



Welcome to Buffalo Christian Academy! We are so glad you have chosen Buffalo Christian Academy for your child's education. The fact that you have entrusted your child's academic training to BCA is something that we take very seriously. We consider this ministry to be a solemn responsibility before God to help mold the life and character of each student and establish a solid foundation for each child's future. Our objective and purpose is to train students in the knowledge of God and the Christian way of life and provide an excellent education in the context of a biblical worldview.

This handbook outlines the values, expectations, and policies of Buffalo Christian Academy. This handbook has been written to help all of us – students, parents, staff – set boundaries and establish parameters for an efficiently run and God-glorifying school. These policies and procedures help us oversee this school in a manner that we believe honors the Lord. Every effort has been made to be clear. However, if an interpretation is to be made, the school administrator and/or board will have the final say.

Please familiarize yourself with this information. Attached at the back of this handbook is the admission/enrollment packet which contains forms that must be signed by parents and included in each student's file. All forms are required for **new** students. **Parents of returning students**, please complete the Financial Responsibilities Agreement 7.2 and initial to confirm you've read all policies and noted any changes or additions to your information on file.

We consider it an honor and a blessing to serve you and this community by providing a Christian education for our children. Please keep us informed of how we can better serve you as we partner together. Should you have any questions, please contact us at (307) 620-0547. We look forward to an outstanding year with all of you.

Sincerely,
The Board and Staff of BCA

Buffalo Christian Academy

Parent-Student Handbook

2024-2025



Mission Statement

Our mission is to glorify God by providing an excellent Bible centered education that equips students spiritually and academically to courageously serve God and others.

Buffalo Christian Academy

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Co-Principals:

Kate Hammerich (Dean of Students)

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Deuteronomy 6:5-7

Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

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1. GENERAL INFORMATION:

1.1 MISSION STATEMENT: Our mission is to glorify God by providing an excellent Bible centered education that equips students spiritually and academically to courageously serve God and others.

1.2 STATEMENT OF FAITH:

The following Statement of Faith (Section 3.2) adopted by the Buffalo Christian Academy (BCA) is limited to primary Christian doctrine considered central to followers of Jesus Christ. We are unashamedly and unwavering in these core beliefs of Christian faith and doctrine.

Buffalo Christian Academy is comprised of families from various Bible-believing churches. While there may be varying points of view on non-essential doctrinal issues, BCA is firmly united in the essentials, such as love for God, and boldly living out the Christian faith's non-compromising fundamental and essential tenets. "In essentials, unity, in non-essentials liberty, and in all things charity." (Romans 12: 1-2; James 1:22)

Buffalo Christian Academy strives to teach students to test what they hear against the Bible to determine if these things are true. (Acts 17:10-15) BCA further recognizes the home as the primary classroom for Christian education.

- **God** - We believe there is but one living and true God. (Deuteronomy 6:4) We believe God is perfect in all his attributes, one in essence, eternally existing in three persons – Father, Son, and Holy Spirit. (Matthew 29:19) We believe we are called to love God with all our heart, soul, mind, and strength and to love our neighbors as ourselves. (Deuteronomy 6:5,6; Matthew 22:37-40; Mark 12:30,31; Luke 10:27)
- **Jesus** - We believe in the deity and humanity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his visible return in power and glory. (Colossians 1:13-20)
- **Holy Spirit** - We believe in the present ministry of the Holy Spirit and the gifts of the Holy Spirit. Through indwelling and filling of the Holy Spirit, Christian are empowered to live Godly lives. (Acts 1:8; Romans 8:9; Galatians 5:16)
- **Humanity and Sin** - We believe God created humankind in his image and likeness, free of sin. (Genesis 2:7, 15-25) Humans sinned and fell short of God's glory and standard. (Romans 3:23) It is only through God's grace and the death and resurrection of his divine son, Jesus Christ, that we are saved. (Matthew 9:2-6; John 14:6; Romans 3:21-26)
- **Salvation** - We believe salvation is entirely of God, offered by God's grace alone through faith alone, through Christ alone, not by works so that no one may boast. (Ephesians 2:8,9; Titus 3:5) We believe faith without action is dead. (James 2:17)
- **The Bible** - We believe the Bible is God's written revelation to mankind; therefore, the 66 books of the Bible given to us by the Holy Spirit constitute God's plenary (inspired equally in all parts) Word. The Bible is inerrant, infallible, authoritative, and sufficient for life. (2 Timothy 3:16; Hebrews 4:12; Peter 1:20,21)
- **The Church** - We believe in the Church, the Body of Christ. (Acts 2:1-21) We believe the Church is a unique organic structure designed by Christ, made up of

born-again believers. (Ephesians 2:11-3:6) These believers are the ecclesia, meaning the called-out ones, to share the Gospel (the Good News) of Jesus Christ. (Matthew 28:19,20)

- **Unity** - We believe in the vital importance of the Body of Christ, the Church – both local and universal – being one and united, ministering to impact the world with the love of Christ. (John 17:20-23) All believers and Christian denominations are to strive for and pursue peace and unity (Psalm 34:14) while loving and respecting one another. (John 13:34; I John 4:11)
- **The Sanctity of Life** - We believe all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Exodus 1:15-17; Psalm 139; Luke 15:1-7)
- **Equality** - We believe God made all people from the family of Adam and Eve. We believe God created every person equally in his image. As Divine image bearers, all people have inestimable value and dignity before God and deserve honor, respect, and protection. (Genesis 1:26,27) Though different nationalities or ethnicities can often distinguish people, they are equal before God in creation and redemption. (Acts 10:34; Galatians 3:28)
- **Sexuality** - We believe the Bible teaches God wonderfully and immutably creates each person in His image. (Genesis 1:27) He made males and females as distinct, complementary genders that together reflect the image and nature of God. (Genesis 5:1,2) Rejection of one's biological sex is a rejection of the image of God within that person.
The term "marriage" has only one meaning: uniting one man and one woman in a single, exclusive union as defined in Scripture. (Genesis 2:18-25)

1.3 WHAT TO EXPECT: It is the Academy's desire to present as accurate a picture as possible of what to expect when a student enrolls with Buffalo Christian Academy. This is truly a partnership, and the Academy wants this to be a great fit. A family can expect the following from Buffalo Christian Academy:

- **Vision for Students** - Buffalo Christian Academy aims to educate students, to think clearly and listen carefully with discernment and understanding; to reason persuasively and articulate precisely; to be capable of evaluating their entire range of experience in the light of the Scriptures; and to do so in joyful submission to God. The school strives to build a legacy of intelligent and thoughtful leaders who will pursue a purposeful life marked by truth.
- **Vision for Faculty** - Buffalo Christian Academy purposes for faculty and staff to be professional and diligent in their work, gifted in teaching, and loving of the students and the subjects they teach. Faculty should clearly understand the application of Christian education within the classroom, possess a lifelong hunger to learn and grow, and have the opportunity to be refreshed and renewed. Existing faculty will coach and nurture new faculty serving as academic mentors to students as they mature in Christ and grow in the knowledge of God.

