Brookside Christian Academy Student Handbook

The Brookside Christian Academy Biblical Lifestyle Statement and Covenant

Brookside Christian Academy believes that every person is created in the image of God, and that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed in a monogamous, lifelong relationship between one man and one woman within the framework of biblical marriage. This is the divinely designed relationship for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated in scripture by Gen. 1:27–28; 2:18, 20, 23–24; Isa. 54:4–8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4–6; Mark 10:9; John 2:1–2, 11; 1 Cor. 9:5; Eph. 5:23–32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7–8.

Brookside Christian Academy believes that in order to follow the Scriptural teachings on marriage, we must affirm that sexual relationships outside of biblical marriage, and sexual relationships between persons of the same sex are immoral and sinful. Brookside Christian Academy detests the trend of our world to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. Brookside Christian Academy maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. We believe the grace of God is sufficient to overcome such sins, like all other sins. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10–16; Matt. 5:32; 19:19; Mark 10:11–12; and Luke 16:18.

Gender Differences

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:79). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social, and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any

behavior it chooses simply by reclassifying and renaming it those who follow Christ adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions.

Brookside Christian Academy is a religious, nonprofit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of Brookside Christian Academy is to work with families who desire themselves and their children to develop into mature, Christlike individuals who will be able to exhibit a Christlike life. This involves the school's understanding and belief in what qualities exemplify moral and sexual purity based on its interpretation of Scripture. Brookside Christian Academy stands firmly upon the historical truths and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design.

Parents or the legal guardians, who choose to enroll their children at Brookside Christian Academy, are agreeing to support these and other basic biblical values. Parents understand and agree that Brookside Christian Academy will teach these principles and biblical values. In addition, Brookside Christian Academy urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). Brookside Christian Academy was founded and continues to operate upon biblical values and the desire and commitment for Bible believing Christian parents to enroll their children in an intentionally Christian environment.

Marriage, Gender, And Sexuality Statement For Student, Staff, & Families

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:1825). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:25; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:1820; 1 Cor 6:910). We believe that in order to preserve the function and integrity of Brookside Christian Academy as a Christian ministry, and to provide a biblical role model to the Brookside Christian Academy families, it is imperative that all persons employed by Brookside Christian Academy in any capacity, that serve on the staff, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:1416; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:1921;

Rom 10:910; 1 Cor. 6:911). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture.

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Brookside Christian Academy will only recognize marriages between a man and woman at the chromosomal level.

Final Authority In Matters Of Belief And Conduct Statement

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Sanctity Of Human Life Statement

Brookside Christian Academy believes that all human life is sacred and created by God in His image. Human life is of incalculable worth in all its dimensions, including preborn babies, the aged, the physically or mentally challenged, and those in every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

Tuition & Fees

Annual Tuition

Annual tuition is $9000 and includes the cost of daily student instruction. This includes attendance to traditional classes Monday through Thursday, as well as the Friday PLUS experiences for full time students enrolled at BCA. There is a 10% discount on tuition for each additional sibling enrolled as a full-time student. Tuition may be prorated for students who begin attending after the first day of school. Tuition and fees are a financial responsibility and are due and payable according to the agreed payment schedule for the entire school year. Tuition payments are received through PraxiSchool and may be paid in full, semi-annually, or in ten monthly installments, from August - May. Payment due dates, late fees, and other financial arrangements are set during the consultation with the Financial Secretary.

Additional Fees

- $250 **Application Fee**: payable in two parts: $100 when submitting the application; $150 when accepting enrollment.
- $500 **Instructional Supply Fee**: due before August 1. Covers instructional supplies utilized in the classroom by students. Includes textbooks, workbooks, teacher instructional materials, craft and science supplies, and a portion of field trip expenses`. Individual school supply lists will be issued by each grade level. This fee does NOT include the cost of these items. This fee will be billed to your PraxiSchool account.

- **Re-enrollment Fee** of $100 is due as confirmation that the student will continue attending BCA for the upcoming year. This fee is due by April 1.

Cost of Services

- Before school care $40 per week per child
- After school care $100 per week per child
- Tutoring $50 per hour
- P.L.U.S. Days for homeschool students $50 per week
- Raven Retreat $150 per camp
- EC Program Fee $2000-$5000 depending on level of service
- Athletics varies per sport

Discounts

- Sibling discount of 10% deducted from all siblings except the oldest
- Employee discount of $2000 per child per year

HomeSchool Hybrid Options

Home school students may elect to attend one or more content classes at BCA. Tuition for students who attend less than full-time is pro-rated based on the number of classes or hours attended each week.

Home school students may choose to attend the PLUS experiences at a cost of $50 per session.

Scholarships & Grants

Information relating to Opportunity Scholarships, Disability Grants, and Education Savings Accounts can be found at www.ncseaa.edu. Payments made directly to BCA from NCSEAA will be applied to the student's account and the balance is the responsibility of families. BCA can not aid in the processing of these applications and is not responsible for unexpected delays or outcomes. Parents are responsible for all tuition and fees, regardless of assistance status.

Policies and procedures regarding the newly legislated Federal Scholarship Tax Credit (also referred to as the Education Freedom Tax Credit) have not yet been adopted.

Raven Retreat

Brookside Christian Academy's Raven Retreat is Dunn, NC's finest summer program. We offer a half day and full day package for multiple age groups. Whether you're a BCA student or not, all are welcome to join in for an unforgettable summer experience.

Hours are 7:30 - 3:00. After care until 5:30 is available for an additional fee. Students participate in a variety of classes each day. Each week includes a trip to the pool or splashpad and a “special event” that relates to the week’s theme. Registration details are announced each spring.

Admission Requirements

Entering Kindergarten Students

Students are eligible to enroll at BCA in the kindergarten program if they will be five years of age on or before September 30 of the prospective school year. Important note: The Opportunity Scholarship is NOT available for students who are younger than five years old by September 1st.

Enrollment at BCA begins with the application and interview process. This process begins in January each year.

- Families complete the online application and pay the $100 Application Fee.
- Families upload required documentation including a birth certificate, kindergarten health assessment, and immunization record.
- Students and their families are invited to attend a family interview and tour. Administrators reserve the right to meet the student in person before making an enrollment decision.
- Students will be asked to take a brief entrance assessment.
- Based on the interview, application, and supporting documents, the student may be invited to enroll at BCA. Families must pay a $150 Enrollment Fee to secure their seat. Students not invited to enroll are not refunded the $100 Application Fee.
- Acceptance and enrollment of students will occur on a rolling basis, in a first-come, first-served order until all seats are full.

Students who have previously attended preschool will need a recommendation. Parents will sign a form to give Brookside permission to contact the child’s preschool for this purpose. All potential students will be required to take an academic assessment prior to being accepted. Families will then receive a letter stating the status of their acceptance. The $500 instructional supply fee is due July 1st. This fee covers the student’s books, resource materials, and field trips.

Camp Kindergarten is a mandatory one-week half day program held over the summer. Incoming kindergartners are required to take part in one of the three weeks offered in the summer prior to beginning kindergarten. At the conclusion of Camp Kindergarten, BCA reserves the right to withdraw the enrollment offer to a student based on observations and findings gained during Camp Kindergarten. Examples of findings strong enough for this change would be toileting issues, immaturity, or non-compliance.

The family is responsible to meet with our Data Manager to review their tuition contract before the start of the school year.

