**Introduction**

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.

**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.
	1. *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.
	1. *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. *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.
	1. *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.
	1. *John 14:3; Acts 1:1; I Thessalonians 4:16; Hebrews 9:28; James 5:8; John 5:24,28,29*

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 **General Information**

Grades Offered: K4 through 12

Schedule: K4/K5 - 8:00 a.m. to 11:30 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

**Mission**

Blue Water Christian Academy is an educational ministry of the Community Baptist Church and St. Clair Baptist and is designed and dedicated to providing quality Christian education. The goal of Christian education is to develop the mind of Christ in each student. The purpose of the academy is to support the family and the work of the local church. Blue Water Christian Academy believes and teaches the essential doctrines of the Christian faith.

**Vision**

It is the desire of Blue Water Christian Academy that every student is taught excellency in the classroom, chapel, hallways, and whenever on the property. BCA strives to teach each child spiritually, academically, and socially while enrolled. Every student should be growing in the Lord and continue to pursue what the Lord wants from them. At the same time, they are to leave a positive mark on society and wherever the student may be.

**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 Vaccinations Record *(K5 only)*

 F. Birth Certificates

 G. Letter of Recommendation from your

 Pastor to the School

 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)*

**Placement Testing**

BCA reserves the possibility of giving students placement tests to advise the parents on which grade their child should be enrolled in. The decision on which grade the student is placed in is totally the responsibility of the parent and BCA will only serve as an advisor.

**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.

***Credits*** ***Class Credits Class***

4 KJV Bible 4 Math

4 English ½ Health

3 Science 2 Electives

2 ½ History 2 Foreign

Language

1 Phys. Ed. 1 Econ/Gov’t

*\*Students earn ½ credit per semester for each class except for P.E. & Music.*

**Financial Policies**

1. Tuition payments are based on a ten-month pay schedule. The first payment is due on the night of family orientation**.** Thereafter, payments are due on the 20th of each month.
2. Accounts will have a five-day grace period prior to having late fees assessed.
3. Late payments will be charged a 10% late fee.
4. Accounts having checks returned for insufficient funds will be charged $25.00.
5. Cash payments should be delivered in person by the parents. 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 credit.
6. All payments may be mailed to the school or paid to the secretary.
7. Book Fees and Registration are due August 1.
8. If a student’s account is four weeks past due, he may not be permitted to attend classes until bill is up to date.

**Tuition Fees**

All rates listed below are for first year families entering BCA. Return discounts, scholarships, and other discounts may apply to returning families. *All tuition paid is not refundable as budgeting is based on enrollment.*

**Registration Fee** $100.00 per child not to

exceed $300.00 per family

**Book Fees:** K4 - K5: $175.00 per student

 1st - 12th: $295.00 per student

**K4 Tuition:** 1/2 day: $175.00/month

 Full day: $195.00/month

**K5 Tuition:** 1/2 day: $195.00/month

 Full day: $295.00/month

**1st - 12th Tuition**:
 1 child: $295.00/month or $2,950.00/year

 2 children: $530.00/month or $5,300.00year

 3 children: $750.00/month or $7,500.00/year

*Every Child after 3rd Student will be an additional $1000*

**Graduation Fee:** K5 and High School Senior $75.00

to be paid on March 30th

**Progress Reports**

Halfway through each quarter, a progress report will be given to the parents at the Parent Teacher Conference. These grades represent an evaluation of the student’s overall progress.

Teachers are always eager to meet with parents by appointment to discuss the student’s progress. The parents can call the secretary to set up appointments to meet with the teacher.

**Honor Roll**

Academic scholarship is very important at Blue Water Christian Academy. There is a Principal’s Honor Roll each quarter and at the end of each year. All academic subjects are considered in determining the honor roll. There are two categories on our honor roll. The Straight A’s Honor Roll consists of students who receive an “A” in all subjects. The A/B Honor Roll consists of students who receive A’s and B’s with no C’s, D’s or F’s.

