

BRYN ATHYN CHURCH SCHOOL

PARENT HANDBOOK



2011-2012

BACS School Emblem

The Tree of Life

“The tree of life which bare twelve manner of fruit every month: and the leaves of the tree were for the healing of the nations.” Revelation 22:2

The tree of life as seen in the Holy City New Jerusalem is the primary symbol of the school’s emblem. It symbolizes the love and wisdom which comes from the Lord and is received by people who know Him, love Him and seek to do His will. The leaves on the tree picture His truths and the fruits picture His love in eternal variety and infinite in number (TCR 48).

He Shall Gather the Lambs

“He shall feed His flocks like a shepherd: He shall gather the lambs with His arm, and carry them in His bosom.” Isaiah 40:11

Lambs in the Word correspond to innocence. Since the Lord is true innocence Himself He is sometimes called ‘the Lamb’ or ‘the Lamb of God.’

In human terms, innocence applies to a person’s willingness to be led by the Lord. The lamb in the emblem therefore represents the students, teachers, and parents of our New Church school who want, more than anything else, to be led by the Lord. He is our Gentle Shepherd, who teaches us, guides us, gathers us into His arms.

My Rainbow in the Cloud

“I do set My rainbow in the cloud, and it shall be for a token of a covenant between Me and the earth.” Genesis 9:13

As the rainbow joins the sky with the earth, so the Word presents the things of heaven as ideas that our natural minds can grasp. The rainbow is a symbol of our covenant with the Lord and it expresses our dependence on His Word to learn about Him and come to know the realities of the spiritual world. To have true freedom, people must first understand the Lord’s will from His teachings before they can apply it to their lives.

A Crown of Life

“Be thou faithful unto death, and I will give thee a crown of life.” Revelation 2:10

The “crown of life” appears on the school emblem representing gifts of wisdom and heavenly happiness received by those who are faithful to His Word. As individuals choose their path in life based on His commandments, they will be “faithful unto death” and receive from the Lord “a crown of life.”

The inmost purpose of New Church education is to provide every student with the means to think and act from the Lord’s Word and so come to experience the joys and happiness of heaven.

MISSION STATEMENT

The Bryn Athyn Church School seeks to provide children with an education based on the teachings of the New Church to prepare them to become confident, caring and useful citizens of this world, and of the Lord's heavenly kingdom.

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1. NEW CHURCH EDUCATION

1.1 Mission and Governance

Bryn Athyn Church School provides children with an elementary education based on the teachings of the New Church. The faith of the New Church is integrated into every aspect of the life of the School through direct and indirect instruction. Bryn Athyn Church School is an entity of the Bryn Athyn Church governed by the Bryn Athyn Church Board. The Trustee's School Committee, a board committee, works directly with the school on governance issues.

1.2 Core New Church Beliefs

The Bryn Athyn Church School program is based on doctrinal teachings about the nature of children and how they should be led and taught so as to grow up healthy and happy both naturally and spiritually. The General Church of the New Jerusalem, of which Bryn Athyn Church is a part, has as its core purpose to help people throughout the world grow closer to the Lord God Jesus Christ as He has revealed Himself to us in His Word, first in the Old Testament, then in the New Testament, and now at His Second Coming in the Heavenly Doctrine given through the theological writings of Emanuel Swedenborg.

The New Church teaches that:

- There is one God, the Creator and Redeemer of humankind, and He is the Lord Jesus Christ.
- The Heavenly Doctrines given through Swedenborg reveals a spiritual meaning within the Bible that applies universally to people today.
- The Lord gives every person the ability to recognize good and evil and the freedom to choose between them.
- Each of us continues life as a complete person immediately after the death of the body. We go to either heaven or hell according to our choices between good and evil during life in this world.
- We do the Lord's will and express our love for Him when we obey the Ten Commandments, shun evils as sins against Him, fulfill the duties of our occupation, and show love for our neighbor by performing unselfish services for family, community, country, and church.
- Marriage is a holy covenant, made before the Lord, between one man and one woman. True marriage, held to faithfully in this life, continues forever in heaven.
- The Lord has given the Word so that people may know and love Him and live the life that will lead to heaven. If people respond in this way, the Lord can bless them with all happiness to eternity.

The Bryn Athyn Church School exists to educate children in the light of these teachings and with the expressed hope that their families will embrace them as well.

1.3 Teachings at the Heart of New Church Education

- Life on earth is a preparation for eternal life.
- Knowledge concerning the Lord as revealed in the Word is the most important knowledge people can have. (AE 1096)
- All instruction is designed to open a way for the Lord's presence with His children. (AC 1495, 3690:2, 6333:4, 7012)
- Knowledge from the Word that is properly organized can serve to open the way to the Lord as no other knowledge can. (AC 1461, 1902, 3665:5)
- Properly organized knowledge from the Word is essential to the formation of spiritual qualities and values. This knowledge is the basis for genuine moral and civil values. (AC

1486, 1901, 1964, 3667:3, 6047)

- Knowledge about the natural world is meant to illustrate and confirm spiritual truths if properly ordered and organized by those truths. Three central teachings affirm this principle:
 - Everything is created by God.
 - Everything is created for a purpose.
 - All things reflect an image of the Lord's kingdom. (AC 1434, 1472, 1964, 5276:2; HH 56, 356; TCR 11:3, 508)
- The Lord gives parents a love of caring for children, which involves protecting and educating them in a sphere of innocence. (CL 386)
- Innocence in childhood should be preserved and protected by a suitable and orderly atmosphere fostered by parents and teachers, so that children will gain the most complete affirmation of what is good and true. (AC 1472, 1992:4, 2689:3, 5135)
- Every falsity implanted in childhood and youth is a stumbling block to the perception and reception of truths from the Word. Therefore, “nothing is more important to a person than to know what is true.” (AC 794, 875, 1188, 2243, 5128:2; AE 478)
- For all of the above reasons, the education of children is a primary work of charity. (Char. 174)

1.4 The Purpose of New Church Education

New Church education begins in the home where the foundations are laid by the parents. The greatest single influence in the life of a child is affection for his or her parents, and it is through this first-formed affection that the Lord instills the spiritual delights called remains. When a child's social and academic needs grow beyond what a home typically provides, formal education in a school setting provides for a child's further development. The school then works in cooperation with the home, building upon what has already been established in the home. It is essential that together the home and school reflect and implement the life and faith of the New Church.

New Church education rests on the premise that a person is a spiritual being, endowed by our Creator with the ability to acquire knowledge and develop a rational mind which can discern true ideas from false ones. When a child's delight in learning is directed to the Word, he or she can be introduced into a progressively interior perception of the Lord as a Divine Human. This is the reason the school and the home must support each other, for the truth that is not received with affection does not remain, and the quality of the affection by which the truth is received is profoundly influenced by the home.

The purpose of the New Church school in supporting the life and faith of the home is to:

- Establish in the mind of the child a true idea of God.
- Foster and protect an atmosphere of innocence which is how the Lord becomes present with people.
- Cultivate in children an affection for the spiritual truths in the Word.
- Assist every child in their understanding of spiritual truth and its application to the good of life.
- Support the development of a spiritual conscience in each student.
- Equip the child for a life of useful participation in society.

(Derived from Education for Use by Rt. Rev. W. D. Pendleton)

2. PARENT SCHOOL RELATIONSHIP

2.1 A Cooperative Relationship

The education of a BACS student is most coherent when a mutually supportive relationship exists between home and school. Parents are vital to the New Church education of a child. Parents actively provide a child with an array of educational experiences by serving as role models for a spiritual, moral and civil life. The school strives to support families in embodying New Church principles in the home.

We ask that all members of the school community support the Bryn Athyn Church School Mission and Core Religious Beliefs. Parents support a child's New Church education by:

- 1) Modeling religious and moral behavior as described by New Church doctrine.
- 2) Promoting church teachings.
- 3) Abiding by school rules and policies.
- 4) Communicating with school community members directly, promptly and constructively.
- 5) Volunteering and actively participating in parent educational opportunities.
- 6) Remaining informed about curriculum.
- 7) Honoring financial commitments to the Bryn Athyn Church.
- 8) Reading and responding to school communications and the Parent Handbook.
- 9) Following school security procedures.

A healthy relationship between school personnel and parents promotes the best possible school experience for a student. While parents may not agree with all school decisions or policies; constructive cooperation occurs where there is a patient and realistic expectation for a child's learning process. BACS reserves the right to terminate student enrollment should parental behavior undermine mutual trust and respect with the school. BACS recognizes that a positive working relationship with parents is essential.

2.2 Tuition and Fees

Bryn Athyn Church School collects tuition to help subsidize the cost of educating each student. The Bryn Athyn Church has approved the following tuition of \$5,765 and comprehensive fee of \$1,040 for the 2011-2012 school year. Those families who do not qualify for financial aid are responsible for both tuition and comprehensive fees (\$6,805). Bryn Athyn Church School has long been committed to providing families an affordable education. We offer need based aid to all who qualify. In fact, each student receives some form of aid as the actual cost of educating a BACS student is closer to \$14,000.

Bryn Athyn Church utilizes TADS www.tads.com as a third party to manage billing and financial aid. Parents are expected to accept and honor the terms and conditions that govern billing as per the TADS agreement. Please contact BAC Treasurer, Stewart Asplundh with any questions regarding billing and/or financial aid.

2.3 Director's Council

An important means of communication between home and school is the Director's Council. The council is composed of up to twelve parents, teacher representatives from several grade levels, and the Director. It performs the classic threefold function of a council – an avenue of communication from parents to the school, an avenue of communication from the school to parents, and a forum to discuss issues related to the school.