Students NOT entering kindergarten

Enrollment at BCA begins with the application and interview process. This process begins in January each year.

- Families complete the online application and pay the $100 Application Fee.
- Families upload required documentation including a birth certificate, immunization record, and academic records from their previous/current school.
- Students and their families are invited to attend a family interview and tour. Administrators reserve the right to meet the student in person before making an enrollment decision.
- Students may be asked to take a brief entrance exam.
- Based on the interview, application, and supporting documents, the student may be invited to enroll at BCA. Families must pay a $150 Enrollment Fee to secure their seat. Students not invited to enroll are not refunded the $100 Application Fee.
- Acceptance and enrollment of students will occur on a rolling basis, in a first-come, first-served order until all seats are full.

Enrollment and Acceptance Policy

Brookside Christian Academy will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at Brookside Christian Academy is contingent upon this same understanding and support by both the student and parents. Brookside Christian Academy is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christlike. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student.

Students choosing to conduct themselves, in either action or word, in a manner that contradicts the biblical philosophy or lifestyle statement and covenants of Brookside Christian Academy will be dismissed on the basis of actions contrary to God's plan for marriage, gender, and sexuality. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bisexual acts; gender identity different than the birth sex at the chromosomal level; promoting such practices; or

otherwise the inability to support the moral principles of the school in word or action. (Leviticus, 20:13a, Romans 1:27, Matthew 19:46).

While every case is carefully considered, it is our recommendation that siblings are not placed in the exact same classroom setting. We prefer to place siblings with the same teaching team but in different classes.

If possible, teachers are not permitted to teach their own personal children.

Enrollment Window

Enrollment begins on January 1 for the following school year. Families taking advantage of the NC Opportunity Scholarship are responsible for enrolling or confirming their participation in that program as early as February 1. Application or enrolling of students at Brookside does not guarantee or facilitate the acceptance of NCSEAA scholarships.

Returning students in good academic, disciplinary, and financial standing will have a seat reserved through April 1. Families must submit the Re-enrollment Fee by April 1 to confirm continued enrollment. Students who are not confirmed by April 1 run the risk of losing their seat and will be charged an increased re-enrollment fee. *See Tuition & Fees Information for fee schedule.*

Integrity of Admissions Documents

It is the responsibility and desire of the Faculty and Administration to provide all Brookside students with the best possible Christian education. This work is hampered when parents fail to fully disclose the personal, educational, and medical needs of their children. Therefore, parents must provide the school with copies of any and all testing, evaluations, curriculum modifications, and educational plans (IEPs), etc.,which have been conducted for their children's giftedness, special needs, or learning disorders. All documentation in the testing process and resulting evaluation reports must be directed to Administration. These are legal documents and should be kept with the cumulative records. Medical information should be shared as appropriate and necessary. Incomplete or inaccurate information may be grounds for rejection of an applicant or dismissal of a student.

New Student Probation

Any student new to Brookside after will be evaluated by the administration after 90 school days. This evaluation is to ensure that the student is properly adjusting and assimilating into the Brookside culture and expectations.

To remain enrolled at Brookside Christian Academy, all new students must:

- Maintain a C average at the conclusion of the first attending semester.

- Earn a passing grade in all courses/subjects on the first report card.
- Demonstrate a pattern of acceptance and compliance to the social, spiritual, and procedural expectations of the school.
- Not receive any in or out of school suspensions within the first grading period.

Families may request a Parent/Teacher conference or meet with an Administrator in order to discuss their student's adjustment to Brookside prior to the conclusion of the first 30 school days.

Student Withdrawal

Students who initially confirm re-enrollment for the upcoming school year but then choose not to attend BCA between April 1 and June 30, forfeit the $100 Re-enrollment Fee and are responsible for a Late Withdrawal Penalty equal to 10% of the student's annual tuition. Families who withdraw their child between September 1 and Dec 31 will be responsible for 50% of the annual tuition for each student. Families who withdraw their child between Jan 1 and May 31 are responsible for 100% of each student's annual tuition. Rare exceptions will be made in the case of medical or military situations. Decisions in these matters are made by the Board and are considered individually.

For students receiving NCSEAA scholarships, those funds are due back to NCSEAA if the student is withdrawn before seven weeks into the semester. This is a legal responsibility parents committed to when accepting the scholarships.

If your child withdraws from the school for any reason, the classroom supplies will not be returned to you. Personal items may be returned when possible at the discretion of the administration.

Schedules & Routines

Calendar & Schedule

The BCA school year begins after Labor Day and ends at Memorial Day. We do not follow any specific county public school calendar.

Printed calendars will be distributed at the Back to School Bash and can be found under the Parent Hub section of our website.

Please note the arrival and dismissal times for both campuses:

Arrival: 7:40 AM-8:00 AM
Dismissal: 3:00 PM

Carpool Procedures

It is important that we all work together to have a safe and efficient carpool system. Families with children at both campuses should have ample time but can determine which route is best for them. To create a safe and efficient flow of traffic, BCA uses the app PikMyKid. This app assigns every student a number, uses GPS to announce your entry onto campus, and ensures a safe pick up by your designated driver. Thank you in advance for adhering to the following carpool procedures.

Morning Arrival

- Morning arrival begins at 7:40 am.
- Prior to the start of carpool, cars may begin lining up in a single or double line.
- Students should not exit the vehicle until staff members are in place to receive students.
- If you are the first car in the carpool line, please stop when you arrive at the furthest designated cone.
- Be sure to pull all the way forward when in the carpool lane and come to a complete stop directly after the car in front of you.
- There will be traffic cones and staff members at the designated stopping locations along the carpool lane.
- Students will exit from the vehicle from the passenger side only; students are not permitted to exit from the driver's side of the vehicle.
- Students should be able to get themselves in and out of their seat belts. Staff will help if assistance is needed for younger children in Kindergarten.
- For the safety of all families, parents should not get out of the car.
- Once your child has exited the car, please wait for the car(s) in front of you to pull forward and exit the carpool lane.
- Students arriving after their designated arrival time will need to be walked in by a parent and signed in through the front office.

Afternoon Dismissal

- Afternoon dismissal begins at 3:00 pm.
- Traffic patterns for dismissal will run in the same manner as morning arrival.
- Students not attending after-school care must be picked up by 3:20 pm.
- Any student not picked up in carpool will stay in after-school care until a parent arrives. Parents will be responsible for the cost of after-school care for any day their child attends as a result of a late pick up.
- Staff will not buckle a child into their car seat. Students or parents are responsible for this. If the child needs assistance, please pull forward and to the side of the line before exiting your car to assist. Please don't hold up the line while your child gets buckled.

- If picking up a student before the dismissal procedure begins, please do so from the front office before 2:30 p.m.

Daily Schedule

All students in grades K-5 will receive these estimated number of instructional minutes for each content area.

- ELA 90 minutes*
- Math 90 minutes
- Bible 30 minutes*
- History 45 minutes*
- Science 45 minutes
- Enrichments 45 minutes

All students in grade 6-12 will receive at least 60 minutes of instruction per day in each of the 4 core content subject areas in addition to 45 minutes of health/PE and an elective.

Lunch

Students must either provide their own lunches or buy lunch through Praxi's lunch module. BCA cannot provide refrigerated storage and cannot allow the use of a microwave to reheat food. Students will eat in the classroom, designated lunch space, or outdoors as the weather allows. Students are responsible for leaving the eating area clean and free of clutter.