**Homework**

Homework will be regularly assigned to each grade level. Assignments are designed to reinforce classroom instruction, to provide additional enrichment, or to allow students to make up work that is missed due to absence from school. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child’s education. To encourage faithful attendance at midweek church services, no assigned homework (this does not include seatwork or reading homework) will be assigned on Wednesdays.

To encourage students to write down their assignments, all students in grades 5-12 will be required to have a homework pad. (A spiral notebook will do if a homework notebook cannot be found.)

***NOTE****:* If you find your child spending an excessive amount of time completing his homework, contact the teacher because this is an indication of an existing problem.

**Grade Promotion Requirements**

All students must meet school requirements to be promoted to the next grade level. Elementary and Junior High Students will repeat their grade if they receive two failing grades of their yearly average in the five core subjects. (Math, Language, History, Science, Reading). If a student receives two failing grades, one of which is a core and another non-core, it is recommended that the child repeats; however, not required. All High school students will repeat any semester subject in which they have earned a failing grade (F) for the semester.

**Physical Education Classes**

 Physical education is a required subject. All students must consistently participate in our physical education classes unless a written statement from a physician is presented. All students must abide by the dress code for Physical Education as stated on page 14.

**Chapel**

One of the most important and serious programs of the week is the chapel hour. Chapel will be held every week on Thursday for all grades. Parents are encouraged and welcome to attend.

**Grading Scale**

 The following grading system will be used in our school for grades K5 - 12.

**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

**Academic Eligibility**

Blue Water Christian Academy offers athletics, not as a primary focus, but merely as another tool in equipping our students with a balanced, Christian education. Participation in athletics is a privilege and not a right. Students should not use athletics as an excuse for not completing their required schoolwork.

Students involved in extracurricular activities must maintain a passing grade average of “C-” or better in every subject that they are presently taking. Grades will be checked weekly to determine continued eligibility. Any student receiving a “D+” or lower in any subject, will be put on academic probation for a week. If the grade is not raised within that week to “C-” or higher, the student will be placed on academic suspension. This signifies that attendance at practices and games will not be allowed until the appropriate teacher informs the office and coach that student’s grades have increased to a “C-” or better.

· **Leadership Commitment/Student Council**

Students who are involved in extracurricular activities are expected to provide the student body with strong spiritual leadership. To participate in such activities, students are expected to demonstrate a higher level of commitment than that required of the general student population.

**Dress Code**

It is the desire of Blue Water Christian Academy that boys and girls live and conduct themselves in a manner that is pleasing to God and glorifying to the name of our Saviour, Jesus Christ. A dress code is a means of building character and distinction in the lives of our students. The code is not intended as a standard for measuring spirituality, but rather to serve as a tool in fostering the educational and character development of the students.

We believe Scripture establishes at least three principles of personal appearance, and each area has a bearing on the standards we have chosen for our school. Those principles include modesty, distinction, and identification. The Bible clearly teaches us to dress modestly and moderately. A Christian’s lifestyle is not characterized by extremes or ever-changing fads. Scripture also has much to say in distinction between sexes. Wearing the attire of the opposite sex is another theme in God’s Word affecting our code. We want our students to identify with the Lord and with godly living. Anything that emphasizes worldliness or that is readily identifiable with the unrighteous themes of the world is to be foreign to a Christian.

While at school, or school activities, student dress will be governed by the academy uniform program, this includes after school while waiting for the students ride home. Students may not use the bathroom to change into other clothing before going home or to work unless permission is granted. Students are to be neatly and appropriately dressed for all academy-sponsored activities. Students consistently violating the dress code at school or other activities may, at the discretion of the administration, be withheld from class until their appearance meets academy standards. In such cases, parents will be expected to bring the appropriate attire.

Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise. If there is any question concerning your students’ attire, please contact the school office before allowing your student to wear the item to school. Specific guidelines will be given during special occasions such as Spirit Week, Junior-Senior Banquet, and other activities.

