

# Student Handbook 2009—2010

## **Belize Christian Academy**

**P.O. Box 267**

**Belmopan, Belize, Central America  
(located at Mile 47 Western Highway)**

**822-3048 (phone)                      822-3551 (fax)**  
**info@belizechristianacademy.com**

**[www.belizechristianacademy.com](http://www.belizechristianacademy.com)**

Dear Parents, Guardians, and Students:

Welcome to Belize Christian Academy. We count it a great joy to enter into a partnership with you in providing a distinctive Christian education. The chief purpose of our school is to glorify God, and our goals and objectives are designed to provide distinctive Christian education in an atmosphere of academic excellence. At BCA we strive to meet the needs of young people, and we are committed to training and developing the body, mind and spirit of our students. Beginning with our Kindergarten and continuing through High School, all programs are designed to help students develop to their fullest potential according to God's plan for their lives. It is our desire to see our academic programs and our extracurricular activities in the proper perspective and to recognize Jesus Christ as our head. It is our desire to provide you with the best possible education, and we pledge our support and assistance to you.

This handbook is designed to answer many of the questions and concerns that you may have regarding the philosophy, operation and policies of BCA. **It is your responsibility to familiarize yourself with the handbook. This is essential for your child to be successful at BCA.**

We are thankful that you have chosen to enroll your child at BCA. Please do not hesitate to contact us if you have any questions or if we may be of assistance to you.

The Administration and Management of Belize Christian Academy.



# Table of Contents

I.	General Information	3
II.	Admission Policies and Procedures	3
III.	Attendance Policies	4
IV.	Dress Code	5
V.	Academic Information	8
VI.	Schedule of Classes	9
VII.	High School Graduation Requirements	10
VIII.	Discipline	11
IX.	School Rules	11
X.	General Policies and Information	14
XI.	Parent's Pledge	19
XII.	Statement of Faith	20
XIII.	Staff	21

# I. General Information

## **Mission Statement**

The mission of Belize Christian Academy is to provide, by the grace of God, the best education possible, by developing children mentally, spiritually, socially, and physically, using curricula, instructors, and an environment that are consistent with Biblical truth, honoring the worth of the individual made in the image of God, and declaring and worshipping God as Creator, Savior, and Lord of all things.

## **Vision**

Belize Christian Academy (BCA) is to be a private, interdenominational, Christian school. Curricula, staff, policies, practices, activities and attitudes will be selected, developed and maintained to provide students with a solid Christian moral foundation. The school will be operated in a manner so that it will be Biblically Christian and not in name only. The financial needs of the school are to be met by the tuition and fees charged and by support from the Christian community in Belize and abroad. The school program is to be carried out in an atmosphere of love, concern, and encouragement. The low student-to-teacher ratio will provide adequate individual attention for each student to meet his or her highest potential in all areas. Students and parents fully support the statement of faith, policies, and staff of the school and are actively involved in the education of their children. A strong emphasis will be placed on producing excellence in all aspects of the school as a testimony to our Lord. The school is to be viewed by the community at large as a model of educational excellence.

## **Accreditations and Memberships**

Belize Christian Academy is recognized and licensed by the Ministry of Education, Government of Belize.

BCA is also an ACSI (Association of Christian Schools International) Member School.

# II. Admission Policies and Procedures

## **Application for Enrollment**

When parents decide they want their child(ren) to attend BCA, they should complete an enrollment application, including signing the Parent's Pledge. **The Parent's Pledge must be signed before any application will be considered for acceptance.** Once the application has been completely filled out, an appointment will be set up with the principal to meet with the student and the parents. ALL new students must take a placement test before enrolling and registering. There is an additional fee for this test of \$50.00 and an appointment must be scheduled to take the test.

After students have been accepted to Belize Christian Academy, there are a number of other steps that must be completed before a student is officially enrolled.

1. The enrollment fee must be paid.
2. The proper documents must be submitted.
  - A. Proof of Birth date-**All students must supply a birth certificate or copy of their**

- passport.**
  - B. For Non-Belizeans-proof of legal immigration status in Belize
  - C. Completed forms-Emergency Information & Health Record and Parent's Pledge with *each* item signed and ***a copy of the current immunization record with all required immunizations up to date (this is a requirement from the Ministry of Health and the Government of Belize).***
3. Transcripts from previous schools attended and recent report cards are also needed.

### **High School Transfer Students**

High school students transferring into BCA from other institutions will have their transcripts evaluated to determine grade placement and credits earned. **Credits will only be given for subjects with passing grades.** Students who transfer in the middle of a semester will receive 0.5 credits for the work done at their transferring school and 0.5 credits from BCA providing they passed the subject at their previous school and BCA. If students fail the semester at BCA, they will be required to take the entire course again.

While the 28 credits requirement is in place for students attending the school for their entire four year secondary programs, we recognize that students accepted from other schools may not be able to fulfill such a requirement; such students shall, in lieu of the 28 credits, be required to successfully accrue not less than 7 credits per academic year for each full year of study at Belize Christian Academy and thereby fulfill the school's graduation requirements.

## **III. Attendance Policies**

### **Attendance**

Regular, prompt attendance at school is critical to a child's success; therefore it is important for a student to be in class every day. When circumstances prevent students from attending class, they must make up all work missed. It is a student's responsibility to obtain missed assignments. Students will have 2 days per day out to make up missing work. For example, if the child is absent 1 day the tasks are due on the 2<sup>nd</sup> day back. It is the student's responsibility to get notes or ask for clarification or assistance from the classroom teacher.

When absences are planned in advance, the parent or student should notify the teacher as soon as possible to see if any assignments may be completed during the absence. Absences such as a family funeral, mission trip, and/or doctor's appointments are examples of excused absences. Traveling to Chetumal to shop or going on "vacation" early are not considered excused absences.

### **Extended Absence Due To Illness**

When a student is absent for three (3) consecutive days due to illness, the parent must contact the school for homework provisions to prevent excessive make-up work for the student upon return. A doctor's note must be presented for student illnesses.

