

***Baytown Christian Academy***  
**PK - 12<sup>th</sup> Grade**  
**Student / Parent Handbook**



**5555 North Main**  
**Baytown, Texas 77521**

[www.gobca.org](http://www.gobca.org)

**2016 - 2017**



## Baytown Christian Academy Mission Statement

*“Teaching the Mind, Reaching the Heart”*

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

### Letter from the Headmaster

Dear Parents and Students:

Welcome to School Year 2016-2017! Realizing that education is a team effort, we at BCA are certain that students, parents, teachers, and other staff members are all working together to make this a successful year for everyone.

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

This handbook is intended to be in harmony with Baytown Christian Academy Board policies and the Student Covenant. Although the handbook is updated yearly, policy adoption and revision may occur throughout the year. Changes to policy and other rules will be communicated to parents and students with the expectation the new rules be followed by all.

We encourage you and your child to read this handbook together. Please sign the “Acknowledgement of Receipt of Handbook” form located on the last page of this handbook and return it to your child’s first period teacher. If you or your child has questions about any of the material in this handbook, please contact any administrator.

Sincerely,



Al Richard  
Headmaster

## Baytown Christian Academy Administrative Team 2016-2017

We at Baytown Christian Academy believe that educating the total child is best achieved when the home, school, and church work in a dynamic partnership. We are pleased to have your family in the BCA community. We appreciate your prayers, your presence, your gifts, and your support. Together we can make a difference. Throughout this school year, you are invited to call the office at 281-421-4150 to contact any member of the administration with suggestions and/or questions. Below is contact information for Baytown Christian Academy's administrative team:

Al Richard	Headmaster	<a href="mailto:arichard@gobca.org">arichard@gobca.org</a>
Andrea Case	Dean of Grammar / Logic	<a href="mailto:acase@gobca.org">acase@gobca.org</a>
Dr. Claudiu Cimpean	Dean of Rhetoric	<a href="mailto:ccimpean@gobca.org">ccimpean@gobca.org</a>
Dr. Gary Holmes	College Liaison	<a href="mailto:gholmes@gobca.org">gholmes@gobca.org</a>

## Baytown Christian Academy Fight Song

*Fight on, Bulldogs, fight on to victory  
For the Blue and White!  
We will sing of triumph and glory  
For our team tonight!  
You will hear the bark of the Bulldogs  
Every time we play!  
Hustle up and muscle up and  
Fight on to victory – B – C – A!*



# TABLE OF CONTENTS

## CLASSICAL CHRISTIAN EDUCATION PHILOSOPHY

Foundational Principles / Educational Principles . . . . .	8
Biblical Principles / History / Goals . . . . .	9
Administration and Teaching Staff . . . . .	9
Admission Information . . . . .	10
Spiritual Lifestyle and Conduct . . . . .	10
Convictions of Conduct . . . . .	11
Learning Environment . . . . .	12
BCA’s Universally Prohibited Activities . . . . .	12
Accountability for Conduct Violations . . . . .	13

## ACADEMICS

Academic Disciplines Studied at BCA . . . . .	14
End-of-Year Recognitions . . . . .	15
Retention Policy – Grammar / Junior High . . . . .	16

## COURSE CREDIT FOR HIGH SCHOOL GRADUATION

General Information . . . . .	16
Attendance Requirement for Course Semester Credit . . . . .	16
Class Scheduling Requirements . . . . .	16
High School Grade Classification Policy . . . . .	16
Required Course Recovery or Replacement . . . . .	17
Academic Probation . . . . .	17
Failed First Semester of Foreign Language Course or Math Course . . . . .	17
Summer School Credits . . . . .	17

## SEMESTER EXAM EXEMPTIONS

General Information . . . . .	18
Number of Exemptions Allowed . . . . .	18
Exemption Criteria . . . . .	18

## FORMAL GRADE REPORTS

Grammar: Pre-Kindergarten and Kindergarten . . . . .	18
Grammar: First Grade through Fifth Grade . . . . .	18
Logic: Sixth Grade through Eighth Grade . . . . .	19
Rhetoric: Ninth Grade through Twelfth Grade . . . . .	19

## PROGRESS REPORT AND REPORT CARD STANDARD

Grammar: Pre-Kindergarten and Kindergarten . . . . .	19
Grammar: First Grade through Fifth Grade . . . . .	19
Logic: Sixth Grade through Eighth Grade . . . . .	19
Rhetoric: Ninth Grade through Twelfth Grade . . . . .	20
Report Cards – Pre-Kindergarten and Kindergarten . . . . .	20
Report Cards – First Grade through Fifth Grade . . . . .	20
Report Cards – Sixth Grade through Twelfth Grade . . . . .	20

**HIGH SCHOOL GRADUATION INFORMATION**

Calculation / Reporting of Class Rank . . . . .	20
Participation in Graduation Ceremony . . . . .	21
Graduation Criteria . . . . .	21
Graduation Program / Diploma Options . . . . .	22
Parallel Graduation Program Chart . . . . .	23
Grade Point Average (GPA) . . . . .	24
Weighted GPA Scale for Class Ranking Purposes . . . . .	24
Classes Earning Weighted Grade Points . . . . .	25
Dual Credit at Lee College . . . . .	25
Determination of Valedictorian and Salutatorian . . . . .	26
Exact GPA Tie for Valedictorian / Salutatorian . . . . .	26
Class Ranking for Top Ten Percent for College Admissions . . . . .	26
Graduation Regalia . . . . .	27
Standardized Testing . . . . .	27

**ATTENDANCE POLICIES**

General Information . . . . .	28
Immunization Requirements . . . . .	29
Absence Due to Personal Illness of Student . . . . .	29
Absence Guidelines for Extracurricular Activities . . . . .	29
Absence Guidelines for College Days . . . . .	29
Absent Due to Family Hardships or Emergencies or Extenuating Circumstances. . . . .	30
Absent Due to Professional Services / Appointments. . . . .	30
Absent Due to Pre-Approved Family Vacation . . . . .	30
Absent Due to Pre-Approved School Activity. . . . .	30
Absenteeism – Teacher’s Method of Recording . . . . .	31
Absence Coding – Change Unexcused Absence to Excused Absence . . . . .	31
Format for Written Parent Note Following an Absence . . . . .	31
Common Illness Procedures Followed by BCA . . . . .	31

**EXTENDED DAY SERVICES**

General Information . . . . .	32
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**OTHER BCA POLICIES AND PROCEDURES**

Before School Morning Drop Off for PK-4 through 2 <sup>nd</sup> Grade Students . . . . .	33
Before School Morning Drop Off for 3 <sup>rd</sup> Grade through 12 <sup>th</sup> Grade Students . . . . .	33
Cell Phones / Electronic Learning Devices . . . . .	33
Chapel . . . . .	34
Cheating . . . . .	34
Checking In or Out of School . . . . .	34
Classroom Rules and Consequences . . . . .	34
Classroom Visitors . . . . .	35
Demerit System – Logic & Rhetoric. . . . .	35
Demerit Consequence Chart . . . . .	35
Dismissal Procedures – After School . . . . .	36
Dismissal Procedures – During the School Day . . . . .	36
Dress Code . . . . .	37
Driving on Campus / Transporting Non-Siblings . . . . .	41
Extracurricular Eligibility . . . . .	41
Field Trips . . . . .	42
Field Trip Safety . . . . .	42
Fighting / Physical Conflicts . . . . .	42
Food and Drink Policy . . . . .	43

Half-Day Absences	.	.	.	.	.	.	.	.	43
Homework	.	.	.	.	.	.	.	.	43
Late Work Policy / Penalty	.	.	.	.	.	.	.	.	44
Library	.	.	.	.	.	.	.	.	44
Lockers	.	.	.	.	.	.	.	.	44
Lunch Visitors	.	.	.	.	.	.	.	.	44
Make-Up Work Due to an Excused Absence.	.	.	.	.	.	.	.	.	44
Make-Up Work Due to an Unexcused Absence	.	.	.	.	.	.	.	.	44
Medication Policy	.	.	.	.	.	.	.	.	45
Monday Folders (PK4 – 5 <sup>th</sup> Grade)	.	.	.	.	.	.	.	.	45
National Honor Society	.	.	.	.	.	.	.	.	45
National Junior Honor Society	.	.	.	.	.	.	.	.	45
Parent / Teacher Communication	.	.	.	.	.	.	.	.	45
Parent Involvement	.	.	.	.	.	.	.	.	46
Physical Education Participation	.	.	.	.	.	.	.	.	46
Possession, Illegal Use, or Sale of Drugs	.	.	.	.	.	.	.	.	46
Possession of Weapons / Illegal Items	.	.	.	.	.	.	.	.	46
Selling of Non-School Products	.	.	.	.	.	.	.	.	46
Skateboards / Hover Boards / Scooters / Bicycles	.	.	.	.	.	.	.	.	46
Tardy Policies	.	.	.	.	.	.	.	.	47
Tardy Consequences	.	.	.	.	.	.	.	.	48
Transcript Requests	.	.	.	.	.	.	.	.	48
Truancy	.	.	.	.	.	.	.	.	48
Vandalism	.	.	.	.	.	.	.	.	48
Withdrawing a Student	.	.	.	.	.	.	.	.	48
Student Covenant	.	.	.	.	.	.	.	.	49
Acknowledgement of Receipt of Handbook	.	.	.	.	.	.	.	.	50

# THE EDUCATIONAL PHILOSOPHIES OF BAYTOWN CHRISTIAN ACADEMY

## **Our Foundational Principles**

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

## **Our Educational Principles**

Baytown Christian Academy promotes high academic standards while helping each student to achieve skills in creative and critical thinking, using the best integrated curriculum available. The objective of our instructional program is to enable each student to pursue a post-secondary education of his choosing, whether in college, university, vocational training, or service in the United States military.

1. Baytown Christian Academy provides a learning environment characterized by a wholesome setting. Each student is expected to be respectful and attentive, to put forth substantial effort, to conform to reasonable rules, and to behave in such a way that will enhance his own individual learning as well as other students' learning.
2. Baytown Christian Academy encourages each student to understand and appreciate the democratic values of our state and nation.
3. Baytown Christian Academy employs faculty and staff who serve as role models in their Christian walk and who are maturing in both their professional lives and Christian faith.
4. Baytown Christian Academy's staff has a loving concern for each student. Caring adults are always available to work with the individual student and the student's family in resolving difficulties.
5. Baytown Christian Academy encourages the home, the church, and the school to complement each other in challenging each student to excellence for the glory of God.
6. Baytown Christian Academy does not discriminate on the basis of gender, race, color, or national and ethnic origin in providing educational services.



## **Our Biblical Principles**

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

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

## **Our History**

- Baytown Christian Academy is an independent, nonprofit Texas corporation founded in 1979.
- Baytown Christian Academy is a Christian school dedicated to the development of moral character, the strengthening of spiritual lives, and the intellectual growth of each student.
- Baytown Christian Academy is a member of the Texas Private Schools Association (TPSA).
- Baytown Christian Academy holds membership in the Texas Association of Private and Parochial Schools (TAPPS) for extracurricular participation.
- Baytown Christian Academy is accredited through the Texas Alliance of Accredited Private Schools (TAAPS).

## **Our Goals**

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

## **Administration and Teaching Staff**

The administration—under the direction and oversight of Baytown Christian Academy’s school board—has the responsibility of formulating and administering the curriculum, supervising and evaluating teachers, planning financial accountability, and authorizing and monitoring student

activities. The school is staffed by teachers who believe in the principles of Christian education and are committed to excellence in their respective content areas and who actively participate in professional growth and development.