**Girls and Young Ladies**

1. Girls must adhere to the uniform dress code
	1. Skirt hems must reach or pass the knee.
	2. Skirts must be solid in color: khaki, black, or navy
	3. Khaki style pants, no form-fitting must be one solid in color: khaki, black or navy
	4. Ladies must wear approved cotton polos tucked in.
	5. Polos must be solid in color as well: navy, white, red, or gray.
	6. Tights, leggings or shorts are encouraged to be worn under the skirts.
	7. Socks must be always worn with shoes.
	8. Tennis Shoes are acceptable to wear to school every day.
		1. No slides, sandals, or crocs are allowed to be worn.
	9. If necessary, students may wear a traditional style sweater to class**.** No jackets or coats will be allowed in class.
	10. Only Blue Water Christian Academy hooded sweatshirts are allowed, but polos must be worn underneath.
	11. The privilege to wear denim will be allowed on Fridays only.
2. Girls in grades 7 - 12 may wear makeup in moderation. Gothic styles are not allowed.Nails must be done modestly and not distractingly.
3. A modest amount of jewelry may be worn. If piercings are worn, only one earring on each earlobe may be worn. Additional piercings are not allowed.
4. Hair color must be a natural color, and no color extensions may be added.
5. Tattoos are not permitted, and this includes temporary and ink marking.
6. No hats allowed inside the building.
7. Any intentional dress code violation will be seen as direct disobedience and will be penalized with at least 2 strikes, and a call to the student’s parents to bring the student different clothes for that day.
8. Every dress code violation will be written up.

*\*Uniforms may still be purchased from our Lands’ End store, but it is not mandatory*

**Boys and Young Men**

1. Young men must adhere to the uniformed dress code
	1. Khakis/Chinos must be worn every day.
	2. Pants can only be one color: khaki, black, or navy
	3. Young men must wear approved, tucked in, cotton polos.
	4. Belt must be worn every day in secondary grades.
	5. Elementary students may wear elastic waistbands
	6. Polos must be one color as well: navy, white, red, or gray.
	7. Socks must be always worn with shoes.
	8. Tennis Shoes are acceptable to wear to school every day.
		1. No slides, sandals, or crocs are allowed to be worn.
	9. If necessary, students may wear a traditional style sweater to class**.** No jackets or coats will be allowed in class.
	10. Only Blue Water Christian Academy hooded sweatshirts are allowed, but polos must be worn underneath.
	11. The privilege to wear denim will be allowed on Fridays only.
2. Hair must be clean and cut.
	1. Hair must be neatly styled in one direction and one height.
	2. The hair must be at least one finger-width above the eyebrows on the forehead.
	3. The sideburns must be no longer than the center of the ear opening.
	4. The hair must be off the ears and collar.
	5. Coloring hair is not permitted.
	6. No facial hair is permitted.
3. No jewelry allowed on young men.
4. No make-up allowed.
5. Tattoos are not permitted this includes temporary and ink marking.
6. No hats are allowed inside the building.
7. Any intentional dress code violation will be seen as direct disobedience and will be penalized with at least 2 strikes, and a call to the student’s parents to bring the student different clothes for that day.
8. Every dress code violation will be written up.

**Physical Education/Sport Practice**

1. Athletic shorts to the knees, skorts to the knees, loose fitting sweat/athletic pants
2. Appropriate T-shirt that covers stomach when arms are lifted
3. Gym shoes
4. Only 7th-12th graders are permitted to change for gym.
	1. If physical education ends after 1:30 pm, students are not required to change back into the regular school dress code for the remainder of the day.

**Recess Attire**

In weather 35º F and lower all elementary students need to have a winter coat, gloves and hat. When snow is on the ground all elementary students will need to bring snow boots to school. Children may not sit or play in snow without snow pants (this is to prevent their uniform attire from being unfit for school, i.e. wet, muddy, etc.).

