

Beardstown Christian Academy Student/Parent Handbook



*Guiding students to achieve their full potential
spiritually, morally, and academically*

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Welcome to the 2024-2025 school year at Beardstown Christian Academy.

Your decision to enroll your child at BCA will both enrich his/her life and positively impact the lives of every member of your immediate family. Since its inception in 1982, BCA has provided quality Christ-centered instruction to literally thousands of young people in Beardstown and neighboring communities. Each teacher at BCA makes a special effort to provide a loving and nurturing learning environment which is academically challenging, safe, and distinctly Christian. Hopefully, while a student at Beardstown Christian Academy, your child will realize a great measure of success and develop a strong personal relationship with the Lord Jesus Christ.

May God bless you and your family for having made this wise and faithful decision.

The BCA School Board and Administration

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Dear Parents,

The BCA Student/Parent Handbook has been prepared to help you understand the mission of the organization and primary standards of Beardstown Christian Academy. Please take time to read each section carefully. If you have any questions, which are not answered in these pages, please call the school office at 323-1685. We believe that good communication between the school/staff and students/parents makes for a sound educational framework within which your child can learn, grow, and develop.

By enrolling your child at Beardstown Christian Academy, you have bestowed upon us a very important trust. We respect that trust and will give our very best in teaching and training your child. We covet your prayers and cooperation as we seek to nurture each student in body, mind, and spirit.

The BCA Staff

School Board

School Board members can be contacted at 323-1685 or bcaschoolboard@fccbeardstown.org

Brock Rohn	President
Tori Capps	Secretary
Patty Rohn	Finance
Jerimy Wooley	Spiritual Leadership
Josh Schaver	Board Member
Rich Eckert	Board Member

Staff Members

Administrative

Lisa Buhlig	Administrator	323-1685
Jenn Luthy	Administrative Assistant	323-1685

Faculty

Lisa Taylor	Pre-school (3-yr-old)
Angie Trone	Pre-school (4-yr-old)
Jill Ross	Kindergarten
Karla Haberman	1st Grade
Carlette Wankel	2nd Grade
Naomi Tayler	3rd Grade
Dawn Hardwick	4th Grade
Janna Wooley	5th Grade

[Open]	6th Grade
Kimberly Schier	Elementary PE
Kirsten Monroe	Elementary Music
Tara Surratt	7th Grade Homeroom, Jr./Sr. High Teacher
Brennan Moore	8th Grade Homeroom, Jr./Sr. High Teacher
Sarah Moore	Art, Jr./Sr. High Teacher
Nick Shawgo	Jr./Sr. High School Teacher
Rebecca Parker	Title I
CJ Monroe	9 th /10 th Bible
Jerimy Wooley	Jr./Sr. High Teacher

Cafeteria

Taylor Trone	Dietary Specialist
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First Christian Church Staff

C J Monroe	Preaching Minister	323-1677
Trevor Courson	Youth Minister	323-1677
Kellie Campbell	Church Secretary	323-1677

Beardstown Christian Academy Mission Statement

Beardstown Christian Academy exists to guide students to reach their full potential spiritually, academically, and morally.

Statement of Faith

At First Christian Church and Beardstown Christian Academy

WE BELIEVE

The God of the Bible created the earth and all that is in it, and has worked throughout history to restore men, women, and children to a right relationship with Him.

God ultimately fulfilled His plan by sending His only Son, Jesus Christ, to earth through a virgin birth; by proclaiming His Will and Wisdom through the teaching ministry of Jesus; by sacrificing His Son; and by raising Jesus from the dead three days later.

All mankind is eternally lost and in need of spiritual salvation. This salvation is a gift of God's grace, made available through the price Jesus Christ paid on the cross. This salvation, which brings forgiveness of sin, eternal life in heaven, and the indwelling Holy Spirit, is received through faith, demonstrated in five specific and different steps:

1. Believing in Jesus Christ (John 3:16, Hebrews 11:6)
2. Repenting from sin (Acts 2:38, 17:30-31)
3. Confessing a commitment to Jesus Christ (Matthew 10:32-33, Romans 10:9)
4. Being baptized through immersion (Acts 2:38, 22:16, Romans 6:3-6)
5. Living a faithful, godly life (Ephesians 2:10, Revelation 2:10)

Christians are actively involved in the local church through weekly worship, service, and general support. The church functions as the body of Christ on earth to continue the ministry of Jesus Christ by seeking to restore men, women, and children into a right relationship with the Heavenly Father.

Philosophy and Objectives

At BCA, your child's education is of utmost importance. The school was founded to train young people in the "3 R's" and much more. It is our desire to train young Christian men and women to apply the Truth of Scripture in their daily lives now and in the future.

Christian education calls for a process which puts the Bible at the center of learning and asks students to evaluate all that they see in the world through the eyes of God. Because God is Truth, all must conform to Him or it is not Truth. Jesus said, "I am the Way, the Truth, and the Life" (John 14:6). In true Christian education, students, parents, and teachers learn to use the Bible to evaluate all of life. The Bible is Life - it is the Living Word.

There is an important difference between a Christian and non-Christian worldview on any given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its own truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach can be as wholly God-honoring for parents and children as this approach through the Scriptures.

