



# Bellevue

## CHILDREN'S ACADEMY®

### Parent/Student Handbook

Revised 2025

[www.bcacademy.com](http://www.bcacademy.com)

Satellite 1



(425) 649-0791 ext. 3  
[Satellite@bcacademy.com](mailto:Satellite@bcacademy.com)  
14719 NE 29<sup>th</sup> Place  
Bellevue, WA 98007

Satellite 2



(425) 649-0791 ext. 4  
[Satellite@bcacademy.com](mailto:Satellite@bcacademy.com)  
14673 NE 29<sup>th</sup> Place  
Bellevue, WA 98007

BCA 1



(425) 649-0791 ext. 1  
[BCA1@bcacademy.com](mailto:BCA1@bcacademy.com)  
14600 NE 24<sup>th</sup> Street  
Bellevue, WA 98007

BCA 2



(425) 649-0791 ext. 2  
[BCA2@bcacademy.com](mailto:BCA2@bcacademy.com)  
14640 NE 24<sup>th</sup> Street  
Bellevue, WA 98007

Willows Preparatory School (Pre-Prep & 5<sup>th</sup>-12<sup>th</sup> Grade)

(425) 649-0791 ext. 6

[info@willowsprep.com](mailto:info@willowsprep.com)

12280 Redmond Woodinville Rd NE, Redmond, WA 98052

[www.willowsprep.com](http://www.willowsprep.com)

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# Welcome to BCA®

## OUR SCHOOL

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At Bellevue Children's Academy® (BCA®), we are committed to igniting intellectual curiosity and fostering a profound love of learning. Through a blend of rigorous academics and comprehensive social-emotional support, we aim to prepare our students to be confident, innovative, and compassionate global citizens, ready to contribute positively to the world.

BCA is an approved private school by the Washington State Board of Education and a proud member of the Washington Federation of Independent Schools.

BCA is proud to be a member of International Schools Partnership®. The ISP network connects an extensive number of schools across the globe. This partnership allows BCA to expand our connections within the international educational community. Please find more information about ISP at [www.internationalschoolspartnership.com](http://www.internationalschoolspartnership.com).

I am pleased to extend a warm welcome to Bellevue Children's Academy, where we take extraordinary pride in providing an esteemed advanced program tailored for students from preschool-kindergarten to fourth grade. Our institution upholds a distinguished academic curriculum, an inquiry-based educational philosophy, and a holistic approach to nurturing each child's development.

With a legacy spanning over 25 years, Bellevue Children's Academy has been committed to educating bright, inquisitive, and intellectually driven students, preparing them to excel in their academic endeavors. We cordially invite you to explore our campus in Bellevue, engage with our faculty, and learn more about how Bellevue Children's Academy can contribute to shaping your children's academic future.

Bellevue Children's Academy stands as a sanctuary for learning, growth, and personal development in a secure and nurturing environment, guided by a team of dedicated educators who are committed to the success of every student.

Dr. Polly Parker  
Head of School

## MISSION

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We foster young students in becoming global citizens who demonstrate innovation, creativity, and dignity.

**Inspiring** a love of learning  
**Fostering** compassion and innovation  
**Empowering** future global leaders

## **PHILOSOPHY**

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At BCA, we strive to provide a comprehensive education for our students. We see the importance of a warm and nurturing environment where students are challenged and pushed to their highest potential. We offer a coordinated curriculum that is built sequentially from grade-to-grade. Our integration of a multitude of teaching methods and resources has enabled us to encourage creativity, independent thinking, goal orientation, self-confidence, and a quest for personal excellence in each student. Teachers and staff members fully participate in the education and school life of students, enabling strong relationships and community ties. Our mission is to help each student maximize their potential by focusing on individual needs and establishing a positive atmosphere conducive to learning.

## **GOALS**

Every aspect of our school operation – from our teacher/student ratio to our challenging curriculum, to our supporting and nurturing environment – is guided and defined by our goals:

- To encourage creativity, independent thinking, goal orientation, self-confidence, and the quest for personal excellence.
- To maintain an educational environment that promotes high expectations and provides students with the means to achieve them.
- To offer an individualized, challenging curriculum where learning is not limited to grade level.
- To offer resources to meet each student's needs and utilize their strengths.
- To remain on the leading edge of education by continually assessing our academic programs.

## **DIVERSITY STATEMENT**

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BCA celebrates a diverse community by embracing various cultures and backgrounds. Our students bring depth to our educational environment through their assorted perspectives and experiences. We collaboratively promote intellectual, emotional, and physical growth through sensitivity to the dynamics of each individual. BCA expresses the importance of effectively working together with various identities, backgrounds, cultures, and ideologies to promote a vision for success.

## **NON-DISCRIMINATION POLICY**

BCA does not discriminate based on race, religion, nationality, sexual orientation, or ethnic origin in the administration of its admissions policy and process, and admissions.

## CAMPUS MAP AND CARLINE INSTRUCTIONS

Carline and parking lot safety is our priority. Please follow our drop-off and pick-up procedures to keep traffic flowing smoothly. During pick up or drop off, please wait in carline for a staff member to escort your child to/from your car. Please stay in your car. Car seats should be secured on the rear passenger side of your car. During carline at BCA 1 and BCA 2, please exit to the right onto NE 24th Street.

Children must always be accompanied by an adult when in the parking lot.

Please note if you arrive outside the designated drop-off and pick-up windows you will need to park and enter the building to sign your child in or out. Please follow all parking signs.

Any adult picking up a child during the afternoon carline is required to have the child's carline placard visible for the carline staff. Please follow all instructions from the carline staff.

The school reserves the right to ask for identification from anyone picking up a child from BCA.

Preschool and Pre-K Families will need to park and escort their child to and from the building for drop-off and pick-up.

## ATTENDANCE AND ABSENCES

Please notify the school office by phone or e-mail no later than 9:30 a.m. if your child will be absent or tardy that day. If we do not hear from you, office staff will contact you to verify the whereabouts and safety of your child.

### Absence and Tardy Policy

BCA values the prompt and regular attendance of all our students. Please inform the office of any planned absences 24 hours in advance. Absences and tardies will be listed on student grade reports. Excessive absences may hinder grades and promotion to the next grade.

### Late Arrival/Early Dismissal

Students who arrive late must be checked in at the office by a parent or guardian. We encourage a 24-hour notice when possible. For early dismissal, the front office and homeroom teacher must be notified at least one hour in advance of early pick-up. Students who have early dismissal must be checked out at the office by a parent or guardian at the time of their departure. This allows us to account for each student and maintain their safety while they are at school.

### Extended Absence Policy

We recognize the value of time spent with family on a special trip or vacation and/or for religious observances. Unfortunately, we are unable to modify our teaching or curriculum to accommodate individual student absences. Please keep in mind your child may, and will, miss important instruction and/or testing and that your child may not be able to make up all work/tests missed while on vacation. We also request that you assist your child in completing the assignments provided. **We will no longer provide any work beyond 10 days. All absences excused or not will be subject to advancing to the next grade level.**

### Attendance, Academic Progression and Safeguarding

As an ISP school, we are charged with maintaining an attendance rate of 95%. Primary students must have 1000 instructional hours each year to meet state requirements for progressing to the next grade level. Failure to attend school may result in your child not being prepared to move to the next grade. In addition, inconsistent attendance is noted as a safeguarding issue. **Please note that more than 10 absences a year will be subject students to the possibility not advancing to the next grade level.**

## WHEN YOUR CHILD IS ILL AT SCHOOL

If your child becomes ill or injured while at school, we will notify you and ask that you please pick up your child as soon as possible. Please note that every effort will be made to contact you immediately. If your child exhibits an injury or illness that is too severe to warrant waiting for you, BCA will have your child transported to the nearest emergency room. Please be sure that all emergency forms are updated, including the name and number of your child's primary care physician and dentist. **If a child is sent home from school, they may not report to enrichment aftercare or school sponsored events. Keeping our students and staff healthy is a priority and it is important that we send kids home when they are too sick to be at school.**

The following are reasons to be sent home or to stay home from school:

- Fever temperature of 101.4 degrees Fahrenheit or higher. Students need to be fever free (without using fever reducing medications) for 24 hours before returning to school
- Persistent nasal drainage and/or chronic cough
- Sore throat especially with fever
- Diarrhea – or more watery stools in a 24-hour period
- Vomiting – vomiting 1 or more times within the past 24 hours. May return to school after 24 hours without vomiting and no other symptoms
- Rash – body rash especially with fever or itching not from allergic reactions
- Appearance, behavior – unusually tired, pale, lack of appetite, difficulty to wake, confused or irritable
- Eyes – white or yellow drainage, matted eyelids after sleep, vision change, eye pain and/or redness
- Ear pain with fever
- Scabies – students may return 24 hours after being treated
- Chickenpox – students are infectious 1-2 days before the rash appears and until the blisters (sores) are dried and crusted. This is usually 5 to 6 days after the rash appears. Students need to stay home until all lesions have crusted over and there are no lesions in 24 hours
- Symptoms of respiratory viruses like COVID-19, Flu, RSV or other respiratory viruses – anyone who has symptoms of a respiratory virus like COVID, Flu, RSV or other viruses should stay home and isolate away from other people. Symptoms include fever, chills, fatigue, cough, sore throat, runny nose, and headache that cannot be explained by another reason.