1. Students can wear snow pants over their uniform to play in the snow.
2. They may wear snow pants over their uniform provided the temperature is below 45 degrees.
3. No ski suits are allowed.
4. Whether or not recess is held outside is at the jurisdiction of the aides.
5. The following are guidelines the aides will consider when switching recess to indoors:
	1. Less than 20°
	2. Wind chill is less than 15°
	3. 15°wind chill + temperature dropping below 32°
	4. Heat index above 90°

**Conduct and Discipline**

**General Conditions**

Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations in the way he or she feels is in accordance with Christian principles and discipline as stated in the Scriptures.

Please feel free to consult with the school office about any problem or question that concerns the welfare of students. It is the desire of the school administrator and the faculty to be of service to both parents and students. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after-school hour.

Blue Water Christian Academy expects full cooperation from both student and parents in the education of the student. If at any time the school feels this cooperation is lacking, the student may be requested to transfer to another school system. Also, if the student’s behavior indicates an uncooperative spirit, he may be requested to transfer. Attending Blue Water Christian Academy is a privilege and not a right.

Blue Water Christian Academy expects that its students live above reproach, showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, stealing, and profanity will not be tolerated.

Constructive suggestions are always welcomed, but negativity is not tolerated. Anyone who will not cooperate spiritually, morally or scholastically, will be dismissed.

At Blue Water Christian Academy these three fundamental rules for classroom conduct must be followed:

1. No student will be out of his seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and reply to teachers with the utmost respect.

**Student Social Media Accounts**

Social media is a constantly updating technology. 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 procedures will be followed:

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 who is found to have objectionable material on their page will have his parents 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 accessed by school computers.
6. Chat rooms are not accessed by school computers.
7. Students may not create fake accounts. Any fake accounts must be deleted immediately, or the student will face consequences up to expulsion.

**Sensory Devices**

Without a note from a doctor, sensory and fidget devices are not allowed during class. Failure to follow this rule will result in disciplinary action.

**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. Avoid Hollywood, rock, or country stars. Cartoons are permissible if the pictures reflect actions which are consistent with 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 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. Every semester. Students will have the opportunity to earn enough merits (200)to have lunch or a field trip with Mr. Witkowski.

*Merits may be earned for the following actions:*

1. Daily attendance: 2
2. Doing a Christian service for the week: 5 per item
	1. (*Soul winning or other ministry work, must be outside of the Church building)*
3. A note must be given to the elementary teacher at the beginning of the week, if your child went on a bus route or went soul winning.
4. JH and HS students must report this weekly to their Homeroom Teacher.
5. All A Honor Roll: 20
6. A/B Honor Roll: 15
7. Teacher’s Merits : Teacher’s discretion (15 min=1 merit)
8. Any disciplinary action will result in a loss of 10 merits and students will lose 1 merit per tardy

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.

**Strike penalties are as follows:**

 *Every five (5) tardies in any semester will incur a 30-minute detention.*

1. 3 Strikes
	1. 30-minute detention. (Parents will be notified via email)
	2. A $5.00 charge will be applied to your school bill.
	3. A Strike may be issued during a detention for misbehavior.
2. 5 Strikes
	1. 30-minute detention. (Parents will be notified via email)
	2. Teacher/Parent conference with student.
	3. A $5.00 charge will be applied to your school bill.
3. 7 Strikes
	1. Principal/parent conference with student.
	2. One day suspension.
4. 9 Strikes
	1. 3-day suspension.
	2. Conference with disciplinary committee or school board.
5. 12 Strikes
	1. Expulsion
	2. The students 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. Parents will be notified by e-mail or letter, and by phone call.

**Three-day suspension** - will be served immediately once the child has earned the suspension. Parents will be notified by e-mail or letter, and phone call.

Suspension earned because 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 for 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.

To encourage correct behavior throughout the entire school year, strikes earned in the last two weeks of school will be doubled.

