

PARENT/STUDENT *2025/2026* HANDBOOK



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Parent Statement of Acknowledgement

Welcome to Bella Vista Christian Academy!

Bella Vista is a special place! Founded on biblical core values and driven by our mission, Bella Vista Christian Academy exists to partner with you in the education of your child.

At Bella Vista:

- Your child will be taught by Christ-like teachers who love Him unconditionally.
- Your child will be taught to live respectfully, honoring God, family, and fellow man.
- Your child will be taught values, concepts, and skills that will prepare them for leadership in life—today, tomorrow, and forever!

Our success as partners will depend on sharing a common vision and core values. Please read through this handbook carefully—it outlines where we are going (our vision) and how we will work together (our values) to get there.

If you have any questions about the information in this handbook, please don't hesitate to reach out for clarification. We are here to support you.

May the Lord bless our year of partnership as we grow together in Him!

Warmly,
Lisa Jackson
Executive Director of Education

Bella Vista Christian Academy

An educational ministry of St. Paul's Lutheran Church

OUR MISSION

St. Paul's Lutheran Church is committed to: *Connecting others to Jesus Christ and to one another—for life.*

OUR VISION

Bella Vista's vision is to create a Christ-centered school that nurtures future generations and brings glory to our Creator. We strive to help young people realize their God-given value and purpose in His plan.

OUR CORE VALUES

At Bella Vista, we teach and model the character traits we want students to embody. These are captured in the acronym **C.A.R.E.**:

- **C**hrist Communicators
- **A**spiring Leaders
- **R**espectful and Responsible Citizens
- **E**ngaged Learners

Christ Communicators- Students who look to the Bible for guidance and growth, and who share the love of Christ in diverse and meaningful ways.

Aspiring Leaders- Students who are confident and effective in communication—speaking, writing, and listening—and who use their skills to serve and inspire others to take positive action.

Respectful and Responsible Citizens- Students who actively contribute to their classroom, school, and community with integrity, kindness, and service.

Engaged Learners- Students who seek to understand subject matter deeply, ask questions, work diligently, and explore learning beyond the classroom.

We CARE!

STATEMENT OF FAITH

St. Paul's Lutheran Church, affiliated with the Lutheran Church–Missouri Synod, owns and operates Bella Vista Christian Academy.

As Lutheran Christians, we believe and teach:

- That God is one God in three persons: Father, Son, and Holy Spirit.
- That Jesus Christ is the Son of God, Lord and Savior of all.
- That the Bible is the true, inspired, and infallible Word of God, and serves as our source for doctrine and teaching.
- That Jesus died for our sins, rose again, lives today in heaven, and will one day return to take all believers to be with Him.
- That salvation is found only through faith in Jesus Christ—we cannot earn salvation through good works, but are saved by grace through faith.

These Christian beliefs pervade everything we do at Bella Vista Christian Academy. Christian instruction is integrated into the study of every subject. Students are immersed in a Christ-centered environment, surrounded by teachers, administrators, and staff whose daily lives reflect their Christian faith.

A Word About Our Lutheran Doctrinal Distinctions

While we share many beliefs with the broader Christian community, two areas of Lutheran doctrine may differ from those of Catholic or other mainline Christian traditions:

1. Infant Baptism – We believe that God gives faith through baptism, even to infants, in accordance with Scripture.
2. The Real Presence in the Lord's Supper – We believe that Christ's true body and blood are present "in, with, and under" the bread and wine in Holy Communion.

In general, these doctrines are not formally introduced until Junior High, though they may be informally referenced earlier. When taught, they will be presented as true according to our Lutheran faith, **but always within a context of respect for other Christian beliefs.**

Our goal is to inform, not persuade—to teach what we believe while honoring the diverse Christian backgrounds of our students and their families.

If you have questions about these distinctive doctrines or our approach to teaching the faith, please contact the school administrator.

The following statements apply to everyone on campus. While we understand we cannot enforce them outside the boundaries of the school; we do encourage homes and the community-at-large to promote and model these values.

WITH GOD'S HELP, WE WILL STRIVE TO:

- Devote ourselves to service to others
- Honor others above self
- Promote harmony and peace
- Accept others as they are
- Not judge, but instead instruct and encourage
- Be patient, gentle, kind, compassionate, and forgiving
- Encourage and build up others
- Be cordial and generous
- Pray for each other
- Practice self-control
- Tell the truth
- Confess when we have offended
- Give thanks for all things
- Respect each other and human life
- Obey and show deference to all adults in the school
- Not hurt each other with our bodies, words, signs, or gestures
- Protect others' property and further their interests
- Protect the reputation, honor, and character of everyone
- Not entice anything away from anyone
- Devote ourselves to God and His Word
- Worship God daily
- Promote an environment of peace and unity
- Admit and grow from our mistakes

The staff and administration of Bella Vista Christian Academy reserve the right to amend or add to these standards at any time.

GENERAL INFORMATION

Bella Vista Christian Academy, an integral part of St. Paul's Lutheran Church, is rooted in the congregation's mission of education and outreach ministry.

Administrative authority ultimately rests with the Congregational Council, with day-to-day administrative responsibilities delegated to the Pastor and the Executive Director of Education.

As a Christian school, we are committed to hiring staff who are uniquely gifted and called to support our mission. All of our elementary classroom teachers hold Bachelor's degrees, and

several have Master's degrees. Preschool teachers meet all state licensing requirements for early childhood education and care.

Our student body is drawn primarily from the Central Valley area. We strive to maintain representation that reflects the diversity of our community. Admission and continued enrollment are based on our ability to meet a student's spiritual, academic, social, and physical needs, as well as the family's support and alignment with our mission and values.

PERSONNEL

We believe that teachers are the most critical factor in determining the effectiveness and impact of a school. Therefore, we aim to attract, develop, and retain educators who are deeply committed to our Christian mission and exemplify the values of Bella Vista Christian Academy.

Our teachers will:

- Be motivated and called to teach at Bella Vista Christian Academy.
 - Be prepared to teach the Christian faith and Lutheran doctrine, or be willing to pursue appropriate training.
 - Understand and support the philosophy and objectives of the school.
 - Exhibit a Christian lifestyle, including:
 - Marital faithfulness or chaste single life
 - Regular worship attendance
 - Daily prayer and Bible study
 - Sacrificial giving
 - Respect for authority
 - Obedience to civil law (insofar as it aligns with God's law)
 - Be slow to anger, ready to forgive.
 - Have a genuine love for children and a desire to help them grow in Christ.
 - Demonstrate spiritual and emotional maturity, and a clear sense of purpose in Christian education.
 - Have the ability to work as a team member.
-

OFFICE INFORMATION

OFFICE HOURS

The school office is open Monday through Friday from 7:30 AM to 4:30 PM.

