



BELL SHOALS
ACADEMY

FAMILY HANDBOOK 2026-2027

Mark 12:29-31

“The most important one,” answered Jesus, “is this: ‘Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.”



BELL SHOALS ACADEMY

Table of Contents

Academics -----	5
Accreditation -----	1
Advertising and Sponsorships -----	33
Athletics-----	21
Attendance Policy -----	14
Bullying -----	12
Campus-Wide Procedures -----	9
Chapel -----	4
Confiscation -----	22
Core Values-----	2
Dress Code-----	18
Drop-Off/Pick-Up Procedures -----	16
Enrollment Agreement -----	36
Explorers Club/Discovery Camp -----	33
Expected Student Outcomes -----	2
Financial Information -----	34
General Information -----	3
Handbook Acknowledgement Form -----	37
Health and Wellness-----	27
Lunch-----	4
Media Center -----	21
Mission Statement -----	1
Parent Communication-----	24
Philosophy -----	1
Profile of a Graduate -----	2
Safety -----	26
Safety Patrols-----	34
Searches -----	22
Severe Allergy and Asthma -----	30
Social Networking -----	33
Special Events-----	22
Student Affairs -----	9
Tardy Policy -----	16
Technology Policy-----	13
Video Monitoring-----	22
Virtual School Courses -----	29
Vision -----	1

ALL POLICIES IN THIS HANDBOOK ARE SUBJECT TO CHANGE. STUDENTS AND PARENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR. THIS HANDBOOK IS ALSO AVAILABLE ON OUR WEBSITE



WELCOME!

Welcome to Bell Shoals Academy (BSA)! We are excited about all the opportunities that await us this year! We believe the Academy is an extension of the home, and we desire to partner with you in your child's education. God has a plan for your child, and we are honored to be a part of His Kingdom work. We thank God in advance for the victories we will experience together this 2026-2027 school year.

This handbook provides you with information to help you better understand the Academy's purpose and operational policies. We expect you to be familiar with, support, and adhere to the stated policies. Please feel free to email, call, or visit the office if we can assist you.

--BSA Administrative Team

MISSION STATEMENT:

The mission of Bell Shoals Academy is to provide an unrivaled, Christ-centered education that inspires and equips the next generation.

VISION:

Bell Shoals Academy's vision is to encourage all our students to become passionate followers of Christ.

PHILOSOPHY:

The philosophy of education at Bell Shoals Academy is grounded in a God-centered view of truth and humanity, as represented in the Bible. The entire process of education is viewed as a means to bring the student into fellowship with God (1 Corinthians 6:19-20), to help them develop the mind of Christ (Philippians 2:5), and to assist them in demonstrating Christ-like character qualities (Galatians 5:22-23).

ACCREDITATION:

BSA is accredited by the Association of Christian Schools International, which is recognized by the State of Florida as an accrediting body for Christian schools.

BSA admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students at the Academy. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational, admissions, scholarship and loan, athletic, and other school-administered policies.

BSA reserves the right to select students based on academic performance, religious commitment, lifestyle choices, and personal qualifications. This includes a willingness to cooperate with BSA's administration and policies.



CORE VALUES:

Responsibility · Order · Achievement · Respect

Expected Student Outcomes

Bell Shoals Academy is an extension of Bell Shoals Church, and accordingly, we seek to serve Academy parents in fulfilling their responsibility of educating their children. To accomplish this, we will focus on the following basic objectives:

1. To teach the Bible as the inspired and infallible Word of God and thus develop attitudes of love and respect toward the holy text (2 Timothy 3:15-17; 2 Peter 1:20-21).
2. To teach biblical character qualities and provide opportunities for students to emulate these qualities (1 Samuel 16:7; Galatians 5:22-23).
3. To help students develop a Christian worldview by integrating Biblical truth into the study of history and social structures (Social Studies) (2 Peter 1:3).
4. To teach the student to understand and use the fundamental processes in communicating and dealing with others (Language Arts and Mathematics) (2 Peter 1:3).
5. To teach students an understanding of and an appreciation for God's world, developing an awareness of man's responsibility to use and preserve it properly (Science) (Psalm 8:6, Hebrews 2:6-8).
6. To equip the student with physical fitness goals, good health habits, and the wise use of the body as a temple of God (Physical Education) (1 Corinthians 6:19-20).
7. To instill in students both skill in the fine arts and an appreciation of God as the inventor of beauty and the author of creativity (Fine Arts) (Psalm 139:13-16).

Profile of a Bell Shoals Academy Graduate:

An overview of school-wide learning expectations:

1. Develops an understanding and commitment to their relationship with Christ while continuing to grow spiritually:
 - Accepts Christ as his/her personal savior
 - Comprehends the Bible, salvation, and can share their faith with others
 - Comprehends the importance and consistency of having personal devotions, prayer, and Bible Study
 - Comprehends and seeks spiritual maturity
 - Comprehends the value of regular church attendance
2. Comprehends and communicates a Biblical worldview:
 - Applies a Biblical worldview to their daily decisions
 - Communicates the difference between Christianity and other worldviews
 - Integrates Biblical principles and values into real situations, while defending their faith



3. Prepares a life of service with both missions and the local community:
 - Upholds and applies Biblical standards in personal and financial decisions
 - Serves as a leader within the body of Christ by sharing the gifts that God has given them
 - Utilizes their gifts to serve others through missions and community service
 - Understands their purpose in serving others using their spiritual gifts, personal strengths, and talents
 - Becomes a lifelong learner – emotionally, academically, intellectually, as well as spiritually
4. Demonstrates moral integrity, righteous living, and stewardship
 - Values and defends the right to life
 - Upholds Biblical standards, personal and financial decisions
 - Maintains a responsible reputation in their local community
5. Relates lovingly to others as God loves us
 - Can articulate that we are created in the image of God
 - Values the uniqueness in others while working in groups
 - Understanding and appreciating people of different cultures
6. Achieves a strong academic foundation in all content areas
 - Exhibits higher-order thinking strategies to solve real-world problems
 - Can access a variety of technology and information resources effectively and appropriately
 - Creatively express themselves through the arts, literature, and writing

General Information:

Office Hours: 8:15 a.m. – 3:30 p.m. (subject to change, visit our website for the most current hours)

Visitor Guidelines:

- Visitors must have a current background check on file to be on campus. Parents/visitors who have completed a background check each year will be registered in our security system. To visit the campus, please sign in at the kiosk and receive a visitor badge. A driver's license may be required. Before leaving campus, please sign out at the kiosk.



Parent Involvement – Parents are urged to partner with Bell Shoals Academy through:

- Parent Teacher Fellowship (PTF)
- Prayer & Service
- Volunteering

Volunteer Guidelines:

- All volunteers who will be supervising students or driving on field trips must have an approved background check online (a fee is required) at least two weeks prior. Please decide for your younger siblings whether to volunteer or attend a field trip.

Chapel:

BSA emphasizes a strong spiritual focus that is integrated throughout the program. As part of that emphasis, chapel will be held weekly for K-10th grade. Parents and guests are welcome and invited to worship with the students; however, they must check in at the security desk. Students are encouraged and allowed to join their families only during their services. No food or drink is allowed in the Chapel.

Lunch:

Students may either bring their own lunch or purchase one from the school. Here are our guidelines for our full-service cafeteria:

- No candy or caffeinated beverages are allowed.
- PAYMENT: Lunch payments can be made online through our Family Portal. Students are assigned a personal identification number for purchases. Our website contains a link to the menu and an online prepayment system for the lunchroom. This allows you not only to make payments to your student's lunch account but also to see what is purchased.
- BEHAVIOR: Students are supervised during lunch by lunchroom monitors and/or volunteers. Good manners and appropriate behavior are expected. Students are to talk quietly, stay seated, and clean up after themselves. Administration has the authority to discipline students.
- PARENTS: Parents may dine with their **own child** outside in the courtyard after signing in at the security desk. A current background check must be on file. Up to two other students may be pulled if it is a student's birthday.
- A microwave is available for reheating/warming food for fourth and fifth-grade students.
- There is NO sharing of food.



Academics:

BSA recognizes the right of parents to be informed of their student's instructional level, academic progress, and conduct. Therefore, teachers will communicate regularly with parents through FACTS, bi-weekly academic progress checks, conferences, and a quarterly report card. We use a system that reflects best practices and current research in assessment and evaluation.

Grading Scale:

Kindergarten - Grade 2:

Academic Progress: O, S, N, and U will be used for both academic classes and special classes.