**ALL STUDENTS WHO ARE SENT HOME MUST NOT RETURN TO SCHOOL UNTIL THEY ARE SYMPTOM FREE FOR 24 HOURS NOT JUST THE NEXT DAY OF SCHOOL**

BCA reserves the right to approve transportation and medical procedures if no parent/guardian or additional emergency contact listed on school forms can be immediately reached. By agreeing to the terms of the Enrollment Contract, you grant permission for BCA to have your child transported to a hospital in a medical emergency when parents or guardians cannot be reached.

**Must pick up when called there are no exceptions.**

## WHEN YOUR CHILD IS ILL AT HOME

We care about the health of all our students. We ask that you protect the students in our community by keeping your child home if he or she demonstrates signs of a cold, rash, vomiting episode, lice if untreated, scabies, or a fever of 100.4 degrees or higher in the previous twenty-four hours. If you are unsure if your child should stay home, refer to our infectious disease policy or contact your front office for guidance. **A child must be at home for 24 hours if picked up for illness.**

## STUDENT ALLERGIES

We ask that all our students' allergies, especially food allergies, be listed upon registering your student online. You will also need to complete the required form(s) that specify an individual health care plan for your child in the event of an allergic reaction. This paperwork and any medication shall be kept on file at the front desk. Please, also inform your child's homeroom teacher verbally or by email as soon as possible to verify this information.

**NUT-FREE:** Both our Satellite Campus and BCA 1 Campus are completely nut-free. Preschool, Pre-K, K, and 1<sup>st</sup> Grade students are not allowed to bring nuts or any nut products to school for the safety of all students.

## **MEDICATION DISPENSING POLICY**

All student medications (either prescribed or over the counter) must be secured at the front desk with the documentation needed for administering it to your child. We recommend that you apply sunscreen or administer medications to your child first thing in the morning before the start of school. Please note that children may not carry sunscreen, lip balm, hand cream, hand sanitizer (for all pre-primary) or cough drops with them.

Preprimary follows all policies of DCYF/ guidelines for sunscreen and medication.

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Parent/Guardian Signature

We invite parents to stop by the school at any time to apply sunscreen or administer medications directly to their child.

Students who need medications during the day must adhere to the following guidelines:

- Students who need medication administered during the school day or during school activities must have the necessary documentation, including a physician's signature on the required form at the front office.
- All medications must be in their original containers and packaging with the appropriate prescription label, including expiration date, and instructions. Medications must be given to the front office for safekeeping.

Please refer to our external medication policy for more details and access to appropriate paperwork.

Teachers will have portable medications that follow students from class to class for emergencies and recess.

## **DISASTER PREPAREDNESS PLAN**

Fire drills are held monthly, while earthquakes and lockdown drills will be held periodically throughout the school year. Students will be made aware of proper procedures to be used during these drills. Procedure information is available to parents at each front office or by request.

In the event of a disaster or emergency, we are committed to remain at school as long as needed. Parents should not call the school. It is important that all lines of communication be available to the school. BCA will contact parents when able and appropriate to do so.

As caretakers of children, we place their safety as our highest priority. Each child must bring an Emergency Kit on the first day of school in the classroom. BCA will have an extra supply of water and food on hand in case of a disaster that lasts for a long time.

We ask that families please keep all student information forms current and up to date. Your signature on the Enrollment Contract grants permission to us, BCA, for the transportation of and treatment of your child by a hospital in a medical emergency when no emergency contacts can be reached.

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Initials

## **SCHOOL CLOSURES/SNOW DAYS/ PANDEMICS**

To ensure the safety of our students and staff we may choose to close school due to inclement weather, health pandemic, natural disaster, or other hazardous events. When this occurs the school building might be closed for the entire day, a late start, or an early dismissal.

Our school website will display school closures as soon as a decision is made.

BCA uses Red Alert as our secure messenger service for emergency/weather closure information. All families will have their cell phones and email addresses entered into our system once they are enrolled to receive messages. Once you receive the message via text, please save this as a contact.

If a storm develops throughout the school day, a red alert notification will be sent to all parents regarding changes to the school schedule. During times of inclement weather, we ask that you please anticipate and gauge your local situation and do what is best for you and your child, as the roads where you live may be completely different from the roads around the school or your work.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are not permitted to carry cell phones and other non-approved electronic devices with them throughout their school day. Children who choose not to follow our request will be asked to release their cell phone, smart watch or electronic device to the front office until a parent is available to stop by and pick it up.

Computers – For student success plans, a computer may be utilized in class for academic work only. They will not have access to Wi-Fi, and it should be used for writing only.

No devices allowed at school unless authorized by the classroom teacher

### **Smart Watches**

- If used for activities other than telling time, the teacher will confiscate the device, and a parent must collect the device from the teacher.
- If infraction occurs again, the student will not be permitted to have the device in school.
- For safety, students and parents should not use smart watches to communicate with each other during the school day. All communication between students and parents MUST go through the front office to ensure that students are properly looked after and cared for while on school premises.

Devices (phones, etc.) must remain in backpacks while on campus.

## **UNIFORMS**

Uniforms are an important part of the culture at BCA. Students are required to wear our authorized uniform separates during school hours, except for free-dress Fridays. Our BCA uniform pieces can be purchased through Lands' End. We ask that our students wear BCA logo tops and red outerwear. Boys may choose between navy pants and shorts. They are required to wear black or white socks. Girls may choose from skirts, jumpers, and navy or khaki pants or shorts. They may also wear black or white: tights, socks, or ankle socks. All students are to wear all-black shoes. Please note that all uniform separates need to be BCA authorized.

Uniforms must fit the student appropriately and be washed and cleaned each day at school.

On PE days, students can also come to school wearing Lands' End long/short sleeve white shirt, logo shirts, black long/short sweatpants, and/or logo black zip-up outer jacket.

## **FIELD TRIP & TRANSPORTATION POLICY**

We ask that all students wear BCA uniforms during all field trips to represent BCA. This includes Friday field trips. Prior to each field trip, parents will receive a permission slip with details of the trip. Voluntary parent chaperones are required for each field



trip, you will be notified if you are a parent chaperone, and a school-initiated background check will be required. **All parents will be asked to attend a training course before helping with field trips. The head of Safeguard will have both in-person and online training available. 2025/2026**

By signing the Enrollment Contract, parents are authorizing that your child may ride the BCA owned bus/commercial bus and that the cost of an approved field trip can and will be deducted from your ACH account, even if your child is absent on the day of the trip. Field trips are part of the school curriculum and are offered at group rates. By signing, parents are also authorizing that BCA is not liable for any injury that occurs on field trips or during transportation to/from school on the BCA owned bus or other commercial bus used.

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Parent/Guardian Signature

## **LOST AND FOUND**

All clothing and belongings should be clearly marked. Lost and found items will be placed in a designated area. Items unclaimed after 30 days will be donated to a charity.

# **ACADEMIC POLICIES, PRACTICES AND PROCEDURES**

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## **GRADING**

Each trimester begins a new grading period. Trimesters are not averaged together at the end of each trimester or at the end of the school year. In other words, a student transcript consists of three independent trimester grades. In this way, every student has a “fresh start” each trimester.

If you have questions regarding your child’s progress outside the designated conference times, we ask you to send an email to your child’s teacher.

## **HOMEWORK**

The academic program at BCA is advanced. Homework is an important part of the learning process. It reinforces lessons learned in the classroom and teaches students self-discipline, responsibility, and time management. Students will receive weekly homework every Friday. Homework will be reviewed by the teacher and returned to the student the following week.

# **STUDENT SERVICES**

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## **STUDENT PICTURES**

Each Fall all students have their individual photos taken by a professional photographer. If your child cannot attend school during their picture day, a make-up/retake photo day will be scheduled. The dates will be communicated ahead of time.

## **SCHOOL LUNCH ORDERING**

Parents may order hot school lunches by logging in through [www.ezparentcenter.com](http://www.ezparentcenter.com) and by selecting the desired lunch item(s) on the monthly lunch calendar. Charges will be deducted monthly via ACH. Instructions will be sent prior to the first day of school. Same day as needed.

## **ENRICHMENT CLASSES**

BCA’s Enrichment classes take place after carline. There are three sessions per year. Our Enrichment classes offer students an opportunity to pursue interests outside of the regular academic day. An email will be sent out with instructions on how to register your child for Enrichment classes. Enrichment classes are an additional cost beyond tuition. Enrichment classes will

not be pro-rated for missed class due to inclement weather. **Be dismissed via carline.**

## **No enrichment for preschool**

## **TECHNOLOGY SERVICES**

At BCA, technology is utilized as a tool in serving and meeting the educational needs of students and faculty. Technology also allows students to present what they learn in creative ways to everyone, including faculty, parents, and peers.

