

## **Welcome**

We would like to welcome each student and parent to this school year. We look forward to building a relationship with each of you and trust that this handbook will answer any questions you may have about our school.

## **Purpose**

The purpose of Bread of Life Tabernacle Christian Academy is to train children in the nurture and admonition of the Lord as commanded in (Proverbs 6:4). We feel it is a requirement from God to teach our children strong biblical principles through academics, as well as everyday living. With this in mind, we aim to create an atmosphere with Godly morals, Christian Values, Safety and Professionalism in mind.

## **School To Church Relationship**

The Bread of Life Tabernacle Christian Academy is an outreach ministry of the church. The Pastor is ultimately responsible for the school and all staff members are considered employees of the church.

## **Admissions Policies**

Students will be accepted based upon transcripts, discipline, attendance, and immunization records. Each child will be considered for admission on an individual basis. The pastor and school personnel will collaborate to make the final decision as to the acceptance of the student. Children with special-needs will be considered for admission if we are able to accommodate the needs of the child. Students may not be admitted if an outstanding balance is found owed to a previous educational facility.

## **Re-Enrollment Policies**

Each year the student will be considered for re-enrollment by the pastor and school personnel. Students may be declined re-enrollment based on discipline, Godly character, personal growth, tuition payment record, and parental participation and support of the school. Re-enrollment should never be assumed. The school is under no obligation whatsoever to re-enroll a student from year to year.

## **Arrival and Dismissal**

School hours are from 8:10 a.m. until 3:10 p.m.. Each child should be on time. Your child should not be left at the school before 7:40 a.m.. Students will be considered tardy if not present by 8:10 a.m.. Parents should have their children picked up by 3:20 p.m. each day.

## **Early Dismissal from School**

Parents wishing to pick up a student during class hours should explain reasons for leaving to the teacher. The teacher will dismiss the student and document the leave as excused or unexcused.

## **Attendance**

It is important to be at school on time every day. Tardiness and absences affect the student's grades; therefore, it is expected that you not use school days for vacations, trips, business and doctor's appointments. The academy reserves the right to dismiss any student exceeding 5 unexcused absences.

Please note the following particulars concerning attendance.

- \* A student must be present at least half of the school day to be counted present.
- \* Excuses must be submitted in writing upon returning to school. Excuses may not be accepted when submitted more than one week after the absence.
- \* If students have five unexcused absences during the school year, the student may be placed on probation.
- \* Any student who is absent will not be allowed to participate in extra curricular activities on that day (i.e. ball games, programs, outings, etc.) without special permission from the principal.
- \* Special excuses are discouraged and are not always approved. Special excuses will not be given if the total absences for the year will exceed ten.
- \* No student will be allowed more than five days for special excuses.



The following are considered by the administration to be excused absences.

- \* Personal illness with a doctor's excuse.
- \* Personal illness with an excuse written and signed by the parent. (maximum of 3 per year)
- \* Death in the immediate family (father, mother, brother, sister, grandparent). Others may be approved by administration.
- \* "Special" excuses (i.e. vacations, work, etc.) may be permitted with the principal's approval. Written arrangement must be made at least one week in advance through the office.

The following are considered by the administration to be unexcused absences.

- \* Illness of a family member unless approved by administration.
- \* Failure to receive advance permission for "special days".
- \* A death that is not in the immediate family or not approved.

## **Tardiness**

Students are expected to be in the assembly room at 8:10 am. Students will receive 1 demerit for each unexcused tardy. The principal and supervisor determine if tardies are considered excused.

A written excuse for tardies must be submitted in writing upon arrival. Excuses will not be accepted after seven days from the day of the tardy.

## **Contacting Students while in School**

Parents are encouraged to contact the school office if an emergency arises and allow the office to relay messages to the student.

## **Visitors**

In order to protect the children of our school, we ask that visitors make prior arrangements with school personnel to visit the school. Visitors are asked to sign in/out with the administration/teachers upon arriving to or leaving the school.

## **Deliveries**

Deliveries should be approved by administration in advance so that the disruption to the students is kept to a minimum.

## **School Closing**

In the event of inclement weather such as snow, ice, tornadoes, hurricanes, etc., you will be notified by administration or teachers of school closings.

## **Personal Property**

Due to the disturbance and distraction that can be created, students are encouraged to keep all sound producing equipment, such as radios, walkmans, etc. at home. Cellular phones are discouraged, but they are permitted provided they are turned off and placed in their supervisor's view. Use of cell phones while on campus is subject to approval by faculty or staff. Pagers are prohibited. Any personal items that are considered a distraction, can be confiscated and returned at the discretion of the administrator. Students with cell phones turned on or students using their cell phone without permission will be issued detention at the very least.

