

Dear Parents and Students,

We are thrilled to welcome you to Blue Water Christian Academy, a ministry of Community Baptist Church and St. Clair Baptist Church. We are a ministry designed to help people and families through an atmosphere of love and spirituality, and we endeavor to operate Blue Water Christian Academy the same way. Through this loving spirit we strive to encourage and to teach young people to have a heart for God.

We desire to work with each parent to ensure that the best education possible is given to every student. We have great teachers who are involved in helping students reach their full potential. We want every student to be well-rounded in academics, art, music, and athletics, and have established programs in these areas.

We are here to assist you, and we thank you for the opportunity that you have given us. Please read this handbook carefully and contact us with any questions you have concerning the handbook. We will be more than happy to answer any questions that you may have.

We look forward to working with you in the upcoming year. Please pray with us that God will bless Blue Water Christian Academy with an awesome school year.

In Christ,

Pastor Jared Witkowski

Mission

Blue Water Christian Academy is committed to providing a quality, Christ-centered education. Our mission is to help students develop the mind of Christ while supporting the work of the family and the local church. We teach and uphold the essential doctrines of the Christian faith.

Vision

Blue Water Christian Academy seeks to cultivate excellence in every area of student life—academically, spiritually, and socially. We desire that each student grow in their walk with the Lord, pursue His purpose for their life, and positively impact their community

General Information & Guidelines

Grades Offered: K4 through 12

Schedule: K4/K5 - 8:00 a.m. to 11:00 a.m.

(optional full-day dismissal at 3:00 p.m.)

Grades 1-12 - 8:00 a.m. to 3:00 p.m.

Half - day dismissal is at 11:30 a.m.

School Colors: Midnight Blue/White/Silver

Mascot: Bulldog

School Address: 1620 Wadhams Road
Kimball, MI 48074

School Phone: (810) 367 - 4257

Statement of Faith

1. We believe in the plenary, verbal inspiration of the Old and New Testaments and that they are the final authority in faith and practice because they constitute the inerrant Word of God. Furthermore, we also believe that God has preserved His Word as He has promised in the Scriptures. For this reason, the school solely uses and endorses the King James Version. *II Timothy 3:16, Psalms 12:6-7*
2. We believe in one God eternally existing in three persons, Father, Son, and Holy Spirit, who created the universe and man. *I John 5:4-6; Genesis 1:1; Genesis 1:26,27*
3. We believe that the Lord Jesus Christ was begotten of the Holy Spirit, born of the virgin Mary, is both God and man, and died for the sins of man as a substitutionary sacrifice. We believe that all who believe in Him and receive Him as personal Saviour are born again of the Holy Spirit and are saved and secure for all eternity. *Matthew 1:18-23; Philippians 2:5-8; I Corinthians 15:3; I Peter 2:21-24; John 3:16; Romans 3:24; Romans 5:8,9; Romans 10:9-11; Ephesians 2:8-9; Romans 3:21-30; Galatians 4.*
4. We believe that man sinned and that all human beings are born with a sinful nature, become sinners in thought, word, and deed, and need regeneration by the Holy Spirit. *Romans 5:15-21*
5. We believe in the bodily resurrection and judgment of both the just and unjust after the personal return of Christ; the just shall be resurrected unto eternal life and the unjust unto eternal damnation. *John 14:3; Acts 1:1; I Thessalonians 4:16; Hebrews 9:28; John 5:24,28,29*

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Procedure for Admissions

Parents seeking admission for their child to the academy should proceed with the following:

Complete and return the Admission Packet for each child accompanied by the following items:

- a. _____ Testimony of Salvation
- b. _____ Student Registration Form
- c. _____ High School Student Agreement
- d. _____ Record Release
- e. _____ Health Record (*Kindergarten only*)
- f. _____ Birth Certificates
- g. _____ Pastor Letter of Recommendation
- h. _____ Registration Fee
- i. _____ Book Fee

Students and parents that cannot meet these guidelines, but still wish to attend Blue Water Christian Academy, must get approval from the School Board.

Age for Admission

K-4: 4 years old by October 1

K-5: 5 years old by October 1

(later birthdates will be considered based upon a Kindergarten Entrance Test)

1st Grade: 6 years old by November 1

Placement Testing

Placement testing helps us determine the most appropriate academic level for each student. Results will be reviewed with parents, and final placement will be determined in partnership with the family.