Classrooms have projectors or screens and document cameras that are designed to assist in learning outcomes. Each faculty member is equipped with a laptop computer.

There is a computer lab with interactive PCs that allow classes to work simultaneously and collectively to complete class assignments and projects

With the utilization of technology comes an Acceptable Use Policy (AUP) by which all faculty and students are expected to abide. Abuse of the AUP could result in individuals losing the privilege to utilize the schools, or their own, digital equipment while on campus.

Screen time provided is in alignment with age-appropriate guidance. Teachers have been trained on appropriate use.

The school is always updating and expanding its uses of educational technology to further and deepen learning outcomes for its students. Technology is a vital tool in the educational field and can assist in the development of creativity and critical reasoning skills in students.

## **BEHAVIORAL EXPECTATIONS**

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### **Introduction**

At BCA, we believe that personal accountability and ethics can be developed only when students are afforded the opportunities to pursue their interests and goals. As such, we have established certain rights, inalienable to the student body, that should enable and preserve such opportunities. However, with these rights come responsibilities. Individual interests must be balanced with the common good. All students have the right to pursue an education without interference. To create an atmosphere of trust and mutual respect, where all students within the BCA community have the ability to develop unencumbered, *the guiding principles must be compassionate behavior, concern for the feelings and rights of others, and regard for public and private property.* In certain situations, the school may consider that the impact of an infraction on the community supersedes the impact of the disciplinary consequence on the individual.

The school's **student success policy** centers around one integral idea: In any situation in which a student encounters our disciplinary policy, it is an opportunity for growth, personal responsibility and learning to occur.

With student and community wellness in mind, BCA's discipline policy has three goals:

- Teach students that they are accountable to a community with high expectations for their behavioral integrity
- Assist the student to grow from the disciplinary process
- Develop self-awareness and a clear understanding of the impact of the student's behavior on themselves and the greater community
- Decreases likelihood of repeated behavior

While the Administrators are directly responsible for handling matters of discipline, it is our community that will accomplish the

goals outlined above. Through collaboration and open communication, we, as a community, hold ourselves accountable for the school culture that we create.

## **EXPECTED BEHAVIOR FOR STUDENTS AT SCHOOL AND DURING SCHOOL ACTIVITIES**

The following describes many expected behaviors for students. It cannot address all matters but provides general guidelines to students so that they can understand expected conduct.

Definitions of "the campus," and "at school," are broad enough to sufficiently cover the intent and letter of the following policies. For example, all classes, performances, and field trips are considered school sponsored activities and are covered by the policies.

- **Acceptance and Belonging:** All students are expected to be courteous and to respect the rights of other individuals. Any kind of harassment of another individual will not be tolerated. (See Harassment Policy)
- **School Day:** All students are expected to arrive at school on time. Students must attend all their classes, school assemblies, and activities.
- **Classroom:** In the classroom, students are expected to be courteous and respectful of fellow students and faculty. This includes arriving on time, leaving early and not disrupting the class. Students are expected to do their required schoolwork each day and not be disruptive in the classroom. Disruptive students hinder the learning in the classroom for all other students and it not tolerated.
- **Property:** All students are expected to respect individual and school property. If a student borrows someone's property, he or she must have the owner's permission. Borrowing without permission is theft and is a major infraction. Keeping classrooms and campus clean is the responsibility of all BCA members. All the stealing will be reported to parents.
- **Respect:** Appropriate language will be used on all BCA campuses and at school functions. Behavior that is disruptive to classes and school activities is not acceptable.
- **Walk:** All BCA campuses are walking campuses. The use of skateboards, scooters, in-line skates, or bicycles is not permitted on any BCA campus.
- **Weapons:** No weapons of any kind or weapon look-alikes may be carried onto the school premises, private vehicles, or any area being used for a school activity. Weapons include, but are not limited to, any firearm, knives, sling shots, air guns, "throwing stars," "nun-chuka-sticks," or any other dangerous weapon. Any weapon brought to school will result in immediate disciplinary actions. No writings or drawings of any weapons or violence will be tolerated.
- **Drug & Alcohol:** See Harmful Substances Policy

## **DISCIPLINE**

Discipline is a community responsibility, and all faculty and staff contribute to maintaining standards for student conduct. However, it is the classroom teacher who is the driving force for school-wide discipline since students spend most of their time in the classroom. Teachers make clear their academic and behavioral expectations for students in their classes, and teachers hold students accountable for those expectations using the best practices of classroom management. The teacher's unique

relationship with each student is the foundation for maintaining discipline in the classroom.

Teachers are expected to use their best judgment when working with students. Issues of classroom management, such as, but not limited to, socializing in class, may be handled by the teacher at his or her discretion. In such cases where the student has not responded to the teacher's corrective measures, she or he may refer the student to school Administrators

### **Minor infractions –**

Any violation of the school's expected behavior for students at school and during school activities is considered an infraction. Minor Infractions are deemed to be less offensive than major infractions but are still considered unacceptable from a member of the school community.

Examples of minor infractions include, but are not limited to, the following:

- Disrespect toward persons or property
- Being disruptive in the classroom, library, assembly, or any other campus activity
- Poor sportsmanship
- Profanity
- Refusal to do classwork in school
- Disruptive behavior in the classroom or playground

### **Major infractions**

There are certain fundamental policies and expectations at BCA that, when violated, are considered major infractions. A major infraction is a serious offense. The following are examples of major infractions (the list is not all-inclusive):

- Abusive language
- Verbal, physical or sexual harassment or abuse of a student by peers
- Cheating or plagiarism
- Willful destruction of property belonging to BCA, its personnel, or another student
- Stealing
- Any illegal activity
- Lying, deceit or any other dishonest behavior
- Harassing, intimidation, bullying

In disciplinary cases involving major offenses, the school's administrators will determine the consequences.

**With 1<sup>st</sup> warning, 2<sup>nd</sup> meeting with parents, 3<sup>rd</sup> behavioral probation and 4<sup>th</sup> to determine if they can stay at BCA.**

For infractions that occur outside of the classroom, any faculty or staff member present is responsible for talking to the student and referring the case to the appropriate administrator, if necessary.

Students who violate behavioral expectations repeatedly will incur more serious consequences.

## **DISCIPLINARY STATUS**

A student's history of behavioral infractions determines his or her disciplinary status. There are two levels of disciplinary status, Disciplinary Warning and Disciplinary Probation.

## **Disciplinary Warning**

Students will incur a Disciplinary Warning for committing a major infraction or a pattern of minor infractions. A Disciplinary Warning for minor infractions will be assigned by the school's administrators for a consistent pattern of poor behavior. If a student on Disciplinary Warning incurs an additional behavioral infraction, he/she will receive a second Disciplinary Warning.

The school's objective in any disciplinary action is to provide an opportunity for the student to experience growth, learning, and increased responsibility. Thus, the student who incurs a Disciplinary Warning may take steps to restore his or her good standing.

If an educational plan has been filed and further behavioral infractions occur, severe enough to warrant a second Disciplinary Warning, then the first educational plan will be voided, and the student will begin again from the date of the second notification. Only the first and second Disciplinary Warnings can be expunged. They cannot be expunged concurrently.

## **Disciplinary Probation**

Disciplinary Probation is the most serious disciplinary status that BCA students can be placed on. This status represents a situation where students must not have any additional behavioral incidents if they hope to remain students at BCA. Below are the ways that a student can be put on Disciplinary Probation:

- A student commits an infraction after already having been assigned two disciplinary warnings
- A student commits one major infraction that is egregious in nature and warrants being put on Disciplinary Probation immediately.
- A student incurs one disciplinary warning and then commits an infraction that is serious enough to warrant skipping a second warning and going straight to Disciplinary Probation status

At this point the school may issue a conditional behavioral contract to allow parents to support the student and school for a period of time.

## **Possible Consequences for Infractions**

It is not feasible to list all the possible consequences for an infraction here. The school's Administrators will consider all relevant contingencies and will be guided by a sense of fairness, compassion, and the goals of the Disciplinary Policy. Whenever possible, precedents will be considered.

If a student engages in an illegal activity, the school may report the activity to the local police.

Some common forms of disciplinary consequence are described below. Administrators are not restricted to using them but may impose a combination of consequences including those described below.

If a consequence for a school discipline issue conflicts with an after-school activity, the discipline consequence takes priority.

**A student may be excused from enrichment and aftercare for their behavior.**

## **Suspension**

Suspension is a consequence if a student commits a Major Infraction or exhibits a pattern of violating behavioral expectations. Suspension is noted on the student's permanent record and, depending on the nature of questions asked or information requested, may be disclosed to schools that request such information.