Due to small classroom sizes and to avoid disruptions, parents are not permitted to eat lunch with their child. Parents may coordinate with teachers to bring a snack to celebrate their child's birthday at school.

Snacks

All students will be allowed to enjoy a "working snack" in the classroom. Snacks should be small and not create a mess. Students are welcome to bring water (only) to drink in the classroom throughout the day. Please avoid colorful "mix-ins" that may stain the carpet. Students are responsible for providing their own snack and cleaning their workspace.

School Supply Lists

We use communal supplies in our classrooms. This means that your child will use a combination of the school's materials, things the teacher has purchased, and supplies that your child and other students have brought in. This ensures that everyone has the necessary items and no one is left out.

It also saves parents money, reduces competition among students to have the newest and best school supplies, and teaches children to share and be responsible with community resources.

Grade level classroom supply lists will be published each summer. These supply lists are a combination of communal supplies and personal items each family is responsible for purchasing.

Raven Rendezvous (Extended Care Program)

Our Raven Rendezvous program is for elementary and middle school students. Before School Care is from 7:00-7:40 AM at Main Campus. The cost is $40 a week or $8 a day. Drop-ins for Before School Care are allowed without notice. Please note that your Praxi account will be charged the $8 fee.

After School Care runs until 5:30 PM at Main Campus. The cost is $100 a week or $20 a day. After Care drops-ins are welcome with notice to your child's teacher, front office staff or building administrator. Please note that your Praxi account will be charged the $20 per day fee. **Timely pickup by 5:30 PM is essential**. Our staff's time is valuable, and late pickups impact their personal schedules and responsibilities. To support this, a **late fee of $5 per minute** will be applied for any pickups occurring after 5:30 PM.

Security On Campus Facilities

Our facilities will remain locked at all times. Our campus is monitored remotely by cameras. A staff member will always be present to welcome any visitors to the school through the front entrance. Visitors will be asked to wear an ID badge if they are remaining in the building. In order to protect instructional time, parents are not allowed to visit their child's classroom at arbitrary times. Parent-teacher conferences are scheduled for times when the teacher is available without disrupting instructional time. Parents may request a meeting with the administrator at mutually convenient times.

Staff members and substitute teachers are subject to a criminal background check.

Our facilities have all current permits filed with the city of Dunn and the state of North Carolina. All emergency features, such as fire extinguishers and emergency lighting are in place and functional. Staff and students will conduct safety drills to ensure all parties know what to do in case of an emergency.

Staff and students experience emergency drills. Fire drills occur once a month. A tornado drill will be implemented at least once a year. A security drill will also occur once a year.

Attendance Policy

Attendance

In order to gain the most from school, each student must be regular in attendance. We recognize, however, that absences may occur for the following reasons: Illness, bereavement, medical or dental appointments, and pre-excused arrangements between the school and parents. Students who have been absent should present from their parent or guardian a written excuse to the teacher upon returning to school. This note should include the student's first and last name, date of absence, and reason for absence. The student is responsible for all work missed during his/her absence. Although the state of North Carolina does not specifically state that a given number of absences necessitate failure, local school authorities have the option to do so. BCA recognizes that a student whose absences exceed eighteen (18) per year is at risk. If a student exceeds these numbers, a conference with the administration will be required and the student will be placed on attendance probation. Additional absences, without cause, beyond the 18th day can result in the dismissal of the student.

Tardies

We believe that promptness is a character trait, which if developed properly, will truly benefit the student in all areas of his life. Students are expected to arrive at school in time to be in the classroom by the start of the school day on their assigned campus. If a student is late to school, he/she must stop by the front office and have a parent sign them in. Three unexcused tardies or early checkouts will result in an absence for the day or in the case of Upper School students, an absence for the class missed by being tardy or leaving early.

Excessive tardiness (more than 6 per semester) in the Lower School (grades K-5) or early checkouts without a doctor's note will result in an absence and require a meeting with the administration. Content in our Upper School is rigorous and necessary to prepare students for their next phase of college and career readiness. When a student in grades 6-12 receives 3 unexcused tardies to any class period, they must serve 30 minutes of detention. Once a student receives their 9th unexcused tardy, they must serve a day of in-school suspension where all classwork will be completed in the office.

Medical Information

Immunization Requirements

2025 - 2026 Immunization Requirements by Grade

This table provides general information about school immunization requirements. ***Some immunizations require exact spacing between doses or age requirements that are not noted here.***

If you have questions, contact your doctor's office or the nurse at the school where your child will attend.
See N.C. Administrative Code 10A NCAC 41A.0401 for details.

Pre-K	**Grades K – 4**	**Grades 5 – 6**
4 DTP/DTaP/DT	5 DTP/DTaP/DT/Td	5 DTP/DTaP/DT/Td/Tdap
3 Polio	4 Polio *(Note: 4th dose due on or after 4th birthday as of 7/1/15)*	4 Polio
1 - 4 Hib *(Note: Dose # depends on vaccine type and age when vaccinated)*	1 - 4 Hib *(Note: not required after the age of 5 yrs.)*	3 Hepatitis B
3 Hepatitis B	3 Hepatitis B	2 MMR
1 MMR	2 MMR	2 Varicella
1 Varicella	2 Varicella	
1 - 4 Pneumococcal *(Note: Dose # depends on age when vaccinated)*	1 - 4 Pneumococcal *(Note: not required after the age of 5 yrs. or if born before 7/1/15)*	
Grade 7-8	**Grades 9 – 11**	**Grade 12**
5 DTP/DTaP/DT/Td/Tdap	5 DTP/DTaP/DT/Td/Tdap	5 DTP/DTaP/DT/Td/Tdap
4 Polio	4 Polio	4 Polio
3 Hepatitis B	3 Hepatitis B	3 Hepatitis B
2 MMR	2 MMR	2 MMR
2 Varicella	1 Varicella	1 Varicella
1 Tdap	1 Tdap	1 Tdap
1 MCV ACWY	1 MCV ACWY	2 MCV ACWY

If a family is opposed to vaccinations for their children, they must submit a letter stating such from themselves or their pediatrician.

Illness
Students who are feeling sick are brought to the office. If a child's temperature is above 100 degrees, a parent will be notified to pick them up. If a student is vomiting, has diarrhea, or has a contagious illness he/she will be sent home. If parents are called to pick up a child, they are expected to arrive as soon as possible within 1 hour. Students are not allowed to return to class until they are fever free without medication, or have not had vomiting for 24 hours.

Accidents
Accidents will require a report filled out by the attending teacher or front office staff. A copy can be sent home with the parent if requested. A parent will be notified of the child's injury. In the event of an extreme emergency, 9-1-1 will be notified immediately.

Contagious Conditions
If head lice are detected at school, the entire class will be checked and parents of affected students will be notified immediately. The student may not return to class until they are "nit" free. If a student has ringworm, pink eye, or scabies, he/she will be sent home and must give verification of a DOCTOR prescribed medication to return to the classroom.

Asthma
Students with asthma must also have an asthma care plan filled out in detail and signed by their health care provider.

Medication Administration

Prescription and over the counter medications (including topical ointments for chapped lips and skin, and cough drops) can be administered at school provided you supply the school with a properly completed Medication Consent Form and the medicine meets the State of NC requirements listed on the next page. All over-the-counter medications must be in the original packaging and have the student's name CLEARLY marked on the package. All inserts must remain in the packaging. All prescription medications must be in the original prescription bottle. There is no sharing of medications between children including siblings and other family members. Each child must also have their own medication administration form filled out and on file prior to receiving medication.