OFFICE PROCEDURES

Students may enter the office for official school business. While in the office, students are expected to conduct themselves with patience, politeness, and quiet voices. These behaviors help ensure our office staff can serve all students efficiently and respectfully.

CONTACTING STUDENTS DURING SCHOOL HOURS

Students may use the office telephone for emergency use only with staff permission. In the event of an emergency, messages may be relayed to students through the school office. Parent calls will not be forwarded to teachers during instructional times or designated breaks.

BRINGING ITEMS TO SCHOOL

If a parent needs to drop off forgotten items such as lunches, assignments, or musical instruments, they should be left in the cubbies in the front office. Office staff will notify the student to pick them up during an appropriate time.

PHONE CALLS TO TEACHERS

Parents may leave messages for teachers with the office during the school day. Teachers will return calls as soon as they are able.

EMAILS

Email is a convenient way to communicate with teachers regarding classroom-related questions or concerns. However, please keep in mind that teachers are actively instructing and teaching throughout the school day and may not be able to check or respond to emails immediately. **Please allow up to 48 hours** (excluding weekends and holidays) for a response.

CHANGE OF CONTACT INFORMATION

Please notify the office immediately if there is any change in address, phone number(s), or emergency contact information. It is essential that all contact details—especially daytime phone numbers—remain up to date to ensure quick communication in case of emergency.

GRIEVANCES

At Bella Vista Christian Academy, we are committed to resolving conflicts in a Christ-centered, respectful, and constructive manner. We will communicate grievances honestly and directly to those involved, seek timely resolution, and move forward in unity.

We agree not to pursue outside legal or public redress against other Christians, the school, or the church, but instead follow the biblical process outlined in Matthew 18:15–17:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

— *Matthew 18:15–17 (NIV)*

This principle applies equally to our school community:

1. Go directly and privately to the person involved. If your child has an issue with a teacher, speak with the teacher first before going to administration.
2. If the concern is unresolved, bring in one or two others (e.g., a principal or director) to help mediate the issue.
3. If necessary, bring the matter to church leadership for further guidance.

If your child has a conflict with another student, you are encouraged to contact the other child's parents directly to discuss the issue calmly and respectfully.

Avoiding Third-Party Offenses

Sharing a grievance with others before speaking to the person involved—commonly known as a *third-party offense*—is discouraged. This often causes unnecessary confusion, hurt feelings, and lasting division. Even if the individuals involved resolve the issue later, those who were drawn in unnecessarily may be left with unresolved frustration or misinformation.

Our goal is to model biblical peacemaking and to build a school culture rooted in truth, grace, and reconciliation.

FINANCES

PARENT FINANCIAL AGREEMENT

All families are required to complete a financial agreement through TADS. If you have not completed one, please contact the school office.

ELEMENTARY EARLY WITHDRAWAL POLICY

In the event of early withdrawal—whether voluntary (including for medical reasons) or due to dismissal from Bella Vista Christian Academy—financial adjustments will be made as follows:

- **Before the first day of school:**
100% of all refundable fees will be issued, which excludes registration and the first month's tuition.
- **On or after the first day of school:**
Tuition will be pro-rated based on the number of school days the student was enrolled,

using the annual tuition rate and the total number of school days in the current academic year.

Please note: The application fee and first month's tuition are non-refundable and must be paid in full regardless of withdrawal. All withdrawal notices must be submitted in writing to the school office to be considered effective.

GRADELINK- FOR ELEMENTARY

Gradelink is the information system we use for school communications. All parents will receive an email from Gradelink with a username and password to access the system. Once you login, click "update user profile" and change your password to something easier for you to remember. Please take the time to update and verify your address, emails, and contact information.

You can log into Gradelink at any time to:

- View notes from teachers
- Access the school calendar
- Find information about field trips
- Check your child's grades (3rd-8th) and more

If you have trouble logging in or need your username/password reset, please contact the office, and we will be happy to assist you.

VIDEO SURVEILLANCE

Video surveillance is conducted in all public areas of the school 24 hours a day. Recordings of the surveillance are stored for a limited time, except in cases of specific reported incidents. These recordings are the property of the school and may be viewed by authorized school personnel or law enforcement. To protect the privacy of all individuals, recordings will not be released to the public unless requested by law enforcement or required by legal proceedings.

ELECTRONIC DEVICES

On special days, students may be allowed to bring electronic devices. Prior to that, students and parents will be required to sign an acceptable use policy before any electronic devices are brought to school. Devices must be kept in a designated location and must be turned off or set to silent during school hours.

CELLPHONE AND SMARTWATCH POLICY (JK-5)

Students in grades JK–5 who bring a cellphone to school must keep it **powered off and stored in their backpack** for the entire school day. Cellphones may only be removed once students are released to their parent or guardian.

Smartwatches may be worn but may only be used to check the time. All other functions must be disabled by activating School Mode (or the device’s equivalent) during school hours.

Students who use their cellphone or smartwatch during the school day without permission will result in the device being confiscated by the teacher. The device may only be retrieved at the end of the day by a parent or guardian, and further actions may be discussed as needed.

Thank you for helping us maintain a distraction-free learning environment.

ONLINE LEARNING

Bella Vista Christian Academy does not currently offer an online (distance) learning option for students or families.

ATTENDANCE

SCHOOL HOURS

- **Preschool:**
 - *Half-Day:* 8:00 AM – 12:00 PM
 - *Full-Day:* 6:00 AM – 6:00 PM
 - **Junior Kindergarten – 8th Grade:**
 - *Regular School Day:* 8:00 AM – 3:00 PM
 - *Early Release Mondays:* 8:00 AM – 1:00 PM
 - *Quarter-End Minimum Days:* 8:00 AM – 11:00 AM
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TARDY POLICY

Students are tardy if they are not in their classroom at the time the bell rings. If a student arrives after 8:05 AM, they must be signed in at the office accompanied by their parent or guardian to obtain a tardy pass prior to going to their classroom. Students in grades K-3 will be escorted to their classroom, while teachers in grades 4-8 will be notified by phone that the students are expected to arrive in the classroom within 5

minutes. If the students do not arrive within 5 minutes, the teacher must notify the office.

GRADES 3-5 TARDY CONSEQUENCES

<u>Tardy Count</u>	<u>Consequences</u>
Tardies 1–3	Recorded; administrative discretion and early intervention if needed
Tardies 4–5	Parent notification by teacher; teacher-assigned detention
Tardies 6–9	Parent notification by administration; administrative detention
Tardy 10	Parent conference with administration; Attendance Contract required.
Tardy 11+	Subject to further administrative discretion and action

Tardy counts reset at the beginning of each grading period (quarter).

