - 10 demerits or less at mid-term will be eliminated.

MERIT SYSTEM

In order to help students make good choices and to create a positive climate for learning, Buckhannon Christian Academy uses a merit system to reward positive non-academic behaviors and for demonstration of Godly character traits. Our goal is to develop students who are self-disciplined and good citizens.

Students who demonstrate the following POSITIVE BEHAVIORS can earn MERITS:

- Demonstrating Trustworthiness (honesty, returning lost items).
- Demonstrating Respect (value others opinions & property, listen to peers & superiors alike).
- Demonstrating Responsibility (returning important documents, reporting incidents).
- Demonstrating Fairness (be accountable, cooperate, be willing to do what is best for everyone).
- Demonstrating Citizenship (pride in school).
- Demonstrating Caring (holding the door, saying please and thank you, assisting a classmate).
- Random Merits (school spirit, fire drill and assembly behavior).

Every student has an opportunity to earn merits over time. To earn merits, students must exhibit positive behaviors on a CONSISTENT BASIS. Merit students are recognized as Wonderful Warriors and can receive a certificate. Students assigned merits may be recognized in other ways throughout the school year.

REWARD SYSTEM

Mid-term and Quarter Reward

1. Students with 0 demerits will receive a reward.
2. Students not receiving the reward will participate in re-teaching of behavior expectations.

E. EXPULSION PROCEDURES

A student may be expelled (removed for a certain period of time) from school for a serious breach of conduct on or off campus and/or for repeated problems with behavior or academic performance. In matters regarding student conduct, the student will be suspended from school until the administrator can meet with the parents/guardians and the student (if applicable) to discuss the offense. The administrator will then determine whether or not the situation calls for an expulsion or a suspension. If the administrator determines that the student is to be expelled, that decision will be communicated to the family by way of email and registered mail. If a student is expelled prior to the end of a grading period or semester, he or she will be granted only the grades and/or credits that were earned prior to the date of the expulsion.

Should the family decide to appeal the decision to the full board of directors, a request needs to be made in writing within 7 days of receipt of the registered letter. The student will remain under suspension from school until such time that a meeting of the full board of directors can be called. Following the Board of Directors' decision, a registered letter will be mailed to the parents/guardians that state the Board of Directors' action. Expulsion may include rejection of enrollment for the following year.

F. GENERAL RULES

1. Students are to be thoughtful and mannerly at all times. Respectful words and tone are expected in all interactions when addressing teachers, staff, and students. Only language that is pleasing to God is to be used.
2. Students are expected to refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times, both on and off campus. Violators may be expelled.
3. Wholesome male-female relationships are encouraged. Students, however, must refrain from all physical displays of affection at school, traveling to and from school or school activities, or at school functions.
4. Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.
5. Tardiness – Anyone not in his or her seat before the teacher takes roll call will be considered tardy. The classroom teacher and administration will deal with excessive tardiness.
6. For safety reasons, do not place books, papers, bags, etc. in walking areas or halls.
7. Students are to obtain a teacher's permission before leaving a classroom or before being absent from a particular class for another activity. The class will be dismissed by the teacher, not by the time on the clock.

8. Students must get permission from the administration to leave school early and must check out at the office at the actual time of departure.
9. Personal grooming should not be attended to in class.
10. When running errands to other classrooms, enter without knocking and quietly stand in the doorway until recognized by the teacher.
11. Personal property of others should always be respected. Students' property (purses, desks, book bags, lockers, etc.) is off-limits to other students. Students are not to touch or read anything on or in a teacher's desk or filing cabinet except as directed by the teacher.
12. Students are asked to sit in a respectful manner and not to sit on desktops or tables or lean back in chairs or desks.
13. Students are to enter and exit the chapel reverently.
14. An appropriately reverent attitude is expected during assemblies and chapels.
15. No weapons of any kind will be permitted on school grounds at any time. Violation of this rule may result in expulsion from school and legal charges being filed.
16. Students will not be allowed to use electronic devices, including cell phones, iPods, iPads, etc. during the school day or before and after care unless permission has been granted by the teacher or administrator.
17. Lost and/or damaged equipment will be paid for by the one(s) responsible.

G. MORAL CONDUCT POLICY

The potential for the serious moral misconduct of students is as real in a Christian school as it is in the world. This is particularly true in a society where the restraints on such conduct have been generally undermined. This policy deals with the issues of moral misconduct and the responsibility of Buckhannon Christian Academy to maintain Christian standards and discipline within those standards. While corrective discipline is primarily the responsibility of the parents and their local church, the school must maintain Biblical standards of conduct and present a Biblical role model.

When instances of serious moral misconduct become known to the board of directors, the students involved shall be confronted immediately with discretion. In so doing, the school is responsible for its testimony of the Lord Jesus Christ as viewed by nonbelievers and the treatment of serious moral misconduct as viewed by other students. The school is also responsible to set and maintain standards on behalf of the parents.

The students involved will be expelled. The duration of the expulsion shall not be less than one full semester following the semester in which the expulsion took place, and no student shall be considered for re-admission until genuine repentance has taken place. If pregnancy is involved, no less than 12 weeks shall intervene between the delivery and readmission of either student (under no circumstance shall this lessen the normal duration of an expulsion).

Conditions for Readmission:

1. Moral misconduct is no longer practiced.
2. Genuine repentance has been demonstrated.

3. Parents have submitted their student to Christian counseling and/or the local church for discipline.
4. Any other condition may be applied that the board of directors may deem appropriate for the particular case.

The Biblical and philosophical goal of Buckhannon Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Buckhannon Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Buckhannon Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, any student who is "transgender" or who professes to be "transgender," as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

H. SUSPENSION PROCEDURES

A student may be suspended from classes or school for failure to comply with the expectations of the school. The administrator has, at all times, the authority to suspend a student. An in-school suspension with assigned work for lesser infractions or an out-of-school suspension of 1-5 days for infractions of a more serious nature will be determined at the discretion of the administrator. Daily work missed during an out-of-school suspension will result in a grade of zero (0).

STUDENT HARASSMENT, BULLYING, AND INTIMIDATION POLICY (See *Appendix B*).

DRESS CODE

I. GIRLS' DRESS CODE

Skirts/Pants/Shorts

- Dress or khaki style (any color or pattern) slacks, capris, shorts, or jumpers are permitted.
- Blue jeans and blue jean shorts are permitted.
- Absolutely no "low-rise" or tight-fitting pants or jeans will be allowed. Pants and jeans must be in good repair, such as no holes, rips, or skin showing.
- Shorts, skirts, and dresses must reach or be longer in length than the fingertips when arms are placed at the side of the students' body.
- Leggings and spandex may only be worn under skirts or dresses.
- Girls wearing dresses or skirts should wear shorts or leggings underneath.

Shirts/Sweaters/Sweatshirts

- Girls may wear polo shirts, turtlenecks, blouses, or BCA-branded tops. Solid, plaid, and patterns are acceptable. Slogans or wording on t-shirts are not permitted. Small logos, no

larger than 1” by 1”, will be allowed in solid-color shirts. BCA school logo t-shirts are acceptable.

- Solid collar sweatshirts and sweaters that are crew neck may be worn alone.
- Students choosing to wear a V-neck, button-up, vest, or 1/4 zip sweater/sweatshirt must wear a shirt underneath that outer garment.
- Hooded sweatshirts with small, unobtrusive logos are permitted to be worn over clothing. Small logos, no larger than 1” by 1”, will be allowed in solid-color shirts, sweaters, and sweatshirts.
- No underclothing may be displayed.

Other

- Make-up is allowed. It must be tasteful in color and not distracting, e.g. brights and neons.
- Extreme hairstyles and unnatural hair colors are NOT allowed. Mixed natural hair colors are allowed but as accents and highlights, not as unnatural patterns.
- Eyes should not be covered.
- Earrings are permitted, no spacers.
- Nose rings or septum piercings are not allowed.

