



# **Elementary Handbook 2009-2010**

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## Welcome

I would like to welcome you to the 2009-2010 school year at Bucharest Christian Academy (BCA)! I am thankful that God has brought you to us and look forward to what He is going to do in and through each of us this year!

The following pages contain BCA's mission and vision, as well as the guidelines and rules we operate within. Please read and familiarize yourself with the contents of this handbook. We believe that working together within these guidelines will enable us all to have an enjoyable year as we learn and grow together.

BCA is a growing school in an Eastern European setting. Each year we will strive to increase the degree of academic excellence, the curriculum offerings, and the extra curricular activities available to our students. While the school is not yet accredited, we are presently pursuing the documentation to be recognized as a foreign school operating in Romania. Our graduates have been accepted by many universities/colleges in the United States, Canada, Japan, and Europe.

If you have any questions, please feel free to call our office: 323.5887 or 323.5408, or to email: [director@BCARomania.org](mailto:director@BCARomania.org).

With joy,

Jennifer Lipp  
Director

## Elementary Staff

Elementary Principal  
First through Third Grades  
Fourth through Sixth Grades  
NILD  
Romanian/Elementary Aide  
Art  
ESL/4<sup>th</sup>-6<sup>th</sup> History  
Music  
PE/Elementary Aide

Laura Westrum  
Jane Perkins & Kris York  
Connie Smith & Laura Westrum  
Cheryl Rognstad  
Claudia Sotir  
Margie Craig/Leah Postema  
Emily Smith  
Mike Eisenberg  
Ana Maria Inte

## **Our Mission**

BCA exists to provide a Christ-centered, quality education primarily serving missionary and Christian expatriate families. BCA staff prepare students spiritually, academically, and socially, through a Biblical worldview, to face the challenges of living in today's world.

“So then, just as you received Christ Jesus as Lord, continue to live in Him, rooted and built up in Him, strengthened in the faith as you were taught, and overflowing with thankfulness. See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ. For in Christ all the fullness of the Deity lives in bodily form, and you have been given fullness in Christ, who is the head over every power and authority.” (Colossians 2:6-10 NIV)

## **Our Vision**

BCA students will be equipped to influence the world through Biblical thought, character, and action.

## **Our Philosophy of Education**

The educational process touches every area of life—emotional, intellectual, moral, physical, social, and spiritual—in training the student to live wisely in an increasingly complex world. We believe deriving practical applications from and modeling God's Word is essential to preparing our students to be well-balanced world Christians.

“So that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life.” (Philippians 2:15-16a NIV)

## **Our Philosophy of Textbook & Curriculum Selection**

In order to best meet the needs of a diverse student body, BCA textbooks and curriculum are purchased from a combination of Christian and secular publishers. Faculty members recognize that teaching from secular material requires extra work with regard to Biblical integration, but such material is chosen because of its strength of content.

Because BCA is committed to providing a Christ-centered, quality education to its students, we believe that rather than avoiding all things of the world (i.e. secular thoughts, ideas, books, etc.) God's Word teaches us to interact with them. We desire to prepare our students to influence the world by exposing them to its views, at age-appropriate levels. We believe it is critical to teach our students to objectively analyze the teachings of the world, in order to discern and defend Truth—as presented in the Word of God.

Parents who are concerned about the content of classroom textbooks or library books are encouraged to speak to the teacher/librarian concerned or to talk to the Director.

## **Admission Requirements**

BCA is a non-profit Romanian foundation. It was founded upon and is committed to a Christian-based English language education for the children of missionaries and Christian expatriates serving in Romania. Admission decisions will be based on maintaining a student population of 80% Christian students.

Steps toward admission to BCA:

1. Before a student can be admitted to BCA, their parent or guardian must meet with the Director or his designee.
2. Parents must submit a completed application packet for each child.
3. Any student wishing to enter BCA, who has previously attended other schools, must provide BCA with a transcript from the most recently attended school prior to

- being accepted as a student at BCA.
4. Any student entering BCA may be tested for proper grade placement.
  5. Any student applying to BCA whose first language is not English may be tested for English proficiency upon application.