The Bible makes it clear that Christian parents are responsible for the education of their children. BCA exists to work with parents in providing their children with an education that is centered on God and His Word. Jesus Christ is to be central in all learning and living.

Organization and Authority

BCA is not just a school, but it is also a ministry. Following the New Testament pattern for ministry, BCA operates under the authority of the Lord Jesus Christ, who has been given all authority in heaven and on earth. Biblically, this authority is placed in the hands of the eldership of the local congregation. Therefore, BCA operates under the oversight of the elders of First Christian Church of Beardstown.

The elders have delegated responsibility to make and enforce policies to a school board. This board reports to the body of elders regularly.

The board, in turn, has delegated the responsibilities of organization and total administration to the school administrator: course of study, teacher placement, school hours, yearly calendar, and discipline. The administrator is the head of the school and has authority over all functions and personnel. The administrator is a liaison member of the school board who makes reports, renders judgments, and assists with establishment of policy and procedures.

All those serving the school in leadership and staff member capacities are committed to the Lordship of Jesus Christ and the divine inspired authority of the Bible. We make no apologies for the fact that the Bible will be a textbook readily available and regularly used in every classroom at BCA.

Purpose

WORK WITH THE FAMILY AND THE CHURCH

- a) To establish a relationship with BCA families so there is open communication.

- b) To work in harmony with the church to meet the needs of the family.

PROVIDE A CHRIST-CENTERED EDUCATION OF ACADEMIC EXCELLENCE

- a) To present Christ in every subject
- b) To encourage and expect each student to reach his full potential.
- c) To present materials using methods which meet the needs of each individual's unique learning style.

PROVIDE A LOVING, SECURE ENVIRONMENT

- a) To build a child's self-esteem in a loving environment so that he/she may see his/her worth in God's eyes.
- b) To establish disciplinary guidelines so that teachers may teach and students may learn in a healthy environment.
- c) To establish a safe physical environment so that students may learn in security.

FOSTER AN ONGOING RELATIONSHIP OF STUDENTS AND THEIR FAMILIES WITH CHRIST AND HIS CHURCH

- a) To present Christ in such a way as to expose students to the Gospel and therefore the church.
- b) To present Christ and His gift of salvation so that students are led to a personal relationship with Christ.
- c) To model Christ, by all school representatives, so that students are led to a personal relationship with Christ.

TEACH THE APPLICATION OF BIBLICAL TRUTH IN ORDER TO LIVE DISCIPLINED, PRODUCTIVE LIVES ACCORDING TO GOD'S PURPOSE

- a) To study God's Word with students so It can be applied to their lives.
- b) To encourage the development of lifelong habits that honor God.
- c) To encourage the development of Christ-like attitudes and actions so that His characteristics are shown.
- d) To help each child recognize and develop his/her spiritual gifts so students can be productive in God's Kingdom.

Non-Discrimination Statement

Beardstown Christian Academy admits students of any race, color, national or ethnic origin, sex, age, or handicap to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin, sex, age, or handicap in the administration of its educational policies. Beardstown Christian Academy's Board of Education is responsible for ensuring compliance with this statement.

Entrance Requirements

The BCA school board makes a commitment when your family enrolls at BCA. We are committed to provide a qualified staff, a clean, safe classroom and school building, various pieces of equipment for learning including computers, audio/visual equipment, etc., and up-to-date curriculum. In return, we ask that your family make a commitment to the education of your child. In enrolling at BCA, we are expecting your family to give a one-year commitment to the school.

Students are not automatically re-enrolled for the following year. Families should follow standard re-enrollment procedures in early spring. Enrollment may be denied on the basis of previous behavior, past-due fees, attitude or lack of progress during the previous year. This policy will be managed and administered under the supervision of the faculty, administration, and school board.

Entrance applications and enrollment materials may be obtained from the BCA office. Any student enrolling at BCA for the first time must provide their certificate of live birth. Students entering are required by the State of Illinois to have a current (***less than six months prior to the first day of school***) physical exam, up-to-date immunization records or board-approved letter requesting an immunization exemption, and a dental examination. **These requirements are expected to be completed before the beginning of the school year.**

Those desiring to enroll in the Pre-school 4, Kindergarten, or 1st grade must be 4, 5, or 6 years of age respectively by September 1 of the school year they are entering before they can be enrolled. *Exceptions need to be approved by the School Board.* Children may enter the Pre-3 program upon turning 3 years old up to the close of the 3rd quarter of the school year only when they are independent in the restroom.

Any student (kindergarten through 8th grade) transferring from another school must sign a release form for student records to be transferred from the school last attended.

An admission interview will be held with students desiring to transfer into BCA from another schooling situation. Transfer students will be placed on an initial probationary status for six weeks or more to better determine the appropriateness of their academic and behavioral performance. The admission's interview will include: the BCA administrator, the transferring student and the student's parents, the BCA teacher at the student's anticipated grade-level, and, when appropriate, a BCA board member.

Academics

Curriculum

BCA primarily uses curriculum developed for Christian schools. We strive to offer what we believe is an academically challenging curriculum with a Christian emphasis. Curriculum comes primarily from Abeka Book and ACSI, all of which are anchored in a strong Biblical foundation with emphasis on the basics. The course of study includes math, language

(English), reading, spelling, science, history, penmanship, and Bible.