### **Returning After An Absence**

Students must submit a written note to the office on the day they return after an absence. This note must be written and signed by a parent or guardian stating: a) the reason for the absence and b) the number of days missed. The purpose of this policy is to ensure that the parent or guardian knows of the absence and that the BCA staff knows of the reason for the absence.

### **Excessive Absences**

**Primary students** who accumulate more than twenty (20) absences in an academic year may be removed from school. **High School Students** who are absent from a class in excess of ten (10) times in a single

semester will have his/her record examined by the administration before being allowed to receive credit for the course.

### **Tardies**

Students who persist in coming late to school can be asked to remain at home until they are prepared to correct this poor habit. It is very disruptive to a class when a student comes in late. Tardy students must report to the office with a note from the parent (or the parent may bring them in) before reporting to class. Repeated tardiness will not be tolerated. **FOUR** tardies will be counted as **one** absence

### **Attendance Requirements for Extracurricular Activities**

A student wishing to participate in extracurricular activities must be at school on the day of the planned activity. A student who is absent or who checks out due to illness may not return and participate in extracurricular activities. For example, a member of the BCA football team who is absent on the day of a match, may not participate in the game on that day.

### **Checking In**

A student who arrives to class after 8:30 am is tardy, and the student must sign in at the office and receive an entrance pass to enter class.

### **Checking Out**

A parent or guardian may come to the office and check out a student by giving an appropriate reason and obtaining a note to submit to our security officer at the gate. **Students must check out through the office.** For safety and security reasons it is extremely important for us to follow this protocol.

### **Sickness While at School**

Parents or guardians will be contacted when a child becomes too ill to remain at school. Students who exhibit signs of illness, such as a fever, should not be sent to school.

### **Perfect Attendance**

Students with no absences and three or fewer tardies will be recognized for Perfect Attendance at the Award's Day ceremony.

## **IV. Dress Code**

Our basic goals include the standards of moderation and modesty. We desire that our outward appearance reflect respect for God, respect for ourselves, respect for others, and respect for authority. A standard of excellence should always be our goal. All students will be expected to wear the standard school uniform.

**The BCA school shirts with logo are available for purchase in the office. These are the mandatory uniform shirts beginning in the 2009-2010 school year. BCA reserves the right to decide if articles of clothing are acceptable for school wear.**

Belize Christian Academy uniform requirements are:

### **HIGH SCHOOL (Grades 9-12)**

	<b>BOYS</b>	<b>GIRLS</b>
	<ul style="list-style-type: none"> <li>● BCA polo shirt.</li> <li>● BCA T-shirt and BCA Shorts are required for PE.</li> </ul>	<ul style="list-style-type: none"> <li>● BCA polo shirt</li> <li>● BCA T-shirt and BCA shorts are required for PE.</li> </ul>
	<ul style="list-style-type: none"> <li>● Long, dark blue dress pants with a plain brown or plain black buckled belt.</li> </ul> <p>Cargo pants, jeans, or low rise pants (even if they are dark blue) are not acceptable uniform pants. Shorts are not acceptable.</p>	<ul style="list-style-type: none"> <li>● Long, dark blue dress pants with a plain brown, black, or white buckled belt.</li> <li>● Dark blue skirt of knee length or below.</li> </ul> <p>Cargo pants, capris, jeans, or low rise pants (even if they are dark blue) are not acceptable uniform pants. Sh/korts are not acceptable.</p>
	T-shirts under uniform shirts should be unprinted and plain white. Printed white T-shirts turned inside out are not acceptable.	Plain white or flesh-colored undergarments should be worn under blouses.
	Brown or black “school” shoes or tennis shoes are acceptable. No sandals, flip-flops, or slippers.	Brown or black “school” shoes or tennis shoes are acceptable. No sandals, flip-flops, or slippers.

**PRIMARY SCHOOL (K-Grade 8)**

	<b>BOYS</b>	<b>GIRLS</b>
<b>Tops</b>	<ul style="list-style-type: none"> <li>● BCA polo shirt</li> <li>● BCA T-shirt and BCA shorts are required for PE for grades 5-8</li> </ul>	<ul style="list-style-type: none"> <li>● BCA polo shirt</li> <li>● BCA T-shirt and BCA shorts are required for PE for grades 5 - 8</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>● Long, dark blue dress pants with a plain brown or plain black buckled belt.</li> <li>● Dark blue short pants.</li> <li>● Cargo pants, jeans, or low rise pants (even if they are dark blue) are not acceptable uniform pants.</li> </ul>	<ul style="list-style-type: none"> <li>● Long, dark blue dress pants with a plain brown, black, or white buckled belt.</li> <li>● Dark blue skirt of knee length or below.</li> <li>● Dark blue culottes or jumpers of knee length or below.</li> </ul> <p>Cargo pants, jeans, or low rise pants (even if they are dark blue) are not acceptable uniform pants.</p>
<b>Underclothes</b>	T-shirts under uniform shirts should be unprinted and plain white. Printed white T-shirts turned inside out are not acceptable.	Plain white or flesh-colored undergarments should be worn under blouses.
<b>Shoes</b>	Brown or black “school” shoes or tennis shoes are acceptable. No sandals, flip-flops, or slippers.	Brown or black “school” shoes or tennis shoes are acceptable. No sandals, flip-flops, or slippers.