- **Family** - Families who attend BCA value God's Word, cultivate the affections of their children's hearts, and encourage their development of soul, body, and mind. Families are encouraged to build community by opening their homes and hearts to each other, participating in school activities, and serving one another when needs arise. BCA desires to cultivate families who share similar goals in training their children in the nurture and admonition of the Lord.
- **Community** – The Buffalo Christian Academy seeks to come alongside the surrounding community through exemplifying the unity of the body of Christ and developing fellowship, understanding with local churches, and bringing honor to the Lord Jesus in all endeavors. We further seek to engage in the community through serving others.
- **School Hours** - Buffalo Christian Academy currently has a four (4) day school week, Mon – Thurs, with occasional Fridays. However, Friday morning school is an option and attendance may be required by the principal/teachers/staff based upon a student's late assignments, incomplete assignments, or lack of academic progress. Parents are expected to coordinate and cooperate with teachers and staff to assure students' attendance of Friday morning school if necessary.
- **Biblical worldview** - All of life and learning is studied with a biblical worldview. We believe and teach that God is imprinted on every leaf, present in every subject, and should be explored in every class. Bible class is taught at each grade level. Buffalo Christian Academy intentionally aims to acknowledge God as creator and that He is involved in every aspect of learning and living. Students will study the history, literature, fables, mythology, and religions over many time periods acknowledging that man seeks explanations to his existence found only in the one, true God.
- **Applying God's Word** - Applying God's Word in all issues of conduct is our aim. While Scripture is taught in all classes, we also teach students how God's Word applies to every issue in their lives. Our standards for behavior are derived from Scripture and we view it as relevant to all of life. Students, parents, and staff alike are expected to handle conflict in accordance with Scripture.
- **Virtue Education** - Virtue Education is part of training students in Godliness. Using Scripture, Buffalo Christian Academy teachers train students in virtue and wisdom. Faculty aim to explicitly and implicitly teach the theological and cardinal virtues, and how these are applied in life. Teachers guide students through a process of self-reflection, which enables students to appropriately identify choices, behaviors, and decisions as wise or unwise.
- **Reading and learning** - Reading and learning is vitally important to the family. Readers are leaders! Valuing all types of literature is important. Students will read extensively. Parents may need to encourage students in their reading and read aloud. Literary selections are based on quality and depth. Some books may be upsetting, deep, or thought-provoking and many are written by secular authors. These are often the most meaningful, teaching students to think through issues biblically. This is a distinction of classical Christian education. When students encounter truly depraved characters in literature, parents and teachers are encouraged to help students examine good and evil with the purpose of gaining wisdom.
- **Memorization** - Memorization is valued. Especially at the grammar level, memorizing is an important aspect of learning to the point of mastery. Through memorization, students will learn history, geography, English grammar, Bible facts, and science. Facts committed to memory at the grammar level will be utilized again at each subsequent stage of learning.

- **Gaining wisdom** - Gaining wisdom and knowledge is the most important outcome of education. Since the goal of education must always be knowledge and wisdom, grades are an indicator of student progress and do not fully represent a student's intrinsic worth. The faculty aims to encourage all levels of learners. Parents are encouraged to look at the growth of a student's academic performance over a period of time rather than one particular time period.

1.4 VALUES: Buffalo Christian Academy strives to cultivate a dedication to the pursuit of God's truth and an enduring love of learning and a commitment to serve others.

1.5 NON-DISCRIMINATION POLICY: Buffalo Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial assistance, athletics, or any other school administered programs. Attendance is a privilege, not a right. If families choose to not adhere to our policies, that privilege may be removed.

1.6 HISTORY OF BUFFALO CHRISTIAN ACADEMY: Buffalo Christian Academy was established in 2013 in response to the vision shared by several families for a Christian education in the Buffalo area. BCA currently serves Kindergarten through Twelfth grade. We are a non-profit, non-denominational, private school ministry. We are tenants of the New Life Assembly of God Church. BCA is a non-profit, non-denominational, private school ministry.

1.7 EDUCATIONAL PHILOSOPHY: Buffalo Christian Academy believes that God has given primary responsibility for the education of children to the parents and not to the state or church. In response to the biblical commandment to provide a Christian education to children, Buffalo Christian Academy believes this can best be accomplished in a Christian school.

- **Values** - All the values that God teaches in his Word are essential for those who have been called by faith to believe in his Son, Jesus Christ. As parents, students, faculty, and staff are called to work together at Buffalo Christian Academy, the following values are particularly significant in pursuit of the mission and vision of Buffalo Christian Academy.
 - **Excellence** - Because of who God is and what he has done for us, all endeavors at Buffalo Christian Academy deserve our best effort. Excellence is the standard to which we will aspire in all our actions and work. *His divine power has given to us all things that pertain to life and Godliness, through the knowledge of Him who called us to His own glory and excellence (2 Peter 1:3).*
 - **Perseverance** - Things of value are not achieved in the short-term; they require steadfast effort over time. Our efforts to achieve the mission of the Academy will be marked with perseverance. We will promote courageous and wise conduct both in school leadership and in the classroom. As a school we will seek to overcome and learn from adversity and failure so that we continue to behave with both courage and wisdom. *But the one who looks into the perfect law, the law of liberty, and perseveres, being no hearer who forgets but a doer who acts, he will be blessed in his doing (James 1:25).*
 - **Joy** - There is no value in joyless effort. May all we do at Buffalo Christian Academy, be done with Christian joy. *These things I have spoken to you, that my joy may be in you, and that your joy may be full (John 15:11).*

1.8 ADMISSIONS PROCEDURE: All students are required to have new or updated enrollment forms completed by parents every year which legally binds them to their financial obligation for the entire school year. Once signed, or completed online, these enrollment agreements supersede and replace all other written or verbal enrollment discussions.