School Records

A cumulative record is kept for each student. School records are considered private and are available only to school staff and the child's parents. All records remain in the school building. If a student transfers to another school a record request form must be submitted by that school for the records to be released. All pertinent records will then be forwarded to the student's new school within 10 days.

Report Cards

The purpose of a grade reporting system is to provide parents and students with an accurate indication of each child's academic progress made during the grading period and over the course of the school year. Students receive an evaluation of their school work at the end of each nine week grading period. Since we feel we must go beyond academics in our attempt to educate the whole person, the grade cards contain a section for evaluating the student's progress in the area of personal and social development. At the midpoint of each grading period, a progress report will be sent home to parents of students who are doing unsatisfactory or failing work.

Parent-teacher conferences are held in the fall and spring of the year to discuss each student's academic and behavioral achievements.

The grading scale used at BCA is as follows:

Preschool/Kindergarten	1	Mastery Attained
	2	Making Nice Progress
	3	Still Needs Improvement
Grades 1-12	A	90 - 100%
	B	80 - 89%
	C	70 - 79%
	D	60 - 69%
	F	Below 60%

If a student is not performing at grade level in a manner which shows an acceptable mastery of academic subject materials, BCA reserves the right to retain that student.

Promoting a student who is not ready to handle increased work is a disservice to the student and parents. Parents shall be notified during the third quarter if there is a possibility of retention for the child. During this notification it may be recommended that he/she receive tutoring during the summer in that subject area in order to function adequately in the next grade level.

Honor Roll

Each quarter, BCA publishes a list of students in grades 1-12 who make the High Honor Roll or Honor Roll. To make the High Honor Roll a student must achieve all A's. To earn a place on the Honor Roll a student must have an overall average of at least 87% with no D's or F's.

Art/Music/Physical Education/Health

It is our desire to provide a well-rounded program for our students. Therefore, in addition to the regular academic program, we may offer one or more of the following: art, music, health, or physical education.

Sports/Extra Curricular Activities

Participation in sports is not a right of BCA students but a privilege which must be earned by maintaining acceptable grades and behavior. Only eligible students may participate in interscholastic athletics. For this reason, BCA will use two methods to determine sports eligibility.

Report card ineligibility will result when a student receives a report card with less than an overall "C" average or with an "F" or "U" in any one area. Report card ineligibility will last for one month during which the athlete may practice with the team, but not compete or travel with the team to games. At the end of the fourth week, the grades will be re-evaluated by the teacher to determine eligibility. If the overall grade average is "C" or higher with no "F's" or "U's", then the student becomes eligible. Otherwise, the student remains ineligible for the remainder of the quarter.

A one-week ineligibility will result when the administrator, upon the recommendation of the teacher for unsatisfactory academic performance or unacceptable behavior, issues the ineligibility. The athlete will be ineligible for a one-week period beginning on Monday and ending on the following Sunday. During this week the athlete may not practice or play with the team.

At the end of the one-week eligibility, the student is automatically eligible. Students receiving three, one-week ineligibilities will be removed from the team for the remainder of the season. Any student who receives an incomplete on his/her report card will be considered to be ineligible until all make-up work is completed.

Students absent on the day of a game or other extra-curricular activity **(for all or part of the day)** due to illness, will not be allowed to practice or compete in any game or participate in any extra-curricular activity on that same day.

Extra-Curricular Activities Offered

What extra-curricular or sports programming is available varies from year to year based on students' desires, coach availability and resources. The following extra-curricular activities may be offered: volleyball, basketball, trap team, cross country running, golf, and National Honor Society.

Any student participating in sports must have a school physical or sports physical on file at the beginning of the year and will not be allowed to *practice or compete* without one.

School Schedule

7:00—8:00 AM	Before school child care in day care
7:30—8:00 AM	Staff devotions
8:00 AM	Doors open
8:15 AM	All classes begin
11:15 AM	Half-day kindergarten/pre-school dismissal
11:20—11:45 PM	Lunch day care - 3rd grade
11:50— 12:15 PM	Lunch 4-6 lunch
12:30—1:00 PM	Lunch- grades 7-8
12:40—1:10 PM	Lunch- grades 9-12
11:15—3:10 PM	Afternoon day care
3:10 PM	Regular dismissal*
3:10—5:00 PM	After school care

* All early dismissals will be at 11:30 AM unless otherwise stated.

Students who are not picked up by 3:25 PM will be required to go to day care and parents will be billed accordingly.

Arrival—Dismissal

The doors to the school open at 8:00 AM. We appreciate your cooperation in not bringing your child to school until this time. If your child is walking or riding a bicycle, please time their departure so that they do not arrive at school before 8:00 AM.

Students may be dropped off at the north end of the building. Students arriving between 8:00—8:15 AM are to go to their classroom.