## **Lunch**

Lunch should be sent to school daily with the student. However, some quick-fix lunches can be purchased at the school. Occasionally, students may be able to pre-order meals from outside restaurants and have them delivered for lunch. Students will be notified in advanced of when the meals will be delivered.

## Health Service and First Aid

- \* If a child becomes ill during the school day, you will be contacted immediately. Please do not send students to school who have, during the previous night, experienced a fever, sore throat, diarrhea, vomiting, nits or headlice. Please give them time to recover.
- \* If a child is injured during the school day, you will be contacted immediately. In the meantime the school will take the necessary steps to treat the injury in a reasonable manner.

Students who need to have medications at school must follow the procedures listed below:

1. Parental permission form must be completed with details on how the medication should be administered at school.
2. All medication must be brought to school in a container appropriately labeled by a pharmacy.
3. All medication must be kept by the child's supervisor or in the main office.
4. Aspirin, etc. cannot be administered without written parental consent.
5. Parents of students who have medical problems should make the office aware of their child's condition so that we might prepare accordingly.
6. Students are not allowed to bring medicine to school to keep in their own possession.

### Medical Note:

The South Carolina Code of Laws, 1976 and regulation 61-8, no child shall be admitted to any public, private, or parochial school, grades kindergarten through twelve (k-12), or any child development program under the control of the department of education without first presenting a valid SOUTH CAROLINA CERTIFICATE OF IMMUNIZATION. To be valid, the South Carolina Certificate of Immunization must be signed by an individual licensed to practice medicine, surgery, or osteopathy or his/her authorized representative (Health Department or family doctor).

## Financial Policies

All students are required to pay the registration of \$150 which is non-refundable before attending class. This fee covers the cost of testing materials, insurance, etc.

All weekly payments are due by Friday of each week. Weekly paymentst will be considered late if not recieved before Tuesday of the following week. A \$10 fee may be assessed for late payments. Post-dated checks will not be accepted for payment. There will be a \$20 fee for returned checks.

Student records may not be released for students whose accounts are not current at the close of the school year or upon withdrawel from the academy.

Problems with financial obligations should be addressed to the administration.

### Tuition

# of Children	Tuition +	Registration Fee =	Final
1st Child	\$1950.00	\$150.00	\$2100.00
2nd Child	\$1850.00	\$150.00	\$2000.00
3rd Child	\$1800.00	\$150.00	\$1950.00
4th Child	\$1750.00	\$150.00	\$1900.00



## **Breaks**

In addition to lunch, students will be given several breaks throughout the day. Student will only be allowed to purchase drinks/snacks during the second break of the day. Students are expected to stay in designated break area at all times. Students should be supervised at all times unless given permission from a Supervisor or Administration and will be given demerit(s) when not in designated break area without permission.

## **Articles Prohibited in School**

Tobacco products, alcoholic beverages, narcotics, dice, electronic games, pagers, playing cards, knives, guns, matches, explosives of any kind, skateboards, radios, magazines, music CDs, that are not related to class work are not permitted on school property unless approved by a Supervisor or Administration. Books, catalogs, or any other materials not directly related to a course of study are not to be brought to school!

## **Parental Involvement**

We believe that God placed the responsibility of educating children on the parents. We feel that it is our job to help in assisting you in carrying out these duties. We encourage parent involvement in your child's education. Therefore, we ask that you participate in any open house events, read newsletters put out by the school, and volunteer your time when it is needed. However, the most important thing that you can do to help us to educate your child is to pray daily for our staff and students.

## **Fire, Tornado and Earthquake Drills**

Emergency safety drills will be performed periodically so that the students will be aware of the procedures that must be taken when these emergency situations arise.

Chapel: Chapel will be held every Wednesday. Students will be expected to use church behavior during these services.

Field Trips: Students will be required to submit a signed liability release before attending school field trips. Field trips will be used often as an incentive for completing their weekly goals.

Transportation: Transportation will not be provided to or from school for any reason. The academy does not have the staff to provide transportation services.

Students driving to school must obtain permission from the administration. Speeding and reckless drive on campus will not be tolerated. Driving privileges will be revoked. Students may not return to their car during the school day without permission.

Communicable Diseases: While it is not the intent of Bread of Life Tabernacle Christian Academy to discriminate against any child, a safe learning environment must be provided for the students. This includes protecting students from exposure to communicable disease. In the best interests of both the sick and the well child, it is the policy of Bread of Life Tabernacle Christian Academy not to accept students who have been diagnosed as carrying a communicable or potentially lethal disease. This policy includes, but it not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS).



## Disciplinary Policies

The Bible clearly states, "*Train up a child in the way he should go . . .*" (Proverbs 22:6). Our goal is to develop and nurture an atmosphere of discipline and pleasantness. Discipline is not simply punishment for wrong attitudes or actions. It is biblical, loving correction that leads to a change in thought and behavior. Discipline is administered in an effort to instill in students a personal accountability to God for their attitudes and actions.