II. BOYS’ DRESS CODE

Pants/Shorts

- Dress or khaki style (any color or pattern) slacks or shorts are permitted.
- Blue jeans and blue jean shorts are permitted.
- Pants and jeans must be in good repair.

Shirts/Sweaters/Sweatshirts

- Boys may wear polo shirts, turtlenecks, or BCA-branded tops. Solid, plaid, and patterns are acceptable. Slogans or wording on t-shirts are not permitted. Small logos, no larger than 1” by 1”, will be allowed in solid-color shirts. BCA school logo t-shirts are acceptable.
- Solid collar sweatshirts and sweaters that are crew neck may be worn alone.
- Students choosing to wear a V-neck, button-up, vest, or 1/4 zip sweater/sweatshirt must wear a shirt underneath that outer garment.
- Hooded sweatshirts with small, unobtrusive logos are permitted to be worn over clothing. Small logos, no larger than 1” by 1”, will be allowed in solid-color shirts, sweaters, and sweatshirts.

Other

- Body piercing and earrings may NOT be worn at school or school events.
- Hair length must be above the shoulders and out of the eyes.
- No extreme hairstyles or unnatural hair colors.
- Hair should be neat and tidy.
- Make-up and painted fingernails are NOT allowed.

III. CHAPEL DAY DRESS CODE (Thursdays)

Skirts/Pants/Shorts

- Girls may select a solid color dress or khaki style slacks, capris, shorts, dresses, skirts, or jumpers.
- Boys may select a solid color dress or khaki-style slacks or shorts.
- Dress or khaki-style shorts may be worn from April through October.
- Blue jeans and jean shorts are not permitted.

Shirts/Sweaters/Sweatshirts

- Girls may wear solid color blouses, polo shirts, or turtlenecks.
- Boys may wear solid polo or button-up shirts.
- Solid color sweatshirts and sweaters that are crew neck may be worn alone. Students choosing to wear a V-neck, button-up, vest, or 1/4 zip sweater/sweatshirt must wear a uniform shirt underneath that outer garment.

IV. DRESS-DOWN PRIVILEGES

- On Fridays, students may wear athletic pants or shorts, such as sweatpants and t-shirts with Christian logos or Bible verses.
- Dress-down privileges will be announced by the administration.
- Dress-down privileges can be revoked by the administration when a student is not following the guidelines.
- Each dress-down privilege will come with a written description of what clothing items are acceptable.

V. SCHOOL FUNCTIONS

If the function is of a relatively formal nature and occurs primarily in the classroom, chapel, or local church, students should wear appropriate school attire (i.e. skirts/slacks, collared shirts). Jeans, shorts, or other casual clothing may be permitted at more informal events. Students and parents are expected to dress modestly while on the school grounds or at a school function.

VI. WEATHER RELATED DRESS CODE

In the event the area experiences severe heat or cold temperatures a notice will be sent home to the parents about dress code changes. Students should adhere to the code until notified by the administration.

VII. CONSEQUENCES

Students may not be allowed to attend class or activities until properly dressed. Either the parents will be asked to bring in a change of clothes, or the student will be sent home to change clothes. It will be an unexcused absence for whatever class time is missed.

**The administrator has the final decision of acceptability for ANY dress code issues in question*

FINANCIAL INFORMATION

I. DELINQUENT ACCOUNTS

Any accounts overdue two months, as of the 15th of the month, will be sent a letter reminding them of the school's need for the tuition and the board of director's policy that the student must be withdrawn if arrangements are not made to pay past due tuition.

II. LATE PAYMENT FEE

If a payment is not made by the 10th of the month, a late fee of \$25 may be added to the account.

III. TUITION PAYMENTS FOR THOSE WHO REGISTER LATE

The July and August payments must be made before a student begins school and are non-refundable. Once school has begun, July and August payments are due and each of the months remaining in the year, i.e. a student's first day is November 15, student will be assessed for the full semester.

IV. OUTSTANDING ACCOUNTS OF FAMILIES WHO HAVE WITHDRAWN

The following procedure will be enacted for families who have withdrawn their student(s) from the school and who have outstanding account balances: Two certified letters will be sent by the school regarding the outstanding balances. If no effort is made to pay the school, a bad debt may be reported to the credit bureau after ninety (90) days.

V. COMPUTING TUITION COSTS UPON WITHDRAWAL OF STUDENTS(S)

The July payment (1/12 full tuition) is non-refundable. The August payment (1/12 full tuition) is non-refundable if the student attends school for one day. The remaining ten payments are based on enrollment in each of the remaining months, i.e. if the student attends one day in September the family owes the tuition payment for that month and so on. Payments for all of the months up to, and including the month that the student is withdrawn, will be due in full.

VI. EXEMPTION FROM PAYING TUITION

Parents desiring to be exempt from paying tuition for a period of time due to a student's extended illness or like circumstances will have to withdraw their child from school for the period of unavailability and then re-enroll their child when the student is able to return to school. A re-entry fee (1/2 of registration fee) will be charged to cover the costs of additional bookkeeping.

VII. PARENT/SCHOOL STEWARDSHIP

Buckhannon Christian Academy cannot operate without the support of the parents in finances, work, and prayer. Buckhannon Christian Academy is a faith operation. Each year a small percentage of operational costs must come through gifts from parents, grandparents, and friends of Buckhannon Christian Academy. Each year an annual fund is pursued which will cover additional expenses and miscellaneous projects throughout the school. From time to time a capital campaign may be used to solicit funds for the purpose of major building projects.

VIII. PAYMENT PLAN

The standard BCA tuition payment plan is a twelve-payment schedule. The twelve-payment schedule begins in July and ends in June. Tuition payments are accepted in the form of a personal check, cashier's check, or cash. A receipt will be issued for any cash received. Families who wish to deviate from this payment schedule must make an alternative request, in writing, stating their desired payment schedule and reason for the deviation. The administration will consider each case on an individual basis. Families who wish to pay the entire year in advance may receive a discount for doing so. This discount is determined annually.

IX. FINANCIAL ASSISTANCE

We believe that Christian Education should be a priority for every Christian family. Therefore, a family should be willing to make Christian Education a priority in the family budget. The school may at times have financial assistance available for families who are willing to make a financial sacrifice to send their children here, but still need help with tuition.

FUNDRAISING SALES CAMPAIGNS

(See Appendix C).

GENERAL INFORMATION

I. BEFORE AND AFTER-CARE

The beginning times for the school day and for before and after-care are published annually. According to insurance stipulations, students must be under adult supervision while they are on school property. Therefore, all students who are on school property before the official start and end of the school day must be in our before and after-care program unless they are practicing

with a team or working with a teacher or parent. Before and after-care costs will be communicated to parents annually and billed on a monthly basis.

II. CHAPEL

Chapels are held weekly to give an opportunity to worship, sing, and fellowship together. Special speakers are invited to come from time to time. Periodically there will be assemblies scheduled for special occasions and programs. Parents are welcome to attend chapels and special programs.

III. FIELD TRIPS

Various classes take trips to interesting and educational places in the area from time to time as a part of the instructional program. Parents will be notified beforehand and must sign a permission slip for a student to participate. Small fees may be charged to cover expenses. Upon approval, teachers then plan field trips with the following rules:

1. Students may not attend without a permission slip granting the student permission to attend. There must be at least one adult for every five students (elementary division).
2. There must be at least one adult for every twenty students (secondary division). Each chaperone must be approved by the administration. A briefing for all chaperones may be held prior to a trip.
3. Boys and girls must have separate sleeping accommodations for overnight events
4. The entire trip should be detailed and planned out one month prior to the trip, showing all objectives, the time spent, and how it is integrated into our curriculum.
5. Student accident and liability insurance shall be required.
6. Parents/volunteers must hand in a completed chaperone form and driver information if driving. (*See Appendix D*).