The names of members are published annually in the *Communik-8or*. Please feel free to contact them if you have any questions or suggestions. If you might be interested in serving on the

council, let a member know, since one-third of parent representatives is changed each year.

Vision:

The Director's Council exists to support a successful partnership between educators and parents as guided by the Lord's revelation, other sound principles, and educational standards that enhance the overall development of the students.

Mission:

To accomplish this vision, the Director's Council brings together parents, teachers, and administrators for meetings to promote a mutually supportive relationship between home and school.

Goals:

- Fostering a positive relationship between home and school
- Providing a forum for communication about educational and BACS community matters
- Providing a healthy venue for bringing parent concerns to the school's attention
- Sustaining continuity through the changes of administration and committee members

Action:

The Council conducts monthly meetings with agenda items and methods for follow-through from previous meetings. The Council initiates frequent communication with the parents using a variety of methods, such as open meetings, panel discussions, surveys, letters, newsletters and email.

2.4 Volunteering

Our school community is strengthened by a strong bond between home and school. One way of reinforcing that bond is through parents and teachers working together. There are increasing opportunities for parents to be involved in the life of BACS through volunteering. One such way is that each class has a Class Parent volunteer, who provides many useful services, such as organizing food for educational festivals, arranging parent chaperons for school trips, etc. If you are interested in placing your name on a list for being a Class Parent for the following year, please contact Julie Carr, our Head Class Mom (215-947-1673). Otherwise, look for communication from your child's Classroom Teacher or the Class Parent during the school year for ways to help out in your child's classroom. We will also advertise other opportunities for volunteer activity as we head into the 2011-2012 school year via the CommuniK-8or and email.

2.5 Communication Protocol

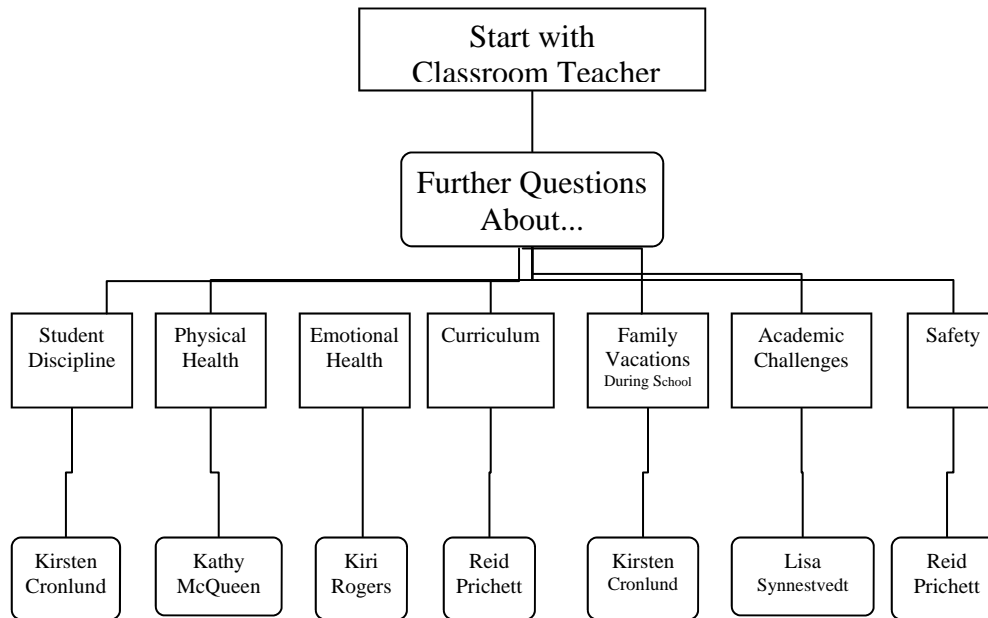
BACS fosters close communication between the school and home to promote a mutually supportive learning environment for your child. We promote a proactive approach to addressing problems and concerns. Parents should *communicate with their child's teacher first* about any matters that may affect their child's school life. General information on student progress is provided through regular reports and parent meetings. Teachers communicate with parents if there are concerns about a child's academic performance or behavior.

Please contact the following people about these other school related matters:

Topic	Person	Role
Religion Program	Phil Schnarr	School Pastor
Music Lessons	Nancy Metroka	Music Lessons Director
Extra-PE	Alex Rogers	Athletic Director
ACE Program	Joanne Keil	ACE Director
Lunch Bunch	Joanne Keil	Preschool Director
School Technology	Lucas Mergen	Technology Director
Busing	Liz Childs	School Secretary
Community Service	Greg Henderson	Service Head
Visiting Students	Kirsten Cronlund	Elementary School Director
Educational Testing	Lisa Synnestvedt	Student Support Director
Fundraising	Reid Prichett	Headmaster
Tuition/School Finances	Stewart Asplundh	Treasurer
Enrollment/Admissions	Howard Thompson	Enrollment Management Director
Bryn Athyn Church Outreach	Erik Buss	Assistant Pastor
Bryn Athyn Church	Jeremy Simons	Pastor

Sometimes questions about your child's school life may involve school personnel beyond the classroom teacher. Please refer to the flowchart below to determine whom you should contact with a question.

Whom Do I Contact?



Headmaster	Reid Prichett
Elementary School Director	Kirsten Cronlund
Student Support Director	Lisa Synnestvedt
School Counselor	Kiri Rogers
School Nurse	Kathy McQueen

3. ATTENDANCE AND TRANSPORTATION

3.1 Daily Schedule

The schedule for the normal school day will be as follows:

7:30 a.m.	bused students arrive
7:45 a.m.	School opens
8:00 a.m.	All students in their classrooms
8:10 a.m.	Morning worship
8:30 a.m.	Classes begin
12:15 p.m.	Lunch
12:55 p.m.	Arrive for afternoon session
1:00 p.m.	Afternoon classes begin
2:30 p.m.	End of afternoon session

- 1 Kindergarten dismisses at 12:15.
- 2 Primary Unit dismisses Monday at 12:15.
- 3 School dismisses Friday at 12:15.

At the completion of the school day students are expected to leave the campus unless they are participating in extra-curricular activities.

3.2 Absence and Lateness

Absences and lateness can interfere with learning. We recognize that it is necessary to miss school during illness, but efforts should be made to maintain student attendance at all other times.

What to do when your child is late or absent:

- Call the school secretary (215-947-4086 ext. 213) on the morning of the absence **and** deliver a written note or email the classroom teacher explaining the reason for the lateness/absence upon the student's return to school.

Bryn Athyn Church School supports and intends to be in compliance with requirements of the Commonwealth of Pennsylvania State Board of Education regulations pertaining to compulsory pupil attendance. **Students who are absent from 10% or more of scheduled school in a given term may be required to do make-up work or may be dismissed from BACS.**

Students arriving after 11:15 a.m. or going home before 11:15 a.m. will be credited with a half day of attendance.

3.3 Lateness

Students arriving in their classrooms after 8:00 a.m. are considered late.

3.4 Medical Appointments

Notification of appointments should go to the homeroom teacher and school secretary two days in advance.

3.5 Daily Dismissal

Children *must* follow their family's daily pick-up plan. Any changes to the plan should be communicated *in writing* to the School Secretary upon the students' arrival at school. Primary students should also provide their teacher with a note. Arrange play dates directly with your child or other parents. Please call our School Secretary when unforeseen circumstances require last minute changes in plans.

In cases where there is custody dispute, we require up-to-date arrangements about who is designated to drop off and pick up students, including any relevant legal documents. Such information must be signed by both parents. Parents must submit to the Elementary School Director a written pick-up plan at the beginning of each school year.

3.6 Excused Absences

The Elementary School Director is authorized to excuse a child from school attendance for the following reasons:

Illness

Quarantine

Impassable roads/inclement weather

Death in the family

Health care

Other urgent reasons approved by the Elementary School Director

3.7 Absence for Travel or Vacation

We request that all parents respect the school calendar when making vacation plans. Children should not be taken out of school for vacation or travel when school is in session. We ask especially that parents **NOT** extend school vacations by leaving early or returning late. Please seek permission from the Elementary School Director in the event that an absence seems justified.

3.8 School Busing

Busing is provided to individual students by their public school district. Questions about busing should be directed to the School Secretary.

Some school districts allow students to bring friends home with them on the bus. Requests for a permission slip must be made to the school secretary by 8 a.m.

3.9 Crossing Guards

Crossing guards are provided by the borough of Bryn Athyn at designated spots to help students crossing main roads. For information about the location of these crossways, see the *Bryn Athyn Post* and school notices. Crossing guards are on duty immediately before and after each school session, and students must cross where there is a crossing guard. Students walking from school have only 15-minutes during which crossing guards are present. BACS also provides student crossing guards at the Society Building where children are dropped off and picked up by private cars. We request that parents support this system by also crossing at this point when entering the Society Building.

3.10 School Closings, Delayed Openings, and Cancellations

Weather or other emergencies might require that school be delayed, cancelled, or closed after the school day has begun.

Parents should assume BACS is holding classes even in inclement weather, unless notified otherwise. Notification of late openings or school cancellation will be announced through the Call-em All system and through KYW. Our call number is 411 (Montgomery County). Announcements are also posted at www.kyw.com.

The decision of whether to cancel or delay school opening for BACS is largely dependent on whether or not buses are running in school districts where our students live. Other factors such as student illness, power, or heat may influence this decision.