The Director may refuse admission to any student if the student and/or BCA will not benefit from the student's enrollment at BCA.

The Director shall also consider as important admission factors: a student's age, previous school experience, physical, cognitive, and/or emotional disabilities, history of misbehavior, unresolved previous school problems, willingness to cooperate with staff, and/or previous unpaid fees. Any flexibility or special consideration of admission standards will be at the discretion of the administration and staff.

Part-time students will be considered for acceptance on a class-by-class basis, as a supplement to home schooling.

## **Attendance**

**Absences.** Regular attendance is required of all students as one way to demonstrate responsibility and dependability. All students absent from school, for any reason, must bring a written note signed by the parent to the office on the day they return, or have their parents make a phone call to the office the day of the absence. If no phone call is received on the day of the absence and the student returns to school without a signed note from their parent(s), the absence will be **unexcused**. Class work and tests missed during an unexcused absence may not be made up for credit unless there are extenuating circumstances.

Students with excused absences from school receive one day for each day missed to complete make-up work and tests (up to a total of 5 days). Work must be turned in by the end of the school day in which it is due (i.e. if you're absent Tuesday, work is due by 3:30pm on Thursday). Any tests announced prior to an excused absence (if no new material was covered during the absence) are due to be made up within the student's first two days back in school.

**Parent Request Days.** Each student is allowed five "Parent Request" days *per year*. These days are meant to be used for mission conferences, travel, relatives visiting, etc. A request for the absence must be submitted at least 1 week in advance. The "Pre-Approved Absence" form is available from the office. The student will be responsible for working directly with the teacher(s) to obtain the work before the absence. As with other excused absences, students will receive one day for each day they miss to make-up work and tests. Insufficient notice will result in the absence being considered unexcused and the classroom work that the student missed will not be allowed to be made up.

Parent Request Days taken above and beyond the five days allotted per year will be considered unexcused.

The Director will make the final decision on all questions regarding excused/ unexcused absences.

**Excessive Absences.** Any student missing more than 5 days in a quarter or 10 days in a semester from any class will be asked to meet with his parents and the Director to assess the problem and how it can be corrected. Excessive absences may result in a loss of credit.

**Tardies.** Students are expected to be in class and ready to work when school begins. Attendance will be taken at the beginning of the school day, and tardies will be recorded by the teacher. Classroom teachers will contact parents regarding recurring tardiness.

## **Chapel**

Weekly chapel is an important part of the BCA school program. It sets the tone of the school and provides a platform for important information and significant presentations. All students are required to attend.

## **Communicable Disease Control**

Students who are ill should be kept home until they are well. Please keep your child at home if they experience any of the following symptoms:

- fever of 100 degrees (F) orally, or higher in the last 24 hours
- vomiting (must eat and keep last meal down)
- diarrhea
- severe headache, stiff neck, earache, croupy cough, listlessness or oozing sores

Any of these symptoms usually indicate the presence of a communicable disease which will need medical attention and rest if they persist. When students are ill enough to be put on antibiotics they should usually stay at home for extra rest for 24 hours to allow their bodies to utilize the medicine to the utmost.

Children with chicken pox must be excluded from school at least 6 days (7 are recommended) after the appearance of the first spots.

Head lice are a common infestation that occurs in school-age children. The elementary principal greatly appreciates it when parents report that their child is found to have head lice. All cases are handled discreetly. The child must be treated before returning to school. It is very important to check your child's head for both lice and nits (eggs). If your child is infected, a treatment shampoo is available at most 'farmacii,' ask for shampoo for 'paduchi.' Bedding, towels, and clothing should be washed in the hottest water possible; stuffed animals, furniture, and rugs should be vacuumed (anywhere heads have been, lice could be).