IV. GRIEVANCE PROCEDURE

Any parent, guardian, teacher, or staff member of Buckhannon Christian Academy having a complaint or unresolved problem relating to the school should follow the “grievance procedure”. This grievance procedure is based on the Scriptural principles found in Matthew 18:15-17. Any parent, guardian, teacher, or staff member is to follow the biblical principle of Matthew 18 and Galatians 6:1 regarding disputes and disagreements. All differences are to be resolved using biblical principles.

1. The person with the complaint or problem should first go directly to the person with whom they have the problem, whether it be a teacher or staff member, and try to resolve it privately. (If the person has a complaint or problem with a student, they should first go directly to that student’s teacher.)
2. If the problem is not resolved privately, the person with the complaint should go to the Dean of Students and seek assistance.
3. If the problem is not resolved privately, the person with the complaint should go to the Principal of the school and seek assistance.

4. If the problem is not resolved privately, the person with the complaint should go to the Administrator of the school and seek assistance.

5. If the problem is still not resolved privately, the person with the complaint will address their concern, in writing, to the Chairman of the Spiritual Life Committee. The Chairman will respond within ten (10) school days and has the prerogative of doing one of two things (or both):

a. Act as a mediator and try to resolve the problem without bringing it before the Spiritual Life Committee.

b. Bring it before the whole Spiritual Life Committee for their consideration and assistance.

6. If the problem is still not resolved, the person with the complaint will address their concern, in writing, to the Chair of the Board of Directors. The Chair of the Board of Directors will respond within ten (10) school days and has the prerogative of doing one of two things:

a. Meet with the parties involved, consider everything that has happened up to that point, and then afterward make a final ruling on the matter.

b. Bring the complaint to the Board of Directors who will make a final ruling on the matter.

The Board's decision will be final.

V. AHERA NOTIFICATION

Buckhannon Christian Academy is required by law to communicate the following statement:

In compliance with the regulations of the Federal Code (40 CFR §§763.93[g] [4] and 763.84[f]), notice is hereby given that *Buckhannon Christian Academy* has been inspected and found asbestos-free. In addition, *Buckhannon Christian Academy* has established and maintains an asbestos abatement management plan, a copy of which is available for inspection by contacting the plan administrator.

The *School Board* of *Buckhannon Christian Academy* has appointed Allison Skinner, Office Manager, as the plan administrator and has instructed that copies of the management plan be kept in the school office. Anyone wishing to inspect the school's management plan may do so by contacting:

*Allison Skinner, Office Manager
Asbestos Abatement Management Plan Administrator
Buckhannon Christian Academy
537 Brushy Fork Road
Buckhannon, WV 26201
(304) 460-5667*

HEALTH SERVICES

I. MINOR EMERGENCIES

The office staff will handle minor first aid needs. For more serious emergencies that involve no immediate danger, the student will be kept at school until the parent can be reached. In

case of severe problems, pupils will be taken or sent to the emergency room at St. Joseph's Hospital unless otherwise specified.

II. ILLNESS

Students should not be sent to school with a temperature or any other signs of illness. When a child becomes ill at school, the office staff will immediately contact the parent/guardian or other emergency contact. If there is any change in your telephone number or the individuals listed for emergency contact, please inform the office.

III. MEDICATIONS

Buckhannon Christian Academy staff members are not permitted to administer medications of any kind, including aspirin or other over-the-counter drugs, without written permission from a licensed physician. Medication of any kind should not be sent to school without a Buckhannon Christian Academy "Physician's Medication Order Form." The first dose of any medication should be given at home. Medication should be brought to the school by an adult and will not be sent home with a student. All medications must be kept in the office in the original over-the-counter container or prescription bottle and will be administered by the office staff only. (*See Appendix E*).

HOLIDAY CELEBRATIONS

I. HALLOWEEN

There will be no recognition of Halloween by the school. It is our policy that no witches, ghosts, black cats, etc., be made or displayed in the classrooms. There will be recognition of the autumn season with special emphasis on Thanksgiving.

II. CHRISTMAS

Christmas is a Christian holiday to celebrate the birth of Jesus Christ. Santa Claus is left out of the school celebration. Christmas trees, homemade decorations, cards and or gift exchanges, and class parties will be permitted in such a way that they give glory and honor to our Lord.

III. EASTER

Easter is a Christian holiday to celebrate the resurrection of our Lord Jesus Christ. The "Easter Bunny" is to be left out of the school celebration of this great event. Great emphasis is to be placed on the reality of our risen Savior whose victory over death offers us eternal life.

INTERNET POLICY: GUIDELINES FOR INTERNET USE

(*See Appendix F*).

LOST/DAMAGED SCHOOL PROPERTY

Students are responsible for taking proper care of school property and the property of other individuals. Appropriate restitution may be required if property is lost or damaged.

CHROMEBOOK POLICY

(*See* Appendix G).

LOST AND FOUND FOR PERSONAL ITEMS

Students' personal items carelessly left around the school will be placed in "Lost and Found." At the end of each marking period, the items that are not claimed by the student will be thrown away or donated.

MUSIC SELECTIONS

Music selections at Buckhannon Christian Academy fall into one of four categories: classroom, chapel, concerts, and extracurricular activities. While it is understood that music selections will vary with the intended purpose of the event at which it will be played or performed, music should always bring honor and glory to the Lord. The school intends to bring honor to the Lord and not to offend. The final decision on music selections is made by the school administration.

OFFICE HOURS

The office is generally open from 7:45 a.m. to 3:30 p.m. during the school year. Summer office hours will be announced at the end of the school year.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held to give an opportunity to become better acquainted with the teacher, to discuss the student's progress, and to clarify the school's program. Certain days are set aside for Parent-Teacher Conferences each fall and spring. At any time, the parents or school may request a special conference.

PARENT-TEACHER ORGANIZATION

The Warriors Family Fellowship provides a framework in which both parent and teacher, through mutual understanding of the problems involved in Christian education and of the needs of the child, may work together for his best interest in developing intellectual, spiritual, physical, social, and emotional maturity. (*See Appendix H*)

PLEDGES

I. AMERICAN FLAG

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

II. CHRISTIAN FLAG

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

III. BIBLE

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

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Buckhannon Christian Academy adheres to the West Virginia State Code, Chapter 49: "Child Welfare" when dealing with the mandatory reporting of suspected child abuse or neglect.

1. All employees of Buckhannon Christian Academy must receive training in "Mandatory Reporting of Suspected Child Abuse and Neglect" before beginning work. Training must be repeated every two years.
2. The administrator or his/her designee must collect and keep on file a signed acknowledgment of the responsibilities of a school employee as it relates to mandatory reporting of suspected child abuse or neglect.
3. Any employee that suspects that a child is or has been abused or neglected must complete the school-approved form and report that incident directly to DHHR, Child Protective Services. Suspected abuse or neglect is described in the "policy addendum" from the West

Virginia State Code provided to employees. Additionally, the employee must make a copy of the form and submit it to the Administrator or his/her designee to keep on file in the office.

4. The employee will not divulge that information to any other employee or individual at the school.
5. The employee will not divulge that information to any individual outside of the school setting, including, but not limited to his/her spouse. Strict confidentiality must be observed.

SCHOOL CLOSING PROCEDURE

If school is closed or delayed due to inclement weather or any other type of emergency, the following media will be used to notify families as quickly as possible:

1. Posting on social media
2. Posting on Class Dojo

TELEPHONE USE

Students may not use the office phones. In cases of emergency, students may request that an office staff member call home to notify parents.