Emergency dismissals are called in extreme conditions. You will be contacted if your child is to be sent home. Parents will be reminded of instructions they have provided as to which dismissal category their child fits into: bus, “express walker,” or held until an authorized adult provides instructions. Parents who opt for non-express status will hear, as part of the message, what numbers to call to provide the necessary information so the school knows whether a child may walk, bus, or be picked up. **Please do not tie up your own phone lines by calling the school during an emergency. A message will be sent to designated phone numbers via Call-em All.**

Important Emergency Information:

- The call-back numbers are the **ONLY** numbers parents should use to call the school during an emergency dismissal. Do not call classrooms.
- Pick-ups may only occur at the Society Building. Parents may not enter the school building during an emergency dismissal so that we can keep track of all students.
- If outside conditions are unsafe, students might not be released to proceed via certain modes of transportation until conditions stabilize.
- Special arrangements (play dates, for example) based on normal dismissal times/conditions will not be honored in case of an emergency dismissal. Instead, we will revert to previously determined dismissal instructions.
- Students in K-3 are not eligible for express status unless accompanied by an older sibling.
- Students will not be released to neighbors or relatives not listed as emergency contacts or designated in advance.

For more information about these procedures, contact the Elementary School Director at Kirsten.Cronlund@bacs-gc.org or 215-947-4086. Ext. 214.

3.11 Bicycles, Skateboards, Roller Skates, Scooters, Heelies, Etc.

PA State Law requires that students under twelve wear approved helmets to protect against head injury. The Bryn Athyn Public Safety Committee recommends that skateboarders and rollerbladers wear safety helmets as well as elbow and kneepads.

Students should not ride bicycles, skateboards, roller skates, roller blades, scooters, or other mechanical means of transport on BACS campus during school hours. They may be used on campus after 3:00 PM on weekdays and anytime on weekends. They may not be ridden in or on school buildings.

Bicycles must be parked in or near the stands provided.

4 COMMUNICATION

Please see section 2.5 for Communication Protocol if you are wondering whom to contact with specific questions or concerns.

4.1 School Communication

School and student communications will be shared with parents. The school will honor court orders indicating otherwise.

4.2 Email

In an effort to minimize paper waste, BACS is incorporating uniform use of email as a way to get important, timely information out to parents. Please make sure to carefully read email updates you receive from the school.

4.3 *CommuniK-8or*

Parents are expected to read the school newsletter, the *CommuniK-8or*. It contains important school information. It is published biweekly, will be sent to parents via email, and is available on the BACS Website.

4.4 Website

Parents should refer to the BACS website, www.brynathynchurchschool.org, for school information including: updates of upcoming events, deadlines, admissions information, etc.

4.5 Call-em All

BACS uses the Call-em All system to convey important information to parents such as delayed school openings, cancellations and emergency closing information (see section 3.12).

4.6 Incoming Calls

Please contact the School Secretary to convey routine messages to teachers. Please do not call teachers during class hours unless it is essential.

4.7 Use of School Phones

Faculty and Staff may only give students permission to use school phones in emergencies.

5. ACADEMICS

5.1 Homework

Homework is an integral part of education, serving a variety of uses that include:

- Reviewing and practicing classroom material
- Preparing students for the next day's work
- Encouraging students to use additional resources
- Exploring concepts more fully than there is time for in school
- Learning to work independently
- Encouraging self-discipline and time management
- Promoting family interactions, such as shared reading
- Serving as a check for teachers about students' understanding of material

General guideline of typical amounts of nightly minutes per grade level:

K	– 5 (recitation only)
1 st	– 15
2 nd	– 25
3 rd	– 35
4 th	– 40-50
5 th	– 45-55
6 th	– 60-65
7 th	– 70
8 th	– 80

The total amount of time each child spends on homework will vary. The Primary Unit does not give homework on holidays and weekends. The Intermediate Unit does not assign homework on holidays and usually not on the weekends. Long-term projects are an exception.

The Upper Unit does not give homework over holidays. Homework may be assigned over the weekend for classes that meet on Monday. Generally, tests will not be given on Monday.

Make up work may be assigned over weekends and holidays.

Parents' Role

Parents play a significant role in making homework a positive experience. In the younger grades, parental involvement is primarily helping them recite recitations and reading with them. Parents help children as they progress through school by providing a structured environment to do homework, and by supporting teachers' expectations with regard to homework completion. Parents are a vital communication link with the teacher. Parents should email the teacher when students struggle to complete homework.

5.2 Promoting Students to the Next Grade

If students have completed the requirements for a given grade by the end of the school year, they are promoted to the next grade.

5.3 Retaining Students

Retaining a student at their grade level is considered only as a last resort because of the social and emotional impact. Where there is any question of a student remaining at the same grade level parents will be notified well before the end of school.

Students with an average over three terms that is below 70, in any subject, may be required to:

1. do work during the summer as assigned by the teacher of that course.

Students with an average over three terms that is below 70, in any two of the following subjects: Religion, Math, History, Geography, Science, Language (Grammar), Composition, or Reading Skills (Literature), may be required to:

1. advance to the next grade under a regular tutoring program, as established by the teacher(s) involved, or
2. repeat the grade the following year.

Students on a modified program, in whole or in part, will be treated as separate cases.

5.4 Diplomas and Certificates of Attendance

Students who complete eighth grade in a satisfactory manner will receive a diploma. Eighth grade students with an incomplete or failing a course may receive a certificate of attendance.

5.5 School Supplies

Prior to the start of the school year, parents will receive a supply list identifying items that students are expected to bring to school. Textbooks are provided to students in the older grades.

5.6 Library Information

The Bryn Athyn Church School Library is open from 8:00 to 3:00 on Monday, Tuesday, Wednesday and Thursday during regularly scheduled school days. It closes at 12:30 on Friday and is closed during the weekends and all holidays. The library has limited summer hours.

The Bryn Athyn Church School Library is open to all families of the Bryn Athyn Borough and to families that have children attending the school.

Books are due after two weeks and can always be renewed.

Fines:

Primary students are reminded during their library classes that they have overdue books. Older students are also verbally reminded about their overdue books during lunch recess and when they use the library during the week.

Formal notices are emailed to the parents of the student on an as needed basis or upon request. Parents will receive an email about overdue books about once or twice per semester.

Primary Grades are not fined for overdue books.

4th and 5th grades are fined \$.05 per day.

6th, 7th and 8th grades are fined \$.10 per day.

Primary Grades:

Kindergarten students visit the library twice monthly. The books they select during this time are kept in the classroom, to look at and share among their classmates. If parents would like to check out books for their kindergartener to bring home, please bring them in independently during library hours.

1st, 2nd, and 3rd Grades all have weekly library times. We encourage students to take home and read books they select during this time.

Intermediate Grades:

Library and research skills are taught to the Intermediate Grades during the year. These classes vary from 4 to 8 weeks in length. The Intermediate Grades do not have scheduled times in which they are able to select books for their recreational enjoyment. They are encouraged to come in during lunch break and after school to select books.

Upper Grades:

Library classes are not formally scheduled for the Upper Grades. The Library is scheduled on an as needed basis. It is mainly used for instruction in research skills. 7th and 8th grade students may borrow books during the lunch break and after school, or during the school day with permission from their teacher.

6. RULES AND DISCIPLINE

6.1 Rules Governing Student Behavior

“The Lord is order itself; and therefore where He is present there is order, and where there is order He is present.” (AC 5703)

The object of BACS discipline system is to create a charitable, safe, orderly, and happy environment for all students and teachers. Rules are based on principles drawn from the Word and on principles of common sense. Each unit and classroom has its own rules in addition to the general school rules, which are published in the classroom handbooks.

Our intention is to support students’ development of self-discipline and self-regulation from a sense of charity. In this way they invite the Lord’s presence. Courteous manners, speech, and gestures are external signs of charity and are habits practiced by BACS students, and students are expected to treat all property with respect.

6.2 BACS Code of Conduct

1. We will respect the Lord, His Name and His Word
2. We will be honest, kind and helpful
3. We will demonstrate respect toward others, ourselves, our school and community.

6.3 Major School Rules. Students may not:

1. Disrespect the Lord (i.e. taking the Lord’s name in vain)
2. Disrespect the rights of any member of the BACS community
3. Engage in dishonest behavior including: lying, cheating, plagiarism, and forgery
4. Break federal, state, and local laws
5. Endanger the health and safety of others or oneself including:
 - use, possession, or distribution of controlled substances (inhalants, acids, alcohol, tobacco products, drug paraphernalia, etc.)
 - use or possession of real or fake weapons (knives, slingshots, guns, and fireworks)
 - gaining access to or being on the roof of a building
 - loitering on school grounds after school
6. Steal or vandalize
7. Engage in inappropriate sexual conduct
8. Use foul, profane, or sexually inappropriate language or gestures
9. Create or possess pornographic materials
10. Jeopardize the good name of Bryn Athyn Church School
11. Have repeated violations of the rules governing student behavior

6.4 Other School Rules. Students may not:

1. Throw snowballs on campus
2. Climb trees on campus
3. Climb on ladders or scale any contraptions without written parental permission

6.5 Enforcement of BACS Rules:

Minor Behavior Infractions:

Minor infractions described here and/or in classroom handbooks will be addressed by the classroom teacher. Faculty members will notify the Elementary School Director of a student who continues to engage in repeated minor behavior infractions. Repeat minor behavior infractions become a major rule infraction.

Major Rule Infractions:

Major rule infractions will be reported to the Elementary School Director and/or the Headmaster. The student will be given appropriate consequences (i.e. detention, in-school suspension, out-of-school suspension, dismissal.)