It is our desire to do all we can to protect the physical safety of our students. Therefore, we ask that when parents pick up their children at the end of the day they enter from the southern Adams Street entrance, continue around the western side of the building, form a single file line, and proceed to the pick-up point at the north side of the school, exiting onto Adams Street. The students will be escorted to their car by a teacher. Parents are not to park and leave vehicles unattended along the drive north of the school building. Out of abundance of safety precautions, parents are asked to please use the drop off/pick up lines and not enter the buildings to walk students to class or pick up. We

realize there will be times when parents will need to escort their child to a classroom. Parents are required to sign in/out at the office and obtain a visitor badge.

It is required that if someone other than the parent (or person who usually picks up the child) will be picking up the child, that the school office be notified either with a note or a call **as early in the day as possible**, so the information can be given to the teacher in charge at dismissal time. Please give any information that would help identify the person picking up your child that day.

Half-day students are dismissed at 11:15 AM. Full-day students are dismissed at 3:10 PM. On shortened days, full-day students are dismissed at 11:15.

As a safety measure the north doors will be locked daily after 8:15 AM. Parents are asked to sign in students who arrive late and sign out students who leave early, at the main office.

Attendance Policy

Daily attendance is required of each child during the entire school term. Parents are to notify the school office in the event their children will be absent for the day. If the office is not contacted the day the student is absent, then a note must be sent to school with the student upon his/her return explaining the reason for the absence. If we do not receive a phone call or written notification, the absence will be considered unexcused and no credit will be given for work assigned that day. A one-day period for each day of absence will be allowed to complete make-up work for all excused absences.

Any illness resulting in an absence of three days or more may require a note from the child's doctor for re-admittance. It is the parent's responsibility to contact the teacher about lessons and/or homework that needs to be made up.

Repeated unexcused absence for any reason other than illness will require a note sent from home with the child. All missed work will be required to be made up and a mandatory parent/teacher conference will be held.

Excused absences will consist of:

Personal illness or injury

Death in the family

Court appearance

Medical or dental appointments (before or after school is preferable)

Trips when **arranged in advance** with the teacher and administrator

Inclement weather (as deemed by the administrator only)

Tardiness

The first bell rings at 8:10 AM, with school beginning promptly at 8:15 AM. All students from pre-school through the 6th grade are to be in their classroom when the 8:15 AM.

Any student arriving in their classroom after the 8:15 AM will be considered tardy. The number of times tardy will be recorded in the student record. For grades 7-12, attendance, including tardies, will be taken at the beginning of each class period. Students are expected to be in their assigned seats when the bell rings. Students will be allowed 2 tardies for each class period per semester. On the 3rd tardy a 30 minute detention will be assigned, on the 4th tardy, a 1 hour detention will be assigned. The 5th tardy will require a call to the parents and a 1 hour detention, and on the 6th tardy an in school suspension will be assigned.

Snow Days

In the event of severe weather, all school closings will be announced on these radio stations, TV stations, or websites:

Radio: WRMS in Beardstown 790 AM, 94.3 FM; WKXQ in Rushville 92.5 FM

TV: KHQA in Quincy; WGEM in Quincy

Websites: connecttristates.com; wgem.com/closings

Beardstown Christian Academy Facebook Group and public page

Please try to avoid calling the school. Do not drop children off at school on severe weather days unless you are sure school is in session. Day care will be closed when school is cancelled for weather related reasons.

Transportation

Transportation to and from school will be the responsibility of the parent. Some students may be eligible to use the public school bus if parents make arrangements with the Beardstown C.U.S.D. bus coordinator.

Day Care

BCA provides a Christian day care for potty trained children ages 3 - 12. The day care operates Monday through Friday during the school year on attendance days. Daycare will be closed in the afternoon on early dismissal days. Program offerings include a before-school session from 7:00—8:00 AM, a day-time session from 11:15 AM—3:10 PM, an after-school session from 3:10-5:00 PM. Day care will be closed when the school is closed for holidays or due to inclement weather. Daycare during the summer months may be offered if enrollment warrants it; summer daycare will be closed on Memorial Day and Independence Day.

The necessary forms for extended child care and day care enrollment must be completed and returned to the school office before admission to these programs will be considered. A child may not be left at day care unless prior arrangements have been made with the school administrator. Once everything is in order and administrative approval has been granted, the student will be considered enrolled in the program.

The cost to the families for daycare during the school year is \$6.00 per hour per child

with the exception of the preschool daycare package offered for the hours of 11:15 AM to 3:10 PM. If a daycare account becomes delinquent by \$350, no daycare services will be provided until the account is paid in full.

Health Exams/Vaccinations

Students entering kindergarten, 6th grade, and 9th grade are required by the State of Illinois to have a current physical exam, up-to-date immunization records or board-approved letter requesting an immunization exemption, and a dental examination. Students entering 2nd grade are also required to have a dental exam. Students entering kindergarten, 2nd or 8th grade are required to have vision exam. These requirements are expected to be completed before the beginning of the school year.

Students are required to be compliant with the state mandated health examinations and be current on vaccinations (or have an appropriate exemptions) no later than October 15. Any non-compliant student will be excluded from attendance until arrangements are made to become compliant.

Sickness at School and Administration of Medication

Our staff is not qualified to determine if your child has a contagious illness. If signs of illness are evident (i.e. temperature above 100°, severe cough, running nose, pink or matted eye, upset stomach) **please do not send your child to school or day care**. If signs of illness develop at school, a parent or responsible designated other will be contacted and asked to pick the child up for his/her protection and the protection of other students. We also ask you to report any illness or condition that may have infected other students in the school (pink eye, head lice, chicken pox, measles, strep throat, etc.).