VISITORS

Any person other than students, staff, faculty, administration, and board members are considered visitors and are asked to come directly to the office to sign in before going anywhere on campus. Visitors are required to wear a visitor name tag. Before inviting a friend to visit the school, a student should get prior approval from the administration. It is desirable that visitors comply with the dress standards and code of conduct of BCA while visiting or volunteering.

VOLUNTEERS

I. DEFINITION

A “volunteer” is an individual who serves without compensation in a position of trust and has regular contact with Buckhannon Christian Academy students, parents, or staff (e.g. classroom helpers, chaperones, library workers, etc.).

II. PURPOSE

The mission and objectives of Buckhannon Christian Academy are inextricably interlaced with biblical principles. Therefore, the lifestyle of each regular volunteer is an important issue. This policy defines several “levels” of volunteerism and sets the expectation for certain volunteer positions as role models for students. All volunteers serve at the discretion of Buckhannon Christian Academy.

III. VOLUNTEER LEVELS

All volunteers for level one must complete the “Volunteer Application Form” and submit to a background check at their own expense every three years.

a. Level One: Volunteers who are permitted to be alone with students. A Volunteer Application and Criminal Background Check are required.

b. Level Two: Volunteers who are not permitted to be alone with students. Volunteer Application is required.

IV. ROLE MODEL REQUIREMENTS FOR LEVEL ONE

The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by word, deed, example, and shared experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect, and Christian living. (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 5:18, 21-22, James 3:17-18)

The volunteer is expected to follow the dress and appearance guidelines as outlined in the parent/student handbook. The volunteer is expected to maintain a good personal appearance that is a biblical role model of cleanliness, modesty, good taste, and agrees with school policy. It is expected that each volunteer will use discretion in clothing selections to help formulate a professional atmosphere.

The volunteer will agree to live as a biblical role model, agreeing that scripture dictates standards for sexual behavior. Specifically, scripture prohibits premarital, extramarital, or homosexual activity, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse of children. Such activity is forbidden and violates the requirement of being a biblical role model. Such behaviors are grounds for immediate dismissal from responsibilities and positions. Other grounds for dismissal include abandonment of position, neglect of responsibilities, heresy, or any conduct tending to bring discredit upon the school or upon the volunteer that causes a diminishing of his/her effectiveness as a Christian role model for the students of Buckhannon Christian Academy. Role model responsibility also includes an acknowledgment that the unique roles of the male and female are clearly defined in scripture and that Romans 1:24-32 condemns the homosexual and transsexual lifestyles. (Romans 12:1-2, 1 Cor. 6:9-20, Eph. 4:1-11; 5:3-5, 1 Thess. 4: 3-8, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 Peter 1:15-16, 2:15-17, 1 John 3:1-3)

The volunteer is to follow the biblical principle of Matthew 18 and Galatians 6:1 regarding disputes and disagreements. All differences are to be resolved using biblical principles, always presenting a united front. Appropriate confidentiality will be observed regarding student, parents, and school matters (Titus 3:2, Galatians 5:15). Regular volunteers shall support school policy and administrative decisions thereby not creating dissension.

Volunteers may be placed into positions where parents seek information regarding their child or other children. Volunteers are never to share personal views regarding the assessment of a child or an incident they may have observed. They are to refer all matters to the classroom teacher or school administrator. It is expected that volunteers will never put themselves into a position where their own integrity or the integrity of the staff of Buckhannon Christian Academy might be compromised.

By agreeing to become a volunteer at Buckhannon Christian Academy, the individual agrees to be subjected to a variety of background checks as indicated in this policy. A signed release and/or consent form will be required prior to Buckhannon Christian Academy conducting a “Criminal Background Check.”

WEAPONS ON CAMPUS

The purpose of this policy is to ensure a safe work environment, free of intimidation and threat of physical harm. This policy prohibits everyone except law enforcement officers, military, and security personnel from carrying a firearm while on campus at Buckhannon Christian Academy. No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or firearm onto Buckhannon Christian Academy property except for those persons and circumstances specified in Section II below. This policy applies to students, faculty, employees, Association members, visitors, independent contractors, vendors, and any other person on Buckhannon Christian Academy property, including individuals with valid permits to carry firearms.

I. DEFINITIONS

1. Firearm: “Firearm” means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. Firearm includes an unloaded firearm and any inoperable firearm that can readily be rendered operable. Firearms include but are not limited to, handguns, pistols, rifles, shotguns, automatic and semi-automatic weapons, and zip guns.

2. Deadly Weapon: "Deadly weapon" means any instrument, device, or object capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon.

3. Non-Lethal Weapon and Look-alikes: "Non-Lethal weapon and Look-alikes" means any instrument, device, or object that has similar physical features to a firearm, but is nonlethal. Included weapons in this category include paintball guns, airsoft guns, rubber band guns, b-b guns, pellet guns, tasers, and taser-like weapons.

II. EXCEPTIONS

1. Law Enforcement Officers: Law enforcement officers are exempt from this policy.

2. Security officers: Security officers and security personnel who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.

3. Military Personnel: Military personnel, who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.

4. Other Authorized Persons: Qualified security personnel who are specifically and individually issued written authorization by the Administrator of the school, under authority granted by the board of directors are exempt from this policy.

5. Parking Areas: This policy does not prohibit the lawful possession or carrying of firearms in private vehicles in a Buckhannon Christian Academy parking area or parking facility, provided the owner has obtained the appropriate permit(s) required under the law, and the firearm is securely locked, out of sight, and unloaded.

III. VIOLATIONS BY EMPLOYEES

1. Use of Firearms: Violation of this policy by an employee while on duty or in the course of Buckhannon Christian Academy business is grounds for immediate removal from Buckhannon Christian Academy property and termination of employment. An employee who uses a firearm while on duty or in the course of Buckhannon Christian Academy business will not be defended or indemnified by the Buckhannon Christian Academy. Furthermore, Buckhannon Christian Academy may refer suspected violations to appropriate law enforcement authorities, as permitted by law.

2. Display of Firearms or Holsters: Display of a firearm while on Buckhannon Christian Academy property is considered a threat and will subject the employee to disciplinary action up to and including termination of employment. An employee who displays an empty firearm holster while on campus, creates a physically intimidating and hostile work environment and will be subject to disciplinary action up to and including termination of employment.

IV. VIOLATIONS BY STUDENTS

Please see student policy on weapons in the Family Handbook, discipline section.

V. REPORTING RESPONSIBILITY

If an employee believes that another person (student, Association member, visitor, independent contractor, vendor or another employee) is in possession of or carrying a firearm in violation of this policy, the employee must report the suspected act immediately to the Administrator or Principal, or a Buckhannon Christian Academy security officer, unless reporting at that time would subject the employee or others to physical harm. The threat of physical harm may delay but does not excuse this reporting requirement. Buckhannon Christian Academy will not tolerate retaliation toward or harassment of any employee who, acting in good faith, reports violations of this policy.

1. Failure to Report: Failure to report knowledge of the presence of any firearm on Buckhannon Christian Academy property in violation of this policy shall subject the employee to discipline up to and including termination of employment.

2. False Report: If an employee knowingly makes a false report of a suspected violation of this policy the employee will be subject to disciplinary action, up to and including termination of employment.

VI. SAFETY & ENFORCEMENT

Employees should be aware that the enforcement of this policy may deal with confronting individuals carrying potentially loaded firearms. Under no circumstances should an employee take unnecessary risks or compromise his or her safety in order to enforce this policy. The Police Department should be contacted immediately if there is a possibility of imminent threat to the personal safety of an employee or others.

VII. EMPLOYEE RESPONSIBILITY

Employees are responsible for making sure, in advance, that any potentially covered item in their possession is not prohibited by this policy. Questions regarding items covered in this policy should be directed to the Administrator.