## **Copy Machine Use**

The school copy machines are located in the Business Office and in the workroom in Building #21. Only BCA office staff, teachers, or students who are trained office aides may use the machines. Copies for personal use cost 20 Bani/copy. Payment must be made at the time of use.

## **Daily Schedule**

Supervision will be provided beginning at 7:30am. All elementary students should go directly to the Activity Room. Classes begin at 8:00am.

Parents are requested to pick up their children promptly at 3:00pm from their classrooms or from the courtyard of Building 21. We understand extenuating circumstances with unforeseen traffic, etc. that occur in the city. If you will be late you are requested to call the BCA office.

Due to our concern for the safety and well-being of your children, and because supervision cannot be insured after 3:10pm, fines will be incurred for excessively late pick-up of children. Parents arriving after 3:25pm will be charged 10 RON for every five minutes after 3:25pm. If you are perpetually late in picking up your child you will begin being charged at 3:10pm (perpetual is defined as arriving after 3:10pm at least once a week for three weeks in a row).

Please note that grades for your child are not released until all tuition, fees, and fines are paid in full. Your child will not be admitted the following year if you have an outstanding balance.

## **Dress Code**

Students are expected to dress appropriately and modestly on all occasions.

- Hats, caps, hoods, or bandannas are not to be worn in the buildings.
- Pants, jeans, and shorts must fit correctly (i.e. not too baggy or too tight).
- Shoes are to be worn at all times.
- Shorts should be worn under short skirts or dresses.
- No bare backs or bare stomachs/midriffs are allowed.
- Underwear is not to be visible.

Teachers and administration will monitor dress code. Final decisions on dress code violations and their consequences will be made by the Director.

## **Emergency Procedures**

Fire, earthquake, and evacuation drills will be held throughout the year. BCA's Crisis Management Plan will be sent to all parents. A copy may also be requested from the office.

## **Enrollment of Kindergarten and First Grade Students**

Any student enrolling in kindergarten must be 5 years of age by September 1.

Students must be 6 years of age by September 1 to enroll in the first grade. Attendance in kindergarten before first grade is not required, but is strongly encouraged.

## **Extended Absences**

The following policy will be applied for those students missing extended amounts of school. *3 weeks or longer, less than one semester*

- Textbooks (including novels) will be checked out to students.
- Long range plans (chapters, topics, and/or skills to be covered) will be communicated to parents.
- Teachers will be available, via email, to answer questions
- Mid or end of year tests (whichever are applicable) in reading and math will be administered upon the student's return. (Tests must be passed with at least 80% score or additional work will be given until proficiency is reached.)
- Social studies tests, for each chapter missed, must be completed (with at least 80% competency). In addition, a paper or project may be assigned, at the teacher's discretion, to demonstrate comprehension of chapters covered during the absence.
- A semester grade for Math, Language Arts, and Social Studies will be given by BCA staff. A notation of "extended excused absence" will be listed in Science, Bible, and Specials (Romanian, PE, art, etc) due to the inability to make up work in these classes.

### *A semester*

- Textbooks (not novels) can be checked out to students.
- General guidelines of chapters to be covered in textbooks can be communicated to parents.
- Mid or end of year tests (whichever are applicable) in reading and math will be administered upon the student's return. (Tests must be passed with at least 80% score—or additional work will be given until proficiency is reached—in order for the student to re-enter their previous class/grade.)
- Social studies tests, for each chapter missed, must be completed (test booklets can be purchased through Amazon.com). A paper or project will also be assigned and

must be completed to demonstrate comprehension of chapters covered during the absence.

- No work or resources will be able to be given for Bible, Science, or special subjects (Romanian, art, etc.).
- Parents are responsible for checking and grading all work, and for assigning final grades for the semester. Testing done by BCA will be solely for the purpose of determining the appropriate grade level in which to re-enroll the student.