Medicine (other than that designated on the medical form) will be given only if we have received a medical release form. Medical release forms may be obtained in the school office or from your child's teacher.

Illinois law requires Beardstown Christian Academy to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector (105 ILCS 5/22-30).

Students who exhibit flu symptoms (vomiting, diarrhea, or a fever of 100° or more) for twenty-four hours or less without medicine, before the beginning of the school day, should not attend school. **Students exhibiting any or the aforementioned symptoms will be required to go home immediately.**

Asthma/Allergies/Diabetes Action Plan Policy

All asthma medication, epinephrine auto-injectors, or diabetes medication/supplies are

to be kept in the Administrative Office unless the authorization form is filled out by the parent/guardian or physician requesting student to self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, and/or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. The self-carry and self-administer form of the enrollment form needs to be filled out completely along with a note from a doctor and/or parents to give permission for self-carry and self-administer medications.

Lunch

A hot lunch, including one milk, is available to students in grades K-12, and to students in the afternoon day care program. All meals are prepared in the BCA kitchen by licensed food handlers. The cost of lunch is: \$4.50 for day care-3rd grade*, \$5.00 for 4th-6th grade*, and \$5.50 7th-12th grade and for non-BCA students and adults*. **Family lunch accounts will be kept in the Administrator's office. When accounts are nearing delinquent, a notice will be emailed. If accounts become delinquent by \$75, students will be required to bring a sack lunch until the account is paid in full.**

A child may purchase a hot lunch or bring a lunch from home. Soda is not allowed with any lunch for grades preschool through 6th. 7th through 12th may have soda, but it is not recommended. No energy drinks are allowed for students.

All non-BCA students and adult guests desiring to eat in the school cafeteria are required to notify the school by 9:00 AM of the day they are planning to eat so the proper amount of food can be prepared. A guest lunch is \$5.50 payable at the time of service.

*Prices subject to change as needed.

Chapel

A chapel service is held every Wednesday for students in Pre 3, Pre 4, and kindergarten through 12th grade. It is a special time in which students join together to worship and honor God. Parents are welcome to attend. Attendance by students is required. Students are asked to dress nicely on chapel days.

Bibles

Each student at BCA is required to have his own copy of a New International Version (NIV) Bible except Pre 3 and Pre 4. It should be a copy which can be left at school. NIV Bibles are available in the school office for a suggested donation of \$10.00 each. Students are required to bring a Bible to the weekly Chapel service.

Tuition and Fees for 2025-2026 School Year

Grade	Annual Tuition	Registration Fee
Pre-School 3 yr old (3-day)	\$1,595.00	\$100 per student
Pre-School 3 yr old (5 -day)	\$1,975.00	\$100 per student
Pre School 4 yr old (5-day)	\$1,975.00	\$100 per student
Pre-School with Daycare Package*	\$3,095.00	\$100 per student
Kindergarten - 12 th Grade	\$3,095.00	\$100 per student
Book Fee (High School)	\$175.00 per student	
Athletic Fee	\$25 per student	

*New for the 2025/2026 school year. Pre-school with daycare package includes tuition for pre-school from 8:15 a.m. to 11:15 a.m. five days a week and daycare from 11:15 a.m. to 3:15 p.m. Before school and after school care after 3:15 p.m. will be charged at the normal hourly rate.

Fees

Fees including the initial registration fee are not refundable or assignable.

A late fee of \$10 will be assessed if payments are not received by the agreed due date.

A fee of \$25 will be assessed to any checks or online payments returned to BCA for non-sufficient funds (NSF) in the account. Two NSF checks within a school year may result in the family being placed on a cash only status.

Finance Options

- 10 monthly payments due the agreed upon date each month, beginning in August and ending in May
- 2 semi-annual payments – 2% Discount. The first semester due August 1 and the second semester due January 1.
- 1 annual payment – 5% Discount. Total is due August 1 (or at registration).

Additional Ways to Help Finance

- Scholarships may be available. Please see the school office for applications.
- \$15 per hour for working extra-curricular activities and fundraisers. (Maximum of 10 hours per student applied to account; volunteering still recommended beyond 10 hours.)
- Current BCA families may qualify for a bonus to be applied as a credit to their tuition account for referring new families to BCA who then enroll a student(s). Please see the **New Family Referral Bonus Program** posted on the website for more details.
- Current BCA families are eligible to participate in a special senior high referral program. The incentive for this program is paid in the form of credits to student accounts. Please see **BCA High School Referral Program** posted on the website for more details.

Family Tuition Discount

BCA offers families with more than one child enrolled in school a multiple-student discount. The **multiple-child family discount is:**

- One child Full Price
- Two children 25% discount off youngest child's tuition

- Three children 50% discount off youngest child's tuition
- Four children 75% discount off youngest child's tuition

Financial Expectations

In fairness to all families and our mission, families are expected to maintain current on tuition accounts. BCA is committed to working in good faith with families in need or in temporary financial crisis, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the agreed to plan.