VIII. LIMITATIONS

In the event any other local, state, or federal law or regulation is found to be in conflict with this policy, the terms of this policy will govern. To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary, this policy is deemed to be amended to be in compliance, pursuant to such law, rule, or regulation. The school administration reserves the authority to revoke an exception under paragraph II either temporarily or permanently.

WITHDRAWAL OF STUDENTS

When parents or guardians decide to withdraw a student(s) from Buckhannon Christian Academy, they should immediately notify the school office. Return of textbooks, library books, and/or any other school property will be requested. Arrangements will be discussed concerning the transfer of student records. Finance personnel will review the family's account for any adjustments and/or final closeout. If desired, an exit interview may be conducted with the Administrator. Families may be asked to complete an exit questionnaire to assist the school in its annual evaluation.

Appendix A - ACADEMIC INTEGRITY GUIDELINES

Buckhannon Christian Academy students are expected to maintain integrity in all areas of their lives. Academic classwork, homework, and examinations are opportunities for students to practice integrity. The entire area of academic integrity can be broken down into two types of offenses: cheating and plagiarism. The guidelines and definitions below will be used when determining if cheating and/or plagiarism has occurred. Students found “attempting” to cheat or plagiarize will also incur consequences as described below.

Cheating - The following definitions are not meant to be exhaustive:

1. Copying another individual’s homework or class work and presenting it as if it is your own.
2. Copying or soliciting information from a fellow student for purposes of answering questions on a quiz or test.
3. Stealing, buying, selling, or transmitting a copy of answers to any examinations or papers of any kind for any class.

Plagiarism - Plagiarism (papers, projects, or any assignment prepared for the class) shall include the following:

1. Omitting quotation marks or other conventional markings around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Replicating another student’s work or parts thereof and submitting it as an original.
4. Purchasing a paper and (mass) representing it as your own work.
5. Resubmitting a work that was prepared by the student for another class without the teachers’ permission.

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

1. The student will receive a zero (0) for the assignment.
2. The student will meet with the administrator.
3. The student may be suspended, or some other consequence given.
4. The parents will be notified.
5. A second offense in the same class may cause the student to fail that class for the nine-week period. A conference with the student, teacher, parent, and the administrator will be held.

I have read and understand the policy on “Academic Integrity Guidelines,” and I intend to maintain my integrity not cheating and plagiarizing materials. I understand the consequences of such actions.

Appendix B - STUDENT HARASSMENT, BULLYING, AND INTIMIDATION POLICY

It is the intent and policy of Buckhannon Christian Academy to maintain a safe learning environment that is free from harassment, bullying, and intimidation. Students are expected to conduct themselves in a Christ-like manner, and to demonstrate a level of respect and dignity toward others. BCA defines bullying as systematically and chronically inflicting physical hurt or psychological distress on someone. Bullying is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

I. Harassment, Bullying, and Intimidation

- A. Buckhannon Christian Academy prohibits any form of harassment, bullying, or intimidation among students of Buckhannon Christian Academy. Buckhannon Christian Academy will act promptly and confidentially to investigate all harassment and bullying complaints, whether verbal, written, or electronic, and will take appropriate disciplinary action based upon the results of the investigation.
- B. Examples of harassment, bullying, and intimidation are (but not limited to):
 - 1. Verbal/written/electronic: name calling, put downs, racist remarks, excessive or persistent teasing, threats, spreading rumors, sending inappropriate notes, texts, e-mails, and/or pictures via any form of media, including cell phone and/or the internet
 - 2. Physical: pushing, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing another student's property, rude gestures, initiating and/or forcing inappropriate touching
 - 3. Social: isolating a student from activities, ignoring, being unfriendly, or alienating others
 - 4. Psychological: acts that instill fear or anxiety in a student
 - 5. Any of the above acts that are inappropriate, severe, persistent, or pervasive enough that they create an intimidating, threatening, or abusive environment for another student.
 - 6. Bullying is never justified and is NOT excusable as "kids being kids" or "just teasing."
- C. The administrator shall develop such administrative procedures as necessary to implement this policy, including the establishment of a procedure for reporting, investigation, and a process of notifying all parties involved of the results of the investigation.

II. Potential Consequences

- A. Students found to be guilty of harassment, bullying, or intimidation may receive consequences as outlined in the Family Handbook, up to and including expulsion from school.
- B. Parents wishing to appeal disciplinary action shall make their appeal in writing to the Board of Directors within seven (7) days of the notification of a consequence.

III. Reporting and investigation:

- A. Anyone witnessing an occurrence of harassment, bullying, or intimidation is expected to report it to the teacher or adult who is supervising the students involved. If the adult is involved in any way, the incident can be reported to the school administrator, Guidance Counselor, or Elementary Principal. If the school administrator is involved, the incident should be reported directly to the Board of Directors.
- B. Any employee of Buckhannon Christian Academy who has been told of a possible incident of harassment, bullying, or intimidation will report the incident to his or her direct supervisor.
- C. All reported incidents will be investigated. Once an incident is reported, investigated, and verified as an occurrence of bullying or harassment, a written report will be made by the administrator and tracked for future reference. The consequences assigned will also be documented.

IV. Notification:

- A. The parents of those who are being accused of bullying will meet with the Administrator to discuss the allegations and possible consequences.
- B. The administrator will notify the parents of those who have been victimized to assure them appropriate action is being taken.

Appendix C - FUNDRAISING POLICIES

2200 Development/Fundraising

INTRODUCTION: Buckhannon Christian Academy seeks to honor the Lord through all of its development and fundraising activities. Biblical principles give us a clear picture of God's instructions about giving. The following policy guidelines are presented in light of these Biblical principles.

A. Guidelines for Fund-Raising and Development

1. Pray without ceasing. (1 Thess. 5:17)
2. Communicate the need. (2 Cor. 11:7-9, Ex. 25:1-3)
3. Do what is right. (2 Cor. 8:20, 21)
4. Do things decently and in good order. (1 Cor. 14:20)

B. The highest priority will be the development of “friends” of BCA who will see the value in the mission of the school and support that mission financially. These annual donors will become the basis of development activities to support the “Annual Fund” and any “Capital Campaigns” that may be pursued.

C. It will be the goal of the school to raise financial support that will be used for specific purposes other than general budget support. As the budget permits, development and fundraising activities by the school will be solely for capital needs, retirement of debt, and/or specific programs or personnel needs.

D. Giving through methods other than cash giving will be allowed. (i.e., land, stocks, life insurance, deferred gifts, annuities, etc.)

E. Organizations within the school may conduct various fund-raising projects to raise funds for their organization for a specific purpose that is of benefit to the school body: Each organization is responsible for organization and promotion of these fundraisers according to the following guidelines:

1. These fund-raising projects must be coordinated with and approved by the Administrator.
2. Promotion of these projects should be such that they do not interfere with regular giving to the school.
3. Organizations will be ordinarily limited to one school-wide project or campaign.
4. The funds will be used for areas not already covered by the budget.

F. Any outside organization that requests the use of the Buckhannon Christian Academy name being used in any commercial activity must be approved by the Board of Directors.

2210 Fund-Raising Sales Campaigns

Parents and students may be asked to participate in sales campaigns. Any sales campaign will include only items which would be considered consistent with the policies and philosophies of the school constitution and by-laws.

Appendix D - CHAPERONE FORM

Dear Chaperone,

We thank you for your willingness to chaperone our students. Supervision of students is sometimes a challenging yet rewarding experience. We are mainly concerned about the safety and well-being of our students. We expect our students to behave properly so that our school is well represented. We ask chaperones to always keep their group of students together and with them. Chaperones will not be permitted to bring other children with them so that they can devote their full attention to the safety of the students in their care.