### **Admission Information**

Baytown Christian Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. The process of enrollment at Baytown Christian Academy prior to final acceptance is as follows:

- Submission of properly completed application, health forms, up-to-date immunization record, last report card, and payment of the registration fee.
- Parent(s) and student(s) are interviewed by administrative personnel.
- Since academic evaluation is a necessary component of the admissions process, testing services will possibly be made available at the parent's expense through a testing company such as Educational Records Bureau (ERB) if previous records cause concern or are not available.
- Administration evaluates incoming students' academic records to determine credits and needs based upon Baytown Christian Academy standards.
- A transferring student who is classified as a senior may not enroll unless he has passed all aspects of the State of Texas Assessment of Academic Skills (STAAR) if that test is required by his previous school.
- Second semester seniors are not admitted unless administrative review indicates special circumstances.
- The administration assesses the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline and attendance policies.
- During the interview, the administration provides a description of the school's activities and answers questions that arise. Following the interview, a member of the staff conducts a tour of the school facilities. Classroom visits are permissible upon request and with prior arrangement.
- When the information for the student is complete, the parents are informed of the admission decision.
- Baytown Christian Academy retains the right to accept or deny admission to the school based on test scores, academic grades, references, interviews, and/or behavior(s) that may disrupt the harmony and well-being of the school.
- Admission decisions fall into three categories: Admission, Probationary Admission (may include conditions such as tutoring, summer school, mentoring, repeating a grade, etc.), and Denied Admission.
- Denied Admission does not prohibit a student from applying at a later time if deficient areas are corrected.
- Students in grades 6-12 must sign and adhere to the Baytown Christian Academy Student Covenant.
- Parents make financial arrangement pertaining to tuition and other fees with BCA's financial officer.

### **Spiritual Lifestyle and Conduct**

All students in grades 6-12 are required to sign a Student Covenant. Failure to do so will result in the student being withdrawn from Baytown Christian Academy.

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

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

Students are expected to live by a biblical standard of behavior, which is consistent with the principles of conduct encouraged by the Christian community. Any time that students are at Baytown Christian Academy or a Baytown Christian Academy function, they must refrain from the following activities:

- Dressing immodestly (as determined by campus administration)
- Using illegal drugs
- Drinking alcoholic beverages
- Using any form of tobacco or electronic smoking devices
- Participating in immoral activities (as determined by campus administration)
- Swearing or using language that is unbecoming of a Christian
- Telling jokes or stories with inappropriate content
- Practicing racial discrimination or joking
- Practicing acts of dishonesty (i.e. cheating, lying, slandering others, etc.)
- Using cell phones or other electronics inappropriately (as determined by campus administration)

Students are encouraged to avoid compromising situations that may give the appearance of being involved in any of the activities listed above. Students who knowingly practice activities such as the ones listed above may face withdrawal from Baytown Christian Academy.

### **Convictions of Conduct**

All discipline performed at Baytown Christian Academy is based on five basic convictions which the school attempts to instill in the students. A student who receives consequences for misbehavior is disciplined for having failed to demonstrate an acceptance of at least one of the five convictions—respect for God, respect for authority, respect for others, respect for property, and respect for school rules.

#### **Respect for God**

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

#### **Respect for Authority**

Respect for God leads to respect for authority.

## **Respect for Others**

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

## **Respect for Property**

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

## **Respect for School Rules**

At Baytown Christian Academy, there are some unique rules designated to promote our goals and purposes that do not apply to other areas of life. Such rules include BCA's dress code, classroom procedures, absence notes, recorded tardies, etc. A student who consistently refuses to respect and abide by the school rules will be suspended and placed on Disciplinary Probation. Continued insubordination of school rules will result in withdrawal of the student from Baytown Christian Academy.

## **Learning Environment**

To maintain a general environment that is conducive to maximum learning, Baytown Christian Academy's students are required to abide by basic behavioral standards during school hours and at extracurricular events involving BCA. Standards with an asterisk are in effect any time a student is on BCA premises or at any BCA activity.

## **BCA's Universally Prohibited Activities**

- Inappropriate Loud and Disruptive Speech (yelling) \*
- Running (inside the building) \*
- Throwing objects \*
- Tardiness (to school and class)
- Writing, passing, and/or reading notes
- Displaying inappropriate public displays of affection (PDA) \*
- Chewing gum
- Taking food and/or drink into classrooms or hallways
- Inappropriate use of electronics
- Leaving personal belongings on hallway and classroom floors
- Sleeping in class
- Refusing administration/teachers the right to inspect personal and/or school property—including desks, lockers, backpacks, purses/wallets, etc. \*
- Personal grooming in class
- Arriving unprepared for class
- Intruding in teachers' personal spaces - including desks, briefcases, grade books, purses, wallets, etc. \*
- Sitting at teachers' desks
- Using teachers' computers \*
- Participating in immoral and illegal activities \*

## **Accountability for Conduct Violations**

Students enrolled at BCA are held accountable for the discipline standards of the school through various levels of consequences. The range of consequences administered and the behavior examples that follow are not intended to be all-inclusive.

- Demerits (for minor infractions such as being unprepared for class, excessive talking, tardies)
- Assignment to After-School Detention (for accumulated demerits and offenses deemed more severe than demerit-level offenses such as violation of electronic media and driving policies)
- Assignment to In-School Suspension (for accumulated demerits and severe violations such as truancy, insubordination, profanity, cheating/plagiarism)
- Assignment to Home Suspension (for more-severe violations such as fighting or possession / use of tobacco products)
- Expulsion (for most-severe violations of conduct standards such as possession / distribution / use of drugs, assault, weapons, or criminal activity on or off school premises)



**The contents of this Parent / Student handbook are reviewed and approved annually by the BCA Board of Trustees. The administrative staff of BCA has the authority of the Board to amend or add guidelines covering student expectations and consequences during the school year as deemed necessary and appropriate. Any changes will be disseminated through public address announcements to students, direct verbal communication during student assemblies, and / or e-mail communication with parents.**

# ACADEMICS

## Academic Disciplines Studied At BCA

### Grammar School: Pre-Kindergarten through Grade 5

<p style="text-align: center;"><b>PK4</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Music</li> <li>● Art</li> <li>● PE</li> </ul>	<p style="text-align: center;"><b>Kindergarten</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Music</li> <li>● Art</li> <li>● PE</li> </ul>	<p style="text-align: center;"><b>1<sup>st</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Music</li> <li>● Art</li> <li>● PE</li> </ul>	<p style="text-align: center;"><b>2<sup>nd</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Music</li> <li>● Art</li> <li>● PE</li> </ul>
<p style="text-align: center;"><b>3<sup>rd</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Latin</li> <li>● Music</li> <li>● Art</li> <li>● PE</li> </ul>	<p style="text-align: center;"><b>4<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Latin</li> <li>● Music</li> <li>● Art</li> <li>● PE</li> </ul>	<p style="text-align: center;"><b>5<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Latin</li> <li>● Music</li> <li>● Art</li> <li>● PE</li> </ul>	

### School of Logic: Grade 6 through Grade 8

<p style="text-align: center;"><b>6<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Latin</li> <li>● Band</li> <li>● Art</li> <li>● Health</li> <li>● PE</li> </ul>	<p style="text-align: center;"><b>7<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Latin</li> <li>● Logic</li> <li>● Band</li> <li>● Art</li> <li>● Health</li> <li>● PE</li> </ul>	<p style="text-align: center;"><b>8<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>● Bible</li> <li>● Language Arts</li> <li>● Mathematics</li> <li>● Social Studies</li> <li>● Science</li> <li>● Latin</li> <li>● Logic</li> <li>● Band</li> <li>● Art</li> <li>● Health</li> <li>● PE</li> </ul>
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## School of Rhetoric: Grade 9 through Grade 12

<p style="text-align: center;"><b>Language Arts</b></p> <ul style="list-style-type: none"> <li>● English I—Classical Lit</li> <li>● English II—World Lit</li> <li>● English III—American Lit</li> <li>● English IV—British Lit</li> <li>● Speech</li> <li>● Yearbook</li> <li>● Journalism</li> </ul>	<p style="text-align: center;"><b>Mathematics</b></p> <ul style="list-style-type: none"> <li>● Algebra I</li> <li>● Geometry</li> <li>● Math Models</li> <li>● Algebra II</li> <li>● Honors Algebra II</li> <li>● Pre-Calculus</li> <li>● Calculus AB</li> <li>● Calculus BC</li> </ul>	<p style="text-align: center;"><b>Science</b></p> <ul style="list-style-type: none"> <li>● Biology I</li> <li>● Chemistry</li> <li>● Environmental Science</li> <li>● Anatomy &amp; Physiology</li> <li>● Conceptual Physics</li> <li>● Physics</li> </ul>
<p style="text-align: center;"><b>Social Studies</b></p> <ul style="list-style-type: none"> <li>● World Geography</li> <li>● World History</li> <li>● US History</li> <li>● US Government</li> <li>● Free Enterprise Economics</li> </ul>	<p style="text-align: center;"><b>Foreign Language</b></p> <ul style="list-style-type: none"> <li>● Spanish I, II, III, IV</li> <li>● Latin I, II, III</li> </ul>	<p style="text-align: center;"><b>Fine Arts</b></p> <ul style="list-style-type: none"> <li>● Band</li> <li>● Choir</li> <li>● Music Appreciation</li> <li>● Art Appreciation</li> <li>● Theater</li> </ul>
<p style="text-align: center;"><b>Technology</b></p> <ul style="list-style-type: none"> <li>● Keyboarding</li> <li>● BCIS</li> </ul>	<p style="text-align: center;"><b>Bible</b></p> <ul style="list-style-type: none"> <li>● Old Testament</li> <li>● New Testament</li> <li>● Systematic Theology</li> <li>● Church History /Apologetics</li> </ul>	<p style="text-align: center;"><b>Dual Credit Classes</b></p> <ul style="list-style-type: none"> <li>● English 1301</li> <li>● English 1302</li> <li>● English 2322</li> <li>● English 2323</li> <li>● Philosophy 1304</li> </ul>

NOTE: Not all courses listed are offered each year. Some courses are offered every other year or on an “as needed” basis. Administration has final decision-making authority on when courses are offered.

### End of Year Recognitions

Students who maintain exemplary progress throughout the school year will be recognized at an end-of-year awards assembly as follows:

**Distinguished Honor Roll Student:** The student has maintained all A’s on every report card throughout the school year (all grades are 90 or above in all subjects on every report card).

**All A’s Honor Roll Student:** The student has maintained final averages of 90 or above in all subjects for the school year with no term grade below 70 in any subject.

**A/B Honor Roll Student:** The student maintained final averages of all A’s and no more than one B on the year-end report card (final averages of 90 and above and one average of 80 and above on the final report card) and no term grade below 70 in any subject.

**Honor Roll Student:** The student maintained a combination of A’s and B’s for all final averages on the year-end report card and no term grade below 70 in any subject.

**Perfect Attendance:** The student has maintained perfect attendance for the entire school year in every class (junior high / high school) or all day with no early dismissals (grammar school).

**Subject Recognition (Junior High / High School):** Each teacher will recognize the top academic student based on final average from each subject taught.

## **Retention Policy – Grammar / Junior High**

Baytown Christian Academy recognizes that a student occasionally is not prepared to be promoted to the next grade level or subject level for various reasons. Indicators that cause serious concern are the following:

- Consistently earning grades below 70 on report cards
- Having a yearly average below 70 in one or more core subjects (English / Language Arts, Math, Science, Social Studies)
- Poor attendance (total absences – excused and unexcused - exceeding 20% of instructional days)

All of these factors will be considered when determining the promotion or retention of a student.