**Off-campus suspension means the student may not be on campus or attend any school-related events for the suspension.** Off-campus suspension for students may have an impact on their academics. Class work missed during a suspension cannot be made up. This includes daily homework, daily quizzes, or tests missed during the suspension. Any work that was assigned before the suspension may be completed during the suspension. This includes long-term projects, research papers, and final exams. To prepare for assignments or tests that occur after the suspension has been served, students will be responsible for learning on their own any of the material they missed during the suspension.

## **Expulsion**

Expulsion is a possible consequence for those situations in which a student exhibits a clear disregard for the behavioral expectations of the BCA community. This can be demonstrated by a continuous pattern of infractions, major or minor or it can be a single, egregious act/behavior that threatens or violates the community's shared values. **The decision to expel a student is determined by the Head of School and Disciplinary Review Team.**

Expulsion means the student will no longer be enrolled; he or she cannot complete coursework for the term but may receive partial credit for work completed up to the time of the expulsion, cannot attend or participate in any school activities, and cannot participate in promotion ceremonies.

The notation "Expelled," with the date of the expulsion, will be noted on the student's record. Regardless of the timing of the expulsion, the family's contractual obligation to complete tuition payments for the school year will remain in effect, according to the terms of the Enrollment Agreement.

A student who has been expelled from BCA cannot be on any of BCA's campuses nor can they reapply for admission.

## **DISCLOSURE OF DISCIPLINARY RECORDS TO SCHOOLS**

Schools may consider a student's disciplinary record as part of their admissions process. BCA's policy regarding disclosure of disciplinary records is that we will provide disciplinary records to schools that request such information. This includes incidents that occur during the year after applications have been submitted.

If a student withdraws from BCA to avoid disciplinary action, we reserve the right to report the infraction to the schools.

We do not report disciplinary action that occurred at previous schools attended. We do not report academic probation to the schools because that is an internal measure to assist students in improving their performance. That performance is reflected in their transcripts.

## **EXPECTED BEHAVIOR FOR PARENTS/ GUARDIANS AT SCHOOL AND DURING SCHOOL ACTIVITIES**

Parent/guardian behaviors and actions are also an integral part of creating our BCA community. The school expects that all parents and guardians model respect, care, and positive communication when they interact with staff, teachers, students and other parents.

- **Respectful and Positive Communication:** Parents and guardians are expected to communicate with staff and teachers using positive and respectful communication. Parents are encouraged to positively advocate for their child and demonstrate respect for their child's teacher and the school. Aggressive, inflammatory, or negative language or behavior will not be tolerated and may be cause for termination of the enrollment contract.
- **Care for the Community:** Parents and guardians are expected to model care for the community. Safe driving and parking are essential to the overall safety of our community. Parents and guardians shall ensure that they are following the direction of staff members during the carline and adhering to the safety measures put in place by the school. Parents and guardians are responsible for showing respect to others in the parking lot. Should an accident occur, it is the expectation that appropriate action be taken by those involved to respectfully communicate and resolve the situation in a friendly manner. Parents are expected to work with their children on demonstrating care for the community. Proper disposal of trash, respectful use of the restroom, and accountability for their property are areas that parents should ensure their children are trained in. Consistent disregard for the safety and respect of the community may be cause for termination of the enrollment contract. Parents are also responsible for their guests. ie: grandparents and siblings. All guests will abide by all expected behaviors. Please remind your guests of our policy before an event. Any disruption to this we will ask families and guests to leave.

# CHEATING OR REFUSING TO DO WORK

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## Introduction

As an academic institution, BCA prizes academic integrity. All students are expected to be honest in their academic endeavors. Any dishonesty, including academic dishonesty, such as cheating or plagiarism, is unacceptable. Students are also directed to participate in all class work.

## CHEATING

Cheating includes the following:

- Giving or receiving, offering or asking for any information from another student during an examination, test, or quiz
- Glancing at another student's paper or using any notes that have not been authorized by the teacher for use on examination, test or quiz
- Providing information about the content of an examination, test or quiz to students in other classes
- Illicitly obtaining information about the content of an examination, test or quiz.
- Copying from another student, or providing for copy to another student, work assigned by the teacher

**PLAGIARISM is the unacknowledged use of another person's ideas or wording. The following may be a helpful guide:**

"If you knew it or held it as your opinion before you began preparing your paper, it need not be acknowledged (unless you acquired it from your reading). If you got it from an outside source after beginning preparations, it must be acknowledged." (Sources: Their Use and Acknowledgment. Hanover: Dartmouth College Press, 1962, p.4)

At an academic institution where the purpose is the pursuit of truth, cheating and plagiarism are considered Major Infractions.

## CONSEQUENCES FOR CHEATING OR PLAGIARISM

The following steps will be followed if a student plagiarizes:

- In all cases of plagiarism or cheating, the teacher in consultation with their colleagues and Administration will determine whether cheating/plagiarism occurred
- The classroom teacher reports the occurrence to the school's Administration, who reports back to the teacher as to whether this is the first or second offense
- The student receives a zero on the assignment until it has been re-done properly
- The student's parents are notified

NOTE: Faculty members have an **obligation** to report any instances of plagiarism or cheating to the School's Administration.

## AI POLICY/ DIGITAL LITERACY POLICY

At BCA we recognize the growing significance of artificial intelligence (AI) and the pivotal role it plays in shaping modern education.

A Generative, or Large Language Model, AI harnesses the potential of machine learning models to create original content, spanning text, images, and music. Large language model AI includes websites such as ChatGPT, GPT-4, LaMDA, Apple-Ajax and others. These preliminary guidelines are carefully crafted to strike a balance between embracing the opportunities that AI

offers and safeguarding against potential pitfalls. By adopting AI, we uphold the values of **courage** in embracing innovative technologies, **kindness** in using them for the greater good, **responsibility** in adhering to ethical standards, and **integrity** in ensuring academic rigor.

**At BCA we value and foster a student's ability to create original work.** The purpose of classwork and homework is to build the skills and knowledge necessary for academic success. If AI is used to complete this work so these skills are not practiced, the student is being put at a disadvantage for future success. Furthermore, it becomes difficult for a teacher to assess where a student is at in their learning progression to provide just-in-time learning to push the student to the next level. In addition, it is our purpose as an academic institution to promote independent learners capable of tackling increasingly complex tasks on their own, without relying on classroom teachers, tutors, parents, or technological tools like AI to do the work for them.

Therefore, **it is up to the teacher to explicitly state when and how AI should be used for any work assigned.** Teachers should look for opportunities for students to build their proficiency with AI tools within the classroom. However, it is not appropriate for AI to be used with every assignment, and teachers should be explicit about when and how AI may and may not be used by students. Furthermore, by explaining their rationale to students, it allows teachers an opportunity to underscore the learning aims and purposes of the work at hand.

Students should adhere to these guidelines and not use generative AI when not explicitly authorized.

Remember you bear the responsibility for all the work you produce, regardless of the tools employed. When using generative AI, it is essential to thoroughly scrutinize the content for errors and biases. Keep in mind that AI-generated material can sometimes be misleading, outdated, or even false. Caution must be exercised to prevent copyright infringement, ensuring academic integrity.

**We promote a flexible approach where faculty has the autonomy to decide whether to allow, prohibit, or encourage the use of generative AI in their courses. For specific guidance, please consult your teacher.**

By adhering to these guidelines, BCA can confidently embrace the transformative potential of AI while staying true to our core values. **If you have any questions or concerns, please contact your specific Teacher or Director.** Together, we can harness the power of AI responsibly and ethically, contributing to a brighter future for our BCA community and the world beyond.

## HARASSMENT POLICY

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### Introduction

At BCA, all individuals should be treated with respect and dignity. All people have the right to attend school in an environment that is free from harassment. Any harassment of individuals, including that based on race, ethnicity, sexual orientation, gender, religious beliefs, or other beliefs will not be tolerated. It is a major infraction for a BCA student to harass another person through conduct or communication determined by this policy to be harassment. BCA's harassment policy will extend beyond school activities if the school is the link between the victim and the person responsible for the harassment and/or if the harassment affects the victim's comfort or safety in the school environment.

### HARASSMENT

Harassment is defined as any unwelcome behavior that interferes with a student's ability to learn or a person's ability to conduct his or her usual work. This behavior creates an uncomfortable, or even a hostile, environment for the individual. The term "unwelcome" indicates the action or behavior was unsolicited and not reciprocal. In other words, the person witnessing or being affected by the behavior did not "ask for" or invite the behavior, nor did the person respond "in kind" with similar behavior.