- O (outstanding 90-100) Student demonstrates excellence in academics and behavior.
- S (satisfactory 70-89) Student is in the process of understanding concepts, ideas, objectives, and behaviors pertinent to his or her grade level.
- N (needs improvement 60-69) Student needs additional time or more background experiences before understanding of concepts, ideas, objectives, or behaviors can be attained. ALERT: The student needs to be carefully monitored to determine whether on-grade-level instruction is the appropriate Tier I intervention in the classroom.
- U (unsatisfactory below 60) Student has not demonstrated an understanding of concepts, ideas, objectives, or behaviors. ALERT: This student may require placement at a more suitable instructional level. They are making unsatisfactory progress toward grade-level benchmarks. The student falls into Tier II and will be monitored by the Child Study Team.

Grades 3 – 5:

Academic Progress: The following letter grades will be used for all classes: A, B, C, N, and U.

- A (excellent 90-100) Student consistently demonstrates application of concepts, ideas, objectives, or behaviors.
- B (good 80-89) Student demonstrates a clear understanding of concepts, ideas, objectives, or behaviors.
- C (satisfactory 70-79) Student is in the process of understanding concepts, ideas, objectives, or behavior.
- D (needs improvement 60-69) Student needs additional time or more background experience before an understanding of concepts, ideas, objectives, or behaviors can be attained. ALERT: This student requires close monitoring to determine



whether on-grade-level instruction is the most suitable instructional level, specifically Tier I classroom intervention.

- F (unsatisfactory below 60) Student is not demonstrating an understanding of concepts, ideas, objectives, or behaviors. ALERT: This student requires close monitoring to determine if on-grade-level instruction is the most suitable instructional level. The student falls into Tier II and will be monitored by the Child Study Team.

Citizenship Grades:

- Elementary students will receive citizenship grades of S, N, or U.

Kindergarten:

- Receive citizenship only. Must have all S's in citizenship.

1st and 2nd Grade:

- Honor Roll: Must have all S's and/ or O's in academics.

3rd – 5th Grades:

- Principal's Honor Roll - Must have all A's in academic areas.
- A-B Honor Roll - Must have all A's and/or B's in academic areas.

Homework:

Homework is for reinforcement, practice, and remediation. When parents notice problems with homework (lack of understanding, sloppiness, or excessive time), they should notify the teachers.

- Coaching, encouragement, and support will help students complete their homework.
- Students may receive a “behavior event” for failing to complete the assignment on time.
- We will not assign homework on Wednesday nights.

Four Types of Academic Notifications:

Academic Alert: A general notification sent quarterly. This academic alert will be sent at the conclusion of the fourth or fifth academic week of the quarter to inform students' parents that there may be areas of academic concern in one or more core subjects.

Academic Probation: Assignment to Academic Probation will be for the next quarter's grading period. This assignment will include a two-week suspension of participating in extracurricular events or programs. This assignment means students fall into the following criteria on their quarterly report cards:

- Elementary Students: Received two or more N's or any number of U's in any academic area on quarterly report cards.



Assigned to Probation: The immediate focus is on improving grades. Students may be restricted from extracurricular activities while on probation (see the corresponding handbooks).

Academic Review: At the completion of every two-week period of Academic Probation, an academic review will be conducted to assess the student's academic progress. If grades are satisfactory*, they may resume participating in extracurricular events (see corresponding handbook). Students will remain on probation for the entire quarter, under close monitoring, to ensure they remain focused on academics.

Removal from Academic Probation: At the end of the grading quarter, upon recording the quarter's grades and verifying satisfactory* standing, students will be formally removed from Academic Probation.

Of Note: Students may be subject to an academic review throughout the school year and placed on academic probation, which could impact extracurricular participation, to provide additional time to focus on academics.

*Satisfactory=no D's or F's; no N's or U's

Yearly Plan for Academic Notifications:

Academic Alerts:

- First Quarter Notifications for Academic Alerts: October 5-8, 2026
- Second Quarter Notifications for Academic Alerts: December 14-18, 2026
- Third Quarter Notifications for Academic Alerts: March 1-5, 2027

Academic Probation Assignments:

- First Quarter Notifications for Academic Probation: October 12-16, 2026
- Second Quarter Notifications for Academic Probation: January 4-8, 2027
- Third Quarter Notifications for Academic Probation: March 8-12, 2027

Academic Review:

At the completion of every two-week period of Academic Probation, an academic review will be conducted to assess the student's academic progress. Notifications will be sent out every two weeks from the quarterly assignment dates listed for the 2026-2027 school year.



Removal from Academic Probation:

At the end of the grading quarter, upon recording the quarter's grades and verifying satisfactory* standing, students will be formally removed from Academic Probation. Notifications will be sent out along the highlighted schedule below:

- First Quarter Notifications for Removal: December 14-18, 2026
- Second Quarter Notifications for Removal: March 8-12, 2027
- Third Quarter Notifications for Removal: May 17-20, 2027

*Satisfactory=no D's or F's; no N's or U's

Behavioral Probation:

- Any student who serves a detention, In-School Suspension, or Out-of-School Suspension may be put on behavioral probation
- The student will remain on probation for the duration of the grading quarter
- Students with an Unsatisfactory grade in Citizenship may be put on behavioral probation (the offenses will be taken into consideration)
- Please refer to Follow-up Procedures for more details

Promotion/Retention:

A goal of our school is to help each child succeed at his/her level and minimize the need for retention. Early communication between the home and school, combined with vigorous intervention efforts, will be made to reduce the potential for retention. This decision will be made with input from the Child Study Team, the teacher, the parent(s), and the administration, based on the child's academic performance, work habits, and achievement test scores.

K – 5th Grades:

For kindergarten and 1st grade, the student's maturity will also be a consideration for advancement. Satisfactory progress and developmental readiness determine whether students are promoted to the next grade. It may be necessary for a student to repeat a grade to master the material. The total child will be evaluated when retention is being considered. If retention is necessary, it should be done as early as possible in the child's school life. The general policy regarding retention is that a child may not be retained more than once during elementary school. Attendance is another key factor in determining promotion. It is critical that a student be present in school daily to be successful. Summer school or a tutoring program may be required for students with poor grades.



Incomplete Grades:

If a student receives an I (incomplete) grade in two or more areas for two nine-week periods, he/she may be retained.

Student Affairs:

Being a Christian school, we can counsel and guide our students with a Biblical worldview emphasis and Christian teachers. Guidance is provided at age-appropriate levels. Examples:

- Anti-bullying
- Peace makers/conflict resolution
- Catapult
- Grief Counseling

Campus-Wide Conduct:

“So then, each of us will give an account of himself to God” Romans 14:12

Campus-wide conduct applies to all students while on school grounds in a student capacity. This includes participation in Athletics, Fine Arts Programs, Community Service, and field trips.

In K-5th grade, teachers will inform parents/guardians of misconduct via FACTs email notifications, weekly grade reports, phone calls, referrals, or by scheduling conferences. This email communication will be sent via FACTs for each added behavior event. The students will earn a conduct grade of S, N, or U on report cards.

When the regular classroom behavior management procedures fail to be effective, teacher/parent involvement has been established, or the student’s behavior has become excessive, the following will be done:

- Demerits are assigned when behavior events are entered into FACTS, based on the severity of the offense and the sanctions outlined in the Family Handbook. These have a direct impact on your students’ Campus-Wide Conduct Grade. **We will add these events when classroom management strategies have not worked.** Additionally, the circumstances surrounding the offense will determine the appropriate course of accountability.
- Consequences could impact your students’ participation in after-school sports programs, fine arts, field trips, retreats, or class trips
- The emphasis is on the student-first aspect, and that being part of other BSA programs entails greater responsibility and higher standards.