## **Field Trips**

Students will be involved in field trips throughout the year. Permission slips will be sent home prior to each activity. Permission slips must be signed and returned for students to participate. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

## **Grievance Policy**

Biblical attitudes toward staff and students are expected. Any feelings of a negative nature on the part of students or parents toward the staff or school should be discussed with the staff member concerned.

We call this the Matthew 18 Principle, where disagreements are handled according to the principle found in Matthew 18:15ff. Discussing a problem of the school or of a staff member in front of a student undermines the student's respect for the school and/or staff member.

If anyone at BCA (student, parent, or staff member) has a grievance or complaint, they must adhere to the following steps:

- Approach the person with whom you have a complaint and discuss the issue privately, working to resolve it.  
*Note:* If an elementary student has a grievance, they and their parent may approach the staff member together.
- If unable to resolve the problem, submit the problem in writing to the Director and schedule an appointment to discuss the problem with the Director.
- If either party is dissatisfied with the Director's action, (or if the grievance is with the Director and step 1 has already been completed), they may submit the problem in writing to the Board Chairman and schedule an appointment to discuss the problem with the Board Chairman. Grievances/complaints should not be taken to individual Board members.
- If either party is dissatisfied with the Board Chairman's action, they may approach the School Board at the next scheduled meeting.
- The only exception to the above procedure is when a student or a group of students has a complaint that is not with a staff member (i.e. with a rule, policy, or procedure). In this instance, they must adhere to the following steps:
  - The grievance must be submitted in writing to the Student Council.
  - If the Student Council agrees (by a simple majority vote) that this is a valid issue, they must sign the written statement as submitted.
  - The student or one representative of the group and one member of the Student Council will submit the written grievance to the Director and schedule a meeting to discuss the issue.
  - If the student or students are not satisfied with the Director's action they may approach the BCA Board at the next scheduled Board meeting.

## **Homework**

Homework is an assignment to be prepared during a period of supervised study in class or at home. It should help the student:

- Learn to work independently and become self-reliant.
- Think, plan, organize, and apply.
- Extend proficiency in effective habits and skills.
- Increase knowledge and its use.
- Develop insights and creativity.

The following guidelines are used for the total amount of homework assigned each day:

- Grades 1 & 2: 20 minutes
- Grades 3 & 4: 30 minutes
- Grades 5 & 6: 45-60 minutes

Minimal homework may be assigned over weekends. No homework will be assigned over the following holidays: Thanksgiving, Christmas, Easter or spring break.

## **Home School Students**

As a school whose mission is to provide a quality, Christ-centered education to Christian expatriate families in Bucharest, BCA desires to partner in whatever ways possible with those families who have chosen to home school their children. The following options are available for students in 1<sup>st</sup>-6<sup>th</sup> grades:

- Enroll for ½ day morning or afternoon program (as space is available).
- Enroll in specific courses (Romanian, art, music, PE, etc.). A listing of classes offered, as well as days and times of their meeting, will be available each fall.
- Attend chapel weekly.
- Attend lunch and recess daily (or weekly).

Students wishing to pursue one of these options should contact the Director.

## **Library Use**

Elementary students will have a scheduled weekly library time to check out books and other media, under the supervision of the school librarian. Kindergarten through third graders may not check out PG or PG-13 videos or DVDs without a parent. Fourth through sixth graders may not check out PG-13 videos or DVDs without a parent. Students will be charged for any lost or damaged library items.

## **Lunch**

BCA does not have a hot lunch program. Students need to bring their own lunches—including utensils, cups, and containers/plates as needed. Microwaves are available for reheating food. An elementary aide will supervise each lunch period—including assisting in warming up lunches and selling snacks from the Student Store.

## **Leaving Campus**

Students are expected to remain in the school or on the grounds during school hours unless authorized to leave for individual or group activities. Students must get an administrator's approval and sign out at the front desk before leaving school property during the academic day.

## **Lost and Found**

The Lost and Found box is located in the Activity Room. Items not claimed will be disposed of or donated to a worthy cause at the end of each month.