Admission for New Student(s) – Enrollment Application must be submitted for all new students. An interview/informational meeting with the parent(s) will be scheduled. Specific interviews and/or testing may be required. Upon completion of the admissions application, the interview and review of school and medical records, the parents will be notified of their student's acceptance/denial status. After notification of acceptance, all the forms listed below must be completed. The administration will send an online link to where families can choose to complete forms or hard copy forms will be available in the office.

- ❖ Application Form
- ❖ Financial Responsibilities Agreement
- ❖ Alternate Dismissal Form – Student Release to Other than a Parent
- ❖ Medical Release Form
- ❖ Immunization Records Policy
- ❖ School Records Release Form including IEP/ISFP
- ❖ Discipline Policy; and Acknowledgment of Responsibility
- ❖ Student Uniform Policy
- ❖ Photo Release Form
- ❖ Assumption of Risk and Waiver of Liability
- ❖ Extracurricular Transportation Permission
- ❖ Student and Family Technology Use Agreement

1.9 IN PLACE OF PARENTS: Buffalo Christian Academy operates as an extension of the family, believing that the education, training, and discipline of children is the responsibility of their parents. BCA partners with parents in educating their children according to the doctrines and principles of Christian education. BCA will not usurp the parents' God-given authority over the education and training of their children. During school hours, parents delegate their authority to the faculty, staff, and administration of BCA. Those who exercise authority of any kind over the students do so **“in place of the parents.”** In an effort to ensure the appropriate health and safety of the students, BCA must have on file the names and phone numbers of both parents of the student, as well as alternate contacts that can be reached immediately in the event of an emergency or illness. This signed document will be on file with BCA and available to all staff members.

1.10 GRIEVANCE POLICY: Biblical guidelines for the resolution of disputes and grievances are in operation at Buffalo Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of the administration of BCA between any two parties connected in a direct way to BCA. This includes students, parents, staff, volunteers, administration, and the board of directors. In all instances of conflict resolution, it is imperative that the parties enter discussions with a spirit of humility and love with a sincere desire to be at peace with one another. BCA holds as its primary motive, the reconciliation of believers, according to Matthew 18. If after concerns have been brought to the attention of the party or

parties immediately involved, with the spirit of humility and love, and no resolution is obtained, then and only then is it brought to the Administration or Board. **In no event is gossiping about a situation an acceptable alternative.**

Matthew 18:15-17 *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, so that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."*

General - It is understood that if any disputes arise which are not specifically covered by this policy, the general pattern of procedures established by this policy will be followed.

- **Students or Parents to Teacher** - All concerns about the classroom must first be presented to the teacher by the parents or the student. If the problem is not resolved, the parents or student may bring the concern to the Principal(s).
 - **Parents to Administration** - If parents have a concern not solved when discussed with their student's teacher, they may bring their concerns to the appropriate administrator. If there is still no resolution, the parents may put their concern in writing. The concern will be passed on to the Principal(s) to members of the Board of Directors.
 - **Parents to Buffalo Christian Academy Board of Directors** - If the parents purpose to put their concern in writing, it will be considered by members of the board of directors at the next regularly scheduled meeting. This board will determine if the issue needs to be dealt with at their policy making level. If the board determines that the issue should not be resolved at their policy making level, the board chair will notify the concerned parent and inform him or her that it was discussed at the board meeting and that no further action will be taken. If the board determines that the issue should be addressed at their policy making level, the board chairman will notify the concerned parent and inform him or her that it was discussed at the meeting and will relay the next steps to be taken to resolve the issue to the parent and any other party the board deems to be necessary to resolve the conflict in a Christ-like manner. The board, in its sole discretion, may require the parents to attend reconciliation counseling. This procedure also applies to any board members who are acting in their capacity as parents, and not as representatives of the board.
 - **Volunteers to Staff or Administration or Parents** - If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for the oversight. If the problem is not resolved, the volunteer may appeal the decision to the Head of School.
2. **ORGANIZATION:** We are governed by a Board of Directors that is formed by five (5) to eleven (11) members who oversee policies and procedures and provide support to staff, parents, and students. Meetings are open to anyone who calls at least three (3) days in advance and arranges to be placed on the agenda. The day-to-day administration of the Academy is the responsibility of the Principal and not the board of directors.
3. **EDUCATIONAL PROGRAMS:**
- 3.1 **LEARNING DISABILITIES:** Because Buffalo Christian Academy does not have the personnel or resources to provide special educational services, the school does not admit students with severe learning disabilities or other conditions that prevent regular classroom participation or curricular progress. At the sole discretion of the administration, students with mild disabilities, who can maintain normal classroom behavior, may be permitted to attend classes, participate in

school activities, etc., as long as the child's parents are providing any and all needed tutoring, special education, or medical services. Reasonable modifications, such as seating students in the front row or allowing the use of laptop computers may be made for students with mild challenges or disabilities at the discretion of the Principal. If a student is struggling and testing suggests a tutor is needed to provide additional academic help during the school day, parents agree to employ a tutor to aid their student, at their own expense.

3.2 HOMEWORK: It is the philosophy of BCA to assign meaningful homework in reasonable amounts. Due to the rigorous nature of our curriculum, students are encouraged to study each subject daily, whether or not written work is required. Daily study habits lead to better grades and prevent the need to “cram” the night before a test.

While being diligent about pursuing academic vigor, we also want to be diligent to encourage our students to live well-rounded lives. Students should complete the majority of their schoolwork within the seven hours they are at school. Students should be able to get to bed at a reasonable time; therefore, we encourage teachers to assign homework but to guard against unrealistic homework expectations and adhere to the time limitations of this policy.

- **Time Limitations:** The necessity for doing homework will vary from grade to grade. The guide below should be regarded as maximum times, not as required minimum times. The times listed also include daily reading and assume the student's diligence and effort in completing work.

<u>Grade Level</u>	<u>Maximum Time Per Weeknight*</u>
Kindergarten	10 minutes
First – Second Grade	20-30 minutes
Third Grade	30-40 minutes
Fourth Grade	40-50 minutes
Fifth – Sixth Grade	50-70 minutes
Seventh-Eighth Grade	60-120 minutes

Weekend homework should not exceed these limits – equivalent to a single night's homework. Homework should NOT be assigned over Thanksgiving and Christmas vacations, or spring break.