Students whose tuition account at the end of first semester is more than two months in arrears (as measured by the original payment plan or if appropriate, a new plan agreed to by the parties) will not be permitted to attend second semester. Students whose account is in arrears at the end of the year, will not be able to register for the next year until the account balance is paid. Report cards will be held until past due tuition is paid in full.

Please be aware BCA does not want any student to miss out on a quality Christian education because of financial need. Therefore, it is imperative that the family communicate with the school administration if they face a financial crisis.

Financial Assistance Policy

A limited amount of financial assistance is available to families who qualify. A financial aid application form must be submitted at the time of registration.

- The applicant must have a favorable credit history with BCA. If new to BCA, applicant must provide credit references demonstrating financial responsibility.
- The applicant must show an ability to pay a portion of the student's tuition.
- Approval of application by the Financial Aid Committee and the completion of a financial contract are required prior to a student's admission to BCA.

The Parent/Teacher Relationship

We consider a strong parent/teacher relationship to be both desirable and necessary to our total program. Regular school activities and conferences will be scheduled and announced throughout the year.

We also believe a partnership between the parent and the teacher is the only effective way to educate children. We do our best to keep parents informed as to what is going on at school and in the classroom. In turn, we ask that parents keep the school informed as to what is going on at home, as it may impact the child's behavior and academic performance.

We ask that you speak to your child's teacher when you feel there is a problem with the

way things are handled at school, or if you have a concern about your child. By working together and communicating about situations that arise, we can best meet the needs of both the parent and the child.

Parents are encouraged to thoroughly familiarize themselves with the school handbook and read the weekly school newsletter.

Parent Involvement

At BCA, parental involvement is one of the key ingredients to a successful school experience. **All parents** are encouraged to contact their child's teacher and/or the school office to volunteer their services and get involved. In addition, family participation in school activities, **including fund-raisers**, school clean-up days, is requested and encouraged. By volunteering for the school, parents earn \$15 per volunteer hour up to \$100 per student.

Visiting School

Parents or adult guests are welcome and encouraged to visit school. As a common courtesy and for the overall safety of our students, all visitors and guests are asked to check in at the school office upon entering the building and to sign out when leaving. Parents who need to speak with their child's teacher are asked to schedule an appointment ahead of time. Many teachers use their time before school begins to get their instructional materials ready for daily lessons. ***Please be mindful of this when scheduling an appointment to meet with your child's teacher.*** You may schedule an appointment by calling the school office at 323-1685.

Homework

At BCA we believe in the value of homework, so students will be given homework assignments. The length and frequency of the assignments vary according to grade. We encourage parents to become involved and interested in knowing what their child is doing for homework and how well they are doing it.

While parents may assist in seeing that the work is completed, and explaining the directions when necessary, the work must be done by the student. We feel it is important that students take the responsibility for their own work. Great effort will be made not to assign homework on Wednesday nights in support of area church and youth activities.

School Lunch Menu and Event Calendar

Keeping the lines of communication open between parents and school is very important. We want parents to be informed of school activities so they can participate. In an effort to facilitate communication, information will be sent home via e-mail for those who give us an e-mail address and permission for BCA to use for school purposes. The lunch menu and event calendar will also be shared on the Beardstown Christian Academy Facebook Group and in the Parent Portal.

The Student/School Relationship

Dress Code

The dress code at BCA is rather simple: dress in a manner that honors Christ. Clothing should be modest and in good condition. This expectation applies to all students whenever at BCA, a BCA promoted function or anywhere they represent the school.

Below is a non-exhaustive list of examples of clothing that is not acceptable:

- Tank tops with straps less than the width equal to the width of three of the student's fingers, tube tops, or any see-through shirts.
- Shirts with no sleeves or an inappropriate neckline (must be level with armpits)
- Pajama pants, or pants that are oversized, sagging, dragging the ground, or pants that are too tight.
- Cut-offs and tight knit (biking shorts) shorts, shorts with frayed edges,
- Short skirts and dresses
- Clothing with low-cut necklines
- Clothing with logos pertaining to alcohol, drugs, rock bands, vulgar and/or distasteful sayings are unacceptable.
- Hats of any kind may not be worn in the school buildings.
- Undergarments should not be visible.
- No bare midriffs.
- Clothing that does not fit properly and/or has holes in it.

The intent of the school dress code is to keep students and teachers safe and focused on academics. The printed dress code outlines what is considered acceptable and unacceptable dress at BCA. It applies both during school hours and at all other school sponsored functions. The faculty, staff, and administrator reserve the right to determine whether or not attire is disruptive or inappropriate for school. In the event of a dress code violation, parents will be notified and may be asked to bring appropriate clothing.

In compliance with PA 102-0360, BCA will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

General School Rules

In addition to the following general school rules, each classroom teacher is responsible for setting and communicating rules and guidelines for and maintaining discipline in their own classrooms.