**Discretionary Infractions**

 The discipline is under the jurisdiction of the teacher and administration. All strikes and penalties given by the teacher must be approved by administration. Administration can either approve, deny, or set up a probationary period for the student to change their behavior.

1. Unnecessary talking
2. Unprepared for class *(books forgotten, no paper, pens, etc.)*
3. Unnecessary noise
4. Passing or reading notes
5. Throwing or shooting objects *(i.e. rubber bands, spit wads)*
6. Changing seats without permission
7. Spitting on another student
8. Fighting *\*Any student involved in a fistfight or pushing/shoving will be sent home for the remainder of the day*
9. Arguing with a teacher
10. Littering
11. Eating without permission
12. Gum chewing in school or on the bus
13. Working on unrelated material
14. Negativity
15. Sarcasm
16. Worldly conversation
17. Griping
18. Insults/Teasing/Name Calling
19. Not following procedure *(skipping detention, not getting a pass when late)*
20. Not bringing Bible to chapel or homeroom *(jr./sr. high)*
21. Tardiness to class *(a student is considered tardy when he is not in his correct seat when the bell starts to ring)*
22. Homework not completed or turned in

*\*In the Elementary grades, a warning or warnings may be given before the strikes are issued.*

**Disciplinary Infractions**

1. Throwing, kicking snow or rocks
2. Failing to use a locker or using a locker that is not yours
3. Bringing electronic devices to school, live animals, 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.)*
4. Members of the opposite sex physically touching.
5. Direct disobedience *(Penalty: up to suspension)*
6. Misuse of computer or devices *(Penalty: up to suspension)*
7. 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.
8. Using a phone or device without permission.

**Detention Infractions**

1. Cheating or participating in a cheating scheme, whether it is completed or not
2. Gambling
3. Vulgar language, notes, gestures, and use of profanity
4. 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)*
5. Lying or any form of withholding the truth
6. Reckless driving on campus.
7. Skipping class or leaving the campus without permission *(plus 1 day suspension)*
8. Stealing or possessing stolen goods *(Penalty: up to expulsion)*
9. Assault against another student. Assault is using physical force with intent to cause bodily harm. *(Penalty up to expulsion)*
10. Destruction of school/ church property. *(Penalty: 2 strikes minimum)*
11. Suspension for issuing a death threat *(Penalty: suspension to expulsion ~ Student is required to meet with pastor for counseling)*
12. Touching, *(holding hands)* of the opposite sex for any reason except for an obvious emergency.
13. Witchcraft activities of any kind, including having a book on the subject on the person at the school.
14. Missing required school activity.

**Subject to Expulsion**

1. Shoplifting
2. Smoking/vaping or possessing smoking/vaping materials, tobacco or vape products of any kind
3. Viewing an X-rated movie
4. Drinking alcoholic beverages
5. Use, possession of, or transfer of controlled substances, drugs, alcohol, tobacco, or vape products.
6. Willful or malicious destruction or defacement of school property or personal property
7. 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
8. Fornication
9. 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**

1. Fathering or bearing an baby.
2. Homosexual acts.
3. Selling illegal drugs and controlled substance.
4. Striking or attempting to strike a staff member.

**Withdrawal to Escape Punishment Penalties**

1. If a student withdraws from Blue Water Christian Academy for an unexcused reason, the student will lose credit for that semester.
2. 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**

1. 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 school board.
2. An expelled student, regardless of the reason for expulsion, is not allowed on campus until after 3:15 pm 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.
3. 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.

