



Secondary Handbook 2009-2010

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Welcome

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 me at: director@BCAromania.org.

With joy,

Jennifer Lipp
Director

Secondary Staff

Bible
Chaplain/Algebra 1/Pre-Calc
English 7-8/Romanian
English 9-12
ESL
Geometry
Government/Economics
Music
PE/Math 7/Senior Seminar
Science/Speech & Health/Pre-Algebra
World Cultures
World History

Bill Perkins
Patrick Klansek
Alina Pavel
Heather Kooiman
Mihaela Gingirov & Emily Smith
Laura Westrum
Gary Van Meter
Beth Ann Staab
Eric Kooiman
Cami Mather
Mihaela Gingirov
Ed Smith

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.

Academic Probation/Ineligibility

A student will be on academic probation if they earn a GPA below 2.0 or an F in any class, including electives. This will make them ineligible for sports and BCA-sponsored after school, regularly scheduled activities (i.e. worship team, etc.) during the entire grading period that they have been placed on academic probation. This does not include special activities such as prom, lock-ins, progressive dinners, etc. Any student on academic probation may not attend games *or practices*. The purpose of academic probation is to give students time away from extra-curricular activities to focus on homework, in order to improve

their grades. If practice is still being attended, there is minimal extra time for a focus on academics. In addition, if a student is not going to be allowed to participate in a game, for the sake of the rest of the team they should not practice with them. The team should be allowed to practice with the players who will be eligible to play during game time. Academic eligibility will be determined at the end of each grading period.

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.

A student who is absent due to illness must be in class for at least the second half of the school day in order to participate that afternoon or evening in extracurricular activities, such as athletic practice, games, Student Council activities, etc. Special permission to participate based on extraordinary circumstances may be granted by the Director.

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 will not be granted for secondary students during final exam week.)

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 10 days in a semester from any class will be asked to meet with their 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 class begins. Attendance will be taken at the beginning of each period, and tardies will be recorded by the teacher. Three (3) unexcused tardies per class, per grading period, will result in a 30 minute detention. Subsequent tardies will result in further discipline. For extenuating circumstances some tardies may be excused at the discretion of the Director.

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:

1. fever of 100 degrees (F) orally, or higher in the last 24 hours
2. vomiting (must eat and keep last meal down)
3. diarrhea
4. 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.

Community Service

In an effort to encourage BCA students to use their gifts to help and influence the community that they live in, BCA has instituted a community service program. God has gifted us in many ways, and these gifts are not intended solely for us, but to minister to

those in need. The goal of this program is to make BCA students more aware of the people and issues that shape Bucharest, and more broadly, Romania.

BCA high school students in grades 9 through 12 are required to complete 15 community service hours (CSH) during each semester that they attend BCA. Students will fill out the Community Service Proposal form and turn it in no later than the last day of the second full week of the semester. Then, they will keep track of their service on the Community Service Log Sheet. The log sheet will be due no later than the last Wednesday of each semester. An essay on the experience will be due annually (in May) at the same time as the log sheet. Failure to turn in log sheets and/or the essay, by the deadlines, will result in loss of credit for that semester's community service.

Community service can be performed at various places and organizations. Students should carefully choose the organization with which they work. Finding a place that fits their talents, abilities and interests is critical for an effective and enjoyable service experience. Volunteer activities at churches, with mission organizations, or for charities are ideal for this requirement. The student's activities must be supervised by an adult, supported by his/her parents, and benefit others without financial or academic compensation to the student.

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.

Course Changes

Secondary students may change a class within the first 8 scheduled class periods at the beginning of fall semester. To change a class, the student must have a written request from their parent and set a time to discuss the proposed change with the Secondary Principal. The student must remain in the original class until notified by the Secondary Principal that classes have been changed. All changes will be subject to administrative discretion.