Since school years are critical to the development of good habits and discipline in young people, they will be emphasized throughout the school. Most discipline problems are minor and will be handled by the classroom teacher. Open communication between the supervisor and the home is vital. Continued discipline problems or those of a more serious nature may result in one or more of the following:

- \*Scriptural counseling
- \*Parent Contact
- \*Parent-teacher conference
- \*Detention
- \*Loss of privileges
- \*Probation
- \*Suspension/Expulsion from school

BOLTCA will use a two fold discipline system of Merits for Positive control and Demerits for Negative Control.

## Academic Policies

**Grading:** Report cards will be issued at the end of each nine-week grading period. Final report cards may be withheld for outstanding accounts. Only a score of 90% or higher is accepted for levels 1-3. A student in levels 4-12 are required to receive an 80% or higher score. Students who do not meet the minimum score may be required to repeat the pace. Parents may be charged for excessive repeat paces.

**Bible:** The Bible will be an essential textbook for daily study. The only Bible acceptable at Bread of Life Tabernacle Christian Academy is the King James Version.

## Grading Scale

Score	Grade	GPA Points
94-100	A	4
88-93	B	3
80-87	C	2
Below 80	F	0
Excessive	X	no credit

**Testing:** New students may be required to take a diagnostic test to help place the child in the appropriate grade level for achievement. Our school will also be administering Stanford 10 during the spring to help identify areas of weakness or students who are not making satisfactory progress.

**Curriculum:** BOLTCA will be using the A.C.E. curriculum. It is designed to teach the same academic subject areas that are required by the State of South Carolina. However, the subjects are taught from a biblical viewpoint. Students will also learn valuable social skills through teaching of good manners, high moral standards, respect for parents and authority, and patriotism.

**Homework:** Homework is minimal if the student will diligently work to complete his assigned daily goals. Any goals in which are not completed by the end of the day should be completed for homework. Any student who has not completed their homework may be kept in on first break so that their progress is not hindered. The parent may be notified if a student does not meet their daily goals and does not complete the work for homework twice in a week. It is very important that the parent ask about homework each day and be on the lookout for homework assignment slips. The student may receive 1 demerit for an unsigned homework slip.



## Searches for Suspicion of Illegal/Unauthorized Materials

It is important for parents to understand that by registering your child at Bread of Life Tabernacle Christian Academy, you are giving school personnel permission to search the student and his/her belongings. If a student is suspected of having prohibited items at school, he/she may be searched without the student's or parent's permission.

## Dress Code

Modesty, being a vital biblical principle, applies not only to common decency but to the matter of calling undue attention to oneself as well. An appearance that makes a person a public spectacle or calls attention to the body is inappropriate for the Christian. Since extreme fashions tend to draw attention to the individual rather than to the Saviour we are called to serve, our students will be required to adhere to the following dress code standards. **These standards will be upheld at all school activities (i.e. school programs, ball games, choral programs, etc.).**

Students violating the dress code will, at the discretion of the administration, be asked to leave campus until their appearance meets Academy standards.

### All Students:

1. Students may not wear "flip-flops".

### Young Men

1. Hair should be cut on a regular basis so as not to become too long. Hair is to be kept off the eyebrows and neatly tapered off the collar and ears. Hair must be tapered in the back and not "bowl" cut. Sideburns may not extend below the middle of the ear.
2. Pants designed for use with a belt must be worn with a belt.
3. Socks and shoes must be worn.

### -Young Men Dress Code continued-

4. No jewelry (earrings, necklaces, bracelets, etc.) besides a wristwatch and class ring is allowed.
5. No body piercings or tattoos are allowed.
6. The uniform dress will be followed each day. Uniform shirts must be buttoned to all but the very top button.
7. Uniform shirts must be tucked in pants.

### Young Ladies

1. Girls must wear dresses or skirts with uniform shirts.
2. The length of a skirt, dress, or culottes should be no shorter than the bottom of the kneecap whether the student is standing, walking, bending, or sitting. Slits in skirts or dresses must not be higher than the bottom of the knee. Extended slits must be sewn rather than pinned.
3. Proper, age-appropriate undergarments must be worn at all times.
4. Only the top button of a blouse or uniform shirt may be unbuttoned.
5. Socks, tights, or hose must be worn at all times.
6. Nail polish for girls must be traditional in color. Unusual colors or designs are not allowed.
7. Girls should wear no more than one earring per ear.
8. The uniform dress is to be followed each day.

**The administration will be the final judge on any item in question concerning dress and hair codes.**

## Standards or Conduct

- All conduct should be in accordance with I Corinthians 10:31  
*"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."*
- No student shall talk without permission. A student may get permission by using his American or Christian Flag and waiting for the supervisor to call upon him

### Merits – Positive Control

The use of positive incentive is utilized as a motivating and controlling force in the Learning Center. Our positive incentives will be merits.