**Absence and Tardy Policies**

**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. 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, or an email to the office from the parent or guardian will be required to explain why the student was absent from school within 24 hours of the absence.
2. Excused absences are the following:
	1. Personal illness
	2. Death in family
	3. Medical or dental appointments
	4. Pre-arranged absence may be excused under the following circumstances:
		1. Family trip *(given in 24 hours in advance)*
		2. Emergency
		3. An absence approved by the administrator.
3. All class work missed should be completed before (if planned) or immediately after the absence.
	1. Students absent for just one day will be responsible for turning in their work the day after they return.
	2. For absences longer than one day, the student will have as many days as he misses to complete the missed work (two days missed = two days to turn in work).
	3. Work not made up within the week will receive no more than half credit for each incomplete.
4. If a project is due on the day of absence, the project must be turned in before the end of the school day.
	1. All projects turned in after the school day has ended will automatically receive a penalty of one letter grade per day late.
	2. *(The project must be here prior to the 3:05 p.m. dismissal bell or it will be considered late.)*
5. Students that are not feeling well enough to come to school for the first hour should stay home for the rest of the day.
6. If a student is absent on the day of an activity, he may not participate in that activity. *(This includes all sporting events)*

**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 regulations 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 guardian(s) by phone, e-mail, or progress report, which will be noted in the student’s file.
2. Student has accumulated seven (7) absences in any one class per semester. The Office will notify the students. And an email will be sent to the parent/guardian.
3. Student has accumulated nine (9) absences in any one class per semester. An email will be sent to the parent/guardian stating that at the 10th absence the student must follow the appeal process 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/guardian(s), stating that the student and parent must follow the appeal process to determine if credit will be granted in that class.
5. Student going through the appeal process. Students must still attend all the classes in which they are enrolled in. If a student misses school during the appeal process, they lose the right to appeal and may not receive credit. 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, students may still have to go through the appeal process, but special consideration will be given for those 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.
	1. 1st-4th tardies is loss of merits for the day
	2. 5th tardy will result in a strike

**Jr. High and Sr. High Class Tardiness**

1. Any student that is late to 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.
2. 5 tardies in any class will be considered an absence and result in detention.
3. A$5.00 fee will be applied to the school bill per detention.
	1. Every tardy will result in loss of that day’s merit

**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 a green mucus discharge, that has not been on antibiotics for 24 hours, is to be sent home until the discharge is cleared up or on antibiotics for 24 hours.
3. Students are not to return to school until they are symptom-free from illness for 24 hours.

 **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 students must attend a minimum of three hours to constitute the student present for the day.
3. Half a day of presence will be granted if the office is notified of late arrival in advance.

**Academic Absentee 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 students’ 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:
	1. Grade earned
	2. Credit
	3. No Credit
9. The School Board will notify the students and parents of the final decision in writing.

**INTERNET GUIDELINES**

BCA recognizes that teaching and learning will change as information and technologies alter the ways in which information is accessed, communicated, and transferred. Consequently, electronic information research skills are now essential for students as members of our society and as future employees.

In responding to these changes, BCA actively supports access by students to the widest variety of information resources, together with the development by BCA Staff of appropriate skills to analyze and evaluate such resources.

However, it is well known that the Internet can be a dangerous forum for those desiring to maintain Christian standards. The Internet contains sources that can entice even those with the highest moral standards to be led astray. Students often are targeted by people wishing to feature children or teenagers for immoral purposes. Students utilizing the Internet might themselves be enticed to develop and publish a personal Internet profile, secretly accessible only by those with hidden passwords. BCA renounces and disavows any such activity by its current or former students and have developed this Internet Acceptable Use Policy to work with Parents in preventing these situations.

Access to the Internet enables students to explore thousands of libraries and databases, and exchange messages with people throughout the world. BCA believes that the benefits to students from being able to access and retrieve information from these resources exceed the disadvantages.

However, using the Internet is a privilege and not a right**.** Consequently, access entails responsibilities and consequences, and these are set forth below.

BCA always has the right to examine files, memory cards, diskettes, etc., in a student’s possession if it is felt they might contain inappropriate materials.

BCA decides what is the appropriate use of the internet/technology and reserves the right to review any material stored in files and may remove or edit any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.