Parent volunteers must also adhere to the school guidelines which encourage modest dress, prohibit the use of tobacco products, drugs and alcohol, profanity, etc. If you are willing to accept this responsibility, please sign and return this entire page to the school office.

Sincerely,

Aimee Payne
Administrator

Please return by: _____

I have read and understand the expectations of a parent volunteer/chaperone and will serve as a chaperone for this activity.

Parent Signature: _____

Date: _____

Appendix E - PHYSICIAN'S MEDICATION ORDER FORM

I. For completion by Parent/Guardian

Name of Student _____ Date of Birth _____
 Name of Parent/Guardian _____ Phone # _____
 Name of School _____ School Year _____

To the Parent/Guardian: I hereby request that authorized staff of Buckhannon Christian Academy administer prescribed medication as directed by the physician (Item II below). I have read the guidelines on the back of this form and assume the responsibilities as outlined.

Before a school, its agents, employees or representatives, can administer any medication to your child, you are required to sign the authorization form which signifies your request to have the medication administered, as well as your agreement to relieve the school, its agents or representatives of any responsibility resulting from the administering of said prescribed medication as set forth herein.

Parents/Guardian Signature: _____ Date: _____

II. For Completion by Authorized Prescriber (for medication given during school hours)

Drug(s)	Dosage (in mgs)	Time to be Given

Medication to be administered until the end of the school year unless date is specified here:

Route of administration _____
 (if administered by EpiPen, Inhaler, Nebulizer, etc., complete box below)

Possible side effects: _____

Diagnosis: _____

Medication by EpiPen, Inhaler, Nebulizer, etc.
 Type of device: _____ Specific directions
 for use: _____
 Student may carry inhaler if permitted by school policy: YES
 NO

Physician or other authorized prescriber signature required.

Physician's Signature: _____ Date: _____

NKDA: (No known drug allergies)
 ALLERGIC TO: _____

Physician's Printed Name: _____ Physician Phone Number: _____

Physician Address: _____

Appendix F - ACCEPTABLE USE OF ELECTRONIC RESOURCES AND INTERNET SAFETY POLICY

Buckhannon Christian Academy believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of the resources available through the Internet. Within the context of our mission statement, our students will be allowed to use the Internet as an aid to and in accordance with meeting the goals of our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- A wealth of additional resources for reference and research
- Consulting with experts in a variety of fields
- Communicating with other students and individuals in areas or situations they are studying
- Learning to conduct searches, evaluate resources, and locate relevant material
- Interacting with up-to-date primary sources

Buckhannon Christian Academy will do everything in its power to educate students in the methods for accessing the resources available through the Internet in an ethical and appropriate manner. This includes providing:

- A reliable connection that is protected by the best censorship software currently available to schools for this Internet. Software will block sites that are objectionable for content, language, and a variety of other reasons that the school defines as inappropriate. As an example; a site that will release personal information obtained from any person "visiting" that site.
- Supervision of students, by an adult, while they are using the Internet. The Internet connection will be unavailable for student use whenever there will not be adequate supervision.
- Training of students for the purpose of educating them as to the acceptable and unacceptable uses of the Internet. Students will be given general instruction for accessing the resources available on the Internet. They will be educated in the implementation and methods used to conduct a search for information within the Internet, downloading information from the Internet and printing a hardcopy of the information.

The Internet user is held responsible for his/her actions whenever using the Internet. School personnel have the authority to end an Internet session if they perceive a violation of the BCA's rules, mandates, or policies has occurred. Misuse or abuse of the Internet by a student will result in the suspension or revocation of these privileges as well as possible disciplinary action.

The Internet is provided as a service to further and/or complement the education of our students. In light of this priority, certain restrictions must apply. Current restrictions are as follow:

- The use of chat rooms, file transfer protocol, and games are prohibited.
- Material printed from the Internet will be printed at a cost to be determined by the administration.

Access to the Internet is a privilege for students, not a right. All students using the Internet will agree to adhere to the following Code of Ethics:

- I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will remain conscious that I represent Buckhannon Christian Academy while using the Internet. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with while on the Internet. I agree to follow Buckhannon Christian Academy’s basic rules, mandates, and policies for student use and conduct while accessing the Internet. I will strive to apply Philippians 4:8 to my electronic communications. “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things.”

In compliance with Federal, State, and Local laws and Policies, every student, employee and visitor of Buckhannon Christian Academy must agree to the provisions set forth in the Buckhannon Christian Academy Family Handbook and Upshur County School District Acceptable Use of Electronic Resources- Internet Safety Policy as approved by the Upshur County Board of Education on May 22, 2012 and the Buckhannon Christian Academy Board on March 22, 2022 to be granted access to computer and electronic resources including the Internet within the school system.

PARENT:

As the parent or guardian of a student attending Buckhannon Christian Academy, I have read and discussed this policy with my child. I understand that access to electronic resources is granted for the education purpose and is a privilege, not a right. I understand that Upshur County Schools and the State of West Virginia have taken precautions to eliminate exposure to objectionable material but that no system is foolproof and reported issues or problems will be addressed immediately. I understand that if my child is found in violation of any part of this policy, access to these resources may be revoked as well as other sanctions including administrative action, legal action and collection for damages resulting from abuse or neglect. This document remains in effect while enrolled at Buckhannon Christian Academy until revoked by parent or BCA representative.

Appendix G - CHROMEBOOK POLICY

Students and their parents/guardians are reminded that the use of Buckhannon Christian Academy technology is a privilege. All activity performed on any BCA-owned computer, network, or electronic communication device will be monitored by school authorities. Inappropriate use of school technology can result in limited use and/or disciplinary consequences. In addition, student Google Accounts are owned by Buckhannon Christian Academy and the content is monitored by the school. All students must comply with the Buckhannon Christian Academy for Internet and Network Access and Acceptable Use Policy. Students in grades fourth through eighth will be allowed to take home their Chromebooks and will be responsible for them. Elementary students are responsible for the proper care and handling of their Chromebooks but will not be allowed to take them home.

I. Chromebook Responsibilities

- A. Charge the Chromebook **every night** and bring a fully-charged Chromebook to school daily. A fully-charged Chromebook should allow for a full day of use in school.
- B. Chromebook lids should always be closed and tightly secured when the Chromebook is being moved.
- C. Chromebooks may not be left in an unsupervised location at any time.
 - 1. Unsupervised areas include the school grounds and campus, computer labs, gymnasium, library, unlocked classrooms, restrooms, and hallways.
 - 2. Any Chromebook left in these areas is in danger of being damaged or stolen
 - 3. If an unsupervised Chromebook is found, notify a staff member immediately.
- D. Use of the protective case provided by BCA is required.
- E. Personalization of the Chromebook or case is not allowed.
 - 1. This includes but is not limited to: drawings, stickers, tape, or labels that were not placed by BCA.
 - 2. Background images, screensavers, and any other images on the device must be appropriate and not contain references to weapons, guns, inappropriate language, alcohol, drugs, gang symbols, or pictures. Disciplinary action will be taken as a result of inappropriate graphics.
- F. Damaged, lost, or stolen Chromebooks must be reported to a teacher immediately.
- G. Installing applications or any other software onto Chromebooks is not acceptable.
- H. Tampering with hardware or software, and attempting to enter, vandalize, or destroy the Chromebook or files within is not allowed.
- I. Instances of cyberbullying, personal attacks, or threats must be reported to their teacher immediately.
- J. Copyright laws regarding all media including text, images, music, and video must be followed. Downloading, sharing, or posting illegally obtained materials is a violation of the Acceptable Use Policy.
- K. Students will make the Chromebook available for inspection upon request.
- L. If devices are left at home students will be allowed to phone their parent/guardian to bring them to school. If they are unable to contact parents, the student may have the opportunity to use a loaner Chromebook or similar device from BCA **if one is available**.