## **Course Credit for High School Graduation**

### **General Information**

- Student transcripts are updated at end of each semester
- Each course is 0.5 of a credit per semester
- High credit earned while in junior high
  - Recorded as P (Pass) on high school transcript
  - Does not affect a student's GPA

### **Attendance Requirement for Course / Semester Credit**

- Course / semester credit is awarded only if a student attends 90% or more of the course per semester.
- In the case of catastrophic illness and with an officially written medical diagnosis, the headmaster will consider special arrangements.
- For a semester credit (most high school courses), a student may not have more than nine (9) absences (excused or unexcused)
- For year-long course credit (most junior high and grammar classes), a student may not have more than eighteen (18) absences (excused or unexcused)

### **Class Scheduling Requirements**

- Complete eight semesters in high school to be considered for high school graduation
- Scheduling priority given first to seniors, second to juniors, etc.
- Enroll in four or more academic classes each semester
- Meet with Dean about course selections and schedule arrangement
- Schedule changes for the fall semester are typically not considered more than seven days after schedules are released in the summer and December 1 for the spring semester
- Academic Dean and parental consent required for schedule change

### **High School Grade Classification Policy**

<b>Number of Credits Earned</b>	<b>Grade Classification</b>
0 – 4.5	Grade 9 – Freshman
5.0 – 11.5	Grade 10 – Sophomore
12.0 – 18.5	Grade 11 – Junior
19.0 and above	Grade 12 – Senior



## **Required Course Recovery or Replacement**

- If semester average is below 70, a student must recover course for that semester
  - Upon receiving official documentation with recovered course work grade
    - Recovered grade is entered onto transcript
    - Failing grade is not removed but changed to R and no longer affects cumulative GPA
- Grades below 70 will earn zero grade points and will be averaged as part of cumulative GPA unless it is replaced with passing grade
- If a student fails one semester of a course with a grade of 65-69 and passes the other semester of the same course with a semester average high enough to produce a yearly average 70 or higher, a full credit is awarded
- A student may retake a semester of a course at a later time to replace a lower average
  - Upon receiving official documentation with replacement course work grade
    - Replacement grade is entered onto transcript
    - The lower grade is not removed but changed to “R” (signifying repeated) and no longer affects cumulative GPA

## **Academic Probation**

- The headmaster or academic dean may place a student experiencing academic difficulties on academic probation. Besides being an attempt to encourage a student to re-gain his academic focus, academic probation is intended to give notice to the parent and student so that a mutual effort between school and home is facilitated to correct the academic deficiency.
- Academic probation is due to, but not limited to, the following circumstances:
  - New student when grades from prior school indicate potential academic difficulty
  - A BCA student receiving below 70 for a course on any grade report
- A student not able to attain the appropriate grade average although on academic probation may require further evaluation with appropriate recommendations.

## **Failed First Semester of Foreign Language Course or Math Course**

- If a student fails the first semester of a foreign language course or a math course, the teacher and the administration evaluate the likelihood of the student’s being successful the second semester.
- Based upon the teacher/administrative evaluation, the student may or may not be allowed to enroll for the second semester of the course.

## **Summer School Credits**

- Plans to attend summer school for recovery, replacement, and/or advancement credit(s) must be pre-approved by the academic dean or the headmaster prior to summer school enrollment to assure that credit is earned on the BCA high school transcript.
- All coursework completed outside of BCA must be with a Texas-accredited program to receive transcript credit.

## **Semester Exam Exemptions**

As an incentive to improve attendance and encourage students to maintain high marks and good behavior, Baytown Christian Academy allows for the following exemption policy.

### **General Information**

- Since this is an incentive policy, no appeals to this policy are considered.
- Exemptions are declared no earlier than the week prior to the start of exams. For 2016-2017 these dates are December 7 for the fall semester and May 15 for the spring semester.
- The attendance clerk's attendance record is the official record in declaring exemptions.
- Semester exams will count 15% of a student's final grade for the semester.

### **Number of Exemptions Allowed**

- Freshmen and sophomores may exempt two course exams per semester.
- Juniors may exempt three course exams per semester.
- Seniors may exempt four course exams during the fall semester and seven course exams during the spring semester.
- Seniors will be required to take final exams both semesters but are eligible to exempt all course exams in the spring provided they meet all other exemption criteria.

### **Exemption Criteria**

- 90% or higher semester average in the course being exempted.
- Five or fewer total absences (excused + unexcused) in the course being exempted.
- No more than two unexcused absences in the course being exempted.
- No assignment to In-School Suspension or Home Suspension for the semester.

## **Formal Grade Reports**

### **Grammar: Pre-Kindergarten and Kindergarten**

Baytown Christian Academy issues nine-week assessments to pre-kindergarten and kindergarten students. Each student's parent(s) must have a conference with the student's teacher to receive the first scheduled assessment. Assessments for terms two and three are sent to the parents. The fourth nine-week report is mailed to the parents in mid-June.

### **Grammar: First Grade through Fifth Grade**

Baytown Christian Academy issues two types of grading reports to first through fifth grade students: a mid-term progress report and a nine-week term report card. Each student's parent(s) must have a conference with the student's primary teacher to receive the first scheduled report card. Terms two and three mid-term progress reports and nine-week term report cards are sent electronically to the parents. Although the fourth grading period's mid-term progress report is sent electronically to the parents, the final nine-week term report card is mailed in mid-June.

### **Logic: Sixth Grade through Eighth Grade**

Baytown Christian Academy electronically issues two types of grading reports to logic students: a mid-term progress report and a six-week term report card. The final six-week term report card is mailed to the parents in mid-June.

### **Rhetoric: Ninth Grade through Twelfth Grade**

Baytown Christian Academy electronically issues two types of grading reports to rhetoric students: a mid-term progress report and a six-week term report card. The final six-week term report card is mailed to the parents in mid-June.

## **Progress Report and Report Card Standards**

### **Grammar: Pre-Kindergarten and Kindergarten**

PK-4 and Kindergarten receive a detailed skills assessment each nine-week period.

### **Grammar: First Grade through Fifth Grade**

Academic Classes (Grammar / Literature / Math / History / Science (Grades 3-5) / Spelling) receive numeric grades as follows:

- 90-100 - Exemplary Progress
- 80-89 - Progress Exceeds Expectations
- 70-79 - Progress Meets Expectations
- 0-69 - Progress Unsatisfactory / Failing

Other Classes (Bible / Handwriting / Latin / Science (1<sup>st</sup> and 2<sup>nd</sup>) / PE / Art / Music) receive letter grades as follows:

- E - Exemplary Progress
- G - Progress Exceeds Expectations
- S - Progress Meets Expectations
- U - Progress Unsatisfactory / Failing

Conduct (only conduct grades lower than E (Excellent) are recorded on Grading Reports

- E - Excellent Conduct
- G - Good Conduct
- S - Satisfactory Conduct
- U - Unsatisfactory Conduct

### **Logic: Sixth Grade through Eighth Grade**

Academic Classes (Literature / Grammar / Math / History / Science / Spelling / Latin / Logic) receive numeric grades as follows:

- 90-100- Exemplary Progress
- 80-89 - Progress Exceeds Expectations
- 70-79 - Progress Meets Expectations
- 0-69 - Progress Unsatisfactory / Failing

Co-Curricular / Elective Classes (Band / Bible / PE / Health / Art) receive letter grades as follows:

- E - Exemplary Progress
- G - Progress Exceeds Expectations
- S - Progress Meets Expectations
- U - Progress Unsatisfactory / Failing

Conduct (only conduct grades lower than E (Excellent) are recorded on Grading Reports

- E - Excellent Conduct
- G - Good Conduct
- S - Satisfactory Conduct
- U - Unsatisfactory Conduct

### **Rhetoric: Ninth Grade through Twelfth Grade**

All course grades receive numeric grades as follows:

- 90-100- Exemplary Progress
- 80-89 - Progress Exceeds Expectations
- 70-79 - Progress Meets Expectations
- 0-69 - Progress Unsatisfactory / Failing

Conduct (only conduct grades lower than E (Excellent) are recorded on Grading Reports

- E - Excellent Conduct
- G - Good Conduct
- S - Satisfactory Conduct
- U - Unsatisfactory Conduct

### **Report Cards - Pre-Kindergarten and Kindergarten**

- Baytown Christian Academy issues nine-week assessments to pre-kindergarten and kindergarten students.
- Each student's parent(s) must have a conference with the student's teacher to receive the first scheduled assessment.
- Assessments for terms two and three are sent home in regular Monday folders.
- The fourth nine-week assessment report is mailed to the parents in mid-June.

### **Report Cards - First Grade through Fifth Grade**

- Baytown Christian Academy issues two types of grading reports to first through fifth grade students: a mid-term progress report and a nine-week term report card.
- Each student's parent(s) must have a conference with the student's primary teacher to receive the first scheduled report card.
- Terms two and three mid-term progress reports and nine-week term report cards are electronically sent to the parents.
- Although the fourth grading period's mid-term progress report is electronically sent to the parents, the final nine-week term report card is mailed in mid-June.

### **Report Cards - Sixth Grade through Twelfth Grade**

- Baytown Christian Academy electronically issues two types of grading reports to Logic and Rhetoric students: a mid-term progress report and a six-week term report card.
- The final six-week term report card is mailed to the parents in mid-June.

## **High School Graduation Information**

### **Calculation / Reporting of Class Rank**

Class ranking of students at Baytown Christian Academy will be compiled and reported according to the following schedule:

**Grade 9:**

No class ranking will be conducted during the ninth grade year.

**Grade 10:**

Class ranking for sophomore students will be conducted at the conclusion of the tenth grade year. Students will have their class rank based on four completed semesters of high school. A sophomore's current GPA and class rank will be available for parents to pick up on the second Monday of June.

**Grade 11:**

Class ranking for junior students will be conducted at the end of the fall semester and again at the conclusion of the eleventh grade year. A junior's GPA and class rank will be available for parents to pick up on the first Monday of February and the second Monday of June.

**Grade 12:**

Class ranking for senior students will be conducted at the end of the fall semester, at the conclusion of the fifth six weeks grading period, and at the conclusion of the twelfth grade year. A senior's current GPA and class rank will be available for parents to pick up on the first Monday of February and the second Monday of June.

The final class rank for Baytown Christian Academy seniors will be determined based on all grades earned through the end of the fifth six weeks grading period of their senior year. Final class ranks will be announced at Senior Chapel (date to be determined by campus Administration). NOTE: Final GPA for seniors will not be determined until the completion of the school year. Final GPA for all students is determined using grades earned through the end of the school year.

**Participation in Graduation Ceremony**

For a senior to participate in the graduation ceremony, he/she must be within two (2) credits of earning the number of required credits for receiving a diploma.

In addition, these seniors must have the following documentation prior to the graduation ceremony:

- Proof of enrollment in an approved program for credit recovery.
- Proof of at least 50% progress toward earning the missing credits if the credits needing recovery existed at the beginning of the spring semester of his/her senior year.

**Graduation Criteria**

- Baytown Christian Academy follows Texas Education Agency (TEA) standards for course requirements.
- Students must earn 26+ credits over a minimum of eight semesters at the high school level.
- Students must pass a Bible credit each year of high school enrollment at BCA.
- Students must complete eight or more documented volunteer hours for each year enrolled at Baytown Christian Academy.
- High school credits must be earned from Baytown Christian Academy or an otherwise fully accredited institution.

- Students eligible for graduation must attend all commencement activities. Failure to attend rehearsals may result in restriction from participation.