**PARENTS:**

1. Parents should share with BCA the responsibility for setting and conveying the standards that children should follow when using the internet.
2. Parents should closely monitor all Internet activity while the student is at home.

**STUDENTS:**

1. Acceptable Use Guidelines always apply.
2. Students are responsible for appropriate behavior on school computers and networks just as they are in classrooms, hallways, and on school campus.
3. Students may not damage computer systems, or computer networks, or change computer settings without permission.
4. Students may not trespass in another person’s folders or files and may not modify computer files or student work other than their own. This includes any personal internet connected electronic device.
5. Students may not send, receive, or display offensive messages or pictures, or use obscene language; nor may students use technology to harass, insult, or attack others. This includes items seen or accessed on social media or with a personal internet connected electronic device. This includes behavior on or off campus.
6. Students may not share their passwords with anyone or use or give out another person’s account information and/or password.
7. Students are to follow copyright laws (including those on plagiarism) regarding software and material available through the Internet or online services.
8. Students are to report misuse of technology resources to their teacher or other person in charge.
9. Students are not to load, remove, or copy software without permission from the Director of Technology.
10. Transmission of any material in violation of US or state regulations — including copyright, threatening, or obscene materials—is prohibited.
11. Students may not use the network or technology for commercial, profit-making purposes, for political lobbying, product promotion, or illegal activities.
12. Students may not enter or sign in to any social media portal for any purpose while on campus. This includes, but is not limited to, Facebook, Twitter, Snapchat, and YouTube.
13. Students may not divulge personal information about themselves, or others, to strangers (e.g. address, telephone number, email address, parent’s names, credit card numbers, passwords, or other confidential information.)
14. Students may not check any personal accounts.
15. Students will also report accidental access of inappropriate web sites to their teacher or other person in charge.
16. Students may not communicate with other students (or people outside of school) using technological devices during school hours. A student may not record (audio or video) a staff member of BCA. No pictures, videos, or audio taken on school property, at school events, or of school staff members may be put online without the permission of the administration.
17. Artificial intelligence papers are not accepted and will be punished as plagiarism.

**DISCIPLINE:**

Disciplinary actions related to any Student’s retroactive or current in-class or extracurricular use of the Internet will be determined solely by the Staff of Blue Water Christian Academy, and may include, but are not limited to, the following:

1. Loss of computer/ device privileges at BCA.
2. Failing grade in computer class.
3. Suspension or expulsion from Blue Water Christian Academy.
4. Publication of the circumstances of the offensive behavior, and the resulting disciplinary action, to the Parents and Students of BCA.
5. Notification of law enforcement

**General Information**

**Parent-Teacher Conferences**

 There are five scheduled parent-teacher conferences during the school year. The first one is Friday just before school starts and is an orientation for parents and students regarding the upcoming year. All students, and at least one parent or guardian are expected to attend parent-teacher conferences.

Conferences and other contacts between parents and teachers are always encouraged throughout the school year and may be initiated by either parent or teacher. Whenever an apparent problem or misunderstanding develops, it is good practice for both parents and teachers to refrain from making hasty judgments or forming conclusions until after a conference or other personal contact can be made. ***No calls are to be placed to the teacher at their home concerning homework or grades. This includes online messaging and communications.*** *Call the school office to schedule a phone call or meeting with the teacher. Parents are also encouraged to message teachers through Thinkwave for grade related questions.*

**Christmas Program**

Each year the student body will put on a Christmas program celebrating the birth of our Saviour. All students in grades K4 through 12 and at least one parent or guardian are required to attend.

**Graduation**

Each year we will have an End of the Year Program and Graduation. All students and at least one parent or guardian are required to attend. Seldom are exceptions made through administration approval only.

Skipping graduation will result in the student having to meet with the School Board at the start of the next year, to determine if the student is allowed to return the following year.

**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 frequently if articles are lost. All unmarked items not claimed from the lost and found will be put out at the parent-teacher conferences.