- M. General care and maintenance of the Chromebook is the responsibility of the student.
 - 1. No food or drink should be near the Chromebooks.
 - 2. Use care when inserting cables, cords, and any removable storage devices into the Chromebook.
 - 3. Use only the protective case provided by BCA.
 - 4. Do not lift or carry the Chromebook by the screen as this can cause damage to the screen or hinge. Always close the Chromebook before carrying it.
 - 5. Do not use liquid to clean the Chromebook. Use a dry, soft, lint-free cloth to clean the Chromebook.
 - 6. Do not leave the Chromebook in heated areas for extended periods of time (such as a hot car).
 - 7. Place the Chromebook on a flat, stable surface when in use.
- N. Chromebooks must be returned in the following manner:
 - 1. Students leaving Faith Christian Academy must return their Chromebook, charger, and case to the school on the last day of attendance.
 - 2. All Chromebooks will be collected during the last week of school. Students must return their Chromebook, charger, and case in good condition.
 - 3. If supplies are not returned, students will be responsible for the replacement cost of the Chromebook, charger, and case.

II. Chromebook Consequences

A. Students are responsible for the daily care and maintenance of the Chromebook.

- 1. If a Chromebook is in need of repair, please report damage to a teacher immediately.
- 2. If a Chromebook is lost or stolen, the student is responsible for reimbursing the school for the device.
- 3. If a Chromebook is inoperable, BCA will have a limited number of spare devices for use while a Chromebook is in repair. **All items in the agreement remain in effect for the loaner devices.**
- 4. All damage that occurs to a student’s Chromebook is the financial responsibility of the student and their family.
- 5. Repair to a Chromebook that is damaged will be charged at the actual cost of repair parts and labor. Chromebooks damaged beyond repair will require a full Chromebook replacement.

B. Repair/Replacement costs are as follows (subject to change):

Full Chromebook Replacement \$250	Camera \$20
LCD Screen \$50	Keyboard/Palm Rest \$50
LCD Bezel \$20	Charger \$15
Display Hinges \$20	Key (per key) \$5
Chromebook Case \$50	

*Prices are taken from [Global Direct Parts](#) and may change without notice C. Chromebook Technical Support: **ALL REPAIRS** must be completed by BCA staff or a professional chosen by BCA staff. Limited

technical support will be available on-site. Services provided include the following:

1. Hardware maintenance and repairs
2. Password resets
3. User account support
4. Coordination and completion of warranty repairs
5. Distribution of loaner Chromebooks (if available)

**Appendix H - ARTICLES OF ASSOCIATION OF THE BCA WARRIOR FAMILY
FELLOWSHIP (PTO/PTA)**

Article I

The Name:

The name of the association shall be the Warrior Family Fellowship.

Article II

Statement of Purpose:

The Fellowship shall provide a framework in which both parent and teacher, through a mutual understanding of the challenges and rewards involved in Christian education and of the needs of children, may work together to encourage and promote intellectual, spiritual, physical and emotional maturity.

Article III

Membership:

The membership of this organization shall consist of parents, grandparents, and interested friends of students enrolled at Buckhannon Christian Academy. Members of the faculty, staff and coaches shall be members by virtue of their position. Each member present shall be entitled to one vote on each matter submitted to the general membership. Simple majority shall rule.

Article IV

Executive Board:

Section 1: The Executive Board shall consist of the Administrator (as an ex-officio member), the four (4) elected officers, and one faculty member.

Section 2: Meetings of the Executive Board shall be scheduled by the President. The President shall preside over these meetings.

Article V

Officers and Elections:

Section 1:	The officers of the club shall consist of a President, Vice-President, Secretary and Treasurer. The term of office shall be one (1) year.
Section 2:	The officers shall be elected by written ballot annually at the spring meeting. If there is only one (1) nominee for any one office, election for that office may be by voice vote.
Section 3:	Elected officers shall assume their official duties on July 1, but shall serve in conjunction with current officers following the close of the spring meeting.
Section 4:	A person shall not be eligible to serve more than three (3) consecutive terms in the same office.

<p>Section 5:</p>	<p>A nominating committee consisting of the president, a past president and a delegate-at-large will meet in March to devise a list of nominees for each office. Suggestions for nominees may be made to the committee by any member providing the person being nominated has consented to allow his/her name to stand in nomination. The list of nominees will be presented to the Nominating Committee of the Board. The Nominating Committee of the Board will then present the list to the BCA School Board for approval. It is desired that the Nominating Committee shall present at least two (2) candidates for each office.</p>
<p>Section</p>	<p>All officers shall be members of the Warrior Family Fellowship who have given evidence of being a born again believer in Jesus Christ, who have a good Christian Testimony in their home churches and in the community at large. Since they represent BCA and this organization, they should be persons of good moral character and reputation. They must have the recognizable abilities to fulfill their offices and have a commitment to the Christian school philosophy and this organization. They must be willing to commit themselves for the time needed to fulfill the duties of their offices. It is desirable that all the officers attend different churches to properly represent this organization.</p>
<p>Section 7:</p>	<p><u>President</u></p> <ul style="list-style-type: none"> A. Shall preside at all meetings of the Executive Board and general meetings. B. Schedule said meetings as deemed necessary. C. Shall be responsible to conduct the affairs of the BCA Family Fellowship and the Executive Board, in a manner consistent with the authority and responsibility pertaining to his office. D. He shall be an ex-officio member of all standing committees. E. The chairpersons of all standing committees shall report to, and be under the authority of the President. <p><u>Vice President</u></p> <ul style="list-style-type: none"> A. Shall coordinate with the administration all scheduled academic events for meetings. B. Shall coordinate with the administration awards for all students who excel on a local, county or state level. C. Make the membership aware of any academic items needed by the school faculty. D. Carry out any such duties as assigned by the President. E. Shall act in the absence of the President.
<p>Section 8:</p>	<p><u>Secretary</u></p> <ul style="list-style-type: none"> A. Shall give notice of all meetings of the Executive Board and the Fellowship.

	<p>B. Shall attend all such meetings and keep a true and accurate record of all procedures.</p> <p>C. Carry out any such duties as assigned by the President.</p>
Section 10:	<p><u>Treasurer</u></p> <p>A. Shall have custody of all records and funds.</p> <p>B. Shall keep a full and accurate account of receipts and expenditures.</p> <p>C. Make disbursements as authorized by the general membership and Executive Board.</p> <p>D. Shall present a financial statement at every meeting and verify the organization's books with the school's bookkeeper on a monthly basis.</p> <p>E. Deposit all funds into a designated account.</p> <p>F. Carry out such duties as assigned by the president.</p> <p>G. The account shall be audited or reviewed annually by the same accounting firm that represents the School Board.</p> <p>H. All financial records should be permanent.</p>
Section 11:	A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Article VI

Fiscal Year:

The fiscal year of this fellowship shall begin on the first day of July each year.

Section 1:	There shall be two (2) standing committees with a selected chairperson responsible for organizing and overseeing the activities of the committee.
Section 2:	<p>These committees are: Fundraising and Activities</p> <p><u>Fundraising Chairperson</u></p> <p>A. Shall Be under the guidance of the President and the BCA Fundraising Committee. All fundraising activities will be coordinated with the fundraising committee of the BCA school board.</p> <p>B. Shall Design, organize, implement and coordinate all BCA Family Fellowship sponsored fundraising activities.</p> <p>C. Shall be responsible for recruiting committee members to assist in the discharge of the duties and responsibilities of the committee.</p> <p><u>Activities Chairperson</u></p> <p>A. Shall be under the guidance of the President and be responsible for promoting and supporting all academic activities at Buckhannon Christian Academy.</p>

	<p>B. Coordinate with the principals at the elementary and secondary divisions a system of honoring academic achievement.</p> <p>C. Seek to encourage and promote more fine arts activities among all BCA students.</p>
Section 3:	The committees shall keep regular minutes of their proceedings and report the same to the fellowship when requested.