### **Graduation Program / Diploma Options**

- Recommended High School Graduation Program
  - Minimum of 26 credits (see chart below)
- Recommended High School Graduation Program with Honors
  - All requirements listed for Recommended High School Program
  - 4.0 or higher overall GPA
  - 80 average or higher in five of the following nine classes

English 1301 / 1302	English 2322 / 2323
Pre-Calculus	Calculus AB
Calculus BC	Honors Physics
Spanish III	Advanced Honors Science
Latin III	

- Distinguished Achievement High School Graduation Program
  - All requirements listed for Recommended Program with Honors
  - 4.3 or higher overall GPA
  - 80 or higher average in seven of the nine classes listed above
  - Three years of same foreign language
  - Four Advanced Measures
    - PSAT/NMSQT Commended Scholar or higher (1 measure)
    - AP Exam score of three or higher (up to 4 measures)
    - 80 average or higher for Dual Credit or College Academic Class (up to 4 measures)
    - Attend Leadership Event such as TX Boys or Girls State (1 measure)
    - Documented Mission Trip (1 measure)

## Parallel Graduation Program Chart

<b>Recommended</b>	<b>Recommended with Honors</b>	<b>Distinguished Achievement</b>
4 Credits of English <ul style="list-style-type: none"> <li>English I, II, III, IV</li> <li>ISP—ESL may count for English I and II</li> </ul>	4 Credits of English <ul style="list-style-type: none"> <li>English I, II, III, IV</li> <li>ISP—ESL may count for English I and II</li> </ul>	4 Credits of English <ul style="list-style-type: none"> <li>English I, II, III, IV</li> <li>ISP—ESL is elective only</li> </ul>
4 Credits of Mathematics <ul style="list-style-type: none"> <li>Algebra I, Geometry, Algebra II, and one advanced math (may include Math Models with Applications if taken before Algebra II)</li> </ul>	4 Credits of Mathematics <ul style="list-style-type: none"> <li>Algebra I, Geometry, Algebra II, and one advanced math (may include Math Models with Applications if taken before Algebra II)</li> </ul>	4 Credits of Mathematics <ul style="list-style-type: none"> <li>Algebra I, Geometry, Algebra II, Pre-Calculus or Calculus (Math Models, with Applications as elective only)</li> </ul>
4 Credits of Science <ul style="list-style-type: none"> <li>Biology I, IPC, Chemistry, and one advanced science</li> <li>Biology I, Chemistry, and two advanced sciences</li> <li>Biology I, IPC, Chemistry, Conceptual Physics or Physics</li> <li>Biology I, Chemistry, Conceptual Physics or Physics, Additional Advanced Science</li> </ul>	4 Credits of Science <ul style="list-style-type: none"> <li>Biology I, IPC, Chemistry, and one advanced science</li> <li>Biology I, Chemistry, and two advanced sciences</li> <li>Biology I, IPC, Chemistry, Conceptual Physics or Physics</li> <li>Biology I, Chemistry, Conceptual Physics or Physics, Additional Advanced Science</li> </ul>	4 Credits of Science <ul style="list-style-type: none"> <li>Biology I, Chemistry, Physics, and one advanced science (IPC and Conceptual Physics as elective only)</li> </ul>
4 Credits of History <ul style="list-style-type: none"> <li>World Geography</li> <li>World History</li> <li>US History Since 1877</li> <li>US Government/Economics with Free Enterprise Focus</li> </ul>	4 Credits of History <ul style="list-style-type: none"> <li>World Geography</li> <li>World History</li> <li>US History Since 1877</li> <li>US Government/Economics with Free Enterprise Focus</li> </ul>	4 Credits of History <ul style="list-style-type: none"> <li>World Geography</li> <li>World History</li> <li>US History Since 1877</li> <li>US Government/Economics with Free Enterprise Focus</li> </ul>
2 Credits Foreign Language <ul style="list-style-type: none"> <li>Latin I, II</li> <li>Spanish I, II</li> </ul>	2 Credits Foreign Language <ul style="list-style-type: none"> <li>Latin I, II</li> <li>Spanish I, II</li> </ul>	3 Credits Foreign Language <ul style="list-style-type: none"> <li>Latin I, II, III</li> <li>Spanish I, II, III</li> </ul>
1 Credit of Fine Art <ul style="list-style-type: none"> <li>Band</li> <li>Choir</li> <li>Art</li> <li>Drama</li> </ul>	1 Credit of Fine Art <ul style="list-style-type: none"> <li>Band</li> <li>Choir</li> <li>Art</li> <li>Drama</li> </ul>	1 Credit of Fine Art <ul style="list-style-type: none"> <li>Band</li> <li>Choir</li> <li>Art</li> <li>Drama</li> </ul>
1 Credit of Physical Education	1 Credit of Physical Education	1 Credit of Physical Education
½ Credit of Speech	½ Credit of Speech	½ Credit of Speech
8 Volunteer Hours / Year Enrolled at BCA	8 Volunteer Hours / Year Enrolled at BCA	8 Volunteer Hours / Year Enrolled at BCA
1 Bible Credit / Year Enrolled at BCA	1 Bible Credit / Year Enrolled at BCA	1 Bible Credit / Year Enrolled at BCA
		4 Advanced Measures

## **Grade Point Average (GPA)**

Baytown Christian Academy computes grade point averages using academic subject grades. All courses except those acquired through Pass/Fail credit or through on-line learning are considered academic for GPA credit and ranking purposes. Courses taken outside of BCA that do not have a verified numerical average will be converted using the following scale: A+ = 100 / A = 95 / A- = 90 / B+ = 89 / B = 85 / B- = 80 / C+ = 79 / C = 75 / C- = 70. (A grade of D will not earn high school credit.

## **Weighted GPA Scale for Class Ranking Purposes**

<b>Grade</b>	<b>Regular Course</b>	<b>Honors Course</b>	<b>Distinguished Course</b>
100	5.0	5.5	6.0
99	4.9	5.4	5.9
98	4.8	5.3	5.8
97	4.7	5.2	5.7
96	4.6	5.1	5.6
95	4.5	5.0	5.5
94	4.4	4.9	5.4
93	4.3	4.8	5.3
92	4.2	4.7	5.2
91	4.1	4.6	5.1
90	4.0	4.5	5.0
89	3.9	4.4	4.9
88	3.8	4.3	4.8
87	3.7	4.2	4.7
86	3.6	4.1	4.6
85	3.5	4.0	4.5
84	3.4	3.9	4.4
83	3.3	3.8	4.3
82	3.2	3.7	4.2
81	3.1	3.6	4.1
80	3.0	3.5	4.0
79	2.9	3.4	3.9
78	2.8	3.3	3.8
77	2.7	3.2	3.7
76	2.6	3.1	3.6
75	2.5	3.0	3.5
74	2.4	2.9	3.4
73	2.3	2.8	3.3
72	2.2	2.7	3.2
71	2.1	2.6	3.1
70	2.0	2.5	3.0



## **Classes Earning Weighted Grade Points**

The following courses taught at BCA will be classified as Distinguished Courses for grade point purposes:

- English 1301 / 1302
- English 2322 / 2323
- Calculus AB
- Calculus BC
- Any dual credit course taught on campus at BCA

The following courses taught at BCA will be classified as Honors Courses for grade point purposes:

- Pre-Calculus
- Physics (does not include Conceptual Physics)
- Anatomy & Physiology
- Honors Algebra 2
- Spanish III
- Latin III

In addition, any Honors Course listed above in which the student prepares independently and earns a score of “3” or higher on the corresponding Advanced Placement exam will be classified as a Distinguished Course for GPA purposes.

Any other course taught at BCA that do not qualify as Honors or Distinguished in which the student prepares independently and earns a score of “2” on the corresponding Advanced Placement exam will be classified as an Honors Course for GPA purposes. A score of “3” or higher will result in the course being classified as a Distinguished Course for GPA purposes.

## **Dual Credit at Lee College**

Beginning in the fall semester of 2015, students will also receive Distinguished weighted grade points (see chart on page 24) for the following Dual Credit courses taken at Lee College in a traditional classroom setting:

- US Government 2301 / 2302 (each semester earns 0.5 high school credit)
- Economics 2301 / 2302 (each semester earns 0.5 high school credit)
- Psychology 2301 (earns 0.5 high school credit)
- Sociology 1301 (earns 0.5 high school credit)
- Calculus 2413 / 2414 / 2415 (each semester earns 0.5 high school credit)
- English 1301 / 1302 (each semester earns 0.5 credit for HS English III)
- English 2322 / 2323 (each semester earns 0.5 credit for HS English IV)
- Environmental Science 1401 / 1402 (both semesters required to receive one HS credit)
- Biology 2401 / 2402 (Anat. and Phys.) (both semesters required to receive one HS credit)
- Chemistry 1411 / 1412 (both semesters required to receive one HS credit)
- Physics 1401 / 1402 (both semesters required to receive one HS credit)

Any other pre-approved courses taken in a non-traditional setting (such as on-line, hybrid, or correspondence courses) through an approved agency (such as Texas Virtual Schools Network, Texas Tech University, Lee College, etc.) will be considered a Regular course for GPA purposes. For students to earn addition grade points for these courses they will need to take a corresponding AP exam, if it is offered. Pass/Fail courses will not count toward a student’s GPA.

## **Determination of Valedictorian and Salutatorian**

The positions of Valedictorian (top-ranking graduate) and Salutatorian (second-ranking graduate) will be determined based on the following criteria:

### **Valedictorian – Top-Ranking Graduate**

- Must have taken the following courses

English 1301 / 1302	English 2322 / 2223
Calculus AB or Calculus BC	Spanish III or Latin III
Pre-Calculus	Physics
Advanced Science (with Honors designation)	

- Must have the highest GPA (computed to the fourth decimal place with no rounding) of the students who meet the first criteria listed above
- Must have been continuously enrolled at BCA prior to or from the 15th day of his/her junior year
- Students enrolled at BCA through the International Program are not eligible to be named Valedictorian

### **Salutatorian – Second-Ranking Graduate**

- Must have taken the course listed above for Valedictorian
- Must have the second-highest GPA (computed to the fourth decimal place with no rounding) of the students who meet the first criteria listed above
- Must have been continuously enrolled at BCA prior to or from the 15th day of his/her junior year
- Students enrolled at BCA through the International Program are not eligible to be named Salutatorian

### **Exact GPA Tie for Valedictorian**

In the event that two (or more) students are tied after the implementation of all criteria listed for Valedictorian, all students tied will be granted the title of Valedictorian. No Salutatorian will be named.

### **Exact GPA Tie for Salutatorian**

In the event that two (or more) students are tied after the implementation of all criteria listed for Salutatorian, all students tied will be granted the title of Salutatorian.

NOTE: After the positions of Valedictorian and Salutatorian are determined, all remaining graduates will receive an exact rank in the graduation class based on the number of graduates, beginning with a rank of #3, provided no tie exists for Salutatorian.

### **Class Ranking for Top Ten Percent for College Admissions**

Baytown Christian Academy ranks students who meet the following criteria in the top 10% for college admission purposes only:

- Student must be graduating under the Recommended Program with Honors or the Distinguished Achievement Program.

- Student has achieved a cumulative GPA of 4.00 or higher using the weighted GPA scale.
- Student must be continuously enrolled at BCA prior to or from the 15th day of his/her junior year.

For college admission transcript purposes, students who meet the three bulleted criteria of this section will share the lowest rank associated as a top ten percent graduate. For example, in a class with 32 graduates, all qualifying students who are not recognized as Valedictorian or Salutatorian will be assigned a class rank of “3 out of 32” on their transcript when applying for college admission. NOTE: After graduation, all transcripts will reflect the students’ exact class rank.

### **Graduation Regalia**

Baytown Christian Academy recognizes the hard work and achievements of the graduating seniors by decorating their graduation gowns for the graduation ceremony. Students are required to purchase graduation regalia they have earned. Achievements will be determined using the student’s weighted GPA.

<b>Regalia</b>	<b>Honor</b>	<b>Achievement</b>
● 2 Gold Cords	Summa Cum Laude	4.50—6.00 GPA
● 1 Gold Cord and 1 Blue Cord	Magna Cum Laude	4.25—4.49 GPA
● 1 Gold Cord	Cum Laude	4.00—4.24 GPA
● 1 Gold Sash	Distinguished	See Page 21
● NHS Collar	NHS Member	NHS Criteria
● Boys’ State / Girls’ State Cord	Participant	Attendee

### **Standardized Testing**

The focus of Baytown Christian Academy’s academic guidance is to help each student maximize his total experience while giving direction and preparation for the next step in his educational or career path. As part of that process, students take the following standardized test at the indicated times:

- Each spring, first grade through tenth grade students take the Educational Testing Bureau, Comprehensive Testing Program 4 (ERB CTP4), a nationally- normed test, to determine his progress and scholastic strengths and weaknesses. The results of these tests are made available to parents in the fall of the next school year.
- In October, the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®) is a rigorous, national assessment that measures the critical reading, mathematics, and writing skills your students will need for higher education and careers after high school. This test is administered to select students in grades 8-10 and all students in grade 11. The students’ parents pay for the PSAT/NMQT; results are available for the parents in December.
- Advanced Placement Exams, written by the College Board at college level for 34 different courses, offer students an opportunity to earn college credit and advanced placement in college as well as stand out in the college admission process. These exams are administered in late spring according to the College Board’s calendar. Students’ parents pay for these exams; results are available in July.
- High school students register with the College Board to take the SAT test, a nationally recognized test of reading, writing, and math, at designated times and sites arranged by the College Board. Results are sent to students, their parents, and Baytown Christian Academy as well as any university listed as a recipient. It is recommended that juniors

take the SAT no later than the spring of their junior year and again in the fall of their senior year. Be sure to verify that the university to which you are applying accepts SAT scores as well as ACT scores.