Offenses include, but are not limited to, the provided Behavior Event Levels:

Level I Disruption (1 Demerit per event, after 4th Level I event will result in referral to Administration): • Not Prepared for Class • Chewing Gum/Candy • Excessive Talking • Unexcused Tardies • Dress Code Violation • Use of Unauthorized Electronics • Public Display of Affection • Apple Device Not Charged • Late/Missing Homework • Lunchroom Misconduct • Carline Misconduct • Class Disruption	Level II Disrespect (2 Demerits per event, after 3rd Level II event will result in referral to Administration): • Profanity • Offensive Language • Dishonesty • Horseplaying • Touching Others' Belongings • Disrespect • Disobedience
Level III Defiance/Refusal (5 Demerits per event, 2nd Level III will result in referral to Administration): • Plagiarism • Cheating • Technology Violation • Threatening Behavior • Defiance/Refusal	Level IV Safety/Severe Misconduct (6 Demerits per event, Automatic Referral to Administration): • Bullying • Pornography • Contraband • Use of Drugs • Vandalism • Sexual Harassment • Theft • Fighting • Carrying a weapon



Administration may meet with students at any time during the school day to address concerns about conduct or behavior. Teachers and administration may not always contact parents before gathering information. When the regular classroom behavior management procedures fail to be effective, teacher/parent involvement has been established, or the behavior is considered a major offense, the following will be done:

1. Teachers will enter a “Behavior Event” detailing why the student is being sent to the office. This will include any investigation necessary to get to the truth.
2. The administration will meet with the student(s) to discuss the incident/ inappropriate behavior and apply any necessary consequences.
3. The administration will contact the parent to inform them of the incident and to discuss the “Behavior Event” and the outcome.
4. First-referral consequences could include an additional reflection assignment, peer teach-backs, coaching, mentoring, and administration of the occurrence for Level I and II events.
 - a. Level III events could result in assignment to detention or a parent conference.
 - b. Level IV events will result in an emergency parent conference, and consequences may include In-School Suspension (ISS), Out-of-School Suspension (OSS) (1-3 Days), assignment to probation, and review for grounds for dismissal.
5. Second referral: Level I or II parents will be notified, and either a phone or in-person meeting may be requested; consequences will include lunch or after-school detention.
 - a. Level III will result in a parent/student conference, and consequences may include ISS or OSS at this point, with the student assigned to behavior probation.
 - b. Level IV will result in a parent/student conference and OSS for 2-5 days, and will be assigned to behavior probation; and grounds for dismissal will be reviewed.
6. Third referral: Level I or II parents will be notified, and either a phone or in-person meeting may be requested; consequences may include 1-3 days ISS and assigned to probation.
 - a. Level III will result in a parent/student conference, and consequences may be ISS or OSS at this point.
 - b. Level IV for the third referral, this would require a full review of your student’s behavior file, and a determination of dismissal will be considered.
7. Additional referrals beyond three per quarter will require a full review of your student’s behavior file with the administration to determine.

Lunch Detention Imposed for the Following Offenses:

- Excess of five tardies per grading quarter
- Fourth Level I Offense
- ★ Assessed a \$20.00 Administrative Fee per assignment



In-School Suspension:

- Sixth Level I Offense
- Third Level II Offense
- Any Level III Offense

★ Assessed a \$50.00 Administrative Fee per assignment

Level IV behavior events could result in dismissal from Bell Shoals Academy following a full investigation. During an investigation into reported misconduct, teachers and administrators may, at their discretion, gather information from other students. Investigations are initially considered in two ways: individual student impact and student body impact.

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Follow-Up Procedure:

“Iron sharpens iron, and one man sharpens another” Proverbs 27:17

When necessary, the administration will assign students to “Behavior Probation” as part of the sanctions for offenses. This will indicate the action to be taken and reflect the date(s) to follow up on the behavior.

1. Students placed on probation will meet with the administration throughout the probation period to discuss their behavior and progress.
2. Administration will remain in contact with teachers to receive regular updates.
3. If behavior does not improve, administrators will contact parents/guardians to schedule a meeting about the probation period.
4. The full intention for a probation assignment is to partner with families and establish a connection with your student and provide on-the-spot guidance in accordance with a biblical worldview.

Positive Behavior:

Merits are assigned when students exceed daily expectations. Merits will also positively impact students' conduct grade for the quarter.



For example, these actions reflect helping other students without being asked, outstanding service during volunteering, if they “see something and say something”, anything that exemplifies these six behavior codes above daily expectations:

- Respect
- Shows Integrity
- Show Courtesy in Speech & Manners
- Self-Control
- Shows Responsibility
- Completes Assignments

Impact on Students’ Permanent Record:

Behaviors reported in FACTS affect students’ quarterly citizenship performance and their potential eligibility for awards while attending BSA. These basic behavior events will not be transferred to the student’s official school records unless the student was involved in a major offense that led to an investigation and resulted in one of the following consequences: Detention, Suspension, or Dismissal from BSA.

Bullying:

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance, and is repeated or has the potential to be repeated over time. It is intended to cause physical, emotional, or psychological distress.

1. Forms of bullying:

- Physical: hitting, pushing, taking personal belongings
- Verbal: name-calling, malicious teasing, gossip, and making threats
- Psychological: spreading rumors, manipulating social relationships, and social exclusion.
- Cyber-bullying: using technology (social media, direct messaging, websites) to intentionally threaten or harm others

2. Students need to:

- Understand that no one has the right to harm another person in any way.
- Think before speaking.
- Immediately apologize if you say or do anything that makes someone feel uncomfortable.
- If you are bullied, tell the bully to stop. Expect others to treat you kindly, as you strive to be kind.
- Report all incidents of bullying behavior to school personnel and parents.



3. Bullying will not be tolerated, and the following measures will be taken at the administrative level:

- Behavior events will be immediately added to the students' FACTS behavior tracker
- Immediate parent contact will be made for all parties involved
- An emergency parent meeting will be requested
- A full investigation will be conducted to collect details and facts of the reported situation
- Discipline and consequences, as determined, could result in suspension or disenrollment from BSA.

Technology Policy:

All devices are maintained in the classroom and accounted for by the school. These devices are provided for daily use to implement established lesson plans and enhance students' learning experience. These devices are not intended for personal use, and activity is monitored by ACTS 360 and Bell Shoals Academy's technology team.

Students should not:

- Attempt to modify the device hardware or operating system (jail-breaking) in any way
- Touch or use other students' electronic devices; failure to do so could result in a referral to the administration team
- Use their devices without approval from their teachers to perform course-related work during class
- Apply any permanent marks, decorations, or modifications to the device
- Swap devices with another student
- Dispose of or sell the device
- Clear or disable browsing history or set additional password protection on the device
- Leave the device in a vehicle or location that is not temperature-controlled

All devices placed in classrooms are in appropriate working order. If a device is damaged due to improper handling by your student and negligence is determined, a \$150.00 charge to full replacement cost will be assessed and billed to the student's account.

Attendance Policy:

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness/early dismissal may result in low or failing grades. Please arrange your vacations during school holidays.



Absence:

- To report your child's absence, call the Academy Office attendance line (813) 689-9183 or email info@bellshoalsacademy.com by 8:30 a.m.
- It is the responsibility of the student's parent or guardian to explain the student's absence to the teacher by email or handwritten note on the first day of the student's return to school. If a student is absent for three or more consecutive days, a doctor's excuse is requested upon return. Please notify the student's homeroom teacher of any absences.
- The teacher will try to contact the parent or guardian whenever a student's absence is unexplained.
- All absentee notes will be retained by the school for future reference.
- A student who is not present at least one-half (three hours and fifteen minutes) of the school day will be counted absent (arrive before 11:30 a.m. or sign out after 11:30 a.m).
- Students who miss more than half a day of school will not be authorized to participate in after-school activities on those absent days

Excused Absence:

Based on state attendance regulations:

- An illness of the student or a medical/ dental appointment
- An accident resulting in injury to the student
- A death in the immediate family of the student
- A subpoena by a law enforcement agency or a required court appearance
- An emergency for a reason acceptable to the principal, such as severe weather conditions, a personal or family problem, fire, flood, or other damage to the home, or an accident on the way to school
- Out-of-school suspension is applied by the administration
- Only student illnesses and emergencies listed here are considered excused.

Unexcused/Excessive Absence:

All absences other than those discussed in excused absences are considered unexcused. Any student who accumulates 10 absences in one semester will not have met attendance requirements, may be retained, may jeopardize any scholarship funding, and could be placed on an attendance contract.

Preplanned Absence:

- The form is available on our website under Parent Resources, by selecting the Quick Links option.



- Acquire a preplanned absence form from the student's homeroom teacher. Complete and return to the student's homeroom teacher at a minimum of three school days prior to the absence.
- A preplanned absence form for personal reasons may be requested and approved by the administration to determine if the absence is excused or unexcused.
- Teachers may supply the assignments.
- All work **given in advance** by the teacher is due on the **FIRST** day of the student's return.
- Classwork **not given in advance** of an absence must be completed within 3 school days of receipt.
- If prior notice of tests was given, the student should be ready to schedule any missed tests with their teacher upon their return. Grace will be extended based on individual circumstances.
- Parents are strongly encouraged to support their students' studies during their absence or to seek tutoring.
- Please understand that, due to time constraints, the classroom teacher is unable to reteach material missed during unexcused, pre-approved absences.