**Other Dress Code Guidelines for Primary and High School**

- Sweaters or jackets can be worn during the cooler months if they are white, blue, gray, or black. No mixed colors or designs are permitted on sweaters or jackets.
- Shirts must always be properly buttoned and tucked into pants or skirts so that no skin shows.
- Socks must be worn.
- Shoes need to be clean and properly laced.
- Make-up of any kind is not to be worn to school or a related function. Nail polish is not allowed.
- Girls may wear one pair of modest earrings with one earring in each ear –not two earrings in one ear (1 in. or less in diameter), a wrist watch, one bracelet, one necklace and one ring. Anklets are not allowed. Boys may wear one watch, one bracelet, one necklace, one ring. Boys are not permitted to wear earrings.
- Body Piercing jewelry, other than the earring for girls, is not allowed.
- Pants should be worn at hips. No sagging
- Wide brimmed sun hats or baseball caps may be worn outdoors on campus, but these cannot be worn inside buildings or during chapel. Caps must not be lewd or advertise substances.
- Sunglasses may be worn outside but not indoors or during chapel.
- No unnatural hair colors are allowed (ie: blue, green, orange, purple, bright red).
- Haircuts for boys should be above the collar and should be neatly cut and not lie in the face. No facial hair, beards, moustaches or sideburns below the ears are allowed. Boys may not wear braids, dreds, or have afro type hairstyles where hair is more than two (2) inches in height and must be neatly groomed.
- Clothing worn to extracurricular activities, though not uniform, should be neat, modest, and in keeping with the spirit of the dress code.
- School dress code is in effect as long as students are in uniform, even off campus.
- During the school year, there are some special dress days. Students participating are expected to dress within the guidelines set forth for these days.
- Students are not allowed to use/wear fake or temporary tattoos.
- Permanent tattoos are inappropriate and are discouraged.
- BCA T-shirts and BCA shorts are required for PE for 5<sup>th</sup> to 12<sup>th</sup> graders.

## **UNIFORM/DRESS CODE RULES AND CONSEQUENCES**

Students are expected to be in uniform every day, and parents and students must share the responsibility of meeting this obligation. Discipline and planning are involved in making sure students have proper uniforms for attending school each day. **Bad weather and/or no clean laundry will not be accepted as excuses for coming to school out of uniform.** Students who do not come to school in the standard BCA uniform will receive a **Dress Code Violation Notice**. Other dress code violations (ie: nail polish, shirts untucked, etc.) will be dealt with through preliminary strategies and are expected to be corrected immediately. Students who receive 4 dress code violations will receive a

1. **Corrective Action Notice and a parent /guardian must bring suitable clothing to school. They will sit in in-school suspension until clothing is brought to them and will serve a lunch detention the same day.**
2. **The 2<sup>nd</sup> dress code office referral (4 dress code violations) will result in a Corrective Action Notice; suitable clothing must be brought to school by a parent/guardian; and the student will serve an after school detention and pay the \$10.00 detention fee.**
3. **The 3<sup>rd</sup> dress code office referral (4 dress code violations) will result in a Corrective Action Notice; suitable clothing must be brought to school by a parent/guardian; and the student will serve an after school detention and pay the \$10.00 detention fee.**

## **V. Academic Information**

## Grading System

Kindergarten students (K-4 and K-5) will be given a report card appropriate to their studies at the end of each term.

Primary School (grades 1 –8) and High School (grades 9—12) will receive scores based on the following scale:

(Grade)	(Percent)	(Performance level)
A	90 -100	Superior
B	80-89	Above Average
C	70-79	Average
F	0-69	Not Passing
I		Incomplete
S	--	Satisfactory
N	--	Needs improvement
U	--	Unsatisfactory

Top honors (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awards) will be calculated by grade point average. Principal's Honor Roll Recognition will be awarded to students who earn A's in each class. Honor Roll Recognition will be awarded to students who earn a combination of A's and B's.

Selection of *Valedictorian and Salutatorian for 8<sup>th</sup> grade class* is based on the grade point average for the 8<sup>th</sup> grade year.

If a Primary School student (grade 1—8) fails two core courses, reading and math, or three courses in total, they will not be allowed to advance to the next grade level.

In High School (grade 9—12) Students will be allowed to retake 1 failed course (per year not semester) during the after school program (summer or year-round) as determined by the administrative team. However, students who fail 2 or more courses will be required to repeat the grade level.

## After School Programming

Students who are earning less than a 75 are required to attend after school tutoring as directed by the HOD and their teacher. Students earning 70 or above will earn credit for taking the course. Students earning below a 70 will not earn course credit. Students will be required to retake any failed courses. Courses may be offered during the summer.

## Report Cards and Conferences

Report cards are issued four (4) times during the school year at the end of each term. Parents are to sign and return the report card after the first (3) grading periods. The fourth (4<sup>th</sup>) report card is the final report for the year and should be kept by the parent.

Information about students' progress or lack of progress is usually provided to parents through conferences/grade reports and end-of-the-term report cards. Parent/Teacher Conferences are normally scheduled at the time the first and third report cards are issued, but additional conferences may be scheduled any time the parent or teacher may believe it is necessary. Parents may request a meeting with the teacher or principal, and an appointment will be scheduled to discuss any concerns.

Report cards are normally given to parents or legal guardians only, but if the parent/guardian cannot collect a report card in person, the student may collect it if a written authority from the parent/guardian is submitted to the Assistant Principal.

The Parent/Teacher Conference is an essential part of the communication process. The Parent/Teacher Conference is **MANDATORY**. Students will not be able to attend classes if the parents / guardian does not attend the PT conference or make alternative arrangements with the office and teacher.

Report cards for students who have fees in arrears are not released until the arrears are settled. **If the arrears have not been paid by the start of the next term the student will not be allowed to reenter classes until they are paid. If a severe financial problem arises which hinders making fee payments on time, the Parent/Guardian should contact the Financial Administrator immediately.**

Student report cards are to be returned the next day after they are issued. **If a report card is not returned after five days the student will be sent home and not allowed to reenter classes until the report card is returned.**

## VI. Schedule of Classes

	<b>Gr. K4 – 4</b>		<b>Gr. 5 - 8</b>		<b>Gr. 9 - 12</b>
<b>Classes</b>	<b>8:30 - 10:15</b>	<b>Classes</b>	<b>8:30 – 10:30</b>	<b>Classes</b>	<b>8:30 – 10:00</b>
<b>Recess</b>	<b>10:15 - 10:30</b>	<b>Recess</b>	<b>10:30 – 10:45</b>	<b>Break</b>	<b>10:00 – 10:10</b>
<b>Classes</b>	<b>10:30 – 11:30</b>	<b>Classes</b>	<b>10:45-12:30</b>	<b>Classes</b>	<b>10:10 – 11:40</b>
<b>Lunch Classes (HS)</b>	<b>11:30-12:15</b>	<b>Lunch</b>	<b>12:15 – 1:00</b>	<b>Lunch</b>	<b>9<sup>th</sup> /10<sup>th</sup> 11:40 – 12:30 11<sup>th</sup>/12<sup>th</sup> 12:35 -1:20</b>
<b>Classes</b>	<b>12:15 - 2:00</b>	<b>Classes</b>	<b>1:00 -2:15</b>	<b>Classes</b>	<b>1:20 – 2:50</b>
<b>Recess</b>	<b>2:00 – 2:15</b>	<b>Recess</b>	<b>2:15 -2:30</b>	<b>Break</b>	<b>2:50 – 3:00</b>
<b>Classes</b>	<b>2:15 – 3:30</b>	<b>Classes</b>	<b>2:30 – 3:30</b>	<b>Classes</b>	<b>3:00 – 3:30</b>