- High school students may register for the ACT, a college entrance, standardized exam, written by the Princeton Review. Results are sent to students, their parents, and Baytown Christian Academy. Be sure to verify that the university to which you are applying accepts ACT scores as well as SAT scores.

<b>Baytown Christian Academy's SAT/ACT School Code: 440486</b>
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## ATTENDANCE POLICIES

### General Information

- One of the keys to successful academic achievement is regular attendance at school. Even a one to two day absence can have a surprisingly disruptive impact on progress; therefore, **perfect attendance is strongly encouraged**. Parents are urged to carefully evaluate any absence from school that is not due to unavoidable circumstances. Perfect attendance is a reflection of a student's being at school all day, every day throughout the school year.
- Parents hold a unique responsibility to help their students interpret life's expectations concerning timeliness and promptness. These attendance policies provide excellent learning opportunities for effective adult life.
- Baytown Christian Academy desires that all students are healthy and happy. To minimize exposure to harmful situations, the administration requests that parents keep students who show signs of illness at home.
- Students who show signs of illness while at school are sent to the office to call parents.
- Any time a student arrives or leaves the Baytown Christian Academy campus at a time that is not the normal morning arrival time or afternoon dismissal time, he is required to go through the front office to sign in or out or to be signed in or out by a parent.
- A parent signing a student out of school after 8:00am does not constitute the absence will be marked excused; a note must be provided upon returning to school (from the doctor or from the parent) for the absence to be marked excused. (The sign-out sheet will not be used as an absence excuse.)
- Students who drive their own vehicle will not be allowed to leave campus within 30 minutes of their lunch period unless accompanied and signed-out by a parent or faculty chaperone.
- Student Assistants will not be allowed to leave campus during their assigned work period unless accompanied and signed-out by a parent or school chaperone.
- If your child must check out in the afternoon, please do not check out within thirty minutes of dismissal time. Start Times / Dismissal Times for students are as follows:

PK4 – Grade 2	8:00—2:30
Grade 3 – Grade 5	8:00—2:45
Grade 6 – Grade 12	8:00—3:00
- Excessive absenteeism will be addressed by school administration.

## **Immunization Requirements**

- A student's immunizations must be current before enrollment at Baytown Christian Academy.
- Immunizations must be updated according to schedule.
- A copy of the immunization record from the doctor's office or clinic with the doctor's signature and rubber stamp must be given to office personnel any time a student's immunizations are updated.

Vaccine Exemption Affidavits are available from the Texas Department of State Health Service.

## **Absence Due to Personal Illness of Student**

- A student absent for three days or more due to illness must give a doctor's notice to the attendance clerk on the day of the student's return to school for the absence to be marked excused.
- A student absent for less than three days due to illness must give the attendance clerk either a parental note of explanation or a doctor's notice on the day of the student's return to school for the absence to be marked excused.
- Parent notes excusing any absences are limited to ten (10) days per semester. Parents are encouraged to provide doctor notes for any absences in which the student visits any doctor.
- Students are responsible for all assignments / classwork missed during absences. The teacher and academic dean will determine an acceptable timeline for a student to complete missed assessments and/or assignments. A general "rule of thumb" is one day for each school day a student has an excused absence from class.
- When an assessment or project has been communicated to students prior to any absence, the student will be required to complete the assessment / turn in the project on the day he returns to class.

## **Absence Guidelines for Extracurricular Activities**

- To participate in an extracurricular practice and/or activity, a student must be in attendance for four class periods.
- The headmaster or academic dean may excuse students with extenuating circumstances from this policy.
- When possible, it is the student's responsibility to notify his coach/teacher/director of an unexpected event that is preventing him from being at school by the expected time.
- Students are expected to have all missed assignments completed on the day of return to class after an extracurricular assignment, including being responsible for any assessments being administered on the day he returns to class.
- The following concessions the day after an extracurricular activity are made for students arriving back at school late at night:
  - Arrive on campus between 11:00pm-12:00am - excused from Period 1
  - Arrive on campus between 12:00am-1:00am - excused from Periods 1-2
  - Arrive on campus after 1:00am – excused from Periods 1-2-3

## **Absence Guidelines for College Days**

- College Days are for juniors and seniors only.
- Juniors and seniors are allowed four college days per year.

- The College Day form must be properly completed and returned to the academic dean at least one week prior to the student's day of absence.
- A parent or another pre-approved adult must accompany the student on the college visit.
- Students must provide written verification from the college or university on the first day of return to school after the visit for the day to be marked excused.
- Students are responsible for having all missed assignments completed on the day of return to class after a College Day, including being responsible for any assessments being administered on the day he returns to class.
- If all guidelines are successfully met, College Days will be coded CD and will not count in the total absences allowed for exam exemptions and course credit.

### **Absent Due to Family Hardships or Emergencies or Extenuating Circumstances**

- Parental note of explanation for the absence must be given to attendance clerk on the day of the student's return to school for the absence to be marked excused.
- The teacher and academic dean will determine an acceptable timeline for a student to complete missed assessments and/or assignments for these absences.
- These absences must be excused by an administrator.

### **Absent Due to Professional Services / Appointments (medical, dental, etc.)**

- Parental note or doctor note must be given to attendance clerk on the day of the student's return to school for the absence to be marked excused.
- If a student drives himself and must leave during school hours for a professional service, a parent call or written note must be submitted prior to the appointment in order for the student to be permitted to leave BCA's campus. Students will not be allowed to transport themselves off campus during the lunch period.
- The teacher and academic dean will determine an acceptable timeline for a student to complete missed assessments and/or assignments.

### **Absent Due to Pre-Approved (by Administration) Family Vacation**

- At least two weeks before the student's first day of school absence, the student's parents must submit to the headmaster and the academic dean written notice of the family vacation.
- Students will be limited to five (5) days per year for excused family vacation absences. Additional absences for family vacation will be considered unexcused.
- The parent's written notice serves as the parent note explaining the absence upon the student's return so long as the return is before or when it was planned.
- Students are responsible for all missed work and should do everything possible before the planned absence to avoid being so far behind upon return.
- The teacher and academic dean will determine an acceptable timeline for a student to complete missed assessments and/or assignments.
- Parents are responsible for helping the student learned missed concepts.

### **Absent Due to Pre-Approved School Activity (School Business)**

- These are activities such as sporting events with coaches, field trips with the teachers, play practice with drama teacher, etc.

- These excused absences are actually “school activities” and are not entered as absences for the students who attend them.
- Students who are expected to attend but do not attend the school activities are marked with an unexcused absence unless the absence is due to a valid reason for school absence.
- Students are responsible for all missed work on the day they return from a school activity. The student is responsible for obtaining work that will be missed during the school activity. In extenuating circumstances the teacher and academic dean may amend this requirement.

### **Absenteeism - Teacher’s Method of Recording**

- To centralize the recording of students’ school absenteeism, teachers are instructed to mark a student Absent Unexcused (AU) if he is not in the class when the tardy bell rings.

### **Absence Coding - Change UNEXCUSED Absence to EXCUSED Absence**

- The absence must be due to one of the valid reasons for student absence listed above.
- The attendance clerk researches every absence to determine if it is due to a tardy, an administration-approved absence, school activity, or a case of undetermined absenteeism.
- The attendance clerk changes the UNEXCUSED ABSENCE (AU) to what it needs to be: T for Tardy, SA for School Activity, AE for administration-approved absence or approved parent note.
- The attendance clerk leaves the absence AU if it is not known why the student is absent and waits for a parent’s note or doctor’s notice.
- A written parent note or doctor’s notice must be given to the attendance clerk on the day of the student’s return to school to change an AU to an AE.
- Administration evaluates extenuating circumstances on a case-by-case basis for determining whether the absence is EXCUSED or UNEXCUSED.

### **Format for Written Parent Note Following an Absence**

When a student returns to school after being absent, the parent must write a note with the following information:

- Student’s Name
- Date
- Days (or Class Periods) Missed
- Reason for Absence
- Parent/Guardian Signature
- Parent/Guardian Contact Information

### **Common Illness Procedures Followed by BCA**

#### **Chicken Pox**

- Early signs of the illness include fever and a rash consisting of blisters that may first appear on the head and then spread to the rest of the body.
- A student with this infection must bring a doctor’s letter stating that he has had the chicken pox disease no sooner than seven days from the onset of the rash.

#### **Conjunctivitis (Pink Eye)**

- All students with watery, itchy eyes will be evaluated.

- If the teacher and/or office personnel suspects conjunctivitis, the child must be evaluated by a doctor to determine if he is contagious.
- The student must bring a doctor’s letter stating when the student may safely return to school.

**Strep Infection**

- If the teacher and/or office personnel suspect that a student has a strep infection, the parent will be called to pick up the student.
- The student must be evaluated by a doctor.
- If the doctor finds that the student has a positive throat culture, the student must be on an antibiotic for a full 24 hours before returning to school.
- The student must bring a doctor’s letter stating when the student may safely return to school.

**Diarrhea**

- The parent of a student who has diarrhea is called to pick up the student.
- A student must be free of diarrhea—without the aid of any medication—for 24 hours before returning to school.

**Vomiting**

- The parent of a student who is vomiting is called to pick up the student.
- A student must be free of vomiting—without the aid of any medication—for 24 hours before returning to school.

**Fever**

- A student with a fever of 100 or higher is not allowed to attend school.
- A student must be free of fever—without the aid of any medication—for 24 hours before returning to school.

**Head Lice**

- A student is removed from his classroom if nits or lice are found on his scalp or in his hair.
- Parents are called to pick up the student as soon as possible.
- The students may return to school after the appropriate treatment is given...
  - Head Lice shampoo and cream rinse
  - Removal of all nits
  - Product recommended treatment of all clothing and school items

**Extended Day Services (EDS)**

Baytown Christian Academy is dedicated to educating the total child through educational experiences and play. We offer (at a nominal fee) BCA’s pre-kindergarten through fifth grade students an Extended Day Service that provides stimulating reinforcements of the educational experiences while supervising the students beyond the normal academic hours.

Although this is a service designed for, and most appealing to, PK - 5<sup>th</sup> grade students, 6<sup>th</sup> - 12<sup>th</sup> grade students are subject to being placed in EDS for a silent study hall if they are at school more than 15 minutes past dismissal time without a specific purpose.

<u>Grade Level</u>	<u>Dismissal Time</u>
PK4 – 2 <sup>nd</sup>	2:30 pm
3 <sup>rd</sup> – 5 <sup>th</sup>	2:45 pm
6 <sup>th</sup> – 12 <sup>th</sup>	3:00 pm



- 6<sup>th</sup> - 12<sup>th</sup> grade students who have a valid reason for being at BCA past 3:10 pm (sports practice, tutoring, approved organization, etc.) may be placed in EDS if they do not report to their after-school activity in a timely manner.
- Parents of 6<sup>th</sup> - 12<sup>th</sup> grade students who are placed in EDS will be assessed EDS fees.

Extended Day Services are offered as follows:

**6:30 am - 7:30 am** (at 7:30 am the students will report to their classroom teacher).

**School Dismissal - 6:00 pm** (students report to EDS in the library upon class dismissal)

Extended Day Services registration forms and price schedules are available in the front office

## **Other BCA Policies and Procedures**

### **Before School Morning Drop Off for PK-4 through 2<sup>nd</sup> Grade Students**

- To avoid Extended Day fees, student drop off is no earlier than 7:30 a.m.
- Vehicles enter the front parking lot from the north entrance and exit the south exit.
- To best facilitate the drop off procedure, pull vehicles down the sidewalk as far as possible before dropping off your student.
- Do not park and leave your vehicle in the drop off lane.

### **Before School Morning Drop Off for 3<sup>rd</sup> Grade through 12<sup>th</sup> Grade Students**

- To avoid Extended Day fees, student drop off is no earlier than 7:30 a.m.
- Vehicles enter the south parking lot through the southern-most entrance off North Main and pull up to the side curb in front of the gymnasium doors to drop off students.
- To exit after dropping off students, follow the natural flow of traffic that is leaving from the gym doors to the exit onto North Main.
- Do not park and leave your vehicle in the drop off lane or the marked fire lane.