Financial Policies

1. Tuition payments are based on a ten-month pay schedule.
2. The **first payment is due on August 28, 2026**. Thereafter, payments are due on the 20th of each month.
3. Accounts will have a ten (10) day grace period prior to having late fees assessed.
4. Late payments will be charged a 10% late fee.
5. Accounts having checks returned for insufficient funds will be charged \$25.00.
6. Cash payments should be delivered in person by the parent. Be sure to ask for a receipt. There is a locked drop box outside the secretary's office. Please use an envelope to ensure proper crediting.
7. All payments may be mailed to the school or paid to the secretary.
8. Book Fees and Registration are due August 1.
9. If a student's account is four weeks past due, he may not be permitted to attend classes until the past-due amount is paid.
10. Student accounts must be current in order to enroll in the next school year.

Tuition Fees

Registration Fee	\$100.00 per child not to exceed \$300.00 per family	
Yearly Book Fees:	K4 - K5:	\$175.00 per student
	1st - 12th:	\$295.00 per student
Sports Fees:	\$150 per student per sport.	
Graduation Fee:	K5 and High School Senior	
	\$75.00 to be paid on March 30, 2027	

ACADEMICS:

Progress Reports

Mid-quarter progress updates will be provided to help parents stay informed about their child's academic standing. These reports reflect the student's overall performance to date. Parents are welcome to schedule an appointment with their child's teacher at any time by contacting the school office.

Honor Roll

Blue Water Christian Academy values academic excellence. Honor Roll recognition is awarded each quarter and semester based on overall grades in all subjects.

Straight A Honor Roll: Students earning an "A" in every subject.

A/B Honor Roll: Students earning only A's and B's,

Homework

Homework is assigned regularly to reinforce classroom instruction, provide enrichment, or allow students to make up missed work. To support midweek church involvement, no new homework assignments will be given on Wednesdays. (Seatwork and reading may still be required.)

Homework Planners

Students in grades 5–12 are required to use a homework pad or notebook to record daily assignments. If a student is consistently spending an excessive amount of time on homework, parents should contact the teacher, as this may indicate an underlying issue.

Academic Eligibility

Blue Water Christian Academy offers athletics as a tool for developing well-rounded, Christ-centered students. Participation in athletics is a privilege, and students are expected to maintain their academic responsibilities.

Students involved in extracurricular activities must maintain a passing average (**C- or higher**) in every subject. Grades are reviewed weekly to determine eligibility. Any student earning a **D+ or lower** in any subject will be placed on academic probation. During probation, the student may not attend practices or games until the teacher confirms the grade has improved to a **C- or better**

Grading Scale

The following grading system will be used in our school.

Grade	Percentage	GPA
A	93 - 100	4.0
A-	90 - 92	3.7
B+	88 - 89	3.3
B	82 - 87	3.0
B-	80 - 81	2.7
C+	78 - 79	2.3
C	72 - 77	2.0
C-	70 - 71	1.7
D+	68 - 69	1.3
D	63 - 67	1.0
D-	60 - 62	0.7
F	0 - 59	0.0
I	Incomplete	

Grade Promotion Requirements

Elementary & Junior High: Students will repeat the grade if they receive two failing yearly averages in core subjects (Math, Language, History, Science, Reading). If a student receives a failing yearly average in any core subject, repeating the grade may be recommended.

High School: Students must repeat any semester course in which they earn a failing grade.

BCA Graduation Requirements

Students entering high school must meet the following requirements to graduate. There is a total of 23 credits that must be earned.

<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>
4	KJV Bible	4	Math (Geometry is required)
4	English	$\frac{1}{2}$	Health
3	Science	1	Electives
2 $\frac{1}{2}$	History	2	Foreign Language
1	Physical Education	1	Econ/Gov't
<i>(P.E. credits = $\frac{1}{4}$ per semester)</i>			

Students earn $\frac{1}{2}$ credit per semester for each core class.

Dress Code Philosophy

Blue Water Christian Academy seeks to maintain a Christ-honoring environment that reflects modesty, distinction, and unity. Our dress code is not a measure of spirituality, but a practical tool that supports learning, reduces distractions, and encourages students to present themselves with dignity and respect.

