
STUDENT HANDBOOK

BUFFALO SUBURBAN CHRISTIAN ACADEMY

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Owned and operated by the
Buffalo Suburban Seventh-day Adventist Church
in cooperation with
The New York Conference of Seventh-day Adventists

The purpose of this handbook is to provide information that we believe will ensure happy relationships between parents, teachers and pupils in the operation of this Christian school. The administration reserves the right to make any policy changes that may be necessary during the year. The administration reserves the right to interpret rules and policies as individual situations and needs arise.

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Buffalo Suburban Christian Academy Student Handbook

Mission Statement

BSCA's mission is to provide Christian education based on the principles of the Holy Bible. We believe that the Church has the responsibility to spiritually nurture its youth, and one way to do that is through its Christian schools.

Educational Philosophy

BSCA's philosophy is that true education is not only the study of the academic curriculum but also the harmonious development of the physical, the mental, and the spiritual. A child should be taught how to live a full and complete life to the glory of God.

We believe that the primary responsibility of educating a child rests upon the home. Church and school assist in providing consistent Christian training. At BSCA, the home, school, and church complement one another. The purpose of a Christian school is to help the Christian home and the church -- not to replace either, but to assist both.

BSCA holds that God created and sustains everything. All areas of learning are taught from a Christian perspective. Each day will begin and end with prayer and Bible study.

For an atmosphere conducive to learning and developing spiritual maturity, BSCA believes the Word of God encourages growth in the "fruit of the Spirit" (love, joy, peace, patience, temperance, faith, humility, gentleness, goodness -- Galatians 5:22, 23).

Educational Objectives

1. To lead the students to a knowledge and understanding of God.
2. To educate in a way that will encourage spiritual as well as academic development, with the Bible being the classroom resource and Christ being the recurring theme in each course.
3. To assist in the formation of noble Christian character.
4. To stimulate high scholarship and incorporate a balanced and well-rounded academic program, including the fine arts. Music and the arts will be used not only to develop students' talents, but also to represent the school in the community as a witness for Christ.
5. To develop habits of accuracy, responsibility, and resourcefulness in thinking and doing.
6. To promote the understanding and practice of the principles of healthful living and physical fitness.
7. To educate students to accept service as a way of life, to be sensitive to the needs of others, and to become contributing members of the home, church and society.

Admission Procedures

Admissions

Children of families who express and demonstrate an interest in receiving a Christian education are eligible for admission.

All students must make a formal application. The application process includes an interview with the family. The application is forwarded to the school operating committee for consideration. All students must receive an acceptance letter before being admitted to BSCA.

Students will be accepted on the basis of available space, scholarship, attendance records, conduct in previous schools, and suitability and compatibility with the overall school curriculum.

Students with disabilities are welcome among the student population of BSCA. We believe that all students are enriched when opportunities exist to learn from and about each other's unique gifts and challenges.

Students will be admitted based on the availability of resources to meet their individual needs and BSCA reserves the right to refuse admission to any student whom the school, at its sole discretion, determines it cannot serve appropriately or serve in an educationally sound manner.

No religious test is applied for admission; however, only students who demonstrate respect for the Bible, maintain a reverent attitude toward spiritual things, and conduct themselves in harmony with the standards of Christian education, as upheld by the Seventh-day Adventist

Church, should apply for admission.

Upon Acceptance

Enrollment in BSCA implies willingness and commitment of parents and students to comply with policies, regulations, and activities of the school.

Students entering 1st, 3rd, and 7th grades, as well as all transfer students, will need to present a current health examination report from their family or school physician.

Public Health Law, Article 21, Title VI, Section 2164 of July 1981, requires that for the child to enter or stay in school, the parent(s) or guardian(s) of the child must present to the school authorities a certificate of immunization or the verification of immunization which must be signed or documented by the family physician or pediatrician, Public Health Department Clinic or other official agency. Obtaining written proof of immunization is the responsibility of the parent(s) or guardian(s).

All new or transferring students are subject to a 30-day probationary period.

Age Requirements

1st grade: Child must be six years old before Dec 1st.

School and Academic Information

School Hours

Monday – Thursday: 8:10 a.m. -3:10 p.m.

Friday- 8:10 a.m. – 2:00 p.m.

Just as students must get to school on time, it is important that they leave promptly. Prior arrangements must be made with the teacher or principal for late pick-ups.

Attendance

Attendance is required by New York State law. Excused absences consist only of illness, death in the family, court appearances. Students must attend school punctually and regularly.

The school must be notified of absences or tardiness. All absences and tardiness are a part of the student's permanent record. When absences, whether excused or not excused, amount to 15% in any subject, the quarterly grade may be lowered or forfeited completely.

For each case of absence/tardiness the students must bring in a written excuse from a parent or doctor stating the reason for the absence/tardiness.

When students are absent, it is their responsibility to make up class work that was missed. The student will be given 2 days for each day of absence to make up the work. Full credit will be given if the work is completed within this time limit.

If at all possible, dental and medical treatments should be arranged outside of school hours.