- **Standard Late Homework Policy:** Any homework assignment submitted after the teacher requests it, receives an automatic 20% off the earned grade. For every day it is late, up to three (3) days after the teacher requests it, receives an additional 10% off the earned grade. Any assignment submitted more than three (3) days after the teacher requests it will receive a maximum of 50% on the completed assignment and may receive a zero (0).
- Adjustments may be made at the discretion of the Principal based on the necessity of the grade level.

Students may be required to attend Focus Friday classes or miss recess or extra-curricular activities, if deemed appropriate.

3.3 EXCUSED AND UNEXCUSED ABSENCES AND TARDY POLICY: Each student is expected to be present every day that school is in session. It is recognized that sometimes students must miss school for a variety of legitimate reasons. Parents must contact the Principal by 8:00 a.m. by phone (307) 620 -0547 or their teacher to notify of the student's absence. Family traveling should take place during scheduled Academy vacations. If you must travel at other times, please make prior arrangements with your teachers, and be prepared to have work completed within the

allotted time. Significant absences may result in a student's lack of academic success.

- **Excused Absences:** Excused absences include absences for the following reasons:
 - ❖ Medical appointments (please try to schedule regular appointments after school hours or during vacations)
 - ❖ Medical/dental emergencies
 - ❖ Personal illnesses (extended or continued issues of illness, will be handled on a case-by-case basis and may require a doctor's note)
 - ❖ Death in the immediate family
 - ❖ Family emergencies
 - ❖ Family vacation with two (2) weeks advance notice provided and the student shall seek to complete any assigned work they will miss.
- **Excused Absences Make-Up Work:** Make-up work for credit will be allowed for all excused absences. The student will be granted the same number of days missed plus 1, to make up any assignments (absent three days equals three school days +1 to make up the assignments and missed tests). Parents and students must coordinate with each teacher to make up all missed work.
 - ❖ **Unexcused Absences:** Unexcused absences occur when a student is absent from all or any part of a school day without meeting the criteria for excused absences. If a student is excessively absent, the school reserves the right to remove the student from school and/or refer the issue of truancy to the County Attorney's Office pursuant to Wyoming Statute 21- 4-101 through 21-4-105. Any student with five (5) or more unexcused absences within one (1) school year will be considered habitually truant and subject to either referral to the County Attorney's Office or removal from the school. This decision is at the discretion of the Principal and Board. In such cases, the parents of the student remain obligated to fulfill all financial commitments of the Academy enrollment agreement.
- **Unexcused Absences Make-Up Work:** Make-up work for credit will be allowed for unexcused absences and is due one school day after the student returns unless previous arrangements have been made with the teacher.
- **Tardy Policy:** Students are considered tardy when not in the designated location such as the worship center or classroom at 8:00 AM. Parents dropping students off at the Academy after 8:00 A.M. will need to park their vehicles, walk their students into the Academy office, and sign a sheet explaining the reason for tardiness. When a student is tardy, the entire class or chapel is disrupted.
- **Excused Tardies:** Excused tardiness include absences for the following reasons:
 - ❖ Medical appointments (please try to schedule regular appointments after school hours or during vacations)

- ❖ Medical/dental emergencies
- ❖ Personal illnesses (extended or continued issues of illness, will be handled on a case-by-case basis and may require a doctor's note)
- ❖ Car problems
- ❖ Road conditions
- **Unexcused Tardies:** If a student is tardy more than three times in a quarter, he/she will either be required to stay after school, given extra cleaning duties, or other prescribed responsibilities. The parent(s) of a child who is tardy three or more times in a quarter will be required to meet with the Principal and a board member to demonstrate they have a plan to overcome being tardy. If the board and the principal determine that the tardies are chronic the school reserves the right to remove the student from school. This decision is at the discretion of the Principal and Board.

3.4 GRADES AND TESTING:

- **Grading Scale: First through Eighth Grade:**

100 - 97%	= A+	(4.0 grade points)
96 - 93%	= A	(4.0 grade points)
92 - 90%	= A-	(3.7 grade points)
89 - 87%	= B+	(3.3 grade points)
86 - 83%	= B	(3.0 grade points)
82 - 80%	= B-	(2.7 grade points)
79 - 77%	= C+	(2.3 grade points)
76 - 73%	= C	(2.0 grade points)
72 - 70%	= C-	(1.7 grade points)
69 - 67%	= D+	(1.3 grade points)
66 - 65%	= D	(1.0 grade points)
<65%	= F	(0.0 grade points)

- **Kindergarten:** Kindergarten students will be assessed academically with the following:
 - S = Satisfactory
 - N = Needs Improvement
 - U = Unsatisfactory
- **Incomplete Coursework:** A grade of "I" designates course work not completed. This course work must be completed, or the course must be repeated. Students who are withdrawn, expelled, or leave the Academy before the end of a grading period without completing all required coursework receive a grade of "I."
- **Report Cards:** The administration and teachers will provide report cards at the end of each quarter.
- **Standardized Exams:** There will be at least one standardized exam administered to all the students. The results of that exam will be provided to parents. The school currently uses IOWA testing for their standardized exam but may choose to employ other examinations as appropriate.

3.5 ACADEMIC PROBATION: A student's academic progress will be reviewed by the teacher quarterly. Students not meeting minimum academic requirements may be placed on academic probation. All students are required to maintain at least a 2.0 GPA during each academic quarter in order to assure adequate academic progress. If a student's GPA is below 2.0, that student will be placed on academic probation during the following quarter. A parent/teacher conference will be arranged to design a plan to improve performance. Students who are on academic probation are ineligible to participate in school-related extracurricular activities during the quarter in which they are on probation as determined by the administration. At the end of the next quarter, if the student's quarterly GPA is not at least a 2.0, the issue will be brought to the Board to determine if and what the next plan of action will be. This does not cancel the signed enrollment agreement. A student currently on Academic Probation may not be extended an enrollment agreement for the following academic year.

3.6 PROMOTION: Adequate academic progress must be made for promotion to the next grade level. Students must maintain a minimum of 2.0 cumulative GPA in all core subjects (music, art, and PE not included). A student who fails one or more classes with a GPA of at least 2.0 may be required to:

- Retake a course.
- Utilize a tutor the following academic year at the parent's expense.
- Attend Focus Friday classes.
- Other measures deemed necessary by the school.

3.7 COMPUTERS AND ELECTRONICS IN THE SCHOOL: Electronics in the classroom are to be used at the directive of each individual teacher for academic purposes only. Any student's use of electronics that is not directed by or with permission of the administration, teachers or staff is prohibited. Violations may result in restricted use or prohibition from use of school electronics, a meeting with the parents and or possible further disciplinary action.