## VII. High School Graduation Requirements

### Credits Required for Graduation

In order to graduate from Belize Christian Academy and receive a diploma, students must have 28 credits consisting of:

Department	Required Credits	Required Courses
Christian Education	4	9-12 consecutive curricula
English	4	9-12 consecutive curricula
Science	4	Physical Science, Biology, Chemistry, Physics or Approved Science Course
Math	4	Algebra I Geometry Algebra II or Consumer Math Advanced Math or Business Math
Social Studies	4	World History World Geography Caribbean History US History or Belizean Social Studies
Foreign Language	2	Spanish I and Spanish II
Physical Education	1	each year = 1/2 credit
Health / Life Skills	3	Living Skills, Typing, Critical Thinking - School to Work, Writing and Research
Electives	2	Accounting, Agriculture, Art, Computers, Drama, Journalism, Music, Personal Finance, Principles of Business, Psychology, Other Approved Courses.

### Class Rankings

Selection of *Valedictorian and Salutatorian for 12<sup>th</sup>* grade is based on the grade point average of the total grades given during the four (4) years of high school. To be considered for these honors, a student must be taking at least 6 courses and enrolled in BCA for the year prior to their senior year. Honor cords will be awarded to those students who earned a 3.5 or higher GPA for their senior year. Recognition to be given at graduation includes:

- Valedictorian – highest GPA for 4 years of high school
- Salutatorian – 2<sup>nd</sup> highest GPA for 4 years of high school
- 1<sup>st</sup> place Senior class – student with the highest GPA in their senior year
- Honors cords – students earning a GPA of 3.5 or higher their senior year

### Diplomas

Belize Christian Academy diplomas will only be awarded to those students who successfully meet all requirements set forth by the BCA Administration and have paid all fees and tuition.

### Graduation Exercises

Participation in graduation exercises is a privilege and an honor, not only for the student, but also for the student's family and for BCA. The graduation ceremony recognizes a student's hard work and commitment to obtaining challenging goals. Students who do not meet graduation requirements at the completion of their senior year will not be allowed to participate in graduation exercises. Students are required to be dressed appropriately, which includes girls in dresses and dress shoes and boys in black dress slacks, dress shirt and black dress shoes.

## VIII. DISCIPLINE

One of our goals at Belize Christian Academy is to help each student develop good Christian character. The Bible says “Train up a child in the way he should go; and when he is old, he will not depart from it.” (Proverbs 22:6). We believe that school is an extension of the home. We commit ourselves to work with you to train and nurture Christ centered character development and use sound principles of discipline. Guidelines for behavior at school are established for the purpose of helping our school to remain orderly and to train students to have self control, to be respectful, and to become self-disciplined. Discipline will be administered in a firm and consistent manner with love and a caring attitude.

Our general strategy for handling disciplinary matters is as follows:

- First, student discipline is addressed within the framework of each teacher’s classroom management policies. Consequences for misbehavior may include verbal reprimands, student-teacher conferences after class, missed recesses or breaks, extra assignments, work detail, after school detention, or—in cases of academic misconduct (such as cheating)—an academic penalty.
- When misbehavior becomes chronic, students receive a **Corrective Action Notice along with natural and appropriate consequences**. The Corrective Action Notice is a formal disciplinary report that is sent home to notify parents that unacceptable behavior needs to be addressed in a more serious way. A Corrective Action Notice must be signed by a parent or guardian and returned to the office before the student will be allowed to return to class. The signed report then becomes a part of the student’s permanent record.
- Some misbehavior, however, warrants serious disciplinary action immediately. In those cases, students may receive a Corrective Action Notice, be suspended for a short time, or even be permanently expelled, depending on the nature of the misconduct. The more extreme measures of disciplinary action are for more extreme cases of misconduct. The Staff and Administration of BCA reserve the right to determine appropriate disciplinary action for misconduct.
- When a student is suspended, he or she is responsible for keeping up with daily class work and assignments missed. Scheduled exams and assignments that are missed due to a suspension cannot be made up. A grade of zero (0) will be given for any exams missed during a suspension.
- When a student receives the fourth (4<sup>th</sup>) Corrective Action Notice during an academic year, he or she will be recommended for school dismissal to the Managing Director.
- **Parents: Please understand that Corrective Action Notices are serious and that you have an important responsibility to work with your child in correcting the misbehavior.**

## **IX. SCHOOL RULES**

**Following are some specific issues that are mentioned here for clarity. This list is not intended to be all inclusive. For each issue listed, in addition to consequences mentioned here, normal disciplinary action will be taken.**

### **Cheating and Plagiarism**

Cheating or plagiarizing on any assignments, exams, or tests will automatically result in a grade of “0”, and the student will also be subject to disciplinary action including suspension or expulsion. Homework done by someone other than the student is a form of cheating and will receive a grade of “0”, and the student will also be subject to disciplinary action.

### **Homework**

Homework is an important part of the educational system. It helps students advance in their studies and develop self-discipline. Part of the evaluation for report card grades is determined by homework assignments. Parents and tutors should encourage and supervise homework assignments, but should **not** do the work. Students are expected to complete all homework assignments to the best of their ability, and to complete assignments on time. Students who do not complete homework assignments will be subject

to academic penalties such as lower grades, missed privileges, and other disciplinary action. A general rule of thumb for homework in grades 1 – 12 is:

<u>GRADES</u>	<u>AVERAGE, DAILY</u>
1 to 4	0.5 - 1.0 hr.
5 to 8	1.0 - 2.0 hr.
9 to 12	1.5 - 2.5 hr.