Girls & Young Ladies (Grades K4–12)

- Pleated or A-line uniform skirts, no shorter than two inches above the knee
- No tight-fitting or stretch pencil skirts
- Shorts or leggings should be worn under skirts for modesty
- Uniform style Khaki, black, or navy pants (not form-fitting)
- Solid polos (navy, white, red, gray)
- Approved sweaters (solid navy, white, red, gray) or school sweatshirts
- Tennis shoes/closed-toe shoes daily; socks required
- Denim allowed Fridays only
- Makeup (grades 7–12) in moderation
- Modest jewelry; ear piercings are permissible, no facial piercings
- No tattoos
- Natural hair colors only

Boys and Young Men (Grades K4-12)

- Khaki, black, or navy pants– uniform style– no cargo, carpenter, or jogger style pants
- Solid polos (navy, white, red, gray), tucked in
- Belts required in secondary grades
- Approved sweaters (solid navy, white, red, gray) or school sweatshirts
- Tennis shoes/closed-toe shoes daily; socks required

- Denim allowed Fridays only
- Hair neat, above eyebrows, off ears and collar
- No facial hair– boys are required to be clean shaven
- No makeup, piercings, or tattoos
- No hats are to be worn in the building

While on campus or participating in school-sponsored activities, students are expected to follow the academy's uniform guidelines. Students must remain in uniform until they leave school grounds unless permission is given by administration.

Dress Code Violations

We are pleased to introduce a monthly “Dress Down Day” on the first scheduled Friday of each month, allowing students to wear casual clothing as a privilege for maintaining school dress standards. Students receive one official warning per school year for their first infraction. A second violation results in the forfeiture of the upcoming Dress Down Day. Any subsequent infractions will result in strikes, handled according to the school's disciplinary system.

Dress Down Day guidelines:

- Jeans and Pants: Students may wear jeans, sweatpants, joggers (no wording on backside of pants). Jeans must be loose fitting and may not have rips, tears, or holes. Leggings may not be worn as pants.
- T-shirts/sweatshirts: Students may wear the shirt of their choice. Shirts should be in good condition. They must not include inappropriate language, symbols, or references to violence, alcohol, drugs, or discrimination.
- Fit and coverage: All tops must fully cover the waist. No tank tops allowed. Undergarments should never be visible.
- Dresses/skirts: Students may wear school appropriate dresses or skirts. They must be no shorter than 2 inches above the knee.

\$1 Jean Day guidelines:

- Every Friday with the exception of the first scheduled Friday of the month is a \$1 Jean Day. Jean days are optional, students who do not wish to pay the \$1 to wear jeans must wear their school uniform.
- Jeans must be loose fitting and may not have rips, tears, or holes.
- Shirts/Polos: Students are to wear BCA sweatshirts, hoodies or T-shirts. Students may also wear any color polo.

Uniforms may still be purchased from our Lands' End store, but it is not mandatory.

Physical Education/Sport Practice

Gym attire for all students' 7th-12th grades is to be as follows:

- Shorts to the knees or loose fitting sweat/athletic pants
- Appropriate t-shirt that covers stomach when arms are lifted
- Gym shoes

If physical education ends after 2:00 pm, students are not required to change back into regular school dress code for the remainder of the day.

Recess Attire

Students play outdoors daily unless weather is unsafe. Parents should ensure children come with season-appropriate outerwear. Snow pants may be worn over uniforms in winter.

Conduct and Discipline

General Conditions

At BCA, we believe that discipline plays an important role in creating an environment that is respectful, orderly, and conducive to learning for all students. Our desire is to support each student's growth in character and in their walk with Christ. We partner with parents to encourage respectful, responsible, Christ-honoring behavior. Teachers are entrusted to establish classroom expectations that promote learning and reflect Christian principles, and administration will assist when additional guidance is needed. We look forward to working together with families to help students develop maturity, wisdom, and godly conduct. All policies outlined in this handbook will be firmly upheld.