4. ETIQUETTE AND DISCIPLINE: There are numerous ways students are encouraged and expected to show kindness and respect to one another and to their teachers at Buffalo Christian Academy. Periodically, students will receive instruction and reminders about these expectations. It is our desire that these actions will become part of the daily fabric of Buffalo Christian Academy. Students shall be encouraged to show proper respect to teachers and administration by addressing them by Mr., Mrs., Miss, Ma'am, or Sir and by responding "yes ma'am/sir" or "no ma'am/sir," not "yeah" or "ugh."

4.1 STANDARDS OF ETIQUETTE: In order to achieve consistency and order, the Academy teachers shall expect students to follow standards of etiquette as follows:

- Students are required to sit attentively in class maintaining good posture and eye contact with the speaker during instruction time.
- When walking throughout the building, students shall maintain respect for their fellow classmates and teachers.

- In almost all situations, the student should raise his/her hand to indicate a desire to ask a question or to answer one presented by the teacher. There may be occasions in the school where a more informal format will be used in student discussion.
- Students will be taught to ask politely rather than announce their needs or demand something.
- Keep hands, feet, and objects to yourself.
- Love your neighbor. As instructed in Mark 12:30-31, students are trained and instructed to love their neighbor as themselves.
- Only one person should speak at a time. No person shall interrupt another who is speaking.

4.2 BASIC/GENERAL SCHOOL RULES: Students are required to comply with the rules set forth below.

- No weapons are to be taken onto Academy grounds, including any guns, knives, or items modified to be a weapon.
- No personal handheld electronic devices, or other distracting toys/tools are allowed on the Academy grounds.
- Except for medical emergencies, cell phones may not be used on the Academy grounds. They should be turned off and stored in backpacks unless otherwise designated.
- Listen and follow directions.
- Students are not permitted to chew gum in class.
- Raise your hand before speaking or leaving your seat.
- Romantic relationships between students should not be cultivated or initiated in person or via social media. Public displays of romantic affection are unacceptable.
- Buffalo Christian Academy students are responsible for hanging up their coats and maintaining a clean work area/desk and proper storage of their backpacks or belongings.
- Respect must be paid to every person and his/her property. Students are expected to treat all the Academy's materials or facilities with respect and care. This includes all books distributed to the students as well as the Academy facility. Students will be charged for lost or damaged books.
- Each student is responsible for his/her conduct, conversation, and character before God. Students are expected to cooperate with basic Christian behavior and conversation. All students are expected to include others and exclusivity is not acceptable. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from teachers should not have to be repeated.

- Each student is responsible for completing class assignments and participating in class activities. Buffalo Christian Academy believes that teaching students to do their own work and keep their eyes on their own papers should begin at the grammar level. Cheating is unacceptable and is defined as plagiarism or copying an answer. This includes working together on an assignment that was to be completed individually and looking on another student's paper during a test.

4.3 SOCIAL MEDIA GUIDELINES: Social networking (online via computer or phone) is a popular means of social interaction in today's culture. Buffalo Christian Academy advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so it is assumed parents will be monitoring their children's use of it.

- The Academy prohibits faculty and student interaction on social media.
- Regarding computers, tablets, and smartphones on campus; students are not permitted to be online while at school unless under direct adult supervision, and then only for school related purposes.

4.4 CELLULAR/SMART PHONES, WATCHES or OTHER SIMILAR COMMUNICATION DEVICES: Students are not permitted to use phones at school unless directed and/or under the permission and supervision of administration, teachers or staff. Phones should remain off and stored away.

- Violations of this can result in confiscation of the device and/or prohibition from having any device on school property.
- If, at any point, school administration determines that phones need to be turned in or stored during the school day, the school administration will set forth procedures to be followed by the students.

4.5 DISCIPLINE POLICY:

- **Philosophy:** Christian education uniquely recognizes that education is the process of training student affections. Buffalo Christian Academy wants students to love the Academy's rules and standards thus leading them to love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. As Christ loved and trained his disciples, so Buffalo Christian Academy seeks to train students to love standards and be disciplined in love. This involves a close, loving community and high standards.
- **Discipline:** Is based on biblical principles and administered with love and consistency in light of the student's behavior and attitude. In imitating what God does with his people, students are trained to respond with good character. Most minor infractions can be resolved in class through correction and training.
- **Discipline Violations:** Violations will be categorized into three levels as set forth below. The Principal will decide if there is a question as to what category a particular violation falls into.
- **Level One:** Level One violation will cover the majority of misconduct experienced during the school day. It is the heart of the school to first provide correction with instruction out of love. Other forms of discipline will be used only after providing a student instruction and opportunity to correct his or her behavior.
 - ❖ An example of violations which would require an afterschool stay include but are not limited to minor disobedience or failure to follow instruction; failure to follow school policies on attendance and dress code; and deliberate choices to not

engage in or complete assignments and homework.

- ❖ When a violation occurs, the Principal or designee will determine if the infraction warrants a warning and corrective instruction, or an afterschool stay. If the after-school stay is elected as the appropriate discipline, then the student will be required to stay after school for up to one hour, 3:30pm – 4:30pm. The Principal will determine what length of stay and actions required of the student to address the student's understanding as to why the behavior was inappropriate, and to determine what corrective action needs to be taken to avoid that behavior in the future. The student will be required to complete assigned tasks set by the Principal.
- ❖ If violations continue to occur, the Principal is permitted to take further action as is deemed necessary, including requiring multiple afterschool stays and/or handling the violation as a Level Two discipline violation.
- ❖ Communication: The Principal or designee will contact a parent or guardian, via telephone call or text message, and provide the following: (1) a brief description of the violation; (2) the length of the afterschool stay; (3) the corresponding time the parent or guardian will need to pick up their child; and (4) any follow up the school is requesting the parent to engage in.
- **Level Two:** There are certain behaviors that will automatically necessitate discipline from the Principal. The student will be required to meet with the Principal. These behaviors often escalate quickly and need to be addressed firmly and swiftly. The Principal will determine the necessary level of discipline for such conduct, including the length of time and number of days the student will be required to attend the after-school stay. Those behaviors include but are not limited to the following: (1) disrespect shown to faculty, staff, or student; (2) dishonesty, including lying, cheating, or stealing; (3) rebellion demonstrated by outright disobedience in response to instructions; (4) fighting demonstrated by striking in anger intending to harm another; (5) obscene, vulgar, profane language or gestures; (6) use of school property for criminal or obscene purposes; (7) continued Level One behavior violations; and (8) harassment or bullying.
 - ❖ The first **two** times a student is sent to the Principal for discipline, the student's parents will be contacted and given the details of the visit. A record of the occasion will be entered in the student's file. The parents' assistance and support in averting further problems will be sought.
 - ❖ Should the student warrant a **third** office visit, a two-day suspension will be imposed on the student. A meeting with the student's parents, teacher, Principal, and/or a Board member will be required for student's re-admittance.
 - ❖ If a **fourth** office visit is required, the student may be expelled from the school, or the student may continue attending, if the Principal AND the Board unanimously agree.
- **Level Three (Serious Misconduct):** If a student engages in serious misconduct, and the Principal deems it necessary, suspension may be imposed immediately. Examples of such serious misconduct could include but are not limited to: acts endangering the lives of other students or staff members, gross violence, vandalism, violations of criminal law, or drug use or possession, including any and all tobacco products such as vaping. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off Academy property. If the Principal and/or Board desire to seek the expulsion of a student, there will be a meeting with a designated Board member, Principal, parents, and student, prior to the determination of a final decision by the Board.