1. Parents will be notified of major rule infractions and consequences by the Elementary School Director.
2. Students breaking a major school rule may be dismissed from school by the Headmaster.

An escalating scale of responses is designed to help students learn natural consequences for inappropriate behavior. The Elementary School Director and the Headmaster may utilize any one or combination of the following consequences for rule infractions:

- Personal conference with student
- Personal or phone conference with parent
- Behavior slip for parent signature
- Withdrawal of privileges (i.e. extra-PE)
- Detention
- Suspension (in or out of school)
- Probationary period
- Dismissal from school
- Other appropriate responses

A typical progression through the discipline system might proceed as follows:

1. Three detentions within five school days results in an in-school suspension and disciplinary probation.
2. Two in-school suspensions during a term or while on probation results in an out of school suspension.
3. Two out of school suspensions while a student is on probation results in dismissal from school.

The Elementary School Director will review student's probation status at the end of each term.

The school retains flexibility in dealing with students who have committed rule infractions. Civil authorities may be involved if appropriate. While most misbehavior is dealt with in a gradual response manner, serious offenses may lead to immediate significant disciplinary responses.

It is expected that students will refrain from any action outside the school environment that might bring discredit, embarrassment, or harm to members of the BACS community. A BACS student represents the school in his/her words and deeds, even when off-campus. Students whose off-campus behaviors are prejudicial, harmful or potentially dangerous to students or the school community may be subject to the school's disciplinary policies (i.e. inappropriate behavior on school buses, damage to school grounds or property, bullying of other students that affects school participation, or public (online) declarations that discredit the school or its personnel.)

Upper School Homework Policy

Homework completion is an important part of academic and study habit training. Therefore, the timely completion of assignments is expected, and serious consequences follow for disregard of this expectation. In the 7th and 8th grades, an escalating consequence system exists which may lead to a student’s removal from the school when more than 15 assignments in one term are not turned in.

Withdrawal from School

A student not subject to disciplinary action may withdraw from school upon written notification to the headmaster by a parent/guardian. A student may be asked by the Headmaster to withdraw from school. Any claims or settlements arising from a withdrawal or dismissal are subject to the terms of the enrollment agreement between the school and parents/guardians.

Suspension

In some instances, the nature of the violation might indicate that temporary separation from the classroom or school is warranted. The length of the suspension may vary.

Dismissal

In some instances, the nature of the violation might indicate a student be dismissed from the school. Students who have been dismissed or withdrawn for disciplinary purposes may not return to campus or take part in school-sponsored events unless they secure advance written permission from the Elementary School Director.

Readmission Policy

Students who have been dismissed from school or who have withdrawn for disciplinary purposes cannot reapply until the following academic year. The admissions committee will evaluate the student’s candidacy upon receipt of a complete application.

6.6 Care for School Facilities

Students are involved in the cleaning of classrooms and the school to foster an orderly sphere.

Students demonstrating disrespect for school facilities will face disciplinary action.

Some specific guidelines:

1. No stickers are to be placed on the inside or outside of lockers.
2. Lockers are to be kept tidy. Inspections are encouraged.
3. Upper Unit locker doors must be closed and latched as designed without forcing hinges.

Note – School Personnel may inspect lockers and desks at any time. Students must provide the Classroom Teacher combinations or keys to locks placed on student lockers.

Students or their parents will replace or pay for damaged school property.

6.7 Bullying

Bullying is a form of aggression in which (1) the behavior is not accidental, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties. This imbalance of power may be physical or psychological. The following are examples of bullying.

Verbal Bullying (including Cyber-Bullying)	Taunting, teasing, name calling, using words to humiliate, intimidate, ridicule or hurt feelings; spreading rumors, whispering about another student; refusing to let someone else speak. Racial epithets and other
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	discriminatory statements are considered bullying and are unacceptable.
Non-verbal and Non-physical Bullying	Making threatening gestures, making obscene gestures; making gestures which indicate contempt or other negative attitudes; excluding others from a group; manipulation of others' friendships.
Physical Bullying and Sexual Harassment	Hitting; kicking; punching; shoving; destruction or theft of property; encouraging another to assault someone. Sexual harassment is another form of bullying in which the intent is to demean, embarrass, or humiliate another person; jokes, comments or taunts on sexual body parts, passing unwanted notes or pictures of a sexual content.

To combat bullying behavior, BACS takes a multifaceted approach, including extensive supervision, an active prevention program, clear boundaries, significant consequences, help for those who are targeted, and an annual survey to determine the effectiveness of the program.

The prevention program focuses upon regular class discussions on charitable interactions and non-charitable interactions (bullying). Students learn not only to identify bullying behaviors, but also learn ways to deal with it if one is a target of bullying, and to assist others who might be targets. Additionally, a consistently applied system of rules and consequences at school can help students who struggle with bullying behavior to develop more respectful habits.

When the homeroom teacher identifies bullying behavior, a bully warning or strike is issued. Parents are notified by the classroom teacher, who outlines the consequences for future bullying behavior. Such consequences range from a discussion about the serious nature of bullying to restorative action to detention or suspension, and can ultimately lead to dismissal from school as described in section 5.4. Support is provided for the child who has exhibited bullying behavior – both through individual instruction and, in some cases, a reward system to encourage a change of behavior.

6.8 Cell Phones

Phones can disrupt classes, and be used for cheating or inappropriate audio and visual recording. BACS observes the following phone rules:

- Cell phones should be turned off and not be used during the instructional day (7:45-2:30), or during any school-sponsored event, such as Extra PE, play rehearsal, etc.
- Students may use cell phones at dismissal as they exit the building.
- Cell phones should be kept in student lockers or backpacks during the instructional day (not in students' pockets). They should be out of sight, and be turned off or on silent ring at all times during the instructional day. (Some teachers may wish to collect them and keep them in a secure area.)
- Cell phones may not be used for games, audio recording, taking photographs, playing music, or any other feature at any time during the instructional day.
- Cell phones may never be used in bathrooms or locker rooms.
- Use of cell phones for field trips and sporting events during or after school hours will be at the discretion of the sponsor/coach.

Consequences:

- 1st offense: Cell phone is confiscated and returned to the student at the end of the school day.
- 2nd offense: Cell phone is confiscated and returned to the student's parent or guardian at the end of the school day.
- 3rd offense: Cell phone is confiscated and returned to the student's parent or guardian at the end of the school day. Disciplinary consequences may be applied.

6.9 Personal Electronic Devices

Personal electronic devices (i.e. iPods, disc players, electronic games, etc.) may not be used in the school building during school hours. A device visible or used during the school day may be confiscated.

Students may take photographs during field trips and special events, but no pictures may be taken during the school day except with a school camera under teacher supervision.

6.10 Food

Students may not chew gum at school. Food and drink may be consumed only at break and lunch times, and only in the classroom. Teachers may make exceptions to this for special occasions. Students may not sell snacks, drinks, etc. to other students at school except as part of a class fundraiser or project.

6.11 Party Invitation Guidelines

Party invitations should not be handed out (or given verbally) at school unless everyone in the student's particular classroom is being invited. Please do not take groups of children to parties directly from the classroom unless everyone is invited.

7. DRESS CODE

7.1 Introduction

The Bryn Athyn Church School dress code is intended to promote a sphere of external order and charity which reflects the underlying religious ideals of the New Church. It outlines a system that promotes modesty and conscientiousness about school and learning, and fosters school unity and school pride. The dress code will be enforced at school with appropriate steps and consequences defined elsewhere. We appreciate the participation of parents in outfitting their children in accordance with the following guidelines.

7.2 General Clothing Requirements

While in school, students should wear classic, uniform-style clothing. This includes long or short pants, skirts and jumpers for girls, polo shirts, button-up shirts, full turtlenecks, and simple, secure-fitting shoes or sandals.

GENERAL GUIDELINES FOR ALL CLOTHING

The following guidelines apply to **all** clothing items. In the interest of simplicity, they will not be repeated in descriptions of individual clothing items, but do apply to all clothing. As a general rule, if an item is not listed in this dress code, it is **not permitted**. As always, if you have questions **ask before you buy or before you take off tags and throw away receipts**.

Clothing should fit well. It should not be too tight, too short, too long, too low, form fitting, baggy, or sloppy.

Clothing should be simple. It should be in solid colors or BACS plaid (see below for more information). Clothing should not have stripes or patterns of any kind. Clothing should not have **any** decorations or embellishments. This is including but not limited to logos, appliques, patches, extra buttons or zippers, extra pockets, decorative stitching, flowers, rhinestones, gems, sparkles, or lights. **BACS patches will be available for purchase (\$3 each – from the school office) that may be sewn or ironed onto clothing to hide logos and to enhance school pride.**

Clothing should be in good condition. It should be clean without unfinished seams or edges, tears, fraying, stains, or wrinkles.

Special notes about BACS plaid. When plaid items are worn, all other clothing must be white, light blue, navy blue, khaki, or red. BACS plaid is available through different vendors under different names: #37 at Rose Uniforms, classic navy large plaid at Lands' End and navy/red at French Toast. Please confirm that you have the correct plaid if you have any question.

When reading this section, the first sentence gives you a general overview. The following sentences and paragraphs will clarify details. The bullet points will give you some specific examples of what is not allowed for an item, but always refer back to the General Guidelines for all items of clothing.