- All students should keep their hands to themselves and their own property at all times. A hands-off (inappropriate touching) policy is to be followed at all times (including athletic events, field trips, etc.) This includes couples.
- All students must be respectful of the rights and property of others.
- All adults at BCA, whatever their ministry, are worthy of respect and are to be

- treated and spoken to with respect by all students.
- Only language that is pleasing to God is to be used.
- In the school building, students are to behave in an orderly manner. No running, yelling, or loud talking will be permitted.
- Students are expected to refrain from the consumption and possession of alcohol, tobacco, and illegal drugs both in and out of school.
- Knives, guns, and other potential weapons are always forbidden.
- The presence of a firearm or illegal drugs on school property or at school events require notification of local law enforcement officials.
- Violent acts toward any school personnel require notification of local law enforcement officials.
- Bicycles are to be parked and secured in the designated area.
- Toys are not to be brought to school unless directed by the classroom teacher.
- No student is to leave the school grounds during the school day except in the company of a parent or persons designated by the parent. Students are to be signed out when leaving and signed in when returning at the school office.
 - BCA offers an open campus lunch for high school students. Students must have a one-time permission form signed by their parent or guardian and sign in/out at lunch time. Tardy policy will be enforced for any students leaving campus.
- All students are to have the supplies required of them by the teacher each day.
- Students must have permission from the teacher to speak and to leave their seats.
- Students will be permitted to have a cell phone at BCA during school hours only if the parents and students have signed and returned the cell phone policy form. Cell phones must be turned off and given to the classroom teacher at the beginning of each class period. No phone calls or text messages may be sent or received during school hours. **Parents should call the school office to relay messages to students and staff. See cell phone policy for more details.**

Discipline Policy

Students who violate a school rule will be subject to corrective action. The action taken will be commensurate with the seriousness of the violation. E.g. being off task or distraction behavior would be treated much less harshly than and possession of drugs or alcohol.

Below is a non-exhaustive list of possible consequences:

- The student apologizes for inappropriate behavior in a repentant manner, face to face
- Loss of playtime or recess
- Time out in a supervised area
- Special privileges revoked
- Immediate parent notification

- Mediation essay
- Detention
- Student is separated from the class in a supervised area
- One to three day out-of-school suspension
- May not participate in extra-curricular activities or come onto school grounds
- Notify proper authorities
- Suspension
- Expulsion
- In the case of expulsion, a student will be expelled for the remainder of the school year and will be reinstated only after school board approval
- Restitution
- Parent shadowing - parents may be assigned a one – to three-day shadowing of their student all day, each day
- Possession of a firearm or illegal drugs or violent acts toward school personnel will also result in notification to law enforcement agencies.

Cell Phone Policy

Cell phones must be powered off and placed in the classroom cell phone holder during classes. Students will still be able to carry their cell phone with them between classes, but they must be off. Permission may be granted by an administrator, teacher, or other school staff member for students to use them. 7th-12th grade students will be permitted to use their cell phones while in the cafeteria, during their designated lunch time. Any misuse of cell phones can result in this option being removed. The cell phone policy is subject to change at any time.

We understand cell phones can be an important communication tool for families. If you need to communicate with your child during the school day you may call the school office and a message can be passed along.

Consequences for students who are in violation of the cell phone policy will be enforced.

- 1st offense- The device will be confiscated by school personnel. The offense will be recorded on the student's record. The student will receive the device back at the end of the day in the school office.
- 2nd offense- The device will be confiscated by school personnel. The offense will be recorded on the student's record. The student will be assigned an after school detention (30min). The student's parent/guardian will be notified and required to pick up the device in the school office between 8am-4pm.
- 3rd offense- The device will be confiscated by school personnel. The student will be assigned a 60 min after school detention. The parent/guardian will be notified and required to pick up the device in the school office between 8am-4pm. Additionally, the student will be prohibited from bringing the device to school for the next 10 days. If the student is found in possession of the device during this period, the student

will be prohibited from bringing the device to school for the remainder of the year. The student will also face additional consequences in alignment with discipline policy found in Student Handbook.

- 4th offense- The device will be confiscated by school personnel. The student will be assigned a 60 min after school detention. The parent/guardian will be notified and required to pick up the device in the school office between 8am-4pm. The student will be prohibited from bringing the device the rest of the school year. The student will also face additional consequences in alignment with discipline policy found in Student Handbook.

Bullying Policy

Over the last few years, bullying has become an issue of concern in our society. Bullying is not just physical abuse, but also includes verbal and emotional forms of disrespect and humiliation. No policy can address all the issues concerning the person bullying and the person being bullied. Bullying in any form by students, teachers, supervisors, and other responsible adults is not permitted at BCA.

Discipline procedures:

Incidents of bullying will be handled in accordance with the discipline policy of BCA and will be treated as any other offense. The teacher will be sensitive to the age of the children and the circumstances surrounding any incident. Repeated incidents will be reported by the teacher to the administrator. They will discuss a plan for dealing with the problem. Steps may include dealing only with the responsible person, or dealing with identified bully and person being bullied, and/or the entire class.

Prevention: While dealing with incidents of bullying is important, prevention of bullying is equally important. Training for both teachers and students will be provided by the school to assist them in dealing with causes of bullying and how to help the victim deal with the problem more effectively.

Safety and Security

Security

The safekeeping of our students is of utmost importance to us. While it is understood that security may inconvenience each of us from time to time, we believe student safety is more important than convenience. Parents are asked not to enter the buildings during drop off and pick up. A staff member will be at the drop off door to let students enter the building.