Make-up Work:

Teachers will post daily assignments/lesson plans on FACTS. Start by checking FACTS to get your student's make-up work.

Make-up work may be picked up from the Academy office following the first day of an absence. Otherwise, the classroom teacher will send make-up work home upon a student's return from an absence. It will be the responsibility of the parent (to ensure the student's responsibility) and the student to complete the work by the arranged due date. Generally, work is due on the third school day after it is received. Make-up tests are scheduled as needed.

Tardy Policy

Punctuality is an important part of the school experience and is our expectation at BSA. Tardiness disrupts not only the learning process but also the learning of other members of the class. We realize that many situations arise that cause tardiness. Please do not call the office to inform us of specific reasons, as we have allotted more than enough excused tardies for nine weeks.

- Students will be allowed five tardies per grading period for morning arrivals. This allowance will be considered sufficient to cover occasional medical appointments, transportation problems, or other reasons.
- **A warning letter will be sent by the homeroom teacher after the fifth tardy.**
- Students who exceed their fifth tardy will be assigned lunch detention, and an administrative fee of \$20.00 per assigned lunch detention will be assessed.



- After the sixth and subsequent tardies, the teacher or administration may schedule a conference.
- For the sixth and subsequent tardies, the student's guardian will be required to sign the student in prior to proceeding to their homeroom class.
- Consequences for unexcused tardies: A student may receive a notice of probation for excessive tardies. A student accumulating six or more tardies within a nine-week grading period will not be eligible for a perfect attendance award.
- For medical appointments, please notify your teacher if your student needs more than the 5 allotted tardies.

Attendance Mitigation Plan for Remote Learning:

Our mitigation plan allows students to continue learning when the school is closed due to severe weather or when they are forced to stay home for an extended period due to health issues. Using Apple Learning Tools and IXL, we will transition to remote learning. This mitigation plan is intended only for unforeseen emergency situations and must be approved by the school administration.

Drop off & Pickup Procedures:

We want your students' arrival and pick-up to proceed as smoothly and safely as possible. Therefore, we require that you follow the designated carline traffic pattern to avoid congestion. Detailed information regarding the carline will be given at the open house.

- Please use sidewalks and do not walk across active traffic flow lanes or allow your children to do so.
- Cell phone use during car line is not allowed due to increased student and staff presence.
- If you need to go to the office or leave your car for any reason, please park in designated parking areas only.
- Do not leave children unattended.
- Students should be loaded into or unloaded from cars only from the side facing the carline/school.
- If necessary, teachers will walk K-1st graders to the other side of the vehicle.

Arrival:

- OPTION 1: Carline - All students, ELC-10th grade, should arrive no earlier than 7:50 a.m. Doors will remain locked until 7:50 a.m. Supervision is not provided prior to 7:50 a.m., so your child must remain in your care until then. Students are not permitted in any play area or school room before the start of the school day.
- OPTION 2: Park and Walk – ELC-1st grade may park and walk in through the blue awning facing Bell Shoals Road and walk their students in between 8:00 a.m. and 8:15 a.m. If using



- the Park and Walk for arrival, parents and students are not admitted into the building prior to 8:00 a.m.
- A warning bell will ring at 8:10 a.m. All students must be in their seats by 8:15 a.m., ready to begin the school day. Those who are tardy must obtain a tardy pass from the security desk to be admitted to class. For safety reasons, if carline is over and no patrols are present, a parent must accompany elementary students to sign in.
- After 9:00 a.m. parents must sign all students in at the Academy security desk and obtain a tardy pass.
- After morning carline, the doors on the west side of the building at the Brooker Road Entrance will be the only doors available for campus access. This is also the Special Events Center entrance.

Dismissal:

All Students are dismissed via carline parking; walking in is not an option. Remain in the carline and do not walk in for pickup, as you will be asked to return to your vehicle. If you need to sign your students out earlier than dismissal, you must do so before 2:00 p.m. Please schedule appointments accordingly. Please display all the students' car tags you will be picking up.

Keep the car line moving at the pickup area by pulling all the way forward. Your child will be brought to your car by a patrol or a teacher. Please remain in your vehicle.

Regular Dismissal Schedule

<u>GRADE</u>	<u>TIME</u>	<u>LATE AFTER</u>
K - 2 nd	2:30	2:45
3 rd - 5 th	2:45	3:00

Early Release Dismissal Schedule

<u>GRADE</u>	<u>TIME</u>	<u>LATE AFTER</u>
K - 2 nd	11:30	11:45
3 rd - 5 th	11:45	12:00

Late Pickup:

All students who are not picked up on time will be taken to the Explorers Club and signed in by a teacher. These students must be signed out of the Explorers Club. A charge of \$1.00 per minute, per student, will be assessed on the family statement. Repeated late pickups will result in additional charges.

Extra-Curricular Activities: All students participating in after-school activities will generally be picked up at the west car line unless otherwise instructed. All students participating in athletics will be dismissed at the Student Building. PLEASE NOTE: Due to safety concerns, siblings cannot wait after school for students who are attending extracurricular activities.

Dress Code:

Our Uniform Dress Code is driven by a desire to foster an atmosphere of learning where clothing is not a distraction. Our goal for our staff, students, and parents is to honor God in all we do and



to set a good example for one another by expressing ourselves through our dress. Uniforms also help us build unity within the school community and promote school spirit. Uniform Dress Code interpretations are at the discretion of Bell Shoals Academy (BSA) staff in accordance with this policy.

Applies to All Students:

Shirts:

- Shirts will have an approved BSA logo. Two vendors from which these shirts are to be purchased are MLC Promotions and Land's End. Links are provided on the BSA website
- Approved shirt colors are Carolina blue, gray, or navy
- Any undershirt must be white or a school color
- Shirts must fit properly and not be overly soiled

Bottoms:

- Pants and shorts must be of uniform standard, in the colors navy and traditional khaki, and must be appropriately fitted. For example, cotton mesh, fleece, or spandex is not authorized due to an inappropriate fit.
- Girls' shorts and skorts must be fingertip length or longer and be navy or traditional khaki
- Boys' shorts must be mid-thigh in length or longer
- No jeans, leggings, or tight-fitting shorts/pants or athletic pants, shorts, or skorts are to be worn

Socks/Shoes:

- Full-footed shoes are required for K – 5th Grade, which can be athletic or dress shoes
- Socks must be solid colors in line with school colors or white (appropriate logos on socks are okay)
- Stockings and tights are authorized for school colors or neutral colors.

Hair/Makeup:

- Hair must be neatly styled for boys and girls
- Makeup is not allowed to be worn by Elementary School students in K – 5th Grade

Physical Education/Athletic Periods/Practices and Games:

- All students must wear athletic shoes appropriate to the activity participating in
- Not allowed are clogs, Crocs, slippers, or any other nonathletic footwear



- All school P.E., athletic jerseys, and outerwear are purchased from the BSA-provided websites
- Students may wear approved P.E. shorts (fingertip length or longer) or BSA logo athletic pants from approved BSA websites
- Students wearing compression wear will be team-uniformed and matching as directed by BSA Athletics
- Students' participation in scheduled games must have properly issued uniforms for the correct season of sport. If a uniform is not worn, the student will not play in the scheduled game
- For safety purposes, no jewelry is allowed during participation in physical activities and must be removed prior to the class or event starting
- Students will be required to follow the established uniform regulations for the selected team level.

Outerwear:

- During cooler weather, students may wear any coat or sweater to and from school
- While in the building, students may wear outerwear, authorized sweaters, or hoodies with a BSA logo or solid in the colors of gray, navy, Carolina blue, black, or white (no large or distracting logos/graphics)
- Long-sleeved shirts in uniform colors may also be worn under BSA-approved shirts during cooler weather
- Girls may wear solid or uniform neutral colors for leggings, tights in uniform colors under shorts, jumpers, or dresses

Special Days/After School

- Students remaining after school for various activities, whether participant or spectator, are required to dress modestly
- Students may wear a BSA Spirit/Church shirt or other church shirts on Fridays, including hoodies
- If tights or leggings are worn on approved days, girls must wear a shirt that covers their bottom
- Athletes are permitted to wear their team shirt or jersey with uniform bottoms on game days
- Dress modestly when not in uniform for school-sponsored events



Not Permitted

- Boys cannot wear earrings
- Unnatural hair, makeup, and jewelry that is distracting is not permitted
- No inappropriate advertisements or language are allowed on any items brought or worn to school
- Any watch that takes photos or sends text messages (Apple watches, smartwatches, smart glasses, etc.)
- Any article that is distracting or creates a disturbance
- Strapless tops or dresses, even for special days or after school events
- Hats or head coverings except on approved special days or spirit weeks

Policy Reminder

- Please keep in mind that your child may grow throughout the year, and a proper fit needs to be considered
- Uniform replacement considerations due to wear and tear
- Improper uniform fit and unapproved outerwear will result in a dress code violation and, without correction, could lead to administrative action

Violations

- Uniform violations will be documented in FACTS as behavior events as part of the student's Campus Wide Conduct grade
- Parents are notified about the violation on the same day of occurrence
- Repeated documented violations may result in out-of-school suspension

Approved Websites for Uniforms and Outerwear:

- Uniform Websites
 - <https://www.bellshoalsacademy.com/uniforms-and-supplies>
- Athletic Outerwear
 - <https://www.bellshoalsacademy.com/athletics>

Please visit our website for an individual copy of the uniform dress code.