Violations of this rule include, but are not limited to:



- Physical attacks
- Putting a person in fear for his or her safety
- Verbal or non-verbal, written, graphic abuse (derogatory comments; sending threatening letters, e-mail, or instant messages; posting disparaging remarks/pictures for public scrutiny; using personal websites, blogs, or other emerging technologies to disparage others; negative stereotyping are just a few examples)
- Teasing
- Strong encouragement of others to join in behavior against 3<sup>rd</sup> party peer pressure

## **HARASSMENT BASED ON GROUP STEREOTYPING**

Harassment based on group stereotyping is conduct motivated by a person's race, ethnicity, color, heritage, sexual orientation, or religious beliefs. It includes, but is not limited to:

- Treatment that is different based on prejudiced stereotypes of a group
- Offensive or demeaning treatment of an individual, based on prejudiced stereotypes of a group
- Conduct sufficiently severe, pervasive, or persistent to have the purpose or effect of creating an uncomfortable or hostile learning environment
- Conduct sufficiently severe, pervasive, or persistent to have the purpose or effect of interfering with a student's or employee's performance or opportunities
- Exclusivity of another person/group /hate crime

This kind of harassment may result from verbal or physical conduct or written graphic material caused by the following kinds of behavior:

- Conduct addressed directly to a person(s) that threatens violence or property damage, and/or that is made with the specific intent to harass or intimidate the victim because of racial and ethnic traits, color, heritage, sexual orientation, or religious beliefs

Behavior that abuses, belittles, humiliates, defames, or demeans a person or a group of persons based on racial and ethnic traits, color, heritage, sexual orientation, or religious beliefs

- Abusive and/or derogatory language that in a subtle or overt manner belittles, humiliates, impugns, or defames a person or a group of persons based on racial and ethnic traits, color, heritage, sexual orientation, or religious beliefs
- Slander, libel, or obscene speech that advocates hatred against or invites degradation of a person or group based on racial and ethnic traits, color, heritage, sexual orientation, or religious beliefs

Some examples, such as physical and verbal abuse, are easily identified. More difficult to label is the harassment hidden behind graffiti or insensitive words or statements, such as epithets or “jokes.” Both the blatant abuse and the more subtle harassment can be equally damaging. All should be aware that the perpetrator of harassment may not intend it as such, but the effect is still emotional distress on the part of the offended; thus, the behavior still constitutes harassment within all accepted definitions.

## HARASSMENT, INTIMIDATION, OR BULLYING – TARGETED STUDENT SAFETY PLAN

### Definitions & Guidance:

Our school provides a safe and secure learning environment that is free from **harassment, intimidation, or bullying (HIB)**. Especially vulnerable students who have been the **alleged targets** of HIB may need special protection to ensure their emotional and physical safety is secure during investigations and/or after sanctions have been imposed on aggressor students.

This safety plan template raises key issues for you to consider assisting in the protection of a vulnerable student and in the writing of a safety plan. It is understood that each situation is different and that additional considerations may be included.

It is recommended that this **Student Safety Plan** be completed by the school’s **existing safety, discipline, or student support team**. Examples of such groups include a school’s Care Team, Student Intervention Team (SIT), 504 Implementation Team, Multidisciplinary Intervention team (MDT), or HIB Prevention-Intervention Team. It is also recommended that the targeted student and a member of the student’s family be involved in the plan’s development. Once the plan has been developed by the team, the principal or his/her designee will see that it is implemented with the student and his/her family. The principal will also share this plan with all necessary school staff. The classroom teachers will leave a copy of the plan for any **substitute teachers** who come in.

The plan involves two components: the actions **school staff** will engage in and the actions the **student** will engage in. The plan has a **definite start and a proposed end date**. It is meant to cover the **entire school day**; from the time a student boards the bus in the morning until he/she departs the bus at the end of the day. The targeted student needs to be safe **during before-school and after-school activities** and protected from any **new bullying done by others** in support of the initial aggressor or in retaliation for reporting or discipline actions.

The plan designates a Primary **Staff Contact** for the targeted student. This person might be the staff person to whom the student first reported the HIB, or with whom the student feels most comfortable. It might also be his/her homeroom teacher, counselor, or another classroom teacher.

This plan’s intent is that it be done in a minimally intrusive way. School layout, passing times, grade levels and configurations and availability of staff may impact the plan. It will be necessary to adapt to the building. For example, if there are locations which are known to be particularly dangerous for the student, those areas need to be identified and monitored. (An additional template is available which more closely fits the needs of primary grades).

## RESPONSE TO HARASSMENT

Any person who believes that he or she has been the victim of harassment, harassment based on group stereotyping, or sexual harassment should report the alleged acts immediately to a member of the BCA Faculty or Administration. Complaints received will be promptly investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment, harassment based on group stereotyping, or sexual harassment under the definitions outlined above. Unacceptable student conduct may or may not constitute these kinds of harassment, depending on the nature of the conduct and its severity, pervasiveness, or persistence. Behaviors which are unacceptable but do not constitute sexual harassment or harassment based on group stereotyping may provide grounds for discipline simply because of harassment. The discipline of a student for violation of any behavioral expectation may be enhanced if the conduct is sexually motivated or based on group stereotyping. BCA will take appropriate action to address any alleged or suspected incidents of harassment. All cases of harassment are considered major infractions. Note that consequences for harassment include suspension and/or expulsion.

## BULLYING –

BCA is committed to maintaining a school climate in which students may learn and grow without fear of bullying or hazing, and thus every student has the right to feel safe from bullying at school. In accordance with our school's mission and core values we strive to create a safe, positive, and supportive culture in which each student can enjoy their academic, social, and athletic opportunities and, therefore, **bullying or hazing in any form will not be tolerated**. These notes on bullying are intended for policy clarification purposes. If bullying occurs the student will be picked up from school and will only return after meeting with the Dean or Head of School.

### Definition of Bullying

Bullying systematically and chronically inflicting verbal or physical hurt and/or psychological distress on one or more students. It is intentionally repeating cruel incidents involving the same student(s). What constitutes a bullying incident lies in the relationship between the perpetrator and the victim, and the intent of their interaction—to cause distress to the victim. While bullying incidents vary in nature and degree of severity (see table of direct and indirect bullying examples below), and while perpetrators and victims will have different perceptions of these incidents, the consent of the victim may not be used as a defense, since such consent is no justification for bullying. In other words, the implied or expressed consent of a person or persons to bullying shall not be a defense against discipline under this policy.

BCA recognizes several types of bullying:

- Verbal bullying: includes name-calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications and anonymous notes.
- Physical bullying: includes poking, slapping, hitting, tripping, or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and individual property, threatening gestures, setting fires and assault with a weapon.
- Social or Emotional bullying: includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing and looks, and aggressive stares.
- Cyberbullying: includes sending offensive/humiliating/threatening messages or images via computer or mobile phone.

### Prohibited Conduct

- Any act that involves physical brutality or physical aggression that causes or is likely to cause bodily danger or physical harm to an individual;
- Any act that involves forced consumption of food, or other substances, or any other forced physical activity that could endanger the physical health or safety of an individual.

- Any activity that would subject an individual to extreme mental stress, extreme embarrassment, or extreme emotional harm, or any other forced activity that could endanger the mental health or dignity of the individual

## **BCA RECOGNIZES SEVERAL TYPES OF BULLYING:**

### **VERBAL BULLYING**

Bullying includes name-calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, and anonymous notes.

### **PHYSICAL BULLYING**

Includes poking, slapping, hitting, tripping, or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and individual property, threatening gestures, setting fires, and assault with a weapon.

### **SOCIAL OR EMOTIONAL BULLYING**

Bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, and looks, and aggressive stares.

### **CYBER BULLYING**

Includes sending offensive/humiliating/threatening messages or images via computer or mobile phone.

While the focus of this policy is on prevention, bullying acts may still occur. Students or employees of BCA who has been bullied, parents whose children have been bullied, or other students who observe bullying behavior are encouraged to make a verbal and/or written complaint to a member of the school staff. Intervention by adults and bystanders is a crucial step to prevent escalation and resolve issues in the earliest stages.

At all times, reported incidences will be documented, tracked, and handled according to the procedures determined by each division. Disciplinary actions (for bottom-line behaviors) will be predetermined at each division and will reflect the severity and intensity of the bullying incident. Students will be encouraged and supported to make restorative action to their peers. The purpose of the disciplinary measures are to assist a student to reflect on their behavior and to be provided with an opportunity to learn and improve peer relationships.

This anti-bullying policy will be reviewed periodically to ensure its effectiveness and make any necessary adjustments. Feedback from students, staff, and parents/guardians will be sought and taken into consideration during the evaluation process.

Examples of common forms of bullying which may be verbal, physical, or psychological		
	<i>Direct Bullying</i>	<i>Indirect Bullying</i>
verbal bullying	taunting, teasing, name calling	spreading rumors
physical bullying	hitting, kicking, slapping, destruction or theft of property	enlisting a friend to assault someone for you
non-verbal/non-physical bullying	threatening or obscene gestures	excluding others from a group, manipulation of friendships, threatening email/Facebook message/social networking message

## REPORTING INCIDENTS

School personnel (including all teachers, staff, etc.) and all students who become aware of bullying shall report such incidents immediately to the School's Administration so that prompt and appropriate action can be taken. This requires vigilant observations in the classroom and around campus, particularly during daily transition periods (usually between classes or during lunch, for example) when students' behavior may be less obvious to or deliberately concealed from adults. Any student who believes they are the victim of bullying or observes incidents that might constitute bullying must inform or report the incidence to a teacher or staff member. Reporting of this nature—by personnel and students—helps to ensure the safety of all students and benefits the whole school community.