LATE ARRIVAL POLICY

The front office will be responsible for categorizing the late arrivals. They will assess each situation based on interactions with parents and/or provided documentation at drop-off and determine whether the student is marked as tardy or receiving a ½ day absence. They will manually go into Gradelink within 24 hours and change the absence marked by the homeroom teacher to the appropriate category.

- **Tardy:** Arrivals between 8:00AM and 30 minutes after.
 - **½ Day Absence:** Arrivals 30 minutes or more after the start time up to 2 hours.
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EXCUSED ABSENCE POLICY

Parents must call or email the school office to report a student’s absence on the day of the absence. Absences may be marked as excused if they fall under one of the following categories:

- Personal illness (a doctor’s note is required for absences of more than 3 consecutive days)
 - Quarantine under the direction of a county or city health officer
 - Medical, dental, optometric, or chiropractic appointments. Families are strongly encouraged to schedule appointments outside of school hours whenever possible.
 - Attendance at a funeral service
 - Religious instruction
 - Approved extended absence (case by case basis- please contact your child’s teacher at least 2 weeks in advance)
-

MISSED/MAKEUP WORK

If a student is absent due to illness, we encourage them to rest and focus on recovery. Schoolwork will not be provided unless the student is expected to miss two or more consecutive days of school. In such cases, arrangements can be made to support the student with necessary materials.

GRADES K–2

Upon returning to school after an excused absence, students in Kindergarten through 2nd grade will receive a make-up work packet from their teacher outlining the assignments missed during their absence.

- Students are allowed two school days for each excused day absent to complete and return the assignments.
- All completed work must be stapled to the back of the packet and returned to the teacher by the due date.

GRADES 3–5

Upon returning to school after an excused absence, students in grades 3 through 5 will receive a make-up assignment sheet detailing the work missed.

- Students are allowed two school days for each excused day absent to complete and return the assignments.
- All completed work must be stapled to the back of the make-up assignment sheet and turned in to receive full credit.
- If work is not submitted within the allowed timeframe, it will be considered unexcused late work, and grade deductions will apply based on the school's late work policy.
- Students are responsible for managing and turning in their make-up work by the due date.

MIDDLE SCHOOL

Upon returning to school after an excused absence, students in grades 6 through 8 are expected to communicate with teachers to receive any missed lessons, notes, directions, or worksheets.

For excused absences, students in Grades 6–8 are allowed the same number of days as they were absent to complete their missed work. Example: If a student misses 3 days of school, they will have 3 school days from the date of their return to complete and turn in all assignments.

- If work is not submitted within the allowed timeframe, it will be considered unexcused late work, and grade deductions will apply based on the school's late work policy.

UNEXCUSED ABSENCE POLICY

The following are common reasons for absences that are considered unexcused:

- No-show with no parent contact (also known as ditching)
- Family vacations or extended weekend trips without an approval from teacher
- Oversleeping
- Personal days
- Car trouble

- Excessive unverified medical or other appointments

Please note: Parents are encouraged to minimize unexcused absences to avoid disruption in learning.

GRADES K–2

Work missed due to unexcused absences may negatively impact a student's concept attainment and effort marks on report cards.

GRADES 3–5

Students who are absent without an approved excuse will not receive full credit for missed assignments.

- The maximum grade that may be earned on make-up work due to an unexcused absence is 90%.
- Upon receipt of make-up work assignment sheet, students have 2 days per every unexcused absence day to complete assignments and turn them into their teacher.
- For each additional day the work is late, an additional 5% deduction will be applied, up to 5 school days.
- Students must return a missed assignment sheet with all completed work stapled to the back in order to receive any credit.

MIDDLE SCHOOL

Students who miss school due to unexcused absences will not receive full credit for make-up work.

- The maximum grade that may be earned on make-up work due to an unexcused absence is 90%.
- Upon returning to school after an excused absence, students are expected to communicate with teachers to receive any missed lessons, notes, directions, or worksheets.
- For every day the work is late, an additional 10% grade deduction will be applied, up to 5 school days for maximum credit of 50%

STUDENT SIGN-OUT

If a student must leave school during the day (e.g., for a medical or dental appointment), parents should send a note with the student in the morning to inform the teacher.

- A parent or guardian must report to the school office to sign the student out before they may leave campus.
- If the student returns to school later that same day, the parent must sign them back in at the office.

TRUANCY

A student who has been absent without a valid excuse for 10% or more of the school year is considered truant.

- Such cases may be subject to reporting requirements and can be referred to the local attendance review board or juvenile court, as required by law.

Parents are encouraged to maintain regular attendance and communicate proactively with the school regarding any extended absences.

POLICY ON ILLNESSES

At Bella Vista Christian Academy, the health and well-being of our students is a top priority. We are committed to maintaining a safe and healthy learning environment for all. If your child will be absent unexpectedly due to illness, **please call or email the school office** to let us know. Not only does this help us track illnesses and maintain safety, but it also allows our school community to lift your child up in prayer and show care.

PARENT CONTACT

We will contact you if your child has an illness or injury that goes beyond a minor scrape or can't be treated with a bandage or ice.

PLEASE KEEP YOUR CHILD HOME IF THEY HAVE ANY OF THE FOLLOWING CONDITIONS:

- A runny nose with thick green mucus
- Severe congestion or trouble breathing
- Red, draining, or inflamed eyes
- Vomiting or diarrhea
- A fever (100.4°F or higher without the use of medication)
- An unexplained rash

Please keep your child home for **at least 24 hours** after symptoms have ended without the use of medication. Because outdoor activities are part of our daily routine, any child who is too sick to play outside should remain at home.

COMMUNICABLE ILLNESSES

Please notify the school immediately if your child has been diagnosed with a contagious illness such as: Strep throat, pink eye, Chickenpox, Head lice, COVID-19, Hand-foot-and-mouth disease...or any other communicable condition.

In some cases, a doctor's note may be required before your child can return to school.

EMERGENCIES

In the case of a life-threatening medical emergency, we will call 911 immediately and notify you as soon as possible. Please be aware that parents are responsible for any medical or ambulance fees that may be incurred.

MEDICATION

If your child needs to take prescription medication during the school day:

- A Parent Authorization Form must be completed and signed.
- Medication must be in the original pharmacy container with:
 - The child's name
 - The dosage and instructions clearly marked
- All medication must be brought **to the school office by a parent** (not sent with your child).

EMERGENCY INFORMATION

All students must have current emergency information on file in the office so that the school can reach parents in the event of an emergency. This information must be completed at the beginning of each school year. It is essential that this information is kept current; please notify the office immediately if any of your contact information changes.

ACTIVITIES & EVENTS

FIELD TRIPS POLICY

Throughout the school year, students will have opportunities to take part in educational experiences through off-campus learning activities that are covered in registration fees (with the exception of 6th grade science camp and 8th grade Washington D.C. trip). To ensure proper planning and safety, a field trip permission slip will be sent home at least three weeks in advance of the scheduled trip.