### **Interest and effort**

Students are expected to give their best efforts consistently in their school work. When students become apathetic, the attitude can seriously affect the learning environment for every other individual in the class. Therefore, a student's attitude toward his or her work is extremely important. Frequent neglect of assignments, unsatisfactory or careless work, lack of participation in class or school activities, disrupting class, and/or coming unprepared to class are all elements that indicate a student's overall attitude toward school. Corrective Action Notices will be given for students who chronically exhibit these attitudes and habits. Students may also be subject to suspension and/or dismissal if the behavior persists.

### **Public Affection**

Public displays of affection between students of BCA while on campus, in BCA related vehicles, or at BCA sponsored activities are inappropriate and will result in disciplinary action.

### **Cell phones, CD Players, Mp3's, and other electronic devices**

Cell phones and other electronic devices create a major disruption during the school day. **Students are NOT allowed to bring cell phones or electronic devices to campus.** If parents need to contact their children during the school day, please call the school office. If students are sick or injured the office staff will make the call from the office line. If students need to contact their parents for any other reason, they may use the phone under the canopy. BCA does sell phone cards. We understand that some students need to travel with their cell phones or electronic devices as they have long bus rides. If they bring the phone or device to school, they are required to turn it into the office. The office staff has individual bags labeled with the student's name and each electronic device/cell phone will be stored in a locked compartment in the office until the end of the school day. Students are not allowed to pick up devices for friends or siblings. Each child must turn his/her own device in and pick up his own phone or device from the office.

If a student brings a cell phone or other electronic device and does not turn it into the office, it will be taken and the parent must make arrangements to pick up the phone/device from the office. The (2<sup>nd</sup>) second offense, the phone/device will be kept until the grading period ends. The (3<sup>rd</sup>) third offense, the phone/device will be kept until the last day of school.

### **Student property**

BCA is not liable for any property, money or items that are stolen or lost. Students need to be accountable and responsible for securing their materials and money while on campus. Please encourage your child to NOT bring large sums of money to school. If your child is paying tuition, they need to do that immediately when entering campus and not carrying it around with them until lunch or break.

### **Chewing Gum**

Chewing gum is not permissible during any part of the school day or on any BCA bus or vehicle. Any damage incurred to any BCA property because of chewing gum will be assessed to the student.

### **Class Cutting**

Students who are on the BCA campus but choose to cut class will be counted "absent" for the classes missed. In addition, because this is a flagrant demonstration of disrespect for the authority of the teacher

and for the schedule of classes, other disciplinary measures will be taken.

### **Damage to or Theft of School Property**

BCA is extremely blessed in the way God has provided equipment and resources for our school. We are committed to be good stewards of what He has provided, to take excellent care of it, and to train BCA students to do likewise. Any student known to damage, destroy, or steal school property will be assessed the full cost of repairs or replacement. Students may also be subject to additional suitable disciplinary action. For example, students who write on desks may be required to sand and varnish desks as a consequence of their behavior.

### **Drugs and Alcoholic Beverages**

Management and Administration of BCA must, and will, take a very strong stand against allowing alcoholic beverages, marijuana or other illegal drugs, or anyone under the influence of them, onto the BCA campus. Parents who have students at BCA expect them to be in a safe, secure environment, and we must do everything we can to uphold our responsibility in this matter. BCA is committed to taking appropriate action to maintain a drug-free environment for our school constituency.

The presence of alcohol, marijuana, or other illegal drugs on the BCA campus poses a very serious threat to everyone, especially other students, some of which are very young. Searches for alcoholic beverages, marijuana, and other illegal drugs will be conducted, randomly or otherwise. Items to be searched include, but are not limited to, bags, books, personal items, clothes, desks, bookcases, restrooms, and vehicles on the BCA campus, regardless of ownership of the vehicle. All 7-12 grade students at BCA are required to allow these searches and their parents/guardians agree to these searches. These searches are not limited to BCA students, but may include anyone on the BCA campus.

Anyone on the BCA campus who is under the influence of alcohol, marijuana, or other illegal drugs also poses a very serious threat to everyone. Screenings for alcohol, marijuana, or other illegal drugs will be conducted, randomly or otherwise, at the expense of BCA. All 7-12 grade students at BCA are required to allow these screenings and their parents/guardians agree to these screenings. These screenings are not limited to BCA students, but may include anyone on the BCA campus.

- Any BCA student refusing to comply with the request to be searched or to provide a sample for screening is in violation of school policy and will be subject to disciplinary action which may include suspension and/or expulsion and the parents/guardians will be informed.
- Students who are caught possessing alcoholic beverages, marijuana, or other illegal drugs on the BCA campus will be subject to disciplinary action which may include suspension and/or expulsion and the parents/guardians and proper authorities will be informed.
- Students who test positive for alcohol, marijuana or other illegal drugs as the result of drug screening will be subject to disciplinary action which may include suspension and/or expulsion and the parents/guardians and proper authorities will be informed.
- Any BCA student who is charged by local authorities for possessing, using, selling, distributing or being under the influence of alcoholic beverages, marijuana or other illegal drugs off campus will be subject to disciplinary action which may include suspension and/or expulsion from BCA, and the parents/guardians will be informed.

### **Explicit Materials**

Sexually explicit materials including pictures, music, printed materials, computer programs, games, etc. are not allowed on campus, in BCA related vehicles, or at BCA function. No exceptions.

### **Fighting**

Fighting will not be tolerated at any time while at BCA, on BCA related vehicles, or at any school sponsored activity and will result in disciplinary action. Fighting away from school as a result of an

incident originating at school will result in disciplinary action.

### **Forging Signatures**

Forging a signature will not be tolerated at BCA. Students who are caught forging a parent or guardian's signature on any document will receive severe disciplinary action.

### **Language**

The uses of improper language, name-calling, gestures, or insinuations are not permitted and will result in disciplinary action.

### **Possession of Weapons**

Students are not allowed to possess weapons of any sort on campus, on BCA related vehicles, or at any school related activity. Items that are considered weapons include but are not limited to pocketknives, knives, guns, martial arts paraphernalia, and chemical substances such as pepper spray. These items will be confiscated. Disciplinary action will be taken. If considered appropriate, proper legal authorities will be notified.