BCA's Administration are available for consultation with students who believe they are subject to bullying. Reports will be treated confidentially and only shared with others in the school community to ensure students' safety. Certain conduct, such as violent behavior, may violate law requiring reporting it to proper authorities. Under such circumstances, the faculty member or adviser to whom the matter is reported will not be able to maintain the matter in confidence. As needed a "targeted" student safety plan can be created and implemented.

## CONSEQUENCES & DISCIPLINE

Each bullying case reported to the School Administration will be treated individually. Depending on the circumstances, a range of disciplinary steps and strategies will be employed. These are outlined in the Handbook section on Discipline. Please refer to these sections for further clarification of the school's disciplinary process or consult with the Director or another administrator of the school.

There is a form for any HIB accusations where all parties will be interviewed, and we will conduct an internal investigation and file a report upon our conclusion. A student safety treatment plan will also be created and implemented.

## **SEXUAL HARASSMENT**

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to, the following:

- Using language of a sexual nature
- Suggestive or inappropriate communications, e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments
- Sexual innuendoes, comments, and remarks about a person's clothing, body or activities
- Humor and jokes about sex that denigrate men or women
- Sexual propositions, invitations, or pressure for sexual activity
- Use in the classroom of sexual jokes, stories, remarks or images in no way germane to the subject matter of the class
- Suggestive or obscene gestures
- Patting, pinching, and other inappropriate touching
- Unnecessary touching or brushing against the body
- Telling lies or spreading rumors about a person's sex life
- Blocking a person's path
- Stalking a person
- Giving unwanted personal gifts
- Attempted or actual kissing or fondling
- Sexual assault

## **HARMFUL SUBSTANCE ABUSE POLICY**

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### **Introduction**

The possession, use, distribution, or sale of harmful substances is prohibited. Student abuse of these substances is both unacceptable to our community and against the law. In addition, the display of any drug paraphernalia intended for drug or alcohol use is also unacceptable. Harmful substances and under their influence are prohibited on campus and at school-related functions. BCA considers harmful substances to include, but not be limited to, the following: any substance deemed illegal for use by residents in the State of Washington, alcohol, tobacco, inhalants, off-label prescription drugs of Schedule I, II or III\*, or any other substance used as a mind-altering agent.

The school believes that in all activities, both curricular and co-curricular, there is an explicit contract between the students and the faculty/staff. The faculty/staff trust that the students understand their obligation to adhere to the school's behavioral expectations, as outlined in this policy.

The school encourages students to seek help if they have a problem with alcohol or drug use. If a student comes forward to a teacher or administrator and expresses concern about his or her use, every effort will be made to get that student needed assistance.

\*Off-label drugs are those used for a purpose for which they have not been specifically approved. Schedule I-III drugs have moderate to high potential for abuse and are considered dangerous.

### **Possession, Use, Distribution or Sale of Tobacco**

BCA is a tobacco-free campus. The use of any kind of tobacco by students is prohibited at all BCA activities on and off campus. Infractions will be referred to the Director or Building Director or Head of School.

## **DUTY TO WARN POLICY**

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The school takes reports of concerns with mental health seriously and prioritizes student well-being. If a student discloses thoughts related to suicide or harm to others, it will notify the parents or legal guardians immediately as part of the school's "Duty to Warn" Counseling protocol.

If in School, the parents will be called to a meeting with the counselor. The student will be required to wait in the Counseling Office until the parent arrives. The student will be required to leave campus accompanied by the parent or legal guardian. If distance learning, the counselor will notify the parent or legal guardian via telephone.

In such cases, the school will require that the student be evaluated accordingly by a mental health professional. The student may not be able to return to campus until the parents or legal guardians present a medical clearance (a signed note by a medical professional) that he/she is safe to return to campus to ensure his/her safety as well as the safety of other

# INTIMATE CARE POLICY

Intimate care is defined as any care which involves assisting students with caring for themselves independently including feeding, dressing and toilet use.

If a student has a toilet accident, spills on their clothing, or gets soiled from rainy weather it is expected that they can change into clean clothes independently. No adult can enter the bathroom to assist a child alone. Under some circumstances or an intimate care plan two teachers may assist a student.

Our goal is to not have children sit in soiled clothing.

1. Where relevant, it is good practice to agree with the student and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.
2. Where a care plan or IEP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). It is recommended that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter, not through e-mail.
3. A written record should be kept in a format agreed by parents and staff every time a child has an invasive medical procedure, e.g. support with catheter usage (see afore-mentioned multi-agency guidance for the management of long-term health conditions for children and young people).
4. Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments. It should be clear who was present in every case.
5. These records will be kept in the child's file and available to parents/carers on request.
6. All students will be supported to achieve the highest level of autonomy possible given their age and abilities. Staff will encourage each student to do as much for themselves as possible.
7. Staff who provide intimate care are trained in personal care (e.g., health and safety training in moving and handling) according to the student's needs. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate. **At BCA 1 & 2 adults will not enter the toilet.**
8. Staff will be supported to adapt their practice to the needs of individual students, considering developmental changes such as puberty and menstruation.
9. There must be careful communication with each student who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the student is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.
10. Staff who provide intimate care should speak to the student personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.
11. Every child's right to privacy and modesty will be respected. Careful consideration will be given to each student's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. Reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Where possible, the student's wishes and feelings should be sought and considered.
12. A member of staff would inform another appropriate staff member when they are assisting a student with intimate care. Both staff members would be present during care to safeguard the student and staff member.
13. The religious views, beliefs and cultural values of children and their families should be considered, particularly as they might affect certain practices or determine the gender of the carer.
14. While safe working practice is important, such as in relation to staff caring for a student of the same gender, there is research which suggests there may be missed opportunities for children and young people due to over anxiety about risk factors; ideally, every student should have a choice regarding the members of staff who assist them with intimate care.
15. Adults who assist students with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safe recruitment checks, including a Portable Background Check for anyone working at Satellite Campus
16. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.



17. Health & Safety guidelines should be adhered to regarding waste products, if necessary
18. No member of staff will carry a mobile phone, camera or similar device while providing intimate care.

### **BCA Intimate Care Policy**

At BCA we are committed to safeguarding and promoting the welfare of children and young people. This includes ensuring that all staff responsible for the intimate care of children and young people will undertake their duties professionally and ensure that children are treated with sensitivity and respect.

### **What is 'Intimate Care'?**

Intimate care is defined as any care which involves washing, touching, or assisting students with caring for themselves in a way they are too young or are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with intimate personal areas. Examples include support with dressing and undressing (underwear), helping someone use the toilet or washing intimate parts of the body, and cleaning a pupil who has soiled him/herself:

- Urine
- Feces
- Vomit

It is also associated with other accidents that may require a child to remove their clothes. These include changes required due to water play, messy play, sickness, and weather. Young students may be unable to meet their own care needs for a variety of reasons and may require regular support.

### **Role of the Student**

It is expected that children will be toilet trained and out of diapers before they begin at school. However, we recognize that children will join BCA, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that some children will have accidents and must be attended to.

To help children become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although they are encouraged as they progress through school to use the toilet during break times.

Students in Pre-Primary have access to the toilet whenever they need to and are encouraged to be independent. They are consistently reminded at scheduled times throughout the day to go to the toilet and can do so whenever they need to.

### **Role of BCA Staff**

**Classroom Teachers:** Teachers assist students with minor toileting accidents that can be easily dealt with in the classroom bathroom. Such as:

- Changes of clothing required because of water play, messy play, sickness, and weather
- Changes of clothing required because of urine/feces accidents (bottom portion of clothing, including socks)

- Remove their soiled clothes
- Clean their skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes
- Place soiled clothes in plastic bags and give to parents to take home

Our teachers always pay attention to the child's distress and comfort. In the event a child is reluctant and refuses to change their clothing, parents will be contacted immediately. Our intention is that the child will never be left in soiled clothing.

Toileting accidents happen, and this is a normal stage of development. It is our intention to handle these situations discreetly and as quickly as possible.

### **Role of Parents**

Parents/carers are made aware and adhere to the intimate care policy at the school. Parents are required to send a change of clothing to school for their child, including socks. (Parents are welcome to provide two sets of clothing.) **Parents are expected to support their child at home in developing independence with toileting, which includes:**

- Verbal indications when a student needs to use the toilet
- Independence in wiping
- Independence in pulling on/off clothing
- Independence in handwashing
- Asking for help when needed

### **Safeguarding**

Our Safeguarding and intimate care procedures will always be adhered to. All members of staff carrying out intimate care procedures have been trained in doing so.