All medications are to be given to the front office by the parent or guardian. Under no circumstances are medications to be carried by or stored with the student. All expired medication will be picked up by parents. School officials will notify parents when the medication form expires or the medication. MAT forms are good for the entire school year. Students will come to the office for their medication unless on a field trip. In that case the MAT certified staff will administer medication on field trip site. The office keeps a daily log of medication administered.

Concussion Protocol

If a child incurs a head injury during the school day, the concussion protocol will be followed. The protocol can be found in the Athletics section of the handbook.

Parent - School Communication

Social Media

BCA uses social media (The BCA Parent Hub App, Facebook, Website, etc.) as a means to inform our families and community of events and happenings. Students and their school work are sometimes included in photographs and videos. **Names of students are not posted**. If you wish for your child to not be included in these pictures, you must notify the administration in writing. Otherwise, your indication on your Praxi account profile gives BCA permission to use photographs of your child online, on social media sites, and for advertising purposes.

Parents are encouraged to stay engaged via the internet and share positive comments to these sites at any time. These pages are monitored continually by our staff and administration. We do not allow persons to voice concerns on these pages. If you have specific questions or comments you may call or email them directly to the school.

If parents have questions or concerns about what happens in the classroom, we suggest contacting the teacher first. If their concerns are not addressed within 24 hours, they may then contact the principal on that campus. Please attempt to resolve the issue with the teacher before reaching out to the principal. If resolution is still not reached, a conference with the Head of School can be scheduled. Resorting to social media posting is never the best way to resolve an issue.

BCA goes above and beyond to communicate to Brookside families via a variety of methods. It is the responsibility of the student's family to be aware of important dates and deadlines, events and activities, field trips, and academic issues.

PraxiSchool

Teachers post grades into Praxi weekly. Parents can view these grades through their online account. Lunches must be ordered a week ahead of time via the Praxi portal. Online payments on your child's account can be made through Praxi. Although messaging is a feature on Praxi, it is not a consistent, reliable means through which teachers communicate. Do not utilize this feature as teachers may not be monitoring and your messages will not be viewed in a timely manner.

Teacher Communication

Email and texting/messaging teacher's personal phone, facebook accounts, or email is not permitted regarding school issues. Please correspond with them through school email and the school phone. Teachers have phones in their classrooms and can respond during their planning times. Parents and

teachers can communicate through the messaging module on the BCA Parent Hub app. Parents must send and receive emails from the teachers' @brooksideca.org accounts. Please allow 24 hours for teachers to respond to questions or concerns about classroom matters. For urgent messages, please contact the front office.

Student Communication Folders

Every Lower School student is given a BCA Communication Folder. They are to carry it back and forth to school every day. It serves as a daily communication tool between the teacher and parent. Grade level teams also use a classroom calendar or newsletter with scheduled tests, events, and deadlines.

Parent/Teacher Conferences

A parent/teacher conference occurs at the end of the first quarter. These conferences should be scheduled during the month of October. Teachers will invite families of new students or students of concern to meet at this time. Teachers will be available throughout the school if families have ongoing concerns.

BCA Parent Hub App

The **BCA Parent Hub** is an official communication platform of Brookside Christian Academy designed to provide families with convenient access to important school information and communication.

Families are encouraged to use the Parent Hub regularly to stay informed about school activities, announcements, calendars, weekly bulletins, classroom information, and other school-related updates.

Parent/Guardian Accounts

Each authorized parent or guardian should use **his or her own individual Parent Hub account**. Login information should not be shared with other individuals.

Because families may have multiple parents, guardians, or households, individual accounts help BCA protect student information and ensure that each authorized guardian receives appropriate access and communication.

Parents and guardians are responsible for notifying the school if they believe their account has incorrect student information, unauthorized access, or other account-related concerns.

Teacher Messaging

The Parent Hub includes a messaging feature that allows parents and guardians to communicate directly with their child's teacher(s). Teachers may also send messages to an entire class when information applies to all students in that class. Parents may respond directly to the teacher without their response being shared with other families.

Messaging Expectations

Parent Hub messaging is an official form of school communication. All communication should remain **respectful, appropriate, and focused on school-related matters**.

Parents should understand that teachers are actively teaching and supervising students throughout the school day and may not be able to respond immediately.

Teachers are expected to respond to appropriate messages within a reasonable timeframe during normal school/work days. Teachers are **not expected to be available through Parent Hub messaging at all times**, including evenings, weekends, holidays, or school breaks.

For matters requiring a lengthy conversation or involving a significant concern, a teacher may request that communication continue through a phone call, conference, or another appropriate method.

When NOT to Use Parent Hub Messaging

Parent Hub messaging should **not** be used for:

- Emergencies or urgent situations
- Transportation or dismissal changes or changes to authorized student pickup if late in the day
- Matters that require immediate action by the school office
- Highly sensitive or confidential matters better addressed by phone or conference
- Issues requiring administrative assistance
- Personal or non-school-related communication

For urgent matters, dismissal or transportation changes, attendance matters, or other issues requiring immediate attention, families should follow established school procedures and **contact the school office directly**.

Appropriate Communication

Brookside Christian Academy expects all Parent Hub communication to reflect the same standards of courtesy and respect expected in other interactions between families and school employees.

Messages containing inappropriate, threatening, harassing, abusive, or repeatedly disruptive communication may be referred to school administration. BCA reserves the right to restrict or remove

messaging privileges when necessary to protect students, families, employees, or the appropriate operation of the school.

Staying Informed

The Parent Hub is an important part of BCA's communication with families. Parents and guardians are encouraged to check the Parent Hub regularly and keep their contact and account information current by contacting Camden Keene with any updates or issues (ckeene@brooksideca.org).

Curriculum & Instruction

Curriculum

Brookside Christian Academy utilizes Sonlight HBL curriculum for instruction in History, Bible, and Literature. This includes all language arts topics such as writing, phonics, handwriting, and reading comprehension. A strength of this curriculum is that it exposes students to a wide variety of quality literature through read-alouds, novel studies, and independent student reading. In the area of elementary mathematics, BCA uses the Singapore Math curriculum. This curriculum uses visual models to give students a foundational understanding of mathematical concepts. Instruction emphasizes the importance of fact fluency which will ensure a balance of conceptual and practical knowledge. Science instruction is based on Apologia curriculum and progresses through a wide variety of science topics based on a Biblical perspective. Student work includes science “notebooking” as well as hands-on activities and labs. Supplemental resources include Abeka science and history in K-2, Plaid Phonics, Vocabulary Workshop, and Grammar for Excellence and a variety of BJU products including higher math topics.

Students in grades K-5 will have daily enrichment classes. Enrichment classes include art, music, P.E., and Library. Students attend these classes on a rotating basis.

PLUS Days

All full-time students enrolled at BCA will participate in the PLUS Day Experience. Four days per week, students will attend content area classes from 8:00 - 3:00. One day each week, students have the opportunity to put their learning into action with PLUS (Practical Learning Understood through Service). PLUS activities may include on and off-campus field trips, STEM challenge days, cultural arts experiences, and service and mission oriented projects. Guest speakers, missionaries, scientists, and community leaders will join us to enhance students’ learning on these days. All costs associated with PLUS days are covered by tuition.

Report Cards & Grading Scale

Grades are issued to communicate a student's academic progress to the student, their parents or guardians, and school staff, and to serve as a foundation for identifying and implementing improvements in performance when needed.