<https://bellshoalsacademy.com/admissions/uniforms/>

Athletics:

BSA offers multiple opportunities for students, including after-school team sports. Volleyball, soccer, basketball, golf, flag football, cross-country, and cheerleading are available to these students. There are varsity as well as junior varsity teams in each of the various sports. Tryouts



and practices are held prior to each sport's season. A sports fee is assessed for each sport. There are grade requirements that students must meet to participate in the sports program. Your financial account must be current in order to try out or participate in the program.

There is a sports awards event at the end of the school year where athletes, teams, and coaches receive various awards and trophies for numerous accomplishments achieved during the different seasons.

Although winning is a valid goal, Christian coaches prioritize playing by the rules, good sportsmanship, academic eligibility, and having fun as primary concerns for all team sports. See the Athletic Handbook for further details.

Media Center:

- Library Hours - Open to students during the school week from 8 a.m. until 12 p.m., and on some afternoons.
- Behavior - The Media Center is both a library and a classroom. Students are expected to use quiet voices as they would in any other library. No food or drinks are permitted in the library at any time.
- Borrowing Books – The checkout time is two weeks. Books may be renewed for an additional two weeks if no hold has been placed on that volume and the book is not overdue. Students may check out only one book per day, but may have a total of two books at any one time. Students may return their books at any time through our drop-off slot, to their homeroom teacher, or on their next class visit. Also, overdue books will cause report cards to be held at the end of a quarter, including the end of the school year. Videos may not be checked out by a student; however, parents may do so for 1 week.
- Lost/Damaged Items - If you lose an item, you will be charged the purchase price of that item. If an item is damaged but still usable, students will be charged 25% of the item's purchase price to repair it. If an item is damaged beyond use, the student will be charged the full purchase price. Overdue/Fine notices are sent daily at 2 pm on weekdays. A PayIt link is included to pay for lost or damaged items.

Searches:

For school safety, the administration (or designee) has the right to search lockers and any items brought/worn on campus. This includes but is not limited to clothing, cell phones or other electronic devices, purses, backpacks, lunch bags or boxes, etc. Refusal to submit to a search is a major offense and may result in expulsion.

- Searches will be conducted by direction of the administration team for specific purposes and not of a random nature
- Students' parents will be notified via Student Affairs of the conducted search and the reason for the search



- If any contraband is discovered, it will be confiscated, and the students' parents/guardians will be notified and will only be returned to the student's parent/guardian

Confiscation:

The Administration (or its designee) has the right to confiscate any item that is deemed a disturbance to the learning environment. This includes cellphones, smartwatches, toys, candy, cologne, body spray, and other personal electronic devices not authorized for classroom use. Confiscated items will be returned to the student's legal guardian or approved adult.

Video Monitoring:

Video equipment is used for safety purposes as a deterrent and to monitor our campus. The administration and staff may review video camera recordings to secure evidence of student misbehavior. If video footage is used, school administration will be involved to ensure its safekeeping and prevent its sharing with parties outside Bell Shoals Academy.

Note: No audio or video recording is permitted in bathrooms or locker rooms under any circumstances, regardless of the recorder's identity. Students who violate this rule may face expulsion.

Special Events:

1. Missions/Services to Others: We participate in several opportunities. Some examples are:
 - missionary visits to classrooms and the chapel
 - food pantry collections
 - students visiting missions and nursing homes
 - service projects for the church and community (Real Hope Christmas)
2. Field Trips are an extension of the classroom. Parents will be provided with all information concerning the trip, and adequate chaperones will be acquired. To participate in a field trip, a student must have their parents' permission and submit a signed permission form prior to the field trip. For most field trips, BSA relies on parents to provide transportation for students. Teachers will decide who will be drivers and assign them. Parents must conform to state and federal transportation guidelines. On occasion, a chartered bus service is utilized.

PLEASE NOTE: No activity fees will be refunded when students do not attend a field trip or use passes.

Field Trip Chaperones:

To ensure safety on Academy-sponsored field trips, the following rules must be observed:



- All chaperones must have completed a background check (submitted with a fee) at least two weeks prior. Additionally, all chaperones must be at least 21 years old, and all drivers must be at least 25.
 - Always stay with the students assigned to you. If you must leave them at any time, notify the teacher or another parent to supervise your group.
 - Smoking is not allowed.
 - Dress modestly as a good example to our students who are subject to a dress code.
 - Communicate discipline problems to the teacher.
 - Know the emergency plan. The teacher will have medical release forms. Get a cellular phone number from the teacher if possible.
 - Make sure the students always wear their seat belts. Elementary students are not allowed in the front seats.
 - Go directly to and from the field trip following the route selected by the teacher. Do not make extra stops to purchase food or other items that the entire class will not enjoy.
 - Make outside arrangements for siblings, as they are not allowed on class trips.
 - Students who are not authorized to return to campus must provide written verification from their teachers. Any updates to students' travel plans must be submitted to teachers at least 48 hours prior to the field trip.
 - Changes to students' information within 48 hours will require administration approval
 - No changes to students' information will be authorized on the day of the field trip, unless it is to withdraw due to unforeseen circumstances
 - When returning to the campus, please remain with students until the teacher arrives.
3. Parties - Parties are to be celebrated simply. Parties are meant to be fellowship times for the class. To make our parties more enjoyable for the whole class, please observe the following guidelines:
- a. Teachers may plan the following: Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-Year.
 - Parents may help with parties under the teacher's direction.
 - Please note that the number of parents attending parties may be limited, and sibling attendance is at the teacher's discretion.
 - b. Homeroom parents plan for the teacher's birthday or un-birthday.
 - c. If you desire to celebrate your child's birthday at school, please contact your child's teacher. Any invitations given out at school for private birthday parties must include all students in the class. Please, for the sake of all our students, do not bring balloons or bouquets of flowers into the classroom. We also request that there be no limousine pick-ups or other exclusive events. Birthdays will not be celebrated in the lunchroom.
4. School Pictures and Yearbooks - During the school year, a school photographer will visit BSA to take individual and class group pictures. Parents will be notified early in the school year as to when the pictures will be taken. Students are required to wear their uniforms for fall individual pictures. BSA publishes an annual yearbook for currently enrolled students. Yearbooks will not be distributed to students who did not purchase one or whose accounts



are in arrears. If a family withdraws during the school year, they must inform the yearbook advisor of their desire to receive a yearbook.

Parent Communication:

The administration and faculty desire to communicate with both parents and students in a timely and efficient manner. The following are avenues of communication: FACTS, email, letter or note, phone call, or scheduled conference. The preferred method is email for short, informational messages. Please allow 48 hours for our teachers to respond to emails. When concerns arise, parents and teachers should meet face-to-face to prayerfully resolve the issue.

1. APPS – The BSA app and FACTS parent home app are available for download. They include grades, lesson plans, homework, weekly updates, calendar, special events, accounting, timely push notifications, and other resources.
2. Email – Important school-wide information will be sent out from the office via FACTS email. Weekly updates from classes, sports information, lunch menus, calendars, newsletters, the complete parent/student handbook, and school closings can also be viewed on FACTS and/or our website.
3. Custody/Court Orders - Please inform the teacher and office in writing of any legal custody and/or court order issues. To prevent misunderstandings and enforce legal procedures, we must have a copy of documentation on file.

4. Parent/Teacher Conferences are scheduled as needed by teachers or parents. Please call

ahead to schedule conferences. Unscheduled conferences prohibit teachers and administrators from performing their duties and adequately addressing your concerns. Every effort should be made to schedule conferences during school hours.