### **Cell Phones / Electronic Devices (iPad, iPod, eReader, Laptop, Apple Watch)**

- All electronic devices (except Smart watches) must be off during the instructional day. Cell phones must remain out of sight during the instructional day.
- The instructional day begins when the 8:00 am when the tardy bell sounds.
- The instructional day ends when the dismissal bell sounds at 3:00 pm.
- Visible cell phones (whether on or off) and any electronic device being used without authorization will be confiscated and placed in the Dean's office.
- The use of Smart watches is limited only to its function as a clock during the instructional day. These devices are not allowed to be used as communication and media devices (for purposes of email, texting, phoning, internet access, gaming, etc). While the wearing of the Apple watch is permissible during the day, teachers have the option to ask students to remove the device and secure it out of sight during tests and/or assessments. Violations will result in confiscation of the device.
- All confiscated devices will remain in the Dean's office until it can be picked up by the student's parent. A \$25 fine is required for the return of the electronic device.
- Students who loan electronic devices to other students will be subject to the same consequences as the student who violates this policy, including the \$25 fine for the return of the device.
- A second violation of this policy will result in the doubling of the fine for return of the device.

- A third violation of this policy will result in the device being confiscated until the end of the school year.
- Baytown Christian Academy is not responsible for lost, damaged, or stolen cell phones or any other electronic devices.
- With teacher permission, a student may responsibly and correctly use an electronic learning device in class as long as he is not creating a disturbance with the device.
- Although an electronic learning device can function as an important learning tool for a student—just like a pencil or a book - it may not be used in any disruptive manner.
- The use of any electronic device for social media purposes is not allowed.
- If, at the sole discretion of the teacher, a student uses his electronic learning device in a disruptive way, it will be confiscated and taken to the Dean’s office. A confiscated electronic learning device will be treated like a confiscated cell phone.

### **Chapel**

- Chapel is an integral part of campus life at Baytown Christian Academy.
- All students are required to attend all school chapel services and to be dressed according to BCA’s chapel appearance code.
- Chapel services typically include singing, prayer, praise, special music, speakers, and student participation.
- Parents are invited to attend Monday chapel services at the designated chapel times (PK3-5<sup>th</sup> grade: 8:10 am – 8:40 am; 6<sup>th</sup>-12<sup>th</sup> grade: 9:45 am – 10:15 am).

### **Cheating**

- Cheating is considered a serious offense.
- Some examples of cheating are copying another student’s test answers, giving your homework to another student to copy, forgery, misrepresentation, plagiarism, fraud, altering progress reports or report cards.
- Students involved in cheating will receive a grade of zero for the assignment and are subject to other disciplinary consequences from the Dean.

### **Checking In or Out of School**

Any time a student arrives or leaves the Baytown Christian Academy campus at a time that is not the normal morning arrival time or afternoon dismissal time, the following steps must be taken:

- Enter or exit the building through the front office (do not use back entrance doors)
- Sign in our out (or be signed in or out by a parent)
- Provide a written note to the attendance clerk immediately upon returning to campus (the sign-out process does not constitute the absence from class being marked “excused.”)

Students who drive on campus and need to return to their car during the school day must follow this procedure and will be issued a demerit.

### **Classroom Rules and Consequences**

- Teachers are required to establish a set of classroom policies and procedures that is appropriate for his subject area(s) and his students’ developmental and maturity levels. Consequently, the teachers often conduct their classrooms in different ways.
- Each teacher’s set of classroom policies and procedures must be approved by the Dean and placed in the teacher’s file.

- Teachers spend time the first week of the school year teaching and reinforcing the classroom policies and procedures so the students clearly understand the teachers' expectations.
- Students receive a copy of the classroom policies and procedures to share with their parents and to keep in binders, folders, etc. as references if necessary.

### **Classroom Visitors**

- All persons visiting or conducting business at BCA's campus must sign in and obtain a visitor's pass.
- If parents/friends need to deliver anything - supplies, medicine, forgotten lunch, message, etc. – they must stop in the school office to let office personnel assist in the delivery.
- To arrange a classroom visit, an appointment must be scheduled through the school office.

### **Demerit System – Logic & Rhetoric**

#### **General Information**

As we seek to address behavioral issues that arise, we acknowledge that Christ - and Christ alone - is the only source of true change. We also acknowledge that negative behavior is a heart issue rather than a situational behavioral problem.

- Students will receive demerits for minor violations of campus and classroom expectations.
- Demerits will accrue for an entire semester.
- Consequences for accrued demerits are outlined below.
- Accrued demerits that exceed a Saturday detention will result in suspension or withdrawal from BCA.
- The Demerit System starts over with the beginning of the second semester.
- Extreme behavior may result in escalated consequences at the sole discretion of BCA's administration.

#### **Demerit Consequence Chart**

Demerit Number	Consequence
3	After-School Detention*
6	After-School Detention*
9	One-day In-School Suspension (resulting in loss of final exam exemptions AND loss of extracurricular eligibility for 7 calendar days from the date the demerit is assigned)
12	Saturday Detention** (including a \$25 fine and resulting in loss of final exam exemptions AND loss of extracurricular eligibility for 7 calendar days from the date the demerit is assigned)
15	1-Day Home Suspension (unexcused absence) (resulting in loss of final exam exemptions AND loss of extracurricular eligibility for 7 calendar days from the date the demerit is assigned)

\* After-School Detentions must be served within seven (7) days of receiving them.

\*\* Saturday Detentions must be served at the next scheduled detention date.

NOTE: Demerits accumulate for an entire semester.

## **Dismissal Procedures – After School**

### **Pick Up for PK-4 through 2<sup>nd</sup> Grade Students**

- To avoid Extended Day fees, student pick up is no later than 2:45 pm. Please call the office in case of an emergency that will cause you to be late picking up your student.
- Vehicles enter the front parking lot from the north entrance and exit the south exit.
- To best facilitate the pickup procedure, pull vehicles down the sidewalk as far as possible before picking up students.
- Display the child identification tag issued the first day or school on the rearview mirror and in full view of the loading staff for the entire year.
- Additional child identification tags are available in the office in case of loss or the need for additional tags for other pick up people.
- Walk-up dismissals between 2:00 p.m. - 2:30 p.m. pose great inconvenience and are strongly discouraged.

### **Pick Up for 3<sup>rd</sup> Grade through 5<sup>th</sup> Grade Students**

- To avoid Extended Day fees, student pick up is no later than 3:00 pm unless the student is in a classroom being tutored by a teacher or involved in an organized activity pre-approved by administration Please call the office in case of an emergency that will cause you to be late picking up your student.
- Vehicles enter the south parking lot through the southern-most entrance off North Main and pull up to the side curb in front of the gymnasium doors to pick up your student.
- To exit after picking up students, follow the natural flow of traffic that is leaving from the gym doors to the exit onto North Main.
- Please do not park and leave your vehicle during this pick up time.

### **Pick Up for 6<sup>th</sup> Grade through 12<sup>th</sup> Grade Students**

- To avoid Extended Day fees, student pick up is no later than 3:10 pm. Please call the office in case of an emergency that will cause you to be late picking up your student.
- Students in the building or on the premises after 3:10 pm must be actively participating in an extracurricular activity, in a classroom being tutored by a teacher, or involved in an organized activity pre-approved by administration.
- Vehicles enter the south parking lot through the southern-most entrance off North Main and pull up to the side curb in front of the gymnasium doors to drop off or pick up your student.
- To exit after picking up students, follow the natural flow of traffic that is leaving from the gym doors to the exit onto North Main.
- Please do not park and leave your vehicle during this pick up time.

## **Dismissal Procedures – During the School Day**

- Anyone picking up a student during or after the school day must provide a picture ID to office personnel or staff member if asked to do so.
- A person picking up a student must have his name listed on the student's Pick Up form. If that person's name does not appear on the Pick Up form, office personnel or a staff member will call the student's parent to confirm permission.

- If the parent cannot be contacted, the student will not be released to the person attempting to pick him up. In the event that a student needs to be picked up by a person not on his Pick Up form, the parent must call the office ahead of time to avoid confusion.

### **Dress Code**

It is a belief of Baytown Christian Academy that a well-dressed and well-groomed student will be a successful student at BCA and a successful member of society. Students must maintain a sense of pride and modesty in their appearance at all times. Keeping this philosophy in mind, the following dress requirements for BCA students will be expected of all students. The dress code is intended to create a non-distracting, conservative educational atmosphere.

Failure to comply with stated rules will result in the issuance of demerits (minor infractions) and the removal of students from class until the student becomes in compliance (major and/or repeated infractions).

### **General Guidelines – All Grade Levels**

- Free Dress Days (as determined by campus Administration) WILL NOT apply on Monday Chapel days unless specifically determined by the headmaster.
- Tight clothing is not allowed.
- Sagging pants are not allowed; all pants must be worn at waist level.
- See-through garments are not allowed.
- Male students must be clean-shaven. No facial hair (beards / mustaches) are allowed. Sideburns may not extend past ear lobe level.
- Hair must be neat and well-groomed. Hair must be kept out of the student's eyes.
- Hair styles and colors that are deemed distracting by Administration are not allowed. This includes, but is not limited to, extreme length (on males), multi-colored hair, extreme colors (colors outside the realm of natural hair colors), non-traditional hair styles, and designs cut into the hair.
- Male students are not allowed to wear hair accessories, including rubber bands, to comply with hair policy.
- Male students are not allowed to wear ear rings. (Band-Aid covering of ear rings is not an acceptable alternative to this policy. No spacers of any kind are allowed in ears that are already pierced.)
- Female students are limited to two ear rings on each ear. Oversized, dangling ear rings are not allowed.
- No other visible piercings are allowed on any student.
- No visible tattoos are allowed on any student.

### **Shoes / Laces / Socks:**

- Students must wear matching footwear at all times.
- Footwear must be predominantly white, black, brown, navy blue, royal blue, or gray.
- Backless shoes, sandals, skate shoes, flip flops, and light-up shoes are not allowed.
- Shoe laces must match and be solid white, black, brown, navy blue, royal blue, or gray.
- Socks must match and be predominantly white, black, brown, navy blue, royal blue, or gray in color.
- No extreme colors, including florescent colors and multi-colored socks, or patterns in socks will be allowed.

**Undershirts:**

- Short-sleeved or long-sleeved undershirts are allowed under approved shirts.
- Undershirts must be solid white or solid navy blue with no designs.

**Extreme-Cold Outerwear**

- Under extreme cold conditions, students will be allowed to wear “heavy coats” to school.
- Students will be required to hang heavy coats on classroom hooks (where available) or store in locker (if available) during instructional time.
- Heavy coats must be conservative in style and markings. Infractions will be handled on an individual basis by an administrator.
- Extreme-cold outerwear may not be worn in classrooms during instructional time.

**Friday “Spirit Day”**

- Any attire permitted under “Grade-Specific Guidelines” for the student’s grade level.
- BCA-approved jeans are allowed for all students.
- Untucked BCA t-shirts are allowed for all students.
- Solid navy, gray, white, or black hoodies, with or without BCA logo, are allowed for all students. (Hoodies with no BCA logo are limited to a brand logo less than two inches in size on the sleeve or the breast-pocket area).

**Grade Specific Guidelines****Grammar - Grades PK-3 thru 5****Chapel Attire**

Males:

- Solid white, button-front, tucked-in shirt.
- Khaki or navy slacks with black or brown belt (belts not required of students PK4 – K5) or solid black, brown, or navy suspenders.
- Solid navy tie or Land’s End-approved tie (Clear Blue) or solid navy bow tie. NOTE: Ties are available for purchase in the Main Office.

Females:

- Solid white, button-front, tucked-in shirt (square-tailed shirt may be untucked but must extend past waist-level).
- Khaki or navy knee-length skirt or jumper OR Land's End or French Toast-approved plaid knee-length skirt or jumper (Clear Blue).
- Solid navy, black, or gray modesty shorts must be worn under skirts.
- Solid navy French Toast cross tie (PK-4 thru Grade 5 only). NOTE: Ties are available for purchase in the Main Office.