BCA uses a ten-point grading scale for both Upper and Lower schools. For Lower School students in 1st-5th grades, final grades are averaged utilizing three components: Classwork or other independent practice assignments 25%, Formative Assessments such as quizzes, mid-chapter milestones 35%, and Summative Assessments like tests or projects 40%.

Kindergarten students utilize these same components but are assessed on a 4-point grading scale that translates to M (Mastery), S (Satisfactory), or N (Not Observed).

In daily Bible classes where scripture memorization is graded, each assignment is equally weighted. The same is true in Upper School elective classes.

For core classes in grades 6th - 12th, assignments are categorized and weighted as follows: Independent work 20%, Quizzes 30% and Tests 50%.

Letter Grade	Point Scale
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Grade averages are reported on a quarterly basis. Progress reports are issued at the end of the first and third quarters. Report cards are issued at the end of each semester. Grades can be viewed at any time via the PraxiSchool Parent Portal.

Homework

Students will be fully engaged in rigorous academic activity throughout the school day. Homework serves as a meaningful extension of classroom instruction and is an integral part of each student’s learning experience. It should be thoughtfully designed and assessed to ensure it is purposeful,

appropriate, valuable, and timely. BCA agrees with the abundant research in the area of homework, and that *lengthy* additional homework requirements do not increase achievement. (Kohn, A. (2007) The homework myth: Why our kids get too much of a bad thing. Cambridge, Mass. Da Capo Lifelong).

It is a goal of BCA that students develop a love for reading. To this end, we encourage students to read texts of their choice nightly. In some grade levels, texts may be connected to the HBL curriculum. Students will also spend time practicing sight words, spelling, or phonics and math facts for fluency in lower grades. There is much research that shows automaticity in these areas act as building blocks in reading and higher math concepts. "...students will develop automaticity first, then fluency, and by doing this, they will develop a pattern of sustained success in their mathematics career" (Cumming & Elkins, 1999; Lin & Kubina, 2005; Stickney et al., 2012; Woodward, 2006).

Lower School

Students in the Lower School will have nightly homework for the purpose of practicing needed sight words, vocabulary, and/or spelling. In math, students will study math facts to gain fluency and/or practice problems in current/past topics. Nightly reading may be required to facilitate literature discussions or build fluency. Gaining good study habits is also an important part of homework. Students often have study guides for upcoming tests. We encourage parents to be involved in homework and participate in any practice that is required at home.

Upper School

Students in the Upper School will have homework in accordance with practicing and extending learning that occurs during the school day. Homework may also include projects which must be worked on as pacing dictates in order to reach completion. The goal of our Upper School staff is to prepare students to become ready to enter college and/or the workforce.

Daily Approximate Time (Grade/Minutes)

- Kindergarten - 2nd grade: Students might spend 10 - 20 minutes of word work or math fact fluency plus 15 minutes reading nightly
- 3rd, 4th, and 5th grade - math practice, study for upcoming tests, plus nightly reading and word work from 30-50 minutes
- 6th-8th grade - up to 60 minutes to include practice from any subject, daily reading, and occasional project assignments
- High School - up to 90 minutes to include practice from any subject, daily reading, and occasional project assignments

These guidelines are estimates and content listed is not comprehensive. Exact homework assignments will vary by teacher and grade level. Time spent on assignments varies by student and family.

Testing

In accordance with General Statute 115C-549, as a private school in North Carolina, Brookside Christian Academy must provide testing for the following students/grade levels.

1. Administered to all students in grades 3, 6 and 9 each school year, a nationally standardized achievement test in the subject areas of English grammar, reading, spelling and math. Keep test results on file at the school for at least one calendar year for annual review by a DNPE (Department of Nonpublic Education) representative.
2. Administer to all grade 11 students each school year, a nationally standardized test which measures competencies in the verbal and quantitative areas. Keep test results on file at the school for at least one calendar year for annual review by a DNPE (Department of Nonpublic Education) representative. Establish a minimum score on the test for high school graduation.

An essential component to educating students successfully is providing accurate assessment measures. When testing is done well and thoughtfully, it provides teachers with the necessary information to implement rigorous instruction. The Faculty and Administration at Brookside believes in utilizing annual assessments for all students in order to provide families and teachers with the most current data on each child. Assessments will not be used to retain or penalize students.

Starting in the 2026-27 school year, Brookside students in grade 3-10, and 12 will take the California Achievement Test (CAT-6). The administration selected this battery of assessments for a variety of reasons. The CAT-6 evaluates students in the areas of Reading, Word Analysis, Vocabulary, Language: Usage, Mechanics, and Spelling, Math Computation and Problem Solving. These subjects are aligned with what students will be learning in their classrooms each day. Students will continue to be tested individually or in small groups. Families will receive student scores at the conclusion of each school year and a copy of scores will be kept on file in the student's cumulative record. High school juniors are required to take the ACT.

Individualized Instruction

Individualized Education Plan (IEP) for Exceptional Children

The staff at BCA believes that all children are created by God for a unique purpose. It is from this belief that we attempt to teach each child and cultivate their individual strengths and abilities. BCA will make every reasonable effort to honor accommodations and goals listed in public school IEPs. These plans will be discussed during the family interview to determine BCA's ability to serve each child.

Due to our low student-teacher ratio we are able to allow time and space for local therapists to work with BCA students on campus.

Additional Academic Services

Brookside Christian Academy believes in educating each student to the maximum extent possible in the least restrictive environment with their same aged peers. However, the Faculty and Administration at Brookside recognizes that there are vast educational needs and differences from child to child. With that in mind, Brookside offers supplementary aids and services in terms of modifications and specialized accommodations for students in the following areas, and in some cases, for additional costs:

Tutoring
Tutoring refers to extra support in the content areas students are learning in their classrooms every day. For example, repeated instruction or practice in the area of subtraction. Tutoring can be short-term relating to a particular topic, or long-term as needed. Tutoring sessions are held before or after school, typically in one hour increments, limited to a few times per week. Tutoring services can be secured by a BCA staff member if possible. These services are an extra cost and billed through families' BCA Praxi accounts. Families are free to secure their own tutors outside of BCA.

Intervention
Intervention refers to a more intensive period of instruction. Intervention occurs when it is determined that a student is falling behind in a foundational area of understanding, such as reading or basic math concepts. The student needs intensive support to move at a similar rate as his/her peers in the classroom. Intervention sessions are individualized and targeted. Sessions may be held during the school day or before/after school, as often as four times per week, in 30 minute increments.

High Flying Ravens (AIG)
At Brookside we believe in challenging every student and supporting each student to reach their goals. Students who need to be challenged beyond the level of typical classroom material will be recommended by the classroom teacher to attend High Flying Ravens for math or ELA. This program is not an extension of what is being taught in class; rather, it is higher level content that goes beyond typical classroom instruction. Students in High Flying Ravens are expected to maintain their grades and keep up with any class work they may miss during these sessions.

Grade-skipping
On rare occasions there are students who would benefit from skipping an entire grade level. This is a complex decision that has multiple factors. Students must meet the following criteria to even be considered.

- Nearly 100% on all classroom assignments and assessments
- WJ scores of 6 years or more above grade level in all three academic areas
- Demonstrated social and emotional maturity

- Teacher recommendations

Skipping a grade is not an option for students in grades 9-12. Advanced academic opportunities are made available through honors courses and dual enrollment options.