**Lunch Program**

1. We have food, chips, candy bars, and pop for sale at lunch.
2. If a student forgets his lunch, he may charge some items to his account. Charges must be paid in a timely manner.
3. All students must eat in our lunchroom.
4. Parents are welcome to join their students for lunch, if the school office is notified and approves in advance.
5. Students are permitted to go with their parents off campus if the school office is notified in advance. The student is responsible for being back on time.
6. On Fridays, we have a hot lunch brought to us from a local pizzeria. The cost is $4.
7. Doordash or other food delivery services are prohibited.

**Student Drivers**

Students driving cars to school must secure permission from the school office. The student obtaining such permission may carry only those passengers for whom permission has been granted by parents and the school office. Once a vehicle is parked in the morning, a student is not permitted to return to the vehicle during the school day without permission from the office. Student drivers are not permitted to leave campus without both prior parental and Administration approval. Members of the opposite sex must have written permission from both parents on file in the office to travel together.

Careful and responsible driving on school property is always expected. Infractions will lead to the suspension of driving privileges.

Students may not loiter in the parking lot before or after school. Upon arrival on campus, students must enter the building within a reasonable amount of time instead of waiting in a car.

**Lockers**

Lockers are the property of Blue Water Christian Academy and will be inspected at the discretion of the administration. Students have to store all their personal items and books for other classes in their lockers when not needed. Items may not be stored above the lockers at any time.

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.

**Visitors**

The school office hours are 7:45 a.m. - 3:15 p.m. All parents are welcome in school. You may walk your child to class before 8:00 a.m., but we ask that you do not enter the classroom. When leaving the school during school hours, please be sure to have a staff member let you out of the building so that we can lock the door behind you.

If you need to get your child home early from class, please give a note to the school office or call or email the school office at the beginning of the day. When picking up your child from school early, please wait in the office for your child to be sent to you.

If a parent is to remain on campus for any length of time, the parent must first stop in the office, sign in and receive a visitors’ badge.

ÆNO PARENT IS TO GO DIRECTLY TO THE CLASSROOM FOR ANY REASON.

Students desiring to bring a visitor to school must also receive permission from the school office before the day of the visit.

**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.

 **Telephone Calls and Cell Phone Policy**

Students are permitted to use the school telephones for emergencies or in the event of a last-minute change in a preannounced program.

Cell Phones or devices at school although they are allowed on campus, must be kept in lockers and put away during the school day (7:50 AM – 3:00 PM). Ringing, buzzing, and/or vibrating or any interruption due to mobile phones or devices is prohibited.

Use of phones or devices may only be with the permission from teacher or staff and must be used in the 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. (See pg. 16 for additional information on electronic devices).

**Medication**

All 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.

Any medication that is to be given to the student during school hours *(i.e. Tylenol, Ibuprofen, Aspirin, etc.)* must be accompanied by a note that is signed by the parent or guardian. The medication *(in the original labeled bottle)* and the note are to be 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.

**Dropping off - Picking up**

**Dropping off:**

1. Vehicles may enter the south entrance and pull into the back parking lot and drop off children at the far south door of the building.
2. Please do not park near the sidewalks.
3. Parents may also park their car and walk their child to class.
4. Please do not enter the classroom without permission.
5. 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:**

1. All students in 7th - 12th grade are allowed to leave the building and go to their vehicle after school.
2. Elementary students will be monitored in the parking area while walking to their vehicles.
3. Please do not park near the sidewalks.
4. Doors will be unlocked for dismissal at 2:50 p.m.
5. If you pick up your child before that, ring the bell, and one of our secretaries will be glad to assist you.

**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.

**Spirit of the Bulldog Award**

The Spirit of the Bulldog Award will be presented to the top Elementary and Jr. High and High School students who have earned the most merits, with no major disciplinary actions.

This is done through their work ethic, spirit, respect towards authority, and accumulation of merits.

**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.