**Tuesday-Friday Attire (Males and Females)**

- Chapel attire allowed.
- Solid navy or solid white tucked-in polo shirt with BCA logo.
- Solid navy, solid white, or solid heather gray tucked-in polo shirt with no logo (no brand logos of any kind).
- Solid navy or solid Khaki slacks, knee-length shorts, jumper, skirt, skorts, or Capri pants.

- Solid navy, black, or dark gray modesty shorts must be worn beneath skirts and jumpers.
- Cargo pants and cargo shorts are NOT allowed.
- Solid black, white, gray, navy, or beige tights or leggings are allowed. No prints or embellishments are allowed on tights or leggings.
- Black or brown belt is required on all garments with belt loops (grades 1-5 only; PK4, and K5 are not required to wear a belt).
- All other items listed under “General Guidelines – All Grade Levels.”

### **Cool Weather Outerwear (Jackets / Sweaters / Crew-Neck Sweatshirts / Hoodies)**

- Jackets and sweaters must be solid navy, gray, white, or black.
- Solid navy, gray, or white crew-neck sweatshirts with or without BCA logo are allowed.
- No logo/pictures/markings other than BCA logo is allowed on outerwear (excluding a brand logo less than two inches in size on the sleeve or the breast-pocket area).
- Solid navy, gray, white, or black hoodies, with or without BCA logo, are allowed for all students on Fridays. (Hoodies with no BCA logo are limited to a brand logo less than two inches in size on the sleeve or the breast-pocket area).

All outerwear infractions will result in the garment remaining in the front office until the end of the school day and parent contact.

### **Logic / Rhetoric – (Junior High / High School - Grades 6-12)**

#### **Chapel Attire**

Males:

- Solid Khaki slacks with solid black or brown belt. No cargo pants / shorts are allowed.
- Solid, tucked-in navy BCA Polo shirt.
- No shorts are allowed while in chapel attire.

Females:

- Solid Khaki or Land’s End-approved Clear Blue plaid knee-length skirt with solid white tucked-in button-front shirt (square-tailed shirts may be untucked but must extend past waist level).
- Solid Khaki slacks (no Capris) with solid white BCA Polo shirt (shirt may be untucked but must extend past waist level) or solid white tucked-in button-front shirt (square-tailed button-front shirts may be untucked but must extend past waist level).
- Solid navy, black, or gray modesty shorts (if skirt option is chosen).

#### **Tuesday-Friday Attire (Males and Females)**

- Chapel attire is allowed.
- Solid navy BCA Polo or solid white BCA polo. No other Polo shirts are allowed.
- Polo shirts may remain untucked as long as they do not hang beneath the back pocket of the pants. (Shirts extended past the back pockets must be tucked.)
- Black or brown belt required if Polo is tucked and pants have belt loops.
- Solid navy or solid Khaki slacks.
- Cargo pants and cargo shorts are not allowed.
- Solid blue jeans (limited embroidery / bling allowed on pockets only). No jeans without back pockets. No acid-washed, bleached, or dyed jeans. No frayed pockets, seams, hems or holes allowed.

- Shorts and solid Khaki Capri pants allowed in season; in season defined as the time between the start of school and Thanksgiving break AND the time between Spring Break and the last day of school. (In other words, shorts or Capri pants are NOT allowed between Thanksgiving and Spring Break.)
- All other items listed under “General Guidelines – All Grade Levels.”

### **Cool Weather Outerwear (Jackets / Sweaters / Crew-Neck Sweatshirts / Hoodies)**

- Jackets and sweaters must be solid navy, gray, white, or black.
- Solid navy, gray, or white crew-neck sweatshirts with or without BCA logo are allowed.
- No logo/pictures/markings other than BCA logo is allowed on outerwear (excluding a brand logo less than two inches in size on the sleeve or the breast-pocket area).
- Solid navy, gray, white, or black hoodies, with or without BCA logo, are allowed for all students on Fridays. (Hoodies with no BCA logo are limited to a brand logo less than two inches in size on the sleeve or the breast-pocket area).

NOTE: The wearing of approved cool-weather outerwear does not allow a student to be non-compliant with other dress requirements of the day (shirts, belts, etc.)

All outerwear infractions will result in the garment remaining in the front office until the end of the school day and the issuance of demerits (junior high / high school).

### **Hoodies / Jackets Defined**

For BCA dress code purposes, a hoodie is defined as “any pullover that has an attached hood.”

For BCA dress code purposes, a jacket is defined as “any garment that has a full-zippered or full-buttoned front.” A jacket may have an attached hood and will fall under the guidelines for “Cool Weather Outerwear.”

Students are not permitted to wear hoods while inside the building when wearing an approved jacket. Students who wear the hood inside the building will be issued a demerit and will lose the privilege of wearing any hooded garment for the remainder of the current semester.

Pullover garments that do not have an attached hood (sweatshirts, athletic pullovers, etc.) will be considered jackets and must follow “Cool Weather Outerwear” guidelines.

### **Free Dress Guidelines**

On days determined to be “Free Dress” by campus administration, the following items are NOT permitted:

- Hats / Caps (unless announced prior to the free dress day)
- Tights, leggings, and jeggings (unless worn under knee-length skirt or shorts; a long shirt does NOT substitute for a skirt or shorts)
- Tight-fitting clothing deemed out of line with the modesty standards of BCA
- Athletic shorts (other than knee-length, basketball-style shorts)

### **Dress Code “Style” Information**

- Land's End School Code: 900075276
- French Toast School Code: QS5AQGN



## **Driving On Campus/ Transporting Non-Siblings**

Students who drive a vehicle onto the school campus are obligated to the following:

- The student must obtain and complete a Vehicle Registration Form signed by a parent for the vehicle(s) that the student drives, or may be driving, onto the BCA campus.
- The student must drive carefully, courteously, and safely at all times.
- The student must observe a speed limit of 20 miles per hour in any school parking lot.
- The student must not use excessive speaker volume.
- The student must park properly in student parking areas only (far west area of south parking lot).
- Student cars must be locked at all times.
- The student is responsible for any inappropriate items in the vehicle he drives.
- The student (and any passengers) must enter the building immediately after parking - do not loiter in parking lot or around outside of building.
- The student will be charged with a demerit if he needs to return to the vehicle during the instructional day.
- To return to a vehicle during the instruction day, a student must:
  - Obtain written permission from the front office personnel.
  - Sign out on the checkout page.
  - Exit through the front doors.
  - Go straight to car and back to front of building.
  - Re-enter building through the front doors
  - Sign back in to school.
  - Obtain a permit upon returning to the building from front office personnel.
  - Return directly to class
- Students who drive will not be permitted to leave school during their lunch period without parent escort.
- Failure to comply with parking requirements can result in disciplinary action by administration and/or loss of driving privileges on campus.

## **Transporting Non-Siblings**

- BCA students who wish to ride in a vehicle driven by a non-sibling BCA student must have a parent complete the form “BCA Student Riding with a BCA Driving Student.”
- BCA students who wish to transport a non-sibling BCA student must have a parent complete the form “BCA Driving Student Transporting a BCA Riding Student.”

## **Extracurricular Eligibility (All Grades)**

It is the philosophy of BCA that academics are held at a higher priority than participation in extracurricular activities. As such, this eligibility policy is a local policy based on Texas Education Agency (TEA) and Texas Association of Private and Parochial Schools (TAPPS) eligibility criteria.

- All students are eligible to participate during the first six-weeks of the school year provided they did not fail two or more classes for the previous spring semester.
- After the first six weeks grading period, students who fail no more than one class on their six-week report card will be eligible for the following six-weeks period provided the one failing grade is between 60-69.
- Students who are failing two or more courses with a grade below 70 at the end of a six-weeks grading period will not be allowed to participate in any extracurricular activity for

a period of three school weeks. A school week is defined as any Monday-Friday period that has at least two days of classes.

- The three-week non-participation period will begin on the first school day following the end of the six-weeks grading period.
- All students are eligible to participate during school breaks of five or more days (Christmas holidays / Spring Break / Thanksgiving).
- A student may regain eligibility after the three-week period of ineligibility if the student is passing all classes at the end of the three-week ineligibility period (Progress Report day). He/she regains eligibility for the remainder of the six-weeks grading period beginning on the first school day following Progress Report day.
- Students who are assigned to In-School Suspension or Home Suspension will be ineligible to participate in any contests or public performances for seven calendar days from the event that earned the student the ISS or Suspension (demerits, major infraction of school rules, etc.)
- Students are eligible to practice during any ineligibility period but may not participate in any contests or public performances.

### **Field Trips**

- Field trips are teacher-designed, co-curricular activities to allow Baytown Christian Academy students to have an educational experience that cannot be achieved in the traditional classroom setting.
- Grades may be associated with field trips.
- In the case of special curriculum cost or cost per class rather than cost per individual, a student who does not attend the field trip is still responsible for his portion of the field trip cost whether he participates or not.
- A student who does not attend a field trip is absent from school.
- Using the absenteeism criteria, the attendance clerk determines if the absence is excused or unexcused.

### **Field Trip Safety Policy**

In an effort to continue to provide safety to our students when off campus, a criminal background check is required for all adults participating in an off-campus field trip.

The form for the background check is available in the main office. There is no fee to have the check completed. Background check forms must be turned in a minimum of three days prior to a scheduled off-campus field trip. Teachers are provided a list of adults who are approved to attend off-campus field trips.

A new background check is required every two years.

Students for whom the off-campus field trip event is planned are the only children allowed to attend. Siblings, regardless of age, may not accompany parents on field trips.

### **Fighting/ Physical Conflicts**

- A student who intentionally causes physical harm to another student, faculty member, or staff member is subject to disciplinary measures including, but not limited to, suspension and expulsion.

- Administrative disciplinary action toward a student who is fighting is considered on a case-by-case basis.

### **Food and Drink Policy**

In an effort to keep our campus free of excess trash and to prevent accidental spills that cause damage to carpets and floors, BCA has determined that food and drink items should not be carried or consumed outside of designated areas. Students are expected to abide by the following rules regarding food and drinks on campus.

- If food or drinks are brought onto campus, they must be completely consumed in the back foyers or in the cafeteria area where tables are set up. (Food and drinks cannot be taken into or consumed in the Chapel area of the cafeteria.) Students entering the main entrance of the school must have all consumable items stored in a backpack or lunch kit.
- Without administrator approval, no food or drink (except bottled water with a lid) can be carried or consumed past the black lines that mark the beginning of the two hallways of the main building or outside the north side of the school on the patio or on the walkway to the portable buildings.
- Cups (plastic, Styrofoam, etc.) with lids are not allowed outside designated eating areas. This includes convenience store self-serve drinks, coffee, slushes, etc.
- Administration has the final say on items not specifically covered by this policy.
- Students in violation of the Food and Drink Policy will be subject to demerits.

### **Half Day Absence**

- PK4 thru Grade 5: A student not at school for 3.5 hours on a full school day = ½ day absence
- Grade 6 thru Grade 12: Student attendance is counted on a period-by-period basis.

### **Homework**

- Baytown Christian Academy recognizes the educational value and importance of homework for students. Meaningful home study is a necessary part of each child's educational program.
- Homework should...
  - Be a purposeful extension of the school day
  - Provide the student with additional opportunities to develop and/or reinforce learning objectives
  - Contribute to the student's education through individual work, responsibility, completion of projects, etc.
  - Establish good study habits
  - Encourage positive character qualities like
    - responsibility
    - initiative
    - orderliness
    - thoroughness
- Teachers and/or administration may contact parents of any students who consistently do not complete homework assignments.
- Additionally, failure to complete homework will most likely negatively affect the overall course average.

## **Late Work Policy / Penalty**

- A teacher will accept late work if it is no more than three days late.
- The teacher will deduct ten points per late day.
- A weekend is counted as one day.
- Projects assigned for a period covering more than 10 class days and daily work do NOT fall under this guideline. Acceptance of late projects and late daily work will be at the discretion of the teacher.

## **Library**

Grammar students will visit the library on a regular schedule set up by Administration. Students will be responsible for any books checked out. Lost or damaged books will require payment or replacement. The librarian will contact parents if cases of lost or damaged books. Students will lose library check-out privileges until their library record is clear.