## **POLICY FOR ONGOING TOILETING SITUATIONS AT BCA/ PREPRIMARY**

Any student having repeated toileting issues at school **after the 2nd week of school.**

***Repeated toileting issues is more than two accidents in a week***

1<sup>st</sup> Step: The Director and teacher will meet with the parents that day to share concerns and create a plan for the next few days.

2<sup>nd</sup> Step:

***Parents will be contacted by Director the Preprimary/ Prk to take their child home for a “reset” period of 2 weeks. During this “reset” time, the Director will make sure that that family has access to school materials to learn from home via the parents or an outside tutor (no virtual access). It will be the parents' responsibility to pick up the work from the Director each Friday at 2:45.***

*The purpose of this time is for parents to “reset” the toilet training process from home and ensure that their child is ready to attend school. Sometimes, this takes more than 2 weeks.*

*Once the parents have contacted the Director after the two weeks to discuss progress the child may be allowed a slow “re-entry” to the classroom. This means they will start by coming to school until 10:30 for the first week, until 12:30 the second week and a full re-entry upon the 3rd week until 2:45. Aftercare will not be offered until the child is fully toilet trained. If the student remains unable to demonstrate the ability to use the toilet as expected, we will try the procedure again!*

*After a month of successful full days at school parents can request aftercare with the Directors approval.*

*The goal is success and readiness of school!*

## BCA 1 & 2 TOILET USE POLICY

All students at BCA 1 & 2 must use the toilet independently. This includes the ability to undress themselves, wiping/cleaning themselves and flushing the toilet.

- In case of a toilet accident, teachers will follow the guidelines and expectations of our Intimate Care Policy to aid students with changing soiled clothing.
- If a student has a toilet accident, parents will be informed, and wet soiled clothes will be placed in a plastic bag and returned home.
- If a student has more than 2 toilet accidents in a week, a meeting between parents and the BCA will take place where an intimate care plan is created and implemented. The plan will focus on independent toilet use.
- If your child has been involved in an accident where they are not able to feed themselves, dress themselves or use the toilet on their own, an intimate care plan must be created and implemented. The plan will be mutually agreed upon by parents, doctor, and school.

## TECHNOLOGY: ACCEPTABLE USE POLICY

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All students and their parents or guardians must agree to the following Acceptable Use Policy (AUP) as a condition of enrollment at BCA.

Failure to follow the Acceptable Use Policy will result in disciplinary action and referral to the School’s Administration.

1. **PRIVILEGES.** The use of the electronic information system is a privilege for students of BCA. Inappropriate use may result in cancellation of usage privileges. Each user will receive instruction as to proper behavior and use of the network, and all technology related materials. The Administration or Staff of BCA may deny, revoke, or suspend users’ privileges.
2. **PERSONAL TECHNOLOGY.** BCA is not responsible for the loss, theft, or damage of personal electronic devices brought to school for personal use.
3. **PERSONAL RESPONSIBILITY AND TRUSTWORTHINESS.** As a representative of this school, each user will accept personal responsibility for reporting any misuse of the network to the School’s Administration. Misuse is commonly viewed as materials created, sent, received, or shared that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, homophobia and inappropriate language, and other issues described below.

4. **ACCEPTABLE USE.** My usage of the BCA LAN must be in support of education and research and must be consistent with the educational goals and objectives of BCA.
  - a. Use of BCA'S or other organizations' networks or computing resources must comply with the school's rules.
  - b. Creation or transmission of material in violation of United States or state regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material protected by trade secret.
  - c. Use is expected to match instructional directions in line with current assignment.
  - d. Use of the network for product advertisement, political lobbying, or for financial or commercial gain is prohibited.
5. **GUIDELINES OF RESPECT.** I will abide by guidelines which include, but are not limited to, the following:
  - a. **ETIQUETTE.** Never create or send, or encourage others to create or send, abusive, threatening, or sexually oriented messages, materials, websites, postings, or documents whether they are sent from home, school, or another location. This includes sending inappropriate material through *instant messages* or *blogging* of oneself or others. In addition to violating our *Use of Electronic Resources Agreement*, such actions violate our school *Harassment Policy*.
  - b. **TECHNOLOGY CODE OF CONDUCT.** Act always with honesty, integrity, and respect for the rights of others and help others to behave in the same way. Make every effort to be of service to the community. Agree to follow BCA Behavior Expectations.
  - c. **LANGUAGE.** Use appropriate language. Remember that you are a representative of BCA on a non-private system. You may not be aware, but what you say and do at your electronic device can be viewed globally! Never swear, use vulgarities, or use any other inappropriate language. Illegal activities of any kind are strictly forbidden.
  - d. **PRIVACY.** Invading the privacy of individuals, using a password owned by another user, accessing another's work product, and posting anonymous messages are prohibited.

## 6. USE GUIDED BY FAIRNESS AND CARING

- a. Electronic device use, including electronic mail (e-mail) is not guaranteed to be private. Activities relating to or in support of illegal activities must be reported to the Administration, Dean or Head of School.
- b. Respect the people with whom you are communicating electronically. *Cyber bullying\** is unacceptable and will not be tolerated.
- c. Do not use the network or electronic device resources in any way that would disrupt use of these by others. Only take the information you need. Prior permission is required to download any files.
- d. Use all electronic devices, related equipment and resources as directed by the teacher. Other use is unauthorized.
- e. Cite references for all materials created by others.
- f. Follow the rules for sharing electronic device resources. Permission is always required to print.

## 7. ISSUES OF GOOD CITIZENSHIP

- a. **SECURITY.** Security on any electronic device system is a high priority. If you identify a security problem, notify the Director, Building Director, or classroom teacher at once. Never demonstrate the problem to other users. All system use must be directly supervised by a teacher or other authorized staff member.
- b. **PRIVACY.** Do not reveal any personal information, including full name, home address, phone numbers, or those of students or colleagues. Report any person who asks for personal information or violates your privacy.
- c. **VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system, and all electronic device-related equipment or resources. This includes, but is not limited to, changing school-approved screen savers, the uploading or creation of computer viruses, disrupting or limiting access to network resources, using the network to make unauthorized entry to any other machine accessible via that network, or abusing the hardware or software. Vandalism also includes attempting to identify system passwords or changing system defaults or configurations. Any violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.
- d. **DIGITAL INTELLIGENCE.** The goal is to ensure that all students, parents and staff learn good on-line practices that protect them and promote high "Digital Intelligence". The following are 8 key aspects of Digital Intelligence:
  - **Digital identity:** The ability to create and manage one's online identity and reputation. This includes an awareness of one's online persona and management of the short-term and long-term impact of one's online presence.

- **Digital use:** The ability to use digital devices and media, including the mastery of control in order to achieve a healthy balance between life online and offline.
- **Digital safety:** The ability to manage risks online (e.g. cyberbullying, grooming, radicalization) as well as problematic content (e.g. violence and obscenity), and to avoid and limit these risks.
- **Digital security:** The ability to detect cyber threats (e.g. hacking, scams, malware), to understand best practices and to use suitable security tools for data protection.
- **Digital emotional intelligence:** The ability to be empathetic and build good relationships with others online.
- **Digital communication:** The ability to communicate and collaborate with others using digital technologies and media.
- **Digital literacy:** The ability to find, evaluate, utilize, share and create content and competency in computational thinking.
- **Digital rights:** The ability to understand and uphold personal and legal rights, including the rights to privacy, intellectual property, freedom of speech and protection from hate speech.

8. **SERVICES.** BCA makes no warranties, whether expressed or implied, for the service it provides. The school will not be responsible for damage suffered while on this system. These damages include loss of data due to delays, non-deliveries, mis-deliveries, or service interruptions caused by the system, or by your errors or omissions. Use of any information obtained via the information system is at your own risk. BCA specifically denies any responsibility for the accuracy of information obtained through its services.

\*Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging, defamatory personal websites, social networking sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm or tease others.

9. **PARENTAL RESPONSIBILITIES OUTSIDE OF SCHOOL.** In partnership with the school, parents and guardians are expected to work with their students to maintain the routine of proper use of technology when away from school.

## SOCIAL MEDIA

Although social networking can be valuable and enjoyable, use of these tools requires awareness of some risks. Regarding social media, it is often unclear what is public, private, personal, or professional. Below are guidelines to follow for the BCA community regardless of whether these are considered professional or personal spaces.

### Good Guidelines

- Good judgment is expected in all situations, and online behavior should reflect well on the school community.
- Always assume that any shared/posted information on social networks is public information regardless of privacy settings.
- Maintain a positive presence in which others are always treated in a respectful and considerate manner. Thank people for their comments when applicable.
- Students are advised to refrain from directly interacting with faculty and teachers through social media. If you are uncertain about an issue related to this, consult the Head of School.
- Share and interact in a way that will enhance your reputation and that of BCA community (vs. damaging them).
- Check your work for correct spelling and grammar before posting, and never blindly share a link without reviewing the content first.
- Do not share or post information that is considered confidential or private (online conversations are never private). If an error was made in posting privileged information, seek out a faculty member or teacher for guidance.
- Respect the privacy of BCA community members and never share or post personal information of students, parents, faculty, staff, etc.