- **Harassment and Bullying:** The definition of harassment and bullying is any repeated, one-sided, systematic pattern of communication, including words, gestures, or physical acts by any individual or group towards another student at any BCA function that places a student or Academy employee in actual and reasonable fear of harm to his person, property, or reputation. This will also include intentional, targeted, and repeated exclusion. The teacher and appropriate administrator shall mutually agree what constitutes bullying in any given situation.
 - **Reporting Harassing and Bullying Behavior:** Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher or the Principal. Any Academy employee who has witnessed a student subjected to any act of harassment or bullying behavior should report the incident to the Principal.
 - **Investigation of Harassment and Bullying Reports:** The Principal shall promptly and thoroughly investigate all complaints of harassing or bullying behavior by students and provide notification to the Board.
 - **Disciplinary Action:** The actions taken in response to evidence of harassment or bullying behavior should be reasonably calculated to end any harassment or bullying. It is important to eliminate the hostile environment, if one has been created, to prevent harassment from occurring again. Violations of this policy will be considered misconduct. The teacher will notify both parents immediately if any occurrence of bullying occurs.

4.6 CHILD ABUSE GUIDELINES: Buffalo Christian Academy adheres to the following guidelines regarding any event or allegations of child abuse:

- The Academy will maintain a zero tolerance for any abuse or neglect of children; not tolerating, excusing, defending, or ignoring any identified or unidentified case of abuse or neglect.
- All staff members will aid in identifying and addressing any problem that exists or appears to exist.
- All staff, administration and/or volunteers with concerns of abuse or neglect are to report those concerns to the Principal. These concerns are not to be discussed with others outside the context of an investigation by the Department of Family Services, law enforcement or an internal school investigation.
- Staff and administration are obligated to report if they know or have reasonable cause to suspect, as a matter of information they receive in their professional or official capacity, that a child is abused or neglected. Notification is to be made to the Department of Family Services (1-307-684-5513) and law enforcement.
- Child Abuse is set forth in Wyoming Statute Annotated 6-2-503. Child Endangerment is set forth in Wyoming Statute Annotated 6-4-403 and 6-4-405.

5. OPERATIONAL AND ADMINISTRATIVE PROCEDURES:

5.1 SCHOOL HOURS:

Grades K – 8: 8:00 AM – 3:30 PM Monday – Thursday

5.2 MORNING DROP OFF POLICY:

- All students are to enter through the front entrance.
- Students may be dropped off between 7:45 and 8:00 AM. School begins at 8:00 AM.
- If a student arrives early, parents are asked to wait with him/her in their vehicle until a faculty member is present.
- Parents dropping students off at the Academy after 8:00 AM will need to park their vehicles, walk their student into the Academy office, and sign the sheet explaining their reason for tardiness.

5.3 AFTERNOON PICK UP POLICY:

- All students are to exit through the front entrance.
- Students are to be picked up between 3:30 and 3:45 PM.
- Any student not picked up by 3:45 PM will be asked to call his or her parents. Please be considerate by picking up your children in a timely manner.
- For security reasons, students will remain in the building and will be released upon parent arrival.

5.4 SECURITY:

- All parents and visitors must enter through the front entrance, which is locked at all times, except during drop off and pick up times. To gain entry please use the doorbell, which is located to the right of the front entrance for your convenience, or you may call the Principal.
- All property is subject to search at the discretion of Academy Administration or Board, including requesting assistance of law enforcement or canine units if deemed necessary.
- All other exterior doors will remain closed and locked at all times. The main entrance doors will remain closed and locked except during drop off and pickup times.
- All visitors and volunteers are required to check in with office staff or the Principal, and when appropriate be issued and wear a Visitor / Volunteer badge.

5.5 EMERGENCY PROCEDURES AND MESSAGING: Buffalo Christian Academy practices fire and tornado emergency procedures throughout the school year. The Academy also works in concert with the Johnson County Law Enforcement in the case of safety emergencies. The sheriff's department will notify the Academy of any imminent danger and the administration will immediately enact practiced emergency procedures including lock in, lock down, or emergency weather notifications. The Academy will maintain these standards until receiving an all-clear notification. The Academy will not dismiss students at the day's end if sanctions have not been lifted. In emergency situations, a text message and email will be sent to all families and staff notifying them of the situation.

5.6 INCLEMENT WEATHER SCHOOL CLOSURE: In cases of severe weather, the Academy will generally follow the school closings as announced by Johnson County School District. Parents will be notified via Slack, and/or Facebook. All parents will be added to this alert system. If you do not have a cell phone or cannot access Slack, please contact the office to make other arrangements.

5.7 MEDICATION POLICY:

- No faculty member of Buffalo Christian Academy will administer medication to a student without written permission of the parent(s). This includes all medication, over-the-counter medication, naturopathic medicine, and cough drops. Students will be excused from class if a parent needs to come administer medication during the school day.
- It is recommended that the first dose of any medication be administered at home. If you or your child's physician decides it is necessary for your child to receive medication during the school day, a parent needs to come to the school to administer said medication. The parent(s) should do their best to choose times that will not interrupt their child's instruction time.
- A Medical Information Form and Immunization Records Policy must be signed and in the student's school file held by the Principal.
- BCA Principal will apply simple first aid supplies, such as Band-Aids, if the need arises.