Student Social Media Accounts

We desire our students to be aware of what information they are sharing with the world and how it affects those around them. As such, we have instated a policy that all students are to abide by the student handbook rules of conduct and discipline online. The following will be enacted:

1. Students are subject to existing rules and regulations in the handbook even while online.
2. Administration reserves the right to periodically check all student social media accounts for content.
3. Any student found to have objectionable material on their page will have his parent's contacted immediately. He will be given 24 hours to remove the items in question or strike(s) will be issued.
This includes students who participate in our athletic department whether full time students or not.
4. Students found in violation of non-removal of content will be subject to disciplinary action.
5. Social networks are not to be accessed by school computers.
6. Chat rooms are not to be accessed by school computers.
7. Students may not create fake accounts. Any fake accounts that are found must be deleted immediately, or student will face consequences up to expulsion.

Sensory Devices

Without a note from a doctor, sensory and fidget devices are not allowed during class.

Electronic Devices

Electronic devices (tablets, cell phones, etc...) are not allowed during school hours or on school trips, without administrative approval. That includes, lunch, recess, field trips, sporting events and during parent teacher conferences. Failure to follow this rule will result in disciplinary action.

Worldly Logos and Pictures

Lunch boxes, notebooks, supply boxes, or any similar items should not contain logos or pictures which do not reflect the standards of Blue Water Christian Academy.

Church Attendance

Because Blue Water Christian Academy is a Christian school it is imperative that our students be faithful to the services of their church. While church dress is not mandated, a student properly representing BCA at their church will be in the appropriate attire during Wednesday and Sunday Church.

Merit Policy

The merit system at Blue Water Christian Academy is designed to teach a child that being faithful and having Christian character pays big dividends.

Merits may be earned for the following:

- All A Honor Roll: 20 merits
- All A/B Honor Roll: 15 merits
- Doing a Christian service for the week: 5 per item
 - *It is the students responsibility to inform their teacher of their service in order to get merits.*

- Teacher's Merits: Teacher's discretion (15 min=1 merit)
 - If the student is working after school for a teacher, the student must have a written pass from the teacher with the details of the work on the pass.

Merits may be deducted for the following:

- 5 merits for strikes
- 10 merits for detentions

The top 5 JH/HS students and top 10 elementary students per semester will win a merit trip

Strike penalties are as follows:

Every five (5) tardies in any semester will incur lunch detention.

3 Strikes

- 30-minute detention. (Parents will be notified via email)
- A \$10.00 charge will be applied to your school bill.

5 Strikes

- 30-minute detention. (Parents will be notified via email)
- Teacher/Parent conference with student.
- A \$10.00 charge will be applied to your school bill.

7 Strikes

- Principal/parent conference with student.
- One day suspension.

9 Strikes

- 3-day suspension.
- Conference with disciplinary committee or school board.

12 Strikes

- **Expulsion**
- The student must meet with the school board.

All work/quizzes/tests missed due to a suspension will receive a zero "0" mark and are **not allowed** to be made up upon the students return to school. A suspended student may not attend or participate in any school activity before, during, or after school on his day(s) of suspension.

One day suspension - Suspensions will be served the day following the day the student earns his suspension.

Three day suspension - will be served immediately once the child has earned the suspension.

Suspension earned as a result of strikes earned on the last day of the semester will be served on the first day of the next semester. If a 3 day suspension is earned the last 3 days of school, the student will have to meet with the School Board to determine if they will be allowed back to BCA.

Strikes earned the last two weeks of school will be doubled.

Discretionary Infractions

The following infractions may result in strikes. These behaviors fall under the authority of the classroom teacher and may be addressed through the school's disciplinary system.

Classroom Disruptions

- Unnecessary talking
- Unnecessary noise
- Passing or reading notes
- Throwing or shooting objects (rubber bands, spit wads, etc.)
- Changing seats without permission
- Working on unrelated material

Respect & Conduct

- Disrespect to authority
- Arguing with a teacher
- Negativity
- Sarcasm
- Worldly conversation
- Gripping

Preparedness & Responsibility

- Unprepared for class (books forgotten, no paper, pens, etc.)
- Not following procedure (skipping detention, not obtaining a pass when late)
- Not bringing Bible to chapel or homeroom (jr./sr. high)
- Homework not completed or turned in
- Tardiness to class (not in correct seat when the bell begins to ring)
- Repeated dress code violations

Behavior & Safety

- Spitting on another student
- Fighting (any student involved in a fistfight or pushing/shoving will be sent home for the remainder of the day)
- Eating without permission
- Gum chewing (in school or on the bus)

Elementary students may receive warnings before strikes are issued.