PANTS and SHORTS: Acceptable pants and shorts are traditional, **uniform-style**, twill pants or shorts in navy blue or khaki (this style of pants is sometimes referred to as chinos, dockers or khakis). Pants and shorts should sit at or just below the waist and have a straight leg. Shorts should be no more than 4” from the ground when kneeling.

No:

- ❖ Jeans, cargo pants, military fatigues, overalls, sweatpants, warm-up pants or other athletic wear
- ❖ Bellbottoms or gauchos
- ❖ Drawstring waists
- ❖ Low-rise pants
- ❖ Pockets that are pouch-style, cargo-style or pleated
- ❖ Removable legs
- ❖ Jersey, knits, interlock, satin or denim

SKIRTS and JUMPERS: Acceptable skirts, skorts (full skirt with attached shorts), and jumpers are traditional, **uniform-style** in navy blue, khaki, or BACS plaid. They should sit at or just below the waist and be no more than 4” from the floor when kneeling. Uniform style button embellishments are permitted.

For modesty sake, navy blue or black, tight knit shorts or spandex must be worn underneath skirts and jumpers, must come down to mid-thigh, and must not show.

No:

- ❖ Pockets that are pouch-style, cargo-style or pleated

DRESSES – Permitted for K-3rd grades only: Acceptable dresses are **uniform-style** polo dresses **in any solid color with the exception of black, metallic, or neon colors.** Dresses should be no more than 4 inches from the floor when kneeling.

SHIRTS: Acceptable shirts are traditional, **uniform-style** long or short sleeve polo shirts, button-up shirts, and full turtlenecks (no mock turtlenecks) in woven, jersey, or mesh (pique) fabric with buttons all the way up to the collar. Any solid color is permitted with the exception of black, metallic, or neon colors. Shirts should be long enough to cover the waistband when the arms are raised but should not go below the hips. Additionally, shirts should be buttoned up to the third button from the top.

Shirts must have collars and the collars must always be worn down. Girl's shirts can have a pointed or rounded (Peter Pan) collar, which can be plain or have a small ruffle or lace in the same color as the shirt

Shirts with tails (a curved bottom edge) must be tucked in for students in 4th-8th grade.

When an undershirt is worn, it must be white and may only show at the collar.

SWEATERS/FLEECES: Acceptable sweaters and fleeces are traditional, **uniform-style** sweaters or fleeces in **white, navy blue, or red**. Sweaters and fleeces can be cardigan or pull-over styles with zippers or buttons. Sweater and fleece vests are permitted. Sweaters may have hoods, but the hoods must not be worn up in the school building.

NOTE: Coats, sweatshirts, and hoodies of any kind are **not allowed in the classroom**. If you child tends to get cold at school, you will need to send them with a regulation sweater or fleece.

BELTS: Acceptable belts are traditional style belts with a conservative buckle in solid black, brown, navy blue, tan, or BACS plaid. Belts must be appropriately fastened at all times.

Belts are required for any 4th-8th grade student, boy or girl, if the shirt is tucked in and the skirt or pants have belt loops. Belts are permitted but not required for K-3rd grade, with the exception of the Formal Event Wear when belts are required for all students (see below).

TIES: For boys, acceptable ties are neatly tied standard ties or bow ties that are solid navy blue or red or BACS plaid. For girls, acceptable ties are neatly tied standard ties or cross ties in BACS plaid (standard ties should not be worn with a Peter Pan collar). All ties should be worn with a button-up shirt that is completely buttoned. **Plaid ties for boys and girls can be purchased from the school office – regular ties \$9.00 and crossover ties for girls \$4.50.**

SOCKS: Acceptable socks and tights are plain, cabled, or ribbed in solid black, brown, red, navy blue, tan or white. Socks must be visible above the shoe.

Plain footless tights and leggings in black, brown, red, navy blue, tan or white may be worn but must come to the ankle and the bottom must be covered by a matching pair of socks.

SHOES and SANDALS: Acceptable shoes and sandals are conservative, practical, simple, safe and secure fitting shoes or sandals that sit below the ankle. Shoes uppers should be **solid black, brown, navy blue, gray, or tan**. In addition sandals may be white. Soles of shoes and sandals should be black, brown, navy blue, tan, or white and is not required to match the upper.

Shoes should always be securely and neatly fastened and sandals should, at a minimum, have a strap across the foot and around the back of the ankle.

Socks must always be worn with shoes.

On bad weather days, students are encouraged to wear boots to school but must change to acceptable shoes before the 8:00 bell.

No:

- ❖ Boots, water shoes, jelly shoes, slippers, Uggs, Crocs, Vibram FiveFingers or look-alikes of any of these styles
- ❖ High heels or pumps over 1”
- ❖ Excessive padding on the tongue or otherwise

P.E. SHOES: Please note the all of the guidelines in section “7.3 P.E. Clothing Guidelines” below for important information about P.E. shoes.

EVENT WEAR

In the interest of school spirit, unity and pride, as well as other considerations, the school requires certain clothing for various school events. Notes will go home informing parents when Event Wear should be worn.

CASUAL EVENT WEAR: (this would include, but is not limited to, field trips). All students are required to wear a red polo shirt with their **regular school bottoms (including khaki)**.

FORMAL EVENT WEAR: (This would include, but is not limited to, school opening, some field trips, the Christmas program, the spring concert, and graduation): All students are required to wear a white button-up shirt with **their regular school bottoms (including khaki)**. Boys are required to wear a BACS plaid tie. Girls are permitted to wear plaid ties. All students are required to tuck in their shirts and a belt is required if there are belt loops.

Additionally students are permitted but not required to wear a navy blue blazer or a red or navy sweater or vest.

7.3 P.E. Clothing Guidelines

Primary grades

Primary grade students wear their school clothes to PE.

Note – As per dress code requirement, girls are required to wear navy blue or black, tight knit shorts or spandex underneath their skirts or dresses. This is of particular importance on PE days.

Shoe options for PE class:

1. Wear secure fitting, comfortable shoes with non-marking soles to school and to PE class.
2. Bring sneakers/athletic shoes to change into for PE class.

Intermediate and Upper grades

Intermediate and Upper grade students are required to purchase a PE uniform, available from the PE teachers in their first PE class. Cost of this uniform will be publicized when we have that information. Students may bring a check, made out to BACS, to school on the first day of school.

Students will be expected to take their PE clothing home to be laundered and to bring it back with them in time for their next PE class. Parents may purchase more than one uniform to simplify the exchange process for their child.

Students must wear socks and secure fitting sneakers/athletic shoes with non-marking soles and laced up ties to PE class.

Students are encouraged to:

1. Leave their sneakers in their PE locker
2. Have personal care items such as deodorant and comb/brush (aerosol not allowed)
3. Have a lock for their lockers
4. Have a sweatshirt for outside activities.

7.4 Jewelry, Hair, and Make-up

THE FOLLOWING GUIDELINES APPLY TO ALL GRADE LEVELS:

1. Visible body piercings, other than ear piercing, is not acceptable. Students will be asked to remove any jewelry from these piercings.
2. Hair should be neat, clean, nicely groomed and kept out of the eyes. Boys should have a clean shaven appearance (no moustaches or beards). No student may come to school with his or her hair bleached, dyed, or otherwise altered to a color significantly different from the student's natural hair color. Also unacceptable are distracting variations of hair style, or hair that calls undue attention to a student.
3. Head scarves and bonnets may be worn. They may be solid black, white, red, dark green, light or navy blue — in shades that match the uniform.
4. Hair must be tied back for PE classes.
5. Unless medically necessary, sunglasses are not to be worn at school.
6. All jewelry should be minimal (no large showy costume jewelry), and bracelets should be no wider than ½ inch.

IN ADDITION TO THE PREVIOUS GUIDELINES, THE FOLLOWING RULES ARE APPLICABLE TO SPECIFIC UNITS:

PRIMARY GRADES (K-3):

1. Earrings no longer than ½ inch
2. No student in the Primary grades may come to school with his or her hair dyed any color
3. No make-up
4. Clear nail polish only

INTERMEDIATE GRADES (4-6):

1. Earrings no longer than 1 inch
2. No visibly dyed hair; hair must remain its natural color
3. No make-up
4. Clear nail polish only

UPPER GRADES (7-8)

1. Earrings no longer than 1½ inches
2. Very light make-up – eyeliner and eye shadow must not visibly stand out
3. Hair must remain its natural color; very light, blended highlighting is acceptable
3. Pink and red nail polish only

Hair Length Rules for BACS Intermediate and Upper Unit Students

Hair, for boys and girls, should be cut such that **eyebrows are visible**. Students with hair that falls into their eyes, who do not want to cut it may discretely use hair products such as rubber bands, clips, or hairspray to keep their hair out of their eyes.

7.5 Dress Code Enforcement Policy

- Enforcement begins at 8:00am in the classroom and is ongoing during the school day. All faculty and staff are empowered to enforce the dress code at any time. (It is understood that this may lead to a student being spoken to more than once. We will educate the students as to how to respond politely if this happens.)
- As part of the morning routine before worship, classroom teachers will inspect for dress code violations.
- Students not in compliance will be noted; if necessary, they will use something from a unit or classroom dress code “box” to be brought into compliance, especially if modesty is the issue. In some cases, the student may be removed to the Elementary School Director’s office until the dress code issue can be rectified by the parent.
- With any and all dress code infractions, the parents will be notified via e-mail or a phone call as soon as possible. Because Elementary School Director will also be kept in the loop relative to dress code infractions, there will be a system of notification.
- The classroom teacher will be responsible for keeping track of cumulative dress code violations

Consequences for 4-8th:

1st offense	a classroom consequence, either a 15 minute detention after school or other equivalent, especially relative to students who ride the bus
2nd offense	30 minute detention with Elementary School Director after school and Elementary School Director will have a conversation with parents
3rd offense	60 minute detention with Elementary School Director after school and another conversation with parents
Following offenses	a.m. in-school, full day in-school, out-of-school, etc.