The permission slip will include important details such as:

- Date and time
- Destination
- Chaperone opportunity
- Transportation information
- Chaperone costs (if applicable)

If parent drivers are needed, the permission slip will include a section asking whether you are willing and able to drive and chaperone for the trip. It will also ask how many students you are able to transport in your vehicle.

All parent drivers must meet the school's safety requirements, which include providing the office with the following documents (to be photocopied and kept on file):

- A valid **driver's license**
- Proof of **current vehicle insurance**

IMPORTANT CAR SEAT INFORMATION

Per **California Vehicle Code Section 27363**- Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt.

It is each parent's responsibility to provide a properly fitting car seat or booster seat for their child for use during field trip transportation. If a car seat is not provided, your child may not be able to attend the field trip.

ADDITIONAL FAMILY MEMBERS

We appreciate your willingness to support these off-campus learning experiences. Please note that additional family members, including siblings, are not permitted on field trips. These events are designed specifically for students in the class to engage and learn together in a focused environment.

If a field trip extends beyond regular school hours (8:00 a.m. to 3:00 p.m.), please contact the school office to make arrangements or inquire about extended care options for other children.

OUTDOOR EDUCATION (6TH GRADE)

Our sixth-grade students will attend a week-long outdoor education experience in the fall. This off-campus program emphasizes hands-on science and team-building. Note: This trip is an additional expense and is not covered by registration fees.

WASHINGTON, D.C. TRIP (8TH GRADE)

Our eighth-grade students will travel to Washington, D.C. in the spring. This educational trip highlights our nation's history and Christian heritage through visits to historic sites buildings and treasured memorials and monuments. Note: This trip is an additional expense and is not covered by registration fees.

CLASS PARTIES AND SOCIAL ACTIVITIES

Students will enjoy a variety of class parties and planned social activities throughout the year. The school encourages family involvement and will provide opportunities for families to participate together in select events.

BIRTHDAYS

Classroom birthday celebrations are at the teacher's discretion. Parents wishing to bring treats must coordinate with the teacher at least two days in advance. If providing a birthday lunch parents are expected to distribute and cleanup since teachers are not present. **PLEASE NOTE:** Birthday party invitations may only be distributed at school if all students in the class are invited, in order to promote inclusivity.

PHOTO POLICY

Parents may take photos at school events such as class parties and field trips for personal use only. Photos may not be posted online or shared publicly without written consent from the parents of every student pictured. This includes social media, websites, and personal albums shared electronically.

ACADEMICS

Educational Philosophy

At Bella Vista Christian Academy, our approach to education is grounded in faith and focused on excellence. Here's what we believe about teaching and learning:

- 1. Christ at the Center**
We believe all knowledge comes from God. Because of this, teaching about Jesus and our Christian faith is integrated into everything we do—from math and science to art and literature.
 - 2. Strong Academic Foundations**
We provide a comprehensive academic program that helps children grow step-by-step. Learning is cumulative, and each new concept builds on what came before.
 - 3. Developmentally Appropriate Instruction**
We teach in a way that matches a child's age and stage of development, recognizing that each child learns in their own way and at their own pace.
 - 4. Inclusive Learning**
We believe every child can learn. We celebrate that students have different strengths, learning styles, and speeds. Our goal is to reach each learner in a meaningful way.
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EXPECTED SCHOOL WIDE LEARNING

At Bella Vista Christian Academy, we strive to develop well-rounded students who grow spiritually, intellectually, socially, and physically. Upon completion of their education here, students will be able to:

- **Communicate clearly and effectively** in both oral and written formats using Standard English grammar.
- **Analyze problems** by collecting, sorting, and evaluating information to formulate thoughtful solutions—both independently and in collaborative group settings.
- **Read fluently, accurately, and with comprehension**, demonstrating a deep understanding of various texts.
- **Understand and apply mathematical and scientific concepts**, and compute with accuracy.
- **Maintain physical health** through fitness and active participation in physical education.
- **Develop a strong foundation of core knowledge** across academic disciplines, including music and the visual arts.
- **Grow in their knowledge of the Bible** and understanding of theological concepts, demonstrating the ability to share God's Word and reflect His love to others.
- **Set personal goals and plan for the future** while growing in self-respect, respect for others, self-discipline, and the ability to work cooperatively.
- **Develop social and emotional intelligence** by learning social skills, building friendships, and resolving conflicts in peaceful, constructive ways.

CHRISTIAN DISCIPLESHIP

BIBLE INSTRUCTION

Bible instruction is a foundational part of the curriculum at Bella Vista Christian Academy. Lessons are designed to meet the developmental and spiritual needs of students at every grade level. Instruction includes: Bible characters and historical events, Bible geography, the life and teachings of Jesus and His disciples, Christian ethics and values, Scripture memorization, and Study skills related to Biblical literacy. Students are encouraged to apply God's Word in their daily lives, combining spiritual growth with academic development.

CHAPEL

Chapel services are held weekly and are designed to offer students meaningful spiritual enrichment. All students must attend and are expected to demonstrate reverent and respectful behavior. Students must wear appropriate chapel attire (see Dress Code section for details). Parents are warmly invited to attend chapel as their schedules allow.

CLASSROOM DEVOTIONS

Each school day begins with a classroom devotion. This time includes: Worship through prayer and praise, Bible reading and discussion, Personal sharing and reflection. Daily devotions help set a Christ-centered tone for the day and reinforce the school's mission of spiritual formation.

PRAYER

Students are taught that prayer is an important and ongoing form of communication with God. They are encouraged to pray for their own needs and the needs of others. Group prayer is regularly practiced, helping students develop compassion, empathy, and faith. Students are reminded that prayer can happen anywhere, at any time.

CURRICULUM AND TEXTBOOKS

- We believe that to be a literate and confident member of the community, students need a broad base of knowledge.
- Learning should be hands-on and active—students learn best when they can practice, explore, and experience what they are studying.
- We teach a specific set of skills and concepts at each grade level, building a strong foundation for future success.
- We believe knowledge and thinking skills go hand-in-hand. We encourage students to not only know facts, but also to think deeply and apply what they learn.

We use a variety of trusted textbooks and teaching methods to support student learning across all subject areas. Parents are always welcome to explore our materials. Just contact your child's teacher.

REPORT CARDS

Teachers in kindergarten through eighth grade will publish report cards on a quarterly basis. Parents will be notified via email when report cards are available for viewing and acknowledgment on Gradelink.

Report cards provide important information about your child's academic performance, attendance, and teacher comments.