- Grades K - 5th: Conferences will be held for each parent during the first 9-week grading period.
 - Additional conferences can be requested by parents, teachers, or the administration for future discussion.
5. Conflict Resolution - Honoring God with our words is a priority at BSA. “May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock and my Redeemer.” Psalms 19:14. From time to time, miscommunications or misunderstandings occur between students, teachers, and parents. When this occurs, we seek to honor the Lord and resolve the issue. Please use these steps:
 - Parents should always contact the teacher who is closest to the situation and schedule a phone conference or make an appointment to meet. Coming to the teacher’s room before or after school without an appointment is not appropriate. If a parent has not met with a teacher before discussing the matter with administration, he/she will be directed back to the teacher. In most situations, this scheduled conference will result in a solution.



- Sometimes, parents are concerned that a conference might result in a negative impact on their student. This is contrary to the mutually respectful relationship between our academy and its families. At BSA, our Christian teachers model Christ's unconditional love to all students. Conferences result in a stronger relationship and a better understanding of the student's needs and/or challenges.
- If an issue is not resolved during the first conference, a parent may schedule a meeting with the administrator who directly supervises the teacher. The parent may be asked to attend so everyone can contribute during the conference.
- If the concern is still unresolved, the supervisor, teacher, and parent can meet with the principal.
- Parents, teachers, and administrators may contact the Head of School and/or Education Steering Committee if further mediation is necessary.
- It is not appropriate to use social media or send a mass email to a list of people to communicate a concern.
- It is appropriate to only communicate with the people most directly involved and to follow the biblical steps outlined above. Parents will be asked to review and complete those steps.

It is our experience that many concerns can be easily resolved when those who are most involved pray and meet face to face. We strongly discourage our staff from participating in sensitive or lengthy conversations in the hallways, at carline, on the phone, by email, or via FACTS. Our

staff is happy to meet with you at a planned and calm time. A teacher may ask another teacher or administrator to attend the conference.

Please respect our teachers and staff by refraining from impromptu conferences about school business at venues such as church services or athletic events.

Safety:

1. General Student and Staff Safety:

- Background checks are required for all BSA employees.
- All parents and volunteers who drive on field trips, assist inside classrooms, or attend classroom parties are required to complete an annual background check, conducted online at their own expense. All visitors entering campus past the secured doors after 8:15 a.m. must present a valid state-issued ID to be screened through the Raptor System's criminal records database before being granted access.
- Safe Zones – At 8:15 each morning, all parents must exit the campus or check in at the security desk. This safe zone allows our staff to secure the hallways and classrooms before school each day.
- All staff are annually trained in security procedures and crisis response.



- BSA is a participating school with Hillsborough County Public Schools and the Florida Division of Emergency Management. This provides us with timely and significant information that may affect the safety and security of BSA.
- The BSA emergency checklist has been shared with BSC leadership.
- Please understand that in some emergency situations, the administration and staff are not at liberty to discuss confidential academy information. If unsafe situations occur, the administration will take every measure to keep our students and staff safe and communicate accordingly. Parents should not demand to know details nor question our teachers or staff. Releasing information may compromise safety measures.
- Through FACTS, we will alert you to emergency situations at school. It is vital that you

keep your information up to date so you will be notified. It is YOUR responsibility to check on FACTS to update information. This is our school emergency notification system for closings, lockdowns, or other important safety information.

- If marital status, custody, or name changes occur, please notify the Academy Office and DO NOT make these kinds of changes on your own in FACTS. Please inform the teacher in writing of any legal custody and/or court order issues. We must have a copy of any documentation for legal procedures on file.

2. Procedures:

- Doors are monitored during carline. After carline all doors will be locked.
- Use only the main school entrance by the Special Events Center after 8:15 a.m. To ensure safety, students and parents should not admit anyone into the building.
- Visitors must sign in at the security desk using a valid driver's license and always wear a visitor's badge.
- Inform the office in writing by 2:00 p.m. if someone other than the student's usual pick-up person is picking up the student. The person picking up your student must show state-issued identification.
- Update all address, phone, email, and emergency contact changes in FACTS.
- Report strange or unusual activities on campus.

3. Emergencies: All families will be required to fill out an emergency evacuation information sheet. In an extreme emergency, students will be taken to a secure location. Parents will be contacted when it is safe to leave the building and dismiss our students.
4. Inclement Weather/Natural Disasters: When there's a severe weather threat or natural disaster risk, BSA typically follows local government advice and Hillsborough County Schools' closure decisions. Bell Shoals leadership will consult and decide on closing facilities after gathering sufficient information. BSA leadership will use all channels to inform families and keep them updated.
5. Drills and Inspections: (fire, tornado, etc.) occur regularly per county and state requirements. If parents attend, they should participate. Exit directions are posted. Pulling the fire alarm contacts the Fire Department and may result in a false-alarm fine. If a student pulls it as a



prank, their family is responsible. Parents should warn students that this is a serious offense.

6. Reporting: **Florida Statute § 39.201** mandates that all staff who know of, or have cause to suspect, abuse or neglect of a child, elderly, or disabled person must report the incident to the Florida Abuse Registry. All employees are required to read the Child Abuse and Neglect in Florida guide. Florida Abuse Hotline 1-800-96-ABUSE.
7. Firearm and Weapons Policy: In alignment with federal and state law—specifically the *Gun-Free School Zones Act of 1990 (18 U.S. Code § 922(q))* and **Florida Statute § 790.115**—Bell Shoals Academy strictly prohibits the possession, use, or presence of firearms and weapons on campus grounds or within any school building. This prohibition applies to all individuals, including those with concealed carry permits. This policy is in place to maintain a safe and secure environment for all students, staff, and visitors.

Health and Wellness:

Bell Shoals Academy is committed to the personal, academic, and spiritual development of every student. To achieve this, we are dedicated to creating healthy and safe environments throughout the school year. **Parents are the primary factor in keeping our students healthy by vigilantly screening them at home and complying with school policies and requirements.**

These requirements include (but are not limited to):

1. Immunization Requirements:

In accordance with Florida state law, every student is required to present the following **prior to enrollment/attendance:**

- Florida Certificate of Immunization (Form DH 680) **or** Religious Exemption Form (Form DH 681)
- School Entry Health Examination (Form DH 3040)

*Please note that a student will not be permitted to attend school without the **up-to-date** forms listed above. All forms must be signed by a licensed medical provider and will be verified by the school nurse and/or administration. While we honor religious exemption forms, the school reserves the right to enforce any action deemed necessary to control the spread of communicable disease.

2. Illness Guidelines:

We understand that no single action, or set of actions, can eliminate the spread of infectious illness. Our goal is to fully mitigate the risk of our ability. **The most effective way to**



prevent the spread of illness amongst students and staff is appropriate screening and responsive action.

Parents should monitor their students at home for any signs of illness. We understand that symptoms reported by your student can sometimes be vague, and it can be challenging to distinguish between a student “not feeling well” and the onset of an illness. Parents should use the guidelines listed below or, when in doubt, keep their student at home. **Students with any of the following symptoms listed below will be isolated from other students and required to be picked up from the school within one hour of notification from nurse or administration. The school nurse and administration reserve the right to refuse attendance without a doctor’s note when deemed necessary.**

Please DO NOT send your child to school if he/she has had:

- A fever above 100.4 within the last 24 hours **(WITHOUT the use of fever-reducing medications)**
- Vomiting or diarrhea within the last 24 hours
- Persistent cough or runny nose
- Sore throat
- Any unexplained rash or skin condition
- Redness, swelling, or discharge from the eye
- Any illness requiring antibiotics: pink eye, strep throat, sinus infection, etc. **(Student must be on antibiotics for a minimum of 24 hours prior to returning to school, and must have a note from a medical provider stating the student is allowed to return to school.)**

To prevent the spread of illness, students with the following conditions (but not limited to) must remain at home until symptoms have resolved. This includes refraining from participation and attendance in all extra-curricular games, performances, or activities.

Clearance to return may require a doctor’s note at the nurse’s discretion.