Note – If after 3 offenses, there are on-going dress code violations, in addition to escalating consequences, the Elementary School Director will work directly with the parents to rectify the situation.

Note – if we give a “clean slate” students will measure out their offenses; for example, we would likely see lots of code breaking the last day of the term if we offer a clean slate at the beginning of a term. Thus, no clean slates.

Consequence for Primary:

1st offense	notice or e-mail sent home
2nd offense	Elementary School Director will call the parent

We will work with families on an individual basis.

8. STUDENT SERVICES

8.1 General Information

Classroom teachers provide instruction for a wide range of student abilities. However, some students may benefit from additional support. This support is provided through the Montgomery County Intermediate Unit (MCIU) and our Student Support Center (SSC).

MCIU

The Montgomery County Intermediate Unit is a state-funded regional educational service agency, part of the Commonwealth of Pennsylvania. To serve the non-public schools, the Intermediate Unit administers a program of auxiliary services for the students attending non-profit, non-public schools. The MCIU currently offers support in the following areas: speech, occupational therapy consultation, counseling and educational testing. These services are allocated on a year by year basis at the discretion of the county.

The MCIU speech-language pathologist offers speech therapy for students who qualify for this service based on MCIU qualification parameters. This service is offered immediately before, after, or during the school day on BACS premises, as the speech-language pathologist's schedule allows.

The MCIU counselor is at BACS one morning each week, and provides school related counseling services to students as needed.

The MCIU offers teacher consultation and student observation (but no direct therapy services) by the MCIU occupational therapist, as needed and as the MCIU schedule allows.

The MCIU also provides educational testing for students who qualify for this service based on MCIU qualification guidelines, and as MCIU resources allow. Student testing is performed by an MCIU School Psychologist on BACS premises.

Student Support Center (SSC)

The Student Support Center, funded entirely by BACS, provides enrichment, school related counseling, academic support, and remedial services, as resources allow. Access to these services is coordinated through the homeroom teacher. If the teacher or parents suspect these services might be useful, the teacher will contact the SSC, who will determine if services should be provided and the level of support needed.

Enrichment

Enrichment is currently available in mathematics, creative thinking and logical thinking skills. Students are referred for participation in the enrichment program based on standardized test scores and classroom performance. Enrichment classes occur usually once to twice a week, outside of the classroom, during a core academic subject. Students who participate in the enrichment program are responsible for keeping current with any classroom activities that are missed due to enrichment classes.

Academic Support

The SSC offers supplementary remedial instruction outside of the classroom in the areas of math and reading for students who demonstrate the need for academic support beyond the classroom program in these areas. Remedial instruction outside of the classroom begins in first grade, and is typically offered in a small group setting for between one and three sessions per week as resources allow. The SSC provides consultative services to the kindergarten teachers, but no direct services are offered in kindergarten.

The SSC provides academic inclusion support in the classroom in the content areas (i.e. social studies and science), starting in third grade. This support is provided on an as needed basis, as resources allow, and is shared among students in a classroom. Recipients of in-class support are students who demonstrate a need for more individualized academic support with the grade level demands of these subjects than the classroom teacher can provide. The SSC also provides consultative support for teacher accommodations to curricular expectations in content area classes. Alternate remedial programs are not offered in content area subjects at any grade level.

Starting in third grade, a small number of students may participate in a remedial program in the SSC in one or more of the following areas: math, grammar, spelling or reading/literature. Full pull-out programs in these subject areas are developed as resources allow, and are designed for students for whom partial remedial instruction is not sufficient, and who demonstrate an inability to be successful with the academic demands of the classroom curriculum in one or more of these subject areas.

Direct support is not offered in the following areas: religion, story, library, class meeting, computers, art, PE, music, or worship.

On-site therapy services from other providers (e.g. physical therapy, occupational therapy, speech therapy, behavioral support therapy, vision therapy) cannot be accommodated at BACS.

8.2 School Counselor

The school counselor at BACS assists faculty and students with age appropriate support to help individual students and classes develop problem solving techniques, address social emotional challenges, and manage the normal developmental tasks of childhood. In addition, assistance is offered for a wide variety of issues including bullying, emotional conflicts, friendship and family concerns, time management, conflict resolution, and stress and anxiety reduction. The school counselor provides in-service programs for faculty, offers students and families counseling and consultation services, maintains a referral network of therapists outside of school for families, and provides outreach initiatives for parents. All counseling contacts are confidential. In the event that an individual presents a danger to self or others or is at risk for harm private information will be judiciously shared, and then only in the interest of protection and safety. Parents are always consulted in crisis situations and are encouraged to call on the school counselor for support and guidance anytime concerns or challenges arise.

8.3 Sexual Abuse Prevention and Treatment Education (SAPTE)

The Sexual Abuse Prevention and Treatment Education program is designed to give children the tools to recognize inappropriate sexual contact, and to enable them to report to responsible adults. Each grade level is presented with a lesson once during the school year as part of the health curriculum. SAPTE lessons have proved to be a useful addition to the school, addressing the needs of the whole child. They have been instrumental in uncovering and stopping sexual abuse.

Parents should provide the school with permission if they wish to excuse their child from SAPTE lessons. An alternative activity will be provided for these students. If parents have any questions or concerns, they may preview the lessons at any time. Contact the school office to make an appointment. (215-947-4086)

8.4 Student/Teacher Education Program Support (STEPS)

The STEPS program, directed by the SSC, is a holistic approach to address the needs of at-risk students. Features of the program include:

- Providing support to at risk students - usually those with both academic and behavioral challenges
- Creating a team of professionals and parents

- Considering potential factors into a student's difficulty
- Developing an educationally appropriate support plan
- Monitoring to support continued student success using a strengths-based perspective in all areas of a student's life.

Parents or teachers can initiate an exploration as to whether a STEPS team might be appropriate for a student. When the need for STEPS intervention is identified, a team is formed, usually consisting of the homeroom teacher, the parents, a counseling professional, and a trained leader. The team meets as needed.

Meetings consider the student's strengths and what specific challenges he or she is having. Information is contributed from all who are involved with the student. Exploration is made concerning what might be contributing to the difficulties. Problem solving then is directed to produce concrete changes to support the student being successful in the school setting. These changes may include recommendations for further testing and behavior modifications to be implemented in a home-school team approach. Subsequent meetings then monitor the success of the interventions and consider further changes.

STEPS teams have proven to be extremely successful in helping at-risk students. Contact the SSC Director for further information on this program. (215-947-4086 ext. 220)

8.5 Reporting Child Abuse

Child abuse is a very serious offense that threatens the innocence of children. Physical, emotional, and/or sexual abuse; all leave long lasting scars and gives the child additional opportunity to infect and damage a growing child. The protection of children is a primary responsibility for BACS. The Bryn Athyn Church School developed a program for protecting children against abuse. We follow the "General Church Child Protection Policy – Guarding Against Sexual Abuse." The General Church Abuse Committee may be informed of allegations involving church members or students.

School Personnel are legally bound by the state of Pennsylvania to report any suspected abuse. All Bryn Athyn Church Employees are legally "mandated reporters," and must report whenever there exists "reasonable cause to suspect" that a child is being abused or neglected. Teachers and administrators may not investigate any case. Civil authorities will decide whether to investigate and conduct an investigation. Judgment is necessary to determine "reasonable cause," but the reporting standard was intentionally set at a low level by the state to encourage the reporting of cases.

9. HEALTH

9.1 Health Care

Kathy McQueen, RN, is the full-time nurse at BACS and is based out of our Health Office located in the primary wing. The school has a relationship with ANC that provides us with a nurse in Kathy's absence. BACS maintains a relationship with *Bayada Nurses* should we require additional nursing support.

The role of the school nurse is to provide first aid, illness and emergency care to students and staff; maintain medical records in compliance with state mandates; conduct state-mandated health screenings and provide nursing services to students with chronic health conditions.

9.2 Medical Forms

Yearly updated medical forms (including physicals and dental exams as required by the state) must be returned to the school before students are allowed to register, attend classes, or participate in other school events.

The Health Office keeps all medical history and medical records confidential except as may otherwise be required by applicable law or regulations. When appropriate, parents and students may elect to share pertinent medical information with a teacher or administration. Medical records are prohibited from release unless specific written permission is given.

Parents are encouraged to inform the school nurse promptly of any new or changed medical treatment at home during the academic year, particularly if such treatment includes prescription medications.

9.3 Immunizations

The Pennsylvania Department of Health requires that no student be admitted to school without having complied with the Immunization Regulations 28 Pa. Code 23.81-87. This requires immunization for the follow illnesses:

Diphtheria - 4 doses	Measles - 2 doses	Tetanus - 4 doses
German Measles - 1 dose	Poliomyelitis - 3 doses	Mumps - 1 dose
Hepatitis B - 3 doses	Varicella - 2 doses or evidence of disease	

Prior to 7th Grade: Tetanus, diphtheria, pertussis (Tdap) – 1 dose
Meningococcal conjugate – 1 dose

Students may be admitted provisionally if they have begun but not yet completed all of the immunizations. The parents must then provide evidence that at least one dose of each antigen has been given, and a plan is in place to complete the immunization process. If all immunizations are not completed within 8 months of the provisional admission, the student may not continue to attend school.