Disciplinary Infractions

- Throwing, kicking snow or rocks
- Failing to use locker or using a locker that is not yours
- Bringing to school electronic devices, live animal, or any item which is either dangerous or inappropriate for school without permission. *(Cell phones are allowed in the student's locker during school hours. **They may not be used during school hours, without permission.** A student may have a cell phone for field trips and sporting events. However, a student may never listen to music or access social media on the cell phone during school hours or on trips.)*
- Members of the opposite sex physically touching.
- Direct disobedience *(Penalty: up to suspension)*
- Misuse of computer or devices *(Penalty: up to suspension)*

- Off-limit areas - **hallways and classrooms after 3:15 p.m.** (*unless working for a teacher*). Church auditorium (*unless for special events*), cafe, all offices, and the gymnasium (fellowship hall) without a teacher present are always considered off-limits.
- Using a phone or device without permission

Detention & Suspension Infractions

- Cheating or participating in a cheating scheme, whether it is completed or not
- Gambling
- Vulgar language, notes, gestures, and use of profanity
- Bringing or possessing vulgar literature or music at school is forbidden. Vulgar literature is defined as that which is coarse, morally crude, offensive, obscene, or profane (*Penalty: Detention to expulsion*)
- Lying or any form of withholding the truth
- Reckless driving on campus.
- Skipping class or leaving the campus without permission (*plus 1 day suspension*)
- Stealing or possessing stolen goods (*Penalty: up to expulsion*)
- Assault against another student. Assault is using physical force with intent to cause bodily harm. (*Penalty: up to expulsion*)
Destruction of school/ church property. (*Penalty: 2 strike minimum*)
- Suspension for issuing a death threat (*Penalty: suspension to expulsion ~ Student is required to meet with pastor for counseling*)
- Touching, (*holding hands*) of the opposite sex for any reason except for an obvious emergency.
- Witchcraft activities of any kind
- Missing required school activity. This includes Christmas program or the end of the year program.

Subject to Expulsion

- Shoplifting
- Smoking/vaping or possessing smoking/vaping materials, tobacco or vape products of any kind
- Drinking alcoholic beverages
- Use, possession of, or transfer of controlled substances including vape products.
- Willful or malicious destruction or defacement of school property or personal property
- Having possession of a gun, taser, or any type of weapon that fires a projectile (*bow and arrow included*) on school properties, church buses, or during school activities
- Fornication, including Viewing or showing pornography
- If a student gets in trouble with the law or commits an act contrary to our Christian philosophy, that student will be expelled and cannot attend while legal charges are pending. All court dates and criminal charges pending against the student must have been settled. The student may apply for readmission through the administration at the end of expulsion or at the end of the settlement

Permanent Expulsion Infractions

- Fathering or bearing an illegitimate baby.
- Homosexual acts.
- Selling illegal drugs and controlled substance.
- Striking or attempting to strike an administrator, teacher, or staff member.

Withdrawal to Escape Punishment Penalties

- If a student withdraws from **Blue Water Christian Academy** for an unexcused reason, the student will lose credit for that semester.
- If a student withdraws from **Blue Water Christian Academy** while under investigation for an act punishable by expulsion, that student will be considered expelled.

Expelled Students

- An expelled student loses credit for the current semester and can return to **Blue Water Christian Academy** only after requesting and receiving the permission of the administrative committee consisting of the pastor, principal, and chairman of the board.
- An expelled student, regardless of the reason for expulsion, is not allowed on campus until after 3:15pm for church activities. He may not attend any school-sponsored activity (Junior/Senior Banquet) or athletic event. If an expelled student attends another school, he cannot come back on campus. This includes all athletic competitions.
- Students seeking admittance into Blue Water Christian Academy after being expelled (whether from BCA or another institution) must wait a minimum of 180 days from date of expulsion before they can apply for admittance.

Absences

As a Christian school, we at Blue Water Christian Academy desire to be a help to the parents of those students placed in our charge. In order to do our part, it is imperative that your young people are in class each day. Too many absences or tardies will affect their academic achievements and will teach them habits which will hurt them in the future.