To begin this process, a written request must be made from parents to the administrator. Administrators will verify the criteria above and then meet with parents to make the determination.

Honors Courses & Advanced Placement

High achieving students have the opportunity to further challenge themselves through their participation in honors level courses or advanced track math courses. To qualify for these opportunities, students must consistently demonstrate the skills and qualities necessary to succeed in an honors-level course. These qualities include strong reading comprehension, effective written communication, critical thinking abilities, and a willingness to engage in thoughtful class discussions. In addition, the student has shown responsibility, motivation, and the ability to complete assignments independently and thoroughly. He or she must conclude the prior school year with an overall average of 90 or above.

In 7th grade, students have the opportunity to start an advanced math track that impacts their math courses throughout high school. Select students may take Pre-Algebra in 7th grade and Algebra I in 8th grade. This is one year ahead of their peers.

Recommended requirements to enroll in this course are:

1) A minimum end of year average of 90 or higher in 6th grade math
2) A recommendation from the student's 6th grade math teacher
3) A demonstrated above-grade level performance in math on annual standardized testing
4) Parent consent for student to take the course and begin the advanced math track

Students and families must consider the opportunities these advanced courses offer as well as the increased responsibilities they require.

Discipline

As at any school, there will be discipline situations that demand attention from teachers and administrators. BCA recognizes that students and staff members are imperfect people who make mistakes. It is part of BCA's core beliefs that students learn from mistakes, whether academic, social, spiritual or in any area. BCA desires that staff members have strong relationships with students and families so that corrective steps are minimal, quick, and result in the maturity of the students involved. The steps below demonstrate the humble attitude and progression of understanding that occurs as staff members seek to find resolution and correction.

The following guidelines are followed to address unfruitful behaviors.

1. Get the student alone (Matthew 18:15-20). Discuss humility and if their actions put others first. Examine your own humility and see if you are a part of the problem (James 4:6-10).

2. Allow the student to explain the problem as they see it. Explain how the situation conflicts with God's Word.

3. Discuss ways that the current behavior or choices can interfere with a life of integrity. The behaviors may have caused damage to the student's integrity. Discuss ways the student can restore his/her integrity with you and others. Focus on asking questions rather than making dogmatic statements. Avoid using "always" and "never."

4. Decide on a mutual solution that will allow them to foster stronger relationships (Ephesians 6:9). Determine if they have acted as a Godly friend to others and how they should deal with relationships that are not bringing the light of Christ into their life.

5. Have the student explain the solution to you and you explain it back to them. Provide them with new knowledge, or a means to gain new knowledge that can help them to better understand themselves.

6. If appropriate, pray with the student for the Holy Spirit to take the situation and use it to teach mercy and understanding to all involved.

Students who continue to have issues with other students or staff members will be referred to the administrator to determine a suitable course of action. In extreme cases, actions may include dismissal. In any event, administrators will meet with parents to discuss the plan of action.

Level 1 Behaviors

- Unexcused tardy to class/unexcused tardy during arrival
- 2 consecutive tardies (morning arrival or to an individual class)
- Failure to follow classroom rules
- Continued classroom disruption after warning
- Excessive talking during class or work time
- Minor inappropriate language
- Put-downs
- Uncooperative behavior (refusal to follow directions)
- Unsafe rough play/play fighting
- Being out of assigned area
- Dress code violation
- Failure to complete classwork or assigned homework

Level 2 Behaviors

- Cheating/plagiarism
- Defiance
- Disrespectful actions toward adults
- Repeated classroom disruption
- Inappropriate language (profanity)
- Non-compliance
- Physical contact or aggression
- Recurring Level I Behavior
- 3 consecutive tardies (morning arrival or to an individual class)

Level 3 Behaviors

- Abusive/inappropriate language
- Directed verbal abuse
- Harassment/Bullying
- Fighting/Physical Aggression
- Theft
- Forgery
- Lying to an Adult
- Missed Detention
- Communicating a threat
- Property damage or vandalism or the attempt to do so
- Using or possession of an illegal substance
- Smoking/vaping or possession of
- Possession or use of a weapon
- Misuse of technology/viewing inappropriate websites
- Recurring Level II Behavior

Steps for Behavior Management

Step 1-Problem behavior is observed
Step 2-Staff member in charge determines whether or not the infraction is a Level 1, 2, or 3
Step 3-Level 1 are Classroom-Managed and considered minor behaviors. The classroom teacher determines the consequence under the bank of choices for Level 1 according to the infraction. Every infraction needs to be documented.
Step 4- All Level 2 and Level 3 infractions and behaviors are administrator-managed.
Step 5-Level 2 and level 3 behavior forms must be filled out in Praxi by the staff member in charge. When a student reaches 3 documented infractions at any level the behavioral consequence moves to the next Behavior Level.

Level 1 Consequences

- Apology (Verbal or Written)
- Time out of preferred activity``
- Preferential Seating
- Verbal correction
- Warning
- Can include parent contact but not required at first offense of Level 1
- Multiple Level 1 offenses (2 or more) require parent contact``` 1

Level 2 Consequences

- **Mandatory parent contact by phone call or email not by text**
- Parent conference
- Before school detention
- Loss of privilege (fun activity in class, PLUS Day, etc.)
- Separation from class
- Loss of access to materials or resources

Level 3 Consequences

- Mandatory parent contact and conference by phone or in person
- Before school detention
- In school suspension (1-3 days)
- Suspension from school (1-3 days)
- Other administrator determined consequence

Level 3 Procedures

High Priority/Immediate Risk

- Teacher or adult in charge escorts the student to the office or calls for administrative escort.
- Actions are described to the administrator.
- Teacher or adult in charge completes discipline referral in Praxi immediately.
- The student does not return to class until the parent is reached.

Low Priority/No Immediate Risk

- Discipline referral form is given to the administrator and the student is called to the office.

Administrative Actions

- Investigation/interview is conducted with those involved
- Parent is contacted by phone
- Consequence or other intervention is determined
- Referring staff member is informed of next steps

Dress Code

At BCA, we believe each child is unique and special. We celebrate our differences and uniqueness through our educational methods. Therefore we feel it is counterproductive to require uniforms where all students would dress and look the same. We do believe, however, that dressing neatly, modestly, and in no offensive manner is biblical and honoring to Jesus Christ. The following guidelines are provided to help each student develop grooming habits that will help them to grow spiritually, socially, and academically.

Shirts: Shirts without sleeves should be two inches or wider at the shoulder. Fabric should not be see-through or contain inappropriate pictures or graphics. Vests, sweaters, sweatshirts may be worn over shirts. Shirts must be long enough to cover the top of skirts or pants when arms are extended, or as long as the student's fingertips when wearing leggings.

Pants/Shorts: Pants should be neat and without holes or rips that expose skin above the knee. Neat shorts (without holes or rips) may be worn and must be mid-thigh or longer when standing. All pants and shorts must be worn at the waist. There should be no chains of any kind hanging from/attached to pants.

Shoes: Students cannot wear tennis shoes with rollers. Students in K-5 have daily recess and students in 6-12 have PE and need to be able to run and play in the shoes they wear to school.

Skirts, Dresses, or Jumpers: Girls may wear modest dresses, jumpers, skirts. These must be longer than mid-thigh when standing with arms straight down or may not be shorter than three inches above the knee (including slits). When wearing dresses, it is recommended that girls wear shorts underneath to allow her to sit on the floor and play games without worry.