## **Lockers**

High school and junior high school students will be issued an assigned locker for personal use. Students are not allowed to use any locker not specifically assigned to him/her. Lockers not in use will be secured with a plastic tie. Students are not to remove the ties for any locker without permission. This procedure insures that unassigned lockers are not used to dispose of unwanted trash.

## **Lunch Visitors**

- Parents, guardians, adult siblings, grandparents, pastors, and youth ministers may visit students during lunch.
- Siblings enrolled in another PK-12 school may visit BCA siblings during lunch if accompanied by a parent.
- Baytown Christian Academy alumni may visit students during lunch ONLY AFTER receiving approval from the Headmaster or Dean. These visits are typically only allowed on Fridays.
- Fast food deliveries to individual students are not allowed. Parents may bring fast food lunches to students ONLY IF they remain and eat with their child in the cafeteria.

## **Make-Up Work Due to an Excused Absence (AE)**

- A teacher may assign the student individual make-up work based on the instructional objectives and his needs to master the missing skills.
- A student is responsible for obtaining and completing the make-up work within the allotted time frame—the number of days to turn in make-up work is equal to the number of instructional days the student is counted excused absence.
- If a student has an excused absence on the due date of a long-term project, the project must be brought to school by another person on the due date. The teacher is not required to accept late projects even if the student has an excused absence (see Late Work Policy).
- If a student does not make up work within the time allotted, points may be deducted according to the Late Work Policy (see above).

## **Make-Up Work Due to an Unexcused Absence (AU)**

- Students are not allowed to make up work after an unexcused absence.

## **Medication Policy**

- Whenever possible, the administration of medication to students should take place at home before or after school.
- Students are not permitted to have any medication (either prescription or over-the-counter) in their possession for self-dispensing while at school.
- Baytown Christian Academy does not provide medication of any kind for the students.
- Medication must be in its original container, be labeled with the student's name, and have clearly written pertinent information from the physician
- Approved school personnel are authorized to administer medications only if the parent completes a medication form that is available in the front office. Approved school personnel must dispense all medications for all students.

## **Monday Folders (PK4 – 5<sup>th</sup> Grade)**

Each student will have a folder specifically for taking home on Monday (or first day of the school week).

- The folder will contain graded papers from the previous week, important weekly teacher-parent communication, required forms for completion, etc.
- The folder must be signed by a parent and returned to your child's teacher by Wednesday (or Thursday if the folder is sent home on Tuesday).

## **National Honor Society**

- Students who maintain a cumulative 4.0 GPA or better (unrounded) on a 5.0 scale are considered for induction into the National Honor Society.
- Students are selected and inducted at the beginning of their sophomore, junior, or senior year (NHS membership is not available to students in grade 9).
- Transfer students are not eligible for consideration until they have completed one full semester at BCA.
- Students must also display the attributes of excellent character and service to be considered for membership

## **National Junior Honor Society**

- Students who maintain a cumulative average of 90% or better (unrounded) after one year of junior high (grade 6) are considered for induction into the National Junior Honor Society.
- Students are selected and inducted early in the fall semester of their seventh or eighth grade year (NJHS membership is not available to students in grade 6).
- Transfer students are not eligible for consideration until they have completed one full semester at BCA.

## **Parent/Teacher Communication**

- Baytown Christian Academy believes it is important for a school and home to work together.
- Teachers use letters, emails, phone calls, regular progress reports, and report cards to communicate with parents.
- It is important for a parent to schedule a conference with a teacher whenever a need or concern is evident.

- A parent wanting to schedule a conference with a teacher needs to call the school office (281-421-4150) or send an email to the teacher or dean.

### **Parent Involvement**

Under normal circumstances, a student will not be deprived of a Christian education at Baytown Christian Academy on grounds relating to the attitude or behavior of parents and guardians of enrolled students.

However, a situation could arise in which the uncooperative, defiant, or disruptive attitude or action of a parent/guardian could diminish the effectiveness of the school's endeavors to educate students in an atmosphere appropriate of a Christian institution.

In the event of such actions by a parent/guardian, BCA has the authority to sever ties with the parent/guardian and his/her enrolled children.

Such situations include, but are not limited to, any statement, series of statements, action or actions by a parent/guardian or other person responsible for the student which upbraids, insults, threatens or abuses any teacher, administrator, coach, staff, or Board member of the school or creates an atmosphere of discontent among the stakeholders of BCA.

### **Physical Education Participation**

- All students are expected to participate in planned Physical Education activities.
- A student must have a note from a parent/guardian in order to be excused from PE activities.
- If the excuse is for more than three (3) consecutive days, a statement from a medical doctor is required.
- A doctor's medical release must state duration of time to be excused.

### **Possession, Illegal Use, or Sale of Drugs**

- For reasons of health and safety, students are forbidden to use or possess any type of tobacco products while on BCA premises or at any school activity.
- Students are forbidden to use, possess, distribute, sell, or be under the influence of alcohol while on the school grounds or at a school activity.
- Students are forbidden to use, possess, distribute, sell, or be under the influence of any type of controlled substance while on school grounds or at a school activity.
- Students are forbidden to use, possess, distribute, or sell prescription medications, over-the-counter medications, or drug paraphernalia while on school grounds or at a school activity.
- Violation of these policies will result in disciplinary action.

### **Possession of Weapons / Illegal Items**

- A student having in his possession and/or displaying, using, or threatening to use any weapon or instrument that could be classified as a weapon is subject to disciplinary action by the administration.
- Beside firearms, weapons might include, but are not limited to, hunting knives and bows and arrows, objects defined by state law as weapons.
- Baytown Christian Academy reserves the right to determine if a student is using any object as a weapon.

- Any other toy or equipment that shoots, explodes or could cause harm, such as cap guns, air soft guns, BB guns, darts, and fireworks are prohibited at on BCA's premises or at a BCA school activity.
- Banned items that are found in a vehicle on campus will be considered to be in the possession of the driver of the vehicle.

### **Selling of Non-School Products**

Students may not sell or solicit orders for individual profit for any non-school items while on school premises at any time. Fund raising for outside interests, such as church youth groups and scout troops, must be approved by Administration prior to beginning solicitation.

### **Skateboards / Hover Boards / Scooters / Bicycles**

For the safety and welfare of all individuals, skateboards, hover boards, scooters (both electronic and foot-powered), and bicycles are not allowed on the BCA campus. These items will be confiscated and returned only to the parent of the students owning these devices.

### **Tardy Policies**

Knowing that unpredictable events occur in the lives of students and parents, Baytown Christian Academy adopts a tardy policy that is reasonable yet holds students and families accountable in the area of punctuality. Students who arrive early or who are on time will, most often, function in a more orderly, less-stressed fashion; thus, they enjoy learning and will typically learn more. Additionally, when classes are interrupted minimally by students coming in tardy, teachers are able to instruct more efficiently. All-in-all, the learning environment is greatly enhanced by punctuality.

#### **Tardy at Morning Arrival Time**

Grade PK4 - 5

- Allowed five (5) first period tardies per nine-week grading period.
- Sixth and subsequent tardies to school will result in administration consultation with parents.

Grade 6 - 12

- All tardies will be handled through the tardy policy outlined below.

#### **Tardy Policy – Grades 6-12**

- Sixth through twelfth grade students have five minutes between classes for going to locker, exchanging books, going to the restroom, getting a drink of water, etc.
- If a student is not in the classroom and ready to begin (as defined by teacher) when the tardy bell rings, he is considered tardy. Faculty members are not allowed to give tardy permits.
- All tardies to class (morning arrival and/or all periods) will be documented by the attendance clerk in RenWeb.
- The tardy count starts over with the beginning of each six-week grading period.
- Students who enter a class 15 minutes or more after the tardy bell are considered absent, not tardy, for that class. In addition, any student who leaves class 15 minutes or more before the end of a class will be considered absent from that class for the day.

## **Tardy Consequences – Grades 6-12**

<b>Tardy Number</b>	<b>Consequence</b>
1-2-3	No consequence – tardies documented in Ren Web
4	After-School Detention
5-6-7	No consequence – tardies documented in Ren Web
8	After-School Detention
9-10	No consequence – tardies documented in Ren Web
11	Saturday Detention (including \$25 fine to pay for detention teacher)
12	Out-of-School Suspension (parent conference with Dean required)
13 and above	Out-of-School Suspension (length determined by Dean)

NOTE: All students (PK-4 thru 12) who accumulate excessive tardies each grading period (nine weeks or six weeks) are subject to enrollment status review by Administration.

## **Transcript Requests**

- To obtain a copy of a student transcript, the Transcript Request form must be completed with the following:
  - Date of request
  - Mailing address of the recipient
  - Parent signature or student signature if student is 18 or older
- After obtaining financial clearance, transcripts are released within three business days.

## **Truancy**

- A student who leaves Baytown Christian Academy's campus without permission from the school office for any amount of time is considered to be truant during his time of absence. BCA is not responsible for the student who leaves campus without permission.
- A student who leaves class without teacher permission is considered truant.
- A student who fails to report directly to an assigned area when instructed by campus personnel is considered truant.
- Any absence as a result of truancy is unexcused for academic and extracurricular purposes.
- Truancy results in school discipline at the administration's discretion on a case-by-case basis.

## **Vandalism**

- To deface any person's property, even a student's own property, is vandalism.
- Although dealt with on a case-by-case basis, common disciplinary actions on the part of administration are restitution, community service, suspension, and/or expulsion.

## **Withdrawing a Student**

- Student withdrawals must be in written form and must be submitted to the school Registrar.
- Requests to withdraw will not release the student from the contractual agreement on the Baytown Christian Academy Application for Admission.
- A student's academic records will not be released until clearance is obtained from the financial department.



## Student Covenant Honor Code

***The Bible says that Christians should “think on things that are excellent” and “avoid all appearance of evil.”*** I will maintain the high moral standards outlined in the Bible, God’s Holy Word, and maintain a clear personal witness through proper conduct and modest dress. I will attend services at my home church. I will not drink alcoholic beverages. I will not use any type of illegal drug, tobacco, or offensive language.

***Leadership involves self-discipline, which means accepting personal responsibility to do those things which are expected of you “as unto the Lord.” Christian leadership involves servanthood. Jesus said, “Whoever wishes to become great among you shall be your servant.”***

I will be prompt and attentive in all classes and activities. I will keep my belongings, locker, classrooms, and myself neat and clean. I will display a servant attitude toward my classmates, staff, and faculty.

***Baytown Christian Academy is an environment conducive to learning and personal growth and one in which you can make friends and not be distracted by outside influences.*** I will not bring to Baytown Christian Academy anything that would distract from that goal.

***We believe it is important to present a clear testimony for Jesus Christ among our neighbors and in the community.*** I will respect the property, privacy, and the rights of others including those not associated with Baytown Christian Academy.

***The Bible commands us to submit to authority.*** I will obey the rules and submit to the authority of Baytown Christian Academy administrators, directors, faculty, and staff.

### Standards of Conduct

Baytown Christian Academy students are prohibited from the following:

- Physical and verbal threats / assault of students and staff members
- Off-campus behavior involving criminal offenses or immoral lifestyle
- Unexcused absences
- Cheating or plagiarism
- Lying
- Using profane, obscene, or suggestive language or gestures
- Disruption of the classroom environment
- Willful destruction of school property
- Fighting
- Possession of pornographic or occult materials
- Aggressive attitudes toward students and staff
- Disrespect for staff members
- Possession or being under the influence of alcoholic beverages, illegal drugs, tobacco products
- Inappropriate public display of affection
- Truancy / Leaving school campus without permission
- Theft
- Being in an unauthorized area of the building / campus

As a student of Baytown Christian Academy I pledge to uphold the tenets of the Student Covenant Honor Code listed above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

**(Families with more than one student are only required to submit one form)**

Our family acknowledges receipt of the 2016-2017 Baytown Christian Academy Student Handbook and agree to read it in its entirety and to keep and use it as a reference.

STUDENT NAMES (please print):

\_\_\_\_\_ GRADE: \_\_\_\_\_

\_\_\_\_\_ GRADE: \_\_\_\_\_

\_\_\_\_\_ GRADE: \_\_\_\_\_

Parent Signatures: \_\_\_\_\_

\_\_\_\_\_

Student Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

# Soli Deo Gloria