- | | |
|---|----------------------|
| • Impetigo | • Roseola |
| • Conjunctivitis (Pink eye) | • Hand, foot & mouth |
| • Strep throat | • Herpangina |
| • Scabies | • RSV |
| • Lice (must be lice/nit free) | • Ringworm |
| • Covid 19 | • Bronchiolitis |
| • Influenza/Parainfluenza | • Gastroenteritis |
| • Human Metapneumovirus | • Adenovirus |
| • Enterovirus | • Rotavirus |
| • Open, weeping sores (on skin or in mouth) | • Rhinovirus |
| • Norovirus | • Sinusitis |



- Shigella
- Measles/Mumps/Rubella
- Chicken Pox/Shingles
- Hepatitis A
- Tuberculosis
- Staph Infection/MRSA
- E-Coli
- Croup
- Pertussis/Whooping cough
- Pneumonia
- Warts/HPV
- Meningitis

Thank you for allowing us to serve your family and for your collaboration in providing a healthy environment for all students. For more information, direct any questions to the school nurse at: Ashley.huber@bellshoalsacademy.com

3. Lice Policy:

BSA has a “no nit” policy; students must be free of lice and nits (lice eggs) to attend school. Your child will be periodically checked for lice. If a child is identified as having head lice, the student will be isolated from other students and required to be picked up from the school within one hour of notification from the nurse or administration.

Parents are required to provide appropriate treatment to eliminate head lice and nits before the child returns to school. The student must be cleared by the nurse or administration prior to returning to the classroom.

4. Accident/Illness Response:

- If your child becomes ill or injured while at school, we will make every effort to contact you. **If we cannot reach the primary parent or guardian within 30 minutes of an illness or injury, we will contact the designated person(s) listed on your emergency contact form.** It is the parents’ responsibility to provide the school with accurate, up-to-date emergency contact information.
- Please respond promptly when notified of a student’s illness or injury. We cannot provide extended or continuous care.
- In the event an accident occurs at school, an incident report will be sent home with your child within 24 hours.
- A student accident insurance program is included in the tuition cost and covers all students. Any medical costs not covered by the plan are the responsibility of the parent
- The following first aid treatments will be administered at the discretion of the nurse or administration: hot/cold compresses, band-aids, and/or wound dressings, eye wash, compression bandages, or splints.
- In the event of a medical emergency, we will call 911 if deemed necessary.

5. Medication-School Administered:



- If a student requires medication to be administered by staff while at school, it is the parent/guardian's responsibility to provide the nurse with **unopened, labeled** medication, accompanied by a signed medication administration form.
- Any medication to be administered at school will be kept in a locked cabinet in the nurse's office. Please ensure you have a separate supply of medication at home, as medication will not be allowed to be transported to and from school daily.
- The prescription label must include the prescribing physician's name, the student's name, the medication name, the dosage, the frequency, and the expiration date.
- If the medication requires equipment for administration (e.g., dropper, cup, spacer, nebulizer), this equipment must be provided by the parent/guardian and labeled with the student's name.
- Updated authorization forms will be requested periodically at the school nurse's discretion.
- When a medication is discontinued or changed, it is the parent's responsibility to notify the school nurse in writing.
- At the end of the school year, all medication must be picked up in person by the parent/guardian. Any medication not collected will be disposed of appropriately.

Allergy and Asthma Policy:

Student Responsibility

To remain active and healthy, a student with severe allergies or asthma must take responsibility for following the medical management plan developed by their healthcare provider. Medication and supplies must be handled safely to prevent loss, damage, or accidental injection of other students. The student should:

- Cooperate with school personnel in the emergency plan of care.
- Follow the local policies and safety procedures.
- Seek adult help immediately if exposed to an allergen or if symptoms of an allergic reaction occur.
- Conform to an allergy reduction and avoidance diet according to the medical plan of care and take responsibility for avoiding allergens.
- Complete the initial and ongoing allergen avoidance education provided by the primary healthcare provider.
- Students who have been given permission by their parents and school to carry their own auto-injector and/or asthma inhaler need to demonstrate competence in using them.
- Notify the teacher or responsible adult to call 911 if the student has used the auto-injector.
- Notify the teacher or responsible adult after using the asthma inhaler to determine if further medical treatment is needed.

Parents and Guardian Responsibility:



BSA's health policies should delineate roles that promote partnerships among parents or guardians, healthcare providers, and schools. For students to receive safe, consistent services while in school, it is important for parents and guardians to:

- Inform the school as soon as possible when a student is newly diagnosed with an allergy, or when a previously diagnosed student enrolls in a new school. Ideally, parents should work with school staff before their child's admission to ease the student's transition into the school environment.
- Participate in the safety and healthcare plan *conference* as soon as possible after diagnosis and prior to the start of each school year.
- Provide a medication authorization form to the school with medication and supplies for emergency care of the student's allergy.
- Monitor and replace emergency medication immediately after use or upon expiration.
- Provide the school with accurate emergency contact information and the healthcare provider's written medical orders for the student's emergency care.
- Provide the school's UAP with the written medical prescription/documentation when there are changes in the medical management that affect the student's care in school.
- Accept financial responsibility for 911 calls and emergency transportation.
- Sign the appropriate written permission for the authorization of prescribed medication, treatment, and the sharing of necessary health-related information.
- Work with healthcare providers, their staff, and the student to promote the student's self-sufficiency in recognizing and avoiding allergens and in self-managing.
- Submit the signed Allergy Seating Information form to have the student seated at a designated allergy table, which helps limit the possible exposure to allergens.
- It is preferred that **two** EpiPens be provided to the school. One to be kept with your student's teacher and one to be kept in the academy health clinic. If your child is in grades 6th – 10th and their physician deems them responsible and competent to self-carry
- and administer lifesaving medications (such as an inhaler and epinephrine), the expectation is that they always have these medications on their person. This must be indicated on their allergy and asthma action plan and signed by a physician.

Unlicensed Assistive Personnel (UAP):

In schools like BSA, where a full-time UAP is assigned, that individual assists parents or guardians and school staff in ensuring that the student's medication and supplies are always up to date. Arrangements and agreements should be made with parents or guardians for providing student health information (forms on file) for EMS to take to the emergency room. The used epinephrine auto-injector should be returned to the original container or tube and given to EMS for transport to the emergency room with the student.

Faculty and Staff Responsibility:



Teachers and coaches should provide a supportive learning environment and treat students with severe allergies and asthma the same as any other student, while also making the necessary accommodations. All staff who will have direct contact with the student or who may be present when an allergen is exposed should be prepared to administer epinephrine when needed and to activate the EMS system. Teachers, coaches, assistants, and before and after-school staff should:

- Be trained to recognize symptoms of an allergic reaction, how to administer epinephrine, and how to activate the emergency response protocol when a student is exposed to a life-threatening allergen.
- Provide a physical environment where students with allergies can be safe by:
 - Being familiar with the student's health and safety plan.
 - Ensuring that all temporary staff are aware of the student-at-risk and the emergency procedures to follow.
 - Enforce the no-sharing of food and utensils policy.
 - Reviewing lesson plans to eliminate allergens in areas such as science experiments, food preparation, and arts classes.
 - Teaching and allowing adequate time for proper hand washing.

Food Service Staff Responsibility:

Food service staff members may play a critical role in providing an allergen-free environment for students. They should attend basic awareness training to recognize allergic reactions, thereby facilitating their understanding of the direct link between their food service activities and the overall health and safety of students with food allergies. The food service staff will work with administration and UAP to develop a plan so that the student with food allergies is not served any food containing an allergen. They should also:

- Provide and maintain an allergen-free table in the lunchroom and a policy for cleaning all tables.
- Work to reduce or eliminate the use of as many allergens as possible.
- Monitors the lunchroom to prevent cross-contamination of food and utensils by enforcing the academy's no sharing of food and utensils policy.

Social Networking Guidelines:

1. Using technology to identify students or staff in defamatory, abusive, or generally negative terms will not be tolerated. It is our desire to ensure the health, safety, and security of our students and staff. The reputation of our school as a Christ-centered ministry is paramount. Technology includes but is not limited to cellphones, iPads, iPods, social media sites, email, etc.
2. Any posting on the web that identifies students or staff as members of the BSA community without permission from the school administration/individuals is highly discouraged without proper consent.
3. Any inappropriate posting may result in disciplinary action.



4. It is our desire and intention, through these policies, to continue encouraging our students, parents, and staff to conduct themselves in ways that support and reflect our Christian testimony in a public forum. With this in mind, we have developed an Acceptable Use Policy for electronic devices that will be signed by students and parents through their homeroom teacher. This policy is also available in the FACTS Family portal.

Advertising and Sponsorships:

BSA does not allow outside vendors, teams, businesses, etc., to access our distribution channels (student folders, email blasts, social media posts, publications) for personal gain. There are advertising and sponsorship opportunities throughout the year, including our newsletters, yearbook, and Panther Run. Information will be provided as opportunities are available.