### **Pregnancy and Abortion**

BCA has a moral and scriptural responsibility to maintain high standards within the school and to ensure the health and welfare of all its students. **Therefore, it is required that any female student who becomes pregnant and any male student who is responsible for a pregnancy must report this to the school administration as soon as it is medically confirmed.** When it is confirmed as fact that a BCA student is pregnant, the student will no longer be able to attend classes at BCA, and parents/guardians will be responsible for all arrangements necessary for the continuance of education at another school, via private tutoring, or other means. There will be no refund of fees. If BCA gains knowledge of the fact that a student's pregnancy has been terminated through abortion, the student will be dismissed. If it is confirmed as fact that a male BCA student is responsible for a pregnancy and/or abortion, he will be treated in the same manner as the pregnant student.



## **X. GENERAL POLICIES AND INFORMATION**

### **Arrival and Dismissal**

Classes are in session Monday through Friday from 8:30 am to 3:30 pm. All students should arrive between 8:00 and 8:20 am to be ready for class promptly at 8:30. All students should be picked up promptly at the end of school, and no student should remain after school without pre-arrangement with a teacher. Failure to have your child at school on time will result in a "Tardy" and hinders your child's education and character development. Failure to pick up your child immediately after school creates a hardship for staff, and more importantly, it makes your child anxious. Students who are not picked up from school by 3:45 are subject to a \$1.00 fee for each minute after 3:50. You will be invoiced for this fee and it will need to be paid prior to receiving report cards or transcripts. We understand there are situations which an emergency occurs that prevent your picking up your child in a timely manner, however, you need to call the office to inform us of those situations.

### **Bus**

Bus transportation for BCA students is provided to and from Belmopan every school day. The bus picks

students up at 7:50 am in front of Angelus Press, at the tennis courts, and at the Comprehensive School sidewalk. The bus leaves BCA at 3:35 in the afternoon and drops students at the same stops. Also, a bus will run from San Ignacio to BCA in the mornings and back again in the afternoons. The bus will leave San Ignacio at 7:00 am.

### **Calendar**

In general, school is in session from September through June, and we will follow the holidays as listed by the government during the school year. Parents will be advised of the vacation schedule and other days off through notes and newsletters sent home with the student and the BCA website. A calendar will be distributed each school year and will also be available on the website.

### **Chapel and Special Events**

Each week the student body gathers to share and worship together in a special chapel time. All chapel programs must be approved by the Teacher responsible. Often we are blessed to have visiting mission team members or pastors share with us. Also, BCA students will present special programs during the year. Parents and guests are always welcome to attend at any time.

### **Class Parties**

Class parties may only be held during school hours with the approval of the administration. High school students generally are not allowed to have class parties until the end of the school year. Lower primary school classes (K-2) may have birthday parties once each month for the students whose birthdays fall in that month. These parties should be held at lunch or at break.

Invitations to private parties held off campus should not be distributed at school unless everyone in the class is invited.

### **Computer Lab**

Students are not allowed in the lab during the school day unless they are scheduled in the lab for class. Students are encouraged to use the Computer Lab for research and homework assignments after school hours on the designated lab days after 3:30 p.m.

- No student is allowed in the Computer Lab without a teacher present.
- No food or drinks in the Lab.
- Do not remove any equipment from the Computer Lab without the Computer Teacher's approval.
- Do not change computer settings.
- Do not play music CDs without a teacher's permission.
- Do not save your work to the computer's hard drive without a teacher's permission.
- No student should use the computers dedicated for teachers' use.
- Students are not allowed to insert flash drives into the school computers.

### **Field Trips**

Students will on occasion take field trips away from BCA to supplement their studies. Parents will be notified and a permission slip sent home to be signed and returned before students will be allowed to participate in the field trip. Parents are invited to accompany classes on trips and may be needed to help with the transportation. Safety and care will be stressed including competent drivers and reliable vehicles. Alcohol and tobacco usage will not be allowed on any school function by drivers or chaperones. When needed, fees will be charged to cover costs.

### **Finances**

Enrollment fees **must be paid before the start of school**. Tuition payments, if paid monthly, are due the first school day of each month. A \$25.00 fee will be assessed for payments received after the 5<sup>th</sup> of each

month. **Any student whose fees are not current by the end of the month will not be allowed to continue attending school until all fees are made current.** Please notify the Financial Administrator in advance when there is a problem paying fees on time. No documents of any kind (report cards, transcripts, visa application letters, etc.) will be released to a student or parent until all fees are paid.

### **Fund-raising**

BCA classes plan various fund-raisers throughout the year to help finance some of the expenses. No “games of chance” may be planned for any fund-raising activity. All fund-raising plans must be approved 2 weeks in advance by the administration. Students may not use BCA’s name to raise funds in the community without prior approval. Failure to gain approval can result in suspension or expulsion.

### **Hurricanes and Tropical Storms**

As a general rule, only weather features that reach Tropical Storm status or higher will lead to school closure, but student and staff safety will always be the first consideration. Decisions are made on the best information available as provided by the local media and NEMO. Announcements regarding closures and re-openings will be made on Love FM 88.9 and My Refuge 93.7 FM. When a storm is threatening, these radio stations supply regular updates, and tropical weather updates are available on the TV weather channel at 10 minutes before each hour and on the local Belize television stations at various time. If you have any questions about BCA closure due to weather conditions, please call the school office or check the school website.

### **Library/Media Center**

Through generous donations, we have established a school library. All books must be checked out through the Librarian or designated person. Books are checked out for one week. If more time is needed, the book should be brought into the library, and it will be renewed for another week. One book is allowed per student at a time. Magazines cannot be checked out. All books must be returned to the Librarian’s desk. A charge of 25 cents per school day will be charged for overdue books. Damaged or lost books will result in fines. Report Cards, transcripts, visa application letters, etc. will be withheld until fines are paid.