5.8 CONTAGIOUS ILLNESS POLICY:

- It is the expectation of Buffalo Christian Academy that families will keep ill students at home so that conditions that are contagious are not spread to classmates, faculty, and staff. This includes not sending students to school if they have had any of the following within the previous 48 hours: Fever greater than 100 degrees Fahrenheit, vomiting, diarrhea, coughing, nasal drainage, or lice infestation.
- Should a student become ill or injured during the school day, the faculty/staff will make efforts to care for him/her so that the student may return to class. If necessary, students will be allowed to rest 15 - 20 minutes before deciding if they will return to class or if the parent will be contacted to pick the student up from school.
- A student with a temperature, who experiences vomiting or diarrhea at school, or whom the teacher feels has excessive coughing or nasal drainage will be sent home and should not return to school until he/she has not experienced these symptoms for 48 hours. When parents are notified of the need to pick up their student, the student should be picked up as soon as possible but no later than 30 minutes after being called.
- Please keep the office updated on any changes in relevant health history or medication. When you choose your local emergency contact, make sure that person is aware of your choice, and consider providing him/her with copies of your medical insurance information/card and a power of attorney that legally authorizes him/her to seek medical care for your student if you are unavailable.

5.9 SERIOUS DISEASE POLICY:

- This policy applies to all students, employees, and volunteers of the Academy. Serious diseases are communicable and are potentially life threatening or can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome), MRSA, staph, pneumonia, and Covid-19 are examples. If your student has any form of a serious disease, you are required to inform the school immediately.
- The Principal will take appropriate precautions, including isolating the student(s) who may have contracted or been exposed to the disease, to reduce the risk of exposure by any student, employee, or volunteer. However, diseases and illness can be contagious therefore there are always risks associated with social contact. Please refer to the Acknowledgment of Responsibility and Assumption of Risk and Waiver of Liability forms to cover this issue more fully.
- Upon receiving information that a student, employee, or volunteer has contracted or been

exposed to a serious disease, the administration will immediately contact the parents of any involved student, the board of directors, and, at the discretion of the Principal, local health officials, and the Center for Disease Control, to obtain pertinent information.

- Based upon all available information, the administration will determine what actions are necessary. The administration will then contact the parents of the affected student(s) and relay to them the information it has received, as well as the decisions that have been made. The Principal may require a student to remain home for a specific or indefinite period of time. The Board of Directors may close the Academy in extreme cases.

5.10 FOOD AND ENVIRONMENTAL ALLERGIES:

- While the Academy will reasonably cooperate with parents and students in managing a food or environmental allergy, Buffalo Christian Academy cannot guarantee an allergy safe environment.

5.11 LOST AND FOUND POLICY:

- As a courtesy to parents and students, the Academy has a lost and found bin. Periodically this bin will be emptied. Labeled items will be returned to students. Unidentified and unclaimed items will be taken to a thrift store after a notice has been sent home via email, that the bin has been emptied, and time has been set aside for parents and students to claim their items.

5.12 TEXTBOOK – LOSS OR DAMAGE:

- In the case of lost or damaged textbooks, parents will be billed for the total replacement cost. Report cards and transcripts will be held until books are returned or replacement fines paid.

5.13 LEAVING AND RETURNING TO SCHOOL:

- When students must leave school during the school day, the parent must sign them out with the Principal or designee. When the student returns, the parent must sign them back in.

5.14 VOLUNTEERS AND VISITORS:

- All visitors may be required to sign in while on campus and sign out upon leaving.
- All volunteers may be required to submit to an annual background check and may be asked to wear a badge while volunteering. The badge should be returned when the volunteer signs out.
- Visitors and volunteers should maintain appropriate dress by wearing nice jeans, slacks, sensible skirts, dresses, and modest tops. Torn clothing or athletic tights and yoga pants without the benefit of a long tunic, are not appropriate.

5.15 SCHOOL-WIDE COMMUNICATION:

- School wide communication will be completed primarily through SLACK. All parents will be added to the alert systems. If you do not have a cell phone, please contact the office. Parents are responsible to read communications in order to keep abreast of happenings and important information. If you do not have a cell phone or cannot access Slack, please contact the office to make other arrangements. The BCA Hub has easy access to find internal communication such as school calendar, contacts, notes from administration, and upcoming events. It will be updated weekly.

5.16 SHARING INFORMATION REGARDING STUDENTS:

- While information regarding students is considered confidential; Principal(s), Teachers,

Staff, and the Board may share information about the student's academic progress, developmental or behavior issues, or other pertinent information on a need-to-know basis.

5.17 PARENT TEACHER CONFERENCES:

- School-wide parent-teacher conference days are scheduled twice a year, once per semester, and will be set on the school calendar.

5.18 STUDENT UNIFORM POLICY: Buffalo Christian Academy has an implemented student uniform policy. This policy is designed to help students in understanding the difference between playtime and school time, and to minimize peer pressure and bullying because of attire. Uniforms are to be clean and tidy. Further, they should fit properly, not being loose and sloppy in appearance nor being tight or worn in a provocative manner. Students have until September 30th to be compliant with the uniform policy. **PLEASE LABEL ALL BCA CLOTHING.**

- **The Buffalo Christian Academy uniform is as follows:**

- **BOYS:**

- ❖ White Oxford Button Down Shirt
- ❖ Navy Blue Collared Polo
- ❖ Khaki or dark blue slacks (NO denim; examples include uniform styles from French Toast, Old Navy, etc.)
- ❖ Navy Blue Sweatshirt/Hoodie with BCA Logo
- ❖ Neutral-colored tennis shoes for everyday wear (Grey, Black, White, or Navy; nothing gaudy)
- ❖ PE Tennis Shoes Required - Only non-marking soles allowed
- ❖ Dark/White Solid Socks

- **GIRLS:**

- ❖ Peter Pan Collar Shirt
- ❖ Navy Blue Collared Polo
- ❖ Khaki or dark blue slacks (NO denim; examples include uniform styles from French Toast, Old Navy, etc.)
- ❖ Plain Khaki or White Navy Plaid skirt from French Toast
- ❖ Navy Blue Sweatshirt/Hoodie with BCA Logo
- ❖ Neutral-colored tennis shoes for everyday wear (Grey, Black, White, or Navy; nothing gaudy)
- ❖ PE Tennis Shoes Required - Only non-marking soles allowed
- ❖ White Socks/tights
- ❖ Small Jewelry (Silver or Gold only)
- ❖ Earrings: Studs Only

- **Gym/Event Clothing:** Proper clothing is required. No logo needed. Appropriate, not provocative, tight-fitting, sloppy, or unkempt. (No tank tops or revealing shorts)
- **Note:** Any high school students are exempt from the official dress code. However, they must adhere to the following guidelines:
 - Nice pants with no holes, rips, or tears.
 - Plain shirts with no writing or graphics.
 - Shorts must be fingertip length.
- Staff reserve the right to correct students at any time regarding their attire.

