



**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 world view.

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 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 following three forms: Enrollment Form 7.1, Financial Responsibilities Agreement 7.2; and Alternate Dismissal Form 7.3.

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) 267-4758. We look forward to an outstanding year with all of you.

Sincerely,  
The Board and Staff of BCA

# Buffalo Christian Academy

## Parent-Student Handbook

2023-2024



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### 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.*

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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:

- We believe we are called to love God with our heart, soul, mind, and strength and to love our neighbor as ourselves. Matthew 22:37-40; Mark 12:30-31; Luke 10:27; Deuteronomy 6:5-6
- We believe the Bible to be the inspired Word of God and that it is inerrant as originally given, authoritative, and sufficient for life. 2 Timothy 3:16
- We believe that we have all sinned and fallen short of the glory of God and that it is only through God's grace and the death and resurrection of His divine Son Jesus Christ that we are saved. Romans 3:21-26; Matthew 9:2-6
- We believe that salvation is by grace through faith alone and not by works, that no one may boast. Ephesians 2:8-9
- We believe in the present ministry of the Holy Spirit, and the gifts of the Holy Spirit, and that through His indwelling the Christian is enabled to live a Godly life. I Corinthians 12; Galatians 5:16
- We believe in the spiritual unity of all believers in our Lord Jesus Christ. John 17:20-23
- We believe in God the Father Almighty, maker of heaven and earth; And in Jesus Christ, His only Son our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; the third day he rose from the dead; he ascended into heaven, and sits at the right hand of God the Father Almighty; from there He shall come again to judge the quick and the dead, whose kingdom shall have no end. We believe in the Holy Spirit, one holy church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

**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 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 and 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 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 Eighth grade with an independent secondary program, ninth – twelve, offered through Abeka Academy. 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:** Upon enrollment or reenrollment at Buffalo Christian Academy, parents are required to sign the enrollment agreement, which legally binds them to their financial obligation for the entire school year. Once signed, this enrollment agreement supersedes and replaces all other written or verbal enrollment discussions.

**Admission Application for New Student** – All the forms attached hereto and listed below, have to be filled out, given to the Principal or the office. An interview/informational meeting with the parent(s), Principal and at least one (1) board member or teacher will be scheduled. Upon completion of the admissions packet, the interview and review of school and medical records, the parents will be notified within one (1) week of their student’s acceptance/denial status.

- ❖ Enrollment Form
- ❖ Financial Responsibilities Agreement
- ❖ Alternate Dismissal Form – Student Release to Other than a Parent
- ❖ Medical: Release Form
- ❖ Immunization Records Policy
- ❖ School Records Release Form
- ❖ Discipline Policy; and Acknowledgment of Responsibility
- ❖ Student Uniform Policy
- ❖ Photo Release Form
- ❖ Assumption of Risk and Waiver of Liability
- ❖ Acknowledgment of Responsibility

**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 into 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, 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.
- **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 through the Principal 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 chairman 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 his 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 Week Night*</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) 267-4758 or their teacher to notify of 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 is 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:** Kindergarteners 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 of 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 make a determination 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 afterschool 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. 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 desires 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  
8:00 AM – 3:30 PM Alternative Fridays  
9:00 AM – 11:30 AM Focus Fridays

### **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 sheet explaining 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 pick up 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 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 Facebook or SLACK. All parents will be added to this alert system. If you do not have a cell phone, please contact the office.

**5.7 MEDICATION POLICY:**

- No faculty member of Buffalo Christian Academy will administrate medication to a student without written permission of the parent(s). This includes all medication, over-the-counter medication, naturalpathic 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 should do their best to choose times that won't 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 of being called.
- Please keep the office updated of 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 in the event that 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 more fully cover this issue.
- 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 through SLACK or Facebook. All parents will be added to this alert system. If you do not have a cell phone, please contact the office. Parents are responsible to read communication in order to keep abreast of happenings and important information.

**5.16 SHARING INFORMATION REGARDING STUDENTS:**

- While information regarding students is considered confidential; Principal, 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 30<sup>th</sup> to be compliant with the uniform policy.

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

- White Oxford Button Down Shirt (may be purchased anywhere)
- Peter Pan Collar Shirt for girls (purchase from French Toast)
- Navy Blue Polo (may be purchased anywhere)
- Khaki Pants (may be purchased anywhere)
- Khaki or School Plaid Skirts for girls (purchased from French Toast)
- Maroon Sweater Vest with BCA Logo (purchased from French Toast – be sure to specify Buffalo Christian Academy when ordering)

**Accessories: (may be purchased anywhere)**

- Black Dress Shoes for full dress occasions
  - Grey, Black or Navy Tennis Shoes for everyday
  - White Socks/Tights for girls
  - Small Jewelry (Silver or Gold only)
  - Earrings: Studs Only
- **Gym/Event Clothing:** Proper clothing for physical education courses, sporting or athletic events will be designated based on event and will be set by the teacher or staff organizing the event. However, clothing should be appropriate, not provocative or tight fitting, sloppy or unkempt.