Daily Schedule

Students may begin arriving at school at 7:30am; classes begin at 8:00am. School is dismissed at 3:00pm. Students may remain after school if they are supervised by a staff member or parent.

Detention

Detentions may be given out by an administrator or a classroom teacher. They are held after school from 3:05pm-4:05pm. If the student is given a detention they must serve it by the following school day or the detention time will double. Students are expected to report to the administrator or classroom teacher who issued the detention.

In general, a student's first detention in a class will result in 30 minutes after school. Consequences for a 2nd offense will be one hour detention time plus a parent call from the administration. Students receiving a 3rd detention in the same class will serve one day of in-school suspension.

Dress Code

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

- § Hats, caps, and hoods are not to be worn in the buildings.
- § Pants, jeans, skirts, and shorts must fit correctly and be modest (i.e. not too baggy, tight, or short).
- § The hem of girls' shorts and skirts must not fall above their fingertips when standing.
- § Shoes are to be worn at all times.
- § Spaghetti straps, low cut tops, and tops with bare backs are not allowed.
- § Clothing must completely cover the stomach/midriff area.
- § 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.

Extra-Curricular Activities

Students involved in any extra-curricular activity represent the school and are expected to act in a manner that reflects Christ. All school rules apply at all school-sponsored events on the school campus and away from it. Satisfactory academic performance must be maintained to be part of extra-curricular activities. Participation in extra-curricular activities requires responsible behavior and good sportsmanship. Each extra-curricular activity will be chaperoned by male and female BCA staff members and/or parents of BCA students (approved by the administration). No student may attend an extra-curricular activity if they have not been present at school for at least half of the day.

At the discretion of the activity sponsor, in conjunction with the Director, non-BCA students may be allowed to attend some events. These students must be no more than two years older than the BCA student they are accompanying, approved by the administration, and agree to abide by all BCA standards and rules.

Field Trips

Students may 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.

Fundraising Guidelines

It is the responsibility of the class sponsor to oversee fundraising efforts and maintain financial records. However, because the purpose of student fundraising is to benefit the students and reduce the financial burden for parents, students and parents are expected to assume the majority of the work load.

- 9th Grade:** 4 bake sales/year
- 10th Grade:** 3-4 car washes/year
other fundraisers must be approved by the administration
- 11th Grade:** daily sandwiches
last hot lunch of the school year
Super Bowl/BBQ Party
1 other event fundraiser

- other fundraisers must be approved by the administration
- 12th Grade:** Senior Store
hot lunches (monthly)
Rummage Sale
Grounded (student coffee shop)

Graduation

High honors are awarded to those students who achieve a GPA of 4.0 or above. Honors are awarded to those students with a GPA of 3.67+. The graduation ceremony, as planned by the administration and graduation committee, is a time of public recognition of the senior students who have satisfactorily completed the graduation requirements.

Graduation Requirements

Graduation from BCA is based mainly upon earning the required credits. Therefore, no student will be permitted to skip any grade in high school. No ESL instruction will be provided during the senior year. All students must perform at the same basic level by that time and be held to the same standard. No separate ESL diploma is available.

Students are expected to pass all courses taken between grades 9 and 12. A minimum GPA of 2.0 must be achieved throughout the 9-12 grade years. Students who are taking classes outside of BCA (online or distance learning courses) and intend to use those credits towards graduation from BCA must have those classes approved by the administration.

Any student who fails a course will be required to make up the course credit. Due to course and schedule restraints that will generally not be possible at BCA. Necessary credits may be made up through online or distance learning courses, approved by BCA. The student and his/her family will be responsible for the finding the required course, all payment related to the course, and with supplying a transcript to BCA when the course is completed.