Students may earn merits (a slip of paper shaped like a ticket, with an identification mark) for various academic and behavioral achievements such as completing goals at school, good behavior, etc. Students accumulate merits and cash them in periodically at the Merit Store for items such as pencils, eraser, plaques, etc.

### Demerits – Negative Control

Training children to take responsibility for their actions means teaching them that they are accountable for committing misdeeds or for omitting required actions. Students who violate Learning Center procedures will be corrected and given an appropriate penalty as soon as possible.

The following list is a list of EXAMPLES of offenses with their subsequent consequences. This list is not CONCLUSIVE and ultimate determination of offenses and consequences shall be entirely up to the discretion of the Administration.

#### Offense Number of Demerits

Turning around in office 1  
Lack of participation 1  
Any disturbance 1  
Running in the Learning Center 1  
Chewing gum 1  
Getting out of seat without permission 1  
Being off limits 1-2  
Having a messy office 1  
Writing or passing notes 1

Leaning back in chair 1  
Lack of school supplies 1  
Leaving PACEs at home 1 for each book  
Violating 6-inch rule 1 demerit to expulsion  
Eating off-limits area 1  
Teasing or name calling 1  
Not returning homework slip 1  
Not posting Goal Card 1  
Incomplete P.E. Dress 1  
Uniform Violation 1 each violation  
Having Contraband 1 demerit to expulsion  
Not returning parent correspondence 1 demerit per day  
Committing minor scoring violation 1  
Not setting goals or unauthorized goal changes 1  
Damaging property 1 demerit to expulsion  
Incomplete homework 2  
Talking at testing table 2

If detention is acquired twice in a week, the parent may be notified for a conference.

Questions concerning discipline should be directed to the classroom supervisor first. If the situation warrants, the administration is willing to assist in any matter.



### Major Offenses

- Students shall refrain from the following acts of disrespect:
  1. Mimicking or mocking others
  2. Laughing at the mistakes or failures of others
  3. "Sassing" staff
  4. Facial or non-verbal expression of disrespect and mumbling which indicates disrespect
  5. Whispering or talking during class time without permission.
  6. Gripping and complaining

Acts of disrespect will result in an automatic detention at the very least. BOLTCA will not permit a continued attitude of disrespect to be displayed by anyone involved in the Academy.

The offenses listed below may result in automatic suspension or expulsion from the academy. The student is required to maintain a level of Christian conduct *on* or *off* campus. Any of the following offenses whether performed *on* or *off* campus will result in consequences as the administration so determines.

- Abusing or vandalizing school or church property
- Alcohol use or possession
- Blasphemy
- Cheating
- Direct and defiant disobedience
- Drug use, distribution, or paraphernalia possession
- Extreme disrespect
- Gambling
- Acts of immorality in any form
- Involvement in crimes other than minor traffic tickets
- Obscene gestures or language
- Pornography use: gestures, language, or materials related
- Sodomy
- Threats or acts of bodily harm to a staff member or student
- Involvement in rock music/concerts, wild parties, or gangs

### **Nondiscrimination Statement**

The church and school shall have a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

### **Withdrawal Policies**

Students may withdraw from the school provided they notify the school with written notice two weeks prior to the withdrawal date. The school may in like manner provide a two week notice requesting the student to withdraw for any reason. If a student is withdrawn or asked to withdraw, tuition will be refunded for the period of time remaining in the school year, starting with the next calendar month. Any refund given applies only to tuition already paid, and not to any fees or other expenses paid by the parent.



## STUDENT AGREEMENT

To be signed each school year by the student

As a student of Bread of Life Tabernacle Christian Academy, I promise to...

- ✓ Protect my mind, body, and morals from evil companions by not making them my intimate associates.
- ✓ Select wisely and very conscientiously the television programs that I watch, if any, and I will turn from these programs which have vulgar jokes, profanity, immoral sex scenes, and activities that Christ could not approve.
- ✓ Listen to Christ-honoring music and refuse to listen to music that appeals more to the flesh than the Spirit which includes rock (so called "Christian" rock), rap, rhythm and blues, hip hop, country and western or any other style which creates a reckless spirit promoting turning against authority, enjoying sensual and selfish living, and for the thrill of the present without thinking of the consequences.
- ✓ Not use alcohol or illegal drugs in any form.
- ✓ Not watch videos which have immorality, profanity or excessive violence.
- ✓ Seek to faithfully witness as a Christian by looking, acting, and talking like a Christian. This includes my manner of dress while away from school or church.
- ✓ I have read the entire Bread of Life Tabernacle Christian Academy Handbook, and I will not only abide by the rules and standards, but I will support them.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_