If there are conscientious objections (23.84), an exemption certificate setting forth the reasons is to be kept as an official part of the student's records with the school. These certificates may be obtained from the School Nurse.

In the event of an outbreak of a vaccine preventable disease, a non-vaccinated child may be excluded from school until the outbreak is over.

9.4 Communicable Diseases

The school requests that parents keep at home any child who has been exposed to a serious communicable disease for the days when children “usually” come down with the disease. A check every morning during the incubation period should help against spreading the disease. In case of doubt with any symptoms of illness, call your doctor.

A child should be kept home from school if any one of the following symptoms appears either during the night or in the morning. These symptoms can be precursors to many different illnesses. A day of rest will help your child recover more quickly and prevent the spread of illness to other children. These guidelines help provide a safe and healthy environment for our children.

- 1 Mouth sores associated with an inability to control saliva
- 2 Rash with fever or behavioral changes
- 3 Purulent discharge from the eyes
- 4 Productive cough with fever
- 5 Oral temperature equal to or greater than 100.6 F
- 6 Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness
- 7 Vomiting (until resolved)
- 8 Diarrhea (until resolved)
- 9 Symptoms of flu: body aches/pains, headache, lethargy, fever etc.

In accordance with Pennsylvania State Regulations, certain contagious diseases require children be kept home from school. **CHILDREN MUST REMAIN HOME FROM SCHOOL WITH THE FOLLOWING DISEASES** as indicated:

CHICKEN POX:	until the last blister has scabbed over
CONJUNCTIVITIS (purulent):	24 hrs on antibiotic therapy and drainage subsides
GERMAN MEASLES:	at least 4 days after the appearance of rash and symptoms have subsided
HEPATITIS A:	at least 7 days after onset of illness/jaundice (note from doctor required)
IMPETIGO:	24 hrs on antibiotic therapy and/or note from doctor
*LICE (head):	from end of school day until after 1 st treatment with a pediculicide (consult your doctor)
MUMPS:	at least 9 days after onset of symptoms or until parotid swelling goes down
PERTUSSIS:	5 days on pertussis specific antibiotic therapy or 21 days with no antibiotic
RINGWORM:	until effective antifungal treatment has commenced and/or note from doctor
SCABIES:	until effective scabicial treatment has commenced and/or note from doctor

SCARLET FEVER:	at least 24 hrs. on antibiotic therapy and no fever
STREP THROAT:	at least 24 hrs. on antibiotic therapy and no fever
TONSILLITIS:	at least 24 hrs. on antibiotic therapy and no fever

Your cooperation will help maintain a healthy environment for our children.

*Chronic head lice: A case of lice is considered chronic or persistent when a student is found to have live lice 3 or more times in a 6 week period. If live lice are found 6 weeks beyond the initial discovery, the following steps will be taken: 1) the parent will be notified that the student may not return until s/he is lice free. 2) The student will be screened by the school nurse upon return to school. 3) If live lice are found, the parent will be called to pick up the student. 4) This process will be repeated until no live lice are found. 5) The nurse will check the student at least twice a week for the 3 weeks after return, or until it is determined with reasonable certainty that the student is lice free.

With growing concern for pandemics such as Avian flu, we look to the Montgomery County Health Department (MCHD), Pennsylvania Department of Health and the Center for Disease Control (CDC) when responding to the presence of disease within the school community. A response to such situations may require a partial or full closure of school or other appropriate responses. In such cases, BACS holds in highest esteem the safety of students, teachers, employees and community members.

9.5 Absence Notes

If a student is absent from school for more than 5 consecutive days due to illness or injury, a note from the treating physician will be required to support the absence. In the event of multiple, unexplained absences, the school **may** require a note from the treating physician to support the need for absence from school.

9.6 Symptoms of Illness at School

The school nurse is available to care for students at school with mild symptoms of illness (i.e. cold or allergy symptoms). In the event a student has vomiting, diarrhea, fever or other signs that an illness is progressing, the parents will be called to pick up the student. A parent or approved guardian must pick up the ill student – he/she may not walk home alone.

9.7 Chronic Health Conditions

The school nurse will provide care to students as needed with chronic health conditions such as, but not limited to: type 1 diabetes, asthma, life threatening allergies and seizure disorders. Parents of students who require medication administration on a daily or “as needed” basis to treat their chronic health conditions must provide: a doctor’s order for the medication, medication in the original labeled container from the pharmacy, any necessary supplies and an Emergency Action Plan, completed by the physician. The school nurse will work with the parents to create an Individual Health Plan to meet the student’s needs while in the classroom and participating in activities during the school day.

9.8 Injuries/Illness Requiring Exclusion from P.E.

We recognize that there are times when illness or injury prevents a student from participating in PE classes. We ask that the parent send in a note that states the reason their child needs to be excused from PE. If a student is going to miss more than one week of PE, they must bring a doctor’s note to school with the diagnosis, restrictions and duration of exclusion/anticipated return date to PE class.

When a student is casted for a fracture, we request a doctor's note at the time the student is casted. The note should include any restrictions and an anticipated return date to PE class. We request a second note when the cast is removed with updated restrictions if applicable. Students will require a note from the doctor stating they are cleared to resume PE class before they will be allowed to participate.

A doctor's note for exclusion from PE class will be extended to physical activities (i.e. soccer, football etc.) during recess, lunch recess and extra PE unless otherwise stated.

9.9 Medications

The "Standing Orders" form allows parents to choose from a list of commonly used over-the-counter medications to be given on as needed basis during school hours.

If a student needs to take a prescription or an over-the-counter medication during school hours that is not on the "Standing Order" form, the following procedure must be followed:

All medications must be brought to school in their original container. Prescription medications must be brought in their original container with prescription label attached.

Parents must fill out and sign a medication administration request form for each medication to be given at school.

All medication is to be kept in the Health Office and administered by the school nurse (or covering nurse) with the following exceptions:

1) Self medication by 7th and 8th grade students may be permitted on an individual basis, provided it does not present a conflict with doctor's orders or other BACS medical care policies and guidelines. Parents must still make the school nurse aware of the medication and fill out a medication administration request form. Students must agree to use the medication responsibly and according to the doctor's orders. If a student abuses this privilege, they will lose the right to self carry.

2) Inhalers, insulin and Epi-pens may be carried by the student or kept with the teacher at the parent's request. The student must agree to use the medication responsibly and according to doctor's orders. The parent must fill out a medication administration request form.

An Emergency Action Plan (EAP) will be created for all students with chronic health conditions that may require emergency care while at school (asthma, type 1 diabetes, seizure disorders, life threatening allergies etc). The EAP will include emergency contact information, typical symptoms of distress and treatment plan as provided by the student's doctor. An Individual Health Plan (IHP) will be created for all students with chronic health conditions that require daily monitoring and care.

9.10 Medical Leave Policy

Treatment for certain medical and psychological conditions and behaviors are best handled outside the school setting. Severe depression, suicide attempts, substance abuse, and pregnancy are examples of such conditions and may require more treatment, support, supervision, and guidance than the school can provide. In some situations, these conditions and behaviors may also create undue disruption in the classroom. Should such a situation arise, the school reserves the right to require a medical leave of absence or a medical separation. A voluntary or mandated medical leave of absence may be authorized by the School Nurse, the Elementary School Director, School Counselor, and the Headmaster. These same officials will determine whether and under what conditions the student should return to the school.

There are generally three forms of medical leaves:

Short-Term: An approved absence from the school for health reasons lasting no more than two weeks. Once a medical leave decision is made as outlined above, the Elementary School Director will inform the student's teachers. The Elementary School Director will coordinate communication between the teacher and the student's parents during the period of medical leave to assure adequate maintenance of course work. The responsibility for keeping up with the course work lies with the student's family.

Long Term: An approved absence from the school for health reasons lasting longer than two weeks, but no more than one academic year. This may require the rest of the current term plus an additional term for stabilization of the student's condition. The Elementary School Director will communicate with the Head Teacher and Classroom Teacher to determine the academic consequences of such a leave and will communicate this information to the student's parents.

Medical Separation: A voluntary or mandated absence from the school for health reasons requiring more than one academic year. This leave is reserved for the student who has demonstrated efforts to adjust but for health reasons cannot meet the requirements for the school community, academically or socially. While it involves the loss of the student's space in the school, it is distinguished from a withdrawal or dismissal in that it leaves open the possibility of application for readmission to the school.

9.11 Returning from the Medical Leave or Separation

Prior to a student's return to school, the School Nurse, Head Teacher, Elementary School Director, and Headmaster will determine the exact timing of that return in consultation with the student's Classroom Teacher. The student's parents must provide the School Nurse with information and access to the treating professionals, as well as reports of social and academic function in the alternate school. The decision regarding return will be communicated to the parents by the Elementary School Director and the Headmaster, who will determine the appropriate academic program.

Students taking a medical leave or absence from the school for a number of days for whatever reason should contact the Elementary School Director to make arrangements regarding a temporary program of studies.

Please call Kathy McQueen, RN (School Nurse) with any questions: 215-947-4086 x225, 215-768-8970 (cell).

10 TECHNOLOGY

10.1 Children and the Media

Children need direction concerning what they watch, listen to, and play. Movies, television, music, and electronic games all have their positive uses, but they also can promote damaging and destructive behaviors.

Violence is frequently graphically portrayed in the media, especially in games that consist of aggressive and lethal tactics. Immorality (taking the Lord's name in vain, sexual titillation, etc.) is also often present – and regularly seen in a positive light.