5.19 CHAPEL: There will be a student chapel service at least once a month. All students are expected to attend chapel services. Parents are always welcome.

5.20 FIELD TRIPS: Field trips will be chosen carefully to enrich classroom instruction. These trips are an integral part of the curriculum; therefore, student attendance is required. In order to maximize the learning these trips provide and to ensure the safety and security of our students, the following general field trip guidelines should be followed:

- For anyone driving on a field trip, a copy of their current driver's license and current proof of liability insurance must be submitted to the Principal. All drivers must be approved by the Principal.
- Field trips are an extension of the classroom. Unless otherwise noted, students will wear their regular or dress uniform. However, where such trips necessitate a change of attire, the teacher will communicate the change to parents and students beforehand.
- Field trips are limited to Buffalo Christian Academy students and designed as an educational experience and social outing for the classroom. There are field trip chaperones and field trip drivers. Chaperones are assigned a group of students for whom they are responsible. Chaperones may not bring younger children or other students, as this may distract from their primary responsibility of supervising the students assigned to them.
- The teacher and facility guidelines will determine the number of chaperones for each field trip.
- Student cell phones must remain powered down unless taking a photograph (if approved by the teacher) or needed for an emergency. Social media, videos, playing electronic games/devices, and popular radio is **not** permitted on Academy-related trips.
- All drivers should be careful to obey all traffic laws (speed limits, parking, etc.) and all students must use the proper safety restraint in the vehicle. Parents are responsible for providing appropriate safety car seats identified with the student's name.

5.21 LUNCH/SNACKS:

- Students will eat lunch in the designated dining room or outside, weather permitting. No food is allowed in the classrooms.
- It is the responsibility of the parents to ensure their children have an adequate lunch and a large bottle of water every day. We encourage parents to pack healthy lunches to ensure the children are getting the nutrients they need to be successful learners. They are encouraged to pack lunches that are balanced with fruits, vegetables, carbohydrates, and proteins.
- The Principal will determine if a lunch or snacks are inadequate or inappropriate. This determination will be based on whether the lunch or snack is impacting the child's education in a negative way. The parent will be notified if this determination is made. The school will provide necessary food to ensure the child has adequate nutrition to successfully participate in the academic day and parents may be required to reimburse the school.
- Parents are welcome to enjoy lunch occasionally with their student.

5.22 HOLIDAYS AND CLASS PARTIES:

- Generally, BCA celebrates holidays that focus on the love of God, special feasts for Thanksgiving, Easter, and Christmas, may be structured to reflect the Academy's educational goals.

- Student birthdays may be celebrated with the class during lunch or break time in the Academy dining room.
- Students may not distribute invitations at school for a private party unless ALL students of a class are invited.

6. FINANCIAL INFORMATION:

6.1 TUITION: For any portion of any month for which student(s) is enrolled, tuition for said month is non-refundable. Tuition is prorated at 50% for the months of August. September through May will be as follows:

One child:	\$425.00 per month \$4,037.50/yr
Second child:	\$300.00 per month \$2,850/yr
Three or more children:	\$200.00 per month per child \$2,375/yr
Half-day kindergarten:	\$250.00 per month \$2,775/yr

Note for High School Students: student taking 1 to 2 classes will be charged \$150 tuition, and students taking more than 2 classes be charged \$400 tuition. Book fees would be \$100 per class (\$100 for 1 class, \$200 for 2 classes, \$300 for 3 classes and \$400 for 4 or more classes).

Tuition payments can be mailed to PO Box 978, Buffalo, Wyoming, 82834 or placed in the drop box in the school office. If payments are made online, parents are required to cover processing fees.

6.2 BOOK AND ACTIVITY FEES: Upon acceptance a \$400.00/student non-refundable book and activity fee is required to secure enrollment and reserve your child's spot. This fee must be received before July 1st to finalize enrollment. for the upcoming school year.

- Parents/Guardians of students who participate in activities and classes through the public school are responsible for all costs associated with activity fees and/or fees associated with Public School or the Wyoming High School Athletics Association.

6.3 UNIFORM COSTS: The family of the student is to bear the cost of the uniform as addressed in 5.18.

6.4 VOLUNTEERING: Parental volunteering is vital. Volunteers are essential to not only foster parent partnership, but to assist the school in saving funds, thus keeping tuition costs as affordable as possible. We encourage parent involvement. Parents are responsible for participating in at least 1 fundraiser per year to help with education costs of the students at BCA.

Options for service time include, but are not limited to:

- Reading with students
- Writing thank you notes
- Help planning and setting up holiday parties
- Maintaining uniform closet
- Supervising lunch and lunch cleanup
- Supervising lunch/recess
- Cleaning kitchen/bathrooms
- Maintaining PE Equipment
- Substitute teaching
- Fundraiser planning and set up
- Helping with maintenance/security
- Front Door/Desk Duty

A signup sheet will be made available. Volunteers may be required to complete a background check as determined by the type of volunteer job.

7.0 **Admission/Enrollment Packet:** These forms must be completed by parents either online or by hard copy and included in each student's file before the student is allowed in the classroom.

- 7.1 Application Form
- 7.2 Financial Responsibilities Agreement – Must be completed and signed
- 7.3 Alternate Dismissal Form – Student Release to Other than a Parent
- 7.4 Medical Release Form
- 7.5 Immunization Records Policy
- 7.6 School Records Release Form – if transferring from another school
- 7.7 Discipline Policy
- 7.8 Student Uniform Policy
- 7.9 Photo Release Form
- 7.10 Assumption of Risk and Waiver of Liability Related to Infectious Diseases for Students
- 7.11 Extracurricular Transportation Permission
- 7.12 Student and Family Technology Use Agreement

For Returning Students:

- **Financial Responsibilities Agreement** – Must be completed and signed
- **All other forms** – Initial/date to confirm you have read and that no changes are needed, or update as necessary