Please note that access to student grades for grades K–4 will be temporarily suspended near the end of each quarter to allow teachers sufficient time to finalize grades and comments. If you have any questions or concerns during this period, we encourage you to contact your child's teacher directly.

HONOR ROLL AWARDS & RECOGNITION

Honor Roll awards will be presented at the first Chapel service following the return from break. Please refer to your child's report card to see if they will be receiving an award. The award categories are as follows:

Grades 3–5

- All A's and B's
- All A's

Grades 6–8

- Academic Achievement Award: GPA 3.0 – 3.49
 - Academic Excellence Award: GPA 3.5 – 3.99
 - Principal's Honor Roll: GPA 4.0 and higher
-

LATE WORK POLICY (3-8)

Third Grade

- **One Day Late:** No deductions
- **After One Day:** Students will receive a 5% deduction for each day (maximum of 5 school days)
- **Maximum Deduction:** 25% total (up to 5 school days late)
- **After 10 Days:** Assignment will be marked incomplete

Fourth Grade

- **One Day Late:** Students will receive a 5% deduction
- **After One Day:** An additional 5% is deducted for each day (maximum of 5 school days)
- **Maximum Deduction:** 25% total (up to 5 days late)
- **After 5 Days:** Assignment will be marked incomplete

Fifth Grade

- **One Day Late:** Students will receive a 5% deduction
- **After One Day:** An additional 5% is deducted for each day (maximum of 5 school days)
- **Maximum Deduction:** 25% total (up to 5 days late)
- **After 5 Days:** Assignment will be marked incomplete

Sixth, Seventh, and Eighth Grades

- **One Day Late:** Students will receive a 10% deduction
- **After One Day:** An additional 10% is deducted for each day (maximum of 5 school days)
- **Maximum Deduction:** 50% total (up to 5 days late)
- **After 5 Days:** Assignment will be marked incomplete

MIDDLE SCHOOL SECTION

CELLPHONES

All cell phones are to be placed in the assigned phone holder when a student arrives at school and may be retrieved at the end of the day. **Students are not allowed to use phones, AirPods, or Smartwatches (except for checking the time) during the school day. Students with a smartwatch must have school mode enabled during the school day.** Students who use their phone or Smartwatch without permission will have it confiscated and will only be retrieved at the end of the day by a parent or guardian from the teacher, and further actions will be discussed.

CHEATING AND PLAGIARISM

Cheating will result in an automatic zero for that assignment, and the parents will be contacted. Examples of cheating include, but are not limited to, copying another student's work, letting another student copy your work, or using your phone to find answers on a test.

Plagiarism is defined as taking someone else's work or ideas and passing them off as one's own. This includes copying answers and information from peers, internet sources, and AI platforms and models (including but not limited to ChatGPT, Gemini, and Copilot). Students are not permitted to use AI to complete assignments or receive answers. Keep in mind that generative AI has high potential for bias and incorrect information, making it unreliable. Using AI to complete assignments will result in an automatic zero on the plagiarized assignment.

Repeat offenses can result in a suspension.

TEXTBOOKS & WORKBOOKS

Students will be issued textbooks, workbooks, and novels for use throughout the school year. These materials must be properly cared for. If any item is lost or damaged, the student is financially responsible for its replacement. Hardback books must always be covered using the book covers provided by the school.

LOCKER GUIDELINES

Each student will be assigned a locker in the homeroom classroom. All non-BVCA jackets, hoodies, hats, and sweaters must be kept in their locker during the school day. All backpacks, books, and other personal items are to be kept in the lockers as well. BVCA is not responsible for any items lost or stolen from the lockers. Students are to follow these guidelines:

- Use magnets to place items on the inside of the locker. (No tape or stickers.)
- All decorations should reflect a Christian lifestyle.

- Lockers should be kept neat and orderly. They will be inspected.
- Food should not be stored in lockers overnight.
- Books/notebooks should be kept in lockers when not in use.
- Be patient, respectful, and courteous to others at their lockers.

PE UNIFORMS

All students must wear BVCA-issued gym uniforms to participate in gym class. If they do not have the proper shoes or uniform, they will lose participation points for the day. Each student will be assigned a locker and given a lock that must be used. Only school locks will be allowed. All PE items and uniforms must be stored in lockers.

- Lockers are to be always locked.
- Combinations should never be shared.
- Names should be written on P.E. shorts and shirts.
- P.E. uniforms should be taken home weekly to be washed and brought back before the next scheduled P.E. class.
- Students will change out of their P.E. uniform at the end of their P.E. class unless their P.E. class is the last period of the day.

CHROMEBOOKS

All 6th–8th grade students are issued Chromebooks as part of Bella Vista’s One-to-One technology program. All students and parents/guardians must agree to abide by the policies and guidelines outlined below. Please review with your child the Chromebook rules and expectations, and care below.

RULES & EXPECTATIONS

- No food or drink is allowed next to your Chromebook while it is in use.
- Do NOT attempt to place objects such as pencils or pins into the Chromebook USB or power ports.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Do not expose the Chromebook to extreme heat or cold. It should remain at room temperature.
- Do NOT cover the Chromebook vents.
- Chromebooks should never be left in a car or any unsupervised area.
- Transport Chromebooks with care. Lids should always be closed and tightly secured when moving.
- Do not place the device near magnets or anything with high electric current.

- Keep liquids away from the Chromebook. Do not use cleaners, sprays, alcohol, ammonia, or abrasives on the Chromebook. Clean the Chromebook with a soft, lint-free cloth. Keep your fingers on the keyboard and touchpad.
- There is no modification of the device allowed that will allow the user to deviate from its intended use; this is commonly referred to as “jailbreaking” the device.
- Never throw or slide a Chromebook.
- Chromebooks can be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the User Agreement and grounds for disciplinary action.
- Chromebooks have a unique identification number, and at no time should the numbers or labels be modified, defaced, mutilated, or removed.
- Students should not lend their Chromebook to another student.

SCREEN CARE

Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen or housing.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens or pencils).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

GOGUARDIAN & GOGUARDIAN PARENT APP

All school-issued Chromebooks are monitored and filtered through GoGuardian. Additionally, parents/guardians are strongly encouraged to play an active role in monitoring their child's Chromebook usage using the GoGuardian Parent App.

The app provides an overview of your children's online activity on their school-managed device and accounts - this overview includes the apps, extensions, documents, and websites your student visited.

To access the GoGuardian app, please follow the instructions below:

1. Download the app via the Apple Store or Google Play Store
2. After the app is successfully downloaded and installed, open it up and enter the email address registered with the school. Note: Your child should be able to give you this information. If not, please feel free to reach out to the office.
3. Login/Check Email: Check your email on your phone for a link to log in to the app. Tap the "Verify your email", and it will take you straight to the app. Note: If you don't have

access to your email through the device you used to log in, tap on "Login with verification code", and copy and paste the verification code from the email into the app.