**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. The playing of DVDs, 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 if 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 had 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:** Tuition will be prorated for the months of August and May, but will be due on the first day of school in August and the first of each month from September through May.

	Sept-Apr
<b>One child:</b>	\$ 375.00 per month
<b>Second child:</b>	\$ 225.00 per month
<b>Three or more children:</b>	\$ 150.00 per month
<b>Half day kindergarten:</b>	\$ 225.00 per month

Aug & May are pro-rated.

Payments can be mailed to PO Box 978, Buffalo, Wyoming 82834 or placed in the drop box in the school office.

- 6.2 BOOK AND ACTIVITY FEES:** \$400.00 / per student annually due no later than the 1<sup>st</sup> day of July for the upcoming school year.
- Parents/Guardians of students who participate in activities through the public school are responsible for all costs associated with activity fees and/or fees associated with 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 and serving 4 hours each month per family to help out with education costs of the students at BCA.

Options for the 8 hours of service time include, but are not limited to:

- Reading with students
- Planning and setting up holiday parties
- Maintaining uniform closet
- Supervising lunch and lunch cleanup
- Supervising lunch recess
- Maintaining PE Equipment
- Substitute teaching
- Fundraiser planning and set up

A signup sheet will be made available by the Principal.

**7.0 Admissions Packet:** The following pages contain forms that must be signed by parents and included in each student's file. The Field Trip Permission Form will be filled in and sent home as needed, however, please fill out the bottom portion of the form stating if you are/are not interested in chaperoning field trips this school year.

- 7.1** Enrollment Form – ALL students
- 7.2** Financial Responsibilities Agreement – ALL Students
- 7.3** Alternate Dismissal Form – Student Release to Other than a Parent – ALL Students
- 7.4** Medical Release Form – NEW Students
- 7.5** Immunization Records Policy – NEW Students
- 7.6** School Records Release Form – NEW Students
- 7.7** Discipline Policy – NEW Students
- 7.8** Student Uniform Policy – NEW Students
- 7.9** Photo Release Form – NEW Students
- 7.10** Assumption of Risk and Waiver of Liability Related to Infectious Diseases for Students – NEW Students
- 7.11** Acknowledgment of Responsibility Regarding Students Exhibiting Illness – NEW Students



**BUFFALO CHRISTIAN ACADEMY ENROLLMENT FORM**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade applying for: \_\_\_\_\_ United States citizen? \_\_\_\_\_ If not, immigration status: \_\_\_\_\_

Parent(s)/Guardian(s):  
\_\_\_\_\_

Physical and mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ (Dad's cell), \_\_\_\_\_ (Mom's cell), \_\_\_\_\_ (work)

Do you have texting capabilities on your cell? \_\_\_\_\_ Place \* on best number is best to reach you at?

Email(s): \_\_\_\_\_

**Parents are notified through SLACK and Facebook (Buffalo Christian Academy) of snow days and/or other important alerts.**

**Notice of Medication Administration During School Hours:** No faculty member of Buffalo Christian Academy will administer medication to a student. This includes all medication, over-the counter medication, naturalpathic medicine and cough drops. Students will be excused from class if a parent needs to come administer medication during the school day.

**Newly Acquired Allergies or Medical Conditions of Returning Students:**

\_\_\_\_\_

I/We release and hold harmless Buffalo Christian Academy, its paid and volunteer staff, drivers, or students connected with this school, from any and all liability for any accident, harm, or negative impact that may occur to my child as a result of attendance at this school as a result of attendance at this school.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Financial Responsibilities Agreement**

This Financial Responsibilities Agreement (“Agreement”) is entered into between Buffalo Christian Academy (“BCA”) and the parent(s) and/or guardian(s) of the following students:

Student’s Name	Grade

By entering into this agreement, I acknowledge that I am financially responsible to BCA for the tuition and fees associated with my student(s) attending BCA and that I agree to pay said tuition and fees, as set forth below, in advance or on a monthly basis. Further, I understand that payment of tuition is a condition of continuing enrollment and that if I am sixty (60) days in arrears my student(s) will be unenrolled at BCA.

Additionally, I recognize that this does not represent the entire cost of providing an education to my student(s), and that I am also required to provide service/volunteer hours as described below, as there are others who are providing a gift to my student(s) in the form of financial donation and/or sacrifices of their time and energy. I understand that attending BCA is a privilege and not a right or obligation and that failing to pay my financial obligation compromises BCA’s ability to educate not only my student(s), but the students of the entire BCA family.