1. A note, phone call (810-367-4256), or an email to the office at bluewaterchristian@cbcsmithscreek.com from the parent or guardian will be required to explain why the student was absent from school. The note must always state the reason for the absence and should include the date of the absence and parent or guardian's signature. The note, phone call, or email must be received by the school office within 24 hours of the student's return to school or the absence will be considered unexcused.
2. Excused absences are the following:
 - a. Personal illness
 - b. Death in family
 - c. Medical or dental appointments

- d. **Pre-arranged** absence may be excused under the following circumstances:
- i. Family trip (*must notify office 24 hours in advance*)
 - ii. Emergency
 - iii. An absence approved by the administrator.

All class work missed should be completed before (if a planned absence) or immediately after the absence. Students absent for just one day will be responsible for turning in their work the day after they return. For absences longer than one day, the student will have as many days as he missed to complete missed work (two days missed = two days to turn in work). Work not made up within the week will receive no more than half credit for each incomplete.

1. If a project is due on the day of the absence, the project must be turned in before the end of the school day.
 - a. All projects turned in after the school day has ended will automatically receive a penalty of one letter grade per day late. (*The project must be here prior to the 3:05 p.m. dismissal bell or it will be considered late.*).
2. Students that are not feeling well enough to come to school for the first hour should stay home for the remainder of the day.
3. If a student is absent the day of an activity, he may not participate in that activity. (*This includes all sporting events*)

Illness

1. Any student that has a temperature of 100.4 degrees or higher has a fever and must be sent home.
2. Any student with green mucus discharge, that has not been on antibiotics for 24 hours, is to be sent home until discharge is cleared up or on antibiotics for 24 hours.
3. Students are not to return to school until symptom free from illness for 24 hours.

Absentee Policy

To keep the integrity of Blue Water Christian Academy, the administration has agreed on the following new absentee rules. BCA will continue to follow the laws and regulation stated by the state of Michigan. The following procedures have been agreed upon and will be enforced.

1. Student has accumulated five (5) absences in any one class.
Every effort will be made by staff to notify student and parent.
2. Student has accumulated seven (7) absences in any one class per semester. The Office will notify the student and parent.
3. Student has accumulated nine (9) absences in any one class per semester. Parent/guardian will be informed that at the 10th absence the student must follow the appeal process in order to determine if credit will be granted in that class.
4. Student has accumulated twelve (12) absences in any one class per semester. An email will be sent to the parent, stating that the student and parent must follow the appeal process in order to determine if credit will be granted in that class.
5. Student going through the appeal process. Student must still attend all classes in which they are enrolled in. The School Board will hear the appeal and decide whether the student will receive credit.

****If hospitalization or extended illness under a doctor's care should cause the absence to extend beyond the allowed ten days, student may still have to go through the appeal process, but special consideration will be given for those particular circumstances.**

Tardiness

1. A student is considered tardy to school if he is not in his seat when the 8:00 a.m. bell begins to ring.
2. A student who is tardy must report to the office and receive a pass before going to class.
3. Each **Elementary** student will receive 4 excused tardies per semester; any thereafter will result in a strike and a strike for every 5 tardies after that.

Jr. High and Sr. High Class Tardiness

Any student that is late for class, or that needs to leave the class for an unexcused reason (not prepared for class, bathroom, etc....) will receive a tardy for that class. 5 tardies in any class will result in detention. A **\$5.00 fee will be applied to the school bill per detention.**

Appeal Process

A student who has been denied credit for a class due to excessive absences may appeal that action in accordance with the following:

1. The student must have a passing grade in the class being appealed.
2. The student and a parent must attend the appeal hearing. Any exceptions must be approved by an administrator.
3. A student is eligible to file an appeal with the administration when the student's absences exceed the maximum.
4. This appeal form must be submitted to the School Office no later than the last day of regular class and prior to the first final exam scheduled each semester.
5. The appeal must state the reasons for the appeal. Additional documentation may be presented at that time.
6. A meeting will be scheduled with the administration after receiving the appeal.
7. Improvement in the student's attendance throughout the semester will be taken into consideration in the appeal process.
8. Depending on the findings of the attendance appeal, the following may result: Grade earned, Credit, or No Credit
9. The School Board will notify the student and parent of the final decision in writing.

Counted Present Day of School

1. An elementary student must attend a minimum of four hours to constitute the student present for the day.
2. Half day Kindergarten must attend a minimum of three hours to constitute the student present for the day.