## **Medication**

If a child must take a prescribed medication during school hours, a week's supply of the medication may be sent to school for administration by the classroom teacher. The medication should be in a container labeled with the student's name. A written note from the student's parent must accompany any medication—stating authorization of use, dosage, etc.

## **Medical Emergencies at School**

A completed health form is required for the registration of each student at BCA. If a student receives a minor injury at the school, they will be sent to the Main Office or to the elementary aide. If a student receives an unusual injury, immediate first aid will be applied and parents will be notified. In the event that they are not available, the emergency contact provided on the health form will be notified. If that person is also not available, and the child's well being is in danger, the student may be taken to a local physician or medical facility, such as Drs. Hansen at Usa Deschisa.

## **Parent Teacher Conferences**

Parent-Teacher Conferences are scheduled twice per year by parent or teacher. Parents will be notified when the conference times are approaching.

## **Parties**

Classroom parties are held throughout the school year at the discretion of each teacher. A party, organized by parents, to celebrate a child's birthday may be held during lunch/recess or after school. Parents should request permission from the teacher at least one week in advance of the anticipated party date.

## **Physical Education (PE)**

Your child does not need an extra pair of shoes dedicated only for PE. However, please be sure that s/he wears/brings appropriate PE shoes for days when PE is scheduled.

## **Offices & Other Areas**

All visitors and parents must report to the Main Office when entering the school. For security purposes, visitors will be issued a 'visitor' badge. Students may wait in the Main Office to be picked up when leaving school early.

Students are asked not to congregate or socialize in the Main Office. Students are not permitted in the Business Office, Staff Lounge, or the kitchen. Students are not permitted in teacher offices or classrooms unless supervised by a teacher. Students must have permission to enter the Director's Office.

## **Recess**

The elementary aide is responsible for maintaining a safe environment for all students. The recess rules are as follows:

- Respect the person in charge.
- Respect each other.
- Play safe and fair.

Use appropriate language.  
Use equipment properly.

**Outside recesses** are required throughout the year for all students. They are expected to wear adequate clothing and boots for cold and wet weather. Exceptions to the above are:  
When it is raining or heavily snowing.  
When the temperature is -5C or below.  
When there is lightening or an approaching storm.  
When a teacher requests that an individual student stays indoors.  
When a parent requests that their child remain indoors due to illness.

## Report Cards & Grading

Report cards will be issued quarterly. They must be returned to the school, with a parent/guardian's signature, after each of the first three marking periods.

**Grades K through 3** will receive the following markings:

O = Outstanding  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

**Grades 4 through 6** will be graded using the following scale:

A+ = 97-100%	C+ = 77-79%
A = 94-96%	C = 74-76%
A- = 90-93%	C- = 70-73%
B+ = 87-89%	D+ = 67-69%
B = 84-86%	D = 64-66%
B- = 80-83%	D- = 60-63%
	F = 59% and below

Final report cards will be issued the last day of school, after all fines, book charges, tuition accounts, etc. have been cleared. Students leaving early may make arrangements to have their report card mailed, or pick it up from the office upon their return to Bucharest.

## School Buildings & Equipment

Students are expected to take care of BCA buildings and equipment as though they were their own. Buildings, grounds, lockers, and desks are to be kept clean and orderly in appearance. School furniture is not to be marked or defaced in any way. Accidents involving buildings and equipment must be reported to a staff member immediately, and then to the administration. Where willful damage has occurred, charges will be assessed to the student(s) responsible.

## School Closing

When it is necessary to cancel school because of a snowstorm, major electrical outage, or some other emergency, you will be notified by phone. Please inform the office of any changes in address, email, and/or phone number so you can be contacted.

## Student Behavior

BCA is a Christian school where Biblical principles are the foundation of all discipline. Most important of all, are the words of Jesus in Matthew 22:37-39, where He says, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" For

this reason, guidelines are provided to enable students to show love and respect for one another. These rules will also assist in the smooth running of the school.