Article VII

Meetings:

Section 1:	Meetings shall be scheduled by the Executive Board and placed on the school calendar. Executive Board members shall be in attendance at all Warrior Family Fellowship meetings.
Section 2:	All meetings shall be run in accordance with Roberts Rules of Order.

Article VIII

Amendments:

Recommended changes to these articles must be approved by a simple majority of the members of the Warrior Family Fellowship Board of Directors who are present and voting at a given meeting. Those changes must then be presented to the BCA School Board for their approval. A simple majority of the BCA School Board is needed to approve the recommended changes.

Appendix I - Parent/Student Agreement

1. **Privilege of Attendance:** I/We understand that my/our child's attendance at Buckhannon Christian Academy is a privilege and not a right. If at any time my/our child's conduct, academic progress or cooperation with the School's authorities is not in keeping with the School's requirements or regulations, I/we understand that the administrator reserves the right to expel my/our child. Further, I/we agree that in the event that I/we cannot continue to support Buckhannon Christian Academy relating to the progress of my/our child, I/we agree to withdraw my/our child from Buckhannon Christian Academy in a quiet and orderly fashion. I/we understand and accept that if I/we withdraw or are requested to withdraw my/our child, no refund of registration fees or used tuition will be made.
2. **Continuous Enrollment:** I/We understand that once our child is accepted into Buckhannon Christian Academy that their enrollment will be continuous each year until they graduate or until I alert the school that they will be withdrawing or until Buckhannon Christian Academy determines that our child is no longer eligible for enrollment at the school. Enrollment fees may still apply.
3. **Acceptance of Handbook:** As a parent/guardian, I/we accept all regulations of the School as presented in the *Buckhannon Christian Academy Family Handbook* (incorporated by reference as if fully set forth herein), including the *Buckhannon Christian Academy Statement of Buckhannon and Biblical Code of Conduct*, and fully support the School Board, administration and staff in observance of such regulations and Doctrine and support the Christian learning environment created by Buckhannon Christian Academy.
4. **Volunteers:** Buckhannon Christian Academy requires all volunteers who may have direct and possibly unsupervised contact with students to complete a "volunteer application" and submit to varying levels of background checks. I/we agree that if I/we desire to "volunteer" in these capacities (including, but not limited to, chaperoning field trips and serving in a classroom) I/we will be required to meet the criteria of a "biblical role model" as defined by scripture and Buckhannon Christian Academy board policy. I/we agree to read the "Volunteer Policy" and complete a "Volunteer Application" before volunteering for the school.
5. **Student Discipline:** I/We authorize Buckhannon Christian Academy to employ such love-motivated discipline as it deems wise and expedient for my/our child in accordance with the standards the school sets for itself.
6. **Tuition and Fees:** I/We agree to pay all tuition and fees within the requirements outlined in the *Buckhannon Christian Academy Family Handbook*. I/We understand and agree that all fees are paid directly to Buckhannon Christian Academy and are **NON-REFUNDABLE**. I/We agree to strive Buckhannonfully to meet our tuition obligation every month in which it is due. I/We understand that once our July payment (1/12 of total tuition due) is made, that payment is non-refundable. We also understand that the August tuition payment becomes non-refundable once our child attends at least one day of school. I/We understand that if I/we drop our children off

before the official school day begins, or pick them up after the official school day ends, we will be charged for Before/After Care at a nominal cost per half hour or fraction thereof, per child.

7. **School Activities:** In submitting this application for my/our child, it is my/our desire to have him/her attend Buckhannon Christian Academy this year. I/We give permission for my/our child to take part in all school activities, including sports and school-sponsored field trips away from school premises, and absolve the school from any liability to us/me or my/our child because of any injury to my/our child at school or during any school activity. In case of an accident, allergies or serious illness, I/we request the school to contact me/us but we also waive and release Buckhannon Christian Academy from any liability in regards to these circumstances. I/We hereby authorize Buckhannon Christian Academy; its staff, or volunteer to administer first aid as needed during the school day for our children. We also give consent on behalf of our children to any emergency first aid or medical care by any physician, nurse, hospital, or attendant that is deemed necessary or expedient by said physician, nurse, hospital, or attendant as a result of any involvement in activities during the school day. If Buckhannon Christian Academy is unable to contact me/us or the provided emergency contact when circumstances indicate immediate action is required, the school may make whatever arrangements are required in its best judgment.
8. **Release of Students:** I/We hereby attest that I/we have legal physical custody of my/our child and that no other person has legal physical custody of the student. I/We acknowledge and agree that Buckhannon Christian Academy may release the child to the custody of any person possessing legal physical custody of the student and to any person duly authorized **in writing** by any person possessing legal physical custody of the student.

I/We promise to notify Buckhannon Christian Academy immediately in writing of any change regarding which persons have legal physical custody of the student and any change regarding the authority of Buckhannon Christian Academy to release the student to the persons designated above. Additionally, I/we promise to notify Buckhannon Christian Academy immediately in writing of the existence of any custody dispute involving the child, including any custody dispute existing at the time of this Agreement.

9. **Christian Conflict Resolution:** In the highly unlikely event that I/we are ever unable to resolve a dispute with Buckhannon Christian Academy, I/we agree to attempt to resolve the dispute without litigation. By signing this Agreement, I/we agree with Buckhannon Christian Academy that any claim or dispute arising from or related to this agreement and my/our child's attendance at Buckhannon Christian Academy shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, (www.iccpeace.com).

I/We will attempt to mediate and resolve all disputes within Buckhannon Christian Academy structure as outlined in the *Buckhannon Christian Academy Family Handbook*. However, if mediation is not reached then we will mutually agree to an outside arbitrator or if I/we cannot agree then one will be picked by The Institute for Christian Conciliation. Judgment upon an

arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods **shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes**, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of West Virginia and venue for mediation/arbitration will be in Berkeley County, West Virginia. Of course, Buckhannon Christian Academy is required to maintain certain insurance policies. Therefore, this conflict resolution provision is conditioned upon agreement by the school's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by Buckhannon Christian Academy.

8. **Indemnification:** I/We agree and promise to indemnify Buckhannon Christian Academy against any damages arising from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify Buckhannon Christian Academy pursuant to the promises set forth in the preceding paragraphs.

10. Buckhannon Christian Academy is required by law to communicate the following statement:

In compliance with the regulations of the Federal Code (40 CFR §§763.93[g] [4] and 763.84[f]), notice is hereby given that *Buckhannon Christian Academy* has been inspected and found asbestos-free. In addition, *Buckhannon Christian Academy* has established and maintains an asbestos abatement management plan, a copy of which is available for inspection by contacting the plan administrator.

The *School Board* of *Buckhannon Christian Academy* has appointed Allison Skinner, Office Manager, as the plan administrator and has instructed that copies of the management plan be kept in the school office. Anyone wishing to inspect the school's management plan may do so by contacting:

***Allison Skinner, Office Manager
Asbestos Abatement Management Plan Administrator
Buckhannon Christian Academy
537 Brushy Fork Road
Buckhannon, WV 26201
(304) 460-5667***

By signing this Agreement, the undersigned agrees that they have read, understand and agree to be bound by this Agreement and the Buckhannon Christian Academy Family Handbook including but not limited to the Statement of Buckhannon, Biblical Code of Conduct and Christian Conflict Resolution clause and I/we have read, understand and agree to be bound by all BCA policies. NOTE: The Parent or Parents who have the educational decision making rights for the child must sign this agreement.

_____ Date: _____
(Signature of Student, Grade 3-8)

_____ Date: _____
(Signature of Father/Guardian)

_____ Date: _____
(Signature of Mother/Guardian)