CHROMEBOOK: CHECKOUT

Students who need to take home their school-issued Chromebook must check it out through their homeroom teacher. Checking out Chromebooks is a privilege, not a right, and should only be done to complete classwork or work missed due to absences. Chromebooks should be transported carefully between home and school to prevent damage. At home, we ask that parents/guardians actively monitor their child's Chromebook usage. We recommend that the device be used in a shared, open space—such as the kitchen or family room—to support responsible and safe use.

INTERNET USAGE

We encourage parents/guardians to talk with their child regularly about responsible internet use. Open conversations help students develop safe and smart web browsing habits.

Here are several trusted resources parents can use to promote safe, responsible, and positive internet use for their children:

- Common Sense Media: <https://www.commonsensemedia.org/>
 - Connect Safely: <https://connectsafely.org/>
 - Family Online Safety Institute: <https://fosi.org/>
 - Be Internet Awesome With Google: <https://beinternetawesome.withgoogle.com>
-

MIDDLE SCHOOL GRADING POLICY

Grades play a crucial role in education by helping measure a student's understanding of the material taught and their ability to apply what they've learned. Grades also provide valuable feedback to students and parents on areas of strength and areas needing improvement. We encourage students and parents to check grades regularly via Gradelink to stay informed on their academic progress.

POSTING OF GRADES

- Teachers are required to log assignments daily, reflecting the following statuses:
 - **Blank (No grade)**: Assignment submitted and awaiting grading
 - **IC (Incomplete)**: Assignment unfinished or not turned in
 - **AB (Absent)**: Student was absent from class
 - **EX (Excused)**: Student is excused from the assignment
- Teachers will have up to **2 weeks** from the assignment due date to enter the earned grade.
- When a student turns in an assignment late, the IC is removed from the grade section and moved to the comment section, noting the deduction they will receive due to being late. Please note that the grade earned may take up to 2 weeks from the date turned in (not the original due date) to be entered into Gradelink.

LATE WORK

Students are encouraged to turn in assignments, even if they are late. Grade deductions are based on the following:

Sixth, Seventh, and Eighth Grades

- **One Day Late**: Students will receive a 10% deduction
- **After One Day**: An additional 10% is deducted for each day (maximum of 5 school days)
- **Maximum Deduction**: 50% total (up to 5 days late)
- **After 5 Days**: Assignment will be marked incomplete

When a student turns in an assignment late, the IC is removed from the grade section and moved to the comment section, noting the deduction the student will receive due to the assignment being late. Please note that the grade earned may take up to 2 weeks from the date turned in (not the original due date) to be entered into Gradelink.

GRADEBOOK CODING

- **AB (Absent)** is placed in the gradebook for work not turned in due to an excused absence. A student has the number of days equal to their absence to turn in the assignment. If the assignment is turned in during the proper time frame, the AB will be moved to the comment section and will be graded just like a regular assignment. If the assignment is not turned in within the time allocated, the grade will be changed from AB to IC. Students may still turn in their work at this point; however, the late work policy will apply.

- **EX (Excused)** is placed in the gradebook for excused work. This does not factor into grade calculation.
 - **IC (Incomplete)** is placed in the gradebook for an assignment that is not turned in or turned in but is not complete; this assignment is calculated as F (0%) in the gradebook. If and when the assignment is turned in within the allotted timeframe, the IC will be moved to the comment section, and points will be deducted depending on the number of days it is late (please see the Late Work section). This is also used for work missed during an unexcused absence.
-

STUDENT STANDARDS

UNIFORM POLICY ELEMENTARY JK-8TH

All classroom tops and bottoms must be purchased from Land's End.

BOYS

Bottoms: Khaki pants or Khaki shorts

Tops: Navy blue polo shirts (short or long sleeve) with school logo

*Optional: Sweaters, polar fleece, and lightweight jackets **must be logoed** if worn inside the classroom*

GIRLS

Bottoms: Khaki pants, Khaki shorts, Khaki or navy plaid jumper skirts, or skorts (must be at least fingertip length)

Tops: Navy blue polo shirts (short or long sleeve) with school logo

Dresses: Navy polo dress (must be logoed)

*Optional: Sweaters, polar fleece, and lightweight jackets **must be logoed** if worn inside the classroom*

Note: Shorts should be worn under skirts and dresses.

ACCESSORIES

Socks: Must be solid navy, white, gray, or black. Small logos or markings are allowed. Girls may wear solid-colored knee socks or footless tights in the same approved colors.

Shoes: All students are required to wear closed-toe, closed-heel athletic shoes that are safe for active play and free from distracting designs or lights

Belts (optional): Must be solid navy, black, or brown

Hair Accessories: Must be solid navy in color

Optional Accessories from Land's End: *Our school's Land's End page offers socks, belts, lunch boxes, and backpacks for families who prefer a one-stop shop. These accessories are optional and do not have to be purchased from Land's End.*

OUTERWEAR

- Only school-approved, logoed sweaters, fleece, and lightweight jackets from Land's End may be worn indoors.
- Non-uniform outerwear (such as coats or rain gear) may be worn outside, but must be removed once the student is inside the classroom.

PLEASE MARK ALL OUTERWEAR WITH NAME

CLOTHING FIT & CONDITION

- All clothing must fit properly—not too tight or too baggy
- Clothing must be in good condition—free of rips, holes, or excessive wear

SPIRIT SHIRT FRIDAYS

- Students may wear the official school Spirit Shirt, but must pair it with Land's End uniform bottoms

STUDENT APPEARANCE & GROOMING STANDARDS

BOYS

- Students should appear neat and modest at all times.
- Shorts must be at least fingertip length.
- Hair must be neatly groomed, avoiding a shaggy or unkempt look. It should be:
 - Trimmed above the eyebrows, above the collar, and above the bottom of the ears.
- No radical hairstyles or unnatural hair colors.
- Body piercings and tattoos are not permitted.
- Jewelry (such as chains and rings) should be minimal.
- Hats may be worn outside only and must be removed when entering any building or classroom.
- Hoods on clothing may only be used when the student is outside.

GIRLS

- Students should appear neat and modest at all times.
- Skirts, skorts, dresses, and shorts must be at least fingertip length.
- Use of makeup should be minimal.
- Jewelry should be minimal and appropriate.
- No body piercings (except for standard ear piercings), tattoos, radical hairstyles, or unnatural hair colors are allowed.
- Hats are permitted outside only and must be removed upon entering a building or classroom.
- Hoods on clothing may only be used when the student is outside.

UNIFORM POLICY ENFORCEMENT

In order for our school's uniform policy to be effective, it is essential that everyone—staff, students, and parents—takes it seriously. Maintaining our established appearance standards is a shared responsibility.