Explores Club & Discovery Camp:

Explorers Club is our before- and after-school program designed to help parents who need regular care for their children beyond the school day. We offer supervision by an experienced staff and a variety of enrichment activities for children from preschool through eighth grade. Daily activities include homework time, snack time, supervised free play, crafts, and organized games.

- Acceptable behavior is expected. The same BSA classroom discipline rules apply.
- The Explorers Club operates every day that school is in regular session and is available on early release days. To enroll in the program, go to our website. For safety and staffing purposes, enrollments must be pre-scheduled.
- For your convenience, we offer “COURTESY CARE” for EMERGENCIES when families need just one day of care instead of an entire month. Courtesy Care is available to ELC-8th-grade students and is not intended to be a regular occurrence. The day of care needed must be paid at least 24 hours in advance. Children who have not prescheduled Courtesy Care will be taken to the Explorers Club after carline, where late pick-up fees will apply. See drop-off and pickup
- procedures for more information.
- Discovery Camp is a 9–10-week, theme-based series of summer camps offered to academy parents. Information is available on our website.

Safety Patrols:

Our 6th-grade students provide supervision and direction during arrival times. Parents and students alike must show respect for the authority vested in these patrols.

Financial Information:

As a ministry of Bell Shoals Church, Bell Shoals Academy conducts itself in a manner that honors the Lord. The financial conduct of the school and its parents must reflect responsibility, timeliness, and good communication. When you enroll your student(s), we enter a contract that reserves a space for your child. We purchase textbooks and resources and make plans for your



student. This contract is your pledge to BSA to pay the tuition and fees so that we can meet the school's required budget. We employ our teachers and staff based on enrollment and must pay those contracts. When families do not uphold their financial obligations, it is a tremendous hardship to the school.

“This is what the LORD commands: When a man makes a vow to the Lord or takes an oath to obligate himself by a pledge, he must not break his word but must do everything he said.” Numbers 30: 1b – 2

To meet that goal, please read the following guidelines carefully:

1. Billing statements and related account information will be available on FACTS.
2. Tuition installments are auto-drafted from your checking or savings account on your selected date of either the 5th or the 20th of the month. You are responsible for inputting your banking information and authorizing BSA to receive this money. Monthly installments are due in full each month, regardless of student attendance or the number of school days within that month.

Late/Unpaid Balances:

- a) Payments received more than 3 days past due will incur a late charge of 5% of the unpaid balance, plus a \$20 NSF Fee.
 - b) If more than 2 consecutive monthly payments are delinquent, then attendance will not be permitted until the FACTS account is back in “good standing”. These guidelines will apply to Athletics, Fine Arts, Explorers Club, Discovery Camp, Speech Therapy, Tutoring, and any other services or special events provided at the Academy.
 - c) If more than 2 payments are delinquent within a school year, then a meeting with the admin is required, and a course of action will be determined.
3. A check received for any type of payment (i.e., tuition, Explorers Club, Discovery Camp, athletics, etc.) returned due to “non-sufficient funds” will be subject to the service charge penalty fee. The same applies to any auto-draft that is rejected due to “insufficient funds.”
 4. WITHDRAWALS: A 30-day notice is required in the case of withdrawal. You are responsible for the tuition costs of those days, plus 15% of the tuition balance.
 - All withdrawals must be officially processed through the academy office and submitted in writing (email is acceptable). The student must also be cleared of all charges for the lunchroom, Media Center, Fine Arts, Sports, and any other fines or charges due. All charges (tuition, lunchroom, library, etc.) must be paid before student records, report cards, and transcripts can be released. The enrollment fee is



not refundable unless you move away before the school year begins. FACTS Enrollment Fee and/or FACTS Insurance Fee are not refundable upon withdrawal. Also, 15% of the tuition balance is due after school begins.

- All tuition installments paid up to and including the date of withdrawal are forfeited.
- 5. Athletics: Students will not be able to try out or participate if their financial accounts are not current. An Athletic Eligibility Form will be required for tryouts. All FACTS accounts must reflect and remain in a “good standing” financial status.
- 6. At the end of each term, families who are not financially current will not be able to view FACTS until all accounts are settled. This includes, but is not limited to, tuition, athletic fees, Fine Arts, Explorers Club, lunchroom, and Media Center.
- 7. At the time of re-enrollment, your account must be current. This includes, but is not limited to, tuition, athletic fees, Fine Arts, Explorers Club, lunchroom, and Media Center.
- 8. Tuition discounts: Families with a VPK-enrolled child are not eligible for additional discounts.
 - a) Multiple child discount - Families with 2 or more enrolled students will receive a 9% tuition discount for subsequent children in the 2s and 3s program. Discounts will apply to the child(ren) in the 2s and 3s program; sibling discounts do not apply to VPK and K-10th-grade students.
- 9. Fees may include, but are not limited to, tuition, athletic fees, Fine Arts fees, Compass fees, any fees for destroyed or damaged textbooks, library books, school-owned technology, or school materials.

Enrollment Agreement:

In your enrollment packet, a signed copy of a form indicating your understanding and agreement with our policies was included. These policies are:

1. We recognize that our participation in prayer and service is needed to properly partner with BSA in the education of our child(ren).
2. We will follow the Matthew 18 principle for dealing with questions and conflicts, which says to bring all questions and concerns to the person most directly involved. In most instances, this would be the classroom teacher or coach. If a satisfactory conclusion is not reached, the appropriate administrator should be contacted.
3. reached, the appropriate administrator should be contacted.
4. We understand that we are expected to prayerfully support the school, staff, faculty, and administration. We will not spread gossip, criticize, or display hostility toward any BSA employee. Such undisciplined behavior may result in our student being removed from the school.
5. School authorities are hereby given permission to discipline my child(ren) when necessary in accordance with school policies and generally accepted Christian school practices. It is understood that parents will support the faculty's authority regarding discipline.



6. We understand that all students are accepted on a trial basis. Continued enrollment requires acceptable attendance, grades, and citizenship as defined on the report card, as well as positive support from family members. No family is guaranteed reenrollment each year.
7. We will permit our child(ren) to go on scheduled field trips and other school activities.
8. It is the parents' responsibility to provide the school with any changes to legal or medical documents, addresses, or phone numbers.
9. BSA is not responsible for the loss or damage of personal property.
10. BSA reserves the right to dismiss any student who continually and willfully neglects academics, displays poor citizenship, fails to cooperate with faculty, or fails to reflect the Christian principles of the school.
11. Students should not deface or destroy school property. The full cost of repairs will be assessed, and the student will be subject to disciplinary action. (For other reasons for disciplinary action, see the Discipline Policies page.)
12. If I, as a parent, or any agent acting on my behalf or on behalf of my child, bring any legal action against the school or its agents, I understand that I will be responsible for paying all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration. The child of the litigating family shall be withdrawn.
13. BSA has limited resources to provide opportunities for students with specific educational needs that cannot be fully met in the classroom.
 - Once a student with exceptional needs has been identified, a team will develop recommendations, and those recommendations must be followed by the academic services plan team.
 - BSA is not equipped to service students with severe exceptionalities such as emotional handicaps, behavior disorders, Autism, intellectual disability, and other severe exceptionalities.



Family Handbook Acknowledgement Form

2026-2027

Student Name

Grade

The mission of Bell Shoals Academy is to provide an unrivaled, Christ centered education that inspires and equips the next generation. We aim to honor the Lord Jesus Christ by providing students an education based upon academic excellence and Biblical values. We strive to follow Biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in BSA, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. BSA reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by BSA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of BSA. As a ministry of Bell Shoals Church, Bell Shoals Academy is governed by the Bylaws of the church. In support of the Articles of Faith, Bell Shoals Academy reserves the right to not admit or retain students and families based on lifestyle choices and sexual immorality. A complete copy of the church by-laws is available in the academy office.

- *Our signatures indicate that we have received, read, and support the Student Handbook.*
- *We also agree to cooperate with BSA in the enforcement of the rules and regulations of the institution and to meet the terms of the agreement about expenses, business details, and so forth, as outlined by BSA.*
- *I understand that in order to follow my child's growth and development that a variety of observation and assessment tools will be used through the year with my child.*
- *We consent for BSA personnel to have access to our child's records.*
- *We agree with the academy's effort to train our child in the Bible and will encourage our child in this and in all other phases of instruction.*

Parent/Guardian Signature

Date:

Parent/Guardian Signature

Date:

ALL POLICIES IN THIS HANDBOOK ARE SUBJECT TO CHANGE. STUDENTS AND PARENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR. THIS HANDBOOK IS ALSO AVAILABLE ON OUR WEBSITE.