Transportation

It is the responsibility of the parents/guardians to arrange for transportation, private or public, for each student.

The school cooperates with the various school districts which bus the students from their areas of residence in accordance with state regulations.

BSCA expects its students to be good witnesses at all times, and to maintain school standards while on the bus, as well as at school.

Teachers must be advised verbally or in writing if a student will have alternate transportation.

Under no circumstances will a student be able to go home with another student unless a note/phone call from both families is received by the principal.

BSCA will not be responsible for students beyond 30 minutes after dismissal.

Homework

Homework is given for the purpose of helping students better understand the subject matter of a particular course. It is expected that homework be completed and turned in on time. Points will be taken off for each day that homework is late. Parents/guardians are encouraged to teach students good study habits and to provide them with a quiet atmosphere in which to study.

Reporting Student Progress

Report cards will be issued four times a year.

In addition to the regular conferences, parent/guardian-teacher meetings may be scheduled, when deemed necessary.

Academic Probation Policy

Students will be placed on academic probation if they are receiving a failing grade (59% or F) in more than one subject and show a lack of responsibility for their learning. A parent/guardian-teacher conference will be scheduled with the student to create a contract for academic improvement.

Students will remain on academic probation until their grades are raised.

Students who do not show improvement according to the contract within an assigned time period will then be placed on restricted in-school suspension until they show improvement in their academic performance.

Students who continue to show poor academic performance after being on academic suspension will then be referred to the School Committee for action up to and including expulsion.

Code of Conduct

Responsibility of Parents/Guardians

Parents can help by:

- Upholding in their homes the ideals taught in the school.
- Being an example in church attendance and upholding the total church program.
- Encouraging the development of health habits in

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- their children.
- Providing a suitable atmosphere and study area for homework.
 - Ensuring that each student gets an adequate diet and plenty of rest.
 - Being very selective regarding extracurricular activities, including books, videos, DVDs, video games, and monitoring computer/internet use.
 - Keeping at home a child who is ill with fever or suspected of having a communicable disease.
 - Actively participating in the Home and School Association and volunteer programs.
 - Cultivating a friendly acquaintance with the teachers.
 - Conferring with teachers after school hours rather than during class or recess time.
 - Discussing criticisms of the school program directly with the teacher rather than with the children.
 - Meeting financial obligations to the school promptly.

Responsibility of Students

Students are expected to conduct themselves in such a way that God will receive glory and honor.

Students are to attend classes with an intention to learn, complete assignments, follow rules, and respect other students, teachers, and staff.

Students have the responsibility to:

- Treat everyone as they would expect to be treated.
- Know and follow school rules and policies.
Students may not engage in any activity or

behavior which may endanger themselves or others.

- Do their best and expect the most from themselves.
- Work to the best of their ability in all academic areas.
- Be respectful to all people, school property, and the property of other individuals.
- Think before acting and realize the possible consequences.
- Be sensitive to others' opinions.
- Have the courage to stand up for what is right even in the face of opposition.
- Be a positive role model for peers and younger students.
- Inform teachers when they know of a potential threat of violence, vandalism or any issue which may bring harm to the school or any member of the school.
- Demonstrate positive school citizenship by volunteering to help support school activities, exhibiting the fruits of the Spirit, and taking an active interest in the well-being of their classmates.

Uniform Code

Uniform Code

All students in grades 1 through 8 are required to be in full uniform each school day. There will be special pre-announced non-uniform days throughout the year. It is strongly advised that every article of clothing be clearly and indelibly labeled.

Uniform pieces may be purchased from French Toast

Phone: 800-373-6248

On-line: www.FrenchToast.com

If purchasing on-line note that the BSCA school code is QS5VITE.

There is no requirement that items be purchased from French Toast. If purchasing uniform components from another vendor, use the styles below as a reference for examples of the adopted uniform styles.

Uniform Compliance Letter

Students not in complete or proper uniform will receive a uniform compliance letter reminding them of the appropriate dress code. Repeated letters will result in a phone call or conference with parent.

Uniform Components

Girls:

Skirt, navy, black, or khaki*

Blouse, short-sleeve, white*

Closed toe shoes, black or navy, no contrasting trim*

Tights, leggings*

Two-pleat-front jumper, navy, black, or khaki

Flat-front pants, navy, black, or khaki

Skort, knee-length, navy, black, or khaki

Polo shirt, plain collared, short and long sleeve
(white or solid color)

Belt, black or navy

Sweater or sweater vest – white, light blue, or navy

Boys:

Pants, plain or pleated front, navy*, black, or khaki

Dress shirt, oxford, long sleeve, white or solid color*

Dress shoes, black*

Tie, full or clip-on, navy *

Belt, black or navy*

Shorts, pleated, knee-length, navy, black, or khaki
Polo shirt, short/long sleeve (white, light blue, navy,
or solid color)

Sneakers (properly laced)

Sweater or sweater vest – white, light blue, or navy

* Indicates Formal Uniform pieces. Students are expected to wear formal uniform on special occasions, choir performances, photo day, and when required by teachers. Please purchase all components.