**TUITION:** Tuition will be prorated for the months of August and May but will be due on the first day of school in August and the first of each month, September through May.

	Sept-Apr    Aug    May
<b>One child:</b>	\$ 375.00 / \$152.18 / \$326.10 per month
<b>Second child:</b>	\$ 225.00 / \$91.28 / \$195.60 per month
<b>Three or more children:</b>	\$ 150.00 / \$60.90 / \$130.50 per month
<b>Half day kindergarten:</b>	\$ 225.00/ \$91.28 / \$195.60 per month

**Book/Activity fees:** \$400.00/per student annually prior to admission of student(s)

**Delivery of payment:** To be mailed to PO Box 978, Buffalo, Wyoming or placed in the drop box at the school.

**Service/ Withdrawal:** If a family enrolls their student(s) in BCA and subsequently withdraws their student(s), the family must notify the Principal in writing no later than Aug 15<sup>th</sup>, prior to the upcoming school year. If written notification is

**ALL STUDENTS**

made after August 15<sup>th</sup>, but prior to classes starting, a fee of two months of tuition per student will apply and the family will be released of any additional financial obligation.

Once a student begins attending classes at BCA, the signor of the enrollment contract assumes the obligation to pay the remaining balance of tuition for the entirety of the school year. This obligation remains in effect in the event of withdrawal of the student prior to the end of the school year, whether the withdrawal be voluntary or for disciplinary, financial, and/or other reasons. The obligation to pay can only be waived by the Board of Directors.

Tuition payments are non-refundable.

By entering into this Agreement, and in exchange for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parent(s) and/or guardian(s) of the student(s) named above agree to the following terms and conditions:

1. August tuition for the student(s) named above is \$ \_\_\_\_\_, May tuition for the student(s) above is \$ \_\_\_\_\_ and the total monthly tuition for September through April for the student(s) named above is \$ \_\_\_\_\_. May's tuition is due on the FIRST day of school with the remaining tuition amount due on the FIRST day of each month. A late charge of TEN PERCENT (10%) will be assessed to all amounts which are over THIRTY (30) days late.
2. Each student will be assessed a book/activity fee of FOUR HUNDRED DOLLARS (\$400.00). Such fee must be paid before the student will be allowed to attend BCA.
3. All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, BCA will no longer accept personal checks and parents(s) and/or guardian(s) will be required to pay in cash or with certified funds.
4. Transcripts and/or other school records will be held for students until all unpaid tuition and fees are received.
5. If tuition and/or fees are sixty (60) days or more overdue, BCA may, at its sole discretion, withdraw the student(s) named above from BCA classes.

**Volunteer Hours:** Each family is to provide eight (8) hours of service/volunteer time at BCA per month. (This is a portion of your tuition.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ALL STUDENTS**

7.3



**Alternate Dismissal Form Student Release to Other than a Parent**

Students are not released to the custody of anyone other than a parent, a court-appointed guardian or their designee and designation must be in writing.

Students of estranged parents shall be released only at the request of the parent who has primary custody of the student, pursuant to court order, and who is designated as parent or guardian of the student on school records.

If a student is allowed, by the family, to be released to someone other than a parent, it is the parent's responsibility to provide a copy of that person's driver's license to the Buffalo Christian Academy's Principal.

**Name of Children:** \_\_\_\_\_

\_\_\_\_\_

**Name of Person Picking up Child(ren)**

**Copy of Valid ID to Office?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize my child(ren) to be picked up from Buffalo Christian Academy by the persons listed above. I understand that I must submit a copy of the person's valid ID so that the BCA Faculty can identify the person upon pick-up.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date





**Immunization Records Policy**

Buffalo Christian Academy requires the immunization records of all students according to Wyoming State Law as of 2019. See below.

I have read, understood, and agree to comply with Buffalo Christian Academy’s immunization records policy. I understand that if I fail to provide BCA with my child’s immunization records within 30 days of registration, their enrollment will be revoked. (Two parent households, both parents/guardians sign)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Wyoming Legislative Service Office Chapter 4-Pupils  
Article 1-Compulsory Attendance**