Pajamas: Pajamas should not be worn as outerwear unless on a designated pajama day for spirit week.

No hats or hoods should be worn continually in the building except when permitted for special occasions. The student's dress must remain neat and not damage the student's testimony or distract others from learning. It should not cause a problem for other students and staff. The administration has the right to change or adjust these guidelines at any time.

Family members are expected to adhere to the same dress code guidelines while on campus or accompanying BCA students on field trips.

Technology and Digital Access

Acceptable Use Policy

Brookside Christian Academy shall encourage staff and students to use computers and the Internet as an educational tool. Use of the electronic information resources in BCA classrooms shall be used to improve and support the educational process by providing access to global information and improving communication between students, staff, and parents.

Internet Use

The use of the electronic information resource is intended for educational purposes only and will be closely supervised by school personnel. School personnel shall provide annual Internet Safety Training to students. Email accounts shall not be given to elementary students. The Internet at Main Campus is filtered to block pornography, hate sites, violence, and profanity. Students who abuse acceptable computer use, which includes, but is not limited to, copyrighted or threatening or obscene material, pornography, gambling, inappropriate language, etc., shall be subject to disciplinary action. With this learning tool, students must understand that it is a privilege to have tablet/computer access and they must always practice proper and ethical use.

Vandalism, harassment, and cyberbullying are prohibited.

- Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses.
- Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. This includes, but is not limited to, the sending of unwanted email, cyber-bullying, posting of harmful information or pictures on websites, etc.
- Cyber bullying is defined as using the Internet or another device to send or post text video, or an image with the intent of knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced the conduct, or voluntarily accessed the electronic communication. Acceptable use training will occur that involves procedures, ethics and security.

Acceptable Uses

To qualify for electronic information resource services, students must be willing to abide by the rules of acceptable use. Please work with us in helping your elementary school age child understand and abide by these simple but important rules of appropriate use.

- When using the computer to write information (such as a word processing document), always use appropriate school language and behavior.

- Show respect for others, self and for property.
- When using the computer resources follow all posted rules and instructions given by your teacher.
- Do not attempt any activity that would violate any District or State Law.
- Do not attempt to bypass State, District, or school security, or attempt to access information other than your own.
- Only go to sites that have been approved by your instructor. Aimless surfing is not allowed.
- Keep Personal things Private: Do not share your password with anyone.

Monitoring

BCA reserves the right to monitor and review any material on any computer or electronic device at any time in order for the school to determine any inappropriate use of network services. All Internet use will be closely monitored. Any violation of these rules may result in losing computer and Internet privileges. The extent of privileges lost is determined by the violation. Internet use will be allowed only with instructor guidance and monitoring.

Security

BCA will implement security procedures on Internet access to protect against unacceptable use.

Encounter of Controversial Material

Internet users may encounter material that is controversial in which the user or administrator may consider inappropriate or offensive. BCA has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the administrator. The school expressly disclaims any obligation to discover all violations of inappropriate Internet access.

Terms of Use

- Only registered students of BCA qualify for Internet access under this Policy.
- Only authorized users who have signed the User Agreement shall have computer access. Users are ultimately responsible for all activities while using the Internet.
- The school administrator, and/or responsible teacher may suspend or terminate any computer user's access for any reason whatsoever.
- All Internet or computer equipment access of a student is automatically terminated at the moment of withdrawal of the student from BCA.
- All student Internet use must have teacher/staff supervision.

Cyber-Bullying Policy

1. Purpose
As a Christian educational institution, BCA is committed to fostering a safe, respectful, and Christ-centered environment. In accordance with biblical principles, this policy seeks to prevent and respond to cyberbullying in all its forms.

2. Scope
This policy applies to:

- All students, staff, faculty, and volunteers.
- All digital interactions involving the school community.
- Use of any technology: school-issued or personal (e.g., phones, tablets, computers, social media).

3. Definition of Cyberbullying
Cyberbullying is the use of digital technology to intimidate, harass, threaten, or humiliate another person. This includes but is not limited to:

- Sending hurtful, threatening, or insulting messages or emails.
- Posting or sharing harmful or false content online.
- Spreading rumors or lies through digital platforms.
- Impersonation to damage someone's reputation.
- Exclusion or public shaming in online forums or group chats.

Cyberbullying violates the core Christian values of love, respect, kindness, and truth.

4. Reporting Procedures

- Reports may be made to a teacher, counselor, or administrator.
- Parents are encouraged to report concerns to the administration.
- All reports will be taken seriously and investigated promptly.

5. Investigation and Response

- Investigations will be fair, thorough, and may include interviews and review of digital evidence.
- Where applicable, parents or guardians will be notified.
- Consequences will vary depending on the nature and severity of the offense and may include:

- Counseling or mediation
- Apology and reconciliation efforts
- Disciplinary action (e.g., suspension, loss of device privileges)
- Involvement of local authorities for serious threats

6. Education and Prevention

- Digital citizenship and biblical character education will be integrated into the curriculum.
- Staff will receive annual training on identifying and addressing cyberbullying.
- Students and parents will sign a **Digital Conduct Agreement** annually.

7. Role of Parents and Guardians

Parents are encouraged to:

- Monitor their child's online activity.
- Talk regularly with their children about digital responsibility and Christlike behavior.
- Partner with the school in resolving any incidents.

8. Policy Review

This policy will be reviewed annually to ensure it remains current, effective, and consistent with Christian values and legal guidelines.

Penalties for Improper Use

Any user violating this Policy or applicable State and Federal Laws may be restricted from Internet use or use of any or all computers and other disciplinary measures deemed necessary by the administration and/or legal authorities.

Cell phones are not allowed to be visible, heard, or used during class, in hallways or bathrooms. If students are on their phones, teachers will give a verbal warning for the first occurrence. On the second infraction, the principal will confiscate the phone for the parent to pick up at the end of the day. On the third infraction, the parent must pick up the phone, the student is not allowed to bring a phone back to school at all, and the student will be written up for disciplinary action.

Upper School

Upper School Honors Courses and Dual Enrollment Opportunities

Students at BCA in grades 9-12 have the opportunity to be enrolled in Honors Courses that will help prepare students for future academic success, including college readiness and scholarship opportunities. Students receive Honors recommendation based on their grades and work ethic in each content area in which Honors level work is offered. For Math, students working above grade level receive Honors credit.

Key benefits of Honors Courses include:

- Rigorous, in-depth learning experiences
- Opportunities for independent research and creative projects
- Recognition on transcripts with a boost in weighted GPA points by 0.5 quality points.

Rising 11th and 12th grade students at BCA also have the opportunity to take dual enrollment courses through the local community colleges. Each year in the Spring semester, students must apply to the community college of their choice to determine eligibility to participate in their dual enrollment program and get signed up for courses. At BCA, we would encourage rising Juniors and Seniors with a good work ethic to pursue a course through any local Community College and would allow for this to count as credit for their BCA requirements for graduation. Being that these are online classes, it will be the student's responsibility to keep up with their assignments from their professors. Though we will check in with students on their grades and assignments, teachers at BCA will not be teaching the course to students. We want this program for students to help them gain college credit, while also completing their necessary high school credits.

College Code 246466

The school code is required on several applications for Juniors and Seniors related to the SAT, ACT, or college enrollment.