All BCA parents and visitors are required to be buzzed into the building and are to report directly to the school office to sign in and obtain a visitor badge before proceeding to any area of either building.

Security Cameras

The use of a video and/or audio monitoring may be in use in public areas of our school buildings. The purpose of these systems is to maintain a safe and orderly educational environment and to protect our students, staff, visitors and school property and for identifying disciplinary issues. Beardstown Christian Academy reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the school administrator and/or school board and in compliance with appropriate federal and state laws. A copy of a video will only be given to a third party, other than law enforcement, under court order.

Social Media Policy

Beardstown Christian Academy's administration may investigate or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates BCA's disciplinary policy. BCA may require the student to share content in the course of such an investigation; however, the school will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. Failure to comply with the school's request for assistance in the investigation could lead to disciplinary.

Flagging Records Of Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Mandated Reporter Status

The teachers and staff of BCA are mandated by law to report to the Department of Children & Family Services any suspected cases of child abuse or neglect.

We will follow the guidelines of DCFS in determining whether there is reasonable cause to believe abuse or neglect may have occurred.

State law does not require that mandated reporters notify parents of reports. The child's safety will be considered when deciding whether or not to inform parents of a report.

Resources Available Concerning Sexual Abuse Allegations

BCA maintains a copy of a resource guide, available at parent/guardian request, concerning sexual abuse response and prevention prepared by the Illinois State Board of Education. It may also be accessed online at:

<https://4.files.edl.io/5e56/07/31/23/152914-e3eda9ce-84f4-40c5-8e73-78d004fdab88.pdf>

All BCA employees are informed of and subject to the provisions of Faith's Law (Public Act 102-0676 & Public Act 102-0702). The employee code of ethics is incorporated herein.

Anyone who observes concerning related behavior should immediately report it to the BCA Administrator. If the concern involves the BCA Administrator, the pastor or an elder of First Christian Church should be notified.

Emergency Drills and Evacuation Plans

Emergency procedures and evacuation plans are in place for fire and tornado, and drills are conducted on a routine basis. In addition, an emergency evacuation procedure for bomb or violence related concerns is also in place, and drills will be conducted throughout the school year.

Miscellaneous Information

Field Trips

Field trips are considered a part of the educational program. Teachers schedule trips at appropriate times throughout the school year. Each child must have a signed permission slip from a parent or guardian before they will be allowed to participate.

Volunteer Drivers

Volunteer drivers are scheduled by the teacher and must meet the following requirements:

- Be 21 years of age or older
- Must hold a valid Illinois driver's license for the vehicle he/she intends to drive
- Must verify the vehicle to be driven is in good working order and complies with all safety requirements defined by State law.
- Must be insured and carry an appropriate level of liability to cover the expense of medical care to cover potential student injury

- Be responsible for gasoline, oil, etc.
- Use age-appropriate safety seats
- Be responsible for driving students to their point of destination and returning them to the school without making additional stops that have not been pre-approved by the BCA staff person responsible for the trip

Lost and Found

Please make sure your child's name is on all articles brought to school, especially clothing such as coats, sweaters, jackets, hats, gloves, etc. Any articles remaining here **over thirty days** will be donated to a needy cause or disposed.

Telephone Usage

Students are to use office phones for emergency use only. Only students with written permission from a teacher or other school personnel will be allowed to use the office phone. If it becomes necessary to contact your child or your child's teacher, please make an effort to do so before or after school, or during the lunch hour, or leave a message and the teacher will call you back at his/her earliest convenience. Cell phones and beepers are not to be used during the school day. If a student is in violation of the cell phone policy, it will be turned in to the administrator.

Head Lice

Head lice infestation is a serious concern for schools. It is therefore treated like a contagious disease. Students found to have head lice will need to be taken home and treated with medicated shampoo specifically manufactured for that purpose. All lice and nits (egg cases) are to be removed from the student's hair before the student may return to school. Evidence of the treatment must accompany the student upon their return. Examples of evidence could be: label from treatment shampoo box, treatment shampoo container, or a note from a doctor performing treatment. Students will be checked by the administrator or a designee to verify that the child is nit free before he/she will be allowed to return to the classroom. Confidentiality will be maintained by school and office staff.

Bicycles/Scooters

Students who have their parent's permission may ride a bicycle to school. Bicycles must be parked and secured in the bike rack located near the south entrance to the school and are not to be removed from the rack until after school dismissal. Bicycle riders and walkers are dismissed after the main car traffic has subsided. It is recommended that bikes and scooters be locked and secured when left unattended. BCA is not responsible for scooters or bicycles left on the bike rack.

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions.

Student

Student Name (Print): _____ Grade: _____ Student
Signature: _____ Date: _____

Parent or Legal Guardian

Name (Print): _____
Signature: _____ Date: _____
Relationship to Student: _____

Each year IESA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.

Adapted from the CDC and the 3rd International Conference on Concussion in Sport Document created 7/1/2011,
Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018

Pledges

The American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One brotherhood uniting all Christians in service and in love.

The Bible

I pledge allegiance to the Bible, God's Holy Word. A lamp unto my feet; a light unto my path. Its words will I hide in my heart that I might not sin against God.

[Required Public Postings](#)

Revised August 2025