Internet Guidelines

At Blue Water Christian Academy, we believe technology can be a valuable tool that supports learning and helps students grow in wisdom and responsibility. Because the internet carries both benefits and risks, we strive to create a safe, respectful, and Christ-honoring digital environment for all students. Our goal is to guide students in using technology with integrity, discernment, and self-control. To protect students and maintain a secure learning environment, all internet and computer policies in this handbook will be firmly upheld.

Student Guidelines

1. Students are expected to use school computers, devices, and networks in a responsible, respectful, and Christ-honoring manner. The following guidelines apply at all times:
2. Internet Guidelines apply whenever school technology or networks are used.
3. Students are responsible for appropriate behavior on school computers and networks.
4. Students may not damage computer systems, networks, or change settings without permission.
5. Students must respect the files, work, and privacy of others.
6. Students may not share passwords or attempt to access accounts that are not their own.
7. Students must follow all copyright and software licensing laws.
8. Students must report any misuse of technology to a teacher or administrator.
9. Students may not use social media, messaging, or online platforms for inappropriate, harmful, or disruptive purposes.
10. Students may not use technology to bully, harass, or intimidate others.
11. Students may not access or attempt to access inappropriate websites or content.

12. Students may not bypass or attempt to bypass internet filters or security systems.
13. Students may not download or install software without permission.
14. Students may not use technology for cheating or academic dishonesty.
15. Plagiarism, including the use of artificial intelligence to produce academic work, is prohibited.
16. Students may not use school technology for personal entertainment, including games or streaming, unless permission is given.
17. Students may not use technology in ways that disrupt learning or violate school rules.
18. Students must follow all additional classroom technology expectations set by teachers.

Internet Policy Violations

1. Loss of computer or device privileges at BCA.
2. A failing grade in computer class or related coursework.
3. Suspension or expulsion from the Academy.
4. Additional disciplinary actions as determined by administration.
5. Notification of law enforcement personnel when required by law.

Telephone Calls and Cell Phone Policy

Cell Phones or devices at school are allowed on campus, must be kept in lockers and put away during the school day (7:50 AM – 3:00 PM). Ringing, vibrating or any noise due to mobile phones or devices is prohibited. Use of phones or devices may only be with the permission of the teacher or staff and must be used in sight of the teacher or staff. If a teacher or staff member finds a student with his or her mobile phone out – on or off – the teacher or staff member will confiscate the phone and give it to office personnel. Mobile phones may be examined by school personnel if they have been confiscated because a student has violated the cell phone policy. Continued mobile phone infractions by a student may result in a meeting with the administration for further discipline.

General Guidelines and Information

Parent–Teacher Conferences

Blue Water Christian Academy values strong communication between home and school. Parent–teacher conferences are scheduled throughout the year. The first conference, held the Friday before school begins, serves as an orientation for parents and students regarding the upcoming year. All students, and at least one parent or guardian, are expected to attend each scheduled conference.

Parents and teachers are encouraged to communicate throughout the school year whenever questions or concerns arise. To support clear and consistent communication, **ThinkWave is the recommended and encouraged platform for messaging teachers regarding grades, assignments, and classroom questions.** If a conference or phone call is needed, parents should contact the school office to schedule an appointment. Parents should not contact teachers at home regarding homework or grades, including through personal calls or private online messaging.

Programs and Graduation

Each year, the student body presents a Christmas program celebrating the birth of our Savior. All students in grades K4–12, along with at least one parent or guardian, are required to attend.

Blue Water Christian Academy hosts an End-of-Year Program and Graduation annually. All students and at least one parent or guardian are required to attend. Exceptions are rare and must be approved by administration.

Students who skip graduation must meet with the School Board at the start of the next school year to determine eligibility for return.

Lunch Program

- Food, chips, candy bars, and beverages are available for purchase during lunch.
- Students who forget their lunch may charge items to their account; charges must be paid promptly.
- All students must eat in the lunchroom.
- Parents may join their child for lunch with prior approval from the school office.
- Students may not leave campus for lunch unless permission is granted by the school office. Students are responsible for returning on time.
- On Fridays, hot lunch is provided by a local pizzeria.