### **Lunch, Snacks, and Water**

Many BCA students bring lunch to school. Healthy foods such as fruits, vegetables, and breads are preferred. Please avoid high sugar foods as it does affect a student’s energy level and ability to concentrate. Soft drinks are not allowed on campus. A licensed food handler also acts as a vendor for BCA. Students may order hot lunches daily. Typical menu items include chicken and rice/beans. The kitchen is a privately contracted business and therefore all payments need to be made to the kitchen itself. ***The office will NO LONGER accept lunch monies.*** Each child should also bring a plastic cup or water bottle with his/her name written on it to be kept at school for drinking water. We have filtered water available for drinking.

### **Newsletters and Notes to Parents/Guardians**

School newsletters will be sent home manually or via email monthly and posted on the website – [www.belizechristianacademy.com](http://www.belizechristianacademy.com). Please be sure to ask your child for it and to post it for reference. A monthly calendar is always included in each newsletter and will help keep parents informed of events and activities at school. Students may also contribute articles and original work from time to time in the newsletter. Special notes to Parents/Guardians will be sent home with students when needed. Parents/Guardians: ***Be sure to check with your child to see if any notes have been sent to you.***

### **Parent Involvement**

Parents are encouraged to provide support for their child’s school. This may include helping with class activities, helping the classroom teachers, helping with special programs, donating needed items, donating funds for construction projects, providing skilled laborers for special projects, praying for BCA either with the Parent Prayer Group or individually, or in many other ways. Please check the BCA office for ways you can support BCA. Everyone who helps in some way is a blessing to BCA and is blessed in

return.

### **Parent Prayer Time**

Staff, parents and friends are invited and encouraged to attend weekly prayer time on the BCA campus. Prayer is essential in the operation and success of our school, and we ask that you remember the school each day in prayer. Please check with the office for day and time.

### **Personal Belongings**

All personal belongings brought to school are the responsibility of the student.

For the safety and wellbeing of BCA students, staff and others on the campus, BCA does reserve the right to search all book bags, desks, cubbies and clothing.

### **Science Lab**

- The Science Lab is under the supervision of the Science Teacher and all use of this Lab must be scheduled and approved by the Science Teacher.
- No student is allowed in the Science Lab without a teacher present.
- No food or drinks in the Lab.
- Do not use another student's Lab equipment or supplies.
- Follow all safety rules as explained by the Science Teacher.
- Do not remove any items, materials, equipment, or supplies from the Science Lab without explicit permission from the Science Teacher.

### **Security**

After school hours, BCA is secured by the watchman who lives on the campus. During school hours, we are also assisted by a campus security guard who monitors the entrance to our campus. Gates are normally kept closed during the school day once classes are underway, but they are opened again as parents begin to arrive for the dismissal time. Students who leave the school campus during the school day must obtain a red permission slip from the office before security will allow them to leave the campus.

We also have several 2-m radios on campus that we use to communicate among each other on the BCA frequency. The same radios can be quickly adjusted to contact the Police Dragon Unit in Belmopan in case of an emergency.

### **Student Vehicles on Campus**

Students of BCA are allowed to drive a vehicle to school under the following conditions:

- The student has a valid driver's license. A photocopy of this license must be in the student's file in the office.
- The vehicle must be insured. A photocopy of the insurance policy on the vehicle driven to campus must be on file in the office.
- The student must also submit a letter from a parent or guardian giving written permission for the student to drive to school and assuming responsibility for the student's driving and for the vehicle.

### **Telephone**

A BTL Payphone is available under the "Canopy" for students, staff, and others. A BTL phone card is required and available for sale in the BCA office. The phone in the BCA office is only for school business. Each classroom has a phone connected to the office for school use only. Phone calls must be made during break times. If there is a medical emergency or illness use the office phone. Students may not call parents from the canopy to come pick them up. The office must authorize students leaving campus.

### **Testing**

Students of BCA participate in national standardized testing at various times throughout the school year. Students in fifth grade take the BJAT (Belize Junior Achievement Test) in late May. Students in eighth

grade take the PSE (Primary School Exam) in early May. Twelfth graders take the ATLIB in February.

### **Textbooks and Materials**

All non-consumable textbooks are the property of Belize Christian Academy and are loaned to students for the length of the academic year. Students are responsible for all textbooks issued to them during the year, and they must sign an agreement that helps us keep accurate records of our materials. If textbooks are lost or stolen during the year, students are responsible for the cost of replacement. Textbooks are to be covered with paper or plastic and kept as clean and nice as possible during the school year. **Contact paper or other sticky materials may not be used to cover books.** Only consumable workbooks may be written in AS DIRECTED BY THE TEACHER.

No documents of any kind (report cards, transcripts, visa application letters, etc.) will be released to a student until all books are returned.

Students should bring pencils, crayons, paper, and other items requested by the teacher to be kept in their desk/cubby.

### **BCA Sports Program**

We participate with the Primary Sports Association competitions and an intramural form of participation within the high school program as well as competing with the Western Association of Sports for Secondary Schools. Association games are scheduled by the association. Intramural games outside our association are scheduled by BCA coaches. BCA coaches and administration have no control over the schedule of Regional and National games.

Girls and Boys participation in the following sporting events is determined by the number of eligible BCA players and available coaching staff:

- Volleyball
- Basketball
- Football
- Track and Field
- Softball

### **ELIGIBILITY to PARTICIPATE in BCA SPORTS COMPETITIONS:**

- Must be a BCA student
- Cannot be older than 21 starting in September of each school year
- Must have a Social Security Card
- Must be passing Bible, English, Math, and Science at end of quarter term grades.
- Must have less than 2 office referrals or dress code violations.
- Must practice with team as scheduled and not miss more than 3 practice sessions or player will not start the game in the following competition.
- STUDENT MUST BE PRESENT AT SCHOOL THE DAY OF COMPETITION



### **BCA Parent Booster Group**

This group is an essential component of the school's success. The purpose of this group is to identify how they can assist in making school improvements in the following categories:

- Building and grounds
- Fundraising and resource allocation
- School Accreditation
- Volunteers

The entire Booster Group meets quarterly, and committee groups meet as needed. There is no "membership fee" or election process to be a member of the booster group. We just need your attendance and good ideas.