Discipline Policy

Discipline

The following behaviors will not be tolerated: immoral conduct, gossiping, unkindness, profanity, lying, dissension, disrespect, gambling, fighting, and cheating.

Classroom teachers have the primary responsibility for student discipline. Parents/guardians will be notified by telephone or in writing of inappropriate behaviors.

Discipline Progression Guidelines

1. Verbal warning.
2. Temporary removal from the classroom, loss of recess or some other classroom privilege.
3. Written warning issued and sent to the parents.
4. A parent-teacher conference focusing on improved behavior.
5. Immediate suspension from school.
Parents/guardians are required to provide transportation. The School Committee is notified of suspension and will determine the length (if longer than three days).
6. Expulsion. Permanent removal from the school will be recommended in extreme cases and will be handled by the School Committee.

Health and Safety

Accidents

Parents will be notified of any head or eye injury, and any other injury requiring medical attention.

Illness

Students who become ill in school are sent to the office for parental notification. Parents must make arrangements for immediate pick up. Sick students are not permitted to go back to their class as they may be contagious.

Before returning to school students must have no fever, no vomiting and no discharge for at least 24 hours.

Medication

Students may not take medication by themselves or carry it in their lunch boxes. All medication is given only upon written authorization from both, the physician and the parent/guardian. Each family must supply their own medication in the original bottle with the student's name, date and dosage; this includes over-the-counter medication such as Tylenol. All medication will be kept in the school office with the appropriate forms.

General Information

Inclement Weather Closings

BSCA follows the decisions of the Lancaster Public Schools. School closings are announced on local radio and TV stations.

Buildings and Grounds

Our school/church grounds have been graciously provided for our use and enjoyment. It is, therefore, of utmost importance that all students help keep the property in good condition. Willful damage to school property will not be tolerated. Parents/guardians are financially responsible for school property that is maliciously and deliberately damaged.

Please note the following rules:

- Place all trash in waste baskets and proper receptacles.
- Keep the rooms, halls, and grounds neat and clean by doing your part in picking up as you see anything out of place.
- Make sure desks and lockers are kept neat, with no papers overflowing.
- Hang coats and hats in designated areas.
- No throwing in the classrooms at any time.
- No running or horseplay in the church or school building.
- No writing on walls, desks, books, or other equipment.
- No kicking doors or putting feet on the walls.
- No usage of sports equipment near building windows or cars. All sports activity must be properly supervised in designated areas.

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- No wasting of restroom supplies or leaving the faucets running.
 - No clothing or food left in the restrooms.
 - No chewing gum in the building or on the grounds.
 - No tipping backwards in chairs.

School Lunches

Students are to bring their own vegetarian lunches to school. All lunches should reflect a balanced meal (no caffeinated drinks).

In order for parents to monitor what their child is eating, students are not permitted to trade any portion of their lunch. The leftovers should be taken home.

Field Trips

From time to time the school takes trips to interesting places in the area as a vital part of the instructional program. Parents/guardians will be notified beforehand and must sign a permission slip for students to go on field trips. Small fees may be charged to cover expenses.

School Telephone

Student use of the school telephone is for emergencies only and with the permission of the teacher.

Phone calls to BSCA are not answered during teaching periods. Parents may leave a *non-emergency* message at any time. All calls to teachers will be returned within 48 hours. Please be specific when describing your needs or concerns in your message. This will assist the teachers in allotting the appropriate time and preparing with the appropriate materials.

Student use of cell phones at school is not permitted. If cell phones are held by students they are to be turned off at all times and placed in locker.

Emergency Contact Procedure

In case of an emergency use the teacher's cell phone number provided in the Registration Packet.

Library

BSCA offers library services for all grade levels to promote and encourage reading. The library contains a variety of age/grade appropriate materials to complement classroom curriculum, including a large selection of Christian titles, videos, and DVDs. It also maintains a collection to serve BSCA staff as well as parents.

Library policies and procedures are on file both in the library and the school office.

Lockers

Each student is assigned a locker. It is expected that lockers will be maintained in a clean and orderly fashion. Only locks issued by the school are permitted on lockers.

BSCA has the right to inspect any locker at any time. If necessary, a lock may be cut from a locker for inspection.

Fundraising Programs

School fees and tuition only meet a fraction of BSCA's operating budget. BSCA must rely on income from donations as well as fundraisers.

BSCA assumes that parents will have a desire to support various fundraising opportunities throughout the school year, as much as the Lord enables them.

Volunteers

Volunteer activities are an essential part of BSCA mission and are vital to the success of BSCA's overall program. Volunteer activities are coordinated through BSCA Home & School Association.

Volunteer guidelines are outlined on the BSCA Tuition Form.

Visitors

All visits during school hours need to be pre-arranged.

Home & School Association

The BSCA Home & School Association has been established to support the home, school, church, and community. The Home & School team is a parent/guardian-run organization that includes members of the school staff and church.

BSCA encourages all families to participate in service to the school. This establishes a strong home and school relationship and builds a strong school community. It is the support of the parents that creates BSCA a unique family environment.