1. All students are expected to obey the school rules:
  - Respect those in authority.
  - Respect the learning environment.
  - Respect each other.
  - Respect all property.
  - Respect the Romanian people and their culture.
  - Respect yourself as the temple of the living God
2. Students are expected to behave in a way that promotes a good learning environment, physical well-being, and personal character development. A student's actions and communication should bring honor to himself, the school, the community, and God. Students are to abstain from the use of controlled substances (i.e. alcohol, drugs, tobacco), physical violence, improper language, and gambling at BCA or at any school-related activity. Sexual harassment, either verbal or physical, will not be tolerated.
3. Knives and other weapons, laser pen lights, lighters, water guns, etc. are not permitted at school. Mobile phones, CD players, and digital music players must be turned off during school hours. If a student must use their cell phone during the school day, they must obtain permission from a staff member. CD players and digital music players seen during school hours will be confiscated and returned at the discretion of the Director. BCA does not take any responsibility for lost or stolen items.
4. Student behavior problems are dealt with by discussion, loss of privileges, detention, suspension, or expulsion from school. Any costs associated with student behavior problems and consequences will be covered by the parents of the student(s) involved.
5. If it becomes evident that a student is unable to adjust to BCA for psychological, health, or social reasons, parents may be requested to withdraw their child from the school even though there is no disciplinary problem warranting expulsion. The Board will rule on any instance where the administration and the parents are not in agreement regarding a withdrawal.

## **Special Education**

BCA strives to obtain certified teachers in all academic areas to meet the needs of our students and community. However, due to the fact that our teachers are typically self-supporting missionaries, we reserve the right to offer the availability of a Special Education teacher, service, classroom, resource or function each academic year. Special Education services are offered at BCA based on the available personnel for an academic year and can be cancelled upon notification to the Director that personnel is leaving their field of service.

For policy purposes, "Special Education" includes, but is not limited to, areas such as English as a Second Language, Learning Disability, Attention Deficit Disorder / Hyperactivity, Speech Therapy, Oppositional – Defiant Disorder and Hearing Handicapped. We require that all Special Education diagnoses be made by a professional who is qualified to make the diagnosis, with supporting documentation provided to BCA by the parents. Examples would include a speech therapist, school psychologist and/or medical doctor.

## **Student Living Arrangements**

No student 18 years or younger will be permitted to attend BCA unless they live with their parent(s) or an adult with legal guardianship. If parents will be gone for an extended period of time, it is expected that they will make arrangements for the care of their children, and notify the BCA office of any changes in contact information. Regardless of age, students are not permitted to live with teachers or staff members of BCA unless it is approved by the Director.

## **Suspension**

Inappropriate behavior may result in suspension from school and/or school activities. Suspended students will be required to write an essay on a topic given by the administration, in addition to completing all missed work. Length of suspension and its consequences will be at the discretion of the Director.

## **Telephone Use**

Students may use the phones in Buildings #21 and #22 for emergencies only, with teacher permission.

## **Textbooks**

At the start of the school year or the beginning of a new course, every teacher will record the number of the textbook issued to each student. Students may write their name and the school year neatly inside the front cover. Textbooks will be collected at the end of the course/school year. Students will be charged for lost or damaged textbooks.

## **Withdrawal from BCA**

Students who find that they will be leaving BCA, and transferring to another school, are asked to have their parents contact the school by phone or in person. All of the student's teachers will be notified by the administration and will submit current grades, attendance, and textbook/materials return information to the administration. The student must be cleared through the Business Manager and the Librarian before records will be available for transfer. No records will be given unless all of the student accounts are paid in full.

## Acceptance Agreement

This form is to be separated from the handbook, read, signed, and returned to the BCA Office by Thursday, September 3<sup>rd</sup>, 2009.

I have read and understand this handbook. I agree to abide by its contents and will accept the consequences of my noncompliance.

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Student's Name

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Student's Signature

---

Parent's Name

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Parent's Signature