Leadership Commitment / Student Council

Students involved in extracurricular activities are expected to demonstrate strong leadership and serve as positive examples to the student body. Participation requires a level of commitment and responsibility beyond that expected of the general student population

Student Drivers

- Students who drive to school must obtain permission from the school office. Drivers may transport only those passengers for whom parental and school office permission has been granted. Once parked, students may not return to their vehicle during the school day without office approval. Student drivers may not leave campus without prior parental and administrative permission.
- Members of the opposite sex may travel together only with written permission from both sets of parents on file in the office.
- Responsible driving is expected at all times. Infractions may result in suspension of driving privileges.
- Students may not loiter in the parking lot before or after school. Upon arrival, students must enter the building within a reasonable amount of time rather than waiting in vehicles.

Visitors

- School office hours are 7:45 a.m.–3:15 p.m. Parents are welcome on campus. Parents may walk their child to class before 8:00 a.m., but should not enter the classroom.
- When leaving the building during school hours, a staff member must unlock the door to maintain security.
- Parents needing to pick up a child early should notify the school office by note, phone call, or email at the start of the day. Parents must wait in the office while their child is brought to them.
- Parents remaining on campus for any length of time must sign in at the office and receive a visitor badge.
- **No parent is to go directly to a classroom for any reason.**
- Students wishing to bring a visitor must obtain permission from the school office prior to the day of the visit.

Personal Property

All sweaters, jackets, and lunchboxes must be marked with the student's name. The school maintains a lost and found box. Students should check the box if articles are lost. All unmarked items not claimed from the lost and found will be put out at the parent-teacher conferences.

Medication

Doctor prescribed medications must remain in the original prescription bottles. The prescription shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. The medication (*in the original labeled bottle*) and the note are to be given to the secretary, and kept in a locked cabinet. Medication should never be kept by a student at any time. **All medications must be turned in to the school office for administration.**

At the end of each school day the medication may be picked up in the school office by a parent or guardian.

Lockers

Lockers are the property of Blue Water Christian Academy and may be rented to students in grades 7 through 12 free of charge. Students are to store all of their personal items and books for other classes in their lockers when not needed. Items may not be stored above or below the lockers, during or after school.

Students are to use only the locker assigned to them and may not share a locker with another student. Lockers should remain locked when not in use. BCA is not responsible for any lost or stolen items due to students leaving lockers unlocked or sharing their combinations with other students. Lockers may be inspected at the discretion of the administration.

Dropping off - Picking up

Dropping off:

- Vehicles may use the main entrance or far south entrance.
- Please do not park near the side walks.
- Parents may also park their car and walk their child to class.
- Please do not enter the classroom without permission.
- At 8:00am all exterior doors are locked and the front entrance must be used. Ring the bell, and one of our secretaries will be glad to assist you.

Picking Up:

- All students 7th - 12th grade are allowed to leave the building and go to their vehicle after school.
- Elementary students will be monitored in the parking area while walking to their vehicles.
- Doors will be unlocked for dismissal at 2:50 p.m.
- If you pick up your child before that, please come to the office.

Travel Procedures

Students involved in extracurricular activities will travel on school-provided transportation to and from the activities unless the administration, the appropriate sponsor, and the parent or guardian agree upon other arrangements. Students must wear school-approved attire. Detailed travel procedures will be explained and implemented by the supervising personnel.

Emergency Closing

Inclement weather may cause school to be cancelled or force classes to be dismissed early. In such cases a decision to close or remain open will be made as soon as possible. Parents will receive a Remind message if the decision to close is made. This will also be on our Facebook page.

Awards

Student of the Week Award

Each week in chapel Student of the Week awards will be given to students during chapel that are nominated for good character, dress, leadership and behavior each week. They will earn a free hot lunch the next day.

Pastor's Award

The Student of the Year Award will be presented to the top Elementary and Jr. High and High School students who exhibit the spirit of BCA the most. This is done through their work ethic, spirit, respect towards authority, and accumulation of merits.

This award is given at graduation night. Receiving the honor roll each quarter, receiving low strikes, and going on a bus route are all ways to receive high merits. Strikes/disciplinary infractions (loss of 10 merits per strike) will be subtracted from the merit total at the end of the year.

Christian Character Award

Christian Character awards go to the students that throughout the year exemplify what it means to be a follower of Jesus. This is voted on by the staff, once students are nominated. Up to two elementary and two secondary students can earn this award per year.