### **BCA School Improvement Team**

This team is a smaller group of appointed persons with membership consisting of staff, parents, community leaders and students. The purpose of this team is to:

- Review the requirements of the School Accreditation process and move the school towards that process.
- Review the mission and vision of the school as directed by the founders and Board of Directors to ensure the school is adequately meeting those objectives.
- Create an annual action plan based on the schools mission and vision as well as the accreditation standards.
- Support BCA with resources, both human and material, to carry out the action plan.
- Promote a genuine attitude of excellence and positively promote BCA in the community

## **XI. Belize Christian Academy Parent's Pledge**

- \_\_\_\_\_ 1. I understand that after my child is accepted in Belize Christian Academy, the enrollment fee must be paid in order to assure my child a space in the school. I agree to pay tuition and other necessary charges according to scheduled due dates and agree to pay required late fees when payments are not made on schedule.
- \_\_\_\_\_ 2. I agree to support the spiritual, moral, academic and disciplinary standards as stated in the disciplinary statement and statement of faith of the School (BCA) and to respond to all Corrective Action Notices in the proper manner.
- \_\_\_\_\_ 3. I agree to support to the best of my abilities the school's entire program through prayer, time, and/or financial gifts.
- \_\_\_\_\_ 4. I agree to support my child's education by supervising assigned homework and by keeping in regular contact with my child's teachers. I agree to attend the 2 mandatory parent/teacher conferences or arrange an alternative meeting with the teacher.
- \_\_\_\_\_ 5. I agree that my child is to receive training in the Bible and I will support the school and its endeavors to encourage and guide my child in applying these teachings to his/her life.
- \_\_\_\_\_ 6. I understand and agree that the school has full discretion for the grade placement of my child.
- \_\_\_\_\_ 7. I agree to keep my child from attending when ill so as to help prevent illness from spreading to others and to send a signed written excuse with my child when he/she returns.
- \_\_\_\_\_ 8. I agree to pay for the repair or replacement of any school property destroyed or damaged by my child.
- \_\_\_\_\_ 9. I recognize the need for community based instruction and field trips during the year and do not hold BCA liable for injury or loss of property while attending such events. I understand that I must give permission by signing a field trip permission slip for my child to attend any trips.
- \_\_\_\_\_ 10. I understand the zero-tolerance policy against illegal drugs at Belize Christian Academy, and I consent to having my child tested for illegal drugs at BCA's discretion. I understand that the results of any drug tests will become the property of BCA, and may be used in disciplinary decisions.
- \_\_\_\_\_ 11. I understand that the initialing of each line states my agreement with each statement and that my disagreement will need to be discussed with the principal prior to my child being admitted.

## **XII. Belize Christian Academy Statement of Faith**

We believe the Holy Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of the will of God for the salvation of man and the divine and final authority for Christian faith, life, and conduct.

We believe in one God, creator of all things, infinitely perfect, omnipotent, omnipresent, omniscient, eternally existing in three persons, Father, Son, and Holy Spirit.

We believe in the Virgin Birth and Deity of Jesus Christ, the eternal Son of God, and also the Son of Man, with two distinct natures in one Person forever.

We believe the substitutionary death of Jesus Christ on the cross, made atonement for the sin of the world, sufficient for all who repent and believe.

We believe in the bodily resurrection of our Lord Jesus Christ, and in a bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting conscious punishment.

We believe that man was originally created in the image of God, that he fell into sin, and that the entire human race is, therefore, separated from God and eternally lost.

We believe that salvation from everlasting punishment and entrance into a state of fellowship with God is secured only through repentance and faith in Jesus Christ.

We believe in the imminent, visible and bodily return of Christ to the earth to set up His kingdom and to judge the world in righteousness.

We believe that the Church is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head, and all such believers are to be identified with Christ in baptism and to remember His death in the Lord's Supper.

We believe that the Holy Spirit indwells all who receive Jesus Christ as both Savior and Lord and that the ministry of the Holy Spirit is to convict of sin, guide, instruct, fill, and empower the believer for godly living.

We believe that the entire saved are called to be in the world but separate from it, to witness for Christ, to preach the gospel to all nations, and to study the Bible personally through the power of the indwelling Holy Spirit and live in a manner that will honor and glorify our Lord and Savior.

**XIII. Belize Christian Academy Staff**  
**2009-10 School Year**

**Administrative & Non-Instructional Staff**

**Managing Directors**  
Mr. Charlie Williams  
Mrs. Judy Williams

**Principal**  
Dr. Jennifer Morrow

**Vice Principal**  
Dr. Geraldo Flowers

**Financial Administrator**  
Mrs. Marlenie Espejo

**Secretary/Reception**  
Mrs. Larissa Duff

**Maintenance / Bus**  
Mr. Sherman Juan

**Security Officer**  
Mr. Mark Matute

**Night Security/Caretaker**  
Mr. Asterio Ical  
Mr. Solomon Ical

**Library - Aide**  
Mrs. Andrea Small

**P.E., Christian Education**  
Mr. Derek Morrow

**Janitorial**  
Mrs. Angie Barrera

**High School Staff**

**Head of Department/  
Spanish Education**  
Mr. Rene Guerra

**English/Journalism**  
Mrs. Jenny Tzul

**History**  
Mr. Alexis Salazar

**Science**  
Mrs. Nerissa Guerra

**Math**  
Ms. Robyn Kimball

**Living Skills/P.E/ School  
Counselor**  
Ms. Ermenia Canto

**Lower Primary Staff**

**K-4 & Primary P.E.**  
Mrs. Irma Flowers

**K-5**  
Ms. Anne Hoffsteder

**1st Grade**  
Mrs. Sharon Meighan

**2nd Grade**  
Ms. Glenda Johnson

**3rd Grade**  
Mrs. Jenine Roberts

**4th Grade**  
Mrs. Lianne Awe

**Upper Primary Staff**

**Head of Department /  
Math/HR 7<sup>th</sup>**  
Mr. Joel Westby

**5th Grade HR/Science**  
Mrs. Alexandria Quillen

**6th Grade HR/ Soc. Stud.**  
Mr. Juan Alas

**8th Grade HR / English**  
Mrs. Jareth Reyes

**5-8 Reading**  
Mr. Dairo Carrillo