Non-compliance with the uniform policy will be addressed as follows:

- For a first or occasional violation, a 'Dress Code Violation Notice' will be sent home. Every effort will be made to handle the situation discreetly and prevent any embarrassment to the student.
- In cases of repeated or ongoing violations, further disciplinary actions—such as detention or other appropriate measures—may be taken.

We appreciate your partnership in helping our students represent Bella Vista Christian Academy with excellence and unity.

STANDARD OF CONDUCT

"He (Jesus) answered: 'Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind'; and, 'Love your neighbor as yourself.'"
– Luke 10:27

One of our core values is developing Respectful and Responsible Citizens. This means treating every individual with kindness, respect, and dignity. Our school is committed to maintaining a safe, positive learning environment. This is achieved when students and staff strive to get along and consistently show respect in both their words and actions. This applies to all forms of communication—oral, written, or electronic.

CONDUCT EXPECTATIONS

- **Language:** Use only words that glorify Jesus Christ. Complaining, swearing, or telling inappropriate jokes is not acceptable.

- **Respect for Property:**
 - Any marked, defaced, or lost property will be replaced at the expense of the student to whom it was issued or who caused the damage.
- **Prohibited Items:** Chewing gum, toy guns, matches, lighters, knives, or valuable items
 - **Note: *The school is not responsible for personal items that are lost or damaged.***
- **Physical Conduct:**
 - Students must keep their hands to themselves. Fighting, wrestling, or any form of physical combat is strictly prohibited.
- Students may not bring athletic equipment (such as balls or gloves) from home for recess or lunch.

OFF-LIMITS AREAS

Students must respect physical boundaries on campus. The following areas are off limits without permission or supervision:

- Other students' desks, cubbies, or personal property
- Teachers' and aides' desks or files
- Teachers' workrooms
- Any classroom without staff present

LEAVING CAMPUS

Students may not leave school grounds during school hours unless the office or teacher has received written or verbal permission from a parent or guardian.

BEHAVIOR OF STUDENTS

At Bella Vista, we believe that each child is a unique creation of God, deserving to be treated in a way that is supportive, respectful, and nurturing to their growth—spiritually, emotionally, and academically. Our goal is to help students grow in understanding the full love and grace of God.

A vital part of that growth involves providing fair, loving, and consistent discipline, always grounded in Christian love and concern.

BEHAVIOR EXPECTATIONS

At Bella Vista, we strive to cultivate a Christ-centered environment where students grow spiritually, emotionally, and socially. Our behavior expectations reflect our belief that every individual is created in the image of God and should be treated with love and respect.

Student Expectations

1. Honor others as people deeply loved by God and created in His image.
2. Do not hurt anyone, either emotionally or physically.
3. Show respect to everyone, especially those whom God has placed in positions of care and authority over you.
4. Obey the rules established by your teacher and those set for overall school safety.

Staff Commitment

The Bella Vista staff commits to:

1. Fairly and consistently enforce school procedures and rules.
2. Respect, encourage, and guide students in developing self-discipline.
3. Help students grow in their relationship with Jesus and understand God's will as we address behavior and discipline.

Student Commitment

Bella Vista students pledge to:

1. Obey the rules set by teachers and school staff.
2. Respect and encourage others, including those in authority.
3. Participate in school life with a positive, Christ-like attitude and behavior.

CLASSROOM DISCIPLINE PLAN

Each teacher is responsible for creating and implementing a classroom discipline plan. This plan is posted in the classroom, explained to students, and communicated to parents. It includes: classroom rules, consequences for misbehavior, rewards for positive behavior, and a system for accounting for student misbehavior such as name on board or clip moved up or down.

If a student continues to struggle with behavior, or reaches the end of the classroom system, the following steps will be taken:

Step 1:

- o A call or email will be made to the parent requiring acknowledgment, in addition to being logged in Gradelink

Step 2:

- o Another call or email, but this time to schedule a parent-teacher conference, in addition to being logged in Gradelink

Step 3:

- o A call or email to discuss a detention or loss of privilege/activity, in addition to being logged in Gradelink

PLAYGROUND PLAN

- Minor misbehavior may result in the student being asked to sit out for a portion of recess.
- For more serious infractions, students will be sent to the office, and Step 1 of the Discipline Plan (above) will be initiated by school administration.

DETENTIONS

At the discretion of the teacher or principal, and after appropriate warnings and efforts to correct behavior, a detention may be issued.

- Detentions are served after school from 3:15–4:00 PM in a designated classroom or office
- Parents will receive a minimum 24-hour notice before the detention is served

During detention, the student will:

- Reflect on the reason for their detention and discuss with a staff member what led to the behavior and what they could do differently in the future.
- Copy Bella Vista's Vision and Core Values from the handbook as a part of their reflection process.

This time is designed not only as a consequence, but also as a meaningful opportunity for growth, accountability, and redirection.

SUSPENSION OR EXPULSION

Certain violations may result in suspension or expulsion from school. These violations include, but are not limited to:

- Possessing or using tobacco or illegal drugs
- Possessing weapons intended for inflicting bodily harm
- Leaving school without permission
- Continued disrespect toward authority
- Repeated disregard for school rules
- Fighting or violent behavior
- Defacing or destroying school/church property
- Threatening statements of bodily harm
- Using intentionally offensive or derogatory language

Suspension

- If suspension is recommended, expectations for students during the suspension period will be clearly communicated to both parents and students.

- All suspensions will be documented in the student's cumulative record.
- Suspended students must complete all assigned schoolwork during their suspension, and will be expected to follow all school rules when they return.

Expulsion

- Serious or repeated acts of misbehavior may result in expulsion.
- The decision to expel a student will be made jointly by the administrator and teacher.
- Expulsion notices will be communicated to both parents and the offending student by the administrator.

Post-Expulsion

- Students who have been expelled from Bella Vista may not return to the school until they have successfully completed at least one full school year at another school.

ANTI-HARASSMENT AND BULLY POLICY

Bella Vista Christian Academy is committed to making our school a safe and caring environment. All verbal and written (including electronic) communication between students, teachers, and staff must be respectful and be conducive to creating a consistent Christian educational environment.

Conduct that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity and is not permitted.

Bullying behavior is not Christ-like. It is targeted and ongoing behavior that intentionally hurts, frightens, threatens, or leaves someone out on purpose. This too robs the person of dignity and is not permitted.

Bella Vista Christian Academy does not condone or allow harassment or bullying of others. Anyone who believes he or she has been subjected to harassment or bullying should report it to an appropriate superior; a teacher, St. Paul's/Bella Vista Christian Academy staff member, or administrator. BVCA will treat allegations of harassment or bullying seriously. It will review and investigate allegations in a prompt, confidential and thorough manner. Appropriate action will be taken to eliminate such harassment or bullying, and any person who is determined to have violated this policy may be subject to corrective action and discipline.