- ISP school faculty and staff are prohibited from being social media contacts with parents and students.
- Take precautions to maintain your personal safety, such as sharing/discussing your personal schedules or situations. Students should minimize the information shared in any social media profiles.
- Refrain from posting details of travel itineraries (exact time/locations). Post about the day's activities after the fact and avoid saying what your plan is for the next day.
- Respect others' privacy and do not caption photos with names of current students, and refrain from sharing/posting photos with students' faces without their permission.

## **SOCIAL MEDIA POLICY**

Social media is any form of online publication/application that allows interactive communication

Including social networks, apps, blogs, photo sharing platforms, websites, and forums.

Examples of these varieties of social media include but are not limited to Facebook, Twitter, Snapchat, Instagram, YouTube, TikTok and Flickr. Interactive communications/electronic messages include the creation, storage, exchange, validation by "liking" and management of text, images, video, voice, email, and fax over a communication network facilitated by the Internet or other broadcast mechanisms.

While social media/electronic messaging can provide innovative educational opportunities that allow us to communicate and share information in meaningful and exciting ways, these tools can also provide a forum for unkind words or images that can quickly circulate and inflict untold harm on innocent victims. Evidence of this potential negative impact upon any community has been regularly documented through numerous heartbreaking media accounts as well as educational research.

All members of our community should be mindful that infractions outlined in the BCA Parent-Student Handbook prohibiting certain types of communication and actions also apply to social media and messaging. Any postings or messages that negatively impact the school community or its members may be met with disciplinary consequences equal to those applied when / where the statements are made person to person while on campus. These consequences may include formal apology, parent conferences, detentions, suspension, dismissal, and/or referral to legal authorities.

Some specific violations of school policy that may require the application of these discipline consequences for inappropriate use of social media both on/off campus include:

- Threatening/Demeaning participation within an electronic community
- Violations of school policy while participating in any school sponsored activity
- Behaviors that endanger members of the BCA Community or school property
- Behaviors that disrupt the educational opportunities for our students
- Behaviors that bring disrepute to the BCA Community
- Infractions involving the "BCA Acceptable Technology Use Policy" such as "sexting" and accessing inappropriate websites

Additionally, all members of the community are expected to adhere to the following guidelines when using social media platforms:

### **RESPECTFUL COMMUNICATION**

*All communication on social media platforms should be respectful and not contain any discriminatory, derogatory, or offensive language. Cyberbullying or harassing behavior will be subject to BCA's disciplinary actions.*

### **PERSONAL RESPONSIBILITY**

*All community members are personally responsible for their behavior on social media platforms, even if it occurs outside of school hours or off-campus. This includes posting or sharing content that may reflect negatively on the school community.*

### **PROTECTION OF PRIVACY**

*All community members should respect the privacy of others and not share or post personal information without permission.*

### **ACADEMIC INTEGRITY**

*Students should not use social media to cheat or plagiarize, and should not use social media to share confidential or sensitive information related to the school or its students.*

### **RESPONSIBLE USE**

*All community members should use social media in a responsible manner that is consistent with our community values and the mission of the school. This includes avoiding the use of social media during class time or when it may interfere with their work or responsibilities.*

It is important for all members of the school community to understand and follow these guidelines to ensure that social media is used in a safe and responsible manner that reflects positively on the school and its members.

## **STUDENT PERMANENT RECORD/FILE**

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### **Definition**

All records and data related to an individual student which are incorporated into each student's cumulative record file/permanent record and intended for school use or to be available to parties outside the school are referred to as the student's Permanent Record File. This may include grade reports, school application, communication to parents, academic and/or disciplinary status, and grade reports.

Personal working notes made by teachers, counselors, or other school personnel, regarding individual students are not to be included in the student's Personal Record File and are not available to parents and may not be transmitted to other persons/agencies.

## **OTHER SCHOOL POLICIES**

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### **CHILD ABUSE REPORTING LAW REQUIREMENTS**

As educators we are responsible for reporting any suspected or witnessed child abuse or neglect to Child Protective Services (CPS). **This can include absences. BCA employees do not interview or draw any conclusions. Once CPS is called their agency takes over.**

### **Grade Change Policy**

**Parents may not request a teacher to change any grade. If a parent believes a grade should be**

**discussed it can be discussed with the Head of School and teacher.**

## **RELIGIOUS AND CULTURAL ACTIVITIES**

We are proud of the cultural diversity at BCA. Since we are a non-denominational school, we do not have religious activities for students.

## **BIRTHDAY CELEBRATIONS**

If your child would like to celebrate a birthday at school, we ask that you please notify your child's classroom/homeroom teacher before providing treats that day. You are welcome to provide **store-bought** cupcakes, cookies, fruits, etc. Nuts, candles and serving knives are prohibited. We ask that you avoid bringing sheet cakes, ice cream and other items that require more preparation than individual treats. Along with your child's treats, please bring in any festive birthday paper plates, utensils and napkins that may be needed during treat time.

- Invitations may not be distributed at school.
- Please do not bring goody bags to distribute. No class party will have goody bags, including birthdays and Valentine's Day. Valentine's Day will be exchanging cards only.

## **VISITORS TO CAMPUS**

Visitors to BCA, including parents, are not allowed to enter the school unaccompanied, they should wait in the reception area until a staff person accompanies them to the meeting area. Visitors will be required to sign-in, wear a visible visitor badge, and review the school's Safeguarding/Health and Safety guidelines posted at the visitor sign-in at each building at the start of their visit.

# **WHOM TO CONTACT**

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## **COMMUNICATION**

At BCA, we believe that honest, respectful communication is the best way to mitigate concerns and disputes that arise. Problems are always best resolved when they are addressed early and directly with the person(s) most able to rectify the issue.

Students learn to settle disagreements and differences among peers and adults at differing rates. However, practice helps, particularly when parents and teachers are available as mentors to help students learn to problem-solve and negotiate. Over time, students learn to advocate for themselves, developing necessary skills as they progress through school and transition to adult life.

If parents have questions or concerns about a specific subject, they should communicate with the teacher. Please be assured that messages of a confidential nature will be kept confidential. Please be mindful that teachers have a full schedule during the school day, and that responses will not be immediate. **BCA teachers will respond within 24 hours to all parent inquiries.**

## **VOLUNTEER OPPORTUNITIES**

We appreciate all of our parent volunteers who so graciously donate their time and talents throughout the school year. If you are interested in volunteering, please contact any member of the BCA Parent Association (BCA PA).

Our Parent Association is the primary organization through which parents may volunteer to help at school. Your participation is welcome and encouraged. Please visit the Parent Association information section on the BCA website for more information.

**Volunteers on campus or chaperones on field trips must attend a volunteer safeguard session.**



**These will be offered by a member of our safeguarding team.**

## **WEBSITE INFORMATION**

You are invited to view information pertaining to curriculum, the school calendar, lunch ordering, and other important school forms. Information specific to enrolled BCA families is available in the Family Resource Section of the website.

## **ACADEMIC EVENTS**

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### **MEET YOUR TEACHER**

Meet Your Teacher Day, held at the end of the summer, is designed for parents and students to meet their teachers, and see the classroom before the first day of school. Students can become familiar with the location of his or her classroom, desk, and cubby to ensure a smooth transition on the first day of school. Meet Your Teacher Day is a wonderful time to bring in your child's Emergency Kit and school supplies as well. If you are unable to attend, your child may bring these on the first day of school.

### **CURRICULUM NIGHT**

Within the first month of school, you will be invited to attend Curriculum Night in your child's classroom for an in-depth overview of the school year. During this Parent-Only event, teachers will present information about the curriculum used through sharing grade-level curriculum maps. Parents will obtain a daily student schedule and go over school and classroom procedures. This is a wonderful opportunity to receive information, ask questions, and hear directly from your child's teacher.

### **PARENT TEACHER CONFERENCES**

Parent/teacher conferences are scheduled twice during the school year, after the 1st and 2nd trimesters, so parents can learn about their child's progress.

### **TESTING**

All students will participate in various informal assessments throughout the year to monitor their progress. Students in grades K-4 will also participate in MAP Growth Testing. MAP Growth is an online adaptive assessment that may be used up to 3 times per year to monitor student progress in math, reading, language skills (2<sup>nd</sup>-4<sup>th</sup> grades), and science (3<sup>rd</sup> and 4<sup>th</sup> grades).

### **PARENT EVENTS**

Disco Night, Multicultural Night, Fall Fun Day, Winter Fun Day, Valentine's Day, Donuts with Grandparents, Fun Run, Talent Night, Art Show, Open Houses and Admissions Events, Ice Cream Social, Donation Drives, Parent Association General Meetings, Coffee Chats with Senior Leadership Team, and Carnival.