High School Weighted Scores

In order to calculate a student's GPA, a weighted grading system is used. Praxi will automatically calculate a student's GPA as numerical grades are recorded for each course for all courses taken from 9th-12th grade. Honors courses will receive 0.5 additional quality points and CCP (College & Career Promise at Community Colleges) courses will receive 1 additional quality point. No quality points will be awarded for any grade below 60. All courses not identified as Honors or CCP carry CP (college preparatory) grade weighting. Below you will find the scale used for course grade weights when calculating GPA.

Grade	Numerical Average	Standard CP Weight	Honors Course Weight	CCP Course Weight
A	90 - 100	4	4.5	5

B	80 - 89	3	3.5	4
C	70 - 79	2	2.5	3
D	60 - 69	1	1.5	2
F	0 - 59	0	0	0

Exam Exemptions

Exam exemptions from Core Courses for students in grades 8th-12th

-Maintain an A and have no more than 4 absences (excused or unexcused) **PER** semester

-Maintain a B and have no more than 3 absences (excused or unexcused) **PER** semester

Since courses taken at Brookside are year long, exemption from the Final Exam will be based upon attendance and grades from **EACH** semester.

*A student is counted absent for a class if they are not present for more than half of the class period.

Retention and Course Repeating

If a middle school student fails two or more core classes, the student will be retained to repeat the entire grade. It is essential that middle school students have a firm grasp of their foundational courses before entering high school.

For high school students, failure of any individual core classes requires repeating the course to secure a passing grade and credit. Repeating the entire grade level is up to the discretion of the administrator. For incoming students transferring from other schools, course assignment and grade level placement is contingent upon the student's successful completion of individual courses as demonstrated on the transcript from their previous school.

Beta Club

National Beta Club is for qualifying students in grades 4-12. We currently have a Senior Beta Club for grades 9-12 and a Junior Beta Club for grades 7 and 8. In the Fall of each school year, after 1st quarter grades have been completed, students who have demonstrated outstanding academic achievement, exemplified worthy character, and maintained a commendable attitude throughout our first quarter are cordially invited to join the National Beta Club at Brookside Christian Academy. Beta Club is a National organization and therefore requires dues being paid in order to participate. Once dues are submitted, there will be an induction ceremony in January of each school year for new inductees. Students in Beta Club are required to complete service hours and maintain a cumulative 3.5 GPA in order to remain a member in good standing. New students to Brookside are not eligible for Beta Club until after 1st quarter grades, as Beta Club participation does not follow a student from a previous school.

Middle Grades Clubs

Students in grades 6, 7, and 8 are eligible to participate in one of Brookside's middle grades clubs. Students will rank clubs for a given year by interest and will be assigned to one of their top 3 choices.

Club meetings will be held during PLUS day each week. An annual club showcase will occur in May for students to share what they have learned and exhibit new knowledge and skills.

BCA Athletics

Sports Eligibility

The coaches and staff of Brookside Christian Academy seek to lead each student athlete in gaining the discipline necessary to build Christian character and leadership skills that promote community and teamwork. BCA currently has teams for girls volleyball, boys basketball, boys soccer, girls softball, cheerleading, flag football, and bowling.

We encourage all 6th-12th grade students to try out for one or more of these teams. If chosen for a team, student athletes must submit the following forms and fees before they are allowed to participate:

- Insurance coverage
- Physical examination
- Athletic fees
- Concussion protocol

All student-athletes must make academics a priority. Students must not have more than one failing grade during the previous grading period. If a student's grade fall during the season (practice or games), the student is placed on a two-week probation. During this time, the student must improve the grade to remain eligible for play.

Students who sustain an injury during the season are expected to attend practices and games but are not allowed to participate in play until cleared with a note from their doctor.

Individual coaches will have expectations and standards for their players. These expectations will be communicated to players and families at the beginning of the season. Examples of these standards include absence policies, cell phone use during practice, dress code, and more. Consequences for not adhering to the expectations are determined by the coach with approval from the Athletic Director.

The cost to participate in each sport is $100 per student for fulltime Brookside students and $150 per student for each homeschool student. Additional cost may be necessary for personal equipment needed.

Each spring, BCA will host an Athletic Awards event. All players will be recognized with a certificate of participation. Each team will recognize two-three categories of exceptional players. These high achieving players will receive a plaque. Additionally, Brookside will honor senior athletes with a gift. At the end of their freshman year, players will receive a Brookside letter. Parents are responsible for

purchasing a letter jacket if desired. After each year of play, athletes will receive an item denoting the sport and year of participation to add to the letter.

High School Athletic Concussion Protocol

I. Purpose
To ensure the safety and proper care of student-athletes who may sustain a concussion during athletic participation. This protocol outlines procedures for recognition, treatment, and return-to-play (RTP) following a concussion.

II. Definitions
- Concussion: A type of traumatic brain injury caused by a bump, blow, or jolt to the head or body that disrupts normal brain function.
- Certified Athletic Trainer (ATC): A healthcare professional licensed and trained in the prevention, diagnosis, and management of sports-related injuries.
- Return-to-Play (RTP): A graduated process for safely returning a student-athlete to sports following a concussion.

III. Pre-Season Requirements
1. Baseline Testing:
- All athletes in contact sports must complete neurocognitive baseline testing (e.g., ImPACT) prior to participation.
2. Education:
- All athletes, coaches, and parents/guardians must review and sign a concussion information form annually.
- Coaches must complete an approved concussion education course (e.g., NFHS Concussion in Sports).

IV. Injury Recognition & Immediate Action
1. On-Field Evaluation:

- Any athlete suspected of sustaining a concussion must be immediately removed from play.
- Only an ATC or licensed healthcare provider may assess and manage suspected concussions.
2. No Same-Day Return:
- Athletes removed for suspected concussion may not return to play on the same day, regardless of symptom resolution.

V. Post-Injury Procedures
1. Initial Management:

- Parents/guardians are notified immediately.
- Athlete must be evaluated by a healthcare provider experienced in concussion management.
- Written clearance from a physician (MD/DO) or licensed medical provider is required before beginning RTP.
2. Academic Support:
- Notify school counselor and teachers.
- Initiate academic accommodations (e.g., reduced screen time, extended deadlines) as needed.

VI. Return-to-Play (RTP) Protocol
Must be supervised by a healthcare provider (e.g., ATC or physician). Each stage requires at least 24 hours symptom-free before advancing:

Stage 1: Light aerobic activity (walking, stationary bike) - Increase heart rate
Stage 2: Moderate aerobic activity (jogging), light sport-specific drills - Add movement
Stage 3: Non-contact training drills, resistance training - Coordination and cognitive load
Stage 4: Full-contact practice (if cleared by MD/DO) - Restore confidence, assess functional skills
Stage 5: Return to full competition - Full clearance

If symptoms return at any stage, the athlete must stop and return to the previous symptom-free

stage after 24 hours.

VII. Documentation & Reporting
- All suspected and confirmed concussions must be documented by the ATC or designated staff.
- Maintain a concussion log including dates, symptoms, evaluations, clearances, and RTP progress.
- Reports may be submitted to district/state officials as required.

VIII. Compliance & Oversight
- The Athletic Director ensures compliance with the protocol.
- Non-compliance by staff or athletes may result in disciplinary action per school policy.

IX. Emergency Signs - Call 911 Immediately
If the athlete exhibits any of the following after a head injury:
- Loss of consciousness
- Seizures
- Worsening headache
- Repeated vomiting
- Slurred speech or unsteady gait
- Unequal pupils