Between grades 9 and 12, students must earn the following credits (56 credits) in order to graduate (1 semester = 1 credit):

Bible	8 Credits*
English (9 th , World, British, American)	8 Credits
Social Science (World, Geography, American, Gov't/Econ)	6 Credits
Mathematics (Pre-Algebra, Algebra 1, Geometry, Algebra 2, Pre-Calc)	6 Credits
Science (Earth, Biology, Chemistry, Physics)	6 Credits
Foreign Language (2 years of same language)	4 Credits
Electives (drama, speech, music, art, yearbook)	15 Credits
Computer Science (may be taken for credit in 7 th /8 th grades)	1 Credit
Physical Education	2 Credits (Participation in a school-sponsored athletic program may be used to meet the requirement for PE, if the student remains on the team and academically eligible for the entire season. The season must consist of not less than 12 practices. Participation during junior high will not be counted.)

*A student must take and pass a Bible class each semester they are enrolled at BCA. Students are not required to have Bible credit for semesters attended at other schools.

In addition to the credits listed above, students in 9-12 must complete 15 hours of school-approved community service for each semester they are enrolled in BCA.

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 a student is involved and is unable to resolve the problem, the student and parent should 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.

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 7th-12th grades:

- § Enroll in classes as desired, to supplement home school curriculum (at the discretion of the Administration, space availability, etc.).
- § Enroll full-time at BCA, to complete high school studies. Receive a home school transcript (not a BCA transcript and diploma).
- § Enroll full-time at BCA, transferring home school credit, to graduate from BCA.

For students who desire the last option, to graduate from BCA, all of the following must be submitted for each course in which you are requesting credit for transfer:

- course description (including textbook name and publisher)
- course outline and objectives

- portfolio of student work
(A \$25/75RON charge will be assessed for each portfolio review.) For credits deemed transferable, corresponding grades will be accepted. Note: a student must be enrolled full-time for 2 years, or earn 28 credits at BCA, in order to be eligible for salutatorian or valedictorian.

Transcripts from accredited on-line courses will be accepted.

Homework

The primary purpose of homework should be the extension, practice, and review of material previously presented in class. Homework may also include pre-reading of material. Students who have difficulty completing assigned work on time should consult the teacher involved. In general, secondary students should not have more than 2-3 hours of homework per night. No homework will be assigned over the following holidays: Thanksgiving, Christmas, Easter or spring break.

Honor Roll

At the secondary level, honor roll will be determined by GPAs calculated at the end of each semester. To qualify for Director's Honor Roll, a student must have earned all A's (including A-'s). Those students earning all A's and B's (with a semester GPA of 3.5 or above), will qualify for Honor Roll.

Internet & Computer Use Policy

BCA believes that the benefits to educators and students from access to the internet exceed any detriments of access. However, because the detriments can have serious negative impacts, unacceptable uses of the internet through BCA facilities will result in discipline.

The computers at BCA are to be used as is. BCA will not be held liable for any personal information or data loss, nor any illegal activity. All software installations and interface customizations must be pre-approved by the System Administrators. If you need assistance or any software installed or configured, you can contact the System Administrators via the Front Office.

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 school 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.

Male/Female Relationships

Out of common courtesy and in consideration of all students, there will be no public displays of affection or inappropriate touch between students on campus, or at any school-sponsored or related activity. This includes hugging, kissing, embracing, holding hands, etc. In any relationship between a BCA student and a non-BCA student (including alumni), the couple are expected to obey all BCA regulations.

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 student. The medication should be in a container labeled with the student's name. A written note from the student's parent—stating authorization of use, dosage, etc.—must be turned into the Main Office when the medication is brought to school.

Medical Emergencies at School

A completed health form is required for student registration at BCA. If a student receives a minor injury at school, they will be sent to the Main Office. 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.

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.

Parent Teacher Conferences

Parent-Teacher Conferences may be scheduled by parent or teacher at any time during the school year. Parents who would like to request a conference may call the teacher they desire to see to set up a conference time.

Plagiarism

Students will be instructed in class on how to write to avoid plagiarizing and be given examples of how to correctly cite authors' work. Any student caught plagiarizing will receive a zero for that assignment. The second and all consecutive offenses will result in zeroes on the assignment and the lowering of the semester grade by a letter. For each offense a note will be sent to the student's parents.