**21-4-309. Mandatory immunizations for children attending schools; exceptions.**

- (a) Any person attending, full or part time, any public or private school, kindergarten through twelfth grade, shall within thirty (30) days after the date of school entry, provide to the appropriate school official written documentary proof of immunization. For purposes of this section, documentary proof of immunization is written certification by a private licensed physician or his representative or by any public health authority, that the person is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine preventable disease as designated by the state health authority. No school administrator shall permit a student to attend school for more than thirty (30) calendar days without documentary proof of immunization. If immunization requires a series of immunizations over a period of more than thirty (30) calendar days, the child shall be permitted to attend school while receiving continuing immunization if the school administrator receives written notification by a private licensed physician or his representative or by a public health official, specifying a written schedule for necessary immunization completion within the medically accepted time period. Waivers shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine. In the presence of an outbreak of vaccine preventable disease as determined by the state or county health authority, school children for whom a waiver has been issued and who are not immunized against the occurring vaccine preventable disease shall be excluded from school attendance for a period of time determined by the state or county health authority, but not suspended from school as provided in W.S. 21-4-305. Children excluded from school attendance under this section shall not be counted in the aggregate number of pupils absent as defined in W.S. 21-13-101(a)(i).
- (b) The school administrator shall be responsible for an audit of the immunization status of any child enrolled in the school in accordance with rules and regulations prescribed by the department of health.
- (c) The written documented proof of immunization on a form provided by the state health officer shall be an integral part of the child's school record.

- (d) For purposes of this section:
  - (i) "State health officer" means the person appointed by the director of the department of health pursuant to W.S. 9-2-103;
  - (ii) "County health officer" means the licensed medical officer designated by the county commissioners to serve as health officer for his county;
  - (iii) "Immunized" or "immunization" means initial immunization and any boosters or re-immunizations required to maintain immunization pursuant to the immunization standards and recommendations issued by the state health officer.





## 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 make a determination 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 afterschool 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.
- **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. The Principal will make a note, of each occasion, and enter that record 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. 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.

I have read, understood, and agree to comply with Buffalo Christian Academy's discipline policy. I understand that if my child(ren) does not adhere to this policy, their enrollment will be revoked. (Two parent households, both parents/guardians sign)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



### **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 and should fit properly. (Not being loose or sloppy in appearance, nor being tight or worn in a provocative manner)

This policy will be enforced by having students borrow uniforms on a day only basis if they come to school either out of uniform or if their uniform does not adhere to the policy.

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

- White Oxford Button Down Shirt (may be purchased anywhere)
- Peter Pan Collar Shirt for girls (purchase from French Toast)
- Navy Blue Polo (may be purchased anywhere)
- Khaki Pants (may be purchased anywhere)
- Khaki or School Plaid Skirts for girls (purchased from French Toast)
- Maroon Sweater Vest with BCA Logo (purchased from French Toast – be sure to specify Buffalo Christian Academy when ordering)

#### **Accessories: (may be purchased anywhere)**

- Black Dress Shoes for full dress occasions
- Grey, Black or Navy Tennis Shoes for everyday
- White Socks/Tights for girls
- Small Jewelry (Silver or Gold only)
- Earrings: Studs Only

#### **Gym/Event Clothing:**

- Proper clothing for physical education courses, sporting or athletic events will be designated based on the event and will be set by the teacher or staff organizing the event. However, clothing should be appropriate, not being provocative or tight fitting nor sloppy and unkempt.

I have read, understand, and agree to comply with Buffalo Christian Academy's uniform policy. I understand that if my child does not adhere to this policy, their enrollment may be revoked. Further, I understand that students have until September 30<sup>th</sup> to be compliant with the uniform policy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Photo Release Permission Slip**

As the parent(s) or guardian(s) of: \_\_\_\_\_  
Name of child(ren)

I understand that there may be photographs/videos taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources) that may include my child(ren).

Yes, I give consent for Buffalo Christian Academy to photograph/videotape my child(ren) for school purposes and/or at school events. I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

No, I do not authorize Buffalo Christian Academy to photograph/videotape my child(ren) for any event.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date



### Assumption of Risk and Waiver of Liability Related to Infectious Diseases for Students

On March 11, 2020, the World Health Organization declared the novel coronavirus, COVID-19, a pandemic. COVID-19 is highly contagious and known to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people over a specified number.

Further, there are many contagious illnesses that children and adults may be exposed to, such as the common cold, strep throat, pink eye, influenza, and now COVID-19. Moreover, there is known exposure to such illnesses in public places such as schools, grocery stores, and many other public locations.

By attending Buffalo Christian Academy (hereinafter “BCA”) and signing below, you acknowledge that contagious illnesses, including COVID-19, can be contracted through contact with others and voluntarily assume the risk that your student(s), you and/or your family may be exposed to or infected with a contagious illness including COVID-19. You also acknowledge that the risk of becoming exposed to or infected with a contagious illness, including COVID-19, may result from the actions, omissions, or negligence of yourself and/or others, including but not limited to BCA students, teachers, employees, contractors, volunteers, members, or participants and their families.

By signing below, you agree to assume all the foregoing risks, waive liability against BCA and any other listed parties, and accept sole responsibility for any illness, injury, disability, or death to your student(s), you and/or your family, including all claims that may arise resulting from any of these. Furthermore, you acknowledge that the risk of contracting a contagious illness, including COVID-19, would extend to extracurricular activities conducted by BCA, including offsite field trips, physical education, sporting events or other educational events.

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