CODE OF CONDUCT FOR PARENTS & GUARDIANS

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Bella Vista Christian Academy, it is essential that all parents and guardians of our school be aware of your responsibilities and adhere to the expected code of conduct as set forth in this guide.

Parents and Guardians are expected to:

- Recognize that the education of child(ren) is a joint responsibility of the parents and the school community.
- Ensure that your child(ren) attends school regularly on time and that they are collected from school on time.
- Ensure your child(ren) wears the proper school uniform and arrives at school with the correct books and materials.
- Ensure your child(ren)'s belongings are labeled.
- Inform your child(ren)'s teacher and the school office of any change in pick-up of your child.
- Communicate with the teacher and office for all absences.
- Help your child(ren) to learn and practice respectful behavior and to have a positive attitude towards themselves, other people, and the school.
- Cooperate with teachers in instances where your child(ren)'s behavior is causing difficulty to others.
- Help your child(ren) with their homework when needed, ensure it is completed.
- Communicate effectively with teachers/staff members in a manner that is collaborative and based on trust and respect.
- Read written communication received from the school, respond appropriately.
- Check in at the office first if coming to the school during the day for any reason.
- Communicate to the school problems which may affect your child(ren)'s behavior.
- Become actively involved with your child(ren)'s school events throughout the academic year.
- Be mindful of language used on the school campus and at school events. Refrain from using profanity and obscene language on the school campus.
- Wear appropriately modest clothing while on school campus.
- Be cautious while driving in the parking lot at all times, following posted signs for parking and driving patterns.
- Do not bring non-service animals on campus unless specifically permitted for educational purposes or with prior approval.

PARENT PARTICIPATION

SCHOOL VISITS

- The school welcomes and encourages parents to visit and volunteer in the classrooms during school hours. To minimize disruptions, please coordinate all visits in advance

with your student's teacher. All visitors must check in at the school office before entering any classroom.

PARENT VOLUNTEERS

- Teachers will look to families for support in a variety of ways. Parents are encouraged to volunteer and may commit to specific roles such as classroom helper, field trip driver, art assistant, and more.
- If you have a special talent or skill you'd like to share, or simply a desire to help, please communicate this with your student's teacher.

HEALTH & SAFETY

IMMUNIZATIONS AND PHYSICAL EXAMS

Elementary:

The State of California requires that all students entering school be properly immunized. This is usually taken care of when a student enters Kindergarten. Parents whose First Grader did not attend Kindergarten should check to see that these requirements are met.

The law also states that students must have a physical exam sometime in the 18 months before they enter First Grade.

All students entering 7th grade must have completed: three hepatitis B immunizations, a second measles (or MMR) shot and a Tdap booster is required prior to entering this grade (copy of immunization card must be in student file prior to the first day of school).

TK –12th Grade admission

Each child is required by state regulation to have on file the following:

- *Health Exame*, which is a health statement signed by your child's physician.
- *A signed permission for Health Care (on TADS)*, authorizing emergency treatment.

Required Immunizations:

Immunization list: TK-12th

<u>Vaccine</u>	<u>Dosage</u>
Polio	4 doses
DTaP	5 doses
Hep B	3 doses
MMR	2 dose
Varicella	2 dose

The MMR & HIB must be given on or after the first birthday-regardless of any does given before the first birthday.

Immunization Requirements are set by the California Department of Public Health.

MISCELLANEOUS

BEFORE AND AFTER SCHOOL POLICIES

Extended Care is a convenience service offered to families who need to drop off children before 7:45 a.m. or are unable to pick them up by 3:15 p.m. Additional policies and procedures specific to Extended Care will be given to you to read and sign. If you have not received it, please contact the school office.

Afternoon Pick-Up Procedure

- Students not picked up by 3:15 p.m. will be taken to the office and a parent will be contacted.
- Students not picked up by 3:20 p.m. will be signed into Afterschool Extended Care, and standard fees will apply.
- The school reserves the right to deny Extended Care services to any family due to repeated misbehavior or violation of program guidelines.

Late Pick-Up Fees

- A late pick-up fee of \$2.00 per minute applies after 6:00 p.m.
- Half-day late pick-ups may also incur a fee.
- All late fees will be added to your monthly billing statement.
- Please do not pay Extended Care staff directly.

CAR LINE SAFETY, DROP-OFF, AND PICK-UP

Your cooperation in keeping our parking lot a safe place is greatly appreciated. Please drive cautiously at all times and follow our drive-up drop-off and pick-up procedures.

All students will wait in the designated area for their class. School staff will supervise students until 3:20 PM. Any student not picked up by that time will be taken to aftercare.

CARPOOLS

Parents should only call the school to request alternate transportation for their child if absolutely necessary. If someone unfamiliar is picking up your child, please send a note with that person or call the office. Students going home with anyone *not listed* on their emergency card must bring a written note notifying their teacher and the school office. Last-minute transportation changes cannot be made in the parking lot after school.

Per the California Highway Patrol, the number of passengers must not exceed the vehicle's rated capacity. Drivers must carry liability insurance, and all students must wear seat belts.

LUNCH

Students should bring a nutritious snack and packed lunch each day. For the safety of all students, especially those with food allergies, food sharing is not permitted.

NUTRITION BREAK

All students have a morning snack break and recess (combined for grades 6–8). Please send your child with a healthy snack, as this is important for their health and concentration.

Also, ensure your student brings a labeled water bottle to school each day.

LOST AND FOUND

All lost and found items that are not claimed by the end of the month will be donated to charity. To help prevent loss, please make sure all personal belongings are clearly labeled with the student's name. If an item is lost, please visit the Lost and Found area as soon as you notice it's missing. Lost items that have been turned in can be found in the school office.

SCHOOL PICTURES

School pictures are taken each year in the fall. Parents will be notified of the exact dates, and they will have the opportunity to choose a picture package that suits their needs.

EMERGENCY DRILLS

Emergency drills are conducted at regular intervals as required by law. When a drill is in progress, it is essential that students promptly follow the procedures and directions provided by their teacher. If you are on campus when the alarm sounds, please follow the teacher's instructions to either evacuate or take cover. Students should remain silent during the drill and stay with their teacher until a signal is given to resume regular activities.

SOLICITATION

No outside sales or fundraising projects are allowed on campus. Tickets, merchandise, or **candy** may not be sold or distributed without prior permission. In general, we do not advertise private businesses on campus, unless related to a St. Paul's/Bella Vista Christian Academy activity.

Parent Statement of Acknowledgement

Please click the following link to acknowledge receipt and review of the BVCA Parent Handbook for the 25-26 school year:

[BVCA Parent Handbook 25-26](#)