Report Cards & Grading

Report cards are issued six times per year. They must be returned to the school, with a parent/guardian's signature, within a week of their issuance.

For grades 7-12, letter grades are assigned according to the school grading scale, based on an average of the student's work in each class. The school grading scale is as follows:

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

Final report cards and/or transcripts 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.

Secondary Retreat

A retreat for BCA students in 7th-12th grades will be held outside of Bucharest each fall. The retreat will typically last from Thursday-Saturday and will be chaperoned by BCA administration and secondary teachers. As a mandatory part of BCA's educational curriculum for all full-time secondary students, all transportation, room, and board costs will be paid for by BCA. As space permits, part-time and English as a Second Language students may be invited, but are not required, to attend the retreat. They will be responsible for covering all costs associated with their attendance.

Semester Exams

All secondary students will take semester exams during the assigned exam schedule at the end of each semester. Semester exams will make up 20% of a student's semester grade. Each semester's exam will be comprehensive and cover the material studied throughout that semester. No other tests or assignments can be given during exam week, and all projects and papers must be due no later than the Friday before exam week (this includes final projects which are in lieu of final exams). Seniors with a course grade of 94% or above may be exempt from taking the spring semester exam for that course, at the discretion of the teacher.

Senior Year

As a senior privilege, the class may organize a **senior trip** at its own expense, under the supervision of its class sponsor(s). School time may be given for a part of the trip, at the discretion of the administration. Eligibility for the trip will be determined at the time of the last progress report before the trip is scheduled. Seniors must be on track to graduate with all required credits. A minimum GPA of 2.0 and no F's must be achieved. All BCA guidelines, as outlined in the student and staff handbooks, are applicable on the Senior Trip.

The destination of the trip must be within Europe. Administrative and parent approval must be secured before reservations are made. Should the seniors elect, by a simple majority vote, to open their trip to participation by other classes, the trip must take place over Spring

Break. This must be decided within the first month of the school year, and requires the permission of the administration.

Fund-raising done by the senior class throughout the year will be monitored by the class sponsor(s). Class sponsor(s) are responsible for keeping track of senior participation in fund-raising and distributing these funds fairly when it comes time for the trip. Seniors will be limited to raising no more than 400 €/student for their trip.

There will be no authorized senior 'skip day'. Consequences for any student choosing to skip school will be at the discretion of the administration and may include suspension, service hours, and/or loss of senior privileges.

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 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:
 - a. Respect those in authority.
 - b. Respect the learning environment.
 - c. Respect each other.
 - d. Respect all property.
 - e. Respect the Romanian people and their culture.
 - f. 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.

Student Council

The Student Council, in conjunction with their sponsor(s), plans and carries out activities and programs of a co-curricular nature as a service to the students and the school. Its organizational structure, eligibility requirements, and the responsibilities of its members are detailed in the Student Council Constitution.

Student Dances

No dances will be sponsored by BCA or allowed on BCA property. Dancing as a cultural or choreographed presentation may be permitted at the discretion of the Director.

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 will be permitted to use BCA's phones for emergencies only. Permission must be requested from the Receptionist or administration.

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 and/or library materials

Valedictorian & Salutatorian

The senior with the highest GPA will be named Valedictorian and have the privilege of delivering the Valedictory address at graduation. The senior with the second highest GPA will be named Salutatorian. The selection process will begin after the completion of the last progress report of 2nd semester. Valedictorian and salutatorian candidates must have attended BCA a minimum of 4 semesters and have GPAs of at least 3.25. Their graduation addresses must be approved by the Director. In the case of two or more identical GPAs, those students will receive the co-valedictory title and the valedictory speech will be shared.

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 3rd, 2009.

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

Student's Name

Student's Signature

Parent's Name

Parent's Signature