If these negative influences are present, children will absorb and reflect them. Where immorality is portrayed, the innocence of children is damaged. And recent studies have confirmed common sense and the teachings of the Heavenly Doctrine that if children are exposed to and participate in violent and sexually explicit media they become more violent themselves, become desensitized to violence towards others (bullying), and attempt to resolve conflicts aggressively rather than cooperatively. In short, the more they see and experience the more they will imitate it and find it difficult to accept what comes from the Lord.

What can parents do? As usual, the primary goal is for parents to provide positive developmental experiences and supervision – know what your children are experiencing and limit the negatives. Some families may choose to remove as much media as possible from their children. Others may find that impractical, especially if they do not wish to give up the positive effects it may have. Here is a list of suggestions that may help:

- Find out what your children are watching or listening to; know the ratings and watch programs or listen with them.
- Make a weekly television schedule – limit the number of hours watched.
- Know the ratings of movies and use the guides (i.e. children under 13 should not see PG13 movies)
- Know the ratings of video games; control purchases and use of them.
- Do not place a TV or computer in a child's bedroom - a TV in a child's bedroom is linked to lower grades and SAT scores.
- Your child's teacher may have suggestions of what might be more or less age appropriate.

A web site sponsored by the American Academy of Pediatrics has an excellent set of suggestions for how to interact with your children about the media, leading them to become more discerning about their messages and methods. (www.aap.org/family/mediainpact.htm) These additional web sites may be useful:

www.tvguidelines.org (TV Parental Guidelines)

www.kids-in-mind.com (extensive listing of three types of offensive material – sex and nudity, violence and gore, and profanity)

www.screenit.com (general information on a variety of potentially offensive material – violence, nudity, smoking, weapons, alcohol/drug use, etc.)

www.esrb.org (Entertainment Software Rating Board)

www.familymanagement.com (All Family Resources)

Supervising children, setting limits, and enforcing them are never an enjoyable part of parenting. But doing it will promote the healthy natural and spiritual development of your children.

10.2 Internet

The Internet is a wonderful tool that serves many uses. Educationally it contains an almost unlimited amount of information. It provides entertainment with music, multi-player games, and videos. And its communication features, email and Instant Messaging, provide quick and inexpensive contacts between people.

However, there are three areas of abuse that parents should be aware of:

1. It is relatively easy to encounter inappropriate material. Sexually explicit material, racist or hate-filled advocacy, promotion of unsocial activities (drug use, cults, etc.) and dangerous information (how to make bombs, how to commit suicide, etc.) are all available on websites, in newsgroups and in communications.
2. Personal information that is posted on websites or an Instant Messaging profile can be used in destructive ways. For example, predators are using pictures and information found on the Internet to approach children.
3. The apparent anonymity and lack of human feedback can lead to inappropriate language (swearing and profanity) and inappropriate discussions (offensive statements, bullying, flaming, and threats).

Internet usage at BACS is closely monitored to promote its positive uses and to guard against abuses. Depending on grade level, students and parents accept a contract outlining, acknowledging, and agreeing to abide by the usage rules. Students may not use the Internet without an adult being present in the room. Our network also has filtering software to help prevent students from accidentally encountering offensive sites.

At home, parents should also take measures to ensure that the Internet is useful. Here are some suggestions that may help:

1. Become informed about the Internet in general, and specifically about your child's usage.
2. Make sure your child learn proper net etiquette, and the potential for inappropriate or miscommunication in this medium.
3. Discuss the benefits and dangers of the Internet with your child.
4. Make sure no private information or photographs are available at your website or Instant Messaging profile.
5. Let your child know that if they receive harassing or threatening messages to
 - a. not respond to them
 - b. communicate with their parents about it
 - c. print them out so they may be shared with parents and the Internet Service Provider
6. Set guidelines about when and where the computer may be used.
7. Place the computer in a common area, and not in an isolated area such as a bedroom.
8. Consider installing screening software, and then update it regularly.
9. Monitor where your child has been on the Internet.

The following websites have useful information on Internet use and safety:

www.media-awareness.ca/english/parents/internet/index.cfm

www.getnetwise.org

www.albion.com/netiquette/rule1.html

11. EXTRA-CURRICULAR PROGRAMS

11.1 Extra-Curricular Activities

BACS sponsors after school activities, including music lessons, sports, and other activities. These programs are optional and parents may choose to enroll their child in them for a fee. For financial support please contact Stewart Asplundh 215-947-4086 x210. Parents are expected to help provide transportation for students participating in these activities.

11.2 Music Lessons

The music program offers lessons for orchestral instruments and drums. Ensembles generally perform for special occasions like Christmas, patriotic celebrations, and the Spring Concert. Piano and guitar lessons are not provided. Registration forms are on the BACS web site or are available from the school office.

11.3 Extra P.E.

Sports offerings are provided for BACS students through the BACS Extra PE program. This program provides team sports as an extension of skills learned in PE classes. Depending upon availability of coaches and student interest, we offer activities for 6 to 8 weeks of each term. Programs for grades 5-8 are primarily intramural and usually include some interscholastic competition. Details about the extra-curricular programs are available on the BACS Website and through notices students carry home.

To participate in Extra P.E. students must have an annual sports physical submitted to the Athletic Director prior to the start of the program and meet other BACS Health Policies.

- 1 Attendance is mandatory for students who sign up for the program. Starting time is 2:45. Lateness and absence must be accompanied with a note from parent or teacher. Absence and lateness to Extra PE may be excused if a student must stay after school to receive extra help from a teacher.
- 2 Students unable to participate fully due to injury must inform the coach immediately.
- 3 Academics and good behavior come first. Students are required to be in good standing in all areas and with all teachers before attending Extra PE
- 4 If a student has two unexcused absences he or she will not be allowed to participate in the remainder of the program. The following constitute an unexcused absence:
 1. missing an entire practice or game
 2. lateness to three practices
- 5 All students must bring jackets, homework, etc. with them as they are not allowed to re-enter the building after 2:45. At the conclusion of practice (4:15), students must leave promptly. Riders must be picked up by 4:30. Game days will necessarily vary.
- 6 All students are expected to demonstrate respectful and responsible behavior toward players, coaches and referees.
- 7 Extra PE permission slips must be handed in by the second practice or the student is not allowed to participate. If there is a particular problem with this deadline, the student must talk with the director of the extra PE program before the first practice.
- 8 Spectators – We expect spectators to support all players, coaches and referees in a positive, charitable manner. Good sportsmanship is expected at all times.

Students may be held back from after-school sports programs to do make up work or serve detention.

Parents must authorize students to be released early for games by providing a written statement. Students must: **Be passing missed class(es) and** be in good academic and behavioral standing.

11.4 After School Options

The following after-school programs offer after school options for students: *Wonder Garden for Kindergarten students*, *Lunch Bunch for grades 1-3*, and *ACE (After Class Enrichment)* for all ages. *ACE* is a variety of programs, lessons and activities such as dance, art, hobbies, and games. For more information call or email Joanne Kiel: joanne.kiel@bacs-gc.org; (215) 239-5153.

12. VISITING AND HOME SCHOOL STUDENTS

12.1 Student Visitation

Bryn Athyn Church School warmly welcomes visiting families. A parent or local guardian must contact the Elementary School Director to obtain permission for a student visit. Please contact the school secretary, Liz Childs (215) 947-4086 or liz.childs@bacs-gc.org for a visitor packet. The parent/guardian must complete the visitor packet permission form. We request that the parent/guardian review school expectations with the visiting student(s).

12.2 Jointly Enrolled Home-School Students

1st and 2nd grade students may be jointly enrolled in home school and BACS. Jointly enrolled students attend BACS until lunch and are thereafter in the care of their parents. Classroom Teachers may provide parents curricular information regarding afternoon instruction.

Note: Pennsylvania state law requires home school students must register with their local school district. Joint enrollment *should be completed in March* of the preceding school year. Please contact Liz Childs liz.childs@bacs-gc.org for further information about Pennsylvania home school registration.

Please contact the Elementary School Director if you wish to switch a student to full-time BACS enrollment during the academic year.

12.3 Home School Students

Home school students are invited to attend Friday morning worship services in Heilman Hall.

13. MISCELLANEOUS

13.1 Visual Images of Students

Students at BACS may have their photographs and/or video or digital images taken for internal purposes. Examples of these uses are identification for seating arrangements or health purposes (Critical Medical Conditions), internal publicity of school activities, hallway displays, instructional evaluations, etc. Images used internally may have names posted with them.

BACS will not allow visual images of students to be used externally without parent permission.

13.2 Students' and Parents' Rights Regarding Animal Use in Education

State law mandates a non-animal option to all Pennsylvania students in grades K-12 who object to participation in dissection, vivisection, incubation, capturing or otherwise harming or destroying animals or any parts thereof in science classes. Parents and/or students have a right to decline to participate in instructional activities involving such use of animals. Alternative activities will be provided without penalty to those who exercise this right and who provide a written request to that effect.

13.3 BACS Campus

The BACS Campus is defined by Tomlinson Rd., Richard Simons Athletic Field and Tennis Courts, the dirt road from the tennis courts to Orchard Artworks, and Lemole's driveway.

13.4 Personal Property

BACS assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any personal student property that is brought to school at any time, or to any extra curricular or after school activity.

13.5 Playground Equipment Use

Classes use the playground equipment during the school day. Please do not bring children to the playgrounds during school hours. Feel free to use